

How to withdraw a payment order (document)

The system supports the withdrawal operation for payment orders submitted by the user themselves (Whoever submits it, withdraws it).

Users log in to the OLISS Web side, click in sequence to enter the "Expense Management → Payment Order" interface. In the payment order list, find the documentation with the "Status" of "Approving". Click anywhere on the target documentation to enter the details interface. If the payment order was submitted by the current user, a "Withdraw" button will appear on the payment voucher interface. Click "Withdraw" to pop up the withdrawal confirmation window, click "Confirm" to withdraw the documentation, and the withdrawn documentation can be re-edited and submitted for approval.

Expense Management

Payment Order

No.	Payment No.	Payer	Currency	Related Vessel	Payee	Expense Type	Status	Current Node	Payment Name	Total Amount of Applicati	Total Approv	Operation
160	FK211229001		CNY	LINK OCEAN 1		扫描费	Unsubmitted			0.00		Edit Delete
161	FK211217001		CNY	LINK OCEAN 1			Approving			0.00		Edit Delete
162	FK211214002		CNY	LINK OCEAN 1		采购物料订单	Executing			5,000.00		Edit Delete
163	FK211214001		CNY	LINK OCEAN 1			Rejected			0.00		Edit Delete
164	FK211209002		CNY	LINK OCEAN 1			Finished			0.00		Edit Delete
165	FK211209001		CNY	LINK OCEAN 1			Unsubmitted			0.00		Edit Delete
166	FK211208001		CNY	LINK OCEAN 1			Unsubmitted			0.00		Edit Delete
167	FK21121002		CNY	LINK OCEAN 1			Unsubmitted			0.00		Edit Delete
168	FK-25070701		CNY	Shore-based	江阴港西船塢船修有...	其他款項	Approving	采购经理 ①		333.00	333.00	Export
169	FK-25072501	上海互海信息科技有...	CNY	LINK OCEAN 1	航海公司	采购备件付款单,采购物料订单	Approving	采购经理 ①		621.00	621.00	Export
170	FK-25063002		CNY	LINK OCEAN 1	第三	船壳费	Approving	采购经理 ①	测试的	5,555.00	5,555.00	Export
171	FK-25062701		CNY	LINK OCEAN 1	航海公司	采购备件付款单,采购物料订单	Approving	采购经理 ①		26,286.00	26,286.00	Export
172	FK-25062001		CNY	LINK OCEAN 14	东方航运服务	采购物料订单	Approving	采购经理 ①		305.00	305.00	Export

Payment Order Approving

Payment No.: FK-25070701

Payee: 江阴港西船塢船修有限公司 (服务商)

SWIFT Code :

Payment Content Check Budget Utilization Status >

Payment Name:

Bank Account Name : 江阴港西船塢船修有限公司

Bank Address :

DOC Maker: 孙红梅

Bank Name :

Payer:

Bank Account :

No.	Vessel	Expense Type	Detail Content	Appl.Amount(CNY)	Approval Amount(CNY)	Attachments/Associated Files
1		其他款項		333.00	333.00	Check DOC(1) CNY: 333.00
Total:				333.00	333.00	

Remarks

Please enter

0 / 150

Task Progress

Apply 2025-08-12 13:55:44

Approve — 采购经理 ①

Export Payment Voucher

More

Withdraw

Comment

Accepted

Reject

4. If the payment order was submitted by the current user, a "Withdraw" button will appear on the payment voucher interface



Are you sure to withdraw it?

Cancel

Ok

5. Click "Ok" to withdraw the documentation

Note: Only the submitter of the documentation can withdraw the payment orders! If the documentation has been approved by any role, it cannot be withdrawn!