How to Update the Application Name/Priority Level/Purchase Plan Type fields after the Web Purchase Requisition is approved

After the Purchase Requisition approval process is completed, personnel with corresponding operation permissions can modify the application name, priority level, and purchase plan type .

Users log in to the OLISS Web side, click to enter the "Purchase Management → Purchase Application" interface in order, and the spare parts interface is displayed by default. Select the documentation with the status of "approved", click on any position of the target documentation to enter the details interface, click "Update", modify the application name, priority level, purchase plan type and other field contents according to actual needs, and click "Save" after modification to complete the information modification operation.

G Stock Manageme	ent >	Spar	e Parts Marine S	Stores	Oil											
D Purchasing	\sim									2. Select	t the docun	nentation v	vith the status c	of "Approve	d"	
Management		Add	Appl. Appl.Qty Limite	ed Pu	rchase Record S	tock Warning List(1)					Hide	e Other's Drafts	Purchase Plan Type 🗸	Keywords Searchi	ng	Search Reset @
Purchase Application		No.	Appl.No.		Vessel 💌	Purchase Reason	Equipment	Purchase Modes 💌	Priority Level 💌	Applicant	Appl.Date	Appl.Dept. 👻	Supply Date	Approved -	Numb	Operation
♦ Purchase Docking 1 Click to ent	ng ter the	1 Purch	OL1-PA-P25042902	青4.17.1 n inte	LINK OCEAN 1	测试 er	柴油机, 増田器	Ashore Inquiry	Urgent	鲍磊	2025-04-29	Other Dept.	2025-05-17	Approved(2)	2	Export Copy
Materials Acceptance		2	OL1-PA-P25041702	青4.17.1	LINK OCEAN 1	测试	柴油机, 増压器	Ashore Inquiry	Normal	朱慧	2025-04-17	Deck Dept.	2025-05-17	Approved [®]	2	Export Copy
Vessel Purchase	•	3	OL1-PA-P25041701	青4.27.1	LINK OCEAN 1	测试	泵(在船名),系统测试专用	Ashore Inquiry	Urgent	朱慧	2025-04-17	Engine Dept.	2025-05-17	Approved @	2	Export Copy
Purchase Plan	- 1	4	OL1-PA-P25040201	1	LINK OCEAN 1	测试	泵 🕴	Ashore Inquiry	Normal	朱慧	2025-04-02	Engine Dept.	2025-05-02	Approved(3)	1	Export Copy
Inquiry Manager	ment	5	OL1-PA-P25033104	50331	LINK OCEAN 1	3. Click on any	Position of the ta 柴油机,阿尔维斯油机 (在 船)	Ashore Inquiry	Normal	nter the det 鲍磊	2025-03-31	Engine Dept.	2025-03-31	Approved [®]	2	Export Copy
Purchase Order	tion	6	OL1-PA-P25033103	50331	LINK OCEAN 1	63	柴油机	Ashore Inquiry	Normal	能磊	2025-03-31	Engine Dept.	2025-03-31	Approved(3)	1	Export Copy
Annual Agreeme	ent	7	OL1-PA-P25033102		LINK OCEAN 1		柴油机	Ashore Inquiry	Normal	鮑磊	2025-03-31	Engine Dept.	2025-03-31	Approved(3)	1	Export Copy
Price		8	OL1-PA-P25033101		LINK OCEAN 1		柴油机, 阿尔维斯油机(在 船)	Ashore Inquiry	Normal	鲍磊	2025-03-31	Engine Dept.	2025-03-31	Approved ③	2	Export Copy
After-sales Feedback	- 1	9	OL1-PA-P24121204	41212	LINK OCEAN 1	463	柴油机	Ashore Inquiry	Normal	张翔酏	2025-03-27	Deck Dept.	2025-04-27	Approved ?	3	Export Copy

Purchase Appl. Details Appr _

Appl.No.: OL1-													-
Vessel: LINK C Purchase Mode Supply Date: 2 Purchase Reas Applicant: 朱慧	PA-P25041701 CEAN 1 s: Ashore Inquiry 025-05-17 on: 創試			Appl.Nar Appl. De Priority I Supply F Appl.Dat	me: 轮机起~来购申请4.27 pt.: Engine Dept. Level: Urgent Place: 扬州港 te: 2025-04-17	1			ltem Type: Spa Purchase Plan	ire Parts T ype: Em'cy Purcha	se		
Number of Item	is Purchased: 2										Item Price Type	♥ Defau	ilt View 🗸 🖌 🐇
Appl.Items No.	Spare Parts Name	Spares Position No.	Code/Specification/Drawing No.	Equipment	Spares Description	Budget Account Number	Unit	Stock Status	Appl. Qty	Approved Qty	Appl. Remarks	Internal Remarks	Status
1	0型圈 🕄 🖂		111	泵(在船名) 🐶		002001	\uparrow	Current Stock 3; Unreceived 2 ③ (Min 0; Max0) 😭	2 🔊	2			Purchasing
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Task Progress Appl 20254	View Update Record										(Export Comment 4. C	Copy Update
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Appl.No.: OL1-F Vessel: LINK OC Purchase Mode: Supply Date: 20 Purchase Reasc Applicant: 朱慧 Number of Items	2A-P25041701 2EAN 1 s: Ashore Inquiry 25-05-17 m: 別式 · Purchased: 2			Appl.Nan Appl. Dep Priority L Supply P Appl.Date	ne: 학생지라-프레이바/프리 27. pt: Engine Dept. .evek: Urgent Nace: 청개성용 e: 2025-04-17	Purchase Appl Details and the appl and other field of	proved oplication contents a	name, priority le according to actu	Item Type: Spa Purchase Plan vel, purch al need	re Parts Type: Erricy Purch ↑ ase plan typ	e Item Price Type	✓ ☐ Defact	it View 🔍 25
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