

How to approve vessel purchase order

After the vessel purchase order is executed, the document will be transferred to the approver's workbench according to the workflow node.

Users can log in to the website of OLSaaS, and operate in **"Workbench"** interface according to the following steps 1-3:

The screenshot displays the OLSaaS Workbench interface. At the top, the 'Workbench' tab is active, showing a notification count of 10315. Below the navigation bar, there are sections for 'Workflow Task' and 'Waiting Task'. The 'Workflow Task' section shows a list of tasks, with one task in the 'Approve' state highlighted. A red arrow points to this task with the instruction: "1. Log in to the website of OLSaaS, enter the workbench interface by default, and click 'Workflow Task → Approve → Purchase Application (To Be Approved)'".

Below this, a 'Purchase Application' pop-up window is shown. It contains details for a purchase application, including the application number (PA-P23070801), date (2023-07-08), and delivery date (2023-08-08). A red arrow points to the application with the instruction: "2. Click the target document to be approved and the lower interface will pop-up".

The main interface shows the 'Purchase Application No.: PA-P23070801 Appl.Name:' field. Below this, there are fields for 'Vessel', 'Appl. Dept.', 'Supply Date', 'Supply Place', 'Priority Level', 'Purchase Plan Type', and 'Purchase Modes'. A red arrow points to the 'Supply Date' field with the instruction: "Reviewers can modify relevant information as needed, such as 'supply date/purchase plan type', etc".

Below the form fields, there is a table of purchase items. The table has columns for 'Appl. Items No.', 'Spare Parts Name', 'Code/Specification/Drawing No.', 'Components/Position No.', 'Eqpt. Name/Type/Manufacturer', 'Spares Description', 'Unit', 'Stock Status', 'Appl. Qty', 'Approved Qty', and 'Appl. Remarks'. Two items are listed: 'Safety Valve Complete' and 'Extra large cylindrical pin'. A red arrow points to the 'Add Purchase Items' button with the instruction: "3. According to the permission, new purchase items can be added here".

Below the table, there is an 'Attachment' section with an 'Upload Attachment' button. A red arrow points to the table with the instruction: "4. View purchase purchase history as needed, check inventory details, modify approval quantity, and remarks".

At the bottom, there is a 'Task Progress' section with buttons for 'Comment', 'Accepted', and 'Reject'. A red arrow points to these buttons with the instruction: "5. Perform corresponding operations based on the actual audit situation".

Next Step:

After the vessel purchase order is approved, the document will be in the state of "to be accepted" and will be operated by the ship side. There will be a task of "vessel purchase to be accepted" on the workbench of authorized personnel.