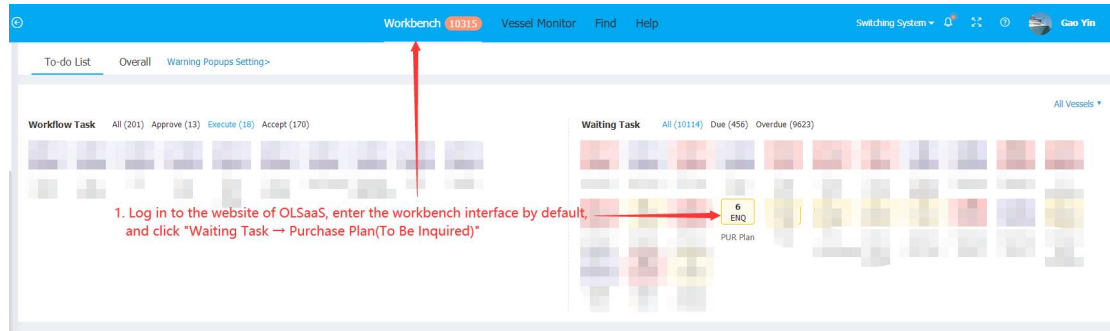


## How to start the inquiry in the purchase plan interface

After the purchase application is approved, it will become a purchase plan. There are two inquiry methods in the system: "Combined Items to Inquiry" and "Purchase Application to Inquiry".

### 1. "Combined Items to Inquiry"

Users can log in to the website of OLSaaS, and operate in "Workbench" interface according to the following steps 1-9:



1. Log in to the website of OLSaaS, enter the workbench interface by default, and click "Waiting Task → Purchase Plan(To Be Inquired)"

By default, documents can be sorted by items, and documents can also be sorted according to requirements.

2. find the target item by keywords or other filtering criteria

Spares Parts	Code/Spec	Eqpt.Name/Type/Manufac	Spares Description	Qty	Vessel	Appl. Dept.	Appl. Info	Priority Level	Purchase Plan Type...	Cancel All
<input type="checkbox"/>	大号圆柱销	M66x38	Equipment: 系 - 2C150 VB2 Components / Position No.: 吊钩 两心吊钩-吊钩架_15	Apply for Purchasing: 10 个; Approve: 10 个; Unreceived: 10 个; Share-based Stock: 39 个; Vessel Stock/Store List: 18 个	Fram	Deck Dept.	Apply for ship supply: 20 23-07-28; Shanghai	Normal	Daily Purchase	Cancel P urchase
<input checked="" type="checkbox"/>	圆柱销	M28	Equipment: 柴油机 - M20 Components / Position No.: 吊钩 吊钩油嘴嘴_	Apply for Purchasing: 3 个; Approve: 3 个; Unreceived: 23 个; Share-based Stock: 33 个; Vessel Stock/Store List: 25 个	Victory	Engine Dept.	Apply for ship supply: 20 23-07-26; HZH	Normal	Quarterly Purchase	Cancel P urchase
<input checked="" type="checkbox"/>	Extra large nut	M86x16	Equipment: 柴油机 - M20 Components / Position No.: 吊钩 吊钩油嘴嘴_	Apply for Purchasing: 10 piece; Approve: 10 piece; Unreceived: 10 piece; Share-based Stock: 17 piece; Vessel Stock/Store List: 16 piece	Fram	Deck Dept.	Apply for ship supply: 20 23-07-28; Shanghai	Normal	Daily Purchase	Cancel P urchase

3. Tick the items to be purchased and click the icon to enter the shopping cart interface.

3 Total

## Shopping Cart



No.	Spare Parts Name	Spares Position No.	Code/Specification/Drawing No.	Purchase Qty	Shore-based Stock	Annual Agreement Price
1	圆柱销 ①		M28	3	33	
2	Extra large nut ①		M86×16	10	17	

4. Click "Select Suppliers" to enter the supplier selection interface.

You can click "Store Migrate" according to needs.

Store Migrate

Quick Inquiry

Select Suppliers

## Select Suppliers



Selected Suppliers

高东高科技有限公司 × 一方通行 ×

Suppliers List

Recommend Suppliers Address Book Shared Resources

7. Click "Next Step" → Next Step

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

Add Suppliers

6. Click "Select" in front of the supplier name to select the supplier. After selecting the supplier, it will become "Cancel".

Select	Company Name	Supply Type	Custom Classification	Source	Matched Items of Ag...	Contact Info	Transactions Number	Unpaid Account
<input type="button" value="Cancel"/>	高东 Colligation Score: 4.3 Score	Marine Stores,Vessel ...		Address Book	0	高一 Telephone: N/A   Mobile Phone: 180...1 E-mail: 24...com	13	N/A
<input type="button" value="Cancel"/>	一方通行 Colligation Score: 4 Score	Marine Stores,Vessel ...		Address Book	1	高力 Telephone: N/A   Mobile Phone: 180...91 E-mail: G...m	2	CNY 48.00
<input type="button" value="Select"/>	宁波力东液压机械有限公司 N/A	Deck Machinery,Hydr...		Shared Resources	0	龙碧霞 业务经理 Telephone: N/A   Mobile Phone: 17... E-mail: ...a	0	N/A
<input type="button" value="Select"/>	武汉康洋航运服务有限公司 N/A	Diesel Engine,Electric...		Shared Resources	0	胡建勇 法人 Telephone: N/A   Mobile Ph... E-mail: s...e.cn	0	N/A

← Edit RFQ

Type: Spare Parts RFQ No.: PE-P23072601

RFQ No.: PE-P23072601

RFQ Name \* 备件询价单P23072601

Inquiry Mode \* General Inquiry

Inquiry Mode: 普通询价

Purchaser Name \* Gao Yin

Purchaser Position \*

Email of Inquirer \*

Purchaser Phone \*

Deadline of Quotation \* +3Days +5Days +2小时

Currency \* CNY

Purchase Plan Type \* Minor Purchase

Attachment: **8. Fill in relevant information as required(items marked with \* are required)**

Upload Attachment

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

Inquiry Items(2) Inquiry Suppliers(2)

+ 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: 18... E-mail: 2...	Address Book	
2	一方通行科技公司	7	高力	Mobile Phone: 16...	Address Book	

**9. Click "Save" to save it temporarily(the status of the RFQ is "Unsubmitted" and can be edited next time). Click "Start Inquiry" and the system will send inquiry email and short message to the selected suppliers at the same time.**

Save Start Inquiry Back

## 2."Purchase Application to Inquiry"

Users can log in to the website of OLSaaS, and operate in **"Workbench"** interface according to the following steps 1-9:

Workbench 10315 Vessel Monitor Find Help Switching System Gao Yin

To-do List Overall Warning Popups Setting>

Workflow Task All (201) Approve (13) Execute (18) Accept (170)

Waiting Task All (10114) Due (456) Overdue (9623)

**1. Log in to the website of OLSaaS, enter the workbench interface by default, and click "Waiting Task → Purchase Plan(To Be Inquired)"**

6 ENQ PUR Plan

Spare Parts Marine Stores Oil Marine Chart Combined Items to Inquiry **Purchase Application to Inquiry**

Inquiry Purchase **3. Click "Inquiry Purchase"**

	Appl.No./Name	Vessel	Dept.	Appl.Date	Purchase Info	Supply Date	Supply Place	Priority Level	Purchase Plan Typ...	Operation
<input checked="" type="checkbox"/>	5月前进号信...	Fram	Deck Dept.	2023-05-09	1 items without inquiry (Total2 Items) Related Eqpt.:柴油...	2023-06-09	扬州	Normal	Monthly Purchase	Cancel Purchase
<input checked="" type="checkbox"/>	长胜号20220...	Vicory	Deck Dept.	2022-09-17	3 items without inquiry (Total4 Items) Related Eqpt.:吊, 柴油...	2022-09-19	扬州	Normal	Daily Purchase	Cancel Purchase
<input type="checkbox"/>	备件申请单20...	Fram	Deck Dept.	2022-07-29	1 items without inquiry (Total2 Items) Related Eqpt.:吊, 柴油...	2022-08-29	厦门	Normal	Daily Purchase	Cancel Purchase

**2. Select the target document**

# Inquiry Purchase



No.	Appl. No.	Vessel	Vessel	Purchase Info
1	5月前进号备件... ⓘ	Fram	1项未询价(Total 2 items)	2023-05-09
2	长胜号20220917 ⓘ	Vicory	3项未询价(Total 4 items)	2022-09-17



4. Confirm the inquiry document and click "Select Suppliers"



Select Suppliers

## Select Suppliers



Selected Suppliers

高东高科技有限公司 × 一方通行 ×

Suppliers List

5. Find the target supplier according to the need

7. Click "Next Step" → [Next Step](#)

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

[Add Suppliers](#)

6. Click "Select" in front of the supplier name to select the supplier. After selecting the supplier, it will become "Cancel".

Select	Company Name	Supply Type	Custom Classification	Source	Matched Items of Ag...	Contact Info	Transactions Number	Unpaid Account
<a href="#">Cancel</a>	高东航 Colligation Score: 4.3 Score	Marine Stores,Vessel ...		Address Book	0	高一 Telephone: N/A   Mobile Phone: 180...1 E-mail: 24...com	13	N/A
<a href="#">Cancel</a>	一方通行 Colligation Score: 4 Score	Marine Stores,Vessel ...		Address Book	1	高力 Telephone: N/A   Mobile Phone: 180...91 E-mail: G...m	2	CNY 48.00
<a href="#">Select</a>	宁波力东液压机械有限公司 N/A	Deck Machinery,Hotc...		Shared Resources	0	龙碧霞 业务经理 Telephone: N/A   Mobile Phone: 17... E-mail: ...a	0	N/A
<a href="#">Select</a>	武汉康洋航运服务有限公司 N/A	Diesel Engine,Electric...		Shared Resources	0	胡建勇 法人 Telephone: N/A   Mobile Ph... E-mail: h...@...e.cn	0	N/A

← Edit RFQ

Type: Spare Parts RFQ No.: PE-P23072601

RFQ No.: PE-P23072601

Type: Spare Parts

Inquiry Mode: 普通询价

RFQ Name \*

Inquiry Mode \*

Purchaser Name \*

Purchaser Position \*

备件询价单P23072601

General Inquiry

Gao Yin

Email of Inquirer \*

Purchaser Phone \*

Deadline of Quotation \* +3Days +5Days +2小时

Currency \*

Purchase Plan Type \*

Minor Purchase

Click "+3 days, +5 days, +2 hours" to quickly select the closing quotation time.

Attachment:

8. Fill in relevant information as required(items marked with \* are required)

[Upload Attachment](#)

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

Inquiry Items(2) Inquiry Suppliers(2)

[+ 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: 18 E-mail: 2	Address Book	<a href="#">B</a>
2	一方通行科技公司	7	高力	Mobile Phone: 16	Address Book	<a href="#">B</a>

9. Click "Save" to save it temporarily(the status of the RFQ is "Unsubmitted" and can be edited next time).

Click "Start Inquiry" and the system will send inquiry email and short message to the selected suppliers at the same time.

[Save](#) [Start Inquiry](#) [Back](#)