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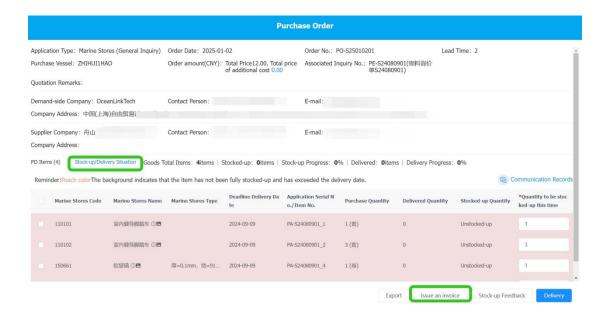
There are the following two ways for users to upload and approve invoices on the web of OLISS:

Method 1: Within the Purchase Order

1. Invoice Upload

On the PO Details page, click "PO Mail Content". In the email content, click "Click here to check the detail of your PO". Switch to the "Stock-up/Delivery Situation" page, and click "Issue an invoice" at the bottom right corner.

Fill in the information such as Invoice Amount、Invoice No.、Invoice Type，and upload Invoice Attachment, then click "Confirm".

2. Invoice Reconciliation

Back to the PO Details page, click "Invoice List" to check the uploaded invoice， then click "Initiate Reconciliation".

In this page，fill in the "Current Reconciled Amount"，then click "Submit". Select the workflow and click "Confirm".

Please note that if the amount filled in "Current Reconciled Amount" exceeds the PO amount，the system will indicate "Cannot Exceed Unchecked Amount". Then users should first click "View/Edit Additional Cost" to adjust the additional cost and then initiate reconciliation again.

When editing additional fees, it is necessary to fill in the Additional Cost, additional Cost Type and Remarks. Then click "Add Additional Cost".

3. Invoice Approval

Users can find the order in the "Purchase Orders" module by information such as the order number, and approve it on the PO details page; they can also find the invoices pending approval by clicking **"Invoice Collation — Approve"** displayed on the **Workbench** and conduct the approval.

During the approval process, information such as invoice details can be modified. Approvers can also click "Details" to check additional costs on the order details page. Then click 'Accept' or 'Reject' for the approval.

Method 2: Within the Accounting Management module

In the **Expense Management-Accounting Management** module，find the specific supplier in the supplier list，then click "Details".

On the **"Invoice List"** page, click **"Invoice Collation"**, fill in information such as invoice number and invoice type, upload the invoice attachment, and click **"Select Associated Documents"**. After checking the corresponding orders, click "Next", fill in the "Current Reconciliation Amount" and click "Confirm".

Subsidiary Account | Invoice List

Invoice Collation | Export | Abnormal Reconciliation ⓘ

No.	Date of Receipt of Invoice	Operation Time	Operator	Invoice Number	Invoice Typ
1	2025-08-14	2025-08-14 15:47:42	赵瑞言	123	Regular In
2	2025-05-13	2025-05-13 16:05:36	洪舒	AS-0000-000-00 4	Special Inv

Added Invoice Checking

Date of Receipt of Invoice *   Invoice Number *   Invoice Type *

Please select   Please enter   Please select

Currency *   Invoice Amount   Tax Rate *

    Automatically calculate based on as   0%

Invoice Date *   Due Date *

Please select   Please select

Invoice Attachment *

Upload

Abstract

Please enter

Select Associated Documents *

Document Type	Appl. No.	Settlement Amount of Document	Unreconciled A	Operation

Submit

Please select POs and payables.

Purchase Order(13) | Other Payables(0) | Selected Document (1)   舟山 　公司 | Vessel Keywords | Please select a time range. | Search | Reset

	Vessel Name	Order Number Name	Document Type	Creation Date	Currency	Acceptance Total Price	Checked	Unchecked	Operation
☐	ZHIHUI1HAO	PO-P25032701	Spare Parts	2025-03-27	CNY	15.29	0.00	15.29	Bookkeeping History
☐	ZHIHUI1HAO	PO-S25010201 🛒	Marine Stores	2025-01-02	CNY	20.00	0.00	20.00	Bookkeeping History
☐	ZHIHUI1HAO	PO-P24090302	Spare Parts	2024-09-03	CNY	6,760.00	0.00	6,760.00	Bookkeeping History
☐	ZHIHUI1HAO	PO-S24072601	Marine Stores	2024-07-26	CNY	797.00	0.00	797.00	Bookkeeping History
☑	ZHIHUI1HAO	PO-P24070401	Spare Parts	2024-07-04	CNY	5,410.00	0.00	5,410.00	Bookkeeping History
☐	ZHIHUI1HAO	PO-P23080301	Spare Parts	2023-08-03	CNY	200.00	0.00	200.00	Bookkeeping History
☐	ZHIHUI1HAO	O2111300001	Marine Stores	2021-11-30	CNY	212.00	0.00	212.00	Bookkeeping History
☐	ZHIHUI1HAO	O2107010001	Marine Stores	2021-07-01	CNY	110.00	0.00	110.00	Bookkeeping History
☐	ZHIHUI1HAO	O2104130001	Marine Stores	2021-04-13	CNY	13,500.00	0.00	13,500.00	Bookkeeping History

13 Total   10Total/Page ⌄   <   1   2   >   Go To 1   Page

Next

Purchase Order(12)　Other Payables(0)　**Selected Document (1)**　　　　　　　　　舟山　　　　司

Purchase Order:

Vessel Name	Order Number Name	Document Type	Creation Date	Acceptance Total Price	Checked	Current Reconciled Amount *	Remaining	Whether to Close the Account ⓘ	Operation
ZHIHUI1HAO	PO-P24090302	Spare Parts	2024-09-03	6,760.00	0.00	6760	0.00		Bookkeeping History Delete

Back　**Confirm**

Finally, submit the Invoice Collation and select the workflow, then click 'Confirm'.

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Subsidiary Account　**Invoice List**

Invoice Collation　Export　Abnormal Reconciliation ⓘ

No.	Date of Receipt of Invoice	Operation Time	Operator	Invoice Number	Invoice Ty
1	2025-08-14	2025-08-14 15:47:42		123	Regular In
2	2025-05-13	2025-05-13 16:05:36		AS-0000-000-00 4	Special Inv

Added Invoice Checking

Date of Receipt of Invoice *　　Invoice Number *　　Invoice Type *
Please select　　　　　　　　Please enter　　　　Please select

Currency *　　　　　　　Invoice Amount　　　Tax Rate *
CNY　　　　　　　　　　5410　　　　　　　0%

Invoice Date *　　　　　Due Date *
Please select　　　　　Please select

Invoice Attachment *
Upload

Abstract
Please enter

Select Associated Documents *

Document Type	Appl. No.	Settlement Amount of Document	Unreconciled A	Operation
Enquiry Order	PO-P24070401	5,410.00	5,410.00	Delete

Submit

No Approval Required.
Total Amount (including additional cost) ≤ USD 1000
USD 1000 < Total Amount (including additional cost) ≤ USD 5000
Total Amount (including additional cost) > USD 5000

Process Description:

Signature *

🗑 Clear Signature
✏ Re-sign

Confirm   Cancel

Approvers can also conduct the approval in the **"Invoice List"** page by clicking 'Details'.