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.

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

← Payment Order

Payment No.:

Payment Name		DOC Maker		Payer		Currency *	
Please enter		孙红梅		Shanghai Ocean Link Technology Co., Ltd.		CNY	

3. Click "Select Payee"

Payee *		Bank Account Name		Bank Name		Bank Account	
Please enter	Select	Please enter		Please enter		Please enter	

	SWIFT Code		Bank Address	
	Please enter		Please enter	

Payment Content *

No.	Vessel *	Expense Type *	Detail Content	Appl.Amount *	Attachment	Operation
Total:						

Add Payment Details

Select Payee ✕

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

Service Provider	Supplier	Personal

Add

4. When there are many service providers, you can search for service providers by keyword or unfinished payment/ 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 City		Other	杨智		y****@fxcw.com	(+86) 1356***90	Edit
○	上海昱旺贸易有限公司	Shanghai City		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	Zhangjiagang City		Other	朱总		gan****@live.com	(+86) 13301*****8	Edit
⦿	互海888			Agency Service,Maintenance service,Inspection Service	朱音		279****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,Inspection Service,Other	杨	杨	879****1@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,Maintenance service,Inspection Service,Other	李昱			(+86) 1585****41	Edit
○	test船舶服务有限公司			Agency Service,Maintenance service,Inspection Service,Other	朱慧		81061****@qq.com	(+86) 1362*****42	Edit

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

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← Payment Order

Payment No.: FK-25071402

Payment Name		DOC Maker		Payer		Currency *	
Please enter		孙红梅		Please enter		CNY	

Payee *		Bank Account Name		Bank Name		Bank Account	
互海888		互海888		Please enter		Please enter	

SWIFT Code		Bank Address	
Please enter		Please enter	

Payment Content * | Select Associated Documents

6. Click "Select Associated Documents"

No.	Vessel *	Expense Type *	Detail Content	Appl.Amount *	Attachment	Operation
Total:						

Add Payment Details

⚠

Select Associated Documents

	Voyage Repair	Yard Repair	Service Order	**Other Payables**	Selected Orders(1)

CNY ▾   Please select a time range   Account Payable Name   **Search** **Reset**

No.	Account Payable Name	Occurrence Date	Remarks	Attachment	Amount of Accounts Payable	Paid	Select
1	测其他应付款	2024-12-04			333.00	0.00	☑

1 Total   10Total/Page ▾

6. Check the target documentation as needed from Voyage repair/ Yard Repair/ Service order / Other Payables / Selected Orders, then click "Next Step" ← **Next Step**

← Payment Order

8. Fill in the application amoint in the payment details, customize and modify the English- Chinese account name as needed, fill in relevantinformation such as the bank of deposit(marked with * are required fields / options), you can add remarks and upload attachments

Payment No.: FK-25063001

Payment Name	DOC Maker	Payer	Currency *
Please enter	预发Henry	Please enter	CNY ▾

Payee *	Bank Account Name	Bank Name	Bank Account
温州中船重工船舶设备有限公司	温州中船重工船舶设备有限公司	Please enter	Please enter

SWIFT Code	Bank Address
Please enter	Please enter

Payment Content *   **Select PO**

No.	Vessel *	Expense Type *	Detail Content	Appl.Amount *	Attachment	Operation
1	HH-NO.1 ▾	采购备件订单 ▾	0 / 255	1000	Check DOC(1) CNY: 1,000.00 Invoice Amount: CNY 500.00	Related Doc / Add Attachment / Delete
			When the associated documentation has an invoiced amount, the invoiced amount will be displayed			Related Doc
2	HH-NO.1 ▾	采购备件订单 ▾	0 / 255	402	Check DOC(1) CNY: 402.00	Add Attachment / Delete
Total:				1,402.00		

Add Payment Details

focus

Remarks

Please enter

9. After completing the information, select according to the actual situation: click "Save" or "Submit" ← **Save** **Submit** Cancel

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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.

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