How to Submit a Budget Application on the Web (Documentation)

After logging in to the OLISS Web platform, users should click on "Budget Management" and then "Budget Application" sequentially to enter the Budget Application interface. Click on "Add Budget", select the budget type (Annual Budget/Provisional Budget) and the management department, and then click "Confirm".

On the Budget Application Form interface, fill in the name of the budget application form, click on "Add Vessel", select the vessel for which you need to apply for a budget by ticking the corresponding boxes, and then click "Confirm". Click on the budget vessel to fill in the budget amount. You can either fill in the monthly budget amount separately or fill in the total budget amount, and the system will automatically allocate it to each month. After filling in the application remarks and uploading any necessary attachments as required, click "Submit".

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7	Vessel Service		Budget	Application			Add Budget						
6	Expense Management		Add Bu	udget2.Click or	n "Add Budget"	Annual Budge	t	~		electing the managemen	budget type (Annu it department, click	al Budget/Provi "Confirm"	sional Budget)
1	Budget Management		and the	n "Budget Application"	sequentially ^{n Form Name}	Man 2024			Budget Period	DOC Maker	Document Creation Date	Budget Amount(CNY)	Operation
	Budget Apply		1	YS-24102201		运营 Management D	ept. *		2024			82,333.33	Edit Delete
	Budget Performance		2	YS-24093001	耗油费用	Fit Please select			2024-09 ~ 2024-12	李昱	2024-09-30	20,300.00	
	Budget Setting		з	YS-24092702	2024年度预算-互海2号-销售部	销售	Confirm	Cancel	2024	朱慧	2024-09-27	120,000.00	
0	Voyage Number	× ,	4	YS-24102801	2024年互海1号·船员管理预算中 请	财务			2024	朱慧	2024-10-29	1,200,000.00	
	Management		5	YS-24093003		轮机部	LINK OCEAN 1	annual budget	2024	李昱	2024-09-30	23,899.00	
	Vessel Report	>	6	YS-24092908		扬州互江	Shore-based	provisional budg et	2024-10 ~ 2024-11	潘俊杰	2024-09-29	2,000.00	
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Ę	Customs Affairs Management	×	9	YS-24092907	互海一号办公文具采购	销售部	LINK OCEAN 1	annual budget	2024	酒俊杰	2024-09-29	6,000.00	
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5	Vessel Service	> 	Gudget Application				Jeleo	t a vessei		<u>×</u>					
	Management		Budget Appl sation Form 1	No.: YS-24110101 (2024an	Lion form Shore-based LINK OCEAN 1						 6.After selecting the vessels for which you need to apply for budget by ticking the corresponding boxes, click "Confirm" 				
1] Budget		Budget Application Form Nam	e	LIP	NK OCEAN 14									
	Management		Please enter			ABLE SAILOR									
	Budget Apply		Budget Details: Add Vessel	5.Click on "Add Ves: Summary(CNY) ①	sel"				Confirm	Cancel	Expand All Curre	Int Exchange Rate 1CNY = 0.142	USD= 0.1278EUR		
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	l in an		~ 001	船舶维护费用	0.00	0.00	0.00	0.00	0.00	0.00	600,000.00	2,711,586.20	-77.87%		
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¢.	Customs Affairs Management		~ 002	采购费用	0.00	0.00	0.00	0.00	0.00	0.00	302,000.00	58,082.73	+419.95%		
4	Vessel Incident Rec	cords	002001	采购备件费用	0.00	0.00	0.00	0.00	0.00	0.00	182,000.00	55,994.73	+225.03%		
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Once the budget application form is completed, it will change to the "Approving" status and, based on the approval process nodes, it will be routed to the approval personnel's workbench.

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