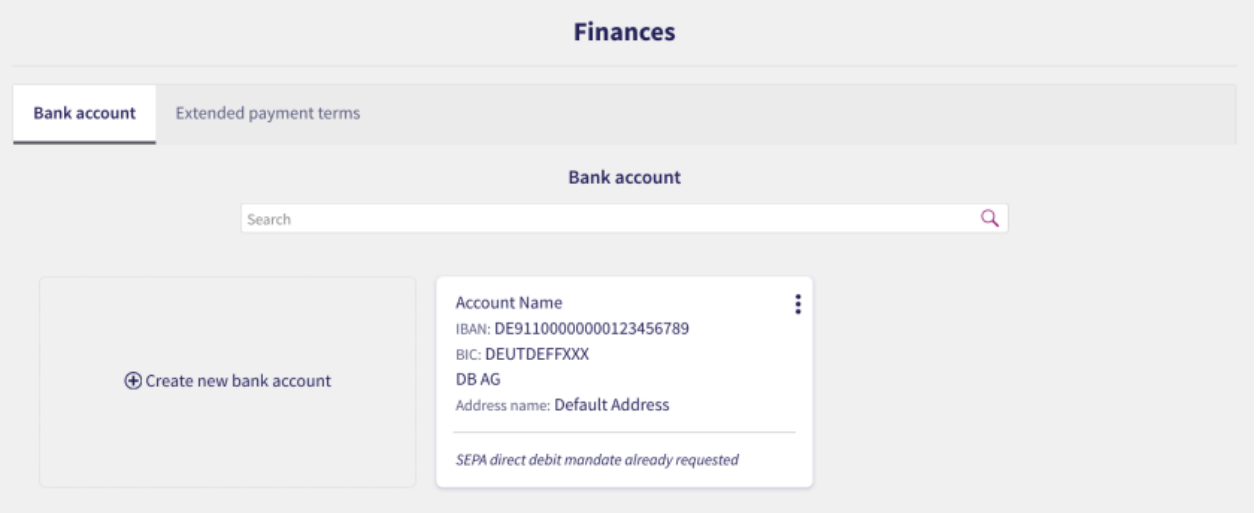
Managing finances

In this section you'll learn how to add and change bank account details and what payment terms are available to you.

How to add and change bank account details

Go to 'Organisation' and then to 'Finance'.

Click on 'Create new bank account'.



Complete the account holder, IBAN, BIC, and address details and click 'Save'.

To change or edit bank account details, click on the three dots next to the bank account you want to change. Select 'Edit' and make the necessary changes. Click 'Save' when you're done.

Extended payment terms

For a small service fee, you can extend your payment date to 30 or 60 days. Go to the 'Extended payment terms' tab for an example of how service fees can be calculated.

If you're interested in this service, please contact your dedicated Unite representative or send an enquiry to the Unite Sales Team.

> **Please note:** Paying flexibly with an extended payment term is only possible from your second order and is also subject to a positive credit rating.