

How to Reconciliation invoices on the purchase order interface (document)

Users log in to the OLISS Web side, click in sequence to enter the "Procurement Management → Purchase Order" interface, which defaults to the spare parts interface. Click "Finished" in the "Status" drop-down menu, click anywhere on the target order with the "Finished" status in the "Procurement Ledger" to enter the purchase order details page, click "Invoice List" to view the uploaded invoices, and click "Initiate Reconciliation". On the "Initiate Reconciliation" page, fill in the amount for this reconciliation, click "Submit", select the approval process, sign, and then click "Confirm".

Purchasing Management

Purchase Application

Purchase Docking

Materials Acceptance

Vessel Purchase

Purchase Plan

Inquiry Management

Purchase Order

Supplier Evaluation

Annual Agreement Price

After-sales Feedback

Vessel Service

Expense Management

Budget Management

Voyage Number Management

Spare Parts

Marine Stores

Oil

Chart

Default spare parts interface

Purchase Ledger

Export

Add Order

Please select Belonging C

Please select a time range

Keywords Searching

Search

Reset

No.	PO No.	ase Total Price	Belonging Company	Inquiry Mode	Purchase Appl. No.	Purchase Appl. Name	Purchase Plan Type...	Created Date	Contact Person	Supply Cycle	Status	Operation
1	PA-P24060403	10.00	上海互海信息科技有限公司	General Inquiry	PA-P24060403	测试	Monthly Purchase	2025-06-27	A77	7	<div><div>All</div><div>Unsubmitted</div><div>Purchasing</div><div>Accepting</div><div>Approving</div><div>Finished</div><div>Cancelled</div></div>	Remarks Download
2	PA-P24100501	19.00	上海互海信息科技有限公司	General Inquiry	PA-P24100501	N/A	Monthly Purchase	2025-06-27	A77	7		Remarks Download
3	PA-P24082001	10.00	上海互海信息科技有限公司	General Inquiry	PA-P24082001	N/A	Monthly Purchase	2025-06-27	A77	7		Remarks Download
4	PA-P24101401	21.00	上海互海信息科技有限公司	General Inquiry	PA-P24101401	11月物料申请单	Monthly Purchase	2025-06-27	A77	7		Remarks Download
5	OL1-PA-P25082001	1,150.00	上海互海信息科技有限公司	Manually add	OL1-PA-P25082001	N/A	Quarter Purchase	2025-06-27	A77			Remarks Download
6	OL1-PO-P25061301	1.00	上海互海信息科技有限公司	Manually add				2025-06-13				
7	OL1-PO-P25050901	1.00	上海互海信息科技有限公司	Manually add			Minor Purchase	2025-05-09			Unsubmitted	Edit Delete
8	OL1-PA-P25050801	1.00	上海互海信息科技有限公司	Manually add	OL1-PA-P25050801	N/A	Other	2025-05-08	宋经理		Canceled	Order Remarks Download
9	PA-P24100501	100.00	上海互海信息科技有限公司	General Inquiry	PA-P24100501	N/A	Quarter Purchase	2025-05-06	Ariel	11	Canceled	Order Remarks Download
10	OL1-PA-P25042902	1,150.00	上海互海信息科技有限公司	General Inquiry	OL1-PA-P25042902	甲板部-采购申请4.17.1---修...	Minor Purchase	2025-04-29	朱俊	5	Finished	Order Remarks Download Copy
11	OL1-PO-P25042201	1.00	上海互海信息科技有限公司	Manually add				2025-04-22			Unsubmitted	Edit Delete
12	OL1-PA-P25033104	343.00	上海互海信息科技有限公司	General Inquiry	OL1-PA-P25033104	备件申请单20250331(1)	Quarter Purchase	2025-03-31	测试	3	Finished	Order Remarks Download Copy
13	OL1-PA-P25033103	12.00	上海互海信息科技有限公司	General Inquiry	OL1-PA-P25033103	备件申请单20250331	Quarter Purchase	2025-03-31	测试	3	Purchasing	Order Remarks Download Copy

1. Click in sequence to enter the purchase order interface

2. Click "Finished" in the "Status" drop-down menu

3. Click anywhere on the target documentation marked as "Finished" in the procurement ledger to enter the details page

PO Details

Finished

Order No.: OL1-PA-P25033104

Vessel Name: LINK OCEAN 1

Supplier Name: 测试

Address:

Quotation Remarks:

Order Remarks: 11

Contract Info

Contract No.:

Contract Description:

Purchase Total Price(CNY): 343.00 (Tax: 0%, Taxes: 0.00)

Total Price of Goods(CNY): 143.00

Additional Cost(CNY): 200.00

Belonging Company: 上海互海信息科技有限公司

Item Type: Spare Parts

Contact Person: 测试

Supply Cycle: 3

Contract Name:

Purchase Plan Type: Quarter Purchase

Cell Phone: (+86) 13510001000

Associated Inquiry No.: OL1-PA-P25033103|OL1-PA-P25033104

E-mail: ba*****1@163.com

4. Click "Invoice List"

Acceptance Total Price(CNY): 343.00

Total Price of Accepted Goods(CNY): 143.00 (Including Tax 0.00)

PO Items(2items)

Acceptance Record(2)

Stock-up/Delivery Situation

Invoice List(3)

Accumulated invoiced amount: CNY 143.00

No.	Invoice Amount (CNY)	Invoice No.	Invoice Type	Tax Rate	Invoice Attachment	Invoice Date	Due Date	Associated Collation Status	Operation
1	13.00	3567906	Regular Invoice	3%		2025-08-20			Initiate Reconciliation
2	30.00	365465	Regular Invoice	3%		2025-08-20			Initiate Reconciliation
3	100.00	3523656	Regular Invoice	3%		2025-08-20		Already checked	View Collation Details

5. Click "Initiate Reconciliation"

Task Progress

Comment

Initiate Reconciliation



Date of Receipt of Invoice *

2025-08-22

Invoice Number *

365465

Invoice Type *

Regular Invoice

Currency *

CNY

Invoice Amount

30

Tax Rate *

3%

Invoice Date

2025-08-20

Due Date

Please select

Invoice Attachment *

Upload



Abstract

Please enter

o.	Settlement Amount of Document	Unreconciled Am...	Whether to Close the Account ⓘ	Current Reconciled Amount	Operation
o-P25033104	343.00	243.00	<input type="checkbox"/> Reason for Closing Accounts: 🔗	30	Details

6. Fill in the amount for this reconciliation, click "Submit"

Submit

Please select the workflow.

☐ No Approval Required.

☐ 发票

Process Description:

Signature *

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 Clear Signature

 Re-sign

7. Select the approval process, sign, and then click "Confirm"

Confirm

Cancel