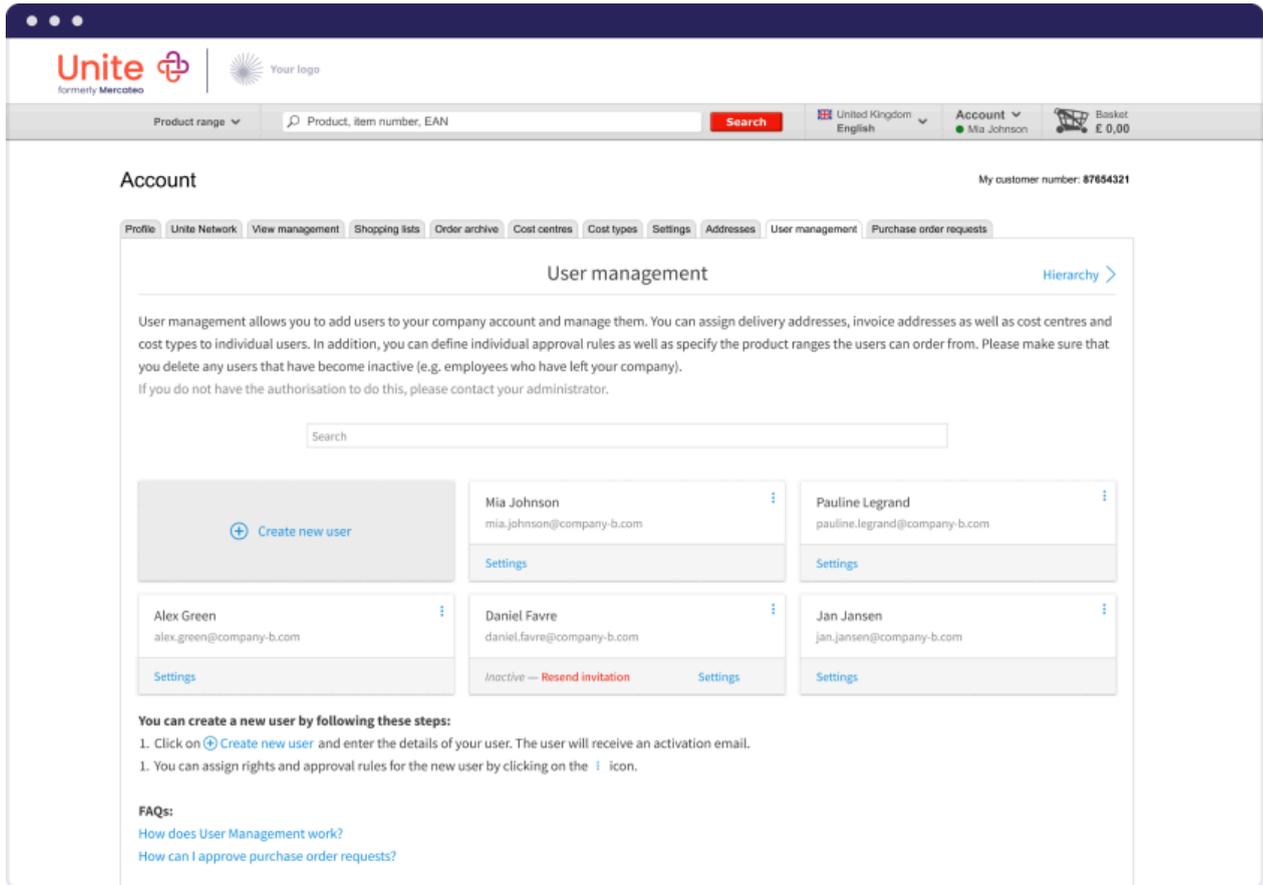


User management and approval workflow

As an admin accessing Unite through the web, you have control over how you manage your account and account users. In this section you'll learn how to manage users within your organisation, assign rights to users, and set up approval workflows.

How to manage users within your organisation

Sign in to your account and go to the tab '[User management](#)'.



The screenshot shows the 'User management' page within the 'Account' section of the Unite web application. The page includes a search bar, a 'Create new user' button, and a list of existing users with their details and settings options. Below the user list, there are instructions on how to create a new user and a section for frequently asked questions (FAQs).

Account My customer number: 87654321

Profile | **User management** | View management | Shopping lists | Order archive | Cost centres | Cost types | Settings | Addresses | Purchase order requests

User management [Hierarchy >](#)

User management allows you to add users to your company account and manage them. You can assign delivery addresses, invoice addresses as well as cost centres and cost types to individual users. In addition, you can define individual approval rules as well as specify the product ranges the users can order from. Please make sure that you delete any users that have become inactive (e.g. employees who have left your company).
If you do not have the authorisation to do this, please contact your administrator.

Search

+ Create new user	Mia Johnson mia.johnson@company-b.com Settings	Pauline Legrand pauline.legrand@company-b.com Settings
Alex Green alex.green@company-b.com Settings	Daniel Favre daniel.favre@company-b.com inactive — Resend invitation Settings	Jan Jansen jan.jansen@company-b.com Settings

You can create a new user by following these steps:

1. Click on [+ Create new user](#) and enter the details of your user. The user will receive an activation email.
1. You can assign rights and approval rules for the new user by clicking on the [⋮](#) icon.

FAQs:

- [How does User Management work?](#)
- [How can I approve purchase order requests?](#)

Create a new user

Click on 'Create new user' and enter the details on the next page. Click 'Save'. The user will receive an activation email and will be placed under you in the purchasing hierarchy.

Account My customer number: 87654321

Profile Unite Network View management Shopping lists Order archive Cost centres Cost types Settings Addresses User management Purchase order requests

Create new user

Title Mr Ms

Name

Email

Add a message (optional)

captcha 

[Save](#) [Cancel](#)

Delete a user

Click on the three blue dots next to the user and select 'Delete'. Once you've confirmed this choice, the user will no longer have access to your company account.

Account My customer number: 87654321

Profile Unite Network View management Shopping lists Order archive Cost centres Cost types Settings Addresses User management Purchase order requests

User management

[Back to overview](#)

v
Mia Johnson
⚙

mia.johnson@company-b.com

v
Pauline Legrand
⋮ ⚙

pauline.legrand@company-b.com

v
Alex Green
⋮ ⚙

alex.green@company-b.com

v
Daniel Favre
⋮ ⚙

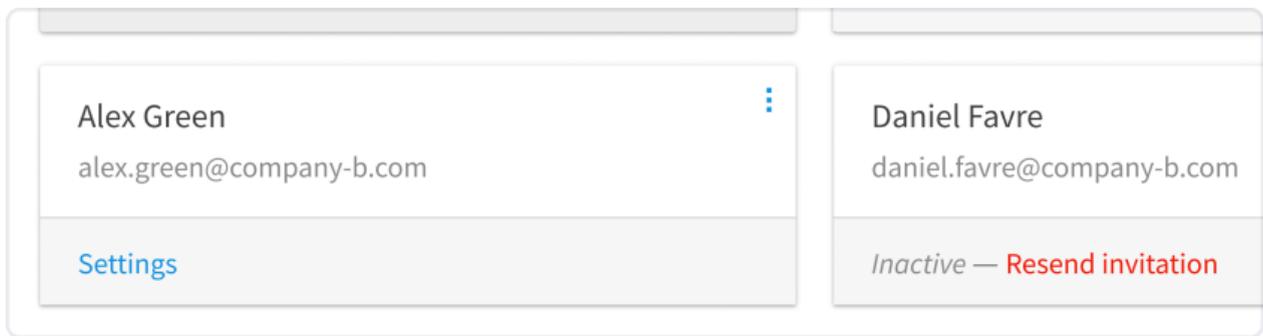
daniel.favre@company-b.com

v
Jan Jansen
⋮ ⚙

jan.jansen@company-b.com

Assign rights to users

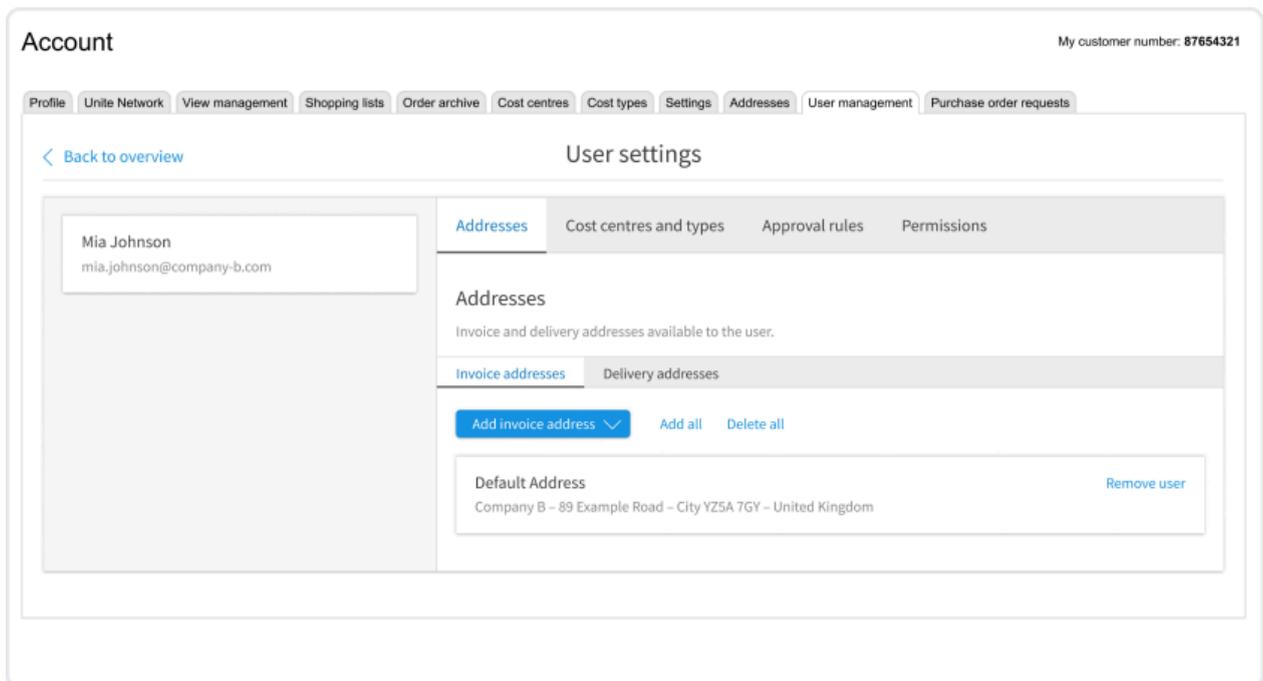
To assign rights to users, click on the three blue dots next to the user and select 'Settings'. Or simply go to the user and click on 'Settings' under their name and details.



From there you can assign rights, such as:

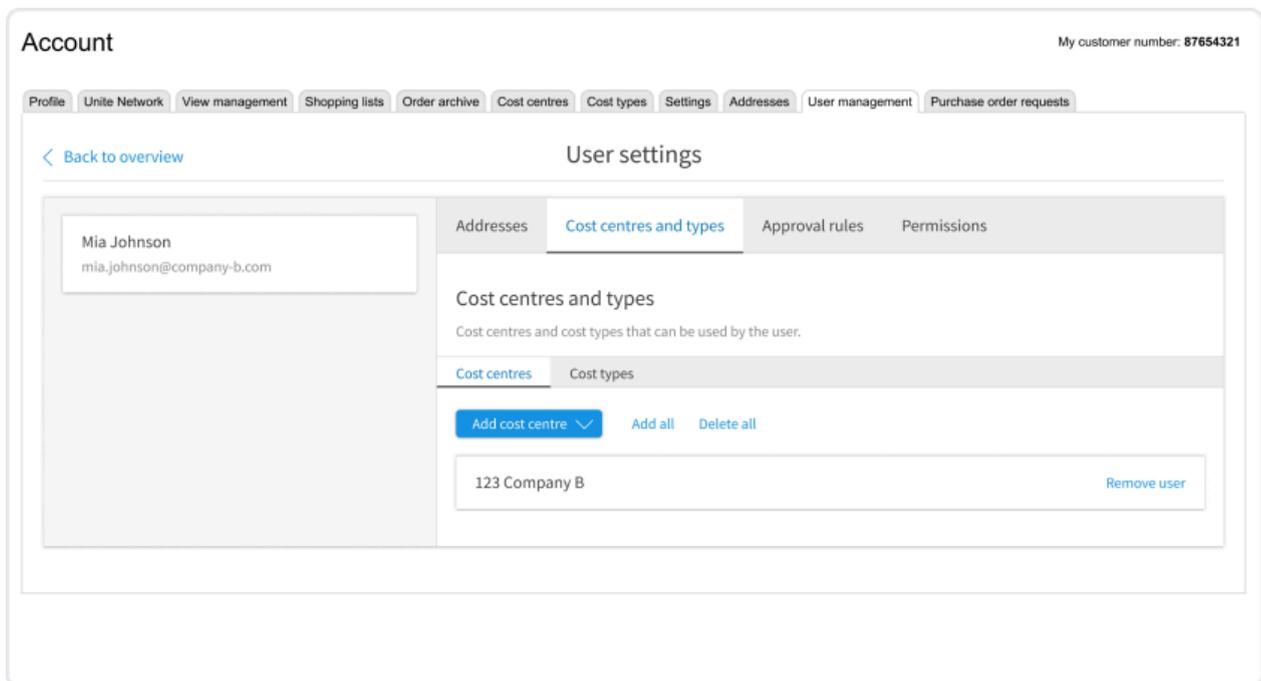
Assign invoice and delivery addresses

Go to '[Addresses](#)'. Then select the invoice and delivery addresses you want assigned to the user.



Assign cost centres and cost types

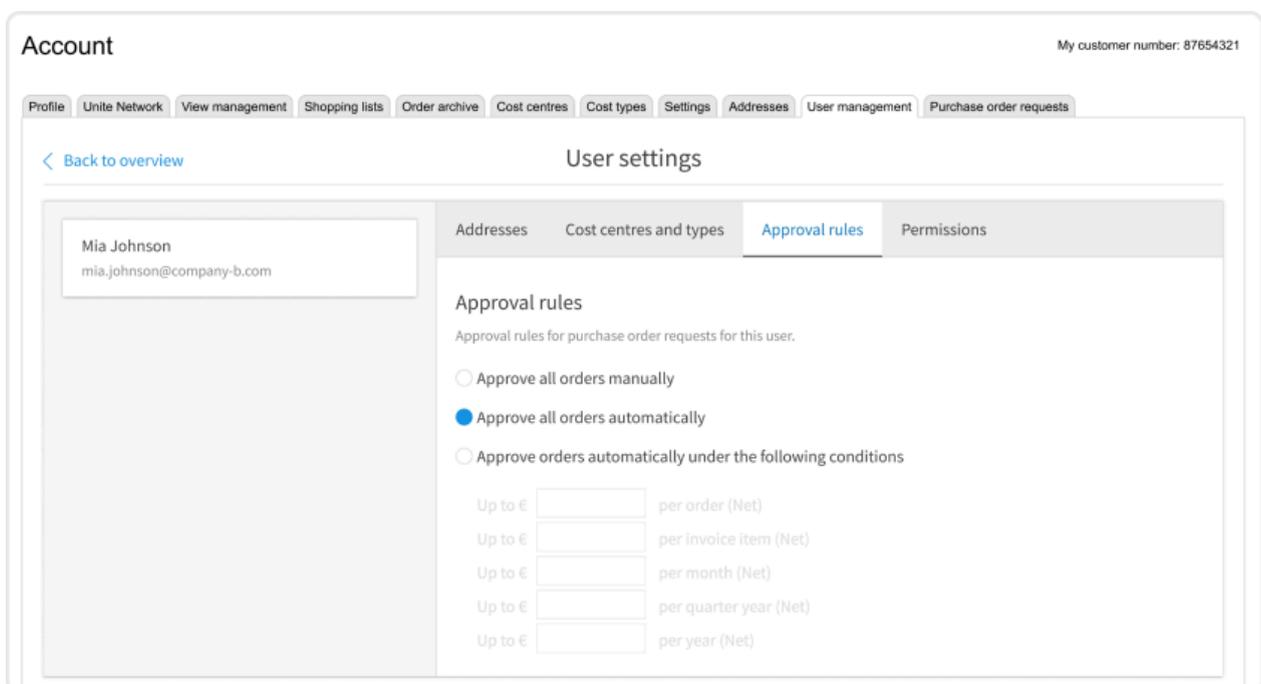
In 'Account assignment' you can define which cost centres and cost types the selected employee can use.



Assign budget and approval conditions

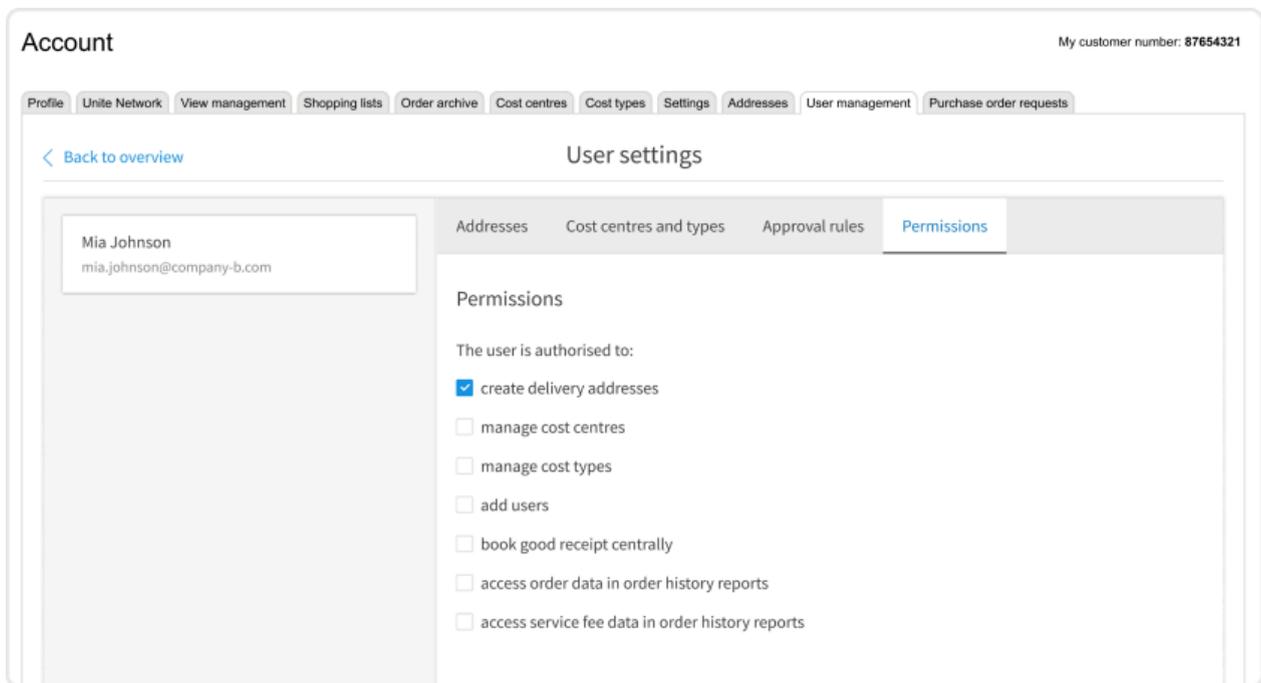
In 'Approval rules' you can choose if orders will be approved manually or automatically. You can also choose to approve orders automatically under the following conditions: include an amount up to a certain budget per order, per invoice item, per month, per quarter year or per year.

If you choose manual approval or if your budget is exceeded, the next highest user in your hierarchy receives the order request by email to approve or reject.



Assign permissions

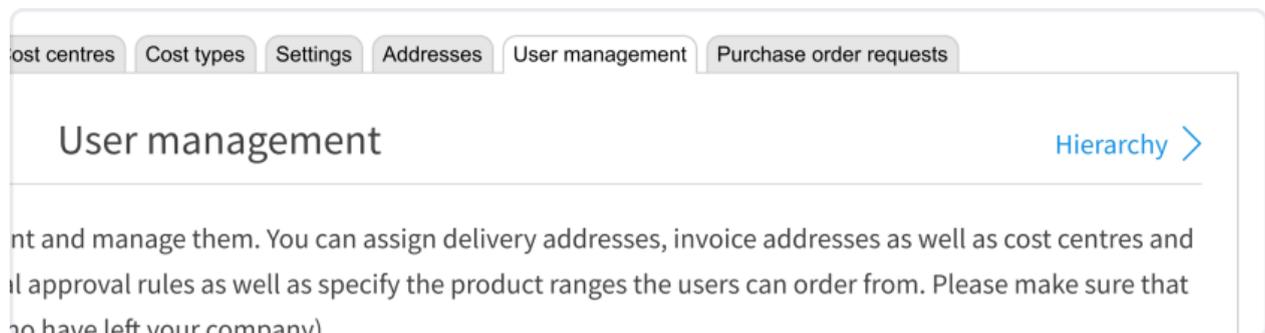
In 'Permissions' you can select additional rights for each user. Here you can authorise a user to create a delivery address, manage cost centres, manage cost types, add users, book goods receipt, access data of all orders in order history reports, and access service fee data in order history reports.



How to manage purchasing hierarchies

Go to '[User Management](#)' and click on 'Hierarchy' in the top right corner.

Now drag and drop the user to the desired position or click on the user and select a new approver. Users who were placed in the purchasing hierarchy where a user has been deleted are automatically assigned to the next highest user position.



How to set up approval workflows

How to assign budget and approval conditions

The options you have under 'Approval rules' are described [in the section above](#).

How to manage purchase order requests

Approve purchase requests: Go to 'Purchase order requests' where purchase orders are listed that need your approval. Click on 'Edit' to make changes, 'Reject' to remove the order, and 'Approve' to approve it. You can also add comments below each order when rejecting. The comment will be shown in the order archive in the area 'Rejected purchase order requests' and in an email informing your requester.

- Profile
- Unite Network
- View management
- Shopping lists
- Order archive
- Cost centres
- Cost types
- Settings
- Addresses
- User management
- Purchase order requests

1 Purchase order requests to be approved

▼ Purchase order requests are awaiting your approval

Order number	Buyer	Order date	Order value	Documents
▶ R84300549	Mia Johnson: Purchase order request created	Jul 19, 2025	€ 7.24* -	

Comments about the purchase order request:

6 Open purchase order requests in lower approval levels

Check approval status in lower approval levels: These purchase order requests are open processes with the requesters who are subordinate to you. You can also change these processes directly, for example in the case of holiday replacement. The requester will receive an email for every process that is edited.

6 Open purchase order requests in lower approval levels

▼ Purchase order requests which are awaiting approval by users in lower approval levels

These purchase order requests are currently open processes with the requesters who are subordinate to you. You can also change these processes directly, in the case of holiday replacement for example; the responsible employee receives an information email for every process that is edited.

Order number	Buyer	Order date	Order value	Documents
▶ R82463498	Mia Johnson: Purchase order request created	Jul 7, 2025	€ 21.66* -	

Comments about the purchase order request:

▶ R82537847	Mia Johnson: Purchase order request created	Jul 22, 2025	€ 10.78* -	
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Comments about the purchase order request:

How to set up substitutes in your absence

In case of illness or extended leave, you can add a representative who can approve order requests on your behalf. To learn how to set this up, [go to the profile and account management page](#).