

Web 端如何在基础数据添加物料（文档）

用户在“互海通-系统设置-基础数据-物料管理”界面（步骤 1），点击“新增”（步骤 2）跳出右侧“物料新增”界面；若需要指定大小类，则勾选“指定大小类”并选择大小类，若不勾选，则默认为添加在“OT-其他”大类下（步骤 3）；填入物料名称、规格、单位等信息（步骤 4），有图片等信息的可上传附件；新增物料信息填完后，用户可勾选适用船舶（勾选的船舶即可使用该新增物料数据，都不勾选则所有船可用）（步骤 5），之后点击“提交”即成功新增一条物料数据（步骤 6），后期申购的时候可使用该物料数据。

注：新建的物料名称、规格需尽量完整准确，所选择的物料类别需尽量准确规范。

The screenshot illustrates the process of adding a new material in the 'Material Management' section of the 'Basic Data' module. It consists of two main parts:

- Left Panel (Main Interface):** Shows the 'Material Management' section under 'Basic Data'. A red box highlights the 'New' button (新增) in the top right corner of the list view. Below it, a red arrow points to the 'Material Management' link in the sidebar, with the text '依次点击进入物料管理界面' (Click sequentially to enter Material Management interface).
- Right Panel (Modal Window):** A detailed view of the 'Add Material' window. It includes:
 - A note at the top: '3. 若需要指定大小类，则勾选并选择大小类，若不勾选，则默认为添加在“OT-其他”大类下' (If you need to specify a category, check and select the category, otherwise it will be added to the "OT-Other" category by default).
 - Input fields: '公司自有编码' (Internal company code), '物料名称*' (Material name*, marked with an asterisk), '规格' (Specification), and '计量单位*' (Measurement unit*).
 - A note below the specification field: '由系统自动生成' (Automatically generated by the system) and '供应商(数字越大越优先)' (Supplier (higher numbers are prioritized)).
 - A checkbox labeled '适用船舶' (Applicable to ships) with the option '全部' (All). A red arrow points to this field with the text '5. 勾选适用船舶 (勾选的船舶即可使用该新增物料数据，都不勾选则所有船可用)' (Check the applicable ships (selected ships can use the newly added material data, if none are checked, all ships are available)).
 - A large red box highlights the bottom right corner of the window, containing the 'Submit' (提交) button and a 'Cancel' (取消) button.