## How to operate Inquiry Mode - "Bidding"

In order to meet the different needs of users, there are two inquiry modes in OLSaa: General Inquiry and Bidding.

There are two ways to create an inquiry form with the inquiry mode of "Bidding":

The first way, click "Purchase Management  $\rightarrow$  Purchase Plan  $\rightarrow$  Select Combined Items to Inquiry/Purchase Application to Inquiry  $\rightarrow$  Select Suppliers", and in the interface of Improve/Edit RFQ, you can select Bidding as the inquiry mode, as shown in the following figure:

← Edit F	RFQ								
Type: Spa	re Parts RFQ No.: PE-P23072601		<u>\</u>						
RFQ No.:	PE-P23072601	Type: Spare Parts		Induiry Mode: 普通问》					
RFQ Name	e *	Inquiry Mode *		Purchaser Name *	Purchaser Position *				
备件询价单	单P23072601	Bidding		Gao Yin					
Email of Inquirer *		Please select inquiry mode General Inquiry		Deadline of Quotation (Bid Opening Time) *	Currency *	Currency *			
		Bidding		+3Days +5Days +2/j\8j	CNY				
Purchase I Minor Pur Attachme The size of	Plan Type * ent: d Attachment a single uploaded file cannot exceed 1GB.	In improving the RFQ intr and others can be operat	erface, the inquir ted according to	y mode can be "Bidding", the normal RFQ process (items with * a	ire required).				
Inquiry Iter + Add So	ms(2) Inquiry Suppliers(2) uppliers Please select supplier type.								
No.	Supplier Name	Number of Cooperation	Contact Person	Contact Methods	Source	Operation			
1	高乐高科技有限公司	12	高一	Mobile Phone: 180000001 E-mail: 24000000000000000000000000000000000000	Address Book				
						-			
					Save	Start Inquiry Back			

The second way, in "Purchase Management  $\rightarrow$  Inquiry Management" interface, you can add an inquiry form. Please refer to the following steps 1-5:

🥌 扬州高银	扬州高舰 〇 W Katesarce > Spare Parts Marine Stores Oil Marine Chart			Manak Marikan I		Find Help		Switching System 👻 🖓 🔅 💿 🚔 Gao Yin			
T Maintenance >				-	Add						
Bepair Management >					Туре*						_
🛱 Stock Management 🗦	+ Add				Spare Parts		heck My RFQ Only			Keywords Searc	hing Q Reset G
₽ Purchasing ~	No.	RFQ No.	RFQ Name	Inquiry Mode 👻	Pu		2ty of Purchased Ite	Qty of Selected Sup	Qty of Feedback	Status 👻	Operation
Management	1				De Inquiry Mode*		Purchase Items	2companies	0 quotation feedbacks	Pending	Edit   Delete
Purchase Application	irn to ente	ar the interface of	"Durchase Mana	nement →	Bidding	Ŧ	Purchase Items	2companies	1 quotation feedbacks	Inquiring	
Inquiry Mar	nagement	", click "Add", and	select Bidding a	s the inquiry mod	General Inquiry Bidding	uiry mode	Purchase Items	2companies	2 quotation feedbacks	Quote Rejected	
1000	4				Quarteriy - arcinese	Confirm Cancel	J Purchase Items 👩	1 companies	1 quotation feedbacks	Quote Approving	
Concession in the local division of the loca	5									-	
Inquiry	6	PE-P23071201	备件词价单P2307120 1	General Inquiry	Monthly Purchase	Fram	2 Purchase Items	3companies	3 quotation feedbacks	Concluded	
Purchase Order	7	PE-P23051101	备件购价年P2305110 1	General Inquiry	Daily Purchase	Fram, Vicory	5 Purchase Items	1 companies	1 quotation feedbacks	Cancelled	
Supplier Evaluation	8	PE-P23042501	备件词价单P2304250 1	General Inquiry	Quarterly Purchase	Fram	1 Purchase Items	2companies	0 quotation feedbacks	Cancelled	
Annual Agreement	9	PE-P23042304	备件询价单P2304230 4	General Inquiry	Daily Purchase	Fram, Vicory	2 Purchase Items	2companies	2 quotation feedbacks	Concluded	

If there are	many	items, you	u can find the	e target it	Se em by	elect S	pares ering.				4.	Click "Nex	t Step"
Vessel Keywords	•]	Appl.Date 🔻	Date Range	То			Sear	<b>ch</b> Clea				-	Next Step
Spare Parts Name	Spares Position No.		ecification/Drawing No.	Equipment	Unit	Qty	Annual Agreement Price	Supply Place	Supply Date	Vessel	Appl.No.	Appl.Items No.	Operatio
大号圆柱销 ①	36		M68× 3. Click	柴油机 on the "+	伴 "at th	10 ne ba	ck of the t	<sub>扬州</sub> arget it	2023- 06-09 em (ac	Fram	5月…① ng to the c	1 lemand).	+
Safety Valve Complete ①		P911	103-0018-011	泵	Piece	9	CNY 15.00	扬州	2022- 09-19	Vicory	长胜 ①	1	+
大号0型圈 ①		GB5	788-M12×18	柴油机	$\uparrow$	6		扬州	2022- 09-19	Vicory	长胜 ①	3	+
圆柱销 ①			M28	柴油机	$\uparrow$	6		扬州	2022- 09-19	Vicory	长胜 ①	4	+
圆柱销 ①			M28	柴油机	$\uparrow$	12		厦门	2022- 08-29	Fram	备件 ①	2	+

Note: The items displayed in this interface are the same as those displayed in "Purchase Plan  $\rightarrow$  Combined Items to Inquiry"!

			Select Supplier	s				$\otimes$
Selected Suppliers								
高乐高 😣								
Suppliers List								
Recommend Su	ppliers Address Book Shared Resources							Next Step
When shared reso Add Suppliers	arce is selected, the shared supplier will be added into a	ddress book automatically.			5. After sele	ecting a supplie	r, click "Next Ste	p".
Select	Company Name	Supply Type Custom Classification	Source	Matched Items of Ag	Contact Info		Transactions Number	Unpaid Account
× Cancel	高乐高 Colligation Score: 4.3 Score ▼	Marine Stores, Vessel	Address Book	0	高一 📝 Telephone: N/A   Mobile Phone: 18 E-mail: 24		13	N/A
+ Select	一万道行 Colligation Score: 4 Score ▼	Marine Stores, Vessel	Address Book	1	電力 図 Telephone: N/A   Mobile Phone: 18*** E-mail: 62		2	CNY 48.00
+ Select	武汉星洋航运服务有限公司 📷 🔽 🕬 N/A	Diesel Engine, Electric	Shared Resources	0	郭建勇 法人 Telephone: N/A   Mobile P' E-mail: se' ^ ' 'te.cn	3	0	N/A
Type: Spare RFQ No.: P RQ Name * Bidding Email of Ing Please Sele Attachmer The size of a :	Parts KFQ No.: PE-P23072602  E-P23072602  ulier *  In Type *  It  Ittachment Ingle uploaded file cannot exceed 1G8.	Type: Spare Parts Inquiry Mode * Bedding Purchaser Phone *  r te interface of Improve/Edit RFQ, and	Inqui Purch Dead +3Day	ny Mode: 招助现金行 aaser Name * Yin line of Quotation (Bi rs +5Days +2小也) nt operation flo	d Opening Time) * ■	Purchaser Positie	on *	
Inquiry Items	(2) Inquiry Suppliers(1) Please select supplier type.							
Inquiry Items + Add Sup No.	(2) Inquiry Suppliers(1)  Supplier Name	Number of Cooperation	Contact Person		Contact Methods		Source	Operation
Inquiry Items + Add Sup No. 1	2) Inquiry Supplers(1) Here select suppler hype. ・ Suppler Name 高元高科技名限公司	Number of Cooperation 12	Contact Person 高一	Mobile Phone: 18 E-mail: 24412837	Contact Methods 061155891 772@qq.com	A	Source ddress Book	Operation