

Web-side offline purchase function (document)

After the Purchase Application (non-vessel purchase) is approved, the documentation will automatically become the purchase plan. In order to facilitate the offline docking of procurement personnel, OLISS has launched the "Offline Purchase" function, making the procurement process more concise.

Users log in to the OLISS Web side, and in the "Purchase Management → Purchase Plan → Purchase Application to Inquiry" interface, they can operate according to the following steps 1-6:

Workbench 99959 Vessel Monitor Find Switching System EN 1414

Purchasing Management

Purchase Application to Inquiry

Offline Purchase Inquiry Purchase

2. Switch to the "Purchase Application to Inquiry" interface

Keywords Searching Search Reset

| Appl.No./Name | Vessel | Dept. | Appl.Date | Purchase Info | Supply Date | Supply Place | Priority Level | Purchase Plan Type | Operation |
|------------------|---------------|--------------|------------|---|-------------|--------------|----------------|--------------------|-----------------|
| 物料申请单20221115 | LINK OCEAN 14 | Engine Dept. | 2022-11-15 | 2 items without inquiry(Total5 items) | 2022-12-15 | 上海 | Normal | Quarter Purchase | Cancel Purchase |
| 物料申请单20221025(5) | LINK OCEAN 14 | Engine Dept. | 2022-10-25 | 2 items without inquiry(Total3 items) | 2022-11-25 | 扬州 | Normal | Monthly Purchase | Cancel Purchase |
| 物料申请单20221024(3) | LINK OCEAN 14 | Engine Dept. | 2022-10-24 | 2 items without inquiry(Total2 items) | 2022-11-24 | 扬州 | Normal | Monthly Purchase | Cancel Purchase |
| 物料申请单20211208(1) | LINK OCEAN 14 | Engine Dept. | 2021-12-08 | 2 items without inquiry(Total108 items) | 2022-01-08 | 临时 | Normal | Other | Cancel Purchase |
| 船政物料申请单20211027 | LINK OCEAN 14 | Engine Dept. | 2021-10-27 | 1 items without inquiry(Total10 items) | 2021-10-29 | 测试康线 | Normal | Other | Cancel Purchase |

1. Click "Purchases Plan"

3. After selecting the target procurement document, click "Offline Purchase"

Offline Purchase

Currency *

CNY

| No. | Appl.No. | Vessel | Purchase Info | Appl.Date |
|-----|---------------|---------------|--|------------|
| 1 | 物料申请单20221115 | LINK OCEAN 14 | 2 items without inquiry(Total 5 items) | 2022-11-15 |

4. Select "Currency", confirm the document and other information, and click "Confirm"

Confirm

5. Select the belonging company, purchase plan type, currency, and supplier, and fill in the purchaser's name, mobile phone number, and email address. You can choose whether to "Add Purchasing Item" according to your needs

Vessel: LINK OCEAN 14 Item Type: Marine Stores

Belonging Company: [Dropdown] Purchase Plan Type: [Dropdown] Currency: CNY

Purchaser's Name: 孙红梅 Purchaser's Mobile Phone: +86 18752789215 Purchaser's Email: [Text]

Supplier: [Select Suppliers]

PO Items(2) [Add Purchase Item](#)

| Item | Stores Specification | Stores Description | Appl Dept. | Purchase Requirements | Delivery Plac... | Delivery Date | Unit | Purchase Qty | Unit Price | Supply Remarks | Attachment | Operatio |
|--------|----------------------|--------------------------|----------------|-----------------------|------------------|---------------|------|--------------|--------------|----------------|-------------------|----------|
| ning B | | A stationary bike wit... | Engine Dept. v | | 上海 | 2022-12-15 | Set | 1 | Please enter | Please enter | Upload Attachment | + |
| ① | Non-Foldable Trea... | Foldable Treadmill i... | Engine Dept. v | | 上海 | 2022-12-15 | Set | 1 | Please enter | Please enter | Upload Attachment | + |

6. Fill in the delivery place, unit price, supply remarks, select the delivery date and whether to upload attachments, and click "Confirm"

Total Price(CNY): 0.00 Total 2Items Total Price of Goods 0.00; Tax 0%; Taxes 0.00; Freight Charge 0.00; [Import](#) [Save](#) [Additional Cost](#) [Confirm](#) [Cancel](#)

Note: Orders selected for "Offline Purchase" must be document for the same ship and department!

Import the purchase order price template as shown in the following figure.

Purchase Price Import

Import instructions: The imported file needs to be filled in according to the template format, you can click [Download the template](#) or [Download All Attachments](#).

[Select Import Files](#)

Click to download all attachments of the purchase order as needed

[Import](#) [Save](#) [Additional Cost](#) [Confirm](#) [Cancel](#)

Marine StoresPurchase Order

| Order No. : PO-S24121701 | | Vessel Name: LINK OCEAN 14 | | | | | | | | | | |
|---------------------------|-------------------------------|----------------------------|-------------|--|------|----------------|---------------|--------------------|--------|----------|-----------------------|----------------|
| Order Type: STORES | | Currency: CNY | | | | | | | | | | |
| No. | Application No./APPL. Name | Stores Name | Stores Code | Stores Info. | Unit | Delivery Place | Delivery Date | *Purchase Quantity | *Price | Subtotal | Purchase Requirements | Supply Remarks |
| 1 | PA-S22111502 / 物料申请单 20221115 | Indoor Spinning Bike | 110102 | Stores Specification: Stores Description: A stationary bike with an ergometer to measure the results of workout. Designed for High-performanceandheavyuse and heavy use. It has several challenging programs for a full workout. The seat is vertically and horizontally adjustable and the wheels make it easy to transport. Please specify the power source voltage when ordering. | Set | 上海 | 2022-12-15 | 1 | 0.00 | 0 | | |
| 2 | PA-S22111502 / 物料申请单 20221115 | Treadmills | 110106 | Stores Specification: Non-Foldable Treadmills,AC:110V Stores Description: Foldable Treadmill is'foldable'to save space in your exercise room, whereas Non-foldable treadmill has oversized frame which provides strength, rigidity and endurance during the exercise. | Set | 上海 | 2022-12-15 | 1 | 0.00 | 0 | | |
| Total Goods Prices | | | | | | | | | | 0 | | |

Purchase Price Import X

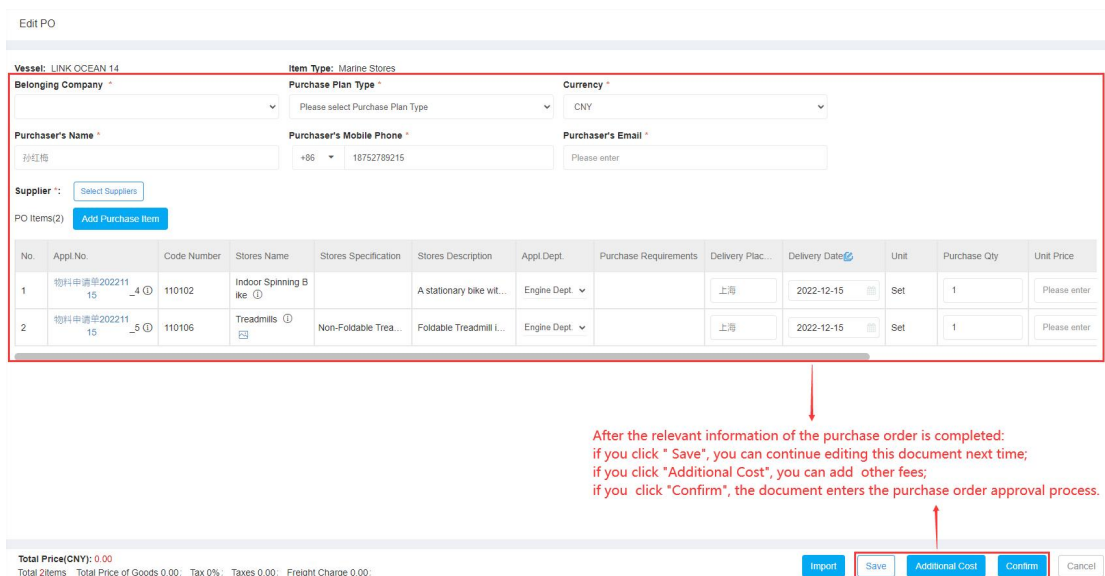
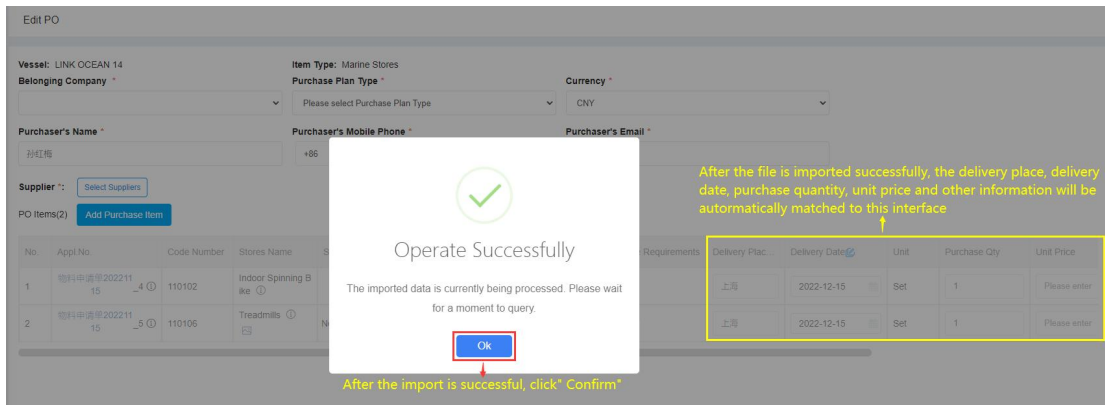
Import instructions: The imported file needs to be filled in according to the template format, you can click [download the template](#)

[Download All Attachments](#)

Select Import Files

→

Click "Select Import Files"



Next step:

After the offline purchase order is submitted, the document enters the purchase order approval process. Users can view the approval progress of the purchase order in the "Purchase Management → Purchase Order" interface, as shown in the following figure.

