

How to urge the "Unreceived" items in "Purchase Application" interface

When the last purchased item(document) is still in the process(such as inquiry, accepting, etc ...), if the same item is submitted again this time, the status of the item will be "Unreceived" in the "Purchase Appl.Edit" interface. In order to ensure the timely supply of goods, the "Unreceived" goods can be urged.

Users can log in to the website of OLSaaS, and operate in "Purchase Management → Purchase Application → Purchase Appl. Edit" interface according to the following steps 1-6:

← Purchase Appl.Edit → 1. Enter "Purchase Appl.Edit" interface.

Application No.: PA-P23062809 (Fram - Spare Parts - Deck Dept.)

App Name: Priority Level: Normal Supply Date: 2023-07-28

Supply Place: Purchase Modes: Ashore Inquiry Purchase Plan Type: Please select

Purchase Reason: 0 / 500

+ Add Purchase Item Number of Items Purchased: 1 Item Price Type: Shore-based Stock Query:

App. Items No.	Spare Parts Name	Code/Specification/Drawing No.	Components/Position No.	Eqpt. Name/Type/Manufacturer	Spares Description	Unit	Min/Max Stock	Current Stock /	Appl. Qty	Appl. Remarks	Batch Modification	Operation
1	大号圆挂销	M66×38	Component: 自吸离心海水冷却泵 Position No.: 15	泵 / 2C150 VIBZ / 汉姆沃斯		个	0/0	18 / 10	2	Please enter remark...		

2. Click here to check related purchase application

采购数据统计表

船名	采购单号	申请日期/交货日期	采购申请待审批	待报价	报价中	报价审批中	报价审批通过	待发送订单	待采购	待入库	库存单级	数据流
Fram	PA-P23062808	2023-06-28/2023-07-28	2									Details

3. Click "Details"

Purchase Application Data Flow

Purchase Application No.: [PA-P23062808](#) | Fram | Spare Parts : 2 | Purchase Modes : Ashore Enquiry | Already Received in Stock : 0

workbench.APPLY: 2 items

Reminders

4. Click "Reminders"

Purchase Dynamics

16:11:55
Mika新增了备件的采购申请, 等待船长审批。 [View Details](#)



PO No.

PA-P23062808

Reminded Object

采购经理

5. Select the reminder role and fill in the content.

Reminder Content*

Ship emergency

6. Click "Confirm"

Confirm