amazon business

Approving an Order Request

When an order is submitted for approval, there are several ways to access the approval queue to review and approve or reject the order.

1. Select **Approve or reject this order** from the approval email. You can also access your approval queue within your account by selecting **Pending Approvals** on your homepage or by hovering over "**Hello, NAME**" in the upper right hand corner of your homepage and selecting **Approve Orders** from the drop down menu.

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amazon business

Approval required

Approver Name:

User Name submitted an order requisition on May 19, 2021 for Josh Inc (Josh Inc). Order details are below. Example (Example).

[**Approve or reject this order**]

Order Summary

Order Number	114-2829344-2769019
Placed by	User Name on May 19, 2021
Deliver to	User Name
	1 LINCOLN ST 33 FLOOR
	BOSTON, MA 02111-2901, US
Items in Order	1
Total	$27.08

Items in Order

Amazon Basics Multipurpose Copy Printer Paper - White, 8.5 x 11 Inches, 8 Ream Case (4,000 Sheets)
$25.49 | Qty: 1

Departments ▾   Buy Again   Add People   PPE for Work   Savings Hub   Quantity Discounts   Today's Deals   Workplace Essentials   Gift Cards   Help   Recommendations ▾   EN ⊕

Workplace safety & reopening solutions
Shop top-rated supplies.

Pending approvals
01
Orders need your approval. Please approve them before they expire
Approve orders

Stock up on PPE
We offer PPE & workplace essentials for clean and safe environment.
Purchase PPE

Give the gift of choice
Share your appreciation by giving Gift Cards.
Shop Gift Cards

Workplace Essentials
Quickly find 4-star products for work from top-rated sellers at competitive prices, all in one place
Buy Workplace Essentials

Try Bu...
Start your...

Needs approval 1 of 1

Order ID	114-2829344-2769019
Placed by	User Name on May 19, 2021
Request total	$27.08

Approve purchase request?

Comments for User Name

[Optional]
...characters left

[Approve] [Reject] See details

Hello, Approver
Account for Example ▾   Lists ▾

Account Details

Your Account
Business Settings
Your Orders
Try Business Prime
Manage Suppliers
Bulk Ordering
Business Analytics
Category Savings Evaluation
Recurring Deliveries

Manage Your Business

Buying Policies & Approvals
Billing & Shipping
Members
Certifications
System Integrations

Quick Actions

Add People
Set Spending Limits
[Approve Orders]

Switch Accounts
Sign Out

2. The **Purchase requests** page will allow you to review all orders that have been submitted for approval. You can select the check box on the left hand side of the order and **Approve selected** or **Reject selected** order(s) from this page. If you wish to review the order in further detail, you can select **Needs Review**.

Purchase requests

	Approve selected	Reject selected

	Order ID	PO #	Requisitioner	Order Date (PST)	Order Total	Status
☑	114-2829344-2769019		User Name	May 19, 2021	$27.08	Needs review

3. Review order details and **Approve** or **Reject** the order. You are also able to include comments on the reasoning for order approval or rejection for the user to review.

Purchase requests › Order details

Approve purchase request?

Comments for User Name

Optional

100 characters left

Approve	Reject

Request details

Cost center	No value entered	Change
Location	No value entered	
Department	No value entered	

Order ID	114-2829344-2769019
Placed by	User Name on May 19, 2021 1:57 PM
Payment method	American Express ending in XXXX
Deliver to	User Name 1 LINCOLN ST 33 FLOOR BOSTON, MA, US

Request summary

Items	$25.49
Shipping & handling	$24.94
Order discount	$0.00
Shipping discount	-$24.94
Total before tax:	$25.49
Estimated tax to be collected*	$1.59

Request total **$27.08**

⌄ Now approving

1 item(s) requested for approval

Amazon Basics Multipurpose Copy Printer Paper - White, 8.5 x 11 Inches, 8 Ream Case (4,000 Sheets)
$25.49 | Qty: 1

4. Once an order is approved or rejected, you will receive a confirmation and the order requestor will also be notified via email.

Purchase requests › Order details

✓ **This purchase has been approved.**

Request details

PO number	XXXX
Location	105

Order ID	114-7797508-8602631
Placed by	User on May 24, 2021 9:09 AM
Payment method	American Express ending in XXXX
Deliver to	Lincoln
	1 LINCOLN ST FL 33
	BOSTON, MA, US

Request summary

Items	$25.49
Shipping & handling	$24.94
Order discount	$0.00
Shipping discount	-$24.94
Total before tax:	$25.49
Estimated tax to be collected*	$1.59

Request total $27.08

^ Completed Approvals
Approved by User
(ExampleEmail123@amazon.com)
May 24, 2021 9:13 AM

1 item(s) approved

Amazon Basics Multipurpose Copy Printer Paper - White, 8.5 x 11 Inches, 8 Ream Case (4,000 Sheets)
$25.49 | Qty: 1

Did you find this guide to be helpful? Please complete this short survey to provide feedback.