# Digital approval of offers and costs · How to access?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

**Determine who proposes, who confirms and when a second person is required.**

## A starting point in practice

Along with the decision, keep the amount, the document version, the time and the approver.

Try refusal, correction and the absence of the principal approver.

## Working example · Digital approval of offers and expenses

Try refusal, correction and the absence of the principal approver.

## Specific next steps

1. Along with the decision, keep the amount, the document version, the time and the approver.
2. Try refusal, correction and the absence of the principal approver.
3. Tie approval to limits and the right to view the history.

## Limits of application

Apply the guideline to your documents and working methods.

## Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-digital-odobravanje-odluka