

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 → Purchase Plan → Select Combined Items to Inquiry/Purchase Application to Inquiry → Select Suppliers"**, and in the interface of Improve/Edit RFQ, you can select Bidding as the inquiry mode, as shown in the following figure:

The screenshot shows the 'Edit RFQ' interface. The 'Inquiry Mode' dropdown menu is open, showing 'Bidding' as the selected option. A red arrow points to the 'Bidding' option. The interface includes fields for 'Type', 'RFQ No.', 'RFQ Name', 'Email of Inquirer', 'Purchase Plan Type', 'Attachment', 'Inquiry Mode', 'Purchaser Name', 'Purchaser Position', 'Deadline of Quotation (Bid Opening Time)', and 'Currency'. A table below shows 'Inquiry Suppliers' with one supplier listed: '高乐高科技有限公司'.

In improving the RFQ interface, the inquiry mode can be "Bidding", and others can be operated according to the normal RFQ process (items with * are required).

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

The screenshot shows the 'Purchase Management' interface. The 'Add' button is highlighted with a yellow box. The 'Add' dialog box is open, showing the 'Inquiry Mode' dropdown menu with 'Bidding' selected. A yellow arrow points to the 'Add' button. The interface includes a table with columns for 'No.', 'RFQ No.', 'RFQ Name', 'Inquiry Mode', 'Purchase Items', 'Qty of Purchased It...', 'Qty of Selected Sup...', 'Qty of Feedback', 'Status', and 'Operation'.

1. Click in turn to enter the interface of "Purchase Management → Inquiry Management", click "Add", and select Bidding as the inquiry mode.

Select Spares

2. If there are many items, you can find the target item by filtering.

4. Click "Next Step"

Vessel Keywords	Appl.Date	Date Range	To	Search	Clear	Next Step						
Spare Parts Name	Spares Position No.	Code/Specification/Drawing No.	Equipment	Unit	Qty	Annual Agreement Price	Supply Place	Supply Date	Vessel	Appl.No.	Appl.Items No.	Operation
大号圆柱销	36	M68x	柴油机	件	10		扬州	2023-06-09	Fram	5月...	1	+
Safety Valve Complete		P91103-0018-011	泵	Piece	9	CNY 15.00	扬州	2022-09-19	Vicory	长胜...	1	+
大号O型圈		G85788-M12x18	柴油机	个	6		扬州	2022-09-19	Vicory	长胜...	3	+
圆柱销		M28	柴油机	个	6		扬州	2022-09-19	Vicory	长胜...	4	+
圆柱销		M28	柴油机	个	12		厦门	2022-08-29	Fram	备件...	2	+

3. Click on the "+" at the back of the target item (according to the demand).

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

Select Suppliers

Selected Suppliers

高乐高

Suppliers List

Recommend Suppliers Address Book Shared Resources

When shared resource is selected, the shared supplier will be added into address book automatically.

Add Suppliers

Select	Company Name	Supply Type	Custom Classification	Source	Matched Items of Ag...	Contact Info	Transactions Number	Unpaid Account
<input type="checkbox"/>	高乐高 Colligation Score: 4.3 Score	Marine Stores,Vessel ...		Address Book	0	电话: N/A Mobile Phone: 1861155891 E-mail: 2441283772@qq.com	13	N/A
<input checked="" type="checkbox"/>	一方海洋 Colligation Score: 4 Score	Marine Stores,Vessel ...		Address Book	1	电话: N/A Mobile Phone: 1861155891 E-mail: 62111111@qq.com	2	CNY 48.00
<input checked="" type="checkbox"/>	武汉卓洋航运服务有限公司 N/A	Diesel Engine,Electric...		Shared Resources	0	联系人: 李强 电话: N/A Mobile Phone: 1861155891 E-mail: 2441283772@qq.com	0	N/A

5. After selecting a supplier, click "Next Step".

← Edit RFQ

Type: Spare Parts RFQ No.: PE-P23072602

RFQ No.: PE-P23072602

Type: Spare Parts

Inquiry Mode: 招标竞价

RFQ Name * Bidding

Inquiry Mode * Bidding

Purchaser Name * Gao Yin

Purchaser Position *

Email of Inquirer *

Purchaser Phone *

Deadline of Quotation (Bid Opening Time) * +3Days +5Days +2小时

Currency * CNY

Purchase Plan Type * Please select

Attachment: Upload Attachment

The size of a single uploaded file cannot exceed 1GB.

Inquiry Items(2) Inquiry Suppliers(1)

+ Add Suppliers 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: 18661155891 E-mail: 2441283772@qq.com	Address Book	+

Save Start Inquiry Back

Then enter the interface of Improve/Edit RFQ, and the subsequent operation flow is the same as the normal inquiry operation flow.