

## How to conduct material acceptance and stock-in on the web side (document)

If the user has materials to purchase through OLISS's external ERP, after the purchase arrives, the user logs in to the OLISS Web side and goes to the "Purchase Management → Materials Acceptance → Accept to Stock" interface. The user can follow steps 1-4 as follows:

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

**2. Check the items that need to be checked and stored, and they will be added to the shopping cart. Click shopping cart**

**3. Fill in the quantity, storage location, person in charge, supply location, date, and remarks according to the needs, and you can also choose whether to upload attachments**

**4. Click "Finish This Stock-in"**

Spare Parts Name	Spares Position No.	Code/Specification/Drawing No.	Equipment	Components	Purchase Vessel	Apppl. Dept.	Apppl. Date	Associated Purchase Order	Unit	Actual Purchase Qty	Stock-in Qty	Unstocked Qty	This Stock-in	Storage Post
Oil Strainer Screen	15	195-09320	主机	Lubrication S system	LINK OCEAN 1	Engine Dept.	2020-10-21	P2010210003	Piece	1	0	1	1	库位:库位65E
Lubricating Oil Pump Body	5	195-09202-1	主机	Lubrication S system	LINK OCEAN 1	Engine Dept.	2020-10-21	P2010210003	Piece	1	0	1	1	22

Description:

After completing the stock-in, the system will automatically generate a stock-in sheet and update the stock results.