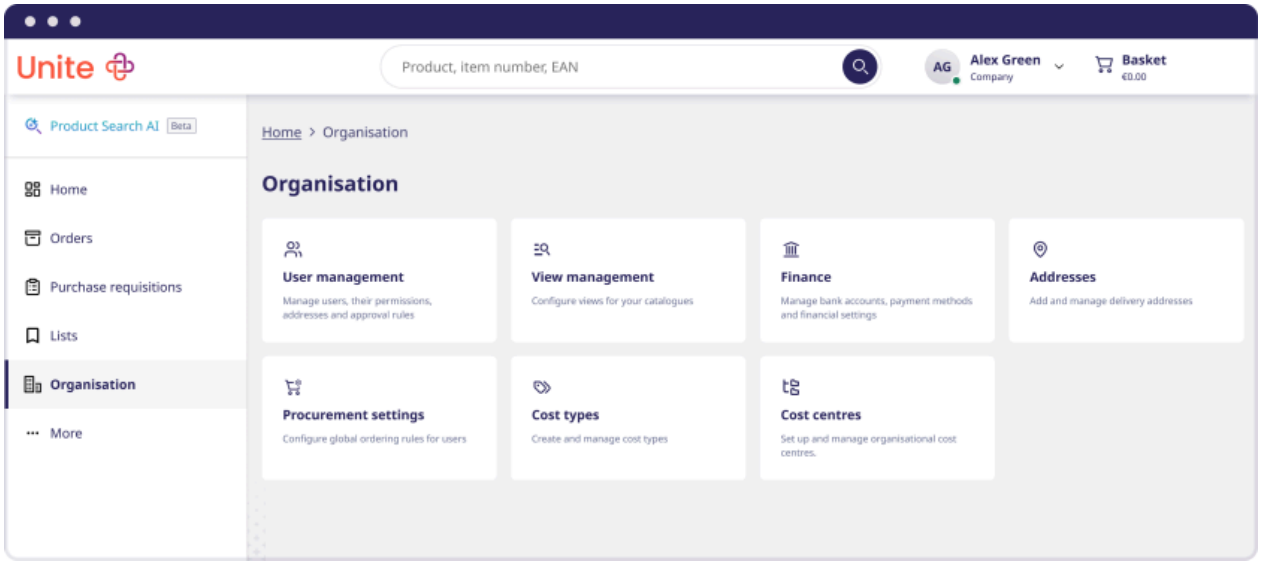
Value added. Value shared.

Manage your organisation settings

The ‘Organisation’ area is where you can manage users, assign views to BusinessShops, manage finances, addresses, cost centres and cost types, and configure global purchasing rules.



> The tiles you see will depend on the rights that have been assigned to you. End users only have access to the ‘Addresses’ tile.

User management

Learn how to manage users within your organisation, assign permissions, and set up approval workflows.

Read more about user management and approval workflows

View management

Here you can find all your activated BusinessShops and restrict their assortments for specific user groups.

Read more about view management [*Our new article will follow soon]

Finance

Learn how to create new bank accounts and review extended payment terms.

Read more about managing finances

Addresses

Manage business addresses, such as invoice and delivery addresses, create new addresses and make changes to existing ones.

Read more about managing addresses

Procurement settings

Confirm whether you are a contracting authority and assign global rights for requesters, including whether cost centres and cost types are mandatory with orders and whether requesters must state customer-related order numbers.

Cost types

Create new cost types, manage existing ones and assign users.

Read more about managing cost centres and cost types

Cost centres

Create new cost centres, manage existing ones and assign users.

Read more about managing cost centres and cost types
