Service Description User Management

Mercateo offers the company the use of the Mercateo procurement platform with a user management feature. The User Management feature allows the administrator/holder of the customer account to activate several users as requesters. Following their activation, the account holder may manage and organise the generated users by assigning them different roles and rights.

§ 1   Basic principles

The User Management feature is accessed using an HTML-enabled web browser. Mercateo supports the most current version of the following browsers:

- Edge
- Firefox ESR and Firefox
- Google Chrome
- Internet Explorer
- Safari

Mercateo cannot ensure functionality and system stability of the User Management feature if an older browser version is used. Mercateo does not offer support for any browsers other the ones listed above in their current version.

§ 2   Features

The administrator of the customer account may generate users and manage each generated user individually through the User Management feature. Mercateo provides the following features to the company:

- Management of billing and shipping addresses
- Administration of account assignment elements: cost centres/cost elements
- Approval rules: defining conditions for the approval of user requests
- Assigning additional administration rights to users
- Creating a user hierarchy
- Approval workflow with substitution rules
- Assessment using an order archive
- Goods receipt posting for digital invoice release
- Creating a shopping list for products required on a regular basis

§ 3   Other services rendered by Mercateo

Mercateo shall render the following services to the company for the initial set-up of the User Management feature:

- In cases of 50 or more buyers being invited simultaneously, Mercateo shall perform the buyers' initialization

- Upload of shipping and billing addresses

- Upload of cost centres and cost elements

- Services under the Service Description Roll-out Package with workshops in-house or in the form of webinars. The first webinar is free; charges apply for any additional ones. In-house workshops are always subject to charges.

§ 4 Free additional services

The company may commission Mercateo to render the additional services listed below free of charge within the first six months of signing the Service Description User Management and following account activation.

- Services from the Service Description for the Mercateo View module for one view

- Services from the Service Description for the Mercateo Exclusive Catalogue module with catalogue management for the integration of two exclusive catalogues

If the company commissions Mercateo to render these additional services and uses them after the first six months, charges will apply.

The parties shall agree upon the implementation of Service Description User Management in accordance with the terms and conditions listed above. The General Terms and Conditions of Mercateo Deutschland AG, and, if applicable, the Agreement on the Use of the Mercateo Procurement Platform shall also be part of this Agreement. The prices shall be based on the price table valid on the date of conclusion of the Agreement. The parties may terminate the Agreement by written notice with a term of three months from the end of the month of notification.

Company:
{{Cmpy_es_:signer2:company   }}   Mercateo Deutschland AG
{{Address1_es_:signer2:tooltip(Street address)   }}   Fürstenfelder Str. 5
{{Address2_es_:signer2:tooltip(Zip Code and Place)}}   80331 München

Contact person:
{{Field1_es_:signer2   }}

{{*city_es_:signer2   }}   {{*city_es_:signer1   }}
_____   _____
Place   Place

{{Dte_es_:signer2:date}}   {{Dte_es_:signer1:date}}
_____   _____
Date   Date

{{Sig_es_:signer2:signature   }}   {{Sig_es_:signer1:signature   }}
_____   _____
Signature   Signature

{{*Ttl_es_:signer2:title   }}   {{*Ttl_es_:signer1:title   }}
_____   _____
Title   Title

{{Em_es_:signer2:email   }}   {{Em_es_:signer1:email   }}
_____   _____
E-Mail   E-Mail

{{*city_es_:signer3   }}
_____
Place

{{Dte_es_:signer3:date}}
_____
Date

{{Sig_es_:signer3:signature   }}
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Signature

{{*Ttl_es_:signer3:title   }}
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Title

{{Em_es_:signer3:email   }}
_____
E-Mail