

## How to add materials feedback (document) in the acceptance and stock-in interface on the web side

Users can log in to the OLISS Web side and follow steps 1-7 in the "Purchase Management → Materials Acceptance → Accept to Stock" interface.

1. Click to enter the Accept to Stock interface in turn

2. Click "Add Materials Feedback"

3. After selecting the vessel, department and item type, click "Confirm"

4. Click the "+" icon on the right side of the item

5. Click "Next Step"

6. Fill in the relevant information (with \* required/ optional) according to your needs, choose whether to upload the attachment, and click "Submit"