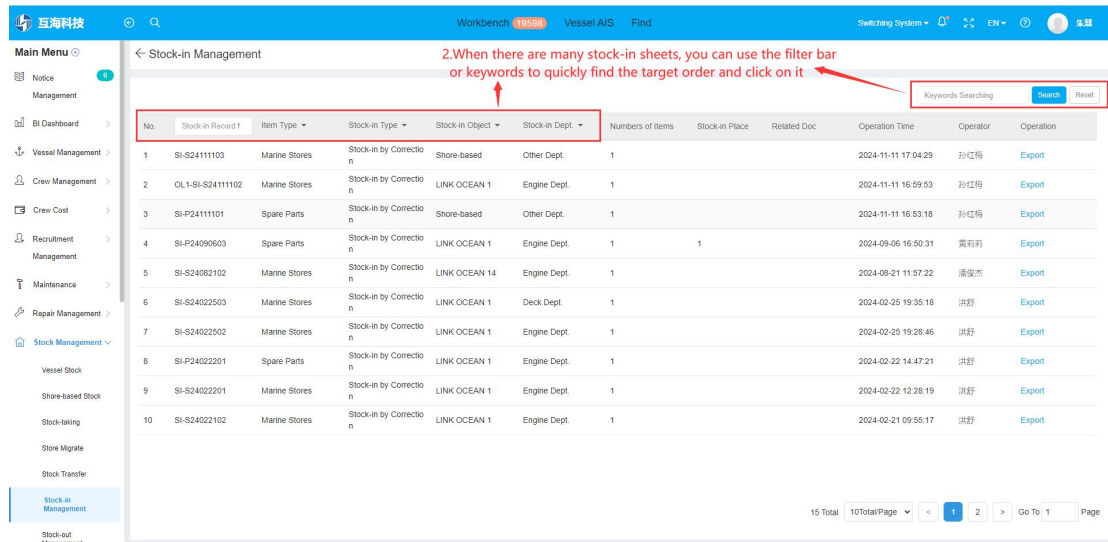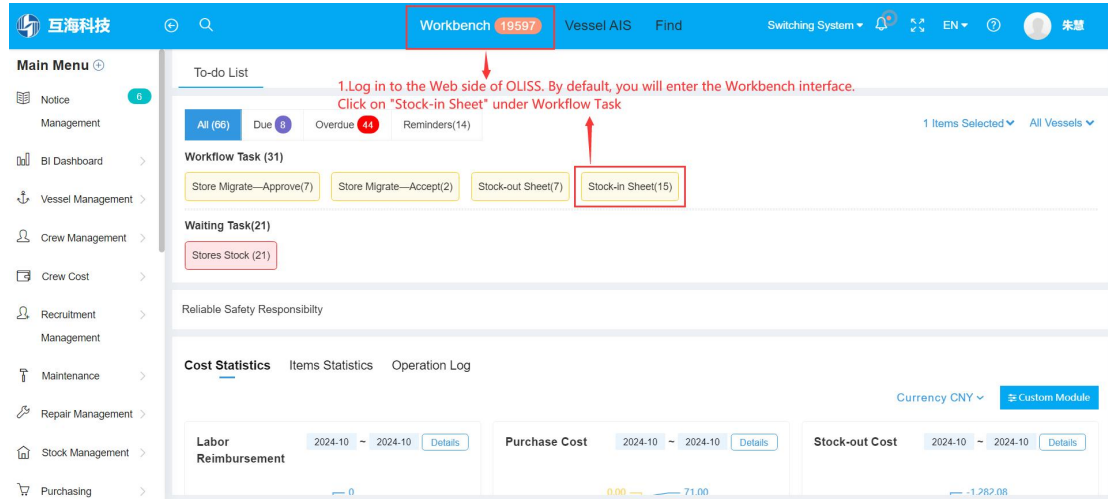# How to approve the stock-in sheet on the web side (document)

After the stock-in record is submitted, according to the setting of the approval process, the record flows to the workbench of the personnel who has the stock-in record approval authority.

Users log in to the OLISS Web side, and in the "**Workbench → Workflow Task → Stock-in Sheet**" interface, they can operate according to the following steps 1-3:

Stock-in Record (Approving)

Stock-in Record No.: SI-S24111103

Stock-in Object: Shore-based	**Stock-in Dept.:** Other Dept.	**Operation Time:** 2024-11-11 17:04:29
Item Type: Marine Stores	**Stock-in Type:** Stock-in by Correction	**Related Doc:** N/A
Numbers of Items: 1	**Stock-in Place:** When there are multiple items to be received, you can click on the icons next to Supplier, Tax Rate, Storage Location, and P.I.C to fill in the information in bulk	
Stock-in Remark:		

Goods Details (1)

No.	Store Name	Stock-in Date	Supplier	Stock-in Qty	Unit Price Including Tax	Total Price ...	Tax Rate	Total Price Excluding ...	Validity Period	Storage Position	P.I.C
1	哑铃 ⓘ	2024-11-11	Please enter	18	0	CNY ▾ 0	0% ▾	0.00	Please enter	岸基库房1	111

Task Progress

[Comment] [Accepted] [Reject]

3.The approver can choose to "Accepted" or "Reject" the stock-in sheet based on its actual situation, and can also leave a "Comment"

● Apply 2024-11-11 17:04:29
  孙红梅

○ Approve — 采购专员 ⓘ

After the stock-in approval is passed, in the "Stock Management – Stock-in Management" interface, the approved stock-in sheets will display the status of "Completed", and the returned stock-in sheets will display the status of "Rejected", as shown in the figure below.

Stock-in Management

On the Stock-in Management interface, approved stock-in sheets will display an "Completed" status, while rejected ones will show a "Rejected" status

No.	Stock-in Record	Item Type	Stock-in Type	Stock-in Object	Stock-in Dept.	Numbers of Items	Stock-in Place	Related Doc	Operator	Status	Stock-in Date	Operation
21	SI-P24092701	Spare Parts	Purchase	LINK OCEAN 1	Engine Dept.	1		Purchase Order	潘俊杰	Finished	2024-09-27	Export
22	SI-S24092601	Marine Stores	Purchase	LINK OCEAN 1	Engine Dept.	2	扬州港	Purchase Order	李昱	Finished	2024-09-26	Export
23	SI-P24092601	Spare Parts	Purchase	LINK OCEAN 1	Engine Dept.	1	扬州港	Purchase Order	李昱	Finished	2024-09-26	Export
24	SI-S24091902	Marine Stores	Purchase Offline	LINK OCEAN 1	Deck Dept.	1			杨芬芬	Unsubmitted	2024-09-19	Edit | Export Delete
25	SI-S24091901	Marine Stores	Stock-in by Correction	LINK OCEAN 1	Deck Dept.	1			杨芬芬	Finished	2024-09-19	Export
26	SI-P24091201	Spare Parts	Stock-in by Correction	LINK OCEAN 1	Engine Dept.	1			朱慧	Rejected	2024-09-09	Export
27	SI-P24091102	Spare Parts	Purchase	LINK OCEAN 1	Engine Dept.	4		Purchase Order	杨芬芬	Finished	2024-09-11	Export
28	SI-P24091101	Spare Parts	Purchase	LINK OCEAN 1	Engine Dept.	2		Purchase Order	杨芬芬	Finished	2024-09-11	Export
29	SI-P24090603	Spare Parts	Stock-in by Correction	LINK OCEAN 1	Engine Dept.	1	1		黄莉莉	Approving	2024-09-06	Export
30	SI-S24090601	Marine Stores	Stock Initialization	LINK OCEAN 1	Engine Dept.	1			潘俊杰	Finished	2024-09-06	Export

819 Total 10Total/Page ▾ < 1 2 **3** ... 82 > Go To 3 Page