

## How to view the purchase history in "Purchase Application" interface

Users can log in to the website of OLSaaS, and operate in "Purchase Management" → "Purchase Application" interface according to the following steps 1-4:

**Step 1:** Click in turn to enter the interface of "Purchase Application"

**Step 2:** If there are many documents, you can quickly find the target documents by filtering conditions.

**Step 3:** Click the target document to enter the detailed interface of "Purchase Application"

**Step 4:** For items with purchase history, a counter-clockwise arrow will appear next to the purchase quantity.

**Click here to view the purchase history.**

**Attachment:** (This attachment is only used as the internal application document of the company and the supplier cannot receive it.)

**Task Progress**

**Appl. History**

Appl.Date	Appl.No.	Appl. Qty	Approved Qty	Status	Actual Purchase Qty	Actual Received Qty	Unit Price	Supplier	Purchase Modes	Purchase Plan Type
2023-05-25	PA-P23052501_1	10个	10个	Rejected	-	-	-	-	Ashore Enquiry	Urgent Purchase
2022-11-16	PA-P22101201_1	22个	22个	Purchase Cancelled	-	-	-	-	Vessel Purchase	Daily Purchase
2022-09-30	PA-P22093004_1	22个	22个	Approved - Received	22个	22个	CNY 6.6	SM	Vessel Purchase	Daily Purchase
2022-09-30	PA-P22093003_1	22个	22个	Rejected	-	-	-	-	Vessel Purchase	Daily Purchase

4 Total

Enter this interface after step 4, and you can query the purchase history details and historical transaction price.