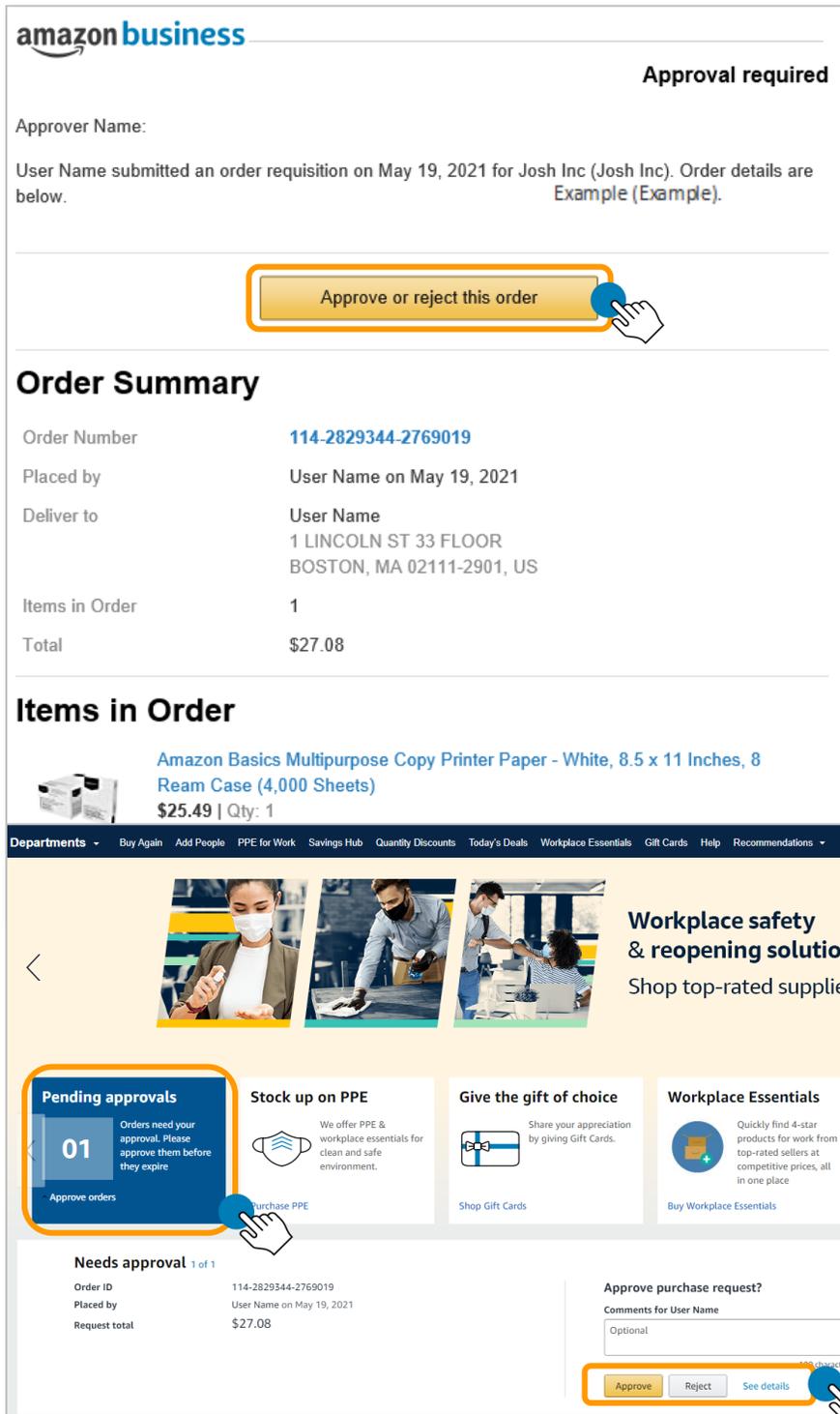


Approving an Order Request

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.



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

150 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

- The **Purchase requests** page will allow you to review all orders that have been submitted for approval. Select **Needs Review** to update the Requisition# and/or PO Number.

Purchase requests

Approve selected Reject selected

<input checked="" type="checkbox"/>	Order ID	PO #	Requisitioner	Order Date (PST)	Order Total	Status
<input checked="" type="checkbox"/>	114-2829344-2769019		User Name	May 19, 2021	\$27.08	Needs review

- Review the order for accuracy. You are also able to include comments on the reasoning for order approval or rejection for the user to review.

Note: Please be on the lookout for items marked as restricted. "Restricted Items" in Amazon Business (ex_alcohol, tobacco, services, personal items) can still be added to a user's cart even though they are labeled as restricted. The Bookkeeper is responsible for reviewing the shopping cart and ensuring that any 'restricted' item is removed from the order. The Business Office will reject all orders that contain restricted items.

- Click **Change** to update the Requisition# and/or PO Number (see instructions below)

Change business order information

PO number
XXXXXX

Requisition# (Bookkeeper Only)
XXXXXX

Save Cancel

Request details

PO number XXXXXX

Requisition# (Bookkeeper Only) XXXXXX

Change

Bookkeepers: Go to Infinite Visions and create a requisition for the order in your queue. Once you have a Requisition Number, enter that value in the "Requisition# (Bookkeeper Only)".

Download the Request Details as a PDF by going to Your Orders, View Details (under the correct order), "Print" > Save as PDF", and attach in Infinite Visions. Note open purchase orders are not allowed. The bid information is as follows:

- Contract Number: Omnia Partners R-TC-17006
- Contract Expiration: January 18, 2022

Note: Bookkeepers should ensure their budget managers approve requisitions on IV within 24

- If the order looks good, click "**approve**". The order will be forwarded to Accounting. Once the requisition has been converted into a Purchase Order, Accounting will update the PO Number in Amazon and place the order. You will receive a confirmation and the order requestor will also be notified by email.
- Once an order is approved or rejected, you will receive a confirmation and the order requestor will also be notified via email.

