

How to initiate vessel purchase on the web side (document)

(This document takes "spare parts" as an example)

Users log in to the OLISS Web terminal, click "Purchasing Management → Purchase Application" in turn, and by default enter the spare parts application interface, click "Add Appl.", select the vessel, item type (automatically matched as "spare parts"), and application department, and then click "Confirm" to enter the interface of adding spare parts procurement items. In the Add Spare Parts Purchase Items interface, Fill in the purchase quantity and purchase remarks, upload attachments and click "Continue" to enter the Purchase Application editing interface: fill in the application form information (with * required), click "Submit".

When submitting a Purchase Application, the backend queries whether there is a matching Purchase Application process. If there is, an approval process needs to be selected. If not, if the user's company has enabled the "Purchase Application Allow No Approval Process" permission, the submission is successful and automatically changes to the approved status (if the "Purchase Application Allow No Approval Process" permission is not enabled, an error will be reported).

1. Click to enter the purchase application interface in turn

2. Click "Add Appl."

3. After selecting the vessel, item type and department, click "Confirm"

No.	Appl.No.	Appl. Name	Vessel	Purchase Reason	Priority Level	Applicant	Appl. Date	Appl. Dept.	Supply Date	Status	Operation
1	OL1-PA-P25050901		LINK OCEAN 1		Normal	孙红梅	2025-05-09	Engine Dept.		Unsubmit	Edit Copy Delete
2	OL1-PA-P25050701	采购申请25.5.7.1	LINK OCEAN 1	采购垫片、油管	Normal	朱慧	2025-05-08	Engine Dept.	2025-06-07	Unsubmit	Edit Copy Delete
3	OL1-PA-P25043002		LINK OCEAN 1		Normal	孙红梅	2025-05-07	Engine Dept.	2025-06-07	Unsubmit	Edit Copy Delete
4	OL1-PA-P25043001		LINK OCEAN 1		Normal	孙红梅	2025-04-30	Engine Dept.		Unsubmit	Edit Copy Delete
5	OL1-PA-P25010303	产品测试删除	LINK OCEAN 1	申请以下 船请单号SP2025010301	Ashore Inquiry	潘俊杰	2025-04-30	Deck Dept.	2025-01-10	Unsubmit	Edit Copy Delete
6	PA-P22083002	备件申请单20220830	LINK OCEAN 1	123123	Ashore Inquiry	潘俊杰	2025-04-30	Engine Dept.	2022-09-30	Unsubmit	Edit Copy Delete
7	PA-P24100806	BP-C2-2359	LINK OCEAN 1	1	Ashore Inquiry	潘俊杰	2025-04-30	Deck Dept.	2025-02-13	Unsubmit	Edit Copy Delete
8	OL1-PA-P25041601		LINK OCEAN 1		Ashore Inquiry	潘俊杰	2025-04-30	Engine Dept.		Unsubmit	Edit Copy Delete
9	OL1-PA-P25040905		LINK OCEAN 1		Ashore Inquiry	朱俊	2025-04-09	Engine Dept.		Unsubmit	Edit Copy Delete



Switchable vessel stock/own database/added purchase items

Store List(127)

Company Database(7367)

Added Purchase Items

No spare parts found? Manually add

If the target device is not found in the database, click Add Manually

Display Only Critical Spare Parts

Less Than Min Stock

Keywords Searching

Search

Reset

4. When there are many devices, you can search for the target documentation through the filter bar or keywords, and then click on the target documentation

Eqpt. Name: All 17 阿尔维斯油机 泵 泵(在船名) 冰机44 不详 柴油 柴油机-设备在船 柴油机-在船名称 齿轮箱 传动轴 灯 发电机组1 发电机组200x1-1 发动机 阀 分油机 锅炉 接头 空压机 离合器 螺旋桨 锚 系统测试专用 消防泵* 压缩机 液泵 增压器 未 未利安测试 主发柴油 主机 主机报警监控系统 左辅机

No.	Spare Parts Name	Code/Specification/Draw	Component Name	Type/Manufacturer	Unit	Stock Status	Appl. Qty	Appl. Remarks	Attachment	Operation
1	Marine Gearbox	JD900A	Marine Gearbox	齿轮箱 / JD900A / Hangzhou Fada	Piece	Current Stock 4; Unreceived 51 (Min 6; Max 100)	Please enter			
2	2	2	冰机1	冰机4 / 金宇7冰机 / 不明	2	Current Stock 6; Unreceived 12 (Min 8; Max 16)	Please enter			
3	前盖板垫片	771-02-003	机体结合组	柴油 / 12V135AC / 上海柴油机厂	件	Current Stock 9; Unreceived 41 (Min 10; Max 0)	Please enter			
4	汽缸盖部件	汽缸盖部件	汽缸盖部件	柴油 / ZC2 / Ningbo C.S.I	件	Current Stock 2; Unreceived 35 (Min 1; Max 0)	Please enter			
5	泵轴	11	自吸离心旋涡泵	泵(在船名) / 1.5CWX-2A / 上海振华	个	Current Stock 1; Unreceived 6 (Min 0; Max 0)	Please enter			
6	大副文	111	自吸离心旋涡泵	泵(在船名) / 1.5CWX-2A / 上海振华	个	Current Stock 1; Unreceived 0 (Min 0; Max 0)	Please enter			
7	应急指示灯	LIGHT-15	AD16-16B指示灯	灯 / AD16型 / 不明	件	Current Stock 3; Unreceived 8 (Min 2; Max 5)	1	Please enter 0 / 500		Delete
8	套管	230.303.01.14	操纵机构	柴油 / 6230ZC-4型 / 广州柴油机厂	件	Current Stock 12; Unreceived 73 (Min 10; Max 0)	Please enter			
9	11	11	柴油机	柴油 / 6230ZC-4型 / 广州柴油机厂	pc	Current Stock 2; Unreceived 7 (Min 0; Max 0)	Please enter			
10	O型圈	222 [987654321]	自吸离心旋涡泵	泵(在船名) / 1.5CWX-2A / 上海振华	个	Current Stock 2; Unreceived 11 (Min 0; Max 0)	Please enter			
11	O型圈	500	自吸离心旋涡泵	泵(在船名) / 1.5CWX-2A / 上海振华	件	Current Stock 2; Unreceived 24 (Min 0; Max 0)	Please enter			

5. Click to add "Application Quantity", and then click "Next Step"

Next Step

Purchase Appl.Edit

Application No.:OL1-PA-P24121202 (LINK OCEAN 1 - Spare Parts - Engine Dept.)

Appl.Name: Please enter

Priority Level: Normal

Supply Date: 2025-01-12

Supply Place: Please enter

Purchase Modes: Ashore Inquiry

Purchase Plan Type: Please select Purchase Plan Type

Purchase Reason: Please enter

6. Complete relevant information (with * required/optional)

Add Purchase Item

Number of Items Purchased: 1

Please select

Shore-based Stock Query

Click to add a purchase item

Name	Code/Specification/Drawing No.	Components/Position No.	Eqpt. Name/Type/Manufacturer	Spares Description	Unit	Min/Max Stock	Current Stock / Unreceived	Appl. Qty	Appl. Remarks	Internal Remarks	Operation
LIGHT-15		Component: AD16-16B 指示灯		灯 / AD16型 / 不明	件	2/5	3 / 8	1	Please enter	Please enter	

You can modify the application quantity, batch modify the purchase remarks, fill in internal remarks as needed, upload attachments or click delete

Attachment: (This attachment is only used as the internal application document of the company and the supplier cannot receive it.)

Upload

7. Click "Submit" to enter the approval process; click "Save" to modify the purchase order next time

Save

Submit

Cancel

The screenshot shows a web application interface for a purchase application. A central pop-up window titled "Please select the workflow." is displayed. It contains the following information:

- Budget Account:** Other
- Using Dept.:** LINK OCEAN 1. 0% of the budget quota for this month has been used, 0% of the budget quota for this year has been used
- Management Dept.:** Other, 0% of the budget quota for this month has been used, 0% of the budget quota for this year has been used

The pop-up window has a "Process Desc" section with a list of workflow options:

- 采购申请
- Initiate
- 采购申请
- 轮机长
- 轮机长
- 机务主管
- Finish

Buttons for "Confirm" and "Cancel" are visible at the bottom of the pop-up. In the background, the purchase application form is partially visible, showing fields for "Application No.", "Supply Place", "Purchase Reason", "Supply Date", and "Purchase Plan Type". A table of items is also present, with columns for name, code, components, equipment, spares, unit, stock, and quantity. A yellow arrow points from the text below to a "Confirm" button in the bottom right corner of the form.

8. After clicking "Submit", a pop-up window will appear, check the required approval process, and then click "Confirm"

Next step:

After the purchase application form is submitted, if there is an approval process, the document will be transferred to the approver workbench for approval.