

# How does the supplier operate after receiving the email (Document)

In the whole procurement process, the operation of the supplier is mainly the filling and submission of the quotation and other relevant information of the supplier after receiving the inquiry email. After the supplier submits the quotation information, it will direct feedback to the OLISS system. After the decision (that is, after selecting the supplier), the supplier will receive the order information and conduct the supply and invoicing according to the order information.

The specific operation instructions are as follows:

## I . The interface for the supplier to receive the inquiry email is shown below:

Dear test采购订单供应商:

The <sup>1</sup>**1st.** Request for Quotation **OL1-PA-S25040201|OL1-PA-S25040202|OL1-PA-S25040203** has been issued to you by 上海互海信息科技有限公司 via the <sup>2</sup>[Ocean Link Shipping Management System](#). Please click the link website to view this RFQ and respond with your quote.

Quotation link: <sup>3</sup>[Click here to quote](#)

Vessel : LINK OCEAN 1

<sup>4</sup>Purchasing Demand: 请尽快报价

<sup>5</sup>Associated Purchase Application: OL1-PA-S25040203,OL1-PA-S25040202,OL1-PA-S25040201

<sup>6</sup>Quotation close date: indefinite period

BEST REGARDS!

1."1st" means that the purchaser makes an inquiry to the supplier on the document for the first time. After the supplier reports the price, if the purchasing department is not satisfied with the price, the supplier can make an inquiry again.

2.Inform the supplier of where the inquiry email was sent from or through which system it was sent.

3.Click the link to jump to the inquiry and quotation interface. If there is a blank web page, you can try the following actions:

1) On the web side, right click the text in Figure 3 above and select to open the link from the new tab or new window;

2) When the address book provides a mobile phone number, OLISS system will send

a prompt message at the same time, which can copy the link in the message and open it to the web page.

4.Procurement requirements.

5.Associated purchase application number.

6.Deadline for quotation.

## II. The inquiry sheet interface after opening the link is as follows:

Inquiry List

上海巨海信息科技有限公司

Application Type: Quoter Purchase | Ship Quotation: 2024-12-29 09:09

TIPS: 1. Please enter the unit-price and discount of each enquiry item, the total price will be generated automatically;2. If necessary, please fill in the item details such as brand in the remark;3. If there are delivery charge, please fill it out separately behind the form;4. It should be noted that this is a quotation and does not represent the final transaction. Our company has the right to choose all or several items according to our need and your quotation.

Goods Details

Supply Information

Download Quotation

Import Quotation

Attachment:

Quotation Sheet

Download All Attachments

Click "Download Quotation" to download quotation and inquiry attachments

No.	Spare Parts Name	Spare Parts Type	Component/Position No.	Equipment Information	Spare Parts Description	Purchase requirement	Delivery Place	Delivery Date	Vessel	Purchase Quantity	Unit Price(CNY)	Overall	Subtotal	Brand	Supply Remark	Operation
1	停车气缸	230.305.00	停车气缸 / 0	柴油发动机 / 6230ZC-4...			上海	2022-03-16	巨海1号	5(件)		1	0.00			Upload Multiple prices c

From Hu Haitong ship management system

Technical support by Shanghai Hu Hai Information Technology Co., Ltd.

Click "Modify Currency" to select a currency other than the inquiry currency for quoting

After completing operations such as unit price and remarks, click "Next"

Total Amount include tax(CNY):0.00

Total Price: 0.00;

Total Delivery Charges:0.00;

Total Tax Charges: 0.00

Save

修改币种

Filled/1, Next

Submit Quotation

Inquiry List

上海巨海信息科技有限公司

Application Type: Quoter Purchase | Ship Quotation: 2024-12-29 09:09

TIPS: 1. Please enter the unit-price and discount of each enquiry item, the total price will be generated automatically;2. If necessary, please fill in the item details such as brand in the remark;3. If there are delivery charge, please fill it out separately behind the form;4. It should be noted that this is a quotation and does not represent the final transaction. Our company has the right to choose all or several items according to our need and your quotation.

Goods Details

Supply Information

Download Quotation

Import Quotation

Delivery Charge(CNY: Please fill in your delivery charges: enter 0 if no delivery fee.)

巨海1号(Huail...

0

\* Tax Inclusive: 0%

\* Quotation ...

\* Lead Time: Please Enter Lead Time

Quotation No: Please Enter Quotation No

Quotation Remarks

Please Enter Quotation Remarks

Supplier Information

\* Company ...

\* Contact Person

\* Email: 810618639@qq.com

\* Mobile: +86 13626270542

Company ...

Please Enter Company Address

Quote Attachment

Click to upload

Note: For a single uploaded file, the image size cannot exceed 5MB and the file size cannot exceed 10MB. Supports doc, docx, pdf, xls, xlsx, ppt, pptx, txt, jpg, jpeg, png, webp formats

Support uploading quotation total attachments

From Hu Haitong ship management system

Technical support by Shanghai Hu Hai Information Technology Co., Ltd.

After completing steps 2 and 3, the total price of the goods, delivery charges, and tax charges will be displayed here

Total Amount include tax(CNY):1000.00

Total Price: 1000.00;

Total Delivery Charges:0.00;

Total Tax Charges: 0.00

Save

修改币种

Filled/1, Back

Submit Quotation

If this supplier already exists in the HuHaitong system, the supplier information here will be automatically displayed and does not need to be manually filled in

In the quotation interface, all the items are required, as follows:

**1. Unit price:**Click the input box to fill in the unit price including tax;

**Overall discount:** When there are multiple items and the discount is uniform, you can fill in the overall discount.

**Supply Remark:** other information about the inquiry items, such as brand, parameter information, etc.;

**Upload:** attachments related to items, such as actual auction drawings, certificates,

drawings, etc.;

**Multiple quotations:** when the uniqueness of the item cannot be judged, multiple quotations can be used for the buyer to choose;

2.**Haulage:** There may be different shipping places for several ships in the inquiry form, so the freight can be filled in according to different ships.

3.**Tax inclusive:**the specific tax point of tax.

**Quotation Expiry Date:** the validity of price filled by the supplier, overdue means the price is invalid;

**Lead Time:** freely fill in the supply cycle, the content can be text or number;

**Quotation number:** Supplier can fill in according to their own needs;

**Quotation Remarks:** anything not clearly described in the quotation can be described through remarks;

**Note:** If this supplier already exists in the OLISS system, the supplier information will be automatically displayed in the interface, and the supplier will also modify the relevant information according to the requirements.

Total Amount includes tax, including total cost of goods, freight costs, and taxes.

4. Download the quotation details to the local area for the supplier to archive, and the format is Excel;

When there are too many items, you can choose to quickly import the quotation through the template.

5.**Submit quotation:** Click the price will be fed to the buyers OLISS system.

**Note:** After clicking "Save", the contents in the documents will be saved and can be filled in next time.

**III. The interface of the supplier receiving the purchase order email is shown below:**

Dear test采购订单供应商:

1 Purchase Order **OL1-PA-S25040202** has been issued to you by 上海互海信息科技有限公司 via the [Ocean Link Shipping Management System](#) . Please contact us for contract signing and other follow-up  
2 procedures asap. Thanks for your cooperation.

Main info of PO OL1-PA-S25040202:

**Marine Stores** : 1 kinds, Total price: **CNY 64.00** (include goods value **CNY 54.00** and additional fees **CNY 10.00** ).

3 Remark: tipstest

4 Reference RFQ ID: **OL1-PA-S25040201|OL1-PA-S25040202|OL1-PA-S25040203** .

5 Associated Purchase Application: **OL1-PA-S25040202**

Please check the attachments or click the below link website for the detail info of PO.

[Click here to check the detail of your PO.](#)

BEST REGARDS!

1.Purchase order number: OLISS system will automatically generate according to date and order order.

2.Main Content of purchase orders.

3.Associated request for quotation number.

4.Associated purchase application number.

5.Click the link to jump to the purchase order details interface (the Web will send via email; the mobile phone will send via SMS). If a blank web page appears, try the following operations:

1) On the web side, right click the text in Figure 3 above and select to open the link from the new tab or new window;

2) When the address book provides the mobile phone number, OLISS system will send a prompt message at the same time, which can copy the link in the message and open it to the web page.

**IV. The interface of the purchase order link is shown in the figure.**

Purchase Order

Application Type: Spare Parts (General Inquiry)

Order Date: 2025-03-10

Order No.: OL1-PA-P25022704

Lead Time: 5

Purchase Vessel: LINK OCEAN 1

Order amount(CNY): Total Price1500.00, Total price of additional cost100.00

Associated Inquiry No.: OL1-PA-P25022704(备件询价单P25031002)

Quotation Remarks:

Demand-side Company: 

ETA: 2025-03-12 07:00  
ETD: 2025-03-10 12:00  
Current Port: 扬州港  
Agent: 杰瑞

Contact Person: Henry (+86)

E-mail: henry.qu@oceanlinktech.cn

Company Address: 上海市莲花路1308号宏汇莲花广场B座802室

Supplier Company: test采购订单供应商

Contact Person: 王五 (+86)

E-mail:

Company Address:

PO Items (1)

Stock-up/Delivery Situation

No.	Spare Parts Name	Code/Specification/Drawing No.	Component/Position No.	Eqpt.Name/Type/Manufacturer	Application Serial No./Item No.	Purchase Quantity	Unit Price(CNY)*Discount	Delivery Info	Supply Remark
1	曲轴	图号6	Components Name: 55555 Position No.: 10	阿尔维斯油机 / zxd1226 / 江南制造局	OL1-PA-P25022704_1	1 (个)	1500.00 * 1	2025-04-10 扬州港	

Export

Purchase Order

Application Type: Spare Parts (General Inquiry)

Order Date: 2025-03-10

Order No.: OL1-PA-P25022704

Lead Time: 5

Purchase Vessel: LINK OCEAN 1

Order amount(CNY): Total Price1500.00, Total price of additional cost100.00

Associated Inquiry No.: OL1-PA-P25022704(备件询价单P25031002)

Quotation Remarks:

Demand-side Company: 上海互海信息科技有限公司

Contact Person: Henry (+86)

E-mail: henry.qu@oceanlinktech.cn

Company Address: 上海市莲花路1308号宏汇莲花广场B座802室

Supplier Company: test采购订单供应商

Contact Person: 王五 (+86)

E-mail:

Company Address:

PO Items (1)

Stock-up/Delivery Situation

No.	Spare Parts Name	Code/Specification/Drawing No.	Component/Position No.	Eqpt.Name/Type/Manufacturer	Application Serial No./Item No.	Purchase Quantity	Unit Price(CNY)*Discount	Delivery Info	Supply Remark
1	曲轴	图号6	Components Name: 55555 Position No.: 10	阿尔维斯油机 / zxd1226 / 江南制造局	OL1-PA-P25022704_1	1 (个)	1500.00 * 1	2025-04-10 扬州港	<div>PDF(中文版) Excel(中文版) PDF(English Version) Excel(English Version)</div>

Click to export the Chinese/English version PDF/Excel of the purchase order

Export

Purchase Order

Application Type: Spare Parts (General Inquiry)

Order Date: 2025-03-10

Order No.: OL1-PA-P25022704

Lead Time: 5

Purchase Vessel: LINK OCEAN 1

Order amount(CNY): Total Price1500.00, Total price of additional cost100.00

Associated Inquiry No.: OL1-PA-P25022704(备件询价单P25031002)

Quotation Remarks:

Demand-side Company: 上海互海信息科技有限公司

Contact Person: Henry (+86)

E-mail: henry.qu@oceanlinktech.cn

Company Address: 上海市莲花路1308号宏汇莲花广场B座802室

Supplier Company: test采购订单供应商

Contact Person: 王五 (+86)

E-mail:

Company Address:

PO Items (1)

Stock-up/Delivery Situation

Click to switch to the "Stock-up/Delivery Situation"

Goods Total Items: 1Items | Stocked-up: 0Items | Stock-up Progress: 0% | Delivered: 0Items | Delivery Progress: 0%

Reminder: Peach colorThe background indicates that the item has not been fully stocked-up and has exceeded the delivery date.

Communication Records

<input type="checkbox"/>	Spare Parts Name	Code/Specification/Drawing No.	Eqpt.Name/Type/Manufacturer	Deadline Delivery Date	Application Serial No./Item No.	Purchase Quantity	Delivered Quantity	Stocked-up Quantity	*Quantity to be stocked-up this time
<input type="checkbox"/>	曲轴	图号6	阿尔维斯油机 / zxd1226 / 江南制造局	2025-04-10	OL1-PA-P25022704_1	1 (个)	0	1	1

Click to perform operations such as export of purchase order, invoice issuance, stock preparation, and shipment dispatch respectively

Export

issue an invoice

Stock-up Feedback

Delivery

V. The download interface of the English version of the purchase order is shown in the figure below:

PDF:



上海互海信息科技有限公司

Purchasing Type: Spare Parts(General Inquiry)

Purchase Order Date: 2025-03-10

Order No.: OLI-PA-P25022704

Lead Time: 5

Currency: CNY

Associated Inquiry No.: OLI-PA-P25022704(备件询价单P25031002)

Quotation No.: PQ-P25031002

Quotation Remarks:

Demand-side Company: 上海互海信息科技有限公司

Contact Person: Henry

Contact No.: (+86) [REDACTED]

Vessel: LINKOCEAN 1

ETA: 2025-03-12 07:00

ETD: 2025-03-10 12:00

Current port: 扬州港

agent: 杰瑞

Supplier Company: test采购订单供应商

Contact Person: 王五

Contact No.: (+86) [REDACTED]

E-mail: henry.qu@oceanlinktech.cn

Company Address: 上海市莲花路1308号定汇莲花广场B座802室

E-mail: [REDACTED]

Company Address:

Purchased Items:

No.	Spare Parts Name	Spare Parts Type	Drawing No.	Appl.Dept.	Requirement Date	Supply Place	Purchase Requirements	Unit	Appl.No./Item No.	Quantity	Price	Discount	Total Price	Quote Remark
Equipment: 阿尔维斯油机 Brand: Equipment Type: zxd1226 Manufacturer: 江南制造局 Remarks: Components: 55555 Component Code:														
1	曲轴	图号6		Engine Dept.	2025-04-10	扬州港		个	OLI-PA-P25022704_1	1	1500.00	1	1500.00	

Total Goods Prices: 1500.00

Total Additional Fees: 100.00

Total: 1,600.00

Excel:



上海互海信息科技有限公司

Purchasing Type:	Spare Parts(General Inquiry)	Vessel:	LINK OCEAN 1											
Purchase Order Da	2025-03-10	ETA:	2025-03-12 07:00											
Order No.:	OLI-PA-P25022704	ETD:	2025-03-10 12:00											
Lead Time:	5	Current port:	扬州港											
Currency:	CNY	agent:	杰瑞											
Associated Inquir OLI-PA-P25022704(备件询价单P25031002)														
Quotation No.:	PQ-P25031002													
Quotation Remarks														
Demand-side Compa	上海互海信息科技有限公司	Supplier Company:	test采购订单供应商											
Contact Person:	Henry	Contact Person:	王五											
Contact No.:	(+86; )	Contact No.:	(+86; )											
E-mail:	henry.qu@oceanlinktech.cn	E-mail:												
Company Address:	上海市莲花路1308号宏汇莲花广场8座802室	Company Address:												
<b>Purchased Items:</b>														
No.	Spare Parts Name	Spare Parts Type	Drawing No.	Appl.Dept.	Requirement Date	Supply Place	Purchase Requirements	Unit	Appl.No./Item No.	Quantity	Price	Discount	Total Price	Quote Remark
Equipment: 阿尔维斯油机 Brand: Equipment Type: zxd1226 Manufacturer: 江南制造局 Remarks: Components: 55555 Component Code:														
1	曲轴	图号6		Engine Dept.	2025-04-10	扬州港		个	OLI-PA-P25022704_1	1	1500.00	1	1500.00	
												Total Goods Prices:	1500.00	
												Total Additional Fees:	100.00	
												Total:	1,600.00	