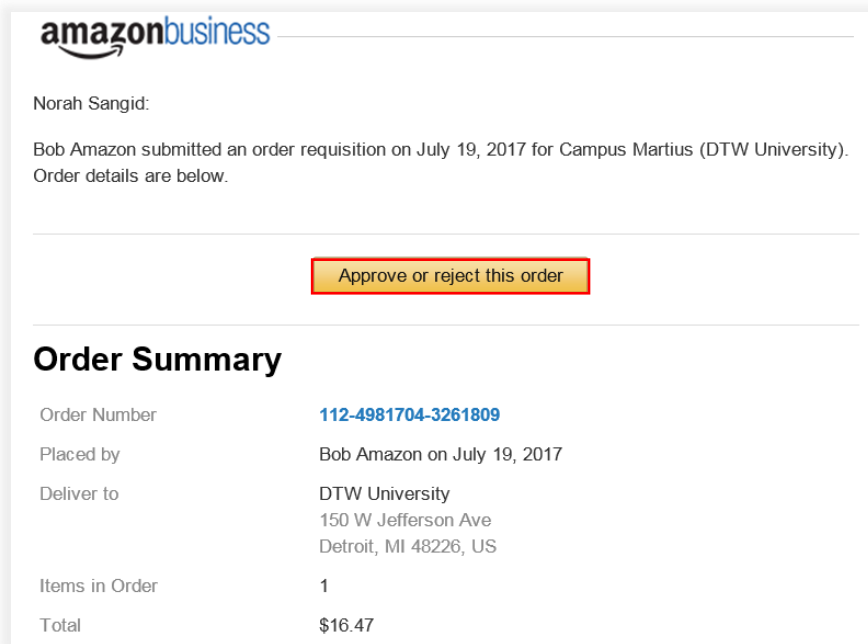


## Guide to Approve Orders

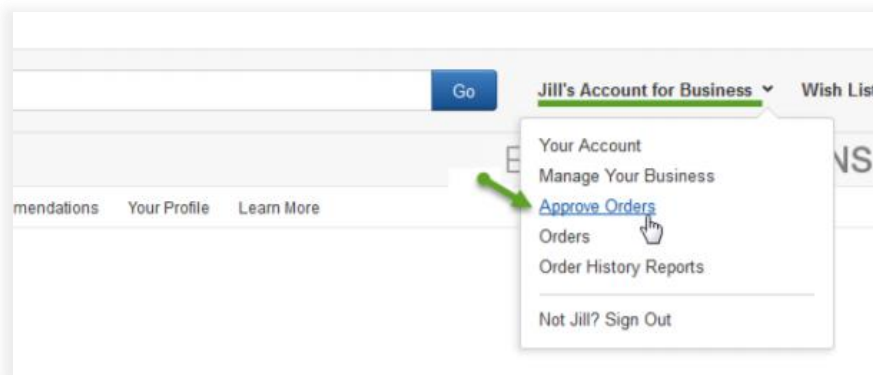
The following is a step by step guide on how to review, approve, or reject orders.

You will receive an email when an order has been submitted for approval. The email subject line is **“Order Approval Required”**. Review the order and create a requisition for the Purchasing to approve.

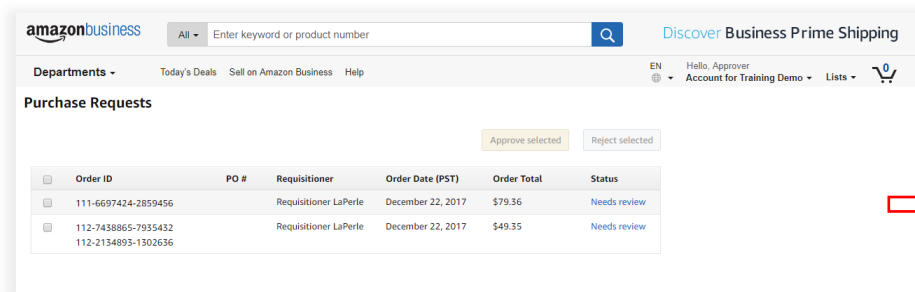
- **Please note: Roseville City School District has 7 days to approve or reject an order including approval by Purchasing. Within those 7 days, prices DO NOT fluctuate. If the order is not approved within 7 days, it will be automatically cancelled.**



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.

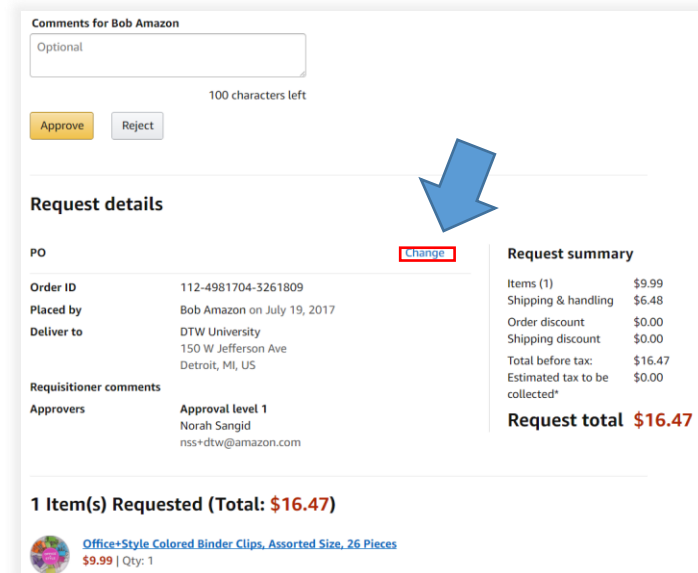


Any orders that require review and action are listed. You can select **Needs review** to review and approve or reject each item in the request and add requisition number to the order.



Order ID	PO #	Requisitioner	Order Date (PST)	Order Total	Status
111-6697424-2859456		Requisitioner LaPerle	December 22, 2017	\$79.36	<a href="#">Needs review</a>
112-7438865-7935432		Requisitioner LaPerle	December 22, 2017	\$49.35	<a href="#">Needs review</a>

**Before you approve an order, it is important that you select **Change** next to the PO field and change this field to the approved requisition number before sending for Purchasing approval.**



Comments for Bob Amazon

Optional

100 characters left

[Approve](#) [Reject](#)

**Request details**

PO [change](#)

Order ID: 112-4981704-3261809

Placed by: Bob Amazon on July 19, 2017

Deliver to: DTW University, 150 W Jefferson Ave, Detroit, MI, US


Requisitioner comments

Approvers: Approval level 1, Norah Sangid, nss+dtw@amazon.com

**Request summary**

Items (1)	\$9.99
Shipping & handling	\$6.48
Order discount	\$0.00
Shipping discount	\$0.00
Total before tax:	\$16.47
Estimated tax to be collected*	\$0.00
<b>Request total</b>	<b>\$16.47</b>

**1 Item(s) Requested (Total: \$16.47)**

 [Office+Style Colored Binder Clips, Assorted Size, 26 Pieces](#)  
\$9.99 | Qty: 1

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**.

The order will automatically be sent to Purchasing for approval and PO number.

## 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](mailto:nss+dtw@amazon.com)).

**Comments:** Please remove item

Click [here](#) to re-add items to your Cart.

**Order Summary**

PO number	34567
Order number	<b><a href="#">112-0230286-4951438</a></b>
Rejected by	Norah Sangid ( <a href="mailto:nss+dtw@amazon.com">nss+dtw@amazon.com</a> )
Deliver to	DTW University