

How to initiate an inquiry in the purchase plan interface (Document)

If **the purchase modes is "Ashore Inquiry"**, Purchase Application becomes a purchase plan after approval. **The current inquiry method in the system is divided into 2 types : Combined Items to Inquiry , Purchase Application to Inquiry.** (This document takes Spare Parts as an example)

1. Combined Items to Inquiry

Users log in to the OLISS web side, click "Purchasing Management → Purchase Plan" in order, default into the spare parts interface, switch to "Combined Items to Inquiry", check the items to be inquired again, click the shopping cart icon in the lower left corner to enter the shopping cart interface, click "Select Suppliers" in the lower right corner, click "Select" in front of the specific supplier name again, click "Next Step" in the lower right corner to enter the improve the RFQ interface, fill in the relevant information (with * required) and click "Start Inquiry", fill in the quote requirement and click "Confirm", the system will automatically send inquiry emails and text messages to the supplier.

互海科技 Workbench 28946 Vessel Monitor Find Switching System EK 孙江梅

Purchasing Management Spare Parts Marine Stores Oil Chart **Combined Items to Inquiry** Purchase Application to Inquiry *By default, it is sorted by items, but you can also sort the documents according to your needs*

2. Switch to "Combined Items to Inquiry" Display Only Critical Spare Parts Sort by Items/Combine similar items Keywords Searching Search Reset

Spare Parts	Code/Specification/Drawing No.	Egpt Name/Type/Manufacture	Spare's Description	Qty	Vessel	Appl. Dept.	Appl. Info	Priority	Cancel All
<input type="checkbox"/> 操纵机件	230.303.00	Equipment 操纵机 - 42302C-4组 Components / Position No. 操纵机件_0	Apply for Purchasing 2P: Appl ove: 2 件 Unreceived 50P Store List 51P	LINK OCEAN 1	Engine Dept.	Apply for ship supply 2023-06-36上午	Normal	Cancel P urchase	
<input type="checkbox"/> 大螺母	M86	Equipment 螺母(大) - 1.5CWX-2A Components / Position No. 螺母(大)螺母	Apply for Purchasing 2.7: Appl ove: 2 个 Unreceived 65 P Store List 15.7 P	LINK OCEAN 1	Engine Dept.	Apply for ship supply 2023-09-10.1308F VR SDF ASDF	Normal	Cancel P urchase	
<input type="checkbox"/> Oil-Injected Rotary Screw Air C compressors	GA11	Equipment 空压机 - GA11 Components / Position No. Oil-Injected Rotary Screw Air Compressor_0	Apply for Purchasing 2Piece: A pprove: 2 Piece Unreceived 1246Piece Store List 144Piece	LINK OCEAN 1	Engine Dept.	Apply for ship supply 2023-09-10.1308F VR SDF ASDF	Normal	Cancel P urchase	
<input type="checkbox"/> Air Filter Body Complete	195-11120	Equipment 空气滤 - S110042 Components / Position No. Intake System_10	Apply for Purchasing 2Piece: A pprove: 2 Piece Unreceived 1246Piece Store List 144Piece	LINK OCEAN 1	Engine Dept.	Apply for ship supply 2023-07-29日	Normal	Cancel P urchase	
<input type="checkbox"/> Air Filter Body Complete	195-11120	Equipment 空气滤 - S110042 Components / Position No. Intake System_10	Apply for Purchasing 1Piece: A pprove: 1 Piece Unreceived 2246Piece Store List 224Piece	LINK OCEAN 1	Engine Dept.	Apply for ship supply 2022-12-30.12	Normal	Cancel P urchase	

1. Click on "Purchase Plan"

3. Check the items you need to purchase and click the icon to enter the shopping cart interface

4 Total 100Total/Page

Shopping Cart



No.	Spare Parts Na...	Spares Position No.	Code/Specification/Drawing No.	Purchase ...	Shore-based Stock	Other Ship Stock
1	Oil-Injected Rotary Screw Air Compressors ①	0	GA11	2	0	0
2	Air Filter Body, Complete ①	10	195-11120	1	0	0
3	Oil-Injected Rotary Screw Air Compressors ①	0	GA11	2	0	0

4. Click on " Select Suppliers" to enter the supplier selection interface



Select Suppliers

Selected Suppliers
中采(天津)船舶服务有限公司 ✕ → You can delete the already checked suppliers

Suppliers List
Recommend Suppliers Address Book
Add Suppliers

You can quickly filter suppliers by keywords, supplier categories, supplier types, cities, or company types

Please select mangroup Please select supply type Please select the city Select supplier type Keywords Searching Search Reset

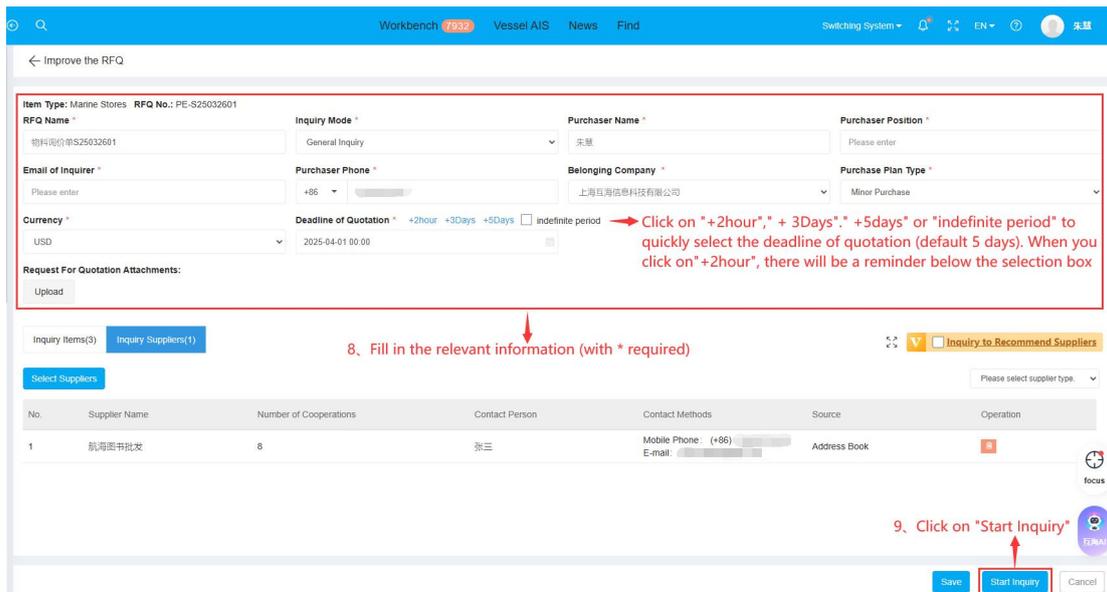
5. Select " Recommended Suppliers / Address Book/ Add Supplier" as needed

Select	Company Name	Supply Type	Sales Volume and Evaluations	Source	Matched Items of Agreement Price ①	Contact Info	Transactions Nu...	Unpaid Account
<input type="button" value="Cancel"/>	中采(天津)船舶服务有限公司	Marine Stores/Vesse...	Sales Volume: 7 Evaluations: -	Shared Resources	0/3	魏东亮 经理 Telephone: N/A Mobile Phone: (+86)15*****6 E-mail: wa*****g@126.com	0	N/A
<input type="button" value="Select"/>	宁波星美的玛科技有限公司	Machinery Equipme...	Sales Volume: 29 Evaluations: -	Shared Resources	0/3	沈志强 总经理 Telephone: N/A Mobile Phone: (+86)17*****9 E-mail: x*****@163.com	0	N/A
<input type="button" value="Select"/>	青岛星美的玛服务有限公司 (舟山) 有限公司	Marine Stores,Vesse...	Sales Volume: 210 Evaluations: -	Shared Resources	0/3	刘明宗 总经理 Telephone: N/A Mobile Phone: (+86)15*****8 E-mail: *****@emeraldmarineservices.com	0	N/A
<input type="button" value="Select"/>	青岛星美的玛物资供应有限公司	Marine Stores,Vesse...	Sales Volume: 62 Evaluations: -	Shared Resources	0/3	姜伟群 副总经理 Telephone: N/A Mobile Phone: (+86)17*****5 E-mail: q*****@163.com	0	N/A
<input type="button" value="Select"/>	青岛船舶修造城(武汉)有限公司 (原武汉英普科技有限公司)	Vessel Equipment A...	Sales Volume: 36 Evaluations: -	Shared Resources	0/3	李刚 销售经理 Telephone: N/A Mobile Phone: (+86)15*****0 E-mail: *****@jonykingtech.com	0	N/A
<input type="button" value="Select"/>	南京星美的玛	Air Compressor	Sales Volume: 104 Evaluations: -	Shared Resources	0/3	周允武 销售经理 Telephone: N/A Mobile Phone: (+86)13***** E-mail: 13*****@163.com	0	N/A

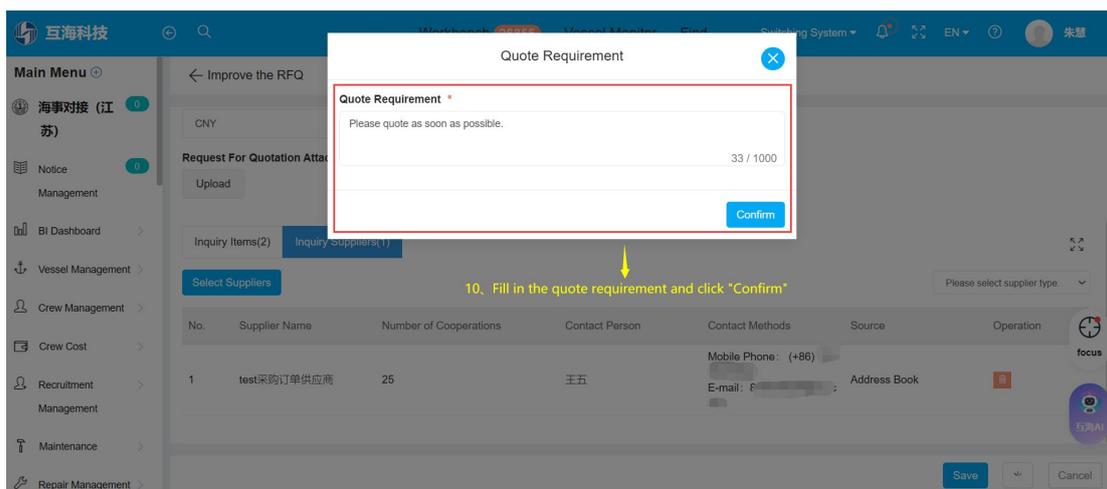
6. Click on " Select" in front of the supplier's name to choose the supplier. After selecting, it will change to " Cancel"

7. Click on "Next Step"

Next Step



Note : You can click "+ 2 hours", "+ 3 days" or "+ 5 days" or "indefinite period" to quickly select the deadline of quotation. When clicking "+ 2 hours", a reminder character appears in the selection box.



2. Purchase Application to Inquiry

The user logs in to the OLISS web side, clicks "Purchasing Management → Purchase Plan" in order, checks "Purchase Application to Inquiry", checks the items to be inquired again, clicks "Inquiry Purchase", clicks "Select Supplier" in the lower right corner after verifying the relevant items in the inquiry purchase, clicks "Select" in front of the specific supplier name again, clicks "Next Step" in the lower right corner to enter the improve the RFQ interface, fill in the relevant information (with * required) and click "Start Inquiry", fill in the quote requirement and click "Confirm", the system will automatically send inquiry emails and text messages to the supplier.

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Purchasing Management

Purchase Application

Purchase Docking

Materials Acceptance

Vessel Purchase

Purchase Plan

Inquiry Management

Purchase Order

Spare Parts Marine Stores Oil Chart Combined Items to Inquiry Purchase Application to Inquiry → 2. Switch to the "Purchase Application to Inquiry" interface

Offline Purchase Inquiry Purchase → 4. Click on "Inquiry Purchase"

Keywords Searching Search Reset

App'l No./Name	Vessel	Dept.	App'l Date	Purchase Info	Supply Date	Supply Place	Priority Level	Purchase Plan Type	Operation
备件申请单20221130	LINK OCEAN 1	Engine Dept.	2022-11-30	1 items without inquiry/Total 2 items Related Eqt.:主缸	2022-12-30	12	Normal	Quarter Purchase	Cancel Purchase

3. Select the target document

1. Click on "Purchase Plan"

Workbench 28843

Spare Parts Marine Stores Oil Chart Combined Items to Inquiry Purchase

Offline Purchase Inquiry Purchase Step 4 click to jump to the right interface

No.	App'l No.	Vessel	Purchase Info	App'l Date
1	备件申请单20221130	LINK OCEAN 1	1 items without inquiry/Total 2 items	2022-11-30

5. After confirming the inquiry document, click on "Select Suppliers"

Select Suppliers

Select Suppliers

Selected Suppliers

中采(天津)船舶服务有限公司 You can delete the checked suppliers

Suppliers List

Recommend Suppliers Address Book Add Suppliers

Quickly filter suppliers by keywords or by supplier categories, supplier types, cities, and company types

Please select mangroup Please select supply type Please select the city Select supplier type Keywords Searching Search Reset

6. Select "Recommended Suppliers/ Address Book/ Add Supplier" as needed

Select	Company Name	Supply Type	Sales Volume and Evaluations	Source	Matched Items of Agreement Price	Contact Info	Transactions Nu.	Unpaid Account
Cancel	中采(天津)船舶服务有限公司	Marine Stores/Vesse	Sales Volume: 7 Evaluations: -	Shared Resources	0/1	姚东东 经理 Telephone: N/A Mobile Phone: (+86)13***** E-mail: va*****@126.com	0	N/A
Select	宁波星莱机电科技有限公司	Machinery Equipme.	Sales Volume: 29 Evaluations: -	Shared Resources	0/1	郑志强 总经理 Telephone: N/A Mobile Phone: (+86)17*****9 E-mail: xr*****@163.com	0	N/A
Select	武汉船舶服务(舟山)有限公司	Marine Stores/Vesse.	Sales Volume: 210 Evaluations: -	Shared Resources	0/1	梁明翠 总经理 Telephone: N/A Mobile Phone: (+86)15***** E-mail: s*****@emeraldmarineservices.com	0	N/A
Select	青岛海洋船舶物资供应有限公司	Marine Stores/Vesse.	Sales Volume: 63 Evaluations: -	Shared Resources	0/1	姜伟祥 副总经理 Telephone: N/A Mobile Phone: (+86)17***** E-mail: q*****@163.com	0	N/A
Select	鄂海船舶机械(武汉)有限公司 (原武汉英普科技有限公司)	Vessel Equipment A...	Sales Volume: 36 Evaluations: -	Shared Resources	0/1	李朝 销售经理 Telephone: N/A Mobile Phone: (+86)15*****0 E-mail: s***@qjoryingtech.com	0	N/A
Select	武汉星洋船舶机械有限公司	Diesel Engine Electr.	Sales Volume: 80 Evaluations: -	Shared Resources	0/1	胡建群 主人 Telephone: N/A Mobile Phone: (+86)13*****3 E-mail: s*****@163.com	0	N/A
Select	巨鹿科蓝德特机械科技有限公司	Machinery Equipme.	Sales Volume: 2 Evaluations: -	Shared Resources	0/1	马良兴 经理 Telephone: N/A Mobile Phone: (+86)18*****6 E-mail: 3*****@qq.com	0	N/A

7. Click on "Select" in front of the supplier's name to choose a supplier. After selecting, it will change to "Cancel"

8. Click on "Next Step"

Next Step

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← Improve the RFQ

Item Type: Marine Stores RFQ No.: PE-S25032601

RFQ Name * 物料询价单S25032601 Inquiry Mode * General Inquiry Purchaser Name * 朱慧 Purchaser Position * Please enter

Email of Inquirer * Please enter Purchaser Phone * +86 Belonging Company * 上海互海信息科技有限公司 Purchase Plan Type * Minor Purchase

Currency * USD Deadline of Quotation * +2hour +3Days +5Days indefinite period **Click on "+2hour", "+3Days", "+5Days" or "indefinite period" to quickly select the deadline of quotation (default 5 days). When you click on "+2hour", there will be a reminder below the selection box**

Request For Quotation Attachments: Upload

Inquiry Items(3) Inquiry Suppliers(1)

9. Fill in the relevant information (with * required)

Select Suppliers

No.	Supplier Name	Number of Cooperations	Contact Person	Contact Methods	Source	Operation
1		8	张三	Mobile Phone: (+86) E-mail:	Address Book	

10. Click on "Start Inquiry"

Save Start Inquiry Cancel

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← Improve the RFQ

Quote Requirement

Quote Requirement * Please quote as soon as possible. 33 / 1000 Confirm

11. Fill in the quote requirement and click "Confirm"

Select Suppliers

No.	Supplier Name	Number of Cooperations	Contact Person	Contact Methods	Source	Operation
1	test采购订单供应商	25	王五	Mobile Phone: (+86) E-mail:	Address Book	

Save Cancel

Next step:

After initiating an inquiry with the supplier, the document will arrive at the "Inquiry Management" interface and display the status of "In the inquiry".

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Purchasing Management

Purchase Application

Purchase Docking

Materials Acceptance

Vessel Purchase

Purchase Plan

Inquiry Management

Purchase Order

Supplier Evaluation

Annual Agreement Price

After-sales Feedback

Vessel Service

Expense Management

Budget Management

Spare Parts Marine Stores Oil Chart

Add

Please select Belonging C Please select creation date Supplier Name Keywords Searching Search Reset

View the expired RFQs(165) Check My RFQ Only

No.	RFQ No.	RFQ Name	Inquiry Mode	Purchase Appl No./Appl	Purchase Plan Type	Vessel	Number of inquiry items	Number of Inquiry Suppl.	City of Feedback	Status	Operation
25	PE-P24011602	备件询价单P24011602	General Inquiry	这是申请单名称	Monthly Purchase	LINK OCEAN 1	1	0companies	0 quotation feedbacks	Unsubmitted	Edit Delete
26	PE-P24011001	备件询价单P24011001	General Inquiry	PA-P23061201	Quarter Purchase	LINK OCEAN 1	1	0companies	0 quotation feedbacks	Unsubmitted	Edit Delete
27	PE-P23112301	备件询价单P23112301	General Inquiry	PA-P23112001	Quarter Purchase	LINK OCEAN 1	1	0companies	0 quotation feedbacks	Unsubmitted	Edit Delete
28	PE-P23101701	备件询价单P23101701	General Inquiry	测试单号	Other	LINK OCEAN 1	1	0companies	0 quotation feedbacks	Unsubmitted	Edit Delete
29	PE-P23090601	备件询价单P23090601	General Inquiry	测试	Monthly Purchase	LINK OCEAN 1	3	0companies	0 quotation feedbacks	Unsubmitted	Edit Delete
30	PE-P23081801	备件询价单P23081801	General Inquiry	P1808150001	Quarter Purchase	LINK OCEAN 1	1	1companies	0 quotation feedbacks	Unsubmitted	Edit Delete
31	PE-P23051801	备件询价单P23051801	General Inquiry	PA-P23030801	Quarter Purchase	LINK OCEAN 1	1	0companies	0 quotation feedbacks	Unsubmitted	Edit Delete
32	PE-P24121601	备件询价单P24121601	General Inquiry	备件申请单20220216(1)	Quarter Purchase	LINK OCEAN 1	1	1companies	0 quotation feedbacks	In the Inquiry	In the Inquiry The quotation has been closed
33	PE-P24121001	备件询价单P24121001	General Inquiry	1123	Minor Purchase	LINK OCEAN 1	5	4companies	1 quotation feedbacks	In the Inquiry	In the Inquiry The quotation has been closed
34	PE-P24111502	备件询价单P24111502	General Inquiry	OL1-PA-P24111502	Minor Purchase	LINK OCEAN 1	2	1companies	0 quotation feedbacks	In the Inquiry	In the Inquiry The quotation has been closed

After initiating an inquiry to the supplier, the document will be directed to the "Inquiry Management" interface and displayed with a status of "Inquiring".