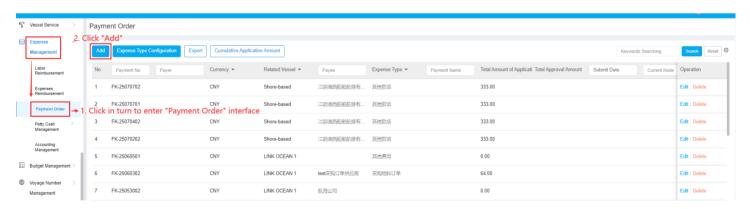
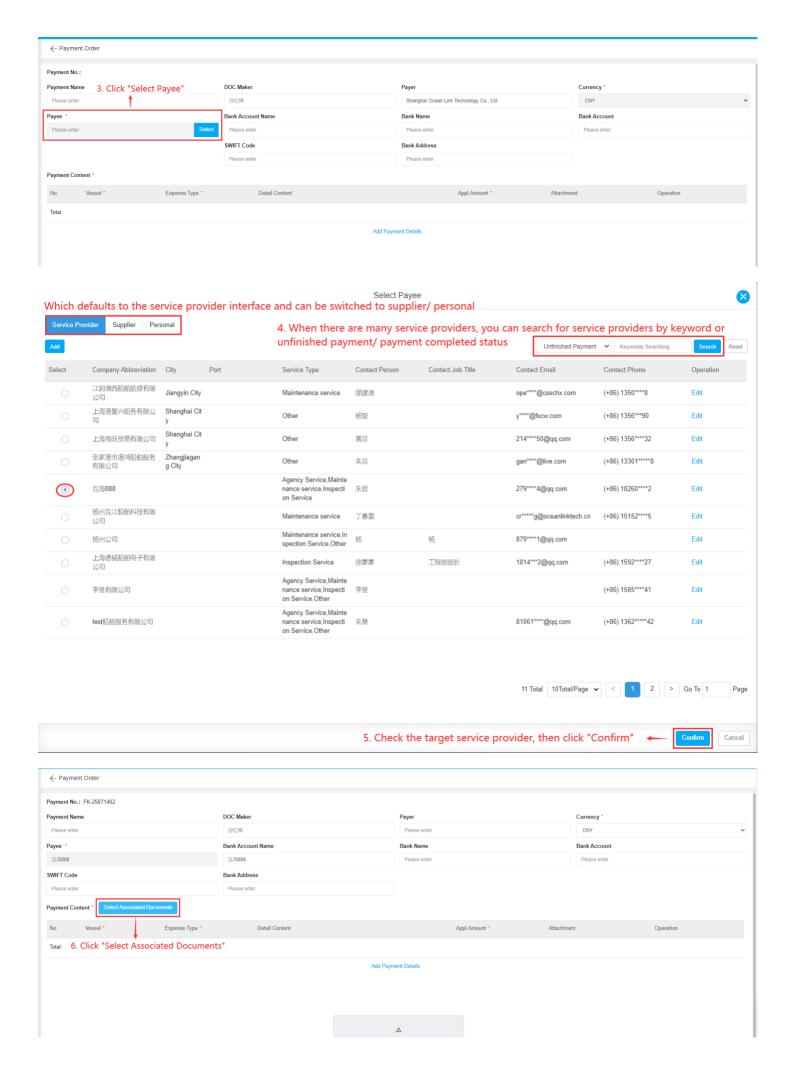
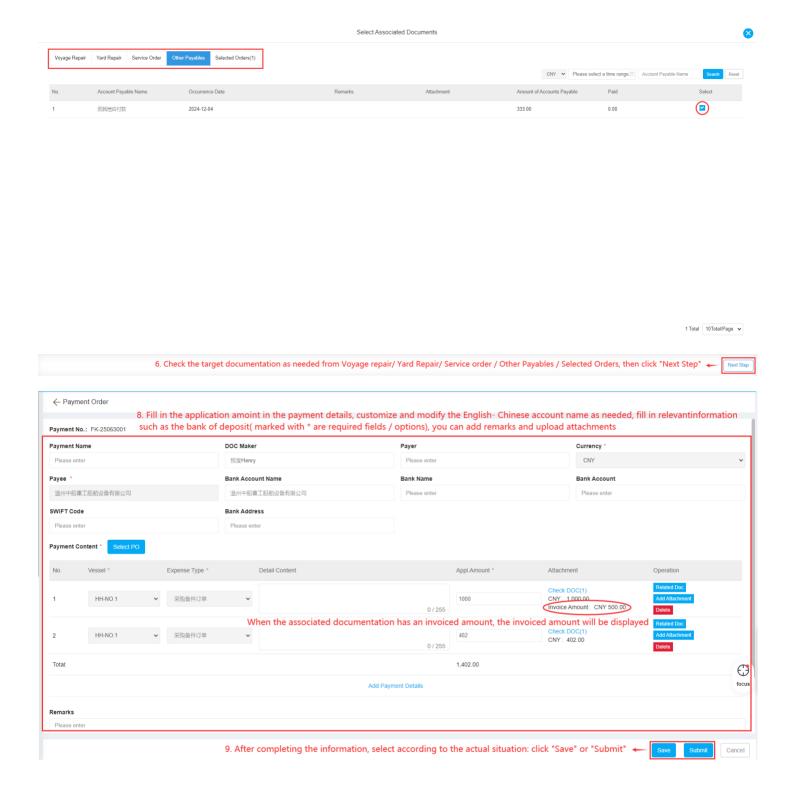
How to add a payment order (document)

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)







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; You can also view the approver of the current node in the "Current Node" column.

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.)			