

## How to confirm purchase orders (documents) on the web side

After the approval of the inquiry scheme, according to the approval process, the documentation will become "Executing".

Users can log in to the OLISS Web side and follow steps 1-3 in the "Workbench → Workflow Task → Execute → Inquiry Scheme to be executed" interface.

**1. Log in to the OLISS Web side and enter the Workbench interface by default. Click "Workflow Task-- Inquiry Scheme- Execute"**

The screenshot shows the "Workbench" interface with a navigation menu. A red box highlights the "Workbench" button, and a red arrow points to the "Inquiry Scheme—Execute(9)" button in the "Workflow Task (281)" section.

**2. Click on the documentation to be executed**

The screenshot shows the "Inquiry Scheme—Execute" interface with a table of inquiry schemes. A red box highlights the first row, and a red arrow points to the "Execute" button in the "Action" column.

No.	RFQ No.	RFQ Name	Item Type	Inquiry Mode	Associated Appl.	Purchase Plan Type	Vessel	Qty of Purchased Items	Qty of Selected Suppliers	Qty of Feedback	Submit Approval Time
1	PE-S24101603	物料询价单S24101603	Marine Stores	General Inquiry	PA-S24101603	Quarter Purchase	LINK OCEAN 1	2 Purchase Items	2companies	1 quotation feedbacks	2024-10-16 10:41:42
2	PE-P24080701	备件询价单P24080701	Spare Parts	General Inquiry	PA-P23030101	Quarter Purchase	LINK OCEAN 1	5 Purchase Items	3companies	3 quotation feedbacks	2024-08-07 11:37:03
3	PE-S24011102	物料询价单S24011102	Marine Stores	General Inquiry	测试10	Other	LINK OCEAN 1	1 Purchase Items	2companies	1 quotation feedbacks	2024-04-11 17:19:02

**3. In the inquiry scheme details interface, according to the actual situation, you can print, comment, and compare suppliers to the documentation**

The screenshot shows the "Inquiry Scheme Details" interface for RFQ No.: PE-S24101603. It includes fields for Inquiry Date, RFQ Name, Item Type, Inquiry Mode, Email of Inquirer, Price Comparison Opinion, and a table of selected schemes. A red box highlights the "Print" button in the "Task Progress" section.

**Task Progress**

- ① Click "Send Order", and the system will automatically send a confirmation email and SMS to the supplier;
- ② Click "Cancel Execution" to return the documentation to the "Inquiring" status.

Description:

After "Cancel Execution", the documentation/product returns to the inquiry management interface and becomes "Inquiring". Users can initiate new inquiries, select suppliers again, compare prices with suppliers, and initiate inquiries with other suppliers according to their needs.