

## How to Approve Purchase Application on the Web Platform (Document)

After the purchase application is submitted, according to the approval process, the document is routed to the approval personnel's workbench for review and approval.

After logging in to the OLISS Web platform, users can follow the steps below (1-4) on the interface of "Workbench → Approval Process → Purchase Application" (this document takes "Spare Parts" as an example):

1. Upon logging in to the OLISS Web platform, you will by default enter the Workbench interface. Click on "Purchase Application".
2. Click on a specific "Purchase Application Document".
3. Depending on your needs, you can modify the supply date, place, and approval quantity. Select the priority level, purchase plan type, and purchase modes. Fill in the purchase application remark and internal remarks.
4. Perform corresponding operations based on the actual approval situation.

The screenshot displays the OLISS Web platform interface. At the top, there is a navigation bar with "Workbench 28805", "Vessel Monitor", and "Find". Below this, a "To-do List" section shows "Purchase Appl (59)" highlighted. A red arrow points to this item, with a caption: "1. Upon logging in to the OLISS Web platform, you will by default enter the Workbench interface. Click on 'Purchase Application'".

The main content area shows a table of purchase applications. A red box highlights the first row, with a caption: "2. Click on a specific 'Purchase Application Document'".

No.	Appl Name/No.	Vessel	Dept.	Item Type	Appl Date	Purchase Content	Supply Date	Supply Place	Purchase Modes	Priority Level
1	PA-P24100501	LINK OCEAN 1	Engine Dept.	Spare Parts	2024-11-01	Type / Property: Spare Parts / Quarterly Purchase Number of Items Purchased: 1 Equipment: 柴油帆	2024-11-05	扬州港	Ashore Inquiry	Normal
2	名称对好的	LINK OCEAN 1	Deck Dept.	Spare Parts	2024-10-31	Type / Property: Spare Parts / Emrcy Purchase Number of Items Purchased: 1 Equipment: 柴油帆	2024-12-01	五江	Ashore Inquiry	Normal
3	PA-P24103002	LINK OCEAN 1	Engine Dept.	Spare Parts	2024-10-31	Type / Property: Spare Parts / Monthly Purchase Number of Items Purchased: 1 Equipment: 阿尔维斯油帆	2024-12-01	五江	Ashore Inquiry	Normal

Below the table, the "Purchase Appl Details" section is shown. A red box highlights the form fields, with a caption: "3. Depending on your needs, you can modify the supply date, place, and approval quantity. Select the priority level, purchase plan type, and purchase modes. Fill in the purchase application remark and internal remarks".

The form includes fields for: Vessel (LINK OCEAN 1), Appl. Dept. (Engine Dept.), Item Type (Spare Parts), Appl. Date (2024-11-04), Supply Date (2024-12-04), Supply Place (扬州港), Priority Level (Normal), Purchase Plan Type (Monthly Purchase), and Purchase Modes (Ashore Inquiry). There is also a "Purchase Reason" field and a "Check Budget Utilization Status" link.

At the bottom, there is a table of items with columns: Appl. Items No., Spare Parts Name, Code/Specification/Drawing No., Components/Position No., Expt. Name/Type/Manufacturer, Spares Description, Metering Unit, Stock Status, Appl. Qty, Approved Qty, Appl. Remarks, and Internal Ref. The first row shows: 1, 套帆, 230.303.01.14, Components: 操纵机帆, 柴油帆 / 62302C-4型 / 广州康油帆厂, 件, Current Stock #: Used received 67 (Min 10; Max) 0, 1, 1, Please enter, Please enter.

At the bottom right, there are buttons for "Withdraw", "Export", "Comment", "Accepted", and "Reject". A red arrow points to the "Accepted" button, with a caption: "4. Perform corresponding operations based on the actual approval situation".

## Instructions:

For documents that have been "Rejected," click on the red text located at the bottom left of the "Purchase Management → Purchase Application" interface to view them, or select "Application Status" in the "Rejected" to view the purchase application forms that have been rejected in approval.

As shown in the following figure:

The screenshot displays the 'Purchase Application' interface. The table lists several applications, with the second one (No. 2) having a 'Rejected' status. A red box highlights the 'Rejected' text in the 'Operation' column. Below the table, a red box highlights a message: 'There are 13 rejected applications currently.' Below this, a red box highlights the text: 'Click the red font to view directly, or select "Approval Rejected" in "Application Status" to view'.

No.	Appl Name/No.	Vessel	Dept.	Appl Date	Purchase Content	Supply Date	Supply Place	Purchase Modes	Priority Level	Approving	Operation
1	YYY4-PA-P24110404	LINK OCEAN 1	Engine Dept.	2024-11-04	Type / Property: Spare Parts / Monthly Purchase Number of Items Purchased: 1 Equipment: 柴油机	2024-12-04	扬州港	Ashore Inquiry	Normal	All Unsubmitted Approving Approved Rejected	1
2	PA-P24100501	LINK OCEAN 1	Engine Dept.	2024-11-01	Type / Property: Spare Parts / Quarterly Purchase Number of Items Purchased: 1 Equipment: 柴油机	2024-11-05	扬州港	Ashore Inquiry	Normal	Rejected	1
3	名称好好的	LINK OCEAN 1	Deck Dept.	2024-10-31	Type / Property: Spare Parts / Emergency Purchase Number of Items Purchased: 1 Equipment: 柴油机	2024-12-01	互江	Ashore Inquiry	Normal	Approving	Export
4	PA-P24103002	LINK OCEAN 1	Engine Dept.	2024-10-31	Type / Property: Spare Parts / Monthly Purchase Number of Items Purchased: 1 Equipment: 阿尔维斯油机	2024-12-01	互江	Ashore Inquiry	Normal	Approving	Export
5	船体备件申请单20241024(1)	LINK OCEAN 1	Deck Dept.	2024-10-24	Type / Property: Spare Parts / Monthly Purchase Number of Items Purchased: 1 Equipment: 柴油机	2024-10-24	扬州港	Ashore Inquiry	Normal	Approving	Export
6	船体备件申请单20241024	LINK OCEAN 1	Deck Dept.	2024-10-24	Type / Property: Spare Parts / Monthly Purchase Number of Items Purchased: 1 Equipment: 柴油机	2024-10-24	扬州港	Ashore Inquiry	Normal	Approving	Export

## Next Step:

After the purchase application has been approved, the document will display different statuses based on the purchase modes:

- 1、 If the purchase mode is "Shore-based Inquiry," the document will be converted into a purchase plan and will await shore-based inquiry in the purchase plan interface.
- 2、 If the purchase mode is "Vessel Purchase," based on permissions, the document will be transferred to the workbench of the personnel responsible for execution.