



SOFTWARESILOS

Sublogin Documentation

PDF Manual

MODULE

sublogin

LAST UPDATED

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Employee Ordering

Sublogin Documentation · /sublogin/use-cases/employee-ordering

Enable employees to order with company account.

Scenario

Company provides employees ability to order supplies or products using company account with controls.

Setup

Account Structure

```
Company Account (HR/Admin)
├─ Employee 1
├─ Employee 2
├─ Employee 3
└─ ...
```

Permissions

Permission	Setting
Order Limit	\$100/order
Monthly Budget	\$500/month
Products	Approved catalog only
Approval	Required above \$50

Employee Features

- Browse approved products
- Place orders within limits
- Track own orders
- View remaining budget

Admin Features

- Create employee accounts
- Set individual limits
- Review pending approvals
- Generate reports

Approval Workflow

1. Employee places order
2. If over threshold → Pending

3. Manager receives notification
4. Manager approves/rejects
5. Order processes or cancels

Budget Controls

Control	Example
Per Order	Max \$100
Daily	Max \$200
Monthly	Max \$500
Yearly	Max \$5,000

Related

- [Budget Management](#)
- [Order Approval](#)