



Guide to Approve Orders

The following is a step by step guide on how to review, approve, or reject orders.

Notification

You will receive an email when an order has been submitted for approval. The email subject line is "Order Approval Required".

• Please note: You have 7 days to approve or reject an order. Within those 7 days, prices DO NOT fluctuate. If the order is not approved within 7 days, it will be automatically cancelled. Saturday's and Sunday's count towards the 7 day hold.

	ess
Norah Sangid:	
Bob Amazon submitted a Order details are below.	in order requisition on July 19, 2017 for Campus Martius (DTW University
	Approve or reject this order
Order Summ	ary
Order Summ	ary 112.4981704-3261809
Order Summa Order Number Placed by	112-4981704-3261809 Bob Amazon on July 19, 2017
Order Summa Order Number Placed by Deliver to	112-4981704-3261809 Bob Amazon on July 19, 2017 DTW University 150 W Jefferson Ave Deteriat, Mi 45226, US
Order Summa Order Number Placed by Deliver to Items in Order	112-4981704-3281809 Bob Amazon on July 19, 2017 DTW University 150 W Jetterson Ave Detroit, MI 48226, US 1

You can navigate to the details of this order from the body of the email by selecting **Approve or reject this order** (see above example) OR log on to Amazon.Com and select **Approver Orders** from the drop-down menu of your Account for Business.



Any orders that require review and action are listed. You can select **Needs review** to review and approve or reject each item in the request.

amazo	onbusiness All -	Enter keyv	vord or product number			Q	Discover Business Prime Shipping
Depart	tments - Today's Dea	Is Sell on /	Amazon Business Help				EN Hello, Approver
Purcha	ise Requests						
					Approve selected	Reject selected	d
	Order ID	PO #	Requisitioner	Order Date (PST)	Order Total	Status	
	111-6697424-2859456		Requisitioner LaPerle	December 22, 2017	\$79.36	Needs review]
	112-7438865-7935432 112-2134893-1302636		Requisitioner LaPerle	December 22, 2017	\$49.35	Needs review	





If you want to reject an item on the request but approve other items, scroll down to the Item(s) Requested list and click

Mark as rejected \$

The item will be removed from the order and will show under Item(s) Requested as Item(s) marked for rejection. This allows you to change back again, if needed, by selecting "Cancel rejection and mark as approved" before approving the request.

Once you have changed the PO field to include the requisition number, select Approve.

Guide to Rejecting all items in an Order

To reject an order, you simply choose Reject

- You can add comments for the end user as to why the order was rejected
- If you need end user to revise the order, you can:
 - 1) Reject the order and use the comment box to request the revisions

Comments for Bob Amazon				
Optional				
		100 characters left		
Approve	Reject			

- 2) The end user will have an opportunity to modify their cart and resubmit the order for approval.
- 3) Their cart will remain intact, they simply need to click the **"here"** link within the email they receive to revise their order and resubmit the order for approval to you.

amazonbusiness						
Ú						
Your purchase order request for Campus Martius was rejected by Norah						
Sangid(nss+dtw@amazon.com).						
Comments: Please remove item						
Click here to re-add items to your Cart.						
Order Summary						
PO number	PO number 34567					
Order number	112-0230286-4951438					
Rejected by	vjected by Norah Sangid (nss+dtw@amazon.com)					
Deliver to DTW University						