

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".

2. 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

1. Click in order to enter the inquiry management interface

No.	RFQ No.	Purchase Plan Type...	Vessel	Number of inquiry items	Number of Inquiry Supp...	Qty of Feedback	Operation
1	PE-S24110802	Quarter Purchase	LINK OCEAN 1, ...	2	3companies	2 quotation feedbacks	In the Inquiry
2	PE-S24101101	Quarter Purchase	LINK OCEAN 14	4	2companies	2 quotation feedbacks	In the Inquiry
3	PE-S24100501	Monthly Purchase	LINK OCEAN 1	1	1companies	0 quotation feedbacks	In the Inquiry The quotation has been closed.
4	PE-S24091901	Quarter Purchase	LINK OCEAN 1	2	3companies	1 quotation feedbacks	In the Inquiry The quotation has been closed.
	PE-S2409030					0 quotation feedbacks	In the Inquiry

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3. Switch to the "Inquiry Suppliers" interface

Click to compare different quotations

4. Select the supplier according to the actual situation, the interface will automatically jump to "Selected Scheme"

The total price is displayed from low to high, making it easier for users to make choices faster

Quote Date/Remarks	Quote Info	Quotation Participation Ratio	Number of Quotation Rounds	Total Price(CNY)	Operation
2025-01-14 13:36:25	Price Validity: 2025-01-16 Supply Cycle: 5	100.00%	The1 Round Full Quotation	40.00 Goods40.00+ Freight Charge0.00	Select this supplier Re-Quote
2025-01-14 13:36:52	Price Validity: 2025-01-29 Supply Cycle: 现货, 随时可供	100.00%	The1 Round Full Quotation	130.00 Goods130.00+ Freight Charge0.00	Select this supplier Re-Quote

Cancel Inquiry Export Cancel

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Purchasing Management

RFQ Details

Selected Scheme(2) Inquiry Suppliers(3companies) Quote Compare

Intelligent Recommended Scheme

Exchange Rate Conversion: 1 CNY = 0.02 USD = 0.12897 EUR

Display/Hide Columns Warning: Intelligent data shows abnormal Click to Check >>

5. Click on the right side of the selected supplier "More"

No.	Stores Name	Store Specification/Description	Applica	Unit Price(CNY)	Total Price	Supply Info	Supplier Name
1	哑铃 Code Number: 110 10003	Store Type: Description:	LINK O t. P2107C	10.00	20.00	Price Validity: 2025-01-16 Supply Cycle: 5	航海公司 × More
2	游戏机 Code Number: 110 10003	Store Type: Description:	LINK O pt. 物料申	20.00	20.00	Price Validity: 2025-01-16 Supply Cycle: 5	航海公司 × More

Submit Cancel Inquiry Export Cancel

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Purchasing Management

RFQ Details

No.	Stores Name	Store Specification/Description	Applica	Unit Price(CNY)	Total Price	Supply Info	Supplier Name
1	哑铃 Code Number: 110 10003	Store Type: Description:	LINK O t. P2107C	10.00	20.00	Price Validity: 2025-01-16 Supply Cycle: 5	航海公司 × More
				60.00	120.00	Price Validity: 2025-01-29 Supply Cycle: 现货, 随时可 供	志远商多测 × Select
2	游戏机 Code Number: 110 10003	Store Type: Description:	LINK O pt. 物料申	20.00	20.00	Price Validity: 2025-01-16 Supply Cycle: 5	航海公司 × More

6. Click the "Select" after them, will successfully replace the supplier

Total 2 items, 2 items purchased | Total Price(CNY) 40.00 (Total Price of Goods(CNY) 40.00 Total Freight(CNY) 0.00) Update Freight Charge
航海公司 【 LINK OCEAN 1: Total Price of Goods 20.00; Including Tax0%:0.00; Freight Charge 0.00】 LINK OCEAN 14: Total Price of Goods 20.00; Including Tax0%:0.00; Freight Charge 0.00】

7. Click "Submit"

Submit Cancel Inquiry Export 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.

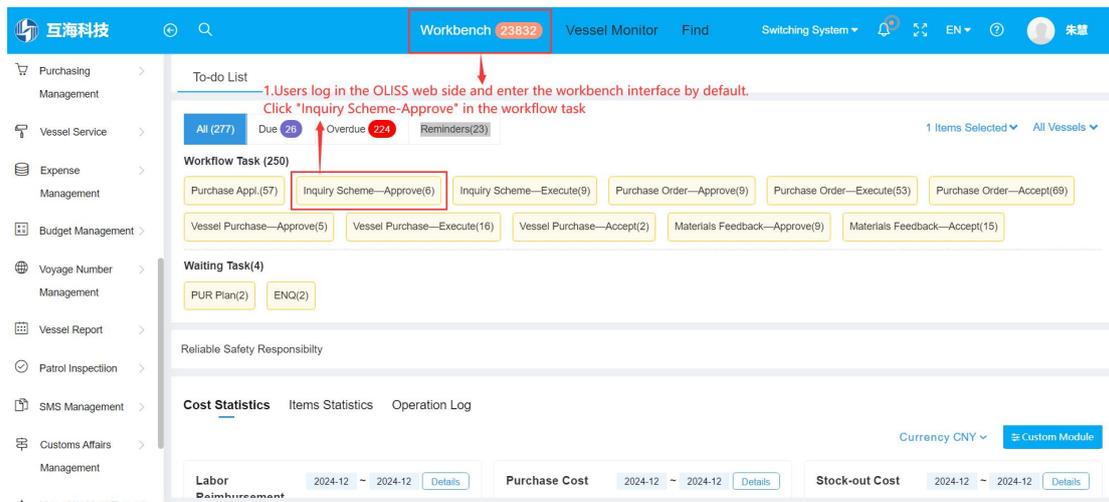


There are 1 items without selected schemes. After submission, these items will be returned to the purchase plan. Are you sure to submit?



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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← Inquiry Scheme—Approve

2. Click any position of the target record to enter the inquiry scheme details interface

Please select creation date. Supplier Name Keywords Searching Search Reset

No.	RFQ No.	RFQ Name	Item Type	Inquiry Mode	Associated Appl.	Purchase Plan Type...	Vessel	Submit Approval Time
1	PE-P25011001	备件询价单P25011001	Spare Parts	General Inquiry	OL1-PA-P25010202 ①	Minor Purchase	LINK OCEAN 1	2025-01-10 13:22:06
2	PE-P24111302	备件询价单P24111302	Spare Parts	General Inquiry	OL1-PA-P24111104 ①	Minor Purchase	LINK OCEAN 1	2024-11-14 13:44:02
3	PE-S24110601	物料询价单S24110601	Marine Stores	General Inquiry	物料申请单20221115(1) ①	Quarter Purchase	LINK OCEAN 14	2025-01-10 11:51:05
4	PE-S24042301	物料询价单S24042301	Marine Stores	General Inquiry	PA-S23112401 ①	Quarter Purchase	LINK OCEAN 1	2024-07-03 16:32:33
5	PE-P24013102	询价单	Spare Parts	General Inquiry	PA-P23061201 ①	Quarter Purchase	LINK OCEAN 1	2024-08-26 16:18:17
6	PE-S23032901	物料询价单S23032901	Marine Stores	General Inquiry	物料申请单20220709 ①	Quarter Purchase	LINK OCEAN 1	2024-11-11 17:01:48

6 Total 10Total/Page

Inquiry Scheme Details Approving

Selected Scheme(2) Inquiry Suppliers(2companies)

Display/Hide Columns Exchange Rate Conversion ①: 1 CNY = 0.02 USD = 0.12897 EUR

3.The 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 pc	Delivery Date: 2024-09-02 Delivery Place: 扬州港	LINK OCEAN 1	采购申请2024080202 _2 ①	100.00 Matched Agreement Price: 1.00	300.00	test采购订单供应商 Supply Remarks: More
3 Piece	Delivery Date: 2025-02-02 Delivery Place: 扬州港	LINK OCEAN 1	OL1-PA-P25010202 _1	155.00	465.00	test采购订单供应商 Supply Remarks: More

Task Progress Print Withdraw Comment Compare Suppliers Agree Reject

Inquiry Scheme Details Approving

Display/Hide Columns Exchange Rate Conversion ①: 1 CNY = 0.02 USD = 0.12897 EUR

4. Click "Select" to select the supplier again

Purchase Qty	Delivery Info	Vessel	Appl.No./Item No.	Unit Price (CNY)	Total Price of Goods(CNY)	Supplier Name
3 pc	Delivery Date: 2024-09-02 Delivery Place: 扬州港	LINK OCEAN 1	采购申请2024080202 _2 ①	100.00 Matched Agreement Price: 1.00	300.00	test采购订单供应商 Supply Remarks: Fold
				110.00	330.00	东方航运 Supply Remarks: Select
3 Piece	Delivery Date: 2025-02-02 Delivery Place: 扬州港	LINK OCEAN 1	OL1-PA-P25010202 _1	155.00	465.00	test采购订单供应商 Supply Remarks: More

5. Click "Agree"

Task Progress Print Withdraw Comment Compare Suppliers Agree Reject