

How to add or batch import and export vessel suppliers (document)

Users log in to the OLISS Web side and click to enter in turn **"Address Book → Vessel Supplier"** interface, in this interface, the target supplier can be retrieved according to the keyword or the filtering condition, click "Add", jump to the new pop-up window on the right side, in this pop-up window: fill in the company name, contact person, supply type, contact email, select the status, fill in the company abbreviation, business registration number, supply area, contact phone number, notification email, opening bank, bank card number and other information (with * required/required) according to the demand, also fill in the remarks, upload the attachment, and finally click "Confirm" to complete the single new supplier; click "Import", jump out the right import pop-up window, click "Download template", Import templates can be obtained. After completing the information in the template, click "Select Import File" to batch add suppliers; click "Export" to batch export the details of the vessel supplier list. The exported table is shown in the following figure.

Target suppliers can be retrieved based on keywords or filtering criteria

No.	Company Abbreviation	Supply Type	Sales volume and ...	Contact Person	Contact Job Title	Contact Email	Contact Phone	Operation
1	A77	Welfare Items, Dies...		A77	77	879*****@qq.com	(+86) 180*****	Edit Off
2	SYCS	Welfare Items		测试李		2*****@qq.com	(+86) 15012*****	Edit Off
3	志志商务测试	Marine Stores, Vess...		朱经理		1732*****@163.com	(+86) 1366*****	Edit Off
4	杨芬芬有限公司	Marine Stores, Vess...		杨芬芬		281*****@qq.com	(+86) 15*****	Edit On
5	test采购订单供应商	Marine Stores, Vess...		王五		810*****@qq.com	(+86) 136*****	Edit Off
6	中国志志船舶材料有限公司	Marine Stores		朱俊		z*****@126.com	(+86) 1366*****	Edit Off
7	飞轮海供应商	Safety Equipment, ...		沈鹏飞		143*****@qq.com	(+86) 1825*****	Edit Off
8	何淼淼集团	Hull Part, Nautical C...		hm		1908*****@qq.com	(+86) 199*****0	Edit Off
9	姜勇	Marine Stores, Vess...		姜勇2		1412*****@qq.com	(+86) 182*****	Edit Off
10	再志志商务试用	Marine Stores		朱俊		z*****1@126.com	(+86) 136*****	Edit Off
11	宝应富祥船舶设备经营部	Welfare Items, Clot...		朱献强		zxq1*****2@qq.com	(+86) 1516*****	Edit Off
12	江南第一船舶配件有限公司 (测试)	Welfare Items		潘俊杰		pa*****@163.com	(+86) 1771512*****	Edit Off

Add

Company Name *

Company Abbreviation

Contact Person *

Status *

Supply Type *

Please enter

Business Registration Number ⓘ

Internal Code

Supply Area City/Port Setting: Default National Supply

Custom Type

City Domestic City or Not

Contact Job Title

Phone No.

Contact Phone

Contact Email * ⓘ

Notification Email ⓘ (Separate Multiple Emails with Semicolons (;))

Company Website

Company Fax

Bank Name

Bank Account

Company Address

Company Profile
 0 / 1000

Main Business
 0 / 1000

Remarks
 0 / 500

Attachment

2、 Fill in the company name,contact person,supply type, contact email, select the status, fill in the company abbreviation, business registration number, supply area, contact phone number, notification email, opening bank, bank card number and other information (with *required/required) according to the demand, also fill in the remarks ,upload the attachment, and finally click "Confirm"

Confirm

Workbench 30740

Address Book

3. Click "Import", jump out the right import pop-up window

Add Import Export

No.	Company Abbreviation	Supply Type	Sales volume and ...	Contact
1	A77	Welfare Items,Dies...		A77
2	SYCS	Welfare Items		测试李
3	志志商务测试	Marine Stores,Vess...		朱经理

Import Service Supplier

Imported files need to be filled in according to the template, you can click [download the template](#)

Select Import Files

4. Click "download the template" import templates can be obtained. After completing the information in the template, click "Select Import Files" to batch add

Operation Log Refresh

NO.	Import Time	Import Status	Processing Start Time	Processing End Time	Attachment	Operator	Operation
1	2025-03-03 18:18:46	done	2025-03-03 18:18:46	2025-03-03 18:18:47		鲍磊	View Details
2	2024-08-22 15:37:11	done	2024-08-22 15:37:11	2024-08-22 15:37:11		仇露芬	View Details

Address Book

5. Click "Export" to batch export the details of the vessel supplier list

Add Import Export

All Please select mainclass. Please select supply type. Keywords Searching Search Reset

No.	Company Abbreviation	Supply Type	Sales volume and ...	Contact Person	Contact Job Title	Contact Email	Contact Phone	Operation
1	A77	Welfare Items,Dies...		A77	77	879*****@qq.com	(+86) 180*****	Edit Off
2	SYCS	Welfare Items		测试李		2*****@qq.com	(+86) 15012*****	Edit Off
3	志志商务测试	Marine Stores,Vess...		朱经理		1732*****@163.com	(+86) 1366*****	Edit Off
4	杨芬芬有限公司	Marine Stores,Vess...		杨芬芬		281*****@qq.com	(+86) 15*****	Edit On

#	Company Name	Company Abbreviation	Supply Type*	Custom Classification	City	Contact*	Contact Position	Contact Tel.	Contact Mobile	Contact mailbox*	Company Website	Company Address	Company Profile	Main Business	Fax	Remarks	Business registration no	Internal code
1	航海公司	A77	Welfare Items,Diesel Engine,Life Saving Equipment,Sewage Treatment Plant,Lifting Equipment,Navigation Equipment,Heat Exchanger,Measure Instrument,Boiler,Electric Generator,Gearbox,Hatch Cover System,Ventilation Device,Air Conditioner/Refrigerator,Fire Fighting System,Steering Engine,Oil Separator,Slide Oil,Nautical Chart,Nautical Book,Electronic Chart	通用设备备件	北京市	A77	77	11	(+86)1805*****	87*****@qq.com								
2	SYCS	SYCS	Welfare Items Fuel Oil,Slide Oil,Nautical Chart,Welfare Items,Cloth & Linen Products,Tableware & Galley Utensils,Clothing,Rope & Hawsers,Rigging Equipment & General Deck Items,Marine Paint,Painting Equipment,Safety Protective Gear,Safety Equipment,Hose & Couplings,Nautical Equipment,Medicine,Petroleum Products,Stationery,Hardware,Brushes & Mats,Lavatory Equipment,Cleaning Material & Chemicals,Pneumatic & Electrical Tools,Hand Tools,Cutting Tools,Measuring Tools,Metal Sheets Bars,etc,Screws & Nuts,Pipes & Tubes,Pipe & Tube Fittings,Valves & Cocks,Bearings,Electrical Equipment,Packing & Jointing,Welding Equipment,Machinery Equipment,Other Marine Stores,Diesel Engine,Electric Generator,Oil Separator,Air Compressor,Boiler,Steering Engine,Windlass,Winch,Fire Fighting System,Life Saving Equipment,Pump,Air Conditioner/Refrigerator,Sewage Treatment Plant,Fresh Water Generator,Oily Water Separator,Navigation Equipment,Incinerator,Ventilation Device,Heat Exchanger,Oil Supply Unit,Hatch Cover System,Lifting Equipment,Electric Equipment,Gearbox,Turbocharger,Measure Instrument,Fastener/Sealing Material,Outfitting Equipment,Deck Machinery,Other Machinery,Living Facilities,Monitoring/Remote Control,Propulsion System,Diesel Engine Accessory,Governor,Repair Equipment,Shaft System,Filter,Piping System,Hull Part,Other Spare Parts	通用设备备件	镇江市	测试李		1501*****	(+86)1501*****	2*****@qq.com								
3	志志商务测试	志志商务测试	Welfare Items Fuel Oil,Slide Oil,Nautical Chart,Welfare Items,Cloth & Linen Products,Tableware & Galley Utensils,Clothing,Rope & Hawsers,Rigging Equipment & General Deck Items,Marine Paint,Painting Equipment,Safety Protective Gear,Safety Equipment,Hose & Couplings,Nautical			朱经理		136*****	(+86)1366*****	17*****@163.com			sdfrrr uu					