How to replace the supplier in the inquiry scheme on the web

side (Document)

After the supplier's quotation, the supplier can be replaced by the inquiry plan not submitted for approval ("in the inquiry") or the inquiry scheme submitted for approval ("in the approval of quotation").

1. Inquiry scheme of "In the inquiry"

Users log in the OLISS web side, click **"Purchasing Management→Inquiry Management"** in order to enter the inquiry management interface. Select the inquiry list with "in the inquiry" and the number of suppliers of 2 or more, and click to enter the RFQ Details interface. Switch to the "Inquiry Suppliers" interface, select the supplier according to the actual situation, the interface will automatically jump to "Selected Scheme", click on the right side of the selected supplier "More", can view the items of other supplier offer, click the "Select" after them , will successfully replace the supplier, finally click "Submit".



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Ä	Purchasing ~	RFQ Details 3.Switch to t	he "Inquiry Suppliers" interfac	ce		Click to compare	different quotations
	Purchase Application	Selected Scheme(2)			Quote Compare		
	Purchase Docking	Intelligent recommended Sch	ien ie		Exchange Rate Conv	ersion (): 1 CNY = 0.02 U	SD = 0.12897 EUR 😰
	Materials > Acceptance	Add Suppliers	The supplier didn't quote	e, can't operate? Please conta	act Huhaiyi. Total Price Order 4.Select the sup	Please se	ect supplier type.
	Vessel Purchase	Quote Date/Remarks	Quote Info	Quotation Participation Ratio	Number of Quotation Rounds	Total Price(CNY)	Operation
	Purchase Plan						
	Inquiry Management	2025-01-14 13:36:25	Price Validity: 2025-01-16 Supply Cycle: 5	100.00%	The1 Round Full Quotation ①	40.00 Goods40.00+ Freight Cha rge0.00	Select this supplier Re-Quote
	Purchase Order			The total price is display	red from low to high,	-	
	Supplier Evaluation		Price Validity: 2025-01-20	making it easier for user	s to make choices faster	130.00	Select this supplier
	Annual Agreement Price	2025-01-14 13:36:52	Supply Cycle: 现货,随时可供	100.00%	The1 Round Full Quotation ①	Goods130.00+ Freight Ch arge0.00	Re-Quote
	After-sales Feedback					Cancel Inquiry	Export Cancel

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i J	Purchase Application	Selec	ted Scheme(2) Inc	After selecting the suppl uiry Suppliers(3companies)	ier in ste	ep 4, the interface wi	ll automaticall	y jump to "Select	ed Scheme'	Qu	ote Compare
F	Purchase Docking	Intelli	gent Recommended So	cheme			Ex	change Rate Conve	rsion ①:1 Ci	NY = 0.02 USD = ().12897 EUR 俊
;	Materials > Acceptance	Displa	y/Hide Columns	Warning: Intelligent data shows	abnorma	I Click to Check >>			5.Click on th	e right side of	the selected
١	Vessel Purchase	No.	Stores Name	Store Specification/Description	Applica	Unit Price(CNY)	Total Price	Supply Info	supplier mo	Supplier Name	
F	Purchase Plan Inquiry Management	1	哑铃 ① Code Number: 110 10003	Store Type: Description:	LINK O t. P21070	10.00 🔊	20.00	Price Validity: Supply Cycle:	2025-01-16 5	航海公司 🗙	More S:
F	Purchase Order Supplier Evaluation	2	游戏机 ① Code Number: 110 10003	Store Type: Description:	LINK O pt. 物料申i	20.00 🤊	20.00	Price Validity: Supply Cycle:	2025-01-16 5	航海公司 × Supply Remarks	More E
F	Annual Agreement Price	-			-			_	_		
/ F	After-sales Feedback							Submit	Cancel I	nquiry Expo	rt Cancel
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Ma	anagement	No	Stores Name	Store Specification/Description	Annlica	Unit Price(CNY)	Total Price	Supply Info		Supplier Name	
F	Purchase Application	110.	otores nume	otore opeomoutors besonption	Approx		1010111100	Сарруу што		ouppiler Hume	
1	Purchase Docking	1	亚铃 ① S 1 Code Number: 110 C 10003	Store Type : Description :	LINK C t. P21070	10.00 🤊	20.00	Price Validity: Supply Cycle: "Select" after th	2025-01-16 5 em . will suc	航海公司 × Supply Remarks	Fold the supplier
,	Acceptance							Price Validity:	2025-01-29	忐忑商务测试 s	↑ elect
1	Vessel Purchase					60.00 D	120.00	Supply Cycle: 供	现度,随时可	Supply Remarks	
F	Purchase Plan Inquiry Management	2	游戏机 ① Code Number: 110 10003	Store Type: Description:	LINK O pt. 物料申i	20.00 ව	20.00	Price Validity: Supply Cycle:	2025-01-16 5	航海公司 X Supply Remarks	More S:
F	Purchase Order	-									
5	Supplier Evaluation	Total <mark>2</mark> i 航海公司 Charge	tems, <mark>2</mark> items purchase [] 【LINK OCEAN 1: To 0.00】	ed Total Price(CNY) 40.00(To otal Price of Goods 20.00; Includin	tal Price o g Tax0%:0	f Goods(CNY) 40.00Tota).00; Freight Charge 0.00	Freight(CNY) 0.0 LINK OCEAN 14	00) Update Freight 4: Total Price of Good 7. Click Sub	Charge Is 20.00; Includ mit"	ling Tax0%:0.00; F	reight
Ĩ	After-sales							Submit	Cancel I	nquiry Expo	rt Cancel

Next step:

After the replacement of suppliers, you can choose and submit the selected inquiry plan for approval according to the needs. After the submission, the record will be transferred to the personnel workbench with the approval authority of the inquiry scheme according to the approval process node.

Note: If unselected items exist, they will be returned to the purchase plan upon confirmed submission.





2. Inquiry scheme of "Approving"

Users log in the OLISS web side and enter the workbench interface by default. Click "Inquiry Scheme-Approve" in the workflow task, and click any position of the target record to enter the inquiry scheme details interface. In this interface, the approver **with editing permission** clicks "More" on the right side of the selected supplier, then click "Select" to select the supplier again, and finally click "Agree".

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Ä	Purchasing > Management		To-do List 1.Users log in the OLISS web side and enter the workbench interface by default.
5	Vessel Service >		All (277) Due (28) Overdue (22) Reminders(23) 1 Items Selected × All Vessels ×
	Expense > Management		Workflow Task (250) Purchase Appl.(57) Inquiry Scheme – Approve(6) Inquiry Scheme – Execute(9) Purchase Order – Approve(9) Purchase Order – Approve(9) Purchase Order – Execute(53)
** ×*	Budget Management >		Vessel Purchase—Approve(5) Vessel Purchase—Execute(16) Vessel Purchase—Accept(2) Materials Feedback—Approve(9) Materials Feedback—Accept(15)
	Voyage Number >		Waiting Task(4) PUR Plan(2) ENQ(2)
	Vessel Report	ľ	Reliable Safety Responsibility
ß	SMS Management		Cost Statistics Items Statistics Operation Log
串	Customs Affairs		Currency CNY × ¥Custom Module
•	Management		Labor 2024-12 2024-12 Details Purchase Cost 2024-12 Details Stock-out Cost 2024-12 Details

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Purchasing ∨ Management	← Inq	uiry Scheme- 2.0	—Approve	tion of the targ	et record to enter	the inquiry scheme de	tails interface		
Purchase Application					Please	select creation date. Su	pplier Name	Keywords Searching	Search Reset
Purchase Docking	No.	RFQ No.	RFQ Name	Item Type 💌	Inquiry Mode 👻	Associated Appl.	Purchase Plan Type	Vessel 💌	Submit Approval Time
Materials >	1	PE-P25011001	备件询价单P 25011001	Spare Parts	General Inquiry	OL1-PA-P25010202	Minor Purchase	LINK OCEAN 1	2025-01-10 13:22:06
Vessel Purchase	2	PE-P24111302	备件询价单P 24111302	Spare Parts	General Inquiry	OL1-PA-P24111104(1)	Minor Purchase	LINK OCEAN 1	2024-11-14 13:44:02
Purchase Plan	3	PE-S24110601	物料询价单S 24110601	Marine Stores	General Inquiry	物料申请单20221115 (1)) Quarter Purchase	LINK OCEAN 14	2025-01-10 11:51:05
Inquiry Management	4	PE-S2404230 1	物料询价单S 24042301	Marine Stores	General Inquiry	PA-S23112401 (j)	Quarter Purchase	LINK OCEAN 1	2024-07-03 16:32:33
Purchase Order	5	PE-P2401310 2	询价单	Spare Parts	General Inquiry	PA-P23061201 (i)	Quarter Purchase	LINK OCEAN 1	2024-08-26 16:18:17
Supplier Evaluation	6	PE-S2303290 1	物料询价单S 23032901	Marine Stores	General Inquiry	物料申请单20220709①	Quarter Purchase	LINK OCEAN 1	2024-11-11 17:01:48
Annual Agreement Price									6 Total 10Total/Page 🗸
After-sales Feedback									

Inquiry Scheme Details Approving

X

	Selected Scheme(2)	Inquiry Suppliers(2companie	es)				
	Display/Hide Columns	5				Exchange Rate Convers	sion (): 1 CNY = 0.02 USD = 0.12897 EUR
		-		3.T	he approver with editing	permission clicks "More'	on the right side of the selected supplier
	Purchase Qty	Delivery Info 🙆	Vessel	Appl.No./Item No.	Unit Price (CNY)	Total Price of Goods(CNY)	Supplier Name
	3 рс 🍺	Delivery Date: 2024-09-02		采购申请20240 80202 _2 ①	100.00 🔊 Matched Agreement Price : 1.00	300.00	
		Delivery Place:	LINK OCEA				Supply Remarks:
		扬州港	IN I				
<		Delivery Date: 2025-02-02					
	3 Piece 🕼	Delivery Place:	LINK OCEA	OL1-PA-P2501	155.00 🤊	465.00	test未购订单供应商 More Supply Remarks:
		扬州港	IN 1	0202			
	Task Progress				Print Withdra	Comment Comp	bare Suppliers Agree Reject
	-						
				Inquiry Schem	e Details Approving		
	Display/Hide Columns	5				Exchange Rate Convers	sion (1): 1 CNY = 0.02 USD = 0.12897 EUR
		-					
	Purchase Qty	Delivery Info 🙆	Vessel	Appl.No./Item No.	Unit Price (CNY)	Total Price of Goods(CNY)	Supplier Name
		Delivery Date: 2024-09-02	LINK OCEA	采购申请20240 80202 _2 ①	100.00 ত Matched Agreement Price:	300.00	toot2200江前/世际商 Fall
	3 pc 📝	Delivery Place:					Supply Remarks:
		扬州港			1.00	4.CI	ck Select to select the supplier again
					110.00	200.00	东方航运服务 Select
<					110.00	330.00	Supply Remarks:
<		Delivery Date: 2025-02-02					teet采购订单供应商 tion
	3 Piece 🎯	Delivery Place:	LINK OCEA N 1	OL1-PA-P2501 0202 - ¹	155.00 🤊	465.00	Supply Remarks:
		扬州港					
							5.Click "Agree"