

## How to urge the "Unreceived" item on the web side (document)

When the last purchased item (document) is still in the process (such as inquiring, accepting, etc.), if you submit the purchase application again for the same item this time, in the "Purchase Application Edit" interface, the status of the item will display "Unreceived". To ensure timely supply of the item, you can urge the "Unreceived" item.

When users log in to the OLISS Web side, they will enter the " Workbench " interface by default. They can follow steps 1-6 to operate:

The screenshot displays the OLISS Workbench interface. At the top, the 'Workbench' menu is highlighted with a red box and labeled '29040'. A red arrow points to it with the instruction: '1. Log in to the OLISS Web side and enter the Workbench interface by default'. Below this, there are sections for 'Workflow Task (283)' and 'Waiting Task (47)'. The 'Purchasing Data' section is highlighted with a red box and contains the instruction: '2. Click to enter the "View Details" in the purchase data statistics'. A red circle highlights the 'Details' button in this section. To the right, there are three charts: 'Crew Tracking', 'Maintenance Task Complete Rate', and 'Purchase Data Statistics'. The 'Purchase Data Statistics' table is shown below the charts, with a red box highlighting the 'Detail' button in the first row.

Vessel Name	PO No.	Appl Date/Deliver...	Purchase App	To Be Inquire	In the Inquiry	Approving	Quotation Sec	PO to Be Ser	To Be Purcha	To Be Wareh	Store Migrate	Data Flow
LINK OCEAN 1	P180709001	2018-07-10/2018-07-21			1							Click "Detail" ← Detail
LINK OCEAN 1	P180702004	2018-07-10/2018-07-22			1							Detail
LINK OCEAN 1	PA-C24070903	2024-07-09/2018-08-01			1							Detail
LINK OCEAN 1	P180807001	2018-08-07/2018-08-11						1				Detail
LINK OCEAN 1	P180806001	2018-08-07/2018-08-18						1	1			Detail

Purchase Application No.: P1807090001 | LINK OCEAN 1 | Spare Parts : 2

PO No. P1807090001

In the Inquiry: 1 items

Click "Reminders"

Reminded Object

- 采购主管
- 测试账号
- 大副
- 测试洪
- 商务经理
- 采购经理
- 运营主管
- 采购专员
- 船舶管理
- 测试 (花)
- 机务主管
- 子管理员
- 机务经理
- 海务经理
- 总经理

Inquiry Scheme List

RFQ Name	Inquiry Items Qty
<input checked="" type="checkbox"/> 备件询价单P22070901	1

Reminder Content \*

Please enter Reminder Content

5. Select the role to be reminded and enter the reminder content

6. Click "Confirm"

Confirm