

# Web端如何导出采购对账单凭证（文档）

用户登录互海通Web端，依次点击“采购管理→采购订单”进入采购订单界面，可通过关键字或筛选条件快速查找目标单据，点击目标单据右侧“下载”，弹出下载凭证窗口，根据需要选择相应类型的凭证进行下载或者点击“一键下载全部凭证”（导出的凭证格式为PDF文件）。

The screenshot shows the 'Purchase Management' section of the互海通 Web end. On the left sidebar, under 'Purchase Management', the 'Purchase Order' item is selected and highlighted with a red box. A red arrow points from this box to the text '1、依次点击进入采购订单界面'. The main area displays a table of purchase orders with columns including Order ID, Purchase Order Number, Supplier, Total Price, etc. Each row has a 'Download' button in the operations column. A red box highlights the 'Download' button for the first row. A red arrow points from this box to the text '2、可通过关键字或筛选条件快速查找目标单据'. Another red arrow points from the 'Download' button to the text '3、点击目标单据右侧“下载”'.

This screenshot shows a modal window titled 'Download Receipt' overlaid on the purchase order list. The modal contains a table with columns 'Receipt Type', 'Serial Number', and 'Operation'. It lists five receipt types: Full Process, Purchase Order, Quotation, Purchase Application, and Receipt. Each entry has a 'Download' and 'Preview' button. A red box highlights the 'Download' button for the 'Purchase Order' entry. A red arrow points from this box to the text '4、弹出下载凭证窗口，根据需要选择相应类型的凭证进行下载或者点击“一键下载全部凭证”'. Another red arrow points from the 'Download' button to the text '3、点击目标单据右侧“下载”'.

导出的凭证格式为PDF文件：

名称	类型	压缩大小	密码保护
采购订单凭证(OL1-PO-P25021302).pdf	WPS PDF 文档	216 KB	否
采购申请凭证(OL1-PA-P25021001).pdf	WPS PDF 文档	202 KB	否
全流程凭证(OL1-PO-P25021302).pdf	WPS PDF 文档	201 KB	否
入库单凭证(OL1-SI-P25021801).pdf	WPS PDF 文档	197 KB	否
入库单凭证(OL1-SI-P25021802).pdf	WPS PDF 文档	199 KB	否
询价单凭证(PE-P25021001).pdf	WPS PDF 文档	203 KB	否

