

# Did you know?

You can set a spending limit on our website...



## Set spending limits and order approval

To set spending limits and order approval:

1. Hold your cursor over “my account” and click on “my profile.”
2. The below screen will appear:

### My Details & Preferences

Contact Details	Delivery Addresses
Name:	<input type="text" value="Stephanie"/>
Company:	<input type="text"/>
Billing Address:	<input type="text" value="Ridge road"/>
Suburb:	<input type="text" value="Honeydew"/>
Province:	<input type="text" value="Gauteng"/>
Postcode:	<input type="text" value="2170"/>
Phone:	<input type="text" value="011 704 0056"/>
Fax:	<input type="text"/>
Mobile:	<input type="text"/> <input type="checkbox"/> Receive SMS notifications
Email Address:	<input type="text" value="swulf@officenational.co.za"/>
Alternative Email: (optional)	<input type="text"/>
No Promotional Emails:	<input type="checkbox"/>
<input type="button" value="Save Details"/>	<input type="button" value="Change password"/>
<input type="button" value="Manage Sub-Users"/>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Click here to add a new sub-user</div>

3. Click on “manage sub-users” as shown above and the below screen will appear:

## Manage Sub-Users

User ID	Name	
staff1	test	<input type="checkbox"/>
U12155	Stephanie	<input type="checkbox"/>

Create a New User

4. You can add a new user by clicking on the “create new user” button.

5. The below screen will appear:

## Manage Sub-Users

User ID	Name	
staff1	test	<input type="checkbox"/>
U12155	Stephanie	<input type="checkbox"/>
newuser	test	<input type="checkbox"/>

Create a New User

6. Click on the user ID of the sub-user you would like to edit.

7. Click on the second tab “settings” as shown below.

## Manage Sub-Users

USER ID: NEW

Details Settings Categories Delivery Addresses Cost Centres

Maximum amount per order:  Max per line:

Maximum quantity per order:  Max quantity per line:

Note: Enter 0 for no maximum (unlimited)

Approval required only if any of the above maximums are exceeded. If all maximums contain 0 (unlimited), then approval is never required..

Approval always required and user will be prevented from submitting an order if any of the above maximums are exceeded.

Email Orders for approval to:   
(To add a second email address, separate the first from the second by a semicolon ';')

Enable: Standard Orders  Favourites  Catalogue

Back to user list Save

8. Add in maximum amounts or quantities as shown above.

9. Add e-mail address for approval if these limits are exceeded, as shown above.

10. Opt to enable standard orders, favourites, or catalogue products only.

11. Click “save”