

Payment Method

What form of payment should I be using to make Amazon Business purchases?

You are able to choose from pre-configured payment methods. These options can only be updated by an account administrator. If you do not see your correct payment option, please reach out to your account administrator.

My order will not process, what should I do?

Your order organization is utilizing a shared payment method, verify with your account administrator Carey.Keo@ku.edu that this has been configured and all payment information is accurate.

Buying Policies

Approvals

Why does my order need to be approved?

Your administrators have set up workflow approvals for certain orders based on a dollar amount and/or buying policies. If your order exceeds the established threshold or contains a restricted item, it will require an approval.

How do I know if my order has been approved?

You will receive an email notification immediately after you place your order and again once your order has been approved. Please note, your order will not be fulfilled and shipped until it is approved.