

## How to add offline purchase stock-in on the web side (document)

For users who have not used the OLISS purchase function, after the purchase is completed, they need to complete the item storage in the OLISS system. Therefore, OLISS has launched the "Offline Purchase Stock-in" function.

Users can log in to the OLISS Web side and follow steps 1-6 in the "Stock Management → Stock-in Management" interface.

The screenshot shows the 'Stock-in Management' interface. A red box highlights the 'Add' button in the top left. A yellow box highlights the 'Add Stock-in Record(Offline Purchase)' button. A red box highlights the 'Add' dialog box, which contains the following fields:

- Stock-in Object: LINK OCEAN 1
- Item Type: Please select
- Stock-in Type: Offline Purchase
- Dept.: Please select

Below the dialog box, a table shows the 'Stock-in Management' records:

No.	Stock-in Record	Item Type	Stock-in Type	Stock-in Object
1	OL1-SI-P24120305	Spare Parts	Purchase	LINK OCEAN 1
2	OL1-SI-P24120304	Spare Parts	Stock-in by Stock-taking	LINK OCEAN 1
3	OL1-SI-P24120303	Spare Parts	Purchase	LINK OCEAN 1
4	OL1-SI-P24120302	Spare Parts	Purchase	LINK OCEAN 1
5	OL1-SI-S24120301	Marine Stores	Purchase	LINK OCEAN 1
6	OL1-SI-P24120301	Spare Parts	Purchase	LINK OCEAN 1

Annotations on the screenshot include:

1. Click to enter the stock-in management interface in turn
2. Click 'Add Purchase Stock-in(Offline)'
3. After selecting the stock-in object, item type and department, click 'Confirm' (the stock-in type cannot be changed)

The screenshot shows the 'Select Spares' interface. A red box highlights the 'Store List(127)' button. A red box highlights the 'Add Goods' button. A red box highlights the 'Display Only Critical Spare Parts' checkbox. A red box highlights the 'Stock-in Qty', 'Unit Price Including Tax', 'Tax Rate', and 'Supplier' columns in the table.

Annotations on the screenshot include:

4. After filling in the stock-in quantity, unit Price including tax, tax rate, and supplier information, click "Next Step"

No.	Spare Parts Name	Spare Part Code/Specification/Drawing No.	Component Name	Type/Manufacturer	Unit	Current Stock	Stock-in Qty	Unit Price Including Tax	Tax Rate	Supplier	Operation	
1	Marine Gearbox	JD900A	Marine Gearbox	后轮箱 / JD900A / Hangzhou Fada	Piece	4 (Min 6, Max 100)	1	1	CNY	0%	Please enter	Delete
2	2	2	冰机1	冰机44 / 宝亨冰机 / 不明	2	5 (Min 8, Max 16)	Please enter					
3	前置板组件	771-02-003	机体组合	柴油机 / 12V135AC / 上海柴油机厂	件	9 (Min 10, Max 0)	Please enter					
4	汽缸盖部件		汽缸盖部件	柴油机 / ZC2 / Ningbo C.S.I	件	2 (Min 1, Max 0)	Please enter					
5	泵轴	11	自吸离心泵	泵(在船名) / 1.5CWX-2A / 上海振华	个	1 (Min 0, Max 0)	Please enter					
6	大泵壳	111	自吸离心泵	泵(在船名) / 1.5CWX-2A / 上海振华	个	1 (Min 0, Max 0)	Please enter					
7	应急指示灯	LIGHT-15	AD16-16B指示灯	灯 / AD16型 / 不明	件	3 (Min 2, Max 5)	Please enter					
8	机体及气缸套 CYLINDER BLOCK & LINER		机体及气缸套 CYLINDER BLOCK & LINER	柴油机 / 6N30 / 青岛潍柴博洋柴油机股份有限公司	件	11 (Min 10, Max 0)	Please enter					
9	套管	230.303.01.14	操纵机构	柴油机 / 6230ZC-4型 / 广州柴油机厂	件	12 (Min 10, Max 0)	Please enter					
10	11	11	柴油机	柴油机 / 6230ZC-4型 / 广州柴油机厂	PC	2 (Min 0, Max 0)	Please enter					
11	O型圈	222 [98754321]	自吸离心泵	泵(在船名) / 1.5CWX-2A / 上海振华	个	2 (Min 0, Max 0)	Please enter					
12	O型圈	900	自吸离心泵	泵(在船名) / 1.5CWX-2A / 上海振华	件	2 (Min 0, Max 0)	Please enter					
13	1号双照灯	CXH3-10B	雾灯	灯 / CXH3 / 不明	个	2 (Min 0, Max 0)	Please enter					

← Create Stock-in Record

Stock-in Object: LINK OCEAN 1      Item Type: Spare Parts      Stock-in Type: Offline Purchase      Dept.: Engine Dept.

Stock-in Date: 2024-12-09      Stock-in Place: Please enter

Stock-in Record Remarks: Please enter (0 / 500)

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**Add Goods**      Numbers of Items: 1

5. Complete the relevant information on the stock-in sheet (with \* required). If there are many stock-in items, the relevant information can be modified in batches according to the actual situation

No.	Eqpt. Name/Component Name	Code/Specification/Drawing ...	Supplier	Stock-in Qty *	Unit Price Including Tax	Total Price ...	Tax Rate	Storage Position	P.I.C.	Operation	
1	齿轮箱/Marine Gearbox		Please enter	1	1	CNY	1	0%	机舱库房	123	+

6. Click "Submit"

Save Submit Back

Next step:

After the offline procurement and warehousing are added, the warehousing form will be automatically generated on the warehousing management interface. The warehousing type is procurement and warehousing (offline).