

## The reasons why the Purchase Application can't be submitted?

1. In editing interface of Purchase Application, some required fields may not be filled in (Items with\* are required), so the request cannot be submitted

The screenshot shows the 'Purchase Appl.Edit' interface for application PA-P23062601. Several fields are highlighted in red to indicate they are required but not filled:

- Supply Place\***: Empty field with error message 'Supply place is required.'
- Purchase Plan Type\***: 'Please select' dropdown with error message 'Purchase plan type is required.'
- Purchase Reason\***: Empty text area with error message 'Purchase Reason is required.'

A red warning message states: 'If required items are not filled in, If you click "Submit for approval", mandatory items without complete information will be displayed in red.'

Appl.Items No.	Spare Parts Name	Code/Specification/Drawing No.	Components/Position No.	Eqpt. Name/Type/Manufacturer	Spare Description	Unit Unit	Min/Max Stock	Current Stock / Unreceived	Appl. Qty	Appl. Remarks Batch Modification	Operation
1	Safety Valve Complete	P91103-0018-011	Component: 自吸离心泵 Position No.:	型/ 2C150 VIB2 / 汉姆沃斯		Piece	2/20	9 / 0	8	Please enter remark.	[Add] [Delete]

To reduce duplicate applications and standardize the procurement process, "OLSaaS" restricts some procurement applications, mainly in the following two points:

2. There are items that have been applied but not received.

The screenshot shows the 'Purchase Appl.Edit' interface for application PA-P23062805. A dialog box is displayed in the center with the following text:

The items of historical application have not arrived yet, and no new submission is allowed.

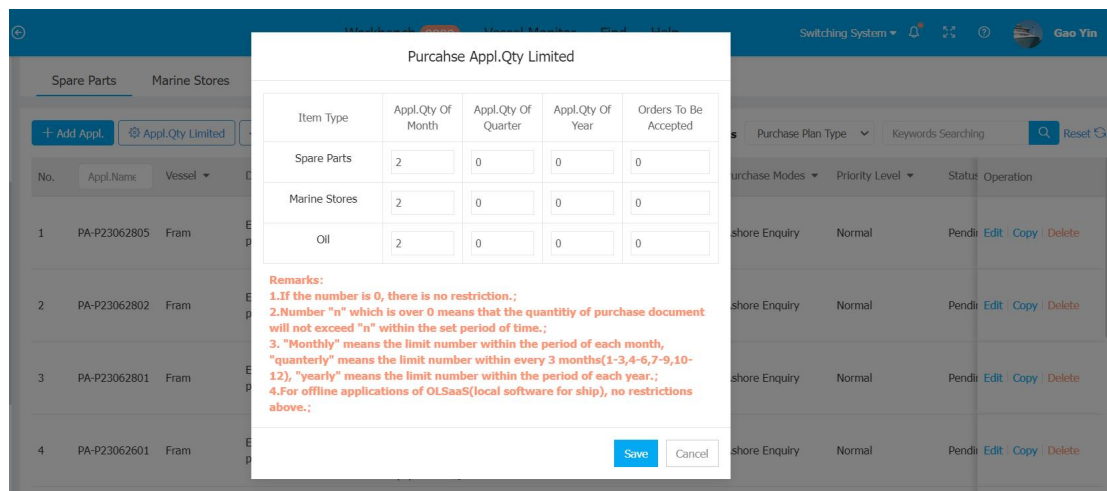
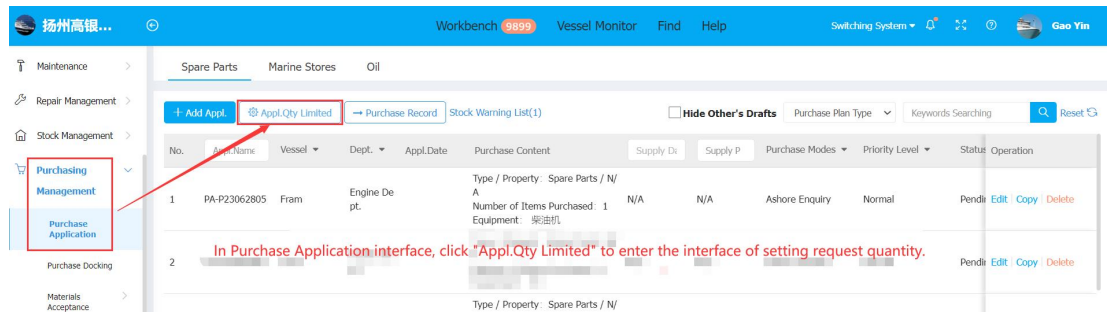
The dialog box has an 'Ok' button. A yellow arrow points from the dialog box to the 'Current Stock / Unreceived' field in the table below, which contains the value '0/0'. A yellow note at the bottom of the interface states: 'It is forbidden to apply repeatedly if there are goods that have been applied but not received.'

Appl.Items No.	Spare Parts Name	Code/Specification/Drawing No.	Components/Position No.	Eqpt. Name/Type/Manufacturer	Spare Description	Unit Unit	Min/Max Stock	Current Stock / Unreceived	Appl. Qty	Appl. Remarks Batch Modification	Operation
1	大号O型圈	G85788-M12x18	Component: O型圈 Position No.:				0/0	Update the Inventory / 8	12	Please enter remark.	[Add] [Delete]

3. There are unprocessed purchase documents exceeding the limited number within a specified period of time or the quantity of orders to be accepted exceeds the specified quantity.

If there are more than a limited number of submitted and unprocessed documents within a specified period of time according to vessels, dept. (Deck, Engine), Items (Spare Parts, Stores, Oil), it is not allowed to submit a new application form; Or if there are more than the specified number of purchase orders that have not been accepted, it is not allowed to submit new

application forms. The limited quantity can be customized and modified by the company administrator (see the red part in the figure below for detailed settings).



When users can't submit the Purchase Application, please pay attention to what the reasons are. Such as the required items are incomplete, the applied goods have not received or number of documents exceeds the specified quantity of the company. Then take appropriate measures accordingly.