

How to approve vessel purchase document on the web side (document)

After the vessel purchase document is executed, the documentation will be transferred to the approver workbench for approval according to the approval process node.

The user logs in to the OLISS Web side and operates in steps 1-3 below on the workbench interface.

The screenshot displays the OLISS Workbench interface. At the top, the 'Workbench' tab is highlighted with a red box. Below it, a 'To-do List' section shows 'Purchase Appl (65)' with a red box around it. A red arrow points to the 'Purchase Appl' button. Below the 'To-do List', there is a table of purchase applications. The first two rows are visible:

No.	Appl Name/No.	Vessel	Dept.	Item Type	Appl Date	Purchase Content	Supply Date	Supply Place	Purchase Modes	Priority Level
1	OL1-PA-P24111901	LINK OCEAN 1	Engine Dept.	Spare Parts	2024-12-10	Type / Property: Spare Parts / Quarter Purchase Number of Items Purchased: 2 Equipment: 泵(在船名), 柴油机油	2025-01-10	1	Ashore Inquiry	Normal
2	OL1-PA-P24120303	LINK OCEAN 1	Engine Dept.	Spare Parts	2024-12-03	Type / Property: Spare Parts / Minor Purchase Number of Items Purchased: 1 Equipment: 柴油机油	2025-01-03	扬州港	Ashore Inquiry	Normal

Below the table, the 'Purchase Appl Details' section is shown. It includes fields for 'Purchase Application No.', 'Vessel', 'Appl. Dept.', 'Appl. Date', 'Supply Date', 'Priority Level', 'Purchase Reason', 'Purchase Plan Type', and 'Purchase Modes'. A red box highlights the 'Purchase Plan Type' dropdown menu. Below this, there is a table of application items with columns for 'Item Name', 'Code/Specification/Drawing No.', 'Components/Position No.', 'Eqpt. Name/Type/Manufacturer', 'Spares Description', 'Metering Unit', 'Stock Status', 'Appl. Qty', 'Approved Qty', 'Appl. Remark', and 'Internal Remarks'. A red box highlights the 'Appl. Remark' column. Below the table, there is an 'Attachment' section with an 'Upload' button. At the bottom, a 'Task Progress' section shows buttons for 'Export', 'Comment', 'Accepted', and 'Reject', with a red box around them.

Description:

If you click "Reject" in step 3 above, the documentation will be returned to any approved approval node, and it can also be returned to the submitter.

If you go back to any step for approval, the status will be "Approving".

If it is returned to the submitter, the status will be "Rejected".

Next step:

After the approval of the vessel purchase order, the documentation will become acceptance pending and will be operated by the ship end. The "Vessel Purchase To Be Accepted" task will appear on the workbench of authorized personnel.