How to add a payment order (document)

Users log in to the OLISS Web side, and click in turn to enter **"Expense Management** → **Payment Order**" interface, click "Add", enter the payment order interface, click "Select Payee", enter the Select Payee interface, which defaults to the service provider interface and can be switched to supplier/Personal; select the payee as a service provider, when there are many service providers, you can search for service providers by keyword or unfinished payment/payment completed status; if the service provider cannot be found, you can "Add " to add a service provider, check the target service provider, then click "Confirm" in the bottom right corner to return to the payment order interface; click "Select Associated Documentation", enter the Select Associated Documentation interface, check the target documentation as needed from in-flight repair/shipyard repair/service order/other payables/selected orders, then click "Next Step" to return to the payment order interface, on this interface, fill in the application amount in the payment details (when the associated documentation has an invoiced amount, the invoiced amount will be displayed), customize and modify the English-Chinese account name as needed, fill in relevant information such as the bank of deposit (marked with * are required fields/options), you can add remarks and upload attachments, after completing the information, select according to the actual situation: click "Save" to continue editing the payment order; click "Submit", after selecting the approval process, the documentation enters the approval stage.

	Expense	~ z	Paym . Click	ent Order "Add"													
L	Labor Reimbursement	1	Add	Expense Type Configur	ration Export	Cumulative Applic	ation Amount								Keywords Searching	Search	Reset
			No.	Payment No. Pay	yment Name	Payee	Related Vessel 👻	Expense Type 👻	Currency 🔻	Total Amount of Application	Total Approval Amount	Amount Paid	Submit Date	Applicant	Execution Da	Operation	
	Reimbursement		1	FK-25070702		江阴澄西船舶航修	Shore-based	其他款项	CNY	333.00						Edit Delete	
1.0	Payment Order	r	2	FK-25070701		江阴澄西船舶航修	Shore-based	其他款项	CNY	333.00						Edit Delete	
	Petty Cash Management	rn to e	anter '	FK-25070402 "Payment Order"	interface	江阴遗西船舶航修	Shore-based	其他款项	CNY	333.00						Edit Delete	
	Accounting Management		4	FK-25070202		江明澄西船舶航修	Shore-based	其他款项	CNY	333.00						Edit Delete	
*: *:	Budget Managem	nent >	5	FK-25070201		江阴澄西船舶航修	LINK OCEAN 1	服务订单	CNY	0.00						Edit Delete	
۲	Voyage Number	>	6	FK-25060503		忐忑商务测试	CHEMICAL OC	其他款项,其他费用	CNY	1,020.00						Edit Delete	

(This documentation uses the example of the payee being a "service provider" for introduction)

← Payment Order											
Payment No.:											
Payment Name 3. Click "Select Payee"	DOC Maker	Payer	Currency *								
Please enter	孙红梅	Shanghai Ocean Link Technology Co., Ltd.	CNY								
Payee *	Bank Account Name	Bank Name	Bank Account								
Please enter Select	Please enter	Please enter									
	SWIFT Code	Bank Address									
	Please enter	Please enter									
Payment Content *											
No. Vessel * Expense Type *	Detail Content	Appl Amount * Attachm	ont Operation								
Total:	Total:										
	Add Payment Details										

Select Payee Which defaults to the service provider interface and can be switched to supplier/ personal

Service Prov	vider Supplier Per	sonal		4. When there a	are many servic	e providers, you ca completed status	an sea	rch for servic	e providers by key	word or
Add				annininini puji	nent, payment	completed status		Unfinished Payment	Keywords Searching	Search Reset
Select	Company Abbreviation	City	Port	Service Type	Contact Person	Contact Job Title	Contact	Email	Contact Phone	Operation
	江阴澄西船舶航修有限 公司	Jiangyin City		Maintenance service	缪建澄		ope****(@csschx.com	(+86) 1350****8	Edit
	上海港复兴船务有限公 司	Shanghai Cit y		Other	杨智		y****@f	kcw.com	(+86) 1356***90	Edit
	上海是旺贸易有限公司	Shanghai Cit y		Other	黄总		214****	50@qq.com	(+86) 1356****32	Edit
	张家港市港鸿船舶服务 有限公司	Zhangjiagan g City		Other	朱总		gan****(@live.com	(+86) 13301*****8	Edit
0	互海888			Agency Service,Mainte nance service,Inspecti on Service	朱音		279****4	4@qq.com	(+86) 18260****2	Edit
	扬州互江船舶科技有限 公司			Maintenance service	丁春雷		cr*****g(@oceanlinktech.cn	(+86) 15152****5	Edit
	扬州公司			Maintenance service,In spection Service,Other	杨	杨	879****	l@qq.com		Edit
	上海德械船舶电子有限 公司			Inspection Service	徐豪豪	工程部部长	1814***	2@qq,com	(+86) 1592****27	Edit
	李昱有限公司			Agency Service,Mainte nance service,Inspecti on Service,Other	李昱				(+86) 1585****41	Edit
	test船舶服务有限公司			Agency Service,Mainte nance service,Inspecti on Service,Other	朱慧		81061**	**@qq.com	(+86) 1362****42	Edit

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5. Check the target service provider, then click "Confirm"

Page

Cancel

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← Payment Order Payment No.: FK-25071402 DOC Maker Payer Payment Name Currency * Please enter 孙红梅 Please ente CNY ~ Bank Account Payee Bank Account Name Bank Name 互海888 互海888 Please en Please enter SWIFT Code Bank Address Please enter Please enter Payment Content * No. Detail Content Expense Type Appl.Amount Operation Vessel ' Attachment Total: 6. Click "Select Associated Documents" Add Payment Details ∡

Repair	Yard Repair	Service Order	Other Payables	Selected Orders(1)				
					-		CNY 🗸	Please select a time rang
	Account Paya	able Name	Occurrenc	ce Date	Remarks	Attachment	Amount of Accounts Paya	ole Paid
	测其他应付款		2024-12-0	4			333.00	0.00

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ayment No.: FK-2	5063001 such a	is the bank o	f deposit(marked	e payment details, cus I with * are required fi	itomize and modify t ields / options), you	he English- Chine can add remarks	se account na and upload at	ame as needed, fil ttachments	I in relevantinform	natio
ayment Name			DOC Maker		Payer			Currency *		
Please enter			预发Henry		Please enter			CNY		*
ayee *			Bank Account Name		Bank Name Please enter			Bank Account Please enter		
温州中船重工船舶设	备有限公司		温州中船重工船舶设备	稍有限公司						
WIFT Code			Bank Address							
Please enter			Please enter							
ayment Content *	Select PO									
No. Vesse	el *	Expense Type *	Detail Co	intent		Appl.Amount *	Attachme	ent	Operation	
						[Check D	DC(1)	Related Doc	
HH	-NO.1 ¥	采购备件订单	~		0 / 255	1000	CNY: 1 Invoice A	mount: CNY 500.00	Add Attachment Delete	
			When th	e associated documen	ntation has an invoice	ed amount, the in	voiced amou	nt will be displaye	d Related Doc	
HH	I-NO.1 ¥	采购备件订单	~		0 / 255	402	Check Do CNY: 40)2.00	Add Attachment	
fotal:					01200	1,402.00			Delete	
				,	Add Payment Details					

Note:

After the payment order is submitted, you can query the approval progress of the documentation by selecting the status in the filter bar on the payment order interface;

Next step:

After the payment form is submitted, the documentation will be transferred to the approver's workbench for approval according to the approval process node.

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(Note: If "No approval process" is selected when the documentation is submitted, the documentation will immediately become "Completed" after this process is selected.)