

How to add material acceptance lists

Users can log in to the website of OLSaaS, and operate in **"Purchase Management → Materials Acceptance → Material Acceptance List"** interface according to the following steps 1-3:

The screenshot displays the OLSaaS web application interface. On the left, a navigation menu is visible with the following items: Maintenance, Repair Management, Stock Management, Purchasing Management, Purchase Application, Purchase Checking, Materials Acceptance, Accept To Stock, Acceptance Record, Material Acceptance List, Vessel Purchase, Purchase Plan, Inquiry Management, Purchase Order, Supplier Evaluation, Annual Agreement, Price, and After-sales Feedback. The 'Material Acceptance List' menu item is highlighted with a yellow box, and a yellow arrow points to it with the text "1. Click in turn to enter 'Material Acceptance List' interface".

The main content area shows the 'Material Acceptance List' interface. At the top, there are tabs for 'Accept To Stock', 'Acceptance Record', and 'Material Acceptance List'. Below the tabs, there is a table with columns for 'No.', 'Vessel', 'Dept.', and 'Upload Date'. The table is currently empty, and a yellow arrow points to the '+ Add' button with the text "2. Click 'Add' and the right interface will appear".

On the right side, the 'Add Acceptance List' form is displayed. It includes the following fields:

- Vessel***: A dropdown menu with 'Fram' selected.
- Dept.***: A dropdown menu with 'Please select dept.' selected.
- Remarks**: A text input field with a character count of '0 / 500'.
- Upload Attachment**: A button with a plus icon and the text 'Upload Attachment'. Below it, a note states: 'The size of a single uploaded file cannot exceed 1 GB.'

At the bottom right of the form, there are two buttons: 'Confirm' and 'Cancel'. A red arrow points to the 'Confirm' button. Below the form, there is a red text instruction: "3. Fill in relevant information as required. Items marked with * are required. If there are attachments, upload them, and finally click 'Confirm'."