



Controlled Employee Ordering

Sublogin Documentation

Guide for Magento administrators, technical project owners, and implementation teams.

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Controlled Employee Ordering

Sublogin can let employees order approved supplies through the company account without sharing the main customer's password.

Choose the controls you actually need

Requirement	Module
Separate login and own-order history	Sublogin base
Approved delivery addresses	Sublogin base
Allowed payment and shipping methods	Sublogin base
Product, cart or checkout permissions	Role
Approved assortment	Sublogin Custom Catalog
Daily, monthly, yearly or per-order limit	Budget
Main-account decision above a subtotal	Order Approval

Do not install every add-on by default. A simple buyer may need only a separate login, one address and own-order visibility.

Example buyer policy

Elena Fischer may order workshop consumables to the Düsseldorf warehouse. She may see prices, use the cart and place orders. A monthly budget limits total spend, while orders above the company's chosen subtotal wait for approval.

To implement it:

1. create Elena as an active sublogin;
2. assign the warehouse address;
3. test ordinary checkout;
4. assign a buyer role;
5. assign the approved catalog;
6. create one monthly budget;
7. enable approval and set the subtotal threshold;
8. test below and above both limits.

Budget and approval answer different questions. Budget checks available spending. Approval decides whether another person must review the order.

Offboarding

Deactivate the sublogin when the employee leaves or changes responsibility. Keep the record long enough for historic order attribution and only delete it after checking reporting and retention needs.

Related: [Create Your First Sublogin](#) and [Multi-Account Management](#).