

How to add a payment (document)

Users log in to the OLISS Web side, and click in turn to enter "**Expense Management** → **Payment Order**" interface, click "New", select the payee as the supplier, and on the interface for selecting the supplier, you can filter "unfinished payment / payment completed", when there are many suppliers, you can find suppliers by keywords, if you supplier cannot be found, you can "add" a new supplier, click "Confirm" after confirming the selection of suppliers, click "Next Step" after selecting the specific purchase order, on the payment order interface, select the currency, fill in the payment content, customize and modify the English and Chinese account names as needed, fill in the relevant information such as the opening bank (marked with * must be filled/selected), you can add remarks and upload attachments, after completing the information: click "Save" to continue editing the payment order; click "Submit", after selecting the approval process, the documentation enters the approval stage.

(This document uses the example of the payee being a "supplier")

The screenshot displays the OLISS web interface for managing payment orders. The main window is titled "Payment Order" and contains a table with the following data:

No.	Payment No.	Payment Name	Payee	Related Vessel	Expense	Application	Total Approval Amount	Amount Paid	Submit Date	Execution Date	Remarks	Operation
1	FK-25053002		航海公司	LINK OCEAN 1								Edit Delete
2	FK-25053001		A898	LINK OCEAN 1	服务订单	CNY	500.00					Edit Delete
3	FK-25042802		志志商务测试	LINK OCEAN 14	采购物料订单	CNY	6,000.00					Edit Delete
4	FK-25033103			LINK OCEAN 1	服务订单	CNY	10,000.00					Edit Delete
5	FK-25033102		航海公司	LINK OCEAN 1	采购备件付款单,采购海损订单	CNY	515.00					Edit Delete

Annotations in the image include:

- "1. Click in turn to enter 'Payment Order' interface" pointing to the "Payment Order" menu item in the sidebar.
- "2. Click 'Add'" pointing to the "Add" button in the top navigation bar.
- "3. Select the payee as the supplier" pointing to the "Supplier" option in the "Add" modal window's dropdown menu.

Select Suppliers

4. When there are many suppliers, you can find suppliers by keywords, if you supplier cannot be found, you can "add" a new supplier

Add Payment Completed Unfinished Payment Payment Completed Keywords Searching

Select	Company Abbreviation	Supply Type	Custom Type	Contact Person	Contact Job Title	Contact Email	Contact Phone	Operation
<input type="radio"/>	上海荣捷钢绳有限公司	Rope & Hawsers		陈文杰		58*****6@qq.com	(+86) 13*****	Edit
<input type="radio"/>	苏州克兰恩工具贸易有限公司	Hand Tools		杨先生		*****@klann-tools.com	(+86) 13*****	Edit
<input type="radio"/>	吴国燕测试	Marine Stores,Vessel ...		吴国燕		c*****t@qq.com	(+86) 135*****	Edit
<input type="radio"/>	南京泛洋机电	Air Compressor		周允武	销售经理	139*****@163.com	(+86) 139*****8	Edit
<input type="radio"/>	中涂化工(上海)有限公司	Marine Stores		赵永彪		zha*****o@cmp.com.cn	(+86) 1391*****	Edit
<input type="radio"/>	淘宝自购	Marine Stores		采购员		zt*****1@126.com	(+86) 188*****8	Edit
<input type="radio"/>	福州极昌进出口有限公司		进口配件	林总		563*****0@qq.com	(+86) 1350*****5	Edit
<input checked="" type="radio"/>	海通(深圳)贸易有限公司			邓经理		ht*****@cmhk.com		Edit
<input type="radio"/>	江苏省江阴经济开发区靖江园区博泰船务有限公司		船舶修理	杨洪		13*****6@163.com	(+86) 1396*****	Edit
<input type="radio"/>	江苏省中油泰鑫石油集团有限公司		润滑油/船舶燃油	张建		zh*****@tafo.cn	(+86) 13862*****	Edit
<input type="radio"/>	江阴通西船舶航修有限公司		船舶修理(轮机、自动化)	廖建雄		op*****@csschx.com	(+86) 1350*****	Edit
<input type="radio"/>	江阴雅柴产品销售服务有限公司		潍柴配件	沙经理		Liz*****6@163.com	(+86) 1381*****	Edit
<input type="radio"/>	Edit

123 Total

You can filter "unfinished payment/ payment completed"

5. Click "Confirm" after confirming the selection of suppliers

Select PO

Purchase Order Other Payables Selected Orders(1)

Note: Purchase orders that have been completed bookkeeping cannot be selected again!

CNY

No.	Vessel	PO No.	Supplier Name	Item Type	Inquiry Mode	Total Price	Status	Paid	Select
1	LINK OCEAN 1	OL1-PA-S25040201	test采购订单供应商	Marine Stores	General Inquiry	160.00	Purchasing	0.00	<input type="checkbox"/>
2	LINK OCEAN 1	OL1-PA-S25040202	test采购订单供应商	Marine Stores	General Inquiry	64.00	Purchasing	0.00	<input checked="" type="checkbox"/>
3	LINK OCEAN 1	OL1-PA-S25040203	test采购订单供应商	Marine Stores	General Inquiry	76.00	Purchasing	0.00	<input type="checkbox"/>
4	LINK OCEAN 1	OL1-PA-P25033102	test采购订单供应商	Spare Parts	Manually add	25.00	Finished	0.00	<input type="checkbox"/>
5	LINK OCEAN 1	OL1-PA-S25032503	test采购订单供应商	Marine Stores	General Inquiry	960.00	Purchasing	0.00	<input type="checkbox"/>
6	LINK OCEAN 1	OL1-PA-S25032501 OL1-PA-S25032502	test采购订单供应商	Marine Stores	General Inquiry	650.00	Purchasing	0.00	<input type="checkbox"/>
7	LINK OCEAN 1	OL1-PA-P25022704	test采购订单供应商	Spare Parts	General Inquiry	1,600.00	Purchasing	0.00	<input type="checkbox"/>
8	LINK OCEAN 1	OL1-PA-P25030501	test采购订单供应商	Spare Parts	General Inquiry	3,000.00	Finished	0.00	<input type="checkbox"/>
9	LINK OCEAN 1	OL1-PA-P25031003	test采购订单供应商	Spare Parts	Manually add	570.00	Purchasing	0.00	<input type="checkbox"/>
10	LINK OCEAN 1	OL1-PO-S25022702	test采购订单供应商	Marine Stores	General Inquiry	644.00	Purchasing	0.00	<input type="checkbox"/>
11	LINK OCEAN 1	OL1-PO-S25022701	test采购订单供应商	Marine Stores	General Inquiry	350.00	Purchasing	0.00	<input type="checkbox"/>
12	LINK OCEAN 1	OL1-PO-C25022501	test采购订单供应商	Marine Chart	General Inquiry	608.00	Finished	0.00	<input type="checkbox"/>

36 Total

6. Click "next step" after selecting the specific purchase order

← Payment Order

Payment No.: FK-25060302

Payment Name Please enter	DOC Maker 孙红梅	Payer Please enter	Currency * CNY
Payee test采购订单供应商	Bank Account Name test采购订单供应商	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	LINK OCEAN 1	采购材料订单		64 0 / 255	Check DOC(1) CNY: 64.00	Related Doc Add Attachment Delete
Total:				64.00		

[Add Payment Details](#)

Remarks
Please enter

Attachment [Upload](#)

7. On the payment order interface, select the currency, fill in the payment content, customize and modify the English and Chinese account names as needed, fill in the relevant information such as the opening bank (marked with * must be filled/ selected), you can add remarks and upload attachments

8. After completing the information: click "Save" to continue editing the payment order ;
click "Submit" ,after selecting the approval process, the documentation enters the approval stage

[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;

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.)