

How to operate the supplier after receiving the email (Document)

In the whole procurement process, the operation of the supplier is mainly the filling and submission of the quotation and other relevant information of the supplier after receiving the inquiry email. After the supplier submits the quotation information, it will directly feedback to the OLISS system. After the decision (that is, after selecting the supplier), the supplier will receive the order information and conduct the supply and invoicing according to the order information.

The specific operation instructions are provided as follows:

I . The interface for the supplier to receive the inquiry email is shown below:

Dear test采购订单供应商:

The ¹1st Request for Quotation **PE-S25021201** has been issued to you by 上海互海信息科技有限公司 via the ²Ocean [Link Shipping Management System](#). Please click the link website to view this RFQ and respond with your quote.

Quotation link: ³[Click here to quote](#)

Vessel : LINK OCEAN 1

⁴Purchasing Demand: 请尽快报价

⁵Quotation close date: AM 00:00 on Feb 16,2025

BEST REGARDS!

1. "1st" means that the purchaser makes an inquiry to the supplier on the document for the first time. After the supplier reports the price, if the purchasing department is not satisfied with the price, the supplier can make an inquiry again;

2. Inform the supplier of where the inquiry email was sent from or through which system it was sent

3. Click the link to jump to the inquiry and quotation interface. If there is a blank web page, you can try the following actions:

1) On the web side, right click the text in Figure 3 above and select to open the link from the new tab or new window;

2) When the address book provides a mobile phone number, OLISS system will send a prompt message at the same time, which can copy the link in the message and open it to the web page.

4. Procurement requirements

5. Deadline for quotation

II. The inquiry sheet interface after opening the link is as follows:

Enquiry List
上海华海信息科技有限公司
Application Type: Quater Purchase | Shop Quotation: 2024-12-20 00:00

TIPS: 1. Please enter the unit-price and discount of each enquiry item, the total price will be generated automatically; 2. If necessary, please fill in the item details such as brand in the remark; 3. If there are delivery charge, please fill it out separately behind the form; 4. It should be noted that this is a quotation and does not represent the final transaction. Our company has the right to choose all or several items according to our need and your quotation.

Goods Details | Supply Information | **Download Quotation** | Import Quotation

Attachment: **Download All Attachments** → **Click "Download Quotation" to download quotation and inquiry attachments**

No.	Spare Parts Name	Spare Parts Type	Component/Position No.	Equipment Information	Spare Parts Description	Purchase requirement	Delivery Place	Delivery Date	Vessel	Purchase Quantity	Unit Price(CNY)	Overall [Subtotal	Brand	Supply Remark	Operation
1	停车气缸	230.305.00	停车气缸 / 0	柴油缸 / 6230ZC-4...			上海	2022-03-16	互海1号	5(件)		1	0.00			Upload Multiple prices c

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Click "Modify Currency" to select a currency other than the inquiry currency for quoting
After completing operations such as unit price and remarks, click "Next"

Total Amount include tax(CNY):0.00 Total Price: 0.00; Total Delivery Charges:0.00; Total Tax Charges: 0.00

Save **修改币种** **Filled(1), Next** Submit Quotation

Enquiry List
上海华海信息科技有限公司
Application Type: Quater Purchase | Shop Quotation: 2024-12-20 00:00

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Goods Details | Supply Information | **Download Quotation** | Import Quotation

Delivery Charge(CNY: Please fill in your delivery charges: enter 0 if no delivery fee.)
互海1号(Haul... 0

* Tax Inclusive: 0% * Quotation ... * Lead Time: * Quotation No:

Quotation Remarks

Supplier Information
* Company ... * Contact: 王五 * Email: 810618659@qq.com * Mobile: +86 13626270542

Quote Attachment **Click to upload** Note: For a single uploaded file, the image size cannot exceed 5MB and the file size cannot exceed 10MB. Supports doc, docx, pdf, xls, xlsx, txt, jpg, jpeg, png, webp formats

Support uploading quotation total attachments

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After completing steps 2 and 3, the total price of the goods, delivery charges, and tax charges will be displayed here

Total Amount include tax(CNY):1000.00 Total Price: 1000.00; Total Delivery Charges:0.00; Total Tax Charges: 0.00

Save **修改币种** **Filled(1), Back** **Submit Quotation**

In the quotation interface, all the items are required, as follows:

1. Unit price: Click the input box to fill in the unit price including tax;

Overall discount: When there are multiple items and the discount is uniform, you can fill in the overall discount.

Supply Remark: other information about the inquiry items, such as brand, parameter information, etc.;

Upload: attachments related to items, such as actual auction drawings, certificates, drawings, etc.;

Multiple quotations: when the uniqueness of the item cannot be judged, multiple quotations can be used for the buyer to choose;

2. Haulage: There may be different shipping places for several ships in the inquiry form, so the freight can be filled in according to different ships.

3. Tax inclusive: the specific tax point of tax.

Quotation Expiry Date: the validity of price filled by the supplier, overdue means the price is invalid;

Lead Time: freely fill in the supply cycle, the content can be text or number;

Quotation number: Supplier can fill in according to their own needs;

Quotation Remarks: anything not clearly described in the quotation can be described through remarks;

Note: If this supplier already exists in the OLISS system, the supplier information will be automatically displayed in the interface, and the supplier will also modify the relevant information according to the requirements.

Total Amount include tax, including total cost of goods, freight costs, and taxes.

4. Download the quotation details to the local area for the supplier to archive, and the format is Excel;

When there are too many items, you can choose to quickly import the quotation through the template.

5. **Submit quotation:** Click the price will be fed to the buyers OLISS system.

Note: After clicking "Save", the contents in the documents will be saved and can be filled in next time;

III. The interface of the supplier receiving the purchase order email is shown below:

Dear 航海图书批发

1 Purchase Order [Hh1-PO-P24120201](#) has been issued to you by 上海互海信息科技有限公司 via the Huhaiyi System. Please contact us for contract signing and other follow-up procedures asap. Thanks for your cooperation.

2 Order Content: Number of purchases **1**. Total price: **CNY 150.00** (include goods value **120.00** and freight charge **30.00**)

Remark: OK22

Reference RFQ: PE-P24120201

For detailed order information, please click the following link:

3 [Please click the link to the order](#) 或 [Log in to the system to view](#)

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1. **Purchase order number:** OLISS system will automatically generate according to date and order order;

2. Main Content of purchase orders

3. Click the link to jump to the purchase order details interface (the Web will send via email; the mobile phone will send via SMS). If a blank web page appears, try the following operations:

1) On the web side, right click the text in Figure 3 above and select to open the link from the new tab or new window;

2) When the address book provides the mobile phone number, OLISS system will send a prompt message at the same time, which can copy the link in the message and open it to the web page.

IV. The interface of the purchase order link is shown in Fig:

Purchase Order
上海互海信息科技有限公司

Order No.: OL1-PO-P24120501; **Vessel Name:** LINK OCEAN 1; **Total Price(USD):** 120; **Haulage(USD):** 20;
Client Contact Person: Henry **Contact Phone:** 18918604726 **Contact Email:** henry.qi@oceanlinktech.cn

[中文版本下载](#) [Download English Version](#)

PO Items (2) [Stock-up/Delivery Situation](#) **Goods Total Items:** 2Items | **Stocked-up:** 0Items | **Stock-up Progress:** 0% | **Delivered:** 0Items | **Delivery Progress:** 0%

Reminder: Peach color The background indicates that the item has not been fully stocked-up and has exceeded the delivery date.

<input type="checkbox"/>	Spare Parts Name	Code/Specification/Drawing No.	Eqpt.Name/Type/Manufacturer	Deadline Delivery Date	申请单号/货号	Purchase Quantity	Delivered Quantity	Stocked-up Quantity	*Quantity to be stocked-up this time
<input checked="" type="checkbox"/>	新增备件	123a	发动机 / M11-C350 / 美国康明斯	2024-09-02	PA-P24080205_1	10 (个)	0	Unstocked-up	10
<input checked="" type="checkbox"/>	垫片 (新增)	123kx	发电机组200X1-1 / 200X1-1 / 上海柴油厂	2024-09-02	PA-P24080205_2	1 (个)	0	Unstocked-up	1

[Communication Records](#)

Click to perform invoice issuance, stocking, and shipping operations

V. The download interface of the English version of the purchase order is shown in the figure below:

██████████ 供应商

Spare Parts Purchase Order

Demand-side Company: 上海互海信息科技有限公司 **Demand-side Contact Person:** 朱██████████

Order No.: OL1-PO-P24120501 **Quotation Type:** General Inquiry

Purchase Order Date: 2024-12-05 **Supplier Contact Person:** 王██████████ 542

Lead Time: 5 **Email:** 810618639@qq.com

Associated Inquiry No.: PE-P24080202(备件询价单P24080202) **Price Unit:** USD

No.	Spare Parts Name	Spare Parts Type	Drawing No.	Appl. Dept.	Requirement Date	Supply Place	Purchase Requirements	Unit	Appl.No./Item No.	Quantity	Price	Discount	Total Price	Quote Remark
Vessel : LINK OCEAN 1											Freight Charge	20.00		
											Subtotal	20		
Equipment : Electric Generator 135系列 200X1-1 上海柴油厂														
Equipment Remark : 交流柴油发电机组														
Components : 12V135ZD型柴油机 774Z-00-000														
1	垫片 (新增)	123kx		Engine Dept.	2024-09-02	扬州港		个	PA-P24080205_2	1	20.00	1.00	20	