

How to operate "Accept to Stock" for the purchase 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 → Workflow Task → Accept → Purchase Order (to be accepted)"** interface according to the following steps 1-6:

Step 1: Log in to the website of OLSaaS, enter the workbench interface by default, and click "Workflow Task → Accept → Purchase Order (to be accepted)".

Step 2: Click the purchase order to be accepted and the lower interface will pop up.

Step 3: For normal acceptance, click "Accept to Stock".

Additional Information: When the actual acceptance quantity is 0, the "Cancel Acceptance" button will appear in the lower right corner, and you can operate according to the actual situation.

Note:

- * There are 2 items without stock-in quantity, Please execute the operation of stock-in.
- * If all items have been accepted and put into storage, please click "Complete Acceptance"

N...	Spare Parts Na...	Code/Spe...	Spares Description	Appl.No.	Appl...	Purc...	Actual Pur...	Actual R...	Unit Price(CNY)*D...	Unit Price E...	Delivery Info	Purchase Requirements	Supply Remarks	Transport In
1	大号涡轮增压 ① Position No.: 15	M66×38	涡轮增压..._1 ①	Engine Dept.	60 (个)	60 (个)	0 (个)	28 *1	24.78		Date:2022-10-08 Delivery Place:温州			
2	涡轮增压 ① Position No.:	M28	涡轮增压..._1 ①	Engine Dept.	20 (个)	20 (个)	0 (个)	22 *1	19.47		Date:2022-03-24 Delivery Place:上海			

Accept to stock

(Victory | Spare Parts) ✕

The quantity received this time is consistent with the actual purchase quantity by default, and the inspector can click the current number to modify it according to the actual received quantity;
If there are many items to be purchased, you can fill in the storage location and person in charge in batches as needed.

No.	Spare Parts Name	Spare Position No.	Code/Specification/Drawing No.	Dept.	Actual Purchase Qty	Stock-in Qty	Unstocked Qty	Current Stock-in Qty	Spare Room *	C.E *
1	大号副柱销 ① ②	15	M66x38	Engine Dept.	60	0	60	60	Spare Room	C.E
2	副柱销 ①		M28	Engine Dept.	20	0	20	20	Spare Room	C.E

Storage location **Storage time**

Shanghai 2023-07-15

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Remarks

0 / 120

5. Fill in the stock-in place, stock-in date, upload attachments and add remarks(items marked with * are required), and then click "Submit" in the lower right corner.

[Submit](#) [Cancel](#)

PO No.: PO-P22091701 After submitting in step 5, you will be back to the purchase order acceptance interface.

Vessel Name: Victory Type: Spare Parts Purchase Plan Type: Monthly Purchase Associated Inquiry No.:

Supplier Name: 高乐南科技有限公司 Contact Person: 高一 Cell Phone: 186*****1 E-mail: 2*****@qq.com

Address: Supply Cycle: 现货 Quote Remarks: N/A

Contract Info

Contract No.: 2 Contract Name: 22 Contract Description: N/A

Total Price(CNY): 2,780.00 (Tax Point: 13%, Taxes 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(2/Items) **Acceptance Record(1)** Higher Amount Accuracy ①

No.	Spare Parts Na...	Code/Spec...	Spare Description	Appl.No.	Appl. ...	Purc...	Actual Pur...	Actual R...	Unit Price(CNY)*Di...	Unit Price E...	Delivery Info	Purchase Requirements	Supply Remarks	Transport In
1	大号副柱销 ① ② Position No.: 15	M66x38	零件申..._1 ①	Engine Dept.		60 (个)	60 (个)	60 (个)	28 *1	24.78	Dates: 2022-10-08 Delivery Place: 温州			
2	副柱销 ① Position No.:	M28	零件申..._1 ①	Engine Dept.		20 (个)	20 (个)	20 (个)	22 *1	19.47	Dates: 2022-03-24 Delivery Place: 上海			

Note: * If all items have been accepted and put into storage, please click "Complete Acceptance".

6. The "Cancel Acceptance" in the lower right corner becomes the "Complete Acceptance";
If all items have been put into storage, click "Complete Acceptance".

Task Progress

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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 → Receipt Management, and "Purchase Order" will be displayed in "Associated Document", as shown in the following figure;

Repair Management > **Stock-in Management** After the purchase order is accepted, a stock-in list will be automatically generated in "Stock-in Management" interface!

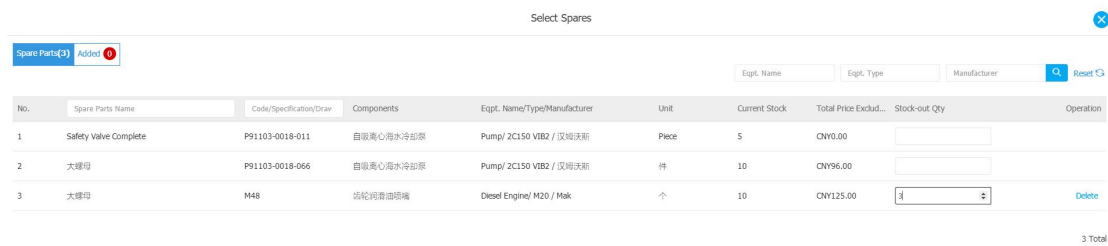
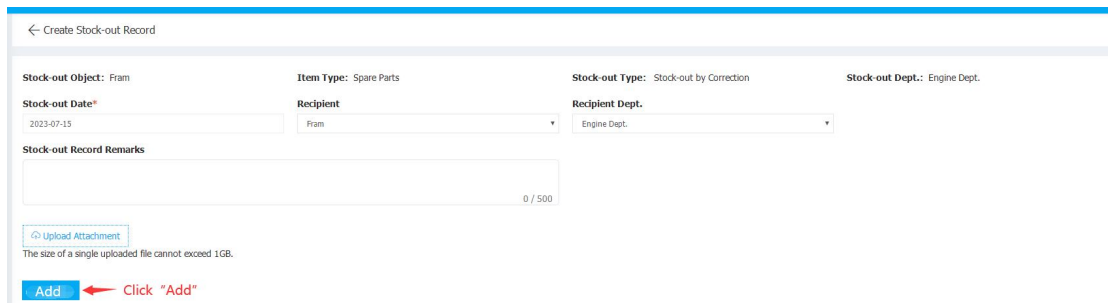
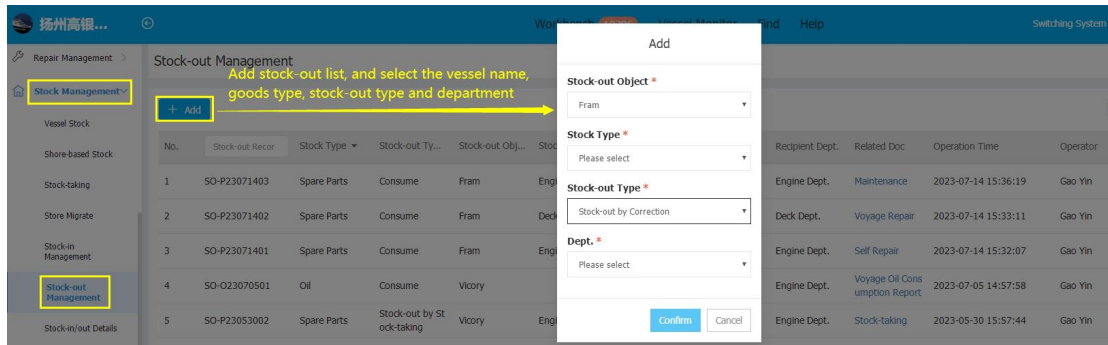
[+ Add Stock-in Record\(Correction type\)](#) [+ Add Stock-in Record\(Offline Purchase\)](#) Keywords Searching [Reset](#)

No.	Stock-in Record #	Stock Type	Stock-in Type	Stock-in Object...	Stock-in Dept...	Numbers of It...	Stock-in Place	Related Doc	Operation Time	Operator	Status	Operation
1	SI-P23071201	Spare Parts	Purchase	Fram	Engine Dept.	2	温州	Purchase Order	2023-07-12 15:05:18	Gao Yin	Finished	Export
2	SI-P23070501	Spare Parts	Purchase Offline	Fram	Deck Dept.	2			2023-07-05 13:51:03	Gao Yin	Finished	Export
3	SI-P23060203	Spare Parts	Stock Initialization	Victory	Engine Dept.	1			2023-06-02 16:29:47	Gao Yin	Finished	Export
4	SI-P23060202	Spare Parts	Stock Initialization	Victory	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** → **Stock-out Management**, and select "**Stock-out by Correction**" as the type, as shown in the following figure.



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'



Select Spares

Vessel Stock/Store List(1) Company Database(11) Added Goods No spare parts found? Manually add. >

Keywords Searching Reset

Eqpt. Name: A B C 柴油机 供油单元

No.	Spare Parts Name	Code/Specification	Component Name	Eqpt. Name/Manufacturer	Unit	Current Stock	Stock-in Qty	Unit Price Including Tax	Tax Rate	Supplier	Operation
1	Safety Valve Complete	P91103-0018-011	自吸离心海水冷却器	泵 / ZC150 VIB2 / 汉海沃新	Piece	5 (Min 2; Max 20)	<input type="text" value="2"/>	66	CNY	0%	Delete
2	大螺母	P91103-0018-066	自吸离心海水冷却器	泵 / ZC150 VIB2 / 汉海沃新	件	10 (Min 0; Max 0)	<input type="text"/>				
3	大螺母	M48	齿轮油泵油嘴嘴	柴油机 / M20 / Mak	个	10 (Min 0; Max 0)	<input type="text"/>				

3 Total

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



← Create Stock-out Record Back to "Create Stock-out List" interface

Stock-out Object: Fram Item Type: Spare Parts Stock-out Type: Stock-out by Correction Stock-out Dept.: Engine Dept.

Stock-out Date: 2023-07-13 Recipient: Fram Recipient Dept.: Engine Dept.

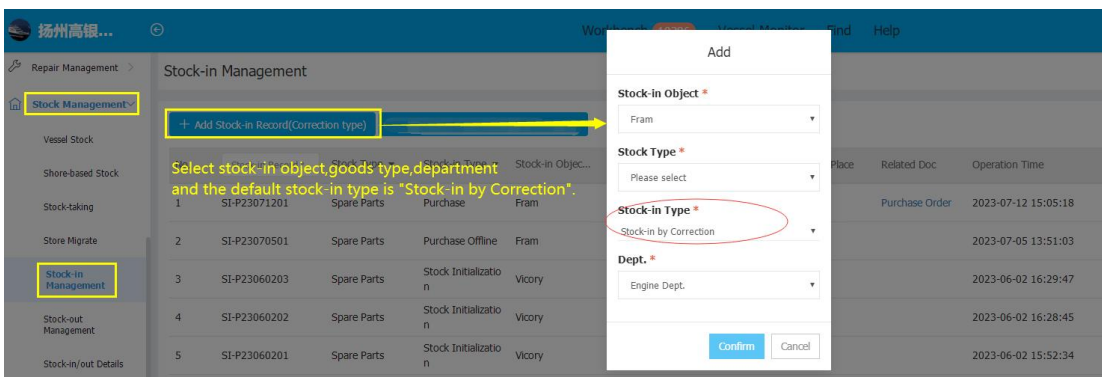
Stock-out Record Remarks:

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No.	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
1	Diesel Engine/齿轮油泵油嘴嘴	大螺母	M48	2023-07-12	CNY12.50	P.I.C.:大管轮 Storage Position:备件库 Supplier: ①	10	<input type="text" value="3"/>		<input type="button" value="Add"/>

Complete the relevant information, and click "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 → Stock-in Management, and select "Stock-in by Correction" as the type, as shown in the following figure.



Select Spares

Viewed Stock/Store List(3) Company Database(11) Added Goods 1 No spare parts found? Manually add.>

Keywords Searching Reset

Eqpt. Name: 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	自吸离心海水冷却泵	泵 / 2C150 VIB2 / 汉姆沃斯	Piece	5 (Min 2; Max 20)	<input type="text" value="2"/>	66	CNY	0%	<input type="text"/> Delete
2	大螺母	P91103-0018-066	自吸离心海水冷却泵	泵 / 2C150 VIB2 / 汉姆沃斯	件	10 (Min 0; Max 0)	<input type="text"/>				
3	大螺母	M48	涡轮增压油喷嘴	柴油机 / M20 / Mak	个	10 (Min 0; Max 0)	<input type="text"/>				

3 Total

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

← Create Stock-in Record

Stock-in Object: Fram Stock Type: Spare Parts Stock-in Type: Stock-in by Correction Dept.: Engine Dept.

Stock-in Date: Stock-in Place:

Stock-in Record Remarks: 0 / 500

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No.	Eqpt. Name/Com...	Spare Parts Name	Spare Part Code/...	Supplier Unified U...	Stock-in Qty*	Unit Price Including Tax	Tax Rate Unified ...	Storage Position* Unified ...	P.L.C.* Unified Update	Operation
1	泵/自吸离心海水冷却泵	Safety Valve Complete	P91103-0018-011	<input type="text"/>	<input type="text" value="2"/>	66	CNY	0%	备件间	大螺母 <input type="button" value="x"/>

Complete the information, and finally click "Submit"

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.

Purchase Order
PO-P23042301 | Fram
Type: Spare Parts | Creation Date: 2023-04-23

Approves

PO No.: PO-P23042301
Vessel Name: Fram
Supplier Name: 高乐高科技有限公司
Address:
Contract Info
Contract No.:

Type: Spare Parts
Contact Person: 高一
Supply Cycle: 现货
Contract Name:

Purchase Plan Type: Daily Purchase
Cell Phone: 180*****91
Quote Remarks: N/A
Contract Description: N/A

Associated Inquiry No.: PE-P23042304
E-mail: 24*****72@qq.com

Total Price(CNY): 336.00 (Tax Point: 0%, Taxes 0.00)
Total Price of Goods(CNY): 336.00
Additional Cost(CNY): 0.00 [View/Edit Additional Cost](#)
Freight Charge(CNY): 0.00

The "Approve" step is set in the workflow of the purchase order. If the stock-in quantity is wrong ,
① The approver can click "Edit" according to the actual situation, and can modify the stock-in quantity again.
② Click "Reject" in the lower right corner to send the purchase order to the previous acceptance stage, and the acceptor will re-accept it.

PO Items(1Items) [Acceptance Record\(1\)](#) Higher Amount Accuracy

No.	Stock-In Date	Stock-in Place	Stock-in Situation	Operator	Operation Time	Operation
1	2023-07-15	Shanghai	1 零件号: Extra large cylindrical pin (1 6Piece)	Gao Yin	2023-07-15 15:20	Edit Delete

Task Progress