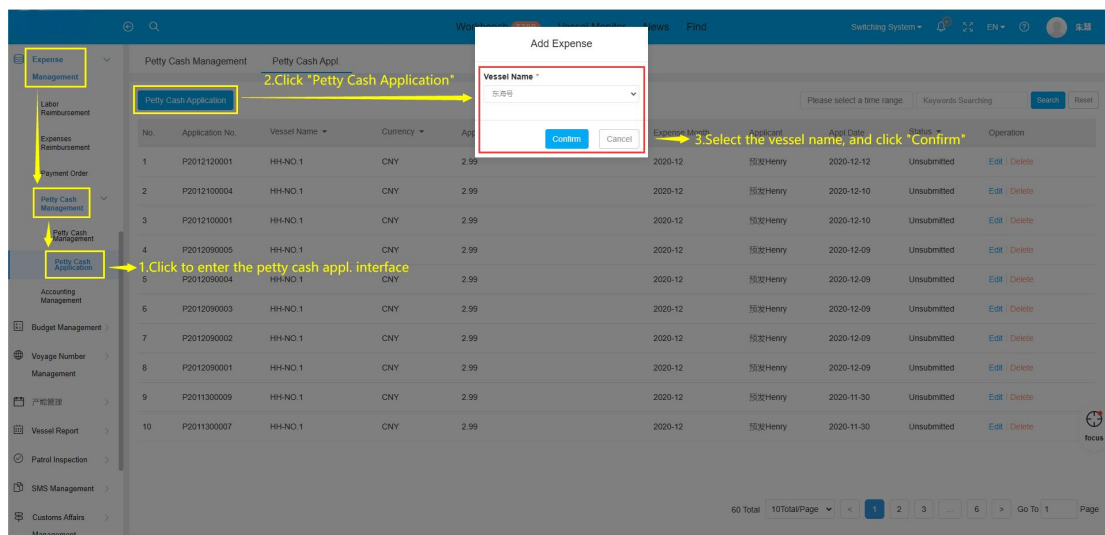


How to apply for vessel's petty cash on the web side (Document)

After logging into the OLISS web side, users click "Expense Management → Petty Cash Management → Petty Cash Application" to enter the petty cash appl. interface. Click "Petty Cash Application", select the vessel name, and click "Confirm". After completing the relevant information (with * required), click "Save" to continue editing. Click "Submit" to send the application for shore-based approval.



← Petty Cash Application Edit

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| | | |
|---|---|---|
| Expense Month * | Currency * | Appl.Amount * |
| <input type="text" value="Please enter"/> | <input type="text" value="CNY"/> | <input type="text" value="Please enter"/> |
| Bank Account Name | Bank Name | Bank Account |
| <input type="text" value="Please enter"/> | <input type="text" value="Please enter"/> | <input type="text" value="Please enter"/> |
| Remarks | | |
| <input type="text" value="Please enter"/> | | |
| Attachment | | |
| <input type="text" value="Upload"/> | | |

4. Complete the relevant information (with * required)

5. Click "Save" to continue editing, click "Submit" to send the application for shore-based approval

Note:

After the shore-based approval, the ship can obtain the ship's petty cash. Later, the

expenses of the ship's reimbursement type are deducted from the petty cash (such as the ship's self-purchasing materials, spare parts and other expenses).