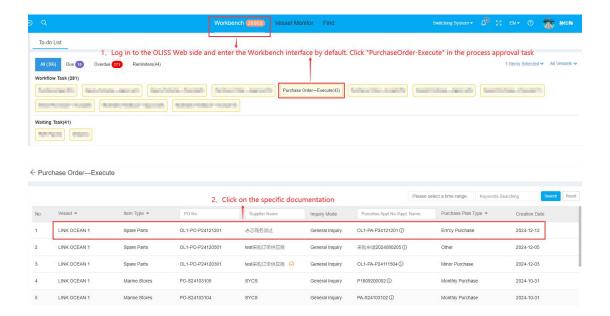
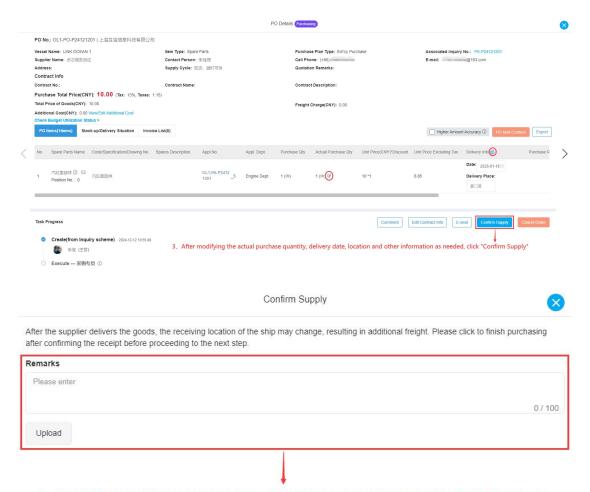
How to execute purchase orders (documents) on the web side

After the approval of the inquiry scheme, an email confirmation of the purchase order will be sent to the supplier. At the same time, the documentation status will change to the purchase order pending execution status.

Users can log in to the OLISS Web side, go to the "Workbench → Workflow Task → Purchase Order - Execute" interface, and follow the steps 1-4 below:





4. Fill in the remarks as needed and whether to upload attachements, then click "Confirm"



Next step:

If you click "Cancel Order" in the purchase order execution interface, the documentation will return to the purchase plan and you need to start a new inquiry.

2. If the execution is completed, according to the approval process node, the documentation will become "Accepting" and will be transferred to the workbench of the personnel with acceptance authority.