

When applying for spare parts on the web side, if the required spare parts are not found, how to add them by yourself (document)

When users purchase spare parts, if there are no required spare parts in the system, they can manually add the spare parts on the computer.

Users can log in to the OLISS Web side and follow the steps 1-4 below in the "Purchase Management → Purchase Application → Add Spares Purchasing" interface.

The screenshot shows the 'Add Spares Purchasing' interface. At the top, there is a search bar with 'Marine Gearbox' entered. A message says 'No spare parts found? Manually add'. Below this is a table with columns: No., Spare Parts Name, Code/Specification/Drawing, Component Name, and Types. The first row shows 'Marine Gearbox' with code 'JD900A'. A pop-up window titled 'Add Spares Purchasing' is open, showing 'Eqpt. Name' and 'Component Name' dropdown menus. A 'Confirm' button is visible. Below the table, there are 'Current Stock' fields for 'Current Stock 4' and 'Current Stock 6'. At the bottom, there is an 'Add Purchase Item' button.

1. If the required spare parts are not found, click here to add them manually

2. After selecting the equipment name and part name in the pop-up window, click "Confirm"

3. Fill in the spare parts name, code/ specification, unit, and application quantity. You can fill in the drawing number, spare parts location number, application remarks, and whether to upload spare parts pictures as needed

4. Click "Submit"

Instructions: Follow the normal Purchase Application initiation process to continue the operation.

The data added here is temporary data. After approval by relevant leaders, this data will become official data and enter the basic database. This spare part will appear when the ship side applies for it later. Therefore, users must pay attention to the standardization of spare part data when applying and approving!