

How to export and import the service order details on the web side (Document)

Users log in to the OLISS web side, Click **"Vessel Service → Service Order"** to enter the service order interface, For orders with "unsubmitted" status, Click "Edit" on the right, Enter the edit service order interface, Select the service order information, currency, fill in the contract number and other information as required (with * required / required), The service order details can be filled in manually, it can also be matched by the import form (click "Import", In the provider quotation import interface,click "download the template" to export the template form, fill in the provider quotation and quotation remarks in the exported form, After saving, click "Select Import File" to upload this file, Click "OK" for the operation successfully), Finally, click "Submit". After selecting the workflow, click "Confirm".

1. Click in order to enter the service order interface

2. For orders with "unsubmitted" status, click "Edit" on the right

No.	Name	Service I	Service TV	Planned Completion Date	Estimated Service Date	Estimated Total Price	Actual Total Cost	Status	Operation
1	船舶监修	tech-船舶监修		2025-01-24		0.00(CNY)		Unsubmitted	Edit Delete
2	电话费申请	江阴澄西船舶航修有限公司	通讯-电话费	2025-01-22	2025-01-23	550.00(CNY)	480.00(CNY)	Completed	
3		test船舶服务有限公司	检验-检验	2024-10-25		1,000.00(CNY)		Executing	
4	船舶监修1.13	tech-船舶监修		2025-01-25		2,500.00(CNY)		Unsubmitted	Edit Delete

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3. Select the service order information, currency, fill in the contract number and other information as required (with * required / required)

4. The service order details can be filled in manually, it can also be matched by the import form

5. Click "Import"

Service Order Info: VSO-25011602

Service Order Info * Currency * Estimated Service Date Contract No.

Order Attachments: Upload

船舶监修 Replace the Service Application>

Vessel: LINK OCEAN 1 Application No.: OL1-VSA-25011302 Service Type: tech-船舶监修 Dept: 朱慧

Planned Date: 2025-01-24 Applicant: 朱慧 Appl.Date: 2025-01-13

No.	Project Name	Detailed Content	Quantity	Unit	Apply Remarks	Provider Quotation (CNY)	Quote Attachment	QuotationRemarks
1	船舶监修		1	项		0	Upload	Please enter

Apply Remarks: Attachment:

Import Save Submit Cancel

Provider Quotation Import



Import instructions: The imported file needs to be filled in according to the template format, you can click [download the template](#) **6. Click "download the template" to export the template form**
[Download All Attachments](#)

Select Import Files

Service Order						7. Fill in the provider quotation and quotation remarks in the exported form	
Service Order No.: VSO-24100501		Currency: CNY		Estimated Service Date:			
Vessel Name: LINK OCEAN 1		Dept.:		Service Type: tech-船舶监修			
Remarks:							
No.	Project Name	Detailed Content	Quantity	Unit	Remarks	Provider Quotation	Quotation Remarks
1	船舶检查	外观检查、结构检查、设备检查、安全设备检查	1	项	申请互海1号船舶检查	1000	最低价
2	船舶维修	设备维修	1	项	申请互海1号船舶维修	1500	
Total:						2500	→ The total amount will be automatically calculated

Provider Quotation Import



Import instructions: The imported file needs to be filled in according to the template format, you can click [download the template](#)
[Download All Attachments](#)

Select Import Files

8. Click "Select Import File" to upload this file



Operate Successfully

9. Click "Ok"

系统正在处理导入数据, 请稍等片刻后查询导入的数据

Ok

10. Click *Submit*

Please select the workflow.

Budget Account: 船舶服务费用

Using Dept.: LINK OCEAN 1, this month's budget is \$monthMount\$, already used **0.00**; this year's budget is 0.00, already used **0.00**

Management Dept.: 甲板部, this month's budget is \$monthMount\$, already used **0.00**; this year's budget is 0.00, already used **0.00**

法定记录簿申购流程
 服务订单
 服务项目执行、验收流程

Process Description:

11. After selecting the workflow, click on "Confirm"

Confirm Cancel

Next step:

After the service application form is submitted for approval, the documents will be transferred to the personnel working desk with execution authority according to the setting of the approval process.