



# Premier order approval options

## Quick Guide

# Overview of order approval options

## Select the option that works for you

Premier provides company administrators with order approval options to help you ensure secure purchasing and protect your organization. The option you select will appear on the **Review order** page at checkout. You can:

- Choose how you approve order requests – We have four options.
- Authorize approvers to review and approve pending orders.

## Your AT&T representative sets it up for you

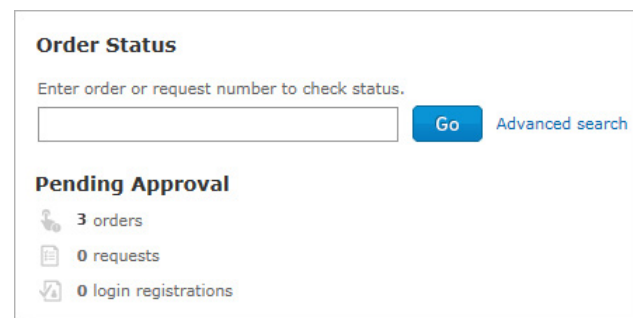
Choose the order approval option most suitable for your organization. Then provide your AT&T representative with the information they need to set this up for you.

## Approving orders in Premier

Once your organization is set up, your authorized approvers can approve or deny orders from their email notifications. They can also click to view pending orders from the Premier homepage. In the **Order Status** tile, under **Pending Approval**, they click the **orders** link to open the list and approve or deny as needed.

## Integration option

Instead of using a built-in Premier order approval option, you can integrate Premier with your internal procurement system to place and approve your orders. Contact your AT&T representative to learn more about this option.



The screenshot shows a web interface for checking order status. It features a search bar with the text "Enter order or request number to check status." and a blue "Go" button. To the right of the search bar is a link for "Advanced search". Below the search bar is a section titled "Pending Approval" which displays three items: "3 orders" with a person icon, "0 requests" with a document icon, and "0 login registrations" with a checkmark icon.

Images provided in this presentation are for illustrative purposes only.

# Premier – The four order approval options

## Orders requiring approvals

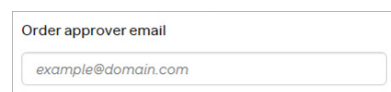
Once your order approval option is set up, orders submitted by billing administrators and Corporate Responsibility Users (CRUs) require approval. Orders submitted by company administrators process without approval.

Depending on your choice, your users will indicate the order approver using one of the fields below on the **Review order** page (not shown). The approver is sent an email notification.

### Free form

Be flexible. Your users enter an approver's email address when you choose the free-form approval option.

They can enter any email address with a domain associated with the organization's account.

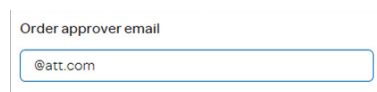


Order approver email

### Preset domain

Save time. Your users enter an approver's email address within your preset domain.

**Note:** For use with foundation accounts (FANs) that have multiple account groups, each with its own email domain.

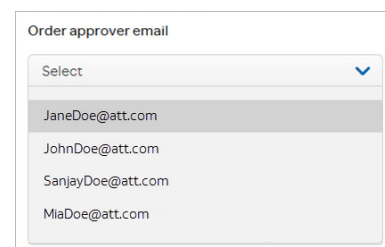


Order approver email

### Prepopulated list

Offer choices. Your users see a list of approvers. They select an approver on the list with a click.

**Note:** At set up, provide as many approvers as you need. Approvers are at the Account Group level.



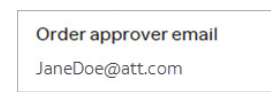
Order approver email

Select ▼

- JaneDoe@att.com
- JohnDoe@att.com
- SanjayDoe@att.com
- MiaDoe@att.com

### Preset approver

Simplify. Your users automatically see the email address of the person with authority to approve their orders.



Order approver email

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