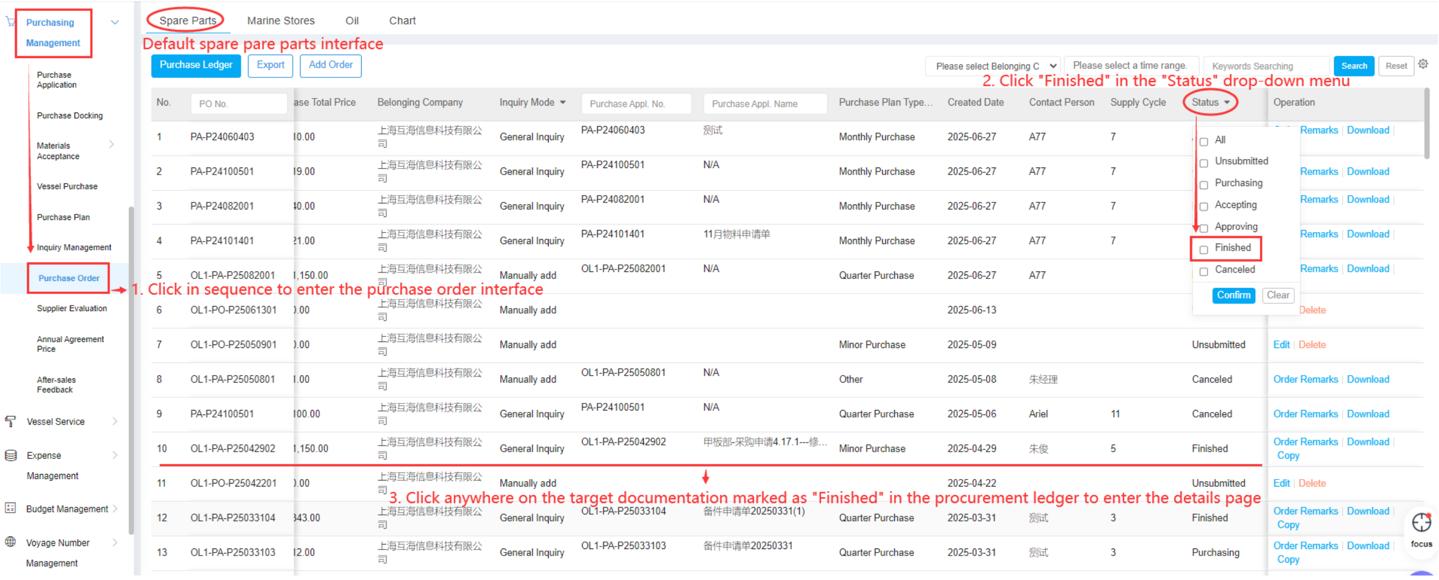
# How to upload invoices (document)

Users log in to the OLISS Web side, click to enter the "Purchasing Management → Purchase Order" interface in sequence, default spare parts interface, click "Finished" in the "Status" drop-down menu, click any position of the target order in the "Purchase Ledger" status, enter the Purchase Order Details page, click "PO Email Content" in the PO Details page, In the email content, click "Click here to check the detail of your PO ". Switch to the "Stock-up/Delivery Situation" page, and click "Issue an invoice" in the bottom right corner. click "Issue Invoice" in the lower right corner. Fill in the information such as Invoice Amount、Invoice No.、Invoice Type，and upload Invoice Attachment，then click “Confirm”，and the invoice will be uploaded.


Purchasing Management
Purchase Application
Purchase Docking
Materials Acceptance
Vessel Purchase
Purchase Plan
Inquiry Management
Purchase Order
Supplier Evaluation
Annual Agreement Price
After-sales Feedback
Vessel Service
Expense Management
Budget Management
Voyage Number Management
Spare Parts
Marine Stores
Oil
Chart
Purchase Ledger
Export
Add Order
Please select Belonging C
Please select a time range.
Keywords Searching
Search
Reset
All
Unsubmitted
Purchasing
Accepting
Approving
Finished
Canceled
Confirm
Clear
focus

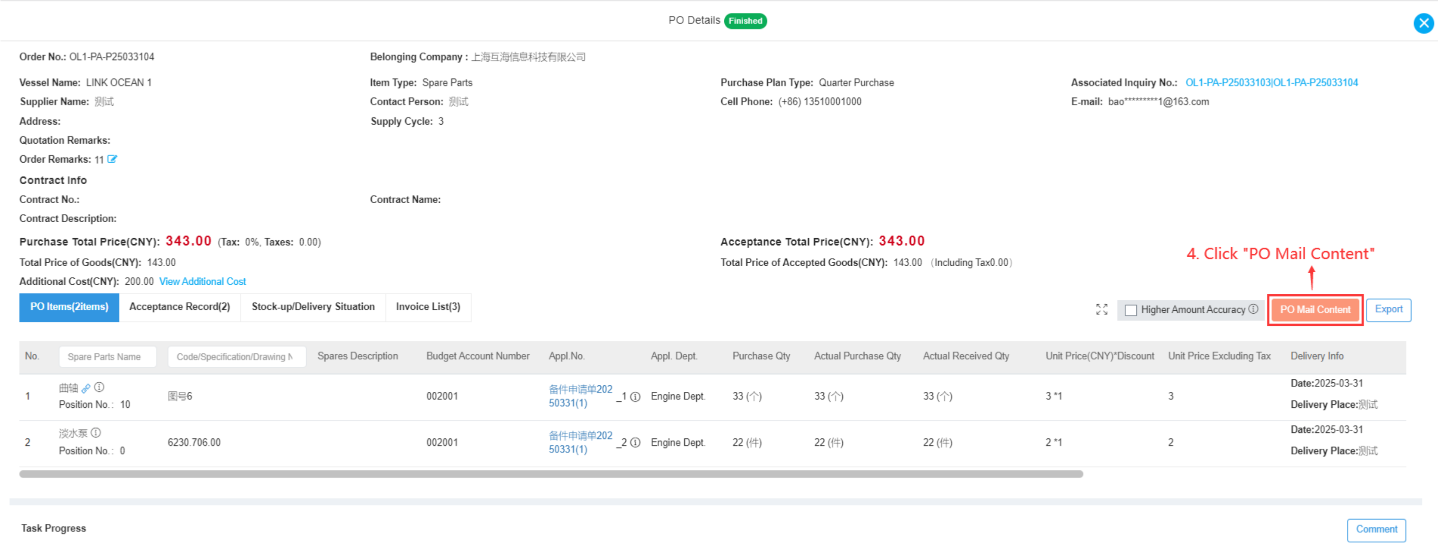
Default spare pare parts interface

1. Click in sequence to enter the purchase order interface

2. Click "Finished" in the "Status" drop-down menu

3. Click anywhere on the target documentation marked as "Finished" in the procurement ledger to enter the details page

| No. | PO No. | ase Total Price | Belonging Company | Inquiry Mode | Purchase Appl. No. | Purchase Appl. Name | Purchase Plan Type... | Created Date | Contact Person | Supply Cycle | Status | Operation |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | PA-P24060403 | 10.00 | 上海互海信息科技有限公司 | General Inquiry | PA-P24060403 | 测试 | Monthly Purchase | 2025-06-27 | A77 | 7 | | Remarks \| Download |
| 2 | PA-P24100501 | 19.00 | 上海互海信息科技有限公司 | General Inquiry | PA-P24100501 | N/A | Monthly Purchase | 2025-06-27 | A77 | 7 | | Remarks \| Download |
| 3 | PA-P24082001 | 40.00 | 上海互海信息科技有限公司 | General Inquiry | PA-P24082001 | N/A | Monthly Purchase | 2025-06-27 | A77 | 7 | | Remarks \| Download |
| 4 | PA-P24101401 | 21.00 | 上海互海信息科技有限公司 | General Inquiry | PA-P24101401 | 11月物料申请单 | Monthly Purchase | 2025-06-27 | A77 | 7 | | Remarks \| Download |
| 5 | OL1-PA-P25082001 | 1,150.00 | 上海互海信息科技有限公司 | Manually add | OL1-PA-P25082001 | N/A | Quarter Purchase | 2025-06-27 | A77 | | | Remarks \| Download |
| 6 | OL1-PO-P25061301 | 0.00 | 上海互海信息科技有限公司 | Manually add | | | | 2025-06-13 | | | | Delete |
| 7 | OL1-PO-P25050901 | 0.00 | 上海互海信息科技有限公司 | Manually add | | | Minor Purchase | 2025-05-09 | | | Unsubmitted | Edit \| Delete |
| 8 | OL1-PA-P25050801 | 1.00 | 上海互海信息科技有限公司 | Manually add | OL1-PA-P25050801 | N/A | Other | 2025-05-08 | 朱经理 | | Canceled | Order Remarks \| Download |
| 9 | PA-P24100501 | 100.00 | 上海互海信息科技有限公司 | General Inquiry | PA-P24100501 | N/A | Quarter Purchase | 2025-05-06 | Ariel | 11 | Canceled | Order Remarks \| Download |
| 10 | OL1-PA-P25042902 | 1,150.00 | 上海互海信息科技有限公司 | General Inquiry | OL1-PA-P25042902 | 甲板部-采购申请4.17.1---修… | Minor Purchase | 2025-04-29 | 朱俊 | 5 | Finished | Order Remarks \| Download \| Copy |
| 11 | OL1-PO-P25042201 | 0.00 | 上海互海信息科技有限公司 | Manually add | | | | 2025-04-22 | | | Unsubmitted | Edit \| Delete |
| 12 | OL1-PA-P25033104 | 343.00 | 上海互海信息科技有限公司 | General Inquiry | OL1-PA-P25033104 | 备件申请单20250331(1) | Quarter Purchase | 2025-03-31 | 测试 | 3 | Finished | Order Remarks \| Download \| Copy |
| 13 | OL1-PA-P25033103 | 12.00 | 上海互海信息科技有限公司 | General Inquiry | OL1-PA-P25033103 | 备件申请单20250331 | Quarter Purchase | 2025-03-31 | 测试 | 3 | Purchasing | Order Remarks \| Download \| Copy |


PO Details
Finished
PO Items(2items)
Acceptance Record(2)
Stock-up/Delivery Situation
Invoice List(3)
Higher Amount Accuracy
PO Mail Content
Export
View Additional Cost
Task Progress
Comment

Order No.: OL1-PA-P25033104

Belonging Company : 上海互海信息科技有限公司

Vessel Name: LINK OCEAN 1

Supplier Name: 测试

Address:

Quotation Remarks:

Order Remarks: 11

Item Type: Spare Parts

Contact Person: 测试

Supply Cycle: 3

Purchase Plan Type: Quarter Purchase

Cell Phone: (+86) 13510001000

Associated Inquiry No.: OL1-PA-P25033103|OL1-PA-P25033104

E-mail: bao*********1@163.com

Contract Info

Contract No.:

Contract Name:

Contract Description:

Purchase Total Price(CNY): 343.00 (Tax: 0%, Taxes: 0.00)

Total Price of Goods(CNY): 143.00

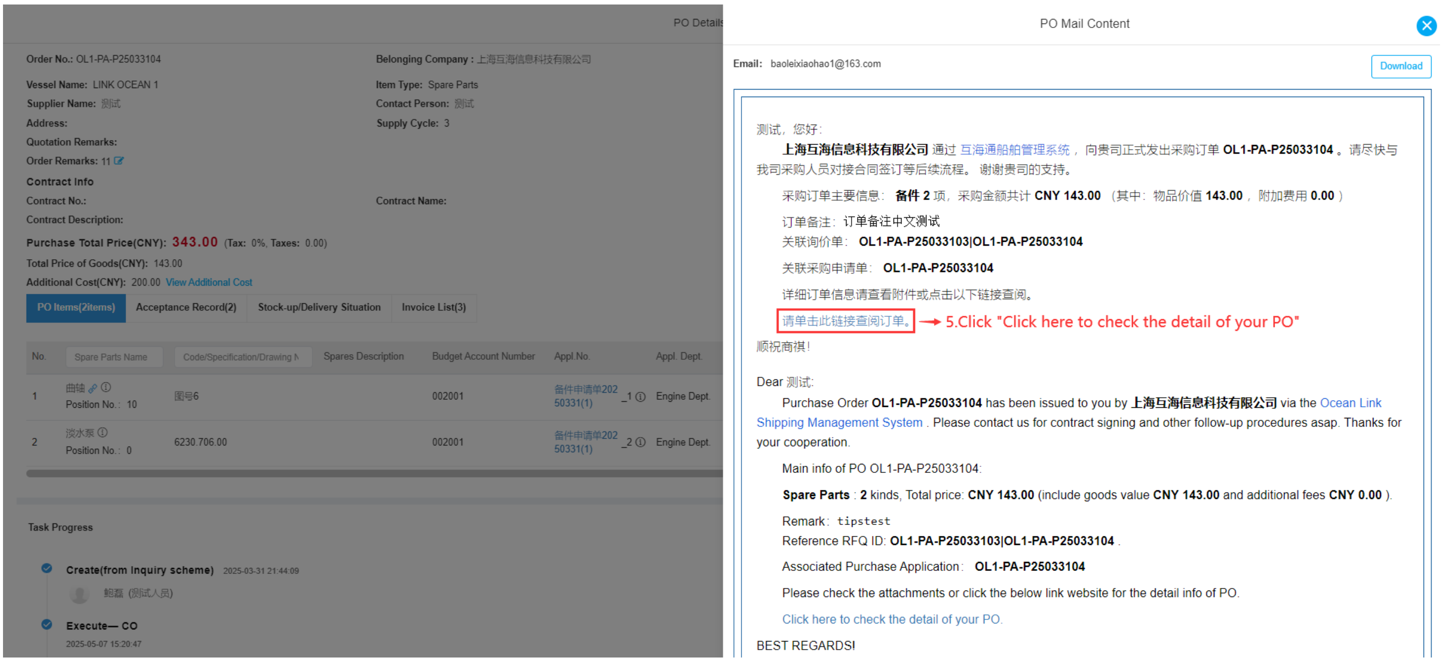
Additional Cost(CNY): 200.00

Acceptance Total Price(CNY): 343.00

Total Price of Accepted Goods(CNY): 143.00 （Including Tax0.00）

4. Click "PO Mail Content"

| No. | Spare Parts Name | Code/Specification/Drawing N | Spares Description | Budget Account Number | Appl.No. | Appl. Dept. | Purchase Qty | Actual Purchase Qty | Actual Received Qty | Unit Price(CNY)*Discount | Unit Price Excluding Tax | Delivery Info |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 曲轴<br>Position No.: 10 | 图号6 | | 002001 | 备件申请单20250331(1)_1 | Engine Dept. | 33 (个) | 33 (个) | 33 (个) | 3 *1 | 3 | Date:2025-03-31<br>Delivery Place:测试 |
| 2 | 淡水泵<br>Position No.: 0 | 6230.706.00 | | 002001 | 备件申请单20250331(1)_2 | Engine Dept. | 22 (件) | 22 (件) | 22 (件) | 2 *1 | 2 | Date:2025-03-31<br>Delivery Place:测试 |



**Order No.:** OL1-PA-P25033104
**Belonging Company :** 上海互海信息科技有限公司
**Vessel Name:** LINK OCEAN 1
**Item Type:** Spare Parts
**Supplier Name:** 测试
**Contact Person:** 测试
**Address:**
**Supply Cycle:** 3
**Quotation Remarks:**
**Order Remarks:** 11

**Contract Info**
**Contract No.:**
**Contract Name:**
**Contract Description:**
**Purchase Total Price(CNY):** 343.00 (**Tax:** 0%, **Taxes:** 0.00)
**Total Price of Goods(CNY):** 143.00
**Additional Cost(CNY):** 200.00 View Additional Cost

PO Items(2items) | Acceptance Record(2) | Stock-up/Delivery Situation | Invoice List(3)

| No. | Spare Parts Name | Code/Specification/Drawing N | Spares Description | Budget Account Number | Appl.No. | Appl. Dept. |
|---|---|---|---|---|---|---|
| 1 | 曲轴<br>Position No.: 10 | 图号6 |  | 002001 | 备件申请单20250331(1)_1 | Engine Dept. |
| 2 | 淡水泵<br>Position No.: 0 | 6230.706.00 |  | 002001 | 备件申请单20250331(1)_2 | Engine Dept. |

Task Progress

**Create(from Inquiry scheme)** 2025-03-31 21:44:09
鲍磊 (测试人员)

**Execute— CO**
2025-05-07 15:20:47

**Email:** baoleixiaohao1@163.com

测试，您好：

**上海互海信息科技有限公司** 通过 互海通船舶管理系统， 向贵司正式发出采购订单 **OL1-PA-P25033104** 。请尽快与我司采购人员对接合同签订等后续流程。 谢谢贵司的支持。

采购订单主要信息： **备件 2** 项，采购金额共计 **CNY 143.00** （其中：物品价值 **143.00** ， 附加费用 **0.00** ）

订单备注：订单备注中文测试
关联询价单： **OL1-PA-P25033103|OL1-PA-P25033104**

关联采购申请单： **OL1-PA-P25033104**

详细订单信息请查看附件或点击以下链接查阅。

请单击此链接查阅订单。 → 5.Click "Click here to check the detail of your PO"

顺祝商祺！

Dear 测试:

Purchase Order **OL1-PA-P25033104** has been issued to you by **上海互海信息科技有限公司** via the Ocean Link Shipping Management System . Please contact us for contract signing and other follow-up procedures asap. Thanks for your cooperation.

Main info of PO OL1-PA-P25033104:

**Spare Parts** : **2** kinds, Total price: **CNY 143.00** (include goods value **CNY 143.00** and additional fees **CNY 0.00** ).

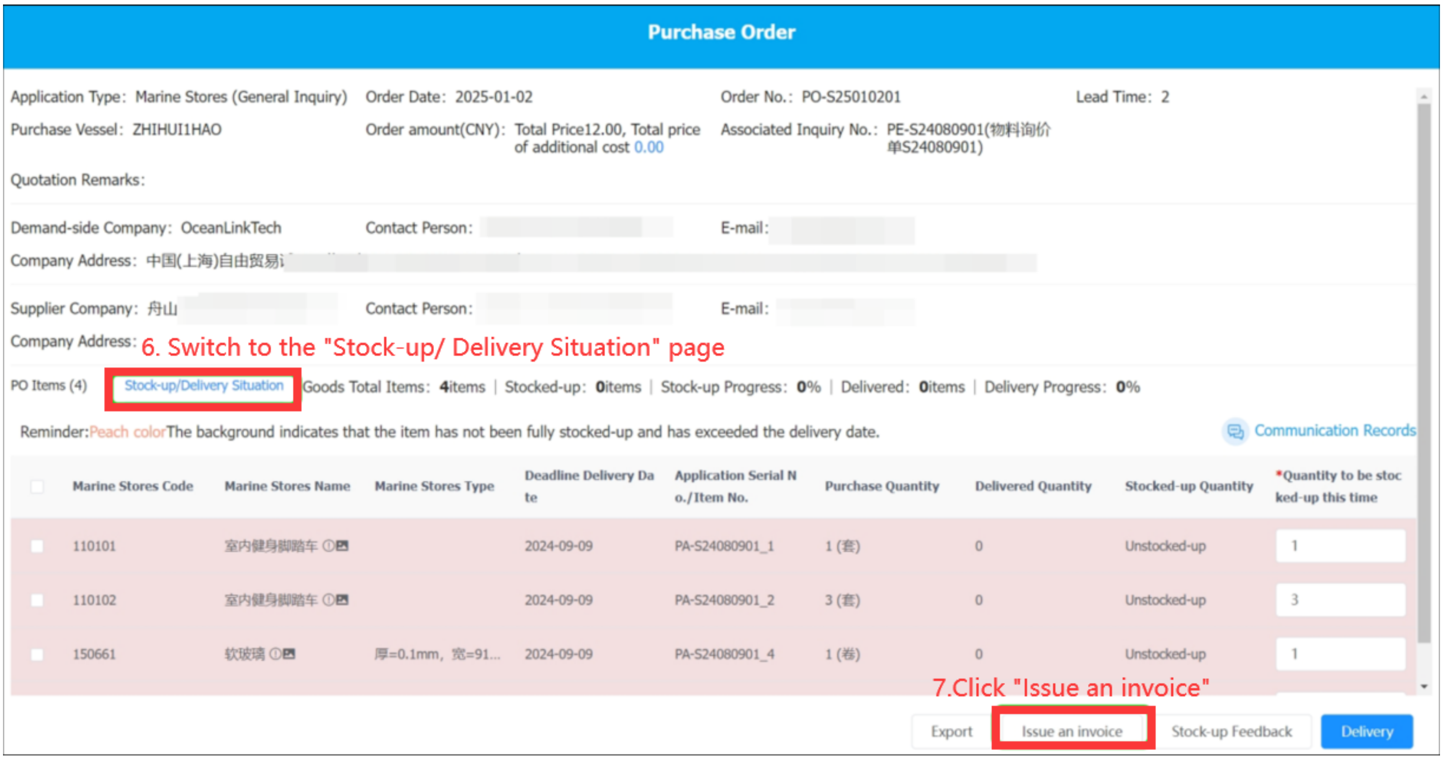
Remark: `tipstest`
Reference RFQ ID: **OL1-PA-P25033103|OL1-PA-P25033104** .

Associated Purchase Application: **OL1-PA-P25033104**

Please check the attachments or click the below link website for the detail info of PO.

Click here to check the detail of your PO.

BEST REGARDS!



Application Type: Marine Stores (General Inquiry)
Order Date: 2025-01-02
Order No.: PO-S25010201
Lead Time: 2
Purchase Vessel: ZHIHUI1HAO
Order amount(CNY): Total Price12.00, Total price of additional cost 0.00
Associated Inquiry No.: PE-S24080901(物料询价单S24080901)

Quotation Remarks:

Demand-side Company: OceanLinkTech
Contact Person: [redacted]
E-mail: [redacted]
Company Address: 中国(上海)自由贸易[redacted]

Supplier Company: 舟山[redacted]
Contact Person: [redacted]
E-mail: [redacted]
Company Address:

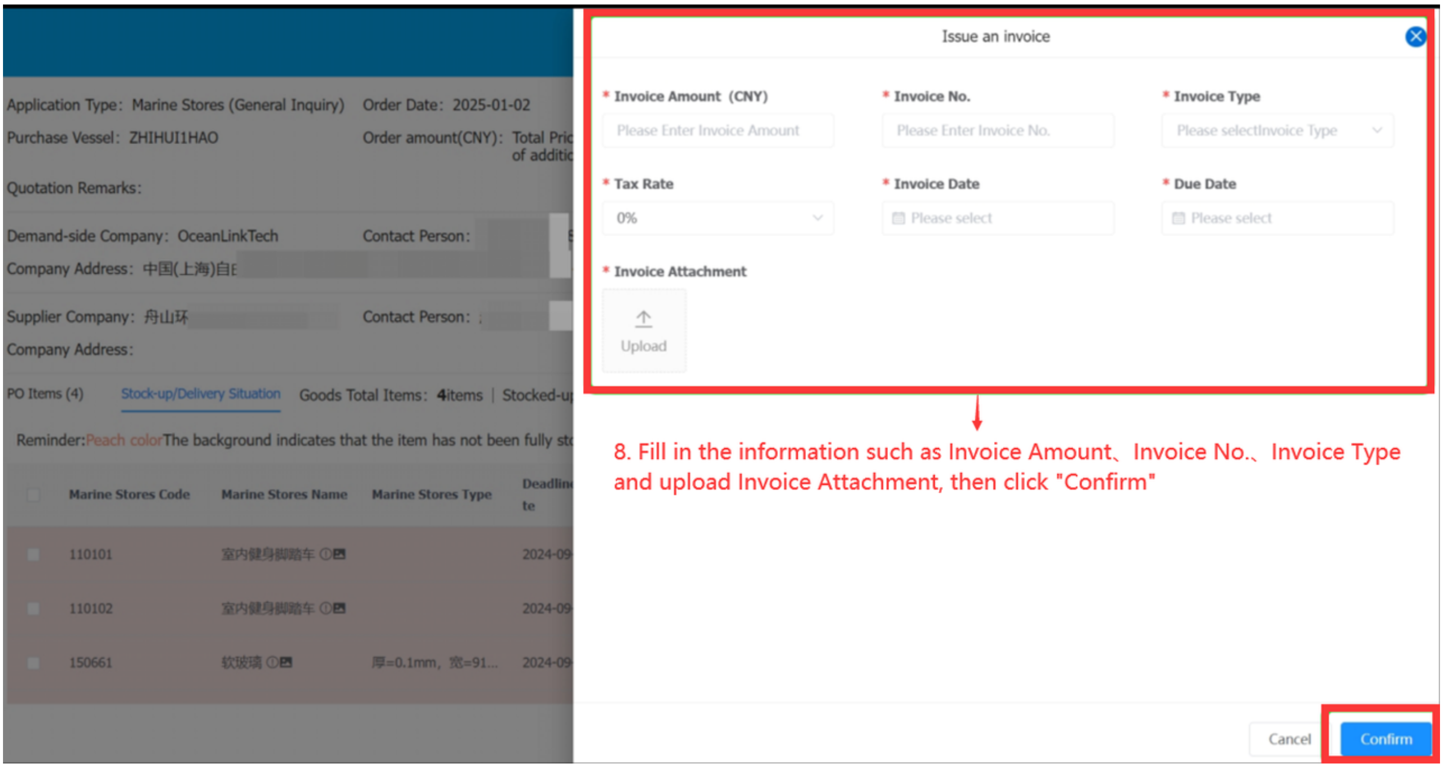
6. Switch to the "Stock-up/ Delivery Situation" page

PO Items (4) | Stock-up/Delivery Situation | Goods Total Items: **4**items | Stocked-up: **0**items | Stock-up Progress: **0%** | Delivered: **0**items | Delivery Progress: **0%**

Reminder:Peach colorThe background indicates that the item has not been fully stocked-up and has exceeded the delivery date.

| ☐ | Marine Stores Code | Marine Stores Name | Marine Stores Type | Deadline Delivery Date | Application Serial No./Item No. | Purchase Quantity | Delivered Quantity | Stocked-up Quantity | *Quantity to be stocked-up this time |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | 110101 | 室内健身脚踏车 |  | 2024-09-09 | PA-S24080901_1 | 1 (套) | 0 | Unstocked-up | 1 |
| ☐ | 110102 | 室内健身脚踏车 |  | 2024-09-09 | PA-S24080901_2 | 3 (套) | 0 | Unstocked-up | 3 |
| ☐ | 150661 | 软玻璃 | 厚=0.1mm，宽=91... | 2024-09-09 | PA-S24080901_4 | 1 (卷) | 0 | Unstocked-up | 1 |

7.Click "Issue an invoice"



Application Type: Marine Stores (General Inquiry) Order Date: 2025-01-02

Purchase Vessel: ZHIHUI1HAO Order amount(CNY): Total Pric of additic

Quotation Remarks:

Demand-side Company: OceanLinkTech Contact Person: [redacted]

Company Address: 中国(上海)自[redacted]

Supplier Company: 舟山环[redacted] Contact Person: [redacted]

Company Address:

PO Items (4) Stock-up/Delivery Situation Goods Total Items: 4items | Stocked-u

Reminder:Peach colorThe background indicates that the item has not been fully st

| ☐ | Marine Stores Code | Marine Stores Name | Marine Stores Type | Deadline te |
|---|---|---|---|---|
| ☐ | 110101 | 室内健身脚踏车 | | 2024-09 |
| ☐ | 110102 | 室内健身脚踏车 | | 2024-09 |
| ☐ | 150661 | 软玻璃 | 厚=0.1mm，宽=91... | 2024-09 |

Issue an invoice

* Invoice Amount (CNY): Please Enter Invoice Amount

* Invoice No.: Please Enter Invoice No.

* Invoice Type: Please selectInvoice Type

* Tax Rate: 0%

* Invoice Date: Please select

* Due Date: Please select

* Invoice Attachment: Upload

8. Fill in the information such as Invoice Amount、Invoice No.、Invoice Type and upload Invoice Attachment, then click "Confirm"