

How to approve the purchase application

After the purchase application is submitted, according to the approval process, the document will be transferred to the approver's workbench for approval.

You can log in to the website of OLSaaS. In workbench Interface, you can operate according to the following steps 1-6(take "spare parts" as an example):

The screenshot displays the OLSaaS Workbench interface. The top navigation bar includes 'Workbench 9896', 'Vessel Monitor', 'Find', and 'Help'. Below the navigation bar, there are sections for 'To-do List' and 'Waiting Task'. The 'To-do List' section shows a '6 Approve' task for 'PUR Apply'. A red arrow points to this task with the instruction: "1. Log in to the website of OLSaaS, enter workbench interface by default, and click 'Workflow Task → Approve → Purchase Application (To Be Approved)'".

The second screenshot shows the 'Purchase Application' details for PA-P23062804. The application is in the 'Approving' state. A red arrow points to the application card with the instruction: "2. Click the target document to be approved to enter the lower interface;".

The application details form includes fields for 'Vessel: Fram', 'Appl. Dept.: Engine Dept.', 'Appl. Date: 2023-06-28', 'Supply Date*: 2023-07-28', 'Priority Level: Normal', 'Purchase Plan Type: Monthly Purchase', 'Purchasing Type: Spare Parts', 'Supply Place*: shanghai', and 'Purchase Modes: Ashore Inquiry'. A red arrow points to the 'Add Purchase Item' button with the instruction: "3. According to the permission, new purchase items can be added here".

The 'Number of Items Purchased: 2' section contains a table with the following data:

Appl. Itm...	Spare Parts Name	Code/Specificat...	Components/Pos...	Eqpt. Name/Type/Manufactu...	Spares Description	Unit Unit	Stock Status	Appl. Qty	Approved Qty	Appl. Remarks	Batch Modification	Creator	Operation
1	Safety Valve Complete	P91103-0018-01	1	自吸离心海水冷却泵	泵 / 2C150 VIB2 / 汉姆沃斯	Piece	Current Stock 9; Unrecovered 0 (Minimum 2; Max20)	10	10	Please enter remarks...		Mika	
2	Extra large cylindrical pin	M99	16	齿轮青油喷嘴	柴油机 / M20 / Mak	Piece	Current Stock 0; Unrecovered 0 (Minimum 0; Max0)	10	10	Please enter remarks...		Mika	

Red arrows point to the 'Appl. Qty' and 'Approved Qty' columns with the instruction: "4. View item purchase history as needed, modify approval quantity, and fill in remarks".

The 'Attachment' section includes an 'Upload Attachment' button and a note: "The size of a single uploaded file cannot exceed 1GB." A red arrow points to the 'Comment', 'Accepted', and 'Reject' buttons with the instruction: "5. Perform corresponding operations based on the actual audit situation".

Description:

If it is a "approval rejected" document, you can directly click on the red font at the bottom left of the "Purchase Management → Purchase Application" interface to view the approved rejected purchase application form, as shown in the following figure:

Repair Management > Spare Parts Marine Stores Oil

Stock Management > Add Appl. Appl.Qty Limited Purchase Record Stock Warning List(2) Hide Other's Drafts Purchase Plan Type Keywords Searching Reset

No.	Appl.Name	Dept.	Appl.Date	Purchase Content	Supply Dt	Supply P	Purchase Modes	Priority Level	Rejected	Operation
1	PA-P23062807	Deck Dept.	2023-06-28	Type / Property: Spare Parts / Monthly Purchase Number of Items Purchased: 2 Equipment: 泵, 柴油机	2023-07-28	xiamen	Ashore Enquiry	Normal	Rejected	Export Resubmit Delete
2	备件①	Deck Dept.	2023-05-25	Type / Property: Spare Parts / Urgent Purchase Number of Items Purchased: 1 Equipment: 泵	2023-06-25	扬州	Ashore Enquiry	Normal	Rejected	Export Resubmit Delete
3	April spar...①	Engine Dept.	2023-04-21	Type / Property: Spare Parts / Monthly Purchase Number of Items Purchased: 3 Equipment: 泵, 柴油机	2023-06-10	shanghai	Ashore Enquiry	Normal	Rejected	Export Resubmit Delete
4	March Pur...①	Deck Dept.	2023-03-09	Type / Property: Spare Parts / Monthly Purchase Number of Items Purchased: 2 Equipment: 泵	2023-03-15	yangzhou	Ashore Enquiry	Normal	Rejected	Export Resubmit Delete
5	11月①	Deck Dept.	2022-11-18	Type / Property: Spare Parts / Monthly Purchase	2022-11-21	扬州	Ashore Enquiry	Normal	Rejected	Export Resubmit Delete

There are 7 rejected applications currently. After clicking, the interface will display the approved and rejected documents 7 Total

Next Step:

After the purchase application is approved, the documents will appear in different statuses according to different purchase modes:

1. If the purchase mode is "Ashore Inquiry", the document will become a purchase plan, and wait for shore-based inquiry in Purchase Plan interface;
2. If the purchase mode is "Vessel Purchase", according to the authority, the documents will be transferred to the workbench of the executive role personnel.