

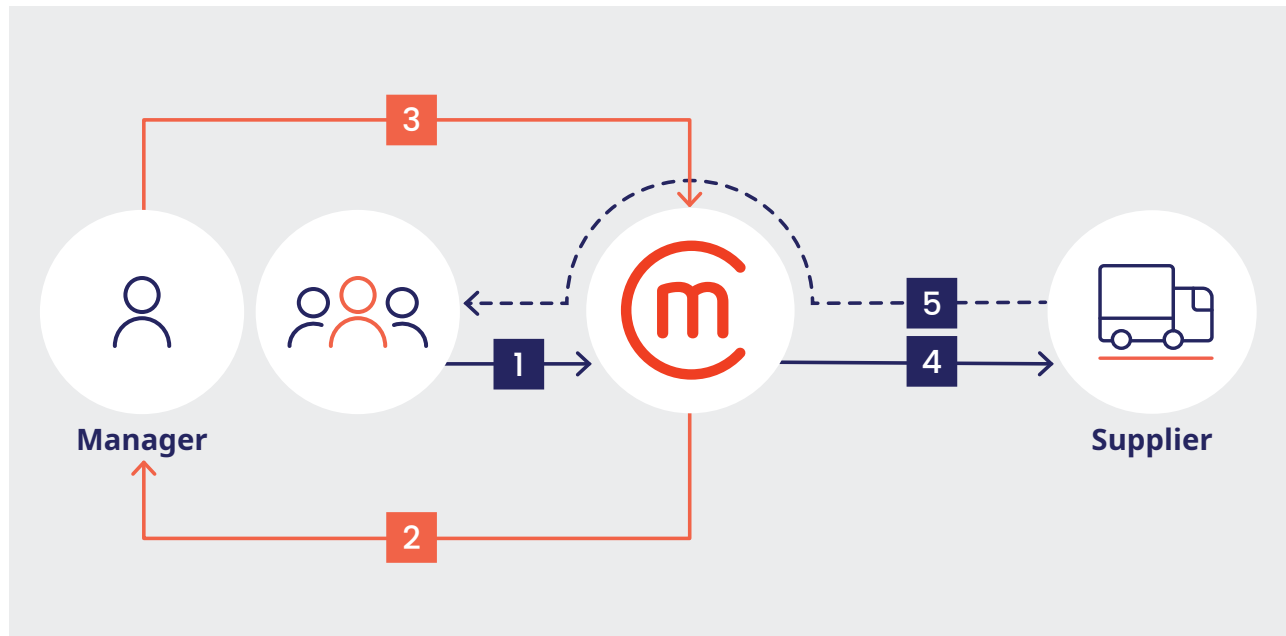


User management and approval workflow

The user management system of the Mercateo Procurement Portal makes it easy to manage orders, purchasing lists and user rights. This web-based approval workflow is free to use and easy to set up for multiple users. Creating standard accounting procedures based on your company data such as cost centres will allow you to keep track of procurement, minimising free text orders and maverick buying.

- + Management of user rights
- + Digitalised invoice approval
- + Detailed analysis of your order archive
- + Set up stand-ins when users are absent
- + Fewer deviations from your defined procurement process
- + Favourites lists for recurring orders

One standard procedure for all users



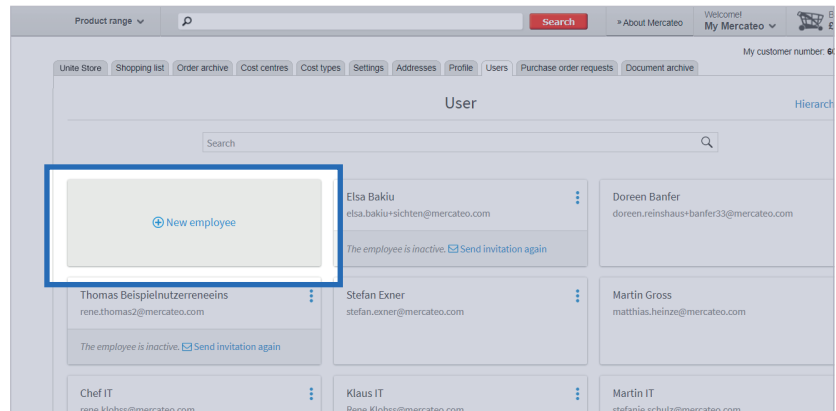
Create multiple user profiles for employees within the Mercateo Procurement Portal while keeping control over purchase orders and costs. See what users are ordering, assign user rights and controls, and decide on approval settings.

1. A user creates a purchase order request.
2. Depending on your defined approval settings, you automatically receive an email about the purchase order request.
3. Log in and check the purchase order request. The user is automatically notified of the approval or rejection of their purchase order request.
4. Following approval, the order is forwarded to the supplier.
5. The supplier dispatches the goods directly to the user.

Set up multiple users within a standardised process

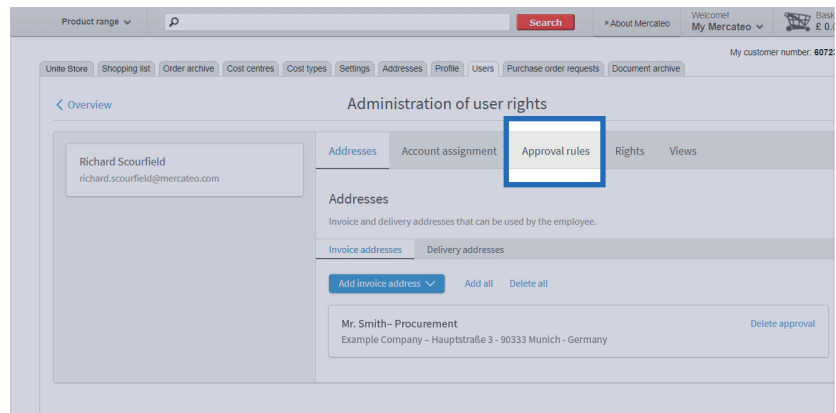
1. Add users

You can easily add more employees to your user management controls.



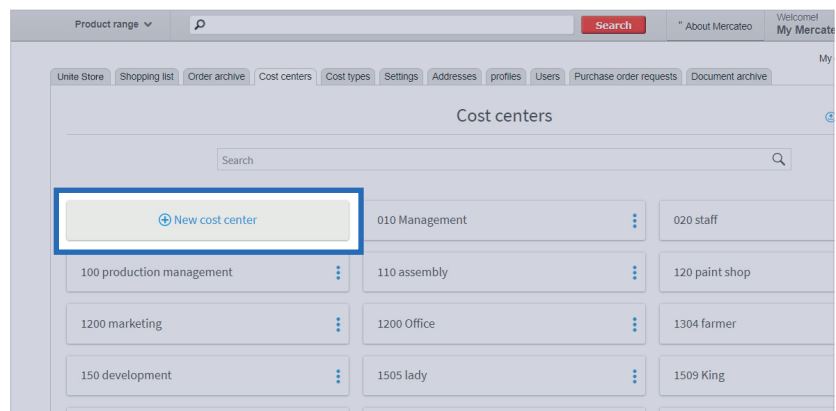
2. Set approvals

Define individual settings for each user, for example per purchase order or per month.



3. Define cost centres and cost types

Save your internal cost centres and cost types for each order from your company account.



About Unite

Unite connects the economy for sustainable business. The pioneering B2B platform brings buyers and sellers together for mutual benefit. Unite offers digital solutions that enable effortless sourcing, buying and selling, transacting, and collaborating. The platform's scalable and flexible infrastructure helps facilitate connections, supporting business continuity and supply chain resilience. The ever-expanding ecosystem covers buyers, suppliers, manufacturers, distributors, technology partners, and networks.

For more information please go to unite.eu

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