

# Additional Fees for Web Purchase Orders (Documentation)

Users can log in to the OLISS Web side and follow steps 1-6 in the "Workbench → Workflow Task → Purchase Order- Execute" interface.

1. Log in to the OLISS Web side and enter the Workbench interface by default. Click \*PurchaseOrder-Execute\* in the process approval task

← Purchase Order—Execute

2. Click on the specific documentation

No.	Vessel	Item Type	PO No.	Supplier Name	Inquiry Mode	Purchase Appl.No./Appl. Name	Purchase Plan Type	Creation Date
1	LINK OCEAN 1	Spare Parts	OL1-PO-P24121201	志志商务测试	General Inquiry	OL1-PA-P24121201	Em'cy Purchase	2024-12-12
2	LINK OCEAN 1	Spare Parts	OL1-PO-P24120501	test采购订单供应商	General Inquiry	采购申请2024080205	Other	2024-12-05
3	LINK OCEAN 1	Spare Parts	OL1-PO-P24120301	test采购订单供应商	General Inquiry	OL1-PA-P24111504	Minor Purchase	2024-12-03
4	LINK OCEAN 1	Marine Stores	PO-S24103105	SYCS	General Inquiry	P1809200002	Monthly Purchase	2024-10-31
5	LINK OCEAN 1	Marine Stores	PO-S24103104	SYCS	General Inquiry	PA-S24103102	Monthly Purchase	2024-10-31

PO Details **Purchasing**

PO No.: OL1-PO-P24121201 | 上海互海信息科技有限公司

Vessel Name: LINK OCEAN 1      Item Type: Spare Parts      Purchase Plan Type: Em'cy Purchase      Associated Inquiry No.: PE-P24121201  
Supplier Name: 志志商务测试      Contact Person: 朱经理      Cell Phone: (+86)136\*\*\*\*\*      E-mail: 17\*\*\*\*\*@163.com  
Address:      Supply Cycle: 现货, 随时可供      Quotation Remarks:  
Contract Info      Contract Name:      Contract Description:  
Contract No.:      Contract No.:      Contract Description:

Purchase Total Price(CNY): **10.00** (Tax: 13%, Taxes: 1.15)  
Total Price of Goods(CNY): 10.00      Freight Charge(CNY): 0.00  
Additional Cost(CNY): 0.00 [View/Edit Additional Cost](#) 3. If there are any additional fees, click "View/ Edit Additional Costs"  
[Check Budget Utilization Status >](#)

**PO Items(1Items)**    Stock-up/Delivery Situation    Invoice List(0)     Higher Amount Accuracy    **PO Mail Content**    Export

scription	Appl.No.	Appl. Dept.	Purchase Qty	Actual Purchase Qty	Unit Price(CNY)*Discount	Unit Price Excluding Tax	Delivery Info	Purchase Requireme...	Supply Remarks	Transport Info
OL1-PA-P24121201_3		Engine Dept.	1 (件)	1 (件)	10**	8.85	Date: 2025-01-10 Delivery Place: 厦门港			Please enter

Click to modify the purchase quantity and delivery information, and fill in the transportation information as needed

Task Progress    Comment    Edit Contract Info    E-seal    **Confirm Supply**    Cancel Order

## Additional Cost

### Additional Cost \*

Please enter

### Additional Cost Type \*

Please select

Please select

Quotation amendment

Preferential reduction

Freight correction

Other expenses

0 / 500

Upload

Additional Cost Type	Change in Amount	Remarks
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△  
N/A

5、 Fill in additional fees ( Positive numbers are added ,negative numbers are reduced) Select the type of additional fee, you can add remarks and upload attachments. After completing the information, click "Add Additional Cost" below. After adding , the additional cost information will be displayed in the list on the right, and then close the current interface

Add Additional Cost

Total adjustment of additional cost(CNY):0.00

PO Total Price(CNY):10.00

Close

## Additional Cost

### Additional Cost \*

Please enter

### Additional Cost Type \*

Please select

### Remarks

Please enter  
0 / 500

Upload

Add Additional Cost

Additional Cost Type	Change in Amount	Remarks
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Quotation	孙红梅 Operate On 2024-12-19 14:19:54	
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Move the mouse to "Remarks" and a floating pop-up window will appear, displaying the note information, operator, and operation time

Total adjustment of additional cost(CNY):-2.00

PO Total Price(CNY):8.00

Close



PO No.: OL1-PO-P24121201 | 上海互海信息科技有限公司

Vessel Name: LINK OCEAN 1  
Supplier Name: 志远商务测试  
Address:

Item Type: Spare Parts  
Contact Person: 朱经理  
Supply Cycle: 现货, 随时可供

Purchase Plan Type: Em'cy Purchase  
Cell Phone: (+86)136\*\*\*\*\*  
Quotation Remarks:

Associated Inquiry No.: PE-P24121201  
E-mail: 17\*\*\*\*\*@163.com

Contract Info

Contract No.:

Contract Name:

Contract Description:

Purchase Total Price(CNY): 8.00 (Tax: 13%, Taxes: 0.92)

Total Price of Goods(CNY): 10.00

Freight Charge(CNY): 0.00

Additional Cost(CNY): 2.00 [View/Edit Additional Cost](#)

After adding additional cost to the purchase order, if you have not yet clicked "Confirm Supply", you can query the added additional cost on the execution interface, and click to view/ edit the fees

Additional Cost Type	Change in Amount	Remarks
Quotation amendment	-2	①

Check Budget Utilization Status >

**PO Items(1Items)** Stock-up/Delivery Situation Invoice List(0)

Higher Amount Accuracy ① [PO Mail Content](#) [Export](#)

No.	Spare Parts Name	Code/Specification/Drawing No.	Spares Description	Appl.No.	Appl. Dept.	Purchase Qty	Actual Purchase Qty	Unit Price(CNY)*Discount	Unit Price Excluding Tax	Delivery Info	Purchase R
1	汽缸盖部件 Position No.: 0		汽缸盖部件	OL1-PA-P24121201_3	Engine Dept.	1 (件)	1 (件)	10 *1	8.85	Date: 2025-01-10 Delivery Place: 厦门港	

After completing step 5, click "Confirm Supply"

Task Progress

[Comment](#) [Edit Contract Info](#) [E-seal](#) **[Confirm Supply](#)** [Cancel Order](#)



After the supplier delivers the goods, the receiving location of the ship may change, resulting in additional freight. Please click to finish purchasing after confirming the receipt before proceeding to the next step.

**Remarks**

Please enter

0 / 100

Upload

6、 Fill in the remarks according to the actual situation, after uploading the attachment, click "Confirm"

Confirm

Cancel

Next step:

After confirming the supply of the purchase order, the ship will conduct acceptance and stock-in. The ship can also see the additional cost added on the acceptance and warehousing interface, as shown in the figure below.



Purchase Total Price(CNY): **9.00** (Tax: 13%, Taxes: 1.03)

Acceptance Total Price(CNY): **-1.00**

Total Price of Goods(CNY): 10.00

Total Price of Accepted Goods(CNY): 0.00 (Including Tax0.00)

Freight Charge(CNY): 0.00

Additional Cost(CNY): -1.00 [View/Edit Additional Cost](#)

Additional Cost Type	Change in Amount	Remarks
Quotation amendment	1	①
Quotation amendment	-2	①

[Check Budget Utilization Status >](#)

[PO Items\(1Items\)](#) [Acceptance Record\(0\)](#) [Stock-up/Delivery Situation](#) [Invoice List\(0\)](#)

Higher Amount Accuracy ⓘ [PO Mail Content](#) [Export](#)

No.	Spare Parts Name	Code/Specification/Drawing No.	Spare Description	Appl. No.	Appl. Dept.	Purchase Qty	Actual Purchase Qty	Actual Received Qty	Unit Price(CNY)*Discount	Unit Price Excluding Tax	Delivery Info
1	汽缸盖部件 ⓘ Position No.: 0		汽缸盖部件	OL1-PA-P2412 1201	_3 Engine Dept.	1 (件)	1 (件)	0 (件)	10 *1	8.85	<b>Date:</b> 2025-01-10 <b>Delivery Place:</b> 厦门港

Note: \* There are 1 items without stock-in quantity. Please execute the operation of stock-in.  
\* If all items have been accepted and put into storage, please click "Complete Acceptance"

Task Progress

[Comment](#) [E-seal](#) [Accept to Stock](#) [Cancel](#) [Cancel Order](#)