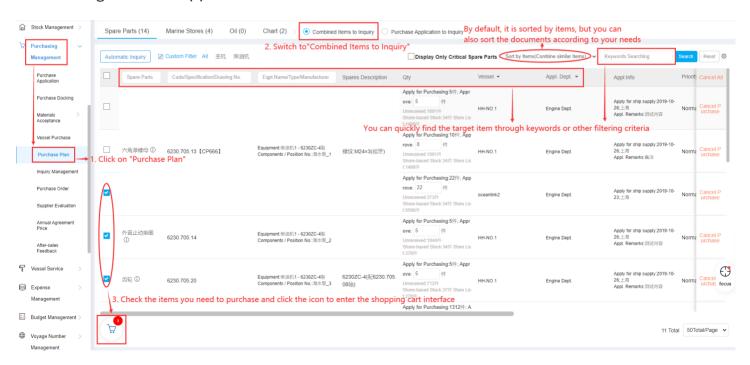
How to initiate an inquiry in the purchase plan interface (Document)

If the purchase modes is "Ashore Inquiry", Purchase Application becomes a purchase plan after approval. The current inquiry method in the system is divided into 2 types: Combined Items to Inquiry, Purchase Application to Inquiry. (This document takes Spare Parts as an example)

1. Combined Items to Inquiry

Users log in to the OLISS web side, click "Purchasing Management → Purchase Plan" in order, default into the spare parts interface, switch to "Combined Items to Inquiry", check the items to be inquiried again, click the shopping cart icon in the lower left corner to enter the shopping cart interface, click "Select Suppliers" in the lower right corner, click "Select" in front of the specific supplier name again, click "Next Step" in the lower right corner to enter the improve the RFQ interface, fill in the relevant information (with * required) and click "Start Inquiry", fill in the quote requirement and click "Confirm", the system will automatically send inquiry emails and text messages to the supplier.



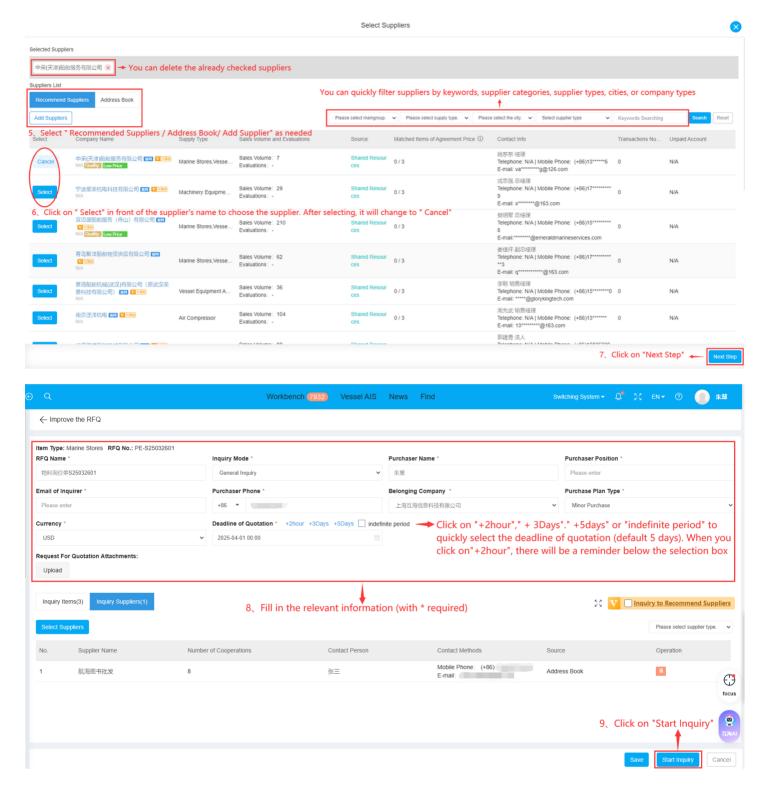
Shopping Cart



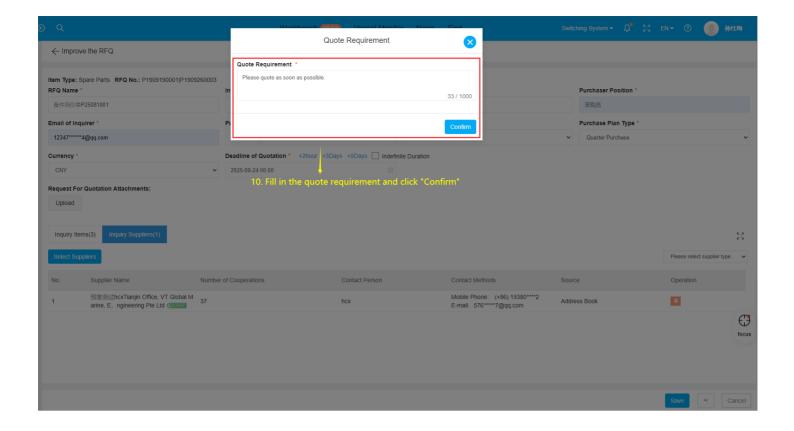
No.	Spare Parts Na	Spares Position No.	Code/Specification/Drawing No.	Purchase	Shore-based Stock	Operation
1	外舌止动垫圈 ①	2	6230.705.14	5	34	Stock Transfer Move out
2	齿轮 ①	3	6230.705.20	5	37	Stock Transfer Move out
3	六角厚螺母 ①	1	6230.705.13 [CP666]	22	34	Stock Transfer Move out

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



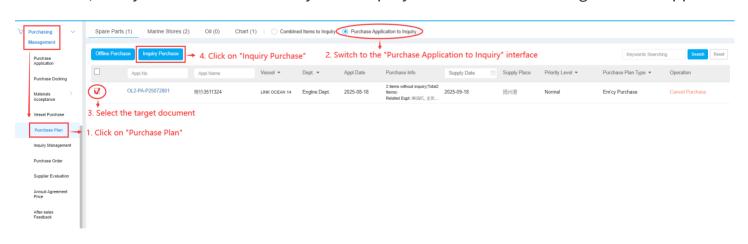


Note: You can click "+ 2 hours","+ 3 days" or "+ 5 days" or "indefinite period" to quickly select the deadline of quotation. When clicking "+ 2 hours", a reminder character appears in the selection box.



2. Purchase Application to Inquiry

The user logs in to the OLISS web side, clicks "Purchasing Management → Purchase Plan" in order, checks "Purchase Application to Inquiry", checks the items to be inquiried again, clicks "Inquiry Purchase", clicks "Select Supplier" in the lower right corner after verifying the relevant items in the inquiry purchase, clicks "Select" in front of the specific supplier name again, clicks "Next Step" in the lower right corner to enter the improve the RFQ interface, fill in the relevant information (with * required) and click "Start Inquiry", fill in the quote requirement and click "Confirm", the system will automatically send inquiry emails and text messages to the supplier.



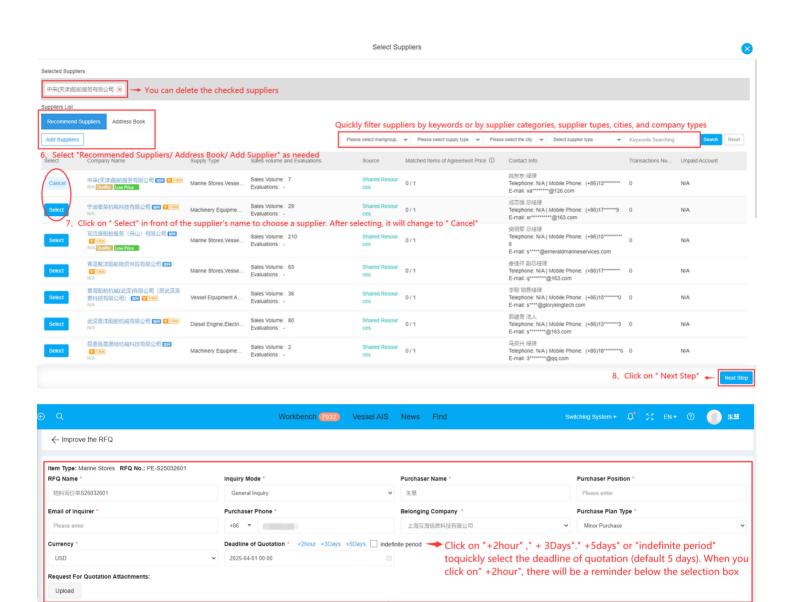
Inquiry Purchase



No.	Appl. No.	Vessel	Purchase Info	Appl.Date
1	胃热3511324 ①	LINK OCEAN 14	2 items without inquiry(Total 2 items)	2025-08-18

5. After confirming the inquiry document, click on "Select Suppliers"

Select Suppliers



9. Fill in the relevant information (with * required)

Contact Person

Contact Methods

Mobile Phone: (+86) . E-mail: Source

💢 🔻 Inquiry to Recommend Suppliers

Operation

10、Click on "Start Inquiry"

Please select supplier type. 🗸

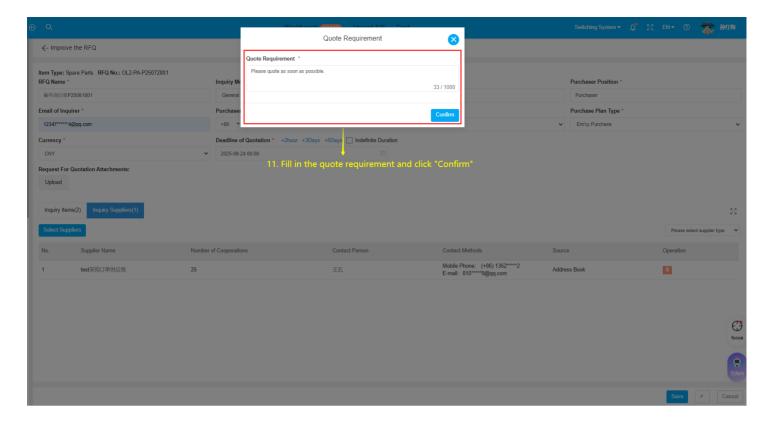
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Inquiry Items(3)

Supplier Name

Number of Cooperations



Next step:

After initiating an inquiry with the supplier, the document will arrive at the "Inquiry Management" interface and display the status of "In the inquiry".

