

How to approve the inquiry scheme on the web side (Document)

The purchasing personnel receive the quotation from the supplier, and choose the best scheme according to the cost performance for approval. According to the process node, the personnel with approval authority will have the inquiry plan for approval on the workbench- -process approval interface.

Users log in to the OLISS web side and enter the workbench interface by default. Click "Inquiry Scheme-Approve" in the workflow task. User can search the target record through the filter bar or keywords, and click any position of the target record to enter the inquiry scheme details interface. In this interface, the reviewer with editing authority can modify the purchase quantity and delivery information, or can select the supplier again, and finally click "Agree" or "Reject" according to the actual situation.

The screenshot shows the OLISS Workbench interface. The top navigation bar includes 'Workbench (23830)', 'Vessel Monitor', and 'Find'. The left sidebar lists various management modules. The main content area displays a 'To-do List' with a 'Workflow Task (250)' section. In this section, 'Inquiry Scheme—Approve(6)' is highlighted with a red box and an arrow pointing to it. Other tasks include 'Purchase Appl.(57)', 'Inquiry Scheme—Execute(9)', 'Purchase Order—Approve(9)', 'Purchase Order—Execute(53)', 'Purchase Order—Accept(69)', 'Vessel Purchase—Approve(5)', 'Vessel Purchase—Execute(16)', 'Vessel Purchase—Accept(2)', 'Materials Feedback—Approve(9)', and 'Materials Feedback—Accept(15)'. Below the workflow tasks, there are sections for 'Waiting Task(4)', 'Reliable Safety Responsibility', and 'Cost Statistics'.

The screenshot shows the 'Inquiry Scheme—Approve' interface. At the top, there is a search bar with the text 'Please select creation date.' and 'Supplier Name'. Below the search bar is a table with the following columns: No., RFQ No., RFQ Name, Item Type, Inquiry Mode, Associated Appl., Purchase Plan Type..., Vessel, and Submit Approval Time. The table contains 6 records. The third record is highlighted with a red box and an arrow pointing to it. The record details are: No. 3, RFQ No. PE-S24110601, RFQ Name 物料询价单S 24110601, Item Type Marine Stores, Inquiry Mode General Inquiry, Associated Appl. 物料申请单20221115 (1), Purchase Plan Type... Quarter Purchase, Vessel LINK OCEAN 14, and Submit Approval Time 2025-01-10 11:51:05. Below the table, there is a '6 Total' and a '10Total/Page' dropdown menu.

No.	RFQ No.	RFQ Name	Item Type	Inquiry Mode	Associated Appl.	Purchase Plan Type...	Vessel	Submit Approval Time
1	PE-P25011001	备件询价单P 25011001	Spare Parts	General Inquiry	OL1-PA-P25010202 (1)	Minor Purchase	LINK OCEAN 1	2025-01-10 13:22:06
2	PE-P24111302	备件询价单P 24111302	Spare Parts	General Inquiry	OL1-PA-P24111104 (1)	Minor Purchase	LINK OCEAN 1	2024-11-14 13:44:02
3	PE-S24110601	物料询价单S 24110601	Marine Stores	General Inquiry	物料申请单20221115 (1)	Quarter Purchase	LINK OCEAN 14	2025-01-10 11:51:05
4	PE-S24042301	物料询价单S 24042301	Marine Stores	General Inquiry	PA-S23112401 (1)	Quarter Purchase	LINK OCEAN 1	2024-07-03 16:32:33
5	PE-P24013102	询价单	Spare Parts	General Inquiry	PA-P23061201 (1)	Quarter Purchase	LINK OCEAN 1	2024-08-26 16:18:17
6	PE-S23032901	物料询价单S 23032901	Marine Stores	General Inquiry	物料申请单20220709 (1)	Quarter Purchase	LINK OCEAN 1	2024-11-11 17:01:48

Inquiry Scheme Details Approving

Email of Inquirer: 510618659@qq.com Purchaser Phone: 13626270542 Belonging Company: 上海互海信息科技有限公司

Price Comparison Opinion: 驳回这家了

Actually purchased 2 items | Total Price(CNY) 290.00 | Total Price of Goods(CNY) 240.00 | Total Freight(CNY) 50.00
 东方航运服务 [LINK OCEAN 14: Total Price of Goods 240.00, Freight Charge 50.00 (Including Tax0%, Taxes 0.00)]

[Check Budget Utilization Status >](#) ⚠ Warning: Intelligent data shows abnormal [Click to Check >>](#)

Item Price Type: ▼

Selected Scheme(2) Inquiry Suppliers(2companies) 4.The reviewer with editing authority can modify the purchase quantity and delivery information, and can select the supplier again

Display/Hide Columns Exchange Rate Conversion: 1 CNY = 0.02 USD = 0.12897 EUR

Phase	Requirements	Item Application Condition	Quote Qty	Purchase Qty	Delivery Info	Vessel	Appl No./Item No.	Unit Price (CNY)	Total Price of Goods(CNY)	Supplier Name
Phase 1	App'l Qty: 2 Current Stock: 0	2	2	2	Delivery Date: 2022-12-15	LINK OCEAN 14	物料申请单20221115(1)	60.00	120.00	东方航运服务 Edit
					Delivery Place: 上海					Supply Remarks: test采购订单供应
Phase 2	App'l Qty: 2 Current Stock: 20	2	2	2	Delivery Date: 2022-12-15	LINK OCEAN 14	物料申请单20221115	60.00	120.00	东方航运服务 Main
					Delivery Place: 上海					Supply Remarks:

Print Withdraw Comment Compare Suppliers Agree Reject

Task Progress

● Apply 2025-01-10 11:51:05

5.Click "Agree" or "Reject" according to the actual situation

Next step:

If **"Agree"** to the inquiry scheme, according to the approval process node, the record will turn to the **"PO to Be Sent"** status and transfer to the personnel workbench with execution authority;

If **"Reject"** inquiry scheme, the record will be returned to the **"Purchasing Management → Inquiry Management"** interface, presenting the **"Rejected"** status, and the user can modify and resubmit it appropriately.