

## How to cancel the Purchase Application?

After the purchase application is submitted for approval, the document can be withdrawn if the approval has not been carried out.

Users can log in to the website of OLSaaS, and operate in "Purchase Management → Purchase Application" interface according to the following steps 1-4:

The screenshot shows the OLSaaS interface for Purchase Application. The top navigation bar includes 'Workbench', 'Vessel AIS', 'Find', and 'Help'. The main content area displays a list of purchase applications with columns for No., Appl.Name/No., Vessel, Engine Dept., Appl.Date, Purchase Content, Supply Date, Supply Place, Purchase Modes, Priority Level, Status, and Operation. Three applications are listed, with the first one (PA-P23062808) highlighted. A red box around the 'Purchase Application' link in the left sidebar is labeled '1. Click in turn to enter the interface of Purchase Application'. A red arrow points to the 'Hide Other's Drafts' checkbox, labeled '2. If there are many documents, you can quickly find the target documents by filtering conditions.' Another red arrow points to the 'Export' button in the 'Operation' column of the first application, labeled '3. Click the target document to enter the detailed interface of Purchase Application'.

The detailed view of the purchase application (PA-P23062808) shows the following information:

- Vessel: Fram
- Appl. Dept.: Deck Dept.
- Purchasing Type: Spare Parts
- Appl.Date: 2023-06-28
- Supply Date: 2023-07-28
- Supply Place: shanghai
- Priority Level: Normal
- Purchase Plan Type: Daily Purchase
- Purchase Modes: Ashore Enquiry
- Purchase Reason: minor purchase
- Warning: Intelligent data shows abnormal Click to Check >>
- Number of Items Purchased: 2

The detailed view also includes a table of items purchased:

Appl. Items...	Spare Parts Name	Code/Specification...	Components/Postio...	Eqpt. Name/Type/Manufacturer	Spare Description	Unit	Stock Status	Appl. Qty	Approved Qty	Appl. Remarks	Creator
1	Extra large nut	M86x16	Components: 古松洞 位置: 柴油 Position No.: 1	柴油 / M20 / Mak		piece	Current Stock 16; Unrecovered 0 (Minimum 0; Max0)	10	10	Please enter remark.	Mika
2	大号副柱销	M66x38	Components: 自吸离心泵 位置: 柴油 Position No.: 15	柴油 / 2C150 VIB2 / 汉阳沃新		↑	Current Stock 18; Unrecovered 0 (Minimum 0; Max0)	10	10	Please enter remark.	Mika

At the bottom of the detailed view, there is a 'Task Progress' section showing the application status: Apply (2023-06-28 16:11:55) by Mika, and two 'Approve' steps by '船长' and '采购经理'. A red box around the 'Withdraw' button in the 'Operation' column is labeled '4. If the document has not been approved, there will be a "Withdraw" button on the right side of the document, and click to withdraw the document.'

### Note:

- After the purchase application is successfully withdrawn, the document will be in a state of "pending". Users can click "Edit" on the right side of the document, make relevant modifications, and then resubmit it for approval. If the purchase item remains unchanged, you can directly click "Copy", or delete it directly when it is unnecessary, as shown in the following figure:

The screenshot shows the OLSaaS interface for Purchase Application. The top navigation bar includes 'Spare Parts', 'Marine Stores', and 'Oil'. The main content area displays a list of purchase applications with columns for No., Appl.Name/No., Vessel, Engine Dept., Appl.Date, Purchase Content, Supply Date, Supply Place, Purchase Modes, Priority Level, Status, and Operation. Two applications are listed, with the first one (PA-P23062805) highlighted. A red box around the 'Edit', 'Copy', and 'Delete' buttons in the 'Operation' column of the first application is labeled '2. If the company sets multiple steps (multiple roles for approval) for the purchase application, even if only one role has approved, the user cannot withdraw the purchase application.'

- If the company sets multiple steps (multiple roles for approval) for the purchase application, even if only one role has approved, the user cannot withdraw the purchase application.



Purchase Application No.: PA-P23062808

Vessel: Fram

Appl. Dept.: Deck Dept.

Purchasing Type: Spare Parts

Appl.Date: 2023-06-28

Supply Date\*: 2023-07-28

Supply Place\*: shanghai

Priority Level: Normal

Purchase Plan Type: Daily Purchase

Purchase Modes ⓘ: Ashore Enquiry

Purchase Reason: minor purchase

**Warning: Intelligent data shows abnormal** [Click to Check >>](#)

Number of Items

Purchased: 2

Item Price Type

Appl.Items...	Spare Parts Name	Code/Specification...	Components/Postio...	Eqpt. Name/Type/Manufacturer	Spare Description	Unit Unit	Stock Status	Appl. Qty	Approved Qty	Appl. Remarks	Creator
1	Extra large nut ⓘ	M86x16	Components: 摇杆销 游曲销轴 Position No.:	柴油机 / M20 / Mak		piece	<b>Current Stock 16;</b> Unrecovered 0 (Minimum 0; Max0)	10 ⓘ	10	Please enter remark.	Mika
2	大号圆螺母 ⓘ ⓘ	M66x38	Components: 自吸离心海水冷却泵 Position No.: 15	泵 / 2C150 VIB2 / 汉姆沃斯		个	<b>Current Stock 18;</b> Unrecovered 0 (Minimum 0; Max0)	10 ⓘ	10	Please enter remark.	Mika

If there are multiple approval steps for the document, once one step has been executed, the document cannot be cancelled even if it is still in the state of approval.

Task Progress

Export Comment

**Apply** 2023-06-28 16:11:55

Mika

**Approve—船长** 2023-06-28 16:21:03

Gao Yin

Role approval already exists, there is no longer a 'withdraw' button on the interface

Approve — 采购经理 ⓘ