

USER MANAGEMENT AND APPROVAL WORKFLOW

Efficient User Management for seamless procurement processes

Easily manage user permissions and approval workflows with our User Management feature. From purchase requests to approvals, maintain full control and transparency throughout your entire procurement process.



Facing challenges with uncontrolled spend and lack of transparency?

As your organisation grows, managing orders and procurement policies becomes increasingly complex. Without clear approval processes and user permissions, uncontrolled orders can quickly arise, leading to compliance issues and unnecessary spending.

Centralised User Management for increased efficiency and control

With our User Management feature and approval workflow, you can maintain complete oversight of orders at all times. Standardised processes and predefined user permissions ensure that every order is approved and compliant, reducing maverick buying and helping you manage spend more effectively.

Benefits in brief to make user management easier



Centralised control

Manage all user profiles and purchase orders in one place.



Automated approvals

Streamline approval workflows for better transparency.



Ensure compliance

Align with both internal and external procurement policies.



Optimise processes

Improve order processes and track cost allocation efficiently.

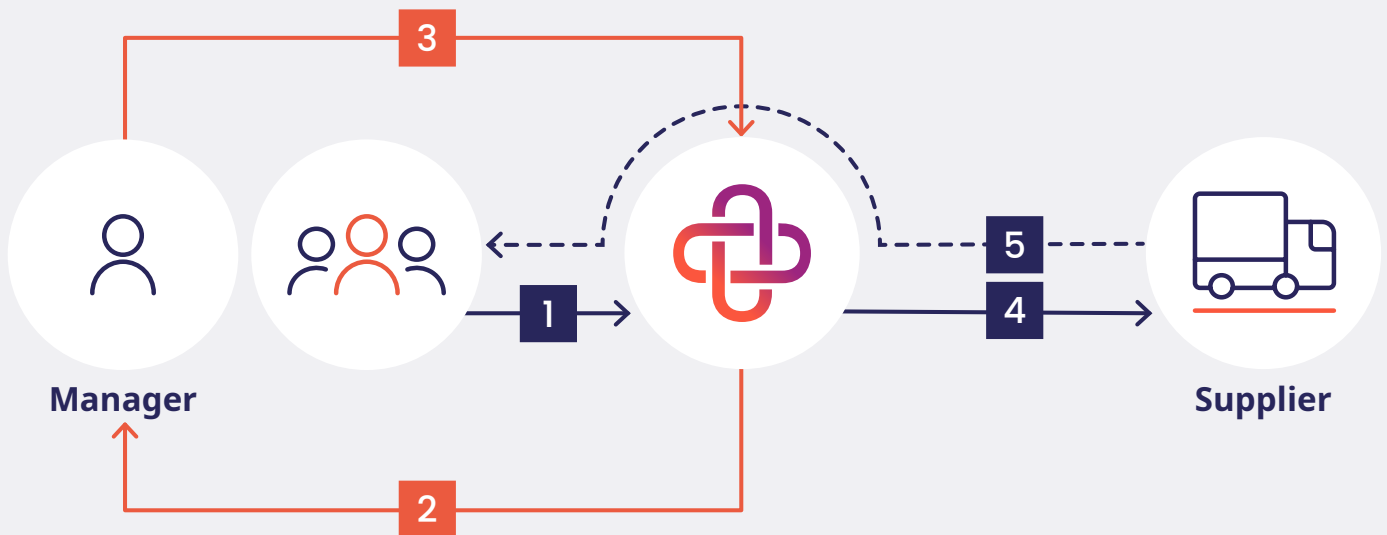


How to access the User Management feature

The User Management feature is available free of charge to all customers accessing Unite via the internet. You'll find it under the 'Account' tab.



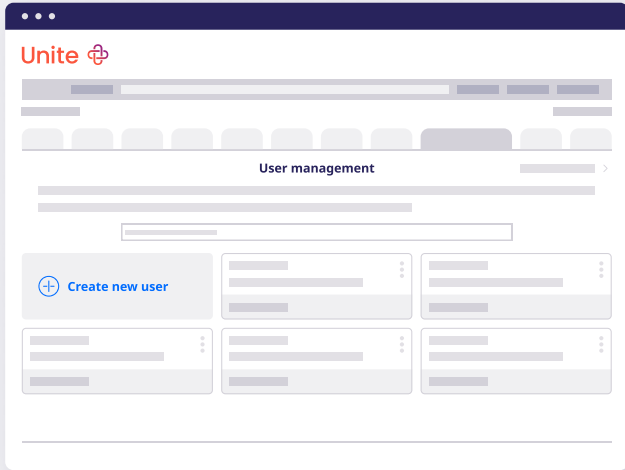
One ordering standard for all users



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 the order.
4. Following approval, the order is forwarded to the supplier.
5. The supplier dispatches the goods directly to the user.

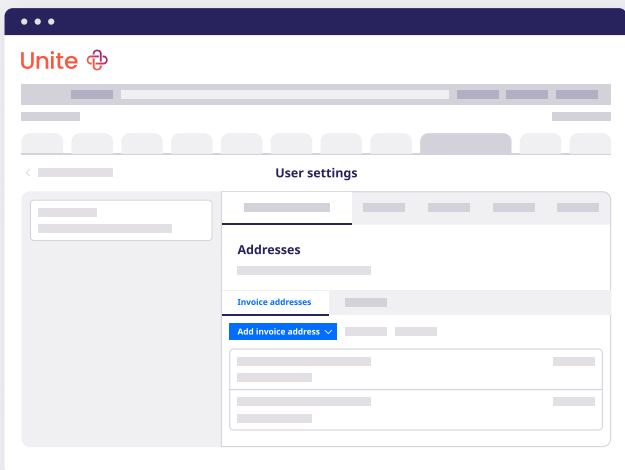


What you get at a glance



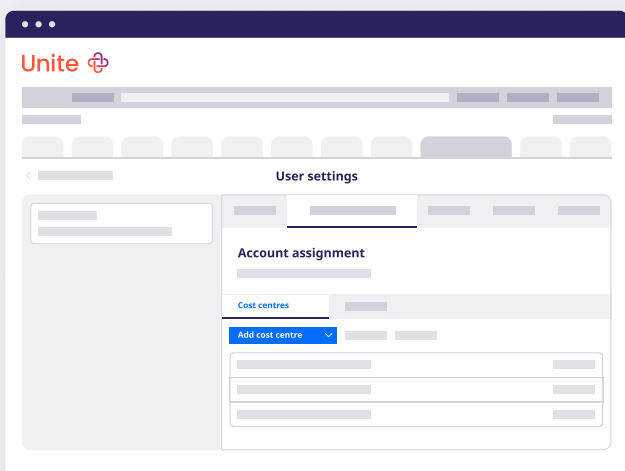
Add multiple users

Easily add more employees to your user management controls and set up stand-ins for absences.



Define addresses

Assign specific billing and delivery addresses for each user.

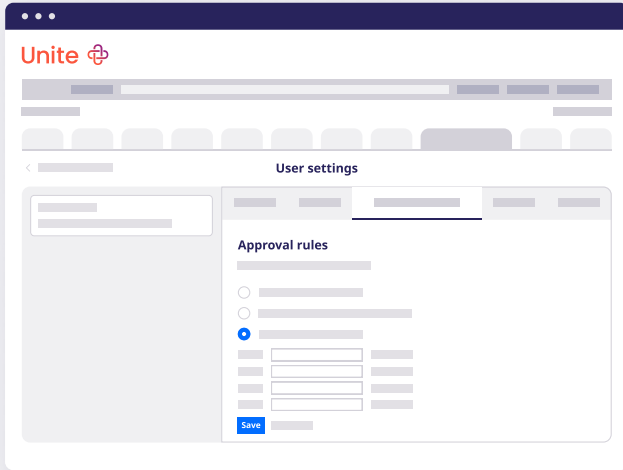


Establish cost centres and cost types

Save internal cost centres and cost types for every order made through your company account.

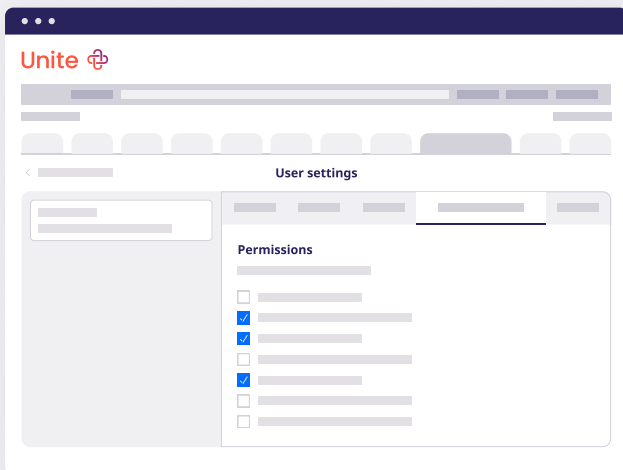


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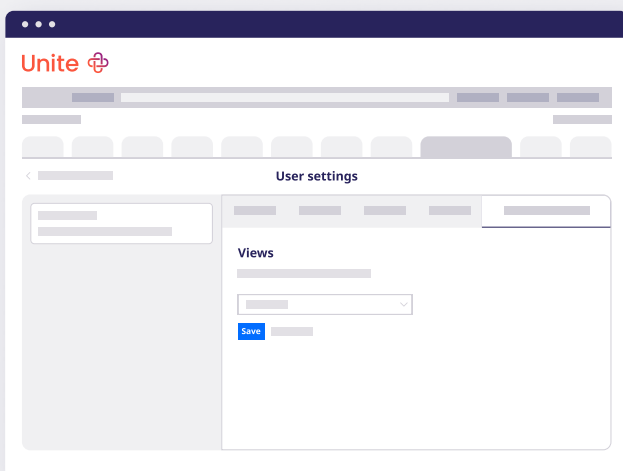
Set approval and budget limits

Customise approval settings and budget limits for each user, such as per order or per month.



Assign permissions

Adapt user rights and control the actions they can perform.



Assign views

Assign your defined views to users and tailor search results.



About Unite Value added. Value shared.

Unite connects the economy for sustainable business. The trusted platform, with its integrated marketplace, enables effortless sourcing and purchasing for B2B and public sector organisations. Bringing buyers and suppliers together for mutual benefit, Unite has established a solid foundation of fair competition and trustworthy partnerships.

The platform's scalable infrastructure supports connections, business stability and a robust supply chain. Unite revolutionises e-commerce for B2B and the public sector by adding and sharing value for markets and communities.



Fair Tax[®]
accredited

Facts worth finding out:

- › Founded in 2000, Unite is headquartered in Leipzig, Germany.
- › We operate in 12 European countries and have over 700 employees.
- › In 2022, Unite became the first platform business accredited with the Fair Tax Mark (the global standard for responsible tax practices).
- › In 2023, we achieved €440.8 Million in revenue.
- › In 2024, Unite received a gold award from EcoVadis for sustainable activities in the 4 categories of environment, labour and human rights, ethics and sustainable procurement.
- › Unite is engaged in several international sustainability initiatives, like UN Global Compact and Science Based Targets.

Ready to book a demo?

If you're ready to optimise user management across your organisation, Unite can help. Contact us today to find out more.

[Get in touch](#)

