

How to check and store purchase orders on the web (document)

Users can log in to the OLISS Web side, go to the "Workbench → Workflow Task → Purchase Order - Accept" interface, and follow the steps 1-6 below to operate:

When all items have been supplied to the ship and the actual acceptance quantity is consistent with the actual purchase quantity, you can click the "Complete Acceptance" button to confirm the completion of the documentation (Step 4). After clicking the "Complete Acceptance" button, the warehousing operation cannot be performed again. Before that, it can be stored in batches multiple times (considering that the actual quantity on board may not be equal to the purchase quantity, there is a mandatory "Complete Acceptance" function button). Users should pay attention when clicking.

Users can repeat the "Stock-in" operation in step 3 until all items have been processed for stock-in. Finally, execute step 6 to end the documentation. Each purchase acceptance operation will automatically generate a stock-in sheet and update the inventory quantity of the ship.

1. Log in to the OLISS Web side and enter the Workbench interface by default. Click "Workflow Task--Purchase Order-Accept"

2. When there is a lot of documentation, you can search for the target documentation through the filter bar or keywords, and then click the target documentation

No.	Vessel	Item Type	PO No.	Supplier Name	Inquiry Mode	Purchase Appl.No./Appl. Name	Purchase Plan Type	Creation Date
1	LINK OCEAN 1	Marine Stores	PO-S24103106	SYCS	General Inquiry	P1901150006	Monthly Purchase	2024-10-31
2	LINK OCEAN 1	Spare Parts	PO-P24103001	互海888	Manually add	PA-P24103003	Quarter Purchase	2024-10-30
3	LINK OCEAN 1	Marine Stores	PO-S24102401	SYCS	General Inquiry	测试预付款	Monthly Purchase	2024-10-24
4	ABLE SAILOR	Marine Stores	PO-S24090904	志态商务测试	Manually add	PA-S24090902	Minor Purchase	2024-09-09



PO No.: PO-S24102401 | 上海互海信息科技有限公司

Vessel Name: LINK OCEAN 1

Item Type: Marine Stores

Purchase Plan Type: Monthly Purchase

Associated Inquiry No.: PE-S24102401

Supplier Name: SYCS

Contact Person: 测试季

Cell Phone: *****

E-mail: sa*****@qq.com

Address:

Supply Cycle: 现货, 根据靠泊情况供货

Quotation Remarks:

Contract Info

Contract Name:

Contract Description:

Purchase Total Price(CNY): **3,100.00** (Tax: 6%, Taxes: 175.47)

Acceptance Total Price(CNY): **0.00**

Total Price of Goods(CNY): 3,100.00

Total Price of Accepted Goods(CNY): 0.00 (Including Tax0.00)

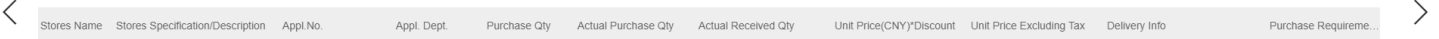
Freight Charge(CNY): 0.00

Additional Cost(CNY): 0.00 [View Additional Cost](#)

[Check Budget Utilization Status >](#)

PO Items(1Items) | Acceptance Record(0) | Stock-up/Delivery Situation | Invoice List(0)

Higher Amount Accuracy ⓘ PO Mail Content Export



Stores Name	Stores Specification/Description	Appl.No.	Appl. Dept.	Purchase Qty	Actual Purchase Qty	Actual Received Qty	Unit Price(CNY)*Discount	Unit Price Excluding Tax	Delivery Info	Purchase Requireme...
Quick-Closing Valves(DIN)(Mechanical Transmission-Straight Pattern)PN16/10	Specification:Ductile cast iron... Description:A quick closing valve...	测试预付款_1	Engine Dept.	10 (Piece)	10 (Piece)	0 (Piece)	310 *1	292.45	Date:2024-11-24 Delivery Place:扬州	1

When the actual acceptance quantity is 0, the "Cancel" button will appear in the lower right corner, At this time, the ship end will operate according to the actual situation

Note: * There are 1 items without stock-in quantity. Please execute the operation of stock-in.
* If all items have been accepted and put into storage, please click "Complete Acceptance"

3. During normal acceptance, click "Accept to Stock"

Task Progress

Comment E-seal Accept to Stock Cancel Cancel Order

Accept To Stock



(LINK OCEAN 1 | Marine Stores)

Unfinished(1) | Finished(0)

Stores Name	Code Number	Stores Specification	Stores Description	Unit	Dept.	Actual Purchase Qty	Stock-in Qty	Unstocked Qty	Current Stock-in Qty	Validity Period	Storage Position	P.I.C.
Quick-Closing Valves(DIN)(Mechanical Transmission-Straight Pattern)PN16/10	874601	Ductile ca...	A quick cl...	Piece	Engine Dept.	10	0	10	10	Please select	仓库	轮机长

Stock-in Place:

Stock-in Date:

Attachment:

Remarks:

4. Fill in the storage location and P.I.C., select the valid period and stock-in date, fill in the stock-in place, remarks and whether to upload attachments as needed, and click "Submit"

Unit

吨

ed Qty



After submission, the items accepted in this record will directly generate a stock-in order and cannot be modified. Are you sure to submit?

1 items in total , Normal Acceptance 1 items

Cancel

Confirm

After clicking "Submit" in Step 4 , a confirmation interface will pop up. If it is consistent with the operation, click the "Confirm" button

PO Details Approving



PO No.: PO-P24091012 | 上海互海信息科技有限公司

Vessel Name: LINK OCEAN 1

Supplier Name: 航海公司

Address:

Contract Info

Contract No.:

Purchase Total Price(CNY): 518.00 (Tax: 0%, Taxes: 0.00)

Total Price of Goods(CNY): 518.00

Freight Charge(CNY): 0.00

Additional Cost(CNY): 0.00 [View/Edit Additional Cost](#)

[Check Budget Utilization Status >](#)

Item Type: Spare Parts

Contact Person: A77

Supply Cycle:

Contract Name:

Purchase Plan Type: Other

Cell Phone: (+86)18052585296

Quotation Remarks:

Contract Description:

Acceptance Total Price(CNY): 518.00

Total Price of Accepted Goods(CNY): 518.00 (Including Tax0.00)

Associated Inquiry No.:

E-mail: 87901251@qq.com

[PO Items\(2Items\)](#) [Acceptance Record\(1\)](#) [Stock-up/Delivery Situation](#) [Invoice List\(0\)](#)

[Add Acceptance Record](#) Higher Amount Accuracy [PO Mail Content](#) [Export](#)

No.	Spare Parts Name	Code/Specification/Drawing No.	Spares Description	Appl.No.	Appl. Dept.	Purchase Qty	Actual Purchase Qty	Actual Received Qty	Unit Price(CNY)*Discount	Unit Price Excluding Tax	Delivery Info
1	Camshaft Assembly 曲轴组件 Position No.: 0	Camshaft Assembly 曲轴组件		PA-P24091003_1	Engine Dept.	1 (件)	1 (件)	1 (件)	500 *1	500	Date:2024-09-23 Delivery Place:扬州港
2	前盖板垫片 Position No.: 2	771-02-003		PA-P24091003_2	Engine Dept.	1 (件)	1 (件)	1 (件)	18 *1	18	Date:2024-09-23 Delivery Place:扬州岗

After acceptance, the actual acceptance quantity will be displayed

5. Click "Accepted" to enter the approval page

Task Progress

[Comment](#) [E-seal](#) [Accepted](#) [Reject](#)

**Agree Opinion**

Please enter

0 / 500

Upload



6、 After filling in the consent form and whether to upload the attachment, click "Confirm"

Confirm

Cancel

Note: After completing the acceptance in step 4, if the "Approve" step is not set in the purchase order approval process, after completing the acceptance, the purchase order will become "Completed" status. At the same time, the stock-in sheet will be automatically generated in the "Stock Management → Stock-in Management" interface, and the associated documentation will display "Purchase Order", as shown in the figure below.

After the purchase order is accepted and stored, the stock-in sheet will be automatically generated on the stock-in management interface

Stock-in Management

Add Stock-in Record(Correction type) Add Stock-in Record(Offline Purchase)

Keywords Searching Search Reset

No.	Stock-in Record	Item Type	Stock-in Type	Stock-in Object	Stock-in Dept	Numbers of Items	Stock-in Place	Related Doc	Operator	Status	Stock-in Date	Operation
1	OL1-SI-S24121901	Marine Stores	Purchase	LINK OCEAN 1	Engine Dept.	1		Purchase Order	孙红梅	Finished	2024-12-19	Export
2	OL1-SI-O24121304	Oil	Purchase	LINK OCEAN 1		1		Purchase Order	杨蝶	Finished	2024-12-13	Export
3	OL1-SI-O24121303	Oil	Purchase	LINK OCEAN 1		1		Purchase Order	杨蝶	Finished	2024-12-13	Export
4	OL1-SI-O24121302	Oil	Purchase	LINK OCEAN 1		1		Purchase Order	杨蝶	Finished	2024-12-13	Export
5	OL1-SI-O24121301	Oil	Stock-in by Correction	LINK OCEAN 1		1			杨蝶	Approving	2024-12-12	Export

If there is a situation of duplicate storage, refer to A and B below:

*A: If the user has not set the approval steps for the purchase order, after completing the acceptance, the stored items will directly generate a stock-in sheet. If there is a situation of duplicate storage, it is necessary to correct the inventory in the "Stock Management" module through outbound/inbound.

① If the quantity in stock is more than the actual purchase quantity, you can add an outbound order in the "Stock Management → Stock-out Management" interface, select the type "Stock-out by Correction", refer to the figure below.

2. Click "Add"

Select the ship, item type, stock-out type, and department, and then click "Confirm"

1. Click "Stock-out Management"

Select Spares

Spare Parts(142) Added 0

3. When there is a lot of documentation, you can search for the target documentation through the filter bar

Display Only Critical Spare Parts Egmt. Name Egmt. Type Manufacturer

No.	Spare Parts Name	Spare Part Code/Specification/Drawing No.	Component	Egmt. Name/Type/Manufacturer	Unit	Current Stock	Total Price Excluding Tax	Stock-out Qty	Operation
1	O型圈	无	O型橡胶密封圈(线径为0.95)	O型橡胶密封圈/丁腈橡胶 (NBR)O型橡胶密封圈/不明	个	0	CNY0.00	Please enter	
2	O型圈	0.8x0.95	O型橡胶密封圈(线径为0.95)	O型橡胶密封圈/丁腈橡胶 (NBR)O型橡胶密封圈/不明	个	1	CNY10.00	Please enter	
3	O型圈	21.7x0.95	O型橡胶密封圈(线径为0.95)	O型橡胶密封圈/丁腈橡胶 (NBR)O型橡胶密封圈/不明	个	1	CNY40.00	Please enter	
4	O型圈	4.5x1	O型橡胶密封圈(线径为1)	O型橡胶密封圈/丁腈橡胶 (NBR)O型橡胶密封圈/不明	个	1	CNY7.00	Please enter	
5	Pump Part List	0	Pump Part List	泵/ 2C150 VIB2 / Hamworthy	Piece	1	CNY0.00	Please enter	
6	Pump Casing	1	Pump Part List	泵/ 2C150 VIB2 / Hamworthy	Piece	0.99	CNY0.00	Please enter	
7	Volute	2	Pump Part List	泵/ 2C150 VIB2 / Hamworthy	Piece	1	CNY295.63	Please enter	
8	Cover	5	Pump Part List	泵/ 2C150 VIB2 / Hamworthy	Piece	1	CNY0.00	Please enter	
9	Flange Pump	SNF	Flange Pump	泵/ SNF / Althweiler	Piece	1	CNY0.00	Please enter	
10	Sealing Gasket	2	Self Priming Centrifugal Seawater Cooling Pump	泵/ 6135Ca / Nan Tong Jianghua	Piece	1	CNY12.80	Please enter	
11	自吸离心旋涡泵	1.5CWX-2A	自吸离心旋涡泵	泵(在船名) 1.5CWX-2A / 上海振华	个	2	CNY48,974.73	Please enter	
12	泵轴	11	自吸离心旋涡泵	泵(在船名) 1.5CWX-2A / 上海振华	个	1	CNY1,000.00	Please enter	
13	大副文	111	自吸离心旋涡泵	泵(在船名) 1.5CWX-2A / 上海振华	个	1	CNY20.00	Please enter	

4. After filling in the quantity to be shipped, click "Next Step"

← Create Stock-out Record

Stock-out Object: LINK OCEAN 1 Item Type: Spare Parts Stock-out Type: Stock-out by Correction Stock-out Dept.: Engine Dept.

Stock-out Date * Recipient Recipient Dept.

2024-12-19 LINK OCEAN 1 Engine Dept.

Stock-out Record Remarks

Please enter

0 / 500

Upload

Add Goods Number of Items: 1

No.	Eqpt. Name/Component Name	Spare Parts Name	Spare Part Code/Specification/Drawing ...	Unit	Stock-in Date	Unit Price Excluding Tax	Inventory Info	Current Stock	Stock-out Qty	Remarks	Operation
1	泵(在船名)自吸离心旋涡泵	自吸离心旋涡泵 ①	1.5CWX-2A	个	2024-05-06	CNY0.00	P.I.C.:丁春雷 Storage Position: 1 机舱		1	Please enter	⊞

5. After completing the relevant information (with * required /optional) in the "Create Stock-out Order" interface, click "Submit"

Submit Back

②: If the number of incoming goods is more than the actual quantity, you can add an incoming order in the "Stock Management → Stock-in Management" interface, select the type "Stock-in by Correction", refer to the figure below.

互海科技

Stock Management

Stock-in Management

2. Click "Add Stock-in Record (Correction type)"

Add Stock-in Record(Correction type) Add Stock-in Record(Offline Purchase)

No.	Stock-in Record	Item Type	Stock-in Type	Stock-in Object
1	OL1-SI-S24121901	Marine Stores	Purchase	LINK OCEAN 1
2	OL1-SI-O24121304	Oil	Purchase	LINK OCEAN 1
3	OL1-SI-O24121303	Oil	Purchase	LINK OCEAN 1
4	OL1-SI-O24121302	Oil	Purchase	LINK OCEAN 1
5	OL1-SI-O24121301	Oil	Stock-in by Correction	LINK OCEAN 1
6	OL1-SI-P24121201	Spare Parts	Purchase	LINK OCEAN 1
7	OL1-SI-P24120904	Spare Parts	Stock-in by Stock-taking	LINK OCEAN 1

1. Click "Stock-in Management"

Add

Stock-in Object * LINK OCEAN 1

Item Type * Please select

Stock-in Type * Stock-in by Correction

Dept. * Please select

Confirm Cancel

After selecting the ship, item type, stock-in type, and department, click "Confirm"

Stock-in Place	Related Doc	Operator	Status	Stock-in Date	Operation
	Purchase Order	孙红梅	Finished	2024-12-19	Export
	Purchase Order	杨蝶	Finished	2024-12-13	Export
	Purchase Order	杨蝶	Finished	2024-12-13	Export
	Purchase Order	杨蝶	Finished	2024-12-13	Export
	Purchase Order	杨蝶	Approving	2024-12-12	Export
	Purchase Order	朱俊	Finished	2024-12-12	Export
	Stock-taking	孙红梅	Finished	2024-12-09	Export

The default display is "Vessel Stock", which can be switched to "Own Database" and "Added Goods"

Store List(127) Company Database(7367) Added Goods **1** No spare parts found? Manually add If the target item is not found, you can add it manually Display Only Critical Spare Parts

Eqpt. Name: All 17 阿尔维斯油机 泵(在船名) 冰机44 不详 柴油机* 柴油机-设备在船 柴油机-在船名称 齿轮箱 传动轴 灯 发电机组1 发电机组200x1-1 发动机 阀 分油机 锅炉 接头 空压机 离合器 螺旋桨 锚 系统测试专用 消防泵* 压缩机 液压机 增压器 朱 朱利安测试 主发柴油机 主机 主机报警监视系统 压滤机

When there are many items, you can search for the target documentation by keywords or filter bar

No.	Spare Parts Name	Spare Part Code/Specification/Drawing No.	Component Name	Type/Manufacturer	Unit	Current Stock	Stock-in Qty	Unit Price Including Tax	Tax Rate	Supplier	Operation
1	Marine Gearbox	JD900A	Marine Gearbox	齿轮箱 / JD900A / Hangzhou Fada	Piece	4 (Min 6; Max 100)	<input type="text" value="1"/>	1	CNY	0%	<input type="text" value="Please enter"/> <input type="button" value="Delete"/>
2	2	2	冰机1	冰机44 / 金宇7冰机 / 不明	2	6 (Min 8; Max 16)	<input type="text" value="Please enter"/>				
3	前盖板垫片	771-02-003	机体结合组	柴油机 / 12V135AC / 上海柴油机厂	件	9 (Min 10; Max 0)	<input type="text" value="Please enter"/>				
4	汽缸盖部件	汽缸盖部件	汽缸盖部件	柴油机 / ZC2 / Ningbo C.S.I	件	2 (Min 1; Max 0)	<input type="text" value="Please enter"/>				
5	泵轴	11	自吸离心旋涡泵	泵(在船名) / 1.5CWX-2A / 上海振华	个	1 (Min 0; Max 0)	<input type="text" value="Please enter"/>				
6	大副文	111	自吸离心旋涡泵	泵(在船名) / 1.5CWX-2A / 上海振华	个	1 (Min 0; Max 0)	<input type="text" value="Please enter"/>				
7	应急指示灯	LIGHT-15	AD16-16B指示灯	灯 / AD16型 / 不明	件	3 (Min 2; Max 5)	<input type="text" value="Please enter"/>				
8	套管	230.303.01.14	操纵机构	柴油机 / 6230ZC-4型 / 广州柴油机厂	件	12 (Min 10; Max 0)	<input type="text" value="Please enter"/>				
9	11	11	柴油机	柴油机 / 6230ZC-4型 / 广州柴油机厂	pc	2 (Min 0; Max 0)	<input type="text" value="Please enter"/>				
10	O型圈	222 [987654321]	自吸离心旋涡泵	泵(在船名) / 1.5CWX-2A / 上海振华	个	2 (Min 0; Max 0)	<input type="text" value="Please enter"/>				
11	O型圈	500	自吸离心旋涡泵	泵(在船名) / 1.5CWX-2A / 上海振华	件	2 (Min 0; Max 0)	<input type="text" value="Please enter"/>				
12	1号双层桅灯	CXH3-10B	桅灯	灯 / CXH3 / 不明	个	2 (Min 0; Max 0)	<input type="text" value="Please enter"/>				
13	应急指示灯	LIGHT-16	桅灯	灯 / CXH3 / 不明	只	2 (Min 0; Max 0)	<input type="text" value="Please enter"/>				

3. After filling in the information such as the number of stock-in, click "Next Step"

← Create Stock-in Record

Stock-in Object: LINK OCEAN 1 Item Type: Spare Parts Stock-in Type: Stock-in by Correction Dept.: Engine Dept.

Stock-in Date * Stock-in Place

Stock-in Record Remarks 0 / 500

Numbers of Items: 1

No.	Eqpt. Name/Component Name	Spare Parts Name	Spare Part Code/Specification/Drawing ...	Supplier	Stock-in Qty *	Unit Price Including Tax	Total Price ...	Tax Rate	Storage Position *	Operation
1	齿轮箱/Marine Gearbox	Marine Gearbox	JD900A	<input type="text" value="Please enter"/>	<input type="text" value="1"/>	1	CNY	1	0%	机舱库房 <input type="button" value=""/>

4. After completing the relevant information (with * required/ optional) as needed, click "Submit"

*B: If an approval step is set, users can perform a return operation during approval, then delete the "Acceptance Record" at the Acceptance Record (no need to correct it at the Inbound and Outbound). After deleting the "Acceptance Record", the acceptance and inbound will be performed again. The documentation will only generate the inbound form after completing the process, and it needs to be corrected at the Inbound and Outbound only after being generated and modified.



PO No.: PO-P24091012 | 上海互海信息科技有限公司

Vessel Name: LINK OCEAN 1

Item Type: Spare Parts

Purchase Plan Type: Other

Associated Inquiry No.:

Supplier Name: 航海公司

Contact Person: A77

Cell Phone: (+86) [Redacted]

E-mail: [Redacted]@qq.com

Address:

Supply Cycle:

Quotation Remarks:

Contract Info

Contract No.:

Contract Name:

Contract Description:

Purchase Total Price(CNY): **518.00** (Tax: 0%, Taxes: 0.00)

Acceptance Total Price(CNY): **518.00**

Total Price of Goods(CNY): 518.00

Total Price of Accepted Goods(CNY): 518.00 (Including Tax: 0.00)

Freight Charge(CNY): 0.00

Additional Cost(CNY): 0.00 [View/Edit Additional Cost](#)

[Check Budget Utilization Status >](#)

[PO Items\(2Items\)](#)
[Acceptance Record\(1\)](#)
[Stock-up/Delivery Situation](#)
[Invoice List\(0\)](#)

 Higher Amount Accuracy ⓘ

No.	Stock-In Date	Stock-in Place	Stock-in Situation	Operator	Operation Time	Operation
1	2024-09-11		2Items:前盖板垫片 (1件),Camshaft Assembly 曲轴组件 (1件)	杨芬芬	2024-09-11 11:21	Delete

The purchase order approval process has a "Approve" step. If there is an error in the quantity during acceptance and stock-in, click "Reject" to return the purchase order to the previous acceptance stage, and the acceptance personnel will re-accept it into the stock-in.

Task Progress