



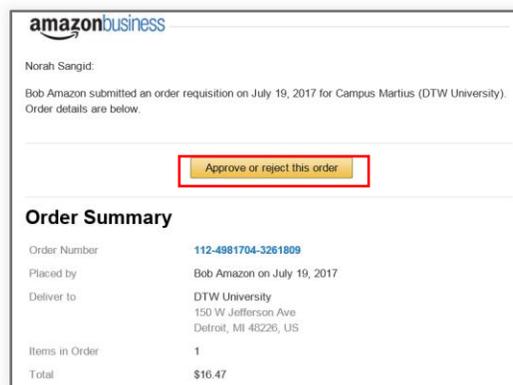
Guide to Approve Orders

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

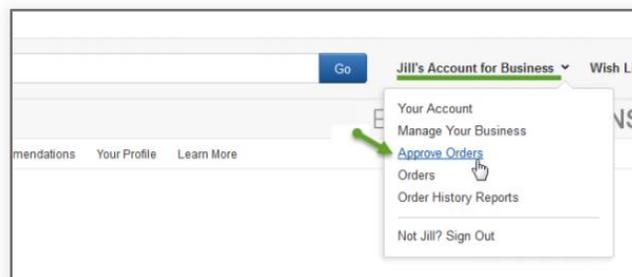
Notification

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

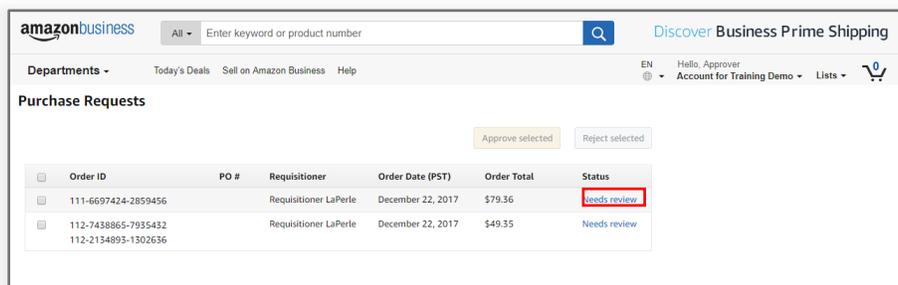
- Please note: You have **7 days to approve or reject an order**. Within those 7 days, prices DO NOT fluctuate. If the order is not approved within 7 days, it will be automatically cancelled. Saturday’s and Sunday’s count towards the 7 day hold.



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.





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



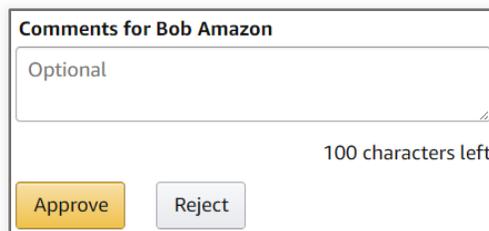
The item will be removed from the order and will show under Item(s) Requested as Item(s) marked for rejection. This allows you to change back again, if needed, by selecting “Cancel rejection and mark as approved” before approving the request.

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



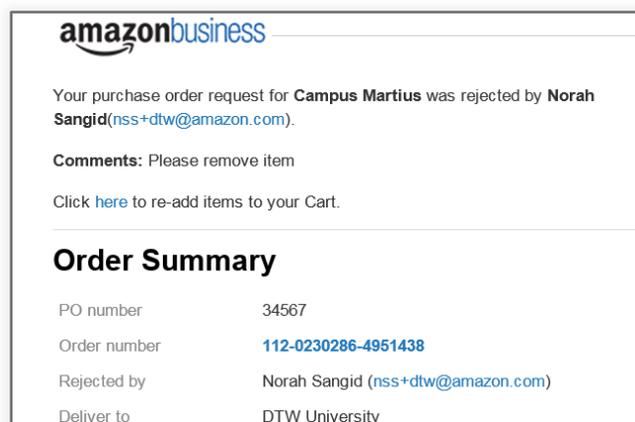
Comments for Bob Amazon

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

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	34567
Order number	112-0230286-4951438
Rejected by	Norah Sangid (nss+dtw@amazon.com)
Deliver to	DTW University