

How-To Guide: Approving an Order Request

Approval workflows help businesses track purchases by employees and provide visibility and control into spending across business accounts, helping businesses manage employee-purchasing behavior. Organizations can use a variety of approval features to set unique workflows for their organizational structure to gate purchases, trigger notifications and track specific order information. The following guide outlines how to approve or reject an order that has been submitted for approval.

Approving an Order Request

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.

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

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

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 f

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

128 characters left

Approve **Reject** **See details**

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 **See approval details**. To review your Approval history, select the option beneath Purchase requests.

Purchase requests

Approve Approval history

Select all Approve selected Reject selected

Pro Serve - Amazon Business ProServe
Order # 114-7235499-1585838, + 1 more Order date - December 8, 2023
PO # 123456 Expires on - December 15, 2023 Pending
\$63.40 See approval details

- 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. If needed, you can change or update order information fields and review requisitioner comments. If an order contains multiple line items, you may reject individual items and select rejection reasoning. Once any changes have been made, you can approve any items that were not rejected.

Approve purchase request?

Comments for Pro Serve

Optional

100 characters left

Approve Reject

Request details

PO number 123456 [Change](#)

Order ID	114-7235499-1585838 114-3200305-7873011
Placed by	Pro Serve on December 8, 2023 11:37 AM
Payment method	Pay By Invoice
Deliver to	AB ProServe 55 PIER 4 BLVD BOSTON, MA, US
Requisitioner comments	Office Desk Space Needs

Request summary

Items	\$61.73
Shipping & handling	\$2.99
Order discount	\$0.00
Shipping discount	-\$2.99
Total before tax:	\$61.73
Estimated tax to be collected*	\$1.67
Request total	\$63.40

Approvals required

The following approval policies apply to this order. Expand each policy to see who is needed to approve in order to complete the purchase.

Spending limit Group policy **Awaiting approval** ▾

4 item(s) requested for approval

- 

BIC Round Stic Grip Xtra Comfort Assorted Colors Ballpoint Pens, Medium Point (1.2mm), 36-Count Pack, Perfect for Writing with Superb Control
\$7.20 | Qty: 1

Mark as rejected ▾
- 

Amazon Brand - Solimo Variety Pack Light and Medium Roast Coffee Pods (Kona, Breakfast, Donut), Compatible with Keurig 2.0 K-Cup Brewers, 100 Count
\$35.13 | Qty: 1

Mark as rejected ▾
- 

MROCO Large Gaming Mouse Pad [50% Larger] with Non-Slip Rubber Base, Premium-Textured & Waterproof Mousepad with Stitched Edges, Mouse Pads for Computers, Gamer, Office & Home, 14 x 11in, Black
\$8.89 | Qty: 1

Mark as rejected ▾
- 

Amazon Basics Woodcased #2 Pencils, Pre-sharpened, HB Lead Bulk Box, 150 Count, Yellow
\$10.51 | Qty: 1

Mark as rejected ▾

Not needed

Not compliant

Too expensive

Other

4. Once an order is approved or rejected, you will receive a confirmation and the order requestor will also be notified via email. Orders must be approved within 7 days or the order will be cancelled.

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
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