

How to add offline purchase storage

For users who do not use the purchasing function, they need to complete the warehousing of items in the OLSaaS system after the purchase is completed. Therefore, OLSaaS has launched the function of "Offline Purchase Stock-in".

Users can log in to the website of OLSaaS, and operate in "**Stock Management** → **Stock-in Management**" interface according to the following steps 1-6:

1. Click to enter the "Stock-in Management" interface in turn. The stock-in type is fixed and cannot be changed.

2. Click "Add Stock-in Record (Offline Purchase)".

3. Select the stock-in object, stock type, department, and click "Confirm".

Select Spares

Vessel Stock/Store List(0) Company Database(11) Added Goods 1 No spare parts found? Manually add.> Keywords Searching 🔍 Reset

Egpt. Name: 柴 柴油机 供油单元

No.	Spare Parts Name	Spare Part Code/Specification/Drawing No.	Component Name	Egpt. 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	7 (Min 10; Max 0)	10	15.5	CNY	0%	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	15 (Min 0; Max 50)					
3	Spindle	P91103-0018-035	自吸离心海水冷却泵	泵 / 2C150 VIB2 / 汉姆沃斯	Piece	18 (Min 0; Max 50)					
4	大号副柱销	M68x	齿轮润滑油喷嘴	柴油机 / M20 / Mak	件	18 (Min 0; Max 0)					
5	副柱销	M28	齿轮润滑油喷嘴	柴油机 / M20 / Mak	个	25 (Min 0; Max 0)					
6	大螺母	M48	齿轮润滑油喷嘴	柴油机 / M20 / Mak	个	25 (Min 0; Max 0)					
7	大号副轴	G85788-M12x18	齿轮润滑油喷嘴	柴油机 / M20 / Mak	个	35 (Min 0; Max 0)					
8	超级大螺母	M88	供油单元其他备件	供油单元 / JSJN-HK / 江苏鼎能	个	56 (Min 0; Max 0)					

4. You can switch ship inventory or your own database to find the target item, and then fill in the storage quantity. (Here you can also enter the unit price including tax, tax rate, and supplier information), and then click "Next Step" in the lower right corner.

← Create Stock-in Record

Stock-in Object: Fram Stock Type: Spare Parts Stock-in Type: Offline Purchase Dept.: Engine Dept.

Stock-in Date*: 2023-08-10 Stock-in Place:

Stock-in Record Remarks: 0 / 500

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The size of a single uploaded file cannot exceed 1GB.

5. Improve the relevant information of the warehouse receipt (marked with * is required). If there are many items in the warehouse, they can be uniformly modified according to the actual situation

No.	Egpt. Name/Component Name	Spare Part Code/Specification/Drawing No.	Supplier Unified Update	Stock-in Qty*	Unit Price Including Tax	Tax Rate Unified Update	Storage Position* Unified Update	P.I.C.* Unified Update	Operation
1	泵/自吸离心海水冷却泵	P91103-0018-011		10	66 CNY	0%	自传间	大臂轮	✖
2	泵/自吸离心海水冷却泵	P91103-0018-066		8	9.6 CNY	0%	自传库	大臂轮	✖

6. Click "Submit"

Save Submit Back

After submitting the document, a receipt will be generated in the receipt management interface, with the receipt type being "Purchase Offline"

Stock-in Management

+ 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 Items	Stock-in Place	Related Doc	Operation Time	Operator	Status	Operation
1	SI-P23081001	Spare Parts	Purchase Offline	Victory	Engine Dept.	1			2023-08-10 15:26:25	Gao Yin	Finished	Export