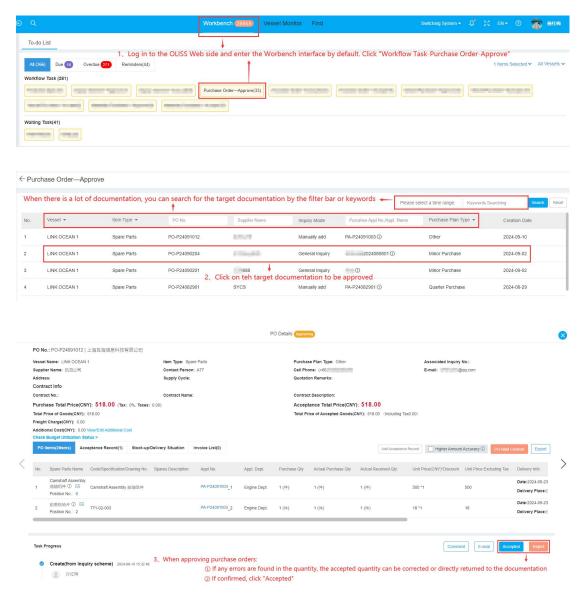# How to approve purchase orders (documents) on the web side

After the purchase order is accepted, according to the approval process node (in the purchase order approval process, an " Approve" step is added after the "Accept" step), the documentation is transferred to the personnel workbench with purchase order approval authority for approval.

Users can log in to the OLISS Web app, go to the "Workbench → Workflow Task → Purchase Order- Approve" interface, and follow steps 1-3 as follows:

Description:

If the purchase order operation is "Reject" during the approval step, the documentation will change to "Accepting" status and be returned to the acceptance personnel workbench. The acceptance personnel can delete the previous acceptance records and re-inspect.