

How to make an inquiry in "Inquiry Management" interface

Users can log in to the website of OLSaaS, and operate in "Purchase Management → Inquiry Management" interface according to the following steps 1-10:

1. Click in turn to enter "Inquiry Management" interface

2. Click "Add"

3. After filling in the relevant information, click "Confirm"

Select Spares

Vessel Keywords: [] Appl. Date: [] Date Range: [] To: [] Search [] Clear []

5. Click "Next Step"

Spare Parts Name	Spares Position No.	Code/Specification/Drawing No.	Equipment	Unit	Qty	Annual Agreement Price	Supply Place	Supply Date	Vessel	Appl.No.	Appl.Items No.	Operation
圆柱销 ①		M28	柴油机	个	3		扬州	2023-07-06	Vicory	备... ①	1	Added
Extra large cylindrical pin ①	16	M99	柴油机	Piece	16		厦门	2023-06-09	Vicory	备... ①	1	+
大号圆柱销 ①	36	M68x	柴油机	件	10		厦门	2023-06-09	Vicory	备... ①	2	+

4. Select the items to be inquired, click "+" and it will become "Added".

Select Suppliers

6. The recommended suppliers are displayed by default, and you can switch to the address book or shared resources.

Selected Suppliers: 高乐陶, 一方通行

Suppliers List: Recommend Suppliers, Address Book, Shared Resources

8. Click "Next Step"

7. Click "Select" in front of the supplier name, and the button will be "Cancel" after clicking, and the supplier name will be displayed at the top of the interface.

Select	Company Name	Supply Type	Custom Classification	Source	Matched Items of Ag...	Contact Info	Transactions Number	Unpaid Account
Cancel	高乐陶 Colligation Score: 4.3 Score	Marine Stores,Vessel ...		Address Book	0	高一 Telephone: N/A Mobile Phone: 180... E-mail: 244...@qq.com	13	N/A
Cancel	一方通行 Colligation Score: 4 Score	Marine Stores,Vessel ...		Address Book	0	高力 Telephone: N/A Mobile Phone: 180... E-mail: 621...@qq.com	2	CNY 48.00
Select	尼吉拉斯 N/A	Marine Stores,Vessel ...		Address Book	0	尼吉拉斯 Telephone: N/A Mobile Phone: 186... E-mail: 327...@qq.com	0	N/A
Select	武汉星洋船舶服务有限公司 N/A	Diesel Engine,Electric...		Shared Resources	0	胡建勇 法人 Telephone: N/A Mobile Phone: 186... E-mail: s...@...cn	0	N/A

← Edit RFQ

RFQ No.: PE-P23072502 Type: Spare Parts Inquiry Mode: 普通询价

RFQ Name * Inquiry Mode * Purchaser Name * Purchaser Position *

Spare Parts Inquiry General Inquiry Gao Yin purchaser

Email of Inquirer * Purchaser Phone * Deadline of Quotation * +3Days +5Days +2小时 Currency *

3900000000@qq.com 13400000000 2023-07-29 00:00 CNY

Purchase Plan Type * 9. Improve all required fields with * in the current interface.

Monthly Purchase

Attachment:

[Upload Attachment](#)

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

Inquiry Items(2) Inquiry Suppliers(2) ← You can switch between "Inquiry Items" and "Inquiry Suppliers"

+ 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: 18000000000 E-mail: 2000000000@qq.com	Address Book	
2	一方通行科技公司	7	高力	Mobile Phone: 18000000000 E-mail: 6230000000@qq.com	Address Book	

10. Click "Save" and you can edit the inquiry sheet next time;
Click "Start Inquiry" and the system will automatically send an inquiry email and short messages to the selected supplier

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

Next Step:

After an inquiry is made, the user can switch the document status to "Inquiry" in the Inquiry Management interface. If the supplier has quoted or the shipowner has consulted the supplier, the quotation times will be marked in the inquiry form, and a trumpet icon will remind you at the bottom of the interface, as shown in the following figure:

Maintenance > Spare Parts Marine Stores Oil Marine Chart

+ Add View the expired RFQs (0) Check My RFQ Only Please select creation date Supplier Name Keywords Searching [Reset](#)

No.	RFQ No.	RFQ Name	Inquiry Mode	Purchase Plan Type	Vessel	Qty of Purchased It...	Qty of Selected Sup...	Qty of Feedback	In the Inquiry	Operation
1	PE-P23072502	Spare Parts Inquiry	General Inquiry	Monthly Purchase	Victory	2 Purchase Items	Zcompanies	1 quotation feedbacks	Inquiring	Filter documents in "Inquiring" status.

After the supplier quotes, the quotation number will be marked in the inquiry form, and there will be a trumpet at the bottom of the inquiry management interface to remind you to receive the quotation.

[Receive quotation from 1](#) [Click to Check](#)

1 Total