

# How to export purchase statement vouchers (documents) from the web side

Users can log in to the OLISS Web side and follow steps 1-4 in the "Purchase Management → Purchase Order" interface.

2. Quickly find the target documentation by keywords or filter conditions

1. Click to enter the "Purchase Order" interface

3. Click "Download Vouchers" on the right side of the target order





No.	Vessel	PO No.	Supplier Name	Inquiry Mode	Purchase Appl. No./Appl. No.	Purchase Plan Type	Creation Date	Status	Operation
1	LINK OCEAN 1	PO-S24103106	SYCS	General Inquiry	P1901150006	Monthly Purchase	2024-10-31	Accepting	Download Vouchers   Copy Order
2	LINK OCEAN 1	PO-P24103001	互海888	Manually add	PA-P24103003	Quarter Purchase	2024-10-30	Accepting	Download Vouchers   Copy Order
3	LINK OCEAN 1	PO-S24102401	SYCS	General Inquiry	测试预付款	Monthly Purchase	2024-10-24	Accepting	Download Vouchers   Copy Order
4	ABLE SAILOR	PO-S24090904	志志商务测试	Manually add	PA-S24090902	Minor Purchase	2024-09-09	Accepting	Download Vouchers   Copy Order
5	LINK OCEAN 1	PO-S24073101	志志商务测试	General Inquiry	测试1	Monthly Purchase	2024-07-31	Accepting	Download Vouchers   Copy Order
6	LINK OCEAN 1	PO-P24071901	SYCS	General Inquiry	测试退回	Quarter Purchase	2024-07-19	Accepting	Download Vouchers   Copy Order
7	LINK OCEAN 1	PO-P24070901	航海公司	Direct Purchase	PA-P24070101	Quarter Purchase	2024-07-09	Accepting	Download Vouchers   Copy Order
8	LINK OCEAN 1	PO-S24061401	小李墨船舶有限公司	General Inquiry	测试bbbb	Monthly Purchase	2024-06-14	Accepting	Download Vouchers   Copy Order
9	LINK OCEAN 1	PO-P24061403	李墨船舶贸易	General Inquiry	PA-P24061301	Monthly Purchase	2024-06-14	Accepting	Download Vouchers   Copy Order

4. Select some download vouchers as needed, or "Download All Vouchers"

Voucher Type	Appl. No.	Operation
Full Work Flow	-	Download   Preview
Purchase Order	PO-S24103106	Download   Preview
RFQ	PE-S24103103	Download   Preview
Purchase Appl.	P1901150006	Download   Preview

After the download is complete, check the credentials as needed.

Order+Full+Voucher(PO-S24103106).zip

名称 ▲	大小	类型	修改时间
 Full-process Voucher(PO-S24103106).pdf	207.1 KB	WPS PDF 文档	2024-12-18 15:47:52
 Inquiry Voucher(PE-S24103103).pdf	210.6 KB	WPS PDF 文档	2024-12-18 15:47:52
 PO Voucher(PO-S24103106).pdf	215.8 KB	WPS PDF 文档	2024-12-18 15:47:52
 Purchase Application Voucher(P1901150006)....	210.6 KB	WPS PDF 文档	2024-12-18 15:47:52