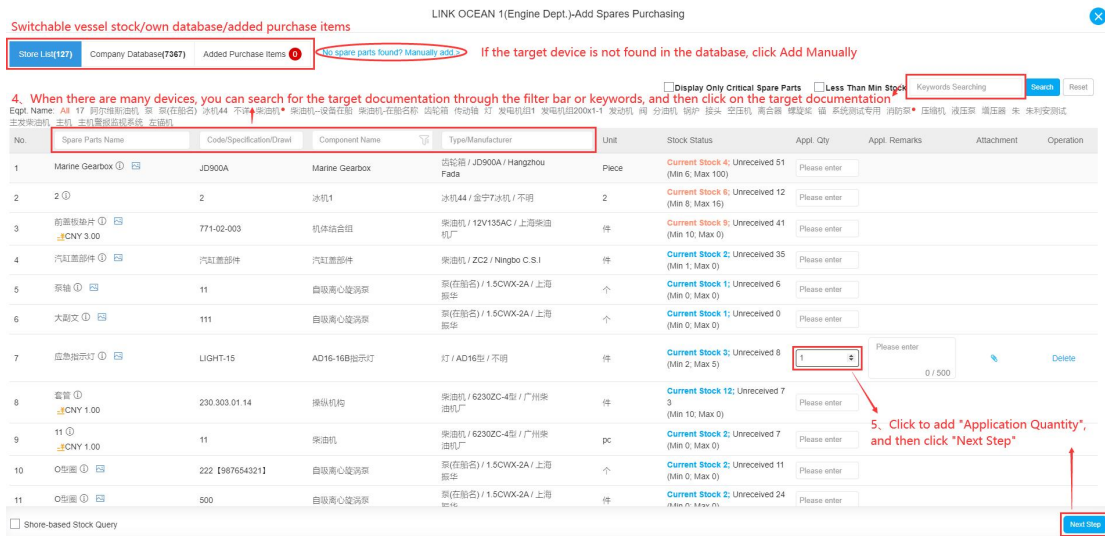
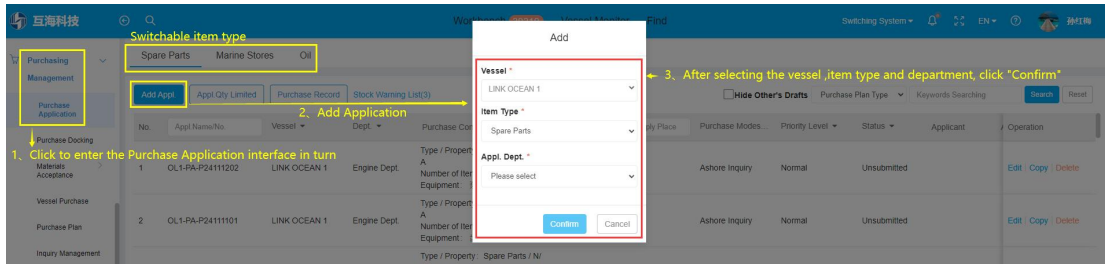


How to initiate vessel purchase on the web side (document)

The user logs in to the OLISS Web side, and in the "Purchase Management – Purchase Application" interface, taking spare parts as an example, the following steps 1–8 can be operated:



← Purchase Appl Edit

Application No.: OL1-PA-P24121202 (LINK OCEAN 1 - Spare Parts - Engine Dept.)

Appl Name Priority Level Supply Date

Supply Place **Select* Vessel Purchase* as the procurement method** Purchase Plan Type

Purchase Reason

6. Complete relevant information (with * required/optional) 0 / 500

Number of Items Purchased: 1 Shore-based Stock Query

Click to add a purchase item

Item	Code/Specification/Drawing No.	Components/Position No.	Eqpt. Name/Type/Manufacturer	Spares Description	Unit	Min/Max Stock	Current Stock / Unreceived	Appl. Qty	Appl. Remarks	Internal Remarks	Operation
LIGHT-15		Component: AD16-16B 指示灯 Position No.:	灯/AD16型 / 不明		件	2/5	3 / 8	<input type="text" value="1"/>	<input type="text" value="Please enter"/>	<input type="text" value="Please enter"/>	<input type="button" value=""/>

You can modify the application quantity, batch modify the purchase remarks, fill in internal remarks as needed, upload attachments or click delete

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

7. Click "Submit" to enter the approval process; click "Save" to modify the purchase order next time

← Purchase Appl Edit

Application No.: OL1-PA-P24121202 (LINK OCEAN 1 - Spare Parts - Engine Dept.)

Appl Name Supply Date

Supply Place Purchase Plan Type

Purchase Reason

Please select the workflow.

Budget Account: Other

Using Dept.: LINK OCEAN 1, 0% of the budget quota for this month has been used, 0% of the budget quota for this year has been used

Management Dept.: Other, 0% of the budget quota for this month has been used, 0% of the budget quota for this year has been used

Process Desc

- Initiate
- 采购申请
- 采购申请
- Approve
- 轮机长
- Approve
- 机务主管
- Finish

8. After clicking "Submit", a pop-up window will appear, check the required approval process, and then click "Confirm"

Next step:

After the vessel purchase application form is submitted, the documentation will be transferred to the personnel workbench with approval authority according to the Purchase Application approval process.