

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)

1. Click in turn to enter "Payment Order" interface

2. Click "Add"

No.	Payment No.	Payer	Currency	Related Vessel	Payee	Expense Type	Payment Name	Total Amount of Application	Total Approval Amount	Submit Date	Current Node	Operation
1	FK-25070702		CNY	Shore-based	江阴港西船厂修有...	其他款项		333.00				Edit Delete
2	FK-25070701		CNY	Shore-based	江阴港西船厂修有...	其他款项		333.00				Edit Delete
3	FK-25070402		CNY	Shore-based	江阴港西船厂修有...	其他款项		333.00				Edit Delete
4	FK-25070202		CNY	Shore-based	江阴港西船厂修有...	其他款项		333.00				Edit Delete
5	FK-25060501		CNY	LINK OCEAN 1		其他费用		0.00				Edit Delete
6	FK-25060302		CNY	LINK OCEAN 1	test采购订单供应商	采购物料订单		64.00				Edit Delete
7	FK-25053002		CNY	LINK OCEAN 1	航海公司			0.00				Edit Delete

← Payment Order

Payment No.:

Payment Name

DOC Maker

Payer

Currency *

Payee *

Bank Account Name

Bank Name

Bank Account

SWIFT Code

Bank Address

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
<input type="radio"/>	江阴道西船舶航修有限公司	Jiangyin City		Maintenance service	缪建澄		ope****@csschx.com	(+86) 1350****8	Edit
<input type="radio"/>	上海港复兴船务有限公司	Shanghai City		Other	杨智		y****@fxcw.com	(+86) 1356****90	Edit
<input type="radio"/>	上海昂旺贸易有限公司	Shanghai City		Other	黄总		214****50@qq.com	(+86) 1356****32	Edit
<input type="radio"/>	张家港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
<input checked="" type="radio"/>	互海888			Agency Service,Maintenance service,Inspection Service	朱音		279****4@qq.com	(+86) 18260****2	Edit
<input type="radio"/>	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
<input type="radio"/>	扬州公司			Maintenance service,Inspection Service,Other	杨	杨	879****1@qq.com		Edit
<input type="radio"/>	上海德械船舶电子有限公司			Inspection Service	徐蒙蒙	工程部部长	1814***2@qq.com	(+86) 1592****27	Edit
<input type="radio"/>	李昱有限公司			Agency Service,Maintenance service,Inspection Service,Other	李昱			(+86) 1585****41	Edit
<input type="radio"/>	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

11 Total 10Total/Page < 1 2 > Go To 1 Page

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

Confirm Cancel

← Payment Order

Payment No.: FK-25071402

Payment Name

DOC Maker

Payer

Currency *

Payee *

Bank Account Name

Bank Name

Bank Account

SWIFT Code

Bank Address

Payment Content *

No.

Vessel *

Expense Type *

Detail Content

Appl.Amount *

Attachment

Operation

Total:

Add Payment Details

Select Associated Documents

6. Click "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	贸易其他应付款	2024-12-04			333.00	0.00	<input checked="" type="checkbox"/>

1 Total 10 Total / 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 amount in the payment details, 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

Payment No.: FK-25063001

Payment Name Please enter	DOC Maker 预发Henry	Payer Please enter	Currency * CNY
Payee * 温州中船重工船舶设备有限公司	Bank Account Name 温州中船重工船舶设备有限公司	Bank Name Please enter	Bank Account Please enter
SWIFT Code Please enter	Bank Address 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		1000 0 / 255	Check DOC(1) CNY: 1,000.00 Invoice Amount: CNY 500.00	Related Doc Add Attachment Delete
2	HH-NO.1	采购备件订单		402 0 / 255	Check DOC(1) CNY: 402.00	Related Doc Add Attachment Delete
Total:				1,402.00		

When the associated documentation has an invoiced amount, the invoiced amount will be displayed

Add Payment Details



Remarks
Please enter

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

Save Submit Cancel

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.)