## 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.

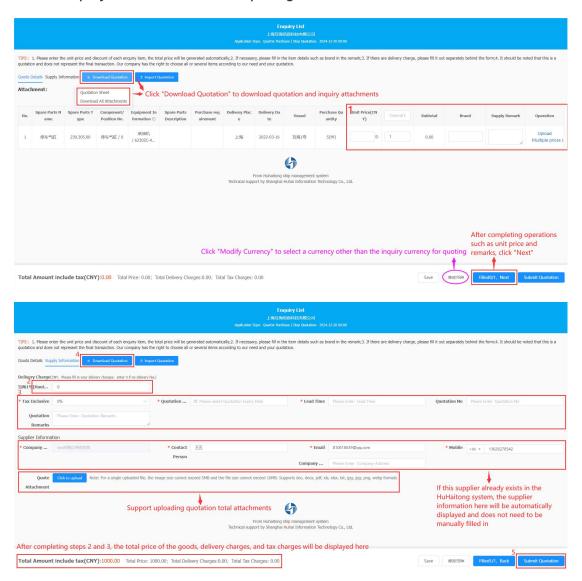
The specific operation instructions are provided as follows:

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



- **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:



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.

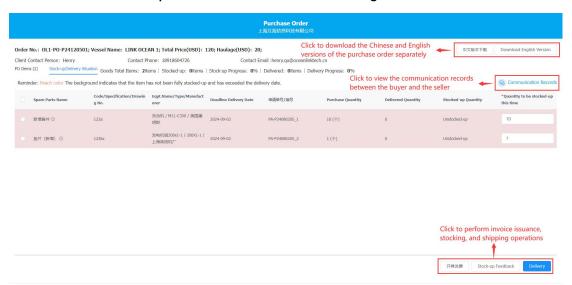
Note: After clicking "Save", the contents in the documents will be saved and can be filled in next time:

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



- 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:



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

