

# 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 inquired 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.

By default, it is sorted by items, but you can also sort the documents according to your needs

2. Switch to "Combined Items to Inquiry"

3. Check the items you need to purchase and click the icon to enter the shopping cart interface

You can quickly find the target item through keywords or other filtering criteria

Spare Parts	Code/Specification/Drawing No.	Eqpt Name/Type/Manufacturer	Spares Description	Qty	Vessel	Appl. Dept.	Appl. Info	Priority	Cancel
六角厚螺母 ①	6230.705.13 【CP666】	Equipment: 柴油主机 1 - 6230ZC-4型 Components / Position No.: 海水泵_1	螺纹 M24×3(粗牙)	Apply for Purchasing 5件; Approved: 5 件 Unreceived: 1601件 Shore-based Stock: 34件 Store List: 13498件	HH-NO.1	Engine Dept.	Apply for ship supply: 2019-10-26. 上海 Appl. Remarks: 测试内容	Normal	Cancel Purchase
外舌止动垫圈 ①	6230.705.14	Equipment: 柴油主机 1 - 6230ZC-4型 Components / Position No.: 海水泵_2		Apply for Purchasing 10件; Approved: 8 件 Unreceived: 1601件 Shore-based Stock: 34件 Store List: 1498件	HH-NO.1	Engine Dept.	Apply for ship supply: 2019-10-26. 上海 Appl. Remarks: 测试内容	Normal	Cancel Purchase
齿轮 ①	6230.705.20	Equipment: 柴油主机 1 - 6230ZC-4型 Components / Position No.: 海水泵_3	6230ZC-4(配 6230.705.08轴)	Apply for Purchasing 22件; Approved: 22 件 Unreceived: 373件 Shore-based Stock: 34件 Store List: 15566件	oceanlink2	Engine Dept.	Apply for ship supply: 2019-10-23. 上海	Normal	Cancel Purchase
				Apply for Purchasing 5件; Approved: 5 件 Unreceived: 1044件 Shore-based Stock: 34件 Store List: 1278件	HH-NO.1	Engine Dept.	Apply for ship supply: 2019-10-26. 上海 Appl. Remarks: 测试内容	Normal	Cancel Purchase
				Apply for Purchasing 5件; Approved: 5 件 Unreceived: 712件 Shore-based Stock: 37件 Store List: 1278件	HH-NO.1	Engine Dept.	Apply for ship supply: 2019-10-26. 上海 Appl. Remarks: 测试内容	Normal	Cancel Purchase

11 Total 50 Total / Page



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

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

Store Migrate

Quick Inquiry

Select Suppliers



Selected Suppliers

中采(天津)船舶服务有限公司 × → You can delete the already checked suppliers

Suppliers List

Recommend Suppliers Address Book  
Add Suppliers

You can quickly filter suppliers by keywords, supplier categories, supplier types, cities, or company types

Please select main group. Please select supply type. Please select the city. Select supplier type Keywords Searching Search Reset

5. Select "Recommended Suppliers / Address Book/ Add Supplier" as needed

Select	Company Name	Supply Type	Sales Volume and Evaluations	Source	Matched Items of Agreement Price	Contact Info	Transactions Nu...	Unpaid Account
<input type="button" value="Cancel"/>	中采(天津)船舶服务有限公司	Marine Stores,Vesse...	Sales Volume: 7 Evaluations: -	Shared Resour ces	0 / 3	姚东东 经理 Telephone: N/A   Mobile Phone: (+86)13*****6 E-mail: va*****g@126.com	0	N/A
<input type="button" value="Select"/>	宁波星荣机电科技有限公司	Machinery Equipme...	Sales Volume: 29 Evaluations: -	Shared Resour ces	0 / 3	沈志强 总经理 Telephone: N/A   Mobile Phone: (+86)17*****9 E-mail: x*****@163.com	0	N/A
<input type="button" value="Select"/>	南京盛航船舶服务有限公司(舟山)有限公司	Marine Stores,Vesse...	Sales Volume: 210 Evaluations: -	Shared Resour ces	0 / 3	吴明军 总经理 Telephone: N/A   Mobile Phone: (+86)15*****8 E-mail: *****@emeraldmarineservices.com	0	N/A
<input type="button" value="Select"/>	青岛聚洋船舶物资供应有限公司	Marine Stores,Vesse...	Sales Volume: 62 Evaluations: -	Shared Resour ces	0 / 3	姜佳祥 副总经理 Telephone: N/A   Mobile Phone: (+86)17*****3 E-mail: q*****@163.com	0	N/A
<input type="button" value="Select"/>	康海船舶机械(武汉)有限公司(原武汉荣 景科技有限公司)	Vessel Equipment A...	Sales Volume: 36 Evaluations: -	Shared Resour ces	0 / 3	李朝 销售经理 Telephone: N/A   Mobile Phone: (+86)15*****0 E-mail: *****@glorykingtech.com	0	N/A
<input type="button" value="Select"/>	南京泛洋机电	Air Compressor	Sales Volume: 104 Evaluations: -	Shared Resour ces	0 / 3	周允武 销售经理 Telephone: N/A   Mobile Phone: (+86)13***** E-mail: 13*****@163.com	0	N/A
<input type="button" value="Select"/>	中采(天津)船舶服务有限公司	Marine Stores,Vesse...	Sales Volume: 66 Evaluations: -	Shared Resour ces	0 / 3	郭建勇 法人 Telephone: N/A   Mobile Phone: (+86)13*****	0	N/A

7. Click on "Next Step"

Next Step

Workbench 7932 Vessel AIS News Find Switching System EN 朱基

← Improve the RFQ

Item Type: Marine Stores RFQ No.: PE-S25032601

RFQ Name \* 物料询价单S25032601 Inquiry Mode \* General Inquiry Purchaser Name \* 朱基 Purchaser Position \* Please enter

Email of Inquirer \* Please enter Purchaser Phone \* +86 Belonging Company \* 上海互海信息科技有限公司 Purchase Plan Type \* Minor Purchase

Currency \* USD Deadline of Quotation \* +2hour +3Days +5Days Indefinite period

Request For Quotation Attachments: Upload

8. Fill in the relevant information (with \* required)

9. Click on "Start Inquiry"

Save Start Inquiry Cancel

**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.

**Quote Requirement**

Quote Requirement \*

Please quote as soon as possible.

33 / 1000

Confirm

Deadline of Quotation \* +2hour +3Days +5Days Indefinite Duration

2025-08-24 00:00

10. Fill in the quote requirement and click "Confirm"

Request For Quotation Attachments:

Upload

Inquiry Items(3) Inquiry Suppliers(1)

Select Suppliers

Please select supplier type.

No.	Supplier Name	Number of Cooperations	Contact Person	Contact Methods	Source	Operation
1	预发测试hcxTianjin Office, VT Global Marine, E., engineering Pte Ltd	37	hcx	Mobile Phone: (+86) 15380****2 E-mail: 576****7@qq.com	Address Book	

Save Cancel

## 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 inquired 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.

Purchasing Management

Purchase Application

Purchase Docking

Materials Acceptance

Vessel Purchase

Purchase Plan

Inquiry Management

Purchase Order

Supplier Evaluation

Annual Agreement Price

After-sales Feedback

Spare Parts (1) Marine Stores (2) Oil (0) Chart (1) Combined Items to Inquiry Purchase Application to Inquiry

Offline Purchase Inquiry Purchase

4. Click on "Inquiry Purchase"

2. Switch to the "Purchase Application to Inquiry" interface

Keywords Searching Search Reset

	Appl. No.	Appl. Name	Vessel	Dept.	Appl. Date	Purchase Info	Supply Date	Supply Place	Priority Level	Purchase Plan Type	Operation
<input checked="" type="checkbox"/>	OL2-PA-P25072801	曹热3511324	LINK OCEAN 14	Engine Dept.	2025-08-18	2 Items without inquiry(Total 2 Items) Related Eqpt. 柴油主机, 主发...	2025-09-18	扬州港	Normal	Em'cy Purchase	Cancel Purchase

3. Select the target document

1. Click on "Purchase Plan"



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



Selected Suppliers

中采(天津)船舶服务有限公司 × → You can delete the checked suppliers

Suppliers List

Recommend Suppliers Address Book

Add Suppliers

Quickly filter suppliers by keywords or by supplier categories, supplier types, cities, and company types

Please select main group. Please select supply type. Please select the city. Select supplier type Keywords Searching Search Reset

6. Select "Recommended Suppliers/ Address Book/ Add Supplier" as needed

Select	Company Name	Supply Type	Sales Volume and Evaluations	Source	Matched Items of Agreement Price	Contact Info	Transactions Nu...	Unpaid Account
	中采(天津)船舶服务有限公司	Marine Stores,Vesse...	Sales Volume: 7 Evaluations: -	Shared Resour ces	0 / 1	姚东东 经理 Telephone: N/A   Mobile Phone: (+86)13***** E-mail: va*****@126.com	0	N/A
	宁波荣荣机电科技有限公司	Machinery Equipme...	Sales Volume: 29 Evaluations: -	Shared Resour ces	0 / 1	成志强 总经理 Telephone: N/A   Mobile Phone: (+86)17*****9 E-mail: xr*****@163.com	0	N/A
	宜安船舶服务(舟山)有限公司	Marine Stores,Vesse...	Sales Volume: 210 Evaluations: -	Shared Resour ces	0 / 1	樊明军 总经理 Telephone: N/A   Mobile Phone: (+86)15***** E-mail: s*****@emeraldmarineservices.com	0	N/A
	青岛聚洋船舶物资供应有限公司	Marine Stores,Vesse...	Sales Volume: 63 Evaluations: -	Shared Resour ces	0 / 1	姜佳祥 副总经理 Telephone: N/A   Mobile Phone: (+86)17***** E-mail: q*****@163.com	0	N/A
	景海船舶机械(武汉)有限公司(原武汉荣景科技有限公司)	Vessel Equipment A...	Sales Volume: 36 Evaluations: -	Shared Resour ces	0 / 1	李朝 销售经理 Telephone: N/A   Mobile Phone: (+86)15*****0 E-mail: s*****@glorykingtech.com	0	N/A
	武汉聚洋船舶机械有限公司	Diesel Engine.Electri...	Sales Volume: 80 Evaluations: -	Shared Resour ces	0 / 1	郭建勇 法人 Telephone: N/A   Mobile Phone: (+86)13*****3 E-mail: s*****@163.com	0	N/A
	巨康良德德机械科技有限公司	Machinery Equipme...	Sales Volume: 2 Evaluations: -	Shared Resour ces	0 / 1	马良兴 经理 Telephone: N/A   Mobile Phone: (+86)18*****6 E-mail: 3*****@qq.com	0	N/A

8. Click on "Next Step"

Next Step

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← Improve the RFQ

Item Type: Marine Stores RFQ No.: PE-S25032601

RFQ Name \* 物料询价单S25032601 Inquiry Mode \* General Inquiry Purchaser Name \* 朱基 Purchaser Position \* Please enter

Email of Inquirer \* Please enter Purchaser Phone \* +86 [redacted] Belonging Company \* 上海互海信息科技有限公司 Purchase Plan Type \* Minor Purchase

Currency \* USD Deadline of Quotation \* +2hour +3Days +5Days ☐ indefinite period

Request For Quotation Attachments: Upload

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

Click on "+2hour", "+3Days", "+5days" or "indefinite period" to quickly select the deadline of quotation (default 5 days). When you click on "+2hour", there will be a reminder below the selection box

Inquiry Items(3) Inquiry Suppliers(1)

Select Suppliers Please select supplier type.

No.	Supplier Name	Number of Cooperations	Contact Person	Contact Methods	Source	Operation
1	[redacted]	8	张三	Mobile Phone: (+86) [redacted] E-mail: [redacted]	Address Book	

10. Click on "Start Inquiry"

Save Start Inquiry Cancel

