

## How to cancel a purchase plan on the web (document)

After the approval of purchase plan, it will become a purchase plan. The purchase plan can be queried on the combined items to inquiry interface and the purchase application to inquiry interface. (This document takes marine stores as an example)

### 一、Combined Items to Inquiry interface:

Users can log in to the OLISS Web side and follow steps 1-4 in the "Purchase Management → Purchase Plan" interface.

1. Click on "Purchase Plan"

2. Switch to the "Purchase Application to Inquiry" interface

3. Click to cancel all purchase plan documents

4. Click to cancel this specific purchase plan document

### 二、Purchase Application to Inquiry:

Users can log in to the OLISS Web side and follow steps 1-3 in the "Purchase Management → Purchase Plan" interface.

1. Click on "Purchase Plan"

2. Switch to the "Purchase Application to Inquiry" interface

3. Click "Cancel Purchase" on the right side of the target document

### Description:

After the purchase plan is cancelled, you can check the documentation and item status in the Purchase Application interface, as shown below:

互海科技

Workbench 98049 Vessel Monitor Find

Switching System

EN

孙仕梅

Purchasing Management

Purchase Application

Purchase Cancellation

Vessel Purchase

Purchase Plan

Inquiry Management

Purchase Order

Supplier Evaluation

Annual Agreement Price

After-sales Feedback

Vessel Service

Expense Management

Spare Parts

Marine Stores

Oil

After canceling a purchase plan, you can query item documents and item statuses( select "Approved" in the filter bar) using keywords or the filter bar

Add Appl

Appl Qty Limited

Purchase Record

Stock Warning List(3)

Hide Other's Drafts

Purchase Plan Type

Keywords Searching

Search

Reset

No

Appl Name/No.

Vessel

Dept

Purchase Content

Supply Date

Supply Place

Purchase Modes...

Priority Level

Approved

Applicant

Operation

1

OL1-PA-P24121201

LINK OCEAN 1

Engine Dept.

Type / Property : Spare Parts / Emergency Purchase  
Number of Items Purchased : 3  
Equipment : 柴油机

2025-01-10

厦门港

Ashore Inquiry

Normal

Approved

朱俊

Export Copy

2

OL1-PA-P24121001

LINK OCEAN 1

Engine Dept.

Type / Property : Spare Parts / Emergency Purchase  
Number of Items Purchased : 1  
Equipment : 泵(在船名)

2025-01-10

1

Ashore Inquiry

Urgent

Approved

潘俊杰

Export Copy

3

20241203

LINK OCEAN 1

Engine Dept.

Type / Property : Spare Parts / Quarterly Purchase  
Number of Items Purchased : 2  
Equipment : 泵(在船名), 主机

2025-01-03

扬州港

Vessel Purchase

Normal

Approved

潘俊杰

Export Copy

4

OL1-PA-P24120302

LINK OCEAN 1

Engine Dept.

Type / Property : Spare Parts / Monthly Purchase  
Number of Items Purchased : 1  
Equipment : 柴油机

2025-01-03

扬州港

Ashore Inquiry

Normal

Approved

孙红梅

Export Copy

5

OL1-PA-P24120301

LINK OCEAN 1

Engine Dept.

Type / Property : Spare Parts / Monthly Purchase  
Number of Items Purchased : 5  
Equipment : 泵(在船名), 柴油机

2025-01-10

洋山港

Ashore Inquiry

Top Urgent

Approved

朱俊

Export Copy

6

OL1-PA-P24111503

LINK OCEAN 1

Engine Dept.

Type / Property : Spare Parts / Minor Purchase  
Number of Items Purchased : 1  
Equipment : 柴油机

2024-11-19

扬州港

Vessel Purchase

Normal

Approved

孙红梅

Export Copy

1. Click to enter the "purchase Application" interface

After canceling a purchase plan, you can query item documents and item statuses( select "Approved" in the filter bar) using keywords or the filter bar

Accepted 4 Items  
Cancel Purchase 1 Items

Hovering the mouse over "?" will automatically display the information