

Change User Order Limits

This page describes how to amend a user's online order limits (requisition, order and approval) where the Advanced Order Approval system is used.

With Advanced Order Approval, users are given order limits for various order functions. For example, a user may have a '**Requisition Limit**' of \$999999.00, and an '**Order Limit**' of \$200.00. This user can submit orders up to \$200 in value without approval, but any orders \$200.01 - \$999,999.00 will require approval. Approving users on the same Customer Code with an '**Approval Limit**' greater than the order value will be able to approve the order. If there isn't a user with an appropriate approval limit for the order, an error message will be displayed to the User: '**Order cannot be submitted as there is no approver with the correct approval limit authority.**'

Step-by-step guide

To Update a User's Order Limits:

1. In the CMS, navigate to **Users Website Users**.
2. Search for and **Edit** the required user.
3. In the **Customer Details** section, update the dollar amounts for the user's **Order Limit**, **Requisition Limit**, and **Approval Limit**.

Customer Details

Specify the accounts this user has access to

| Customer Code | Order Limit | Requisition Limit | Approval Limit | Delete? |
|-------------------------------|-------------|-------------------|----------------|---------|
| The ABC Trading Company (ABC) | 1000.00 | 5000.00 | 10000.00 | |
| Freedom Imports (FREEDOM) | 350.00 | 9999999.00 | 0.00 | |

Add New Account

4. If the user has access to multiple accounts, you may wish to update the limits for those as well.
5. **Save & Exit**.
6. Repeat Steps 2 - 5 for other users on the account, including users who will have approval authority.



For further information on Order Approvals, see [Order Approvals](#).

Related help

- [Approvals](#)
- [Order Approvals](#)
- [Advanced Order Approval by User and Account](#)
- [Classic sites only](#)
- [Order Approver Functions](#)