

Enterprise Amazon Business Departmental Approver(s) – Supplementary Notes

General Supplementary Notes for Amazon Approvers

- Amazon provides the Approver training and general PowerPoint training materials.
- Employees assigned the Procurement Card holder role as of July 1, 2022, are automatically loaded into each departmental group with approvers assigned.
- Approvers can add new users directly through their Amazon Business login page by sending the employee an invitation to join or the user can complete the [Web Form Request for Amazon Access](#) located on the Purchasing website to receive assistance.

Important: Remember when adding a new employee to the Business Account to your departmental group to use only the linkblue version of their email address for the invitation; refrain from using vanity or non-UK email addresses.

- Departmental Approvers can delete any user assigned to their departmental group as needed.
- Any University staff or faculty can browse the Enterprise Amazon Business Account from myUK Enterprise Services tab as well as create/download Shopping Lists. However, they cannot create orders and check out without first being added to their applicable departmental group and workflow. Contact amazon@l.uky.edu if needed for assistance.
- Note: Some products and orders are not subject to approval policies and don't appear in business order history. These include the items below; some of these may be automatically soft- or hard-blocked:
 - Subscriptions
 - Amazon Web Services and other Amazon services
 - Digital products: Kindle books, videos, music, software, games, and audio books

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Workflow Structure in Enterprise Amazon Business:

- In general, Amazon workflow uses a mirror structure of Level 1 Approvers in SRM/SAP/PRD as its base. The same Level 1 approvers notated by their department number in SRM, etc. are placed as Approvers in the Amazon Business workflow.
- There is a single level of departmental approvers, but there can be multiple Approvers who jointly receive the email notifications to approve, identical to what one would see with SRM Shopping Carts/PRD/Concur transactions.
- Reminder: When receiving email notifications, it is preferred to log into Amazon Business to perform the approval or rejection rather than approve/reject directly from within the email itself.
- Approvers can set more restrictive settings at their level in the hierarchy than those at the institutional level, but not more lenient, e.g., category blocking, delivery settings, etc.

Important: Be sure to sign out of any other Amazon accounts that may be active on your computer before starting the approval process in Amazon Business to ensure there are no account conflicts.

Enterprise Amazon Business Account Workflow Visual

Amazon Shopper



Access via myUK Enterprise Services tab.
First-time access may require account conversion/migration tasks.

Dept Approval



Dept approver(s) receive(s) email notification.
Accesses via "Details" link within email or log in to account. One level departmental approval required.

Purchasing Approval



Purchasing Buyer(s) receive email notification.
Accesses via "Details" link within email or log in to account.

Amazon Fulfillment



Order placed with Amazon and fulfilled.
If order placement date > 7 calendar days, pricing may expire.