

# Approvals

## Approval workflows provide visibility and control over purchasing

- Administrators can configure up to **6 levels** of approvals. Each level of approval can have more than one approver. Only one approval is needed at each level.
- Approvers are notified of pending orders through email as well as when they log into their Amazon Business account.
- Requisitioners or Administrators can be designated as approvers.
- Only active account users can be configured as approvers.
- Approvals can be set up at individual group levels by navigating to **Buying policies > Approvals** and then further customized for individual users.

### What are approval policies?

Use approval policies to notify specific members in your business account when an order is placed and get their approval before the order is allowed to continue processing. Approvals can be triggered by order total or restricted products.

**ADD POLICY**

### Approval policy

Approval settings will not apply to services, digital products, or punchout accounts. [Learn more](#)

Applies to orders for the **Ravenna Garden** group only.

#### Conditions

- Apply to all orders
- Orders with restricted items
- Orders with a total equal or greater than

\$ 250

#### Approvers

Requires one approval from each level. If an approver is going to be unavailable, you can assign a temporary delegate

1.

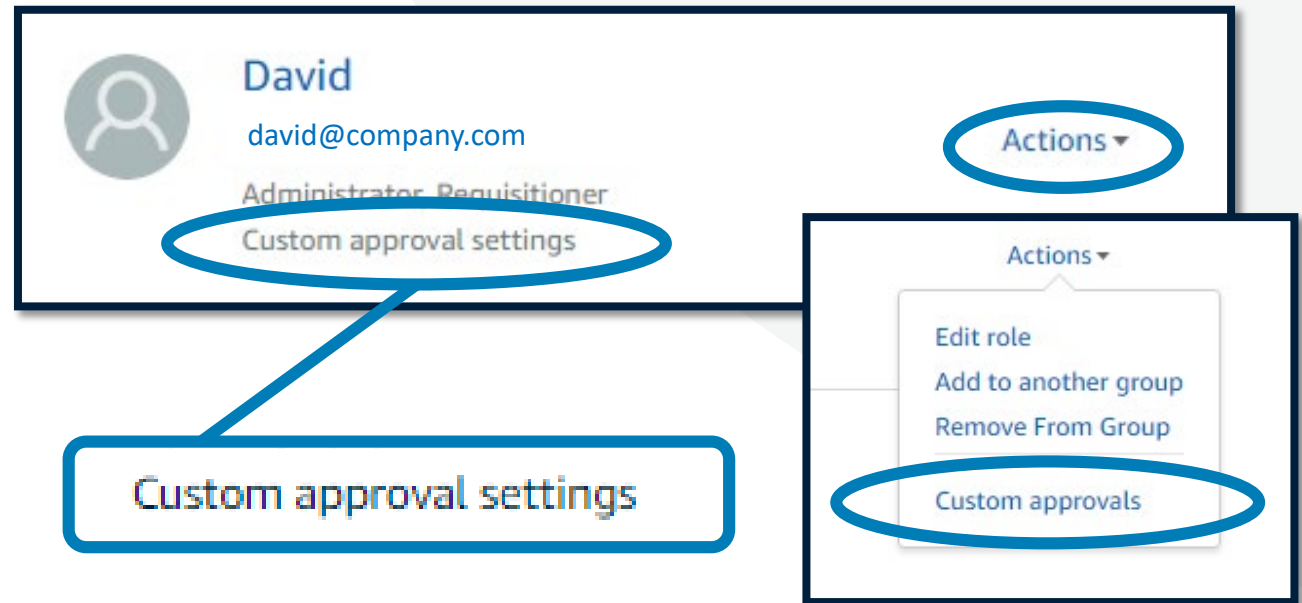
2.

[Add another approver level](#)

# Custom Approval Workflows

To enable custom approval workflows for individual users, the user must first belong to a group in which approvals have been enabled and configured. Navigate to the group you are setting approvals for then select **People** in the **Members** section to find the individual and customize approvals.

- To configure a custom approval workflow for an end user, click on the **Actions** drop down to the right of their name.
- From this screen, approval workflows can be configured that will only apply to this single user
- Once custom approvals have been configured for a user, it is indicated in the user list under **People**.



# Approving Orders

Any time an order is routed to you for approval, you will get an email notifying you of the request. Purchase requests can be approved directly from the email or by navigating to **Approve Orders** in the top right drop down of your account.

The image shows two parts of the Amazon Business interface. The top part is an email notification from Amazon Business. It includes the Amazon Business logo, the name 'David', and a message stating that Katherine submitted an order requisition on November 9, 2017, for 'Approval Demo (Ravenna Garden)'. The message notes that the order is needed for a school project. A yellow button labeled 'Approve or reject this order' is circled in blue. The bottom part is a 'Purchase Requests' table with columns for Order ID, PO #, Requisitioner, Order Date (PST), Order Total, and Status. The first row is selected, and a blue box highlights the selection checkboxes.

amazonbusiness

David:

Katherine submitted an order requisition on November 9, 2017 for Approval Demo (Ravenna Garden).  
Order details are below.

**Message:** needed for school project

Approve or reject this order

Purchase Requests

<input type="checkbox"/>	Order ID	PO #	Requisitioner	Order Date (PST)	Order Total	Status
<input checked="" type="checkbox"/>	114-2458457-6918607 114-9916460-6146653	test PO	Katherine	November 9, 2017	\$71.27	Needs review
<input type="checkbox"/>	114-3102336-1238618	sample PO	Katherine	November 8, 2017	\$20.29	Needs review

Approve selected    Reject selected

- Once a purchase is submitted for approval, the order is held for 7 days. Approval requests that take longer than 7 days will be rejected
- If you have multiple orders awaiting approval, you have the option to approve or reject them in bulk
  - Any time you reject an order, you can send comments back to the requisitioner explaining why the order was rejected
  - When an order is approved, an order confirmation email is sent to the requisitioner letting them know that their order was approved and is now being processed by Amazon