How to deal with Purchase Application when the number of documents cannot be submitted due to exceeding the company's regulations on the web side. (document)

In OLISS, when the number of monthly, quarterly, and annual application quantities and order acceptance quantities (refer to the regulations of each company) for a single ship and department project exceeds the company's specified document and has not been processed, it is not allowed to submit a new application form. At this time, you can process it in the interface of "OLISS - Workbench - Items Statistics - Purchase Data Statistics" (steps 1-2) according to the following steps.

1、In the purchase data statistics interface, by filtering by vessel name, items and department, you can see that the number of documents being processed exceeds the number specified by the company, and you can also see the status of each document (steps 3-4);

2、Check whether there are any unprocessed documents in the "To Be Warehoused" state, that is, the purchased goods have been supplied to the ship and the ship has not yet been accepted. At this time, relevant personnel should be contacted for acceptance processing as soon as possible (Step 5);

3、Documents in other states can be handled by the shore-based leaders as soon as possible through comments, reminders, etc.

4、When there is a particularly urgent Purchase Application, and the document in the previous purchase cannot be processed in a timely manner, the primary administrator can change the application form limit for a single ship, department, or project (usually the general manager or other senior leaders have this authority; it is not recommended to use this method unless necessary).

To-do List

1、Log in to the OLISS Web side and enter the Workbench interface by default

All (374) Due 13 Overdue 279 Reminders(44) 1 Items Selected All Vessels

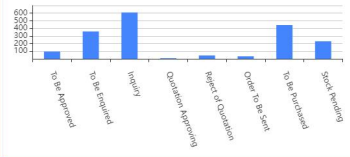Workflow Task (283)

Waiting Task(47)

Reliable Safety Responsibility

Cost Statistics **Items Statistics** Operation Log
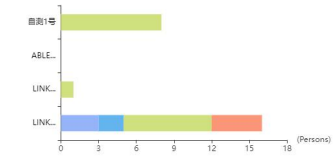
Purchasing Data [Details]

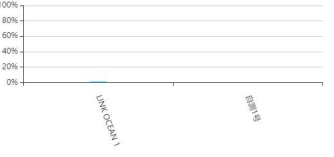2、Click to enter the "View Details" in the purchase deta statistics

To Be Approved / To Be Enquired / Inquiry / Quotation Approving / Reject of Quotation / Order To Be Sent / To Be Purchased / Stock Pending

Crew Tracking [On Board] [Shore-based] [Details]
0~30 days 30~90 days 90~180 days 180~250 days More than 250 days
自剧1号 / ABLE... / LINK... / LINK...
(Persons)

Maintenance Task Complete Rate 2024-11 ~ 2024-12 [Details]
LINK OCEAN 1 / 自剧1号

Purchase Data Statistics

3、Filter by keywords or vessel name, purchasing type, application department, application number, and other information

LINK OCEAN 1 | Please select purchase item type. | Please select appl.dept. | Unfinished | Appl.No. | Purchase Item Keyword | [Search] [Clear]

4、View the document being processed

Vessel Name	PO No.	Appl.Date/Deliver...	Purchase Apj	To Be Inquire	In the Inquiry	Approving	Quotation Sc	PO to Be Ser	To Be Purcha	To Be Wareh	Store Migrate	Data Flow
LINK OCEAN 1	P1807090001	2018-07-10/2018-07-21			1							Detail
LINK OCEAN 1	P1807020004	2018-07-10/2018-07-22			1							Detail
LINK OCEAN 1	PA-O24070903	2024-07-09/2018-08-01			1							Detail
LINK OCEAN 1	P1808070001	2018-08-07/2018-08-11							1			Detail
LINK OCEAN 1	P1808060001	2018-08-07/2018-08-18							1	1		Detail
LINK OCEAN 1	P1808150001	2018-08-15/2018-08-23	1									Detail
LINK OCEAN 1	P1808010003	2018-08-17/2018-08-25	2									Detail

5、Document to be stored should be accepted and stored as aoon as possible