How to operate "Accept to Stock" for the purcase order

When all items have been supplied to the ship and the actual acceptance quantity is consistent with the actual purchase quantity, click "Complete Acceptance" to confirm the document (step 6). After clicking "Complete Acceptance", no further stock-in operations can be carried out. Before that, it can be put into storage several times in batches.

(Considering that the actual supply quantity and purchase quantity may not be equal, there is a mandatory "Complete Acceptance" function key.) Please pay attention when clicking

The user can repeat the "Stock-in" operation in step 3 and steps 3-5 until all goods have been warehoused. Finally, execute step 6, that is, end the document. Each purchase acceptance operation will automatically generate a stock-in list and update the ship's inventory quantity.

Users can log in to the website of OLSaaS, and operate in "Workbench \rightarrow Workflow Task \rightarrow Accept \rightarrow Purchase Order (to be accepted)" interface according to the following steps 1-6:

	Workb	ench (21379) Vesse	el Monitor	Find Help	Switching System Self Managed Vessel
To-do List Overall Warning Popups So	etting>	1			
Workflow Task All (763) Approve (199) Execute	(186) Accept (378)		Wa	iting Task All (206	16) Due (1283) Overdue (19225)
1111	40 ← 1. Log ir Accet → and cl	n to the website of ick "Workflow Tasl	OLSaaS, ei k → Accept	nter the workbe : → Purchase Or	nch interface by default, der(to be accepted)*
Co-do List 1 Spare Parts 1 Marine Stores 0 Oil 0	→ The documents to be accepted can be	e filtered by types			Purchase Order × Filter × Keywords Q
Purchase Order Creation PO-P22091/701 Wcary Type: Spare Parts Creation Date: 2022-09-17	← 2. Click the purchase order	to be accepted and th	ne lower inter	face will pop up.	
PO No.: PO-P22091701					
Vessel Name: Vicory	Type:Spare Parts	Purchase P	lan Type:Monthly Pu	urchase	Associated Inquiry No.:
Supplier Name:高乐高科技有限公司	Contact Person:高一	Cell Phone:	1)1		E-mail:244 72@qq.com
Address:	Supply Cycle: 现货	Quote Rem	arks:N/A		
Contract Info					
CONTRACT NO.: 2	Contract Name:22	Contract De	escription:N/A		
Total Price(CNY):2,780.00(Tax Point:13%, Taxes	5 319.82)				
Total Price of Goods(CNY):2,120.00	Freight Charge(CNY):660.00				
Additional Cost (CNY): 0.00 View/Edit Additional Cost					4004
Acceptance Record(u)					Higher Amount Accuracy ①
N Spare Parts Na Code/Spec Spares Description	Appl.No. Appl Purc Actual Pur.	Actual R Unit Price(CNY)*	Di Unit Price E	Delivery Info	Purchase Requirements Supply Remarks Transport In
大号圆柱销 ① 1 M66×38 Position No.: 15	备件申1 ① Engine 60 (个) 60 (个)	0 (个) 28 *1	24.78	Date:2022-10-08 Delivery Place:汤州	
2 回柱销 ① M28 Position No.:	备件申1 ① Engine 20 (个) 20 (个) Dept.	0(1) 22*1	19.47	Date:2022-03-24 Delivery Place:上海	
Note: * There are 2 items without stock-in quantity. Please ex * If all items have been accepted and put into storage, p	ecute the operation of stock-in. Jease dick "Complete Acceptance"	When t lower rig	he actual acce ht corner, and	ptance quantity is 0, I you can operate ac	the "Cancel Acceptance" button will appear in the cording to the actual situation.
Task Progress		3. For norm	nal acceptanc	e, click "Accept to	Stock" - Commissie - Carcel to Stock Carcel

				Acc	ept to stock					\otimes
(Vicory 未完成(2)	Spare Parts) The 已完成(0) If t	e quantity received this eived quantity; here are many items to	time is consistent with the act be purchased, you can fill in th	ual purchase qua ne storage locati	ntity by default, and on and person in cha	the inspector o	an click the curre as needed.	ent number to modify	it according to th	e actual
No.	Spare Parts Name	Spares Position No.	Code/Specification/Drawing No.	Dept.	Actual Purchase Qty	Stock-in Qty	Unstocked Qty	Current Stock-in Qty	Spare Room *	C.E.*
1	大号固柱销 ① 🖾	15	M66×38	Engine Dept.	60	0	60	60	Spare Room	C.E
2	固柱销 ①		M28	Engine Dept.	20	0	20	20	Spare Room	C.E
Storage	location				Storage time					
Shangha					2023-07-15					
The size o	of Attachment	ot exceed 1GB.								
										0 / 120

5. Fill in the stock-in place,	stock-in date, upload att	achments and	add rema	arks(items marke	d with * are	required), and then clic	k "Submit" in the lower right corne	r.
								Submit Cancel
PO No.: PO-P22091701 After subm	itting in step 5, you w	ill be back to	the pure	chase order acc	eptance in	iterface.		
Vessel Name: Vicory	Type:Spare Parts			Purchase Plan T	ype:Monthly Pu	rchase	Associated Inquiry No.:	
Supplier Name:高乐高科技有限公司	Contact Person:高一			Cell Phone:18"			E-mail:2//////////@qq.com	
Address:	Supply Cycle: 现货			Quote Remarks	:N/A			
Contract Info								
Contract No.:2	Contract Name:22			Contract Descrip	otion:N/A			
Total Price(CNY):2,780.00 (Tax Point:13%, Taxe	s 319.82)							
Total Price of Goods(CNY):2,120.00	Freight Charge(CNY):660.00							
Additional Cost(CNY): 0.00 View/Edit Additional Cost								
PO Items(2items) Acceptance Record(1)							Higher A	mount Accuracy 🛈
N Share Parts Na Code/Sher Shares Description	Appl No Appl Pr	irc Actual Pur	Actual D	Unit Price(CNV)*Di	Linit Price F	Delivery Info	Durchase Dequirements Sunnhr Demarks	Transport In
+=========	opping, opping to	na. Padde Furn	Ficture Ferri	unit malarity ban	one mos en	barrery mil	Turdiac Requirements - Supply Remains	Transport an
1 🖂 M66×38	备件申1 ① Engine 60	(个) 60 (个)	60 (个)	28 *1	24.78	Date:2022-10-08		
Position No.: 15	Dept.					Delivery Place:		
四柱销 ① M28	条件曲 1 ① Engine 20	(会) 20(会)	20 (金)	22 *1	19.47	Date:2022-03-24		
Position No.:	Dept.		6 The "	Cancel Accenta	nce" in the	Delivery Place:	ecomes the "Complete Accenta	ince" ·
Note: * If all items have been accepted and put into storage,	please dick "Complete Acceptance'		If all i	tems have bee	n put into	storage_click "Compl	ete Acceptance"	ince ,
								N
To de Des susses								

If the quantity received this time is less than the actual purchase quantity, when it arrives next time, the "Accept to Stock" can be carried out again until all the goods are accepted and stored (Step 5)

Note: After the acceptance is completed in step 6, if the approval step of the purchase order is not set, after the acceptance is completed, the purchase order will be in the status of Completed, and a receipt document will be automatically generated in the interface of Inventory Management \rightarrow Receipt Management, and "Purchase Order" will be displayed in "Associated Document", as shown in the following figure;

B Repair Management >	Repair Management > Stock-in Management				After the purchase order is accepted, a stock-in list will be automatically generated in "Stock-in Management" interface!										
Stock Management~	+ Ad	d Stock-in Record(Corre	ction type) + A	dd Stock-in Record(C	Offline Purchase)							Keywords Searc	Keywords Searching Reset G		
Vessel Stock	No.	Stock-in Record 1	Stock Type 💌	Stock-in Type 👻	Stock-in Objec	Stock-in Dept	Numbers of Ite	Stock-in Place	Related Doc	Operation Time	Operator	Status 👻	Operation		
Shore-based Stock	1	SI-P23071201	Spare Parts	Purchase	Fram	Engine Dept.	2	扬州	Purchase Order	2023-07-12 15:05:18	Gao Yin	Finished	Export		
Store Migrate	2	SI-P23070501	Spare Parts	Purchase Offline	Fram	Deck Dept.	2			2023-07-05 13:51:03	Gao Yin	Finished	Export		
Store Nigrate 3 Stock-in Management 4	3	SI-P23060203	Spare Parts	Stock Initializatio n	Vicory	Engine Dept.	1			2023-06-02 16:29:47	Gao Yin	Finished	Export		
	4	SI-P23060202	Spare Parts	Stock Initializatio	Vicory	Engine Dept.	1			2023-06-02 16:28:45	Gao Yin	Finished	Export		

In case of repeated warehousing, please refer to the following A and B:

A: If the user does not set the approval steps of the purchase order, the stock-in list will be generated directly after the acceptance. In case of repeated warehousing, you need to correct the inventory by stock-in/out in "Stock Management" module.

If the stock-in quantity is more than the actual purchased quantity, you can add a stock-out list in the interface of "Stock Management \rightarrow Stock-out Management, and select "Stock-out by Correction" as the type, as shown in the following figure.

🍣 扬州							Wor	danah Santa	Vacad Manita	- S in				
🖉 Repair f	Management >	Stock-	out Managemen	it .	14 M M M	14			Add	-1				
Stock I	Management~		Add stoc goods ty	k-out list, ai pe, stock-oi	nd select the v ut type and de	essel name partment		Stock-out Object	*					
Vesse	el Stock	+ A	dd				→	Fram		·				
Shore	re-based Stock	No.	Stock-out Recor	Stock Type 👻	Stock-out Ty	Stock-out Obj	Stoc	Stock Type *			Recipient Dept.	Related Doc	Operation Time	Operator
Stock	:k-taking	1	SO-P23071403	Spare Parts	Consume	Fram	Engi	Stock-out Type *			Engine Dept.	Maintenance	2023-07-14 15:36:19	9 Gao Yin
Store	e Migrate	2	SO-P23071402	Spare Parts	Consume	Fram	Deck	Stock-out by Corr	ection	٣	Deck Dept.	Voyage Repair	2023-07-14 15:33:11	L Gao Yin
Stock Mana	:k-in agement	3	SO-P23071401	Spare Parts	Consume	Fram	Engi	Dept. *			Engine Dept.	Self Repair	2023-07-14 15:32:07	7 Gao Yin
Stoc	ck-out	4	SO-O23070501	Oil	Consume	Vicory		Flease select		-	Engine Dept.	Voyage Oil Cor umption Repo	s 2023-07-05 14:57:58	3 Gao Yin
Stock	k-in/out Details	5	SO-P23053002	Spare Parts	Stock-out by St ock-taking	Vicory	Engi		Confirm Can	cel	Engine Dept.	Stock-taking	2023-05-30 15:57:44	a Gao Yin
← Crea	ate Stock-out Re	ord												
Stock-ou	ut Object: Fram			Item Type: Sp	oare Parts			Stock-out Type:	Stock-out by Correc	tion		Stock-out Dept	.: Engine Dept.	
Stock-ou	ut Date*			Recipient				Recipient Dept.						
2023-07-	-15			Fram			٠	Engine Dept.			٠			
Stock-ou	ut Record Remark	s												
							0 / 500							
କ Uploa	ad Attachment													
The size of	of a single uploaded	file cannot e	kceed 1GB.											
Add	📄 🔶 Cli	ick "Add	n											
							Select	Spares						8
Spare Parts(3	(3) Added (0)													
										Eqpt. Nar	18	Eqpt. Type	Manufacturer	Q Reset G
No.	Spare Parts Name		Code/Spec	ification/Drav CC	mponents	Eqpt. Name/	Type/Mar	nufacturer	Unit	Current SI	ock Total P	rice Exclud Stock	out Qty	Operation
1	Safety Valve Comple	te	P91103-001	18-011 自	吸离心海水冷却泵	Pump/ 2C15	0 VIB2 /	又姆沃斯	Piece	5	CNY0.0	0		
2	大螺母		P91103-001	18-066 自	吸离心海水冷却泵	Pump/ 2C15	0 VIB2 /	又姆沃斯	件	10	CNY96.	00		
3	大螺母		M48	齿	轮润滑油喷嘴	Diesel Engin	e/ M20 / I	1ak	\uparrow	10	CNY12	5.00 3	\$	Delete

After finding the target item , Fill in the quantity that needs to be stocked out(Excess quantity), make appropriate remarks, and then click "Next Step"

Vessel Stack/Skiller Lef(1) Company Database(11) Added Coods ① No space parts found? Hemaily add.> Keywords Stacking Eqpt. All 頁 使回於 供应单元 None: Keywords Stacking Keywords Stacking	8		
Eqpt. AI 系 绘曲机 供面单元 Name:	Q Reset G		
No. Spare Parts Name Code/Specificator Component Name 👔 Eqpt. Name/Type/Manufacturer Unit Current Stock Stock-in Qty Unit Price Including Tax Tax Rate Supplier	Operation		
1 Safety Valve Complete ① P91103-0018-011 自残着心角水冷却 原 / 2C150 VIB2 / 反彻沃斯 Piece 5 (Min 2; Max 20) 道 4 66 CHY * 6% *	Delete		
2 大球母 ① P91103-0018-066 自联重心海水会却			
大単句① M48 出記:原素出目時編 東急的 / M20 / Mak 个 10 (Min 0; Max 0)			

3 Total

After finding the target item, Fill in the stock-in quantity (Less quantity) and other information, and then click "Next Step".

										→ Ne
Cre	ate Stock-out Record	Back to "C	Create Stock-ou	t List" interfa	ce					
ck-or	ut Object: Fram		Item Type	e: Spare Parts		Stock-out Type:	Stock-out by Correction	Stock-out I	Dept.: Engine Dept.	
ck-or	ut Date*		Recipient			Recipient Dept.				
23-07	-15		Fram			 Engine Dept. 		*		
k-01	ut Record Remarks									
					0	/ 500				
Unk	ad Attachment									
size o	of a single uploaded file	cannot exceed 1GB.								
١dc										
	Eqpt. Name/Comp	Spare Parts Name	Spare Part Code/S	Stock-in Date	Unit Price Excludin	Inventory Info	Current Stock	Stock-out Qty	Remarks	Operation
	Diesel Engine/齿轮 润滑油喷嘴	大螺母	M48	2023-07-12	CNY12.50	P.I.C.:大营轮 Storage Position:备件库 Supplier: ①	10	3		
					Complete the re	levant information,	and click "Submit"			
										-
										Submit

If the stock-in quantity is less than the actual received quantity, you can add a stock-in list in the interface of "Stock Management \rightarrow Stock-in Management, and select "Stock-in by Correction" as the type, as shown in the following figure.

-	扬州高银						likanak (1997) Marad	Monitor 5			
Ş	Repair Management >	Stock-in	Management				Add				
10	Stock Management~						Stock-in Object *				
		+ Add	Stock-in Record(Correct	ion type)			Fram				
	Vessel Stock	in the second	In the set of				Stock Type *				
	Shore-based Stock	Select	stock in object	,goods type	department	Stock-in Objec	Please select	Ŧ	Place	Related Doc	Operation Time
	Stock-taking	and th	e default stock SI-P23071201	-in type is "S Spare Parts	Purchase	Fram	Stock-in Type *			Purchase Order	2023-07-12 15:05:18
	Store Migrate	2	SI-P23070501	Spare Parts	Purchase Offline	Fram	Stock-in by Correction				2023-07-05 13:51:03
	Stock-in Management	3	SI-P23060203	Spare Parts	Stock Initializatio n	Vicory	Engine Dept.	•			2023-06-02 16:29:47
	Stock-out Management	4	SI-P23060202	Spare Parts	Stock Initializatio n	Vicory					2023-06-02 16:28:45
	Stock-in/out Details	5	SI-P23060201	Spare Parts	Stock Initializatio n	Vicory	Confirm	Cancel			2023-06-02 15:52:34

	Select Spares											
Vessel S	tock/Store List(3) Company Databa	se(11) Added Goods (1	No spare parts found	? Manually add.>						Keywords Searching	Q Reset G	
Eqpt. Name:	All 泵 柴油机 供油单元											
No.	Spare Parts Name	Code/Specification	Component Name 🕞	Eqpt. Name/Type/Manufacturer	Unit	Current Stock	Stock-in Qty	Unit Price Including Tax	Tax Rate	Supplier	Operation	
1	Safety Valve Complete 🛈	P91103-0018-011	自吸圈心海水冷却 泵	奈 / 2C150 VIB2 / 汉姆沃斯	Piece	5 (Min 2; Max 20)	2	66 CNY *	0%	•	Delete	
2	大螺母①	P91103-0018-066	自吸离心海水冷却 泵	原 / 2C150 VIB2 / 汉姆沃斯	件	10 (Min 0; Max 0)						
3	大螺母①	M48	齿轮润滑油喷嘴	祭油机 / M20 / Mak	\uparrow	10 (Min 0; Max 0)						
											3 Total	

After finding the target item, Fill in the quantity (Less quantity) and other information, and then click "Next Step".

											Next Say
← Crei	ate Stock-in Record										
Stock-in Stock-in	Object: Fram Date*		Sto	ck Type: Spare Parts ck-in Place		Stock-in Type:	Stock-In	by Correction	Dept.: E	ingline Dept.	
2023-07	Pacard Romarks										
Stock-III	Record Remarks				0 / 5	00					
Oplo The size o	oad Attachment	cannot exceed 1GB.									
No.	Eqpt. Name/Com	Spare Parts Name	Spare Part Code	e/ Supplier Unified U	Stock-in Qty*	Unit Price Including Ta	ĸ	Tax Rate Unified	Storage Position* Unified	P.I.C.* Unified Update	Operation
1	泵/自吸离心海水冷 却泵	Safety Valve Compl ete	P91103-0018-0	011	2	66 CI	IY *	0% ¥	凿件间	大管轮	
								Com	plete the information	on, and finally clic	k "Submit"
										Sav	e Submit Back

B: If the approval step is set, users can reject it, and then delete "Acceptance Record"(no need to correct in stock-in/out interface). After the "Acceptance Record" is deleted, you can operate "Accept to Stock" again. The stock-in list will be generated only after the document process is completed. If you want to modify it after it is generated, you need to correct it in stock-in/out interface.

← To-do List 1	Spare Parts 1 Marine Stores 0 Oil	0			Purchase Order	X Filter* Keywords	Q			
Purchase Order PO-P23042301 Fr Type: Spare Parts	Approvi am Creation Date: 2023-04-23									
PO No.: PO-P2	3042301									
Vessel Name:Fram		Type:Spare Parts	Purcha	ase Plan Type:Daily Purchase	Associated In	quiry No.: PE-P23042304				
Supplier Name:高乐	高科技有限公司	Contact Person:高一	Cell Pt	none:18(91	E-mail:24	"2@qq.com				
Address:		Supply Cycle:现货	Quote	e Remarks:N/A						
Contract Info										
Contract No.:		Contract Name:	Contra	act Description:N/A						
Total Price(CNY	(Tax Point:0%, Taxes 0.	DD)	The "Approve" step is set in th	e workflow of the purchase or	der. If the stock-in quan	tity is wrong .				
Total Price of Goods	(CNY):336.00	Freight Charge(CNY):0.00	 The approver can click "Edit 	e approver can click "Edit" according to the actual situation, and can modify the stock-in qu						
Additional Cost(Cl	NY): 0.00 View/Edit Additional Cost		② Click "Reject" in the lower r	ight corner to send the purcha	se order to the previous	acceptance stage, and the a	cceptor			
PO Items(1items)	Acceptance Record(1)		will re-accept it.		Add Acc	eptance Record Higher Amount Ac	curacy 🛈			
No.	Stock-In Date	Stock-in Place	Stock-In Situation	Operator	Operation Time	Operation				
1	2023-07-15	Shanghai	1顶物品:Extra large cylindrical pin (1 6Piece)	Gao Yin	2023-07-15 15:20	Edit Delete				
Task Progress						Comment E-seal Accepted	Reject			