

Web 端如何新增物资验收单（文档）

用户登录互海通 Web 端，依次点击进入物资验收单界面（步骤 1），点击“新增 ”（步骤 2），在跳出的右侧界面中按需求填写相关信息，带*为必填项，如有附件就上传附件，最后点击确定（步骤 3）即可新增一条物资验收单。

The screenshot displays the '互海科技' (Huihai Technology) web application interface. On the left, a sidebar menu lists various management functions, with '物资验收单' (Material Acceptance Form) highlighted under the '采购管理' (Purchase Management) section. The main area shows a table of existing forms with columns for '序号' (Serial Number), '船舶' (Ship), '部门' (Department), and '上传日期' (Upload Date). A '+ 新增' (Add New) button is visible at the top of the table. On the right, a modal window titled '新增物资验收单' (Add New Material Acceptance Form) is open, showing fields for '船舶*' (Ship*) and '部门*' (Department*), both marked as required. A '备注' (Remarks) field and an '上传附件' (Upload Attachment) button are also present. At the bottom right of the modal, there are '确定' (Confirm) and '取消' (Cancel) buttons.

1、依次点击进入物资验收单界面

2、点击新增，跳出右侧界面

3、按需求填写相关信息，带*为必填项，如有附件就上传附件，最后点击确定