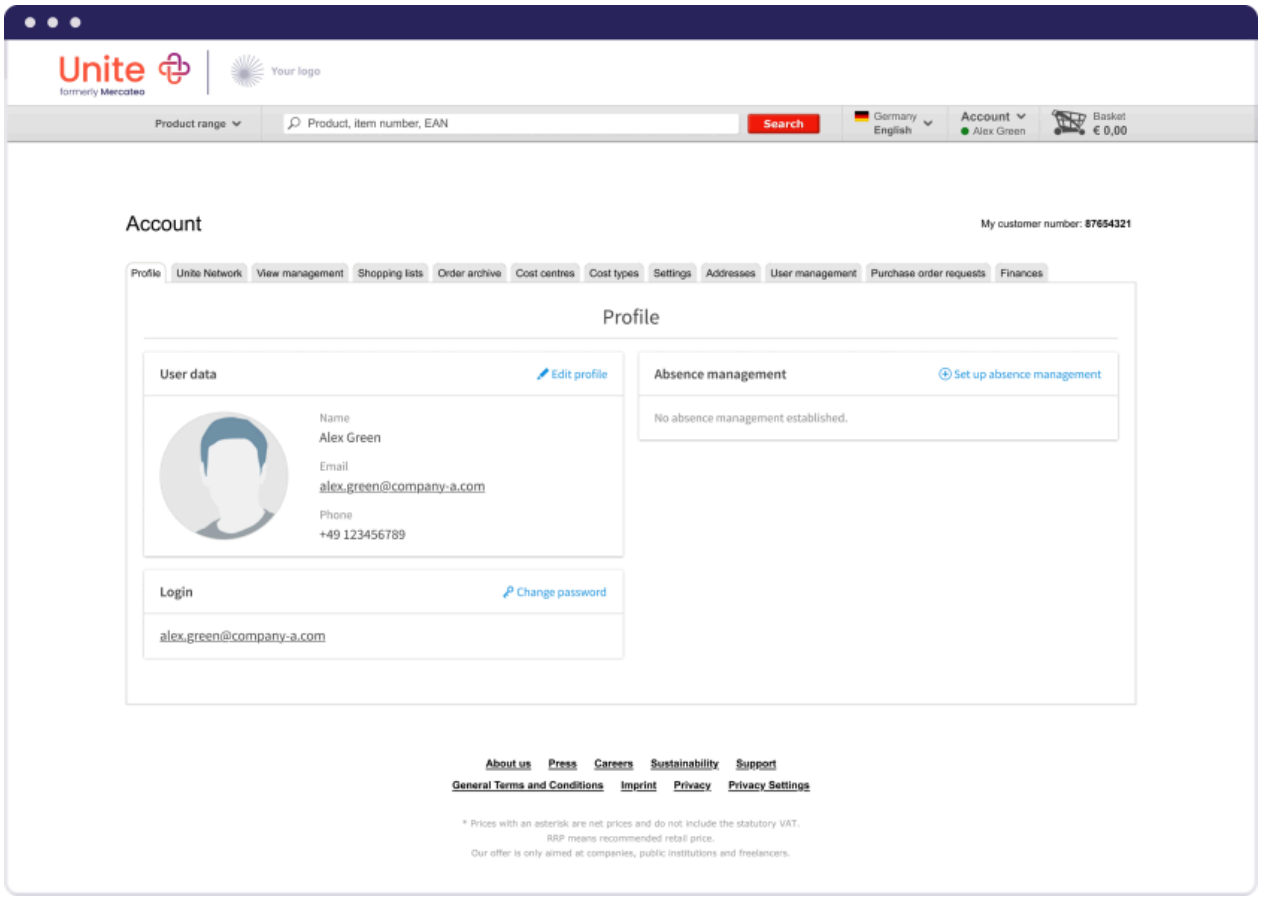
Value added. Value shared.

User account

Your account area is where you can update your profile, view your order history, change settings, set up cost centres, and manage users and finances and purchase order requests. The tabs you see will depend on the rights that have been assigned to you.



Overview of your account tabs

Profile

Update your profile, change your password, and set up substitutes in your absence.

Read more about profile and account management

Unite Network

Find and activate new suppliers quick and easy and manage them in one place.

View management

In this tab, you can assign existing views to your activated BusinessShops to restrict assortments for specific user groups.

Shopping lists

Shopping lists are useful for items that you buy regularly. You can create, change and delete shopping lists, and share them with your users.

Order archive

This gives an overview of all your orders and invoices. You can view orders, post goods receipts, place repeat orders, and file returns.

Cost centres and cost types

Add cost centres and cost types, which you can then assign to users.

Settings

In this tab you can confirm if you’re a contracting authority and specify global rights for users.

Addresses

Manage business addresses, such as invoice and delivery addresses, add new addresses and change existing ones, if you are authorised to do so by the administrator of your company account.

User management

Here you'll learn how to manage users within your organisation, assign rights to users, and set up approval workflows.

Read more about user management and approval workflows

Purchase order requests

Shows order requests awaiting approval by you from another user lower in the purchasing hierarchy.

Finances

Create and change bank accounts and review payment terms.
