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.

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.

**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.

**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.

**Preset approver**
Simplify. Your users automatically see the email address of the person with authority to approve their orders.
Learn more

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