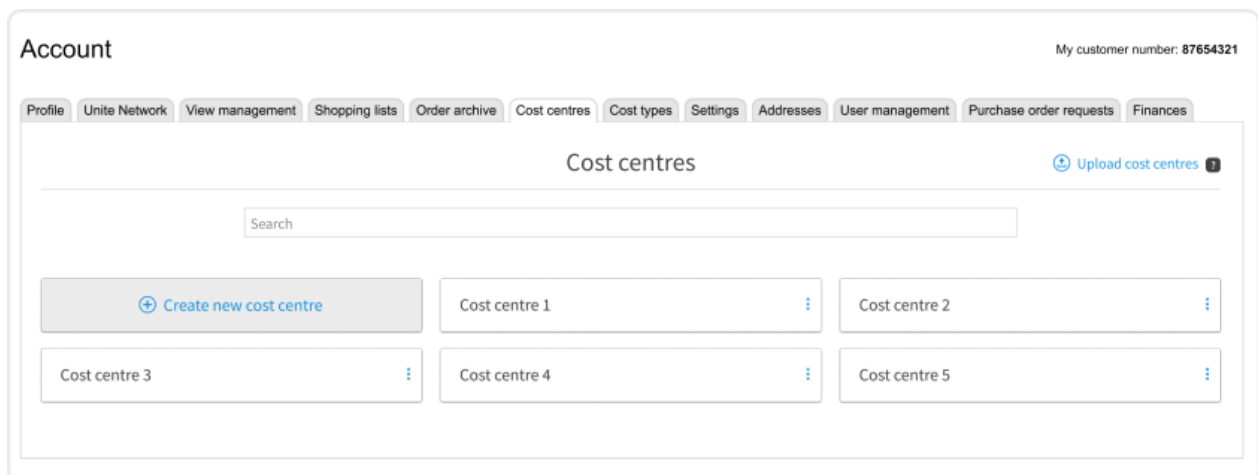


Managing cost centres and cost types

In this section you'll learn how to manage cost centres and cost types, including creating, uploading, assigning, renaming and deleting them.

How to create or upload a new cost centre

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

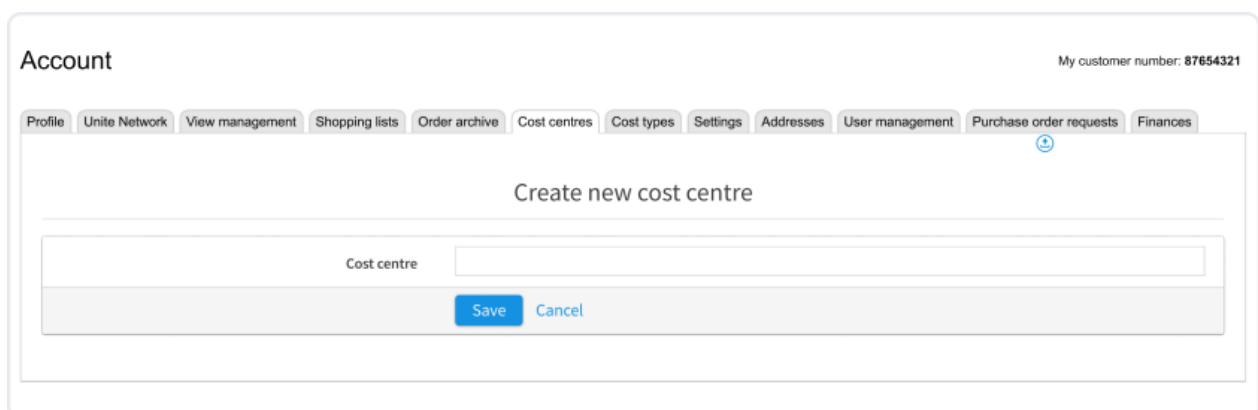


Click on 'Create new cost centre'. Enter a name for your cost centre and click 'Save'.

To upload multiple cost centres at once, select 'Upload cost centres'. This will open a window that displays saved documents on your device or computer. Now upload the document as an Excel file (.xls or .xlsx) or Text file (.txt).

How to create or upload a new cost type

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

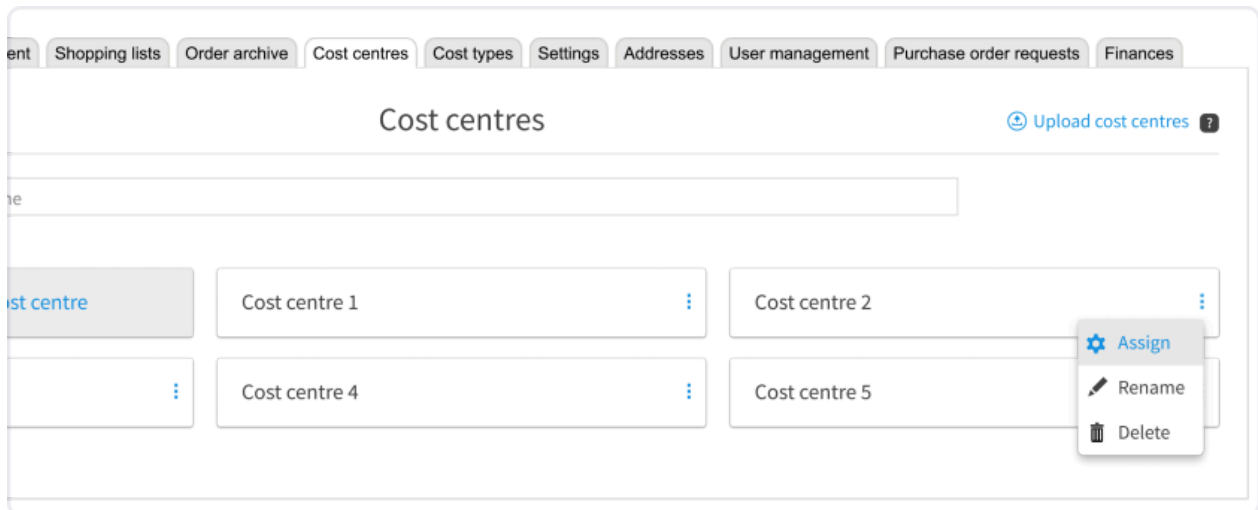


Click on 'Create new cost type'. Enter a name for your cost type and click 'Save'.

To upload multiple cost types at once, select 'Upload cost types'. This will open a window that displays saved documents on your device or computer. Now upload the document as an Excel file (.xls or .xlsx) or Text file (.txt).

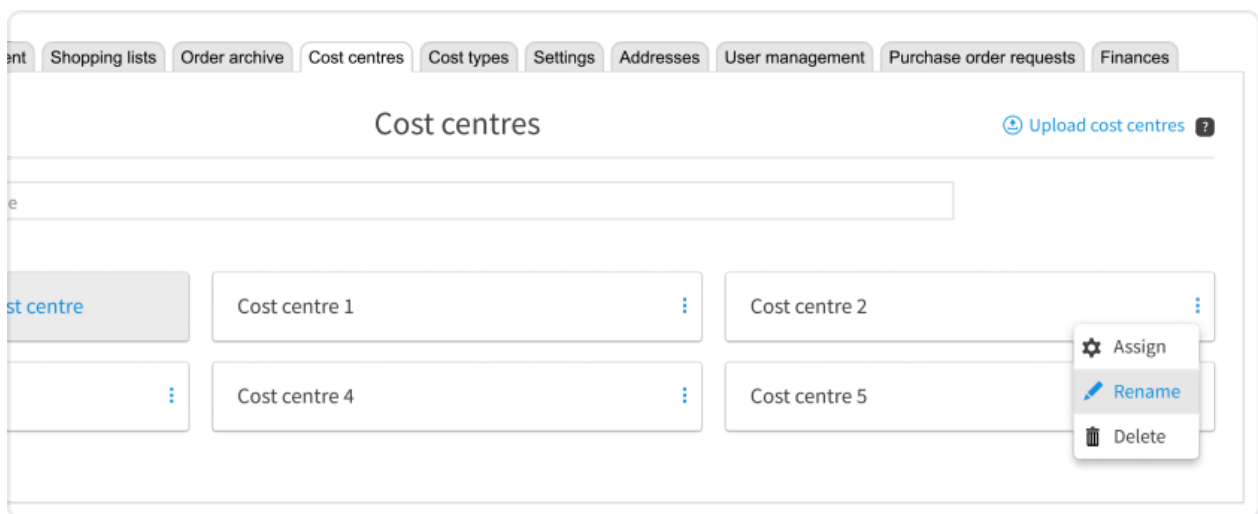
How to assign, rename and delete cost centres and cost types

Go to cost centres/types, click on the three blue dots next to the name of the cost centre/type you wish to assign.



Select 'Assign' and then add or delete the relevant user.

To rename the cost centre/type, click on the three blue dots next to the name of the cost centre/type you want to rename.



Select 'Rename', enter a new name and click 'Save'.

To delete a cost centre/type, click on the three blue dots next to the name of the cost centre/type you want to remove. Click on 'Delete'.

How to make cost centre and cost types mandatory with orders

Go to '[Settings](#)' in your account profile.

Here you can select if you want cost centres and cost types to be mandatory with each order. Click 'Save' when you've made your selection.

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 | Finances

Settings

Information about invoicing

Contracting authority ⓘ

Global rights for requesters

Cost centres are mandatory with each order.

Cost types are mandatory with each order.

Requesters must state a customer related order number.

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* Prices with asterisks are net prices excluding statutory VAT.
 RRP means recommended retail price.
 Unite is exclusively for enterprises, public institutions and freelancers.

How to assign cost centres and cost types to ordered items

When completing the purchasing process, select the relevant cost centre and cost type to the items on the checkout page.

You can also add a new cost centre and cost type directly from this page. Click on 'New' next to the cost centre or cost type, enter the name of the new cost centre/type and click 'Save'.

Items (Prices contain distributed shipping costs)

Item/Item no.	Manufacturer/Manufacturer no.	Delivery period
1 Navigator Universal DIN A3 Druckerpapier Weiß 80 g/m ² Glatt 94QG7-3254355	The Navigator Company 8241B80	2 days Stock level 693
Cost centre: <input type="text" value="- please select -"/>		
Cost type: <input type="text" value="- please select -"/>		