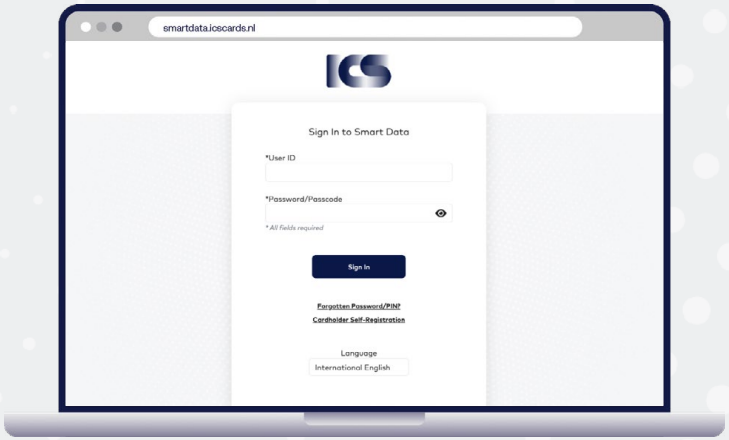
International Card Services

ICS Payment Control

A **step-by-step user guide**
for Company Programme Administrators



Part 7
Setup: Purchase Groups

Overview

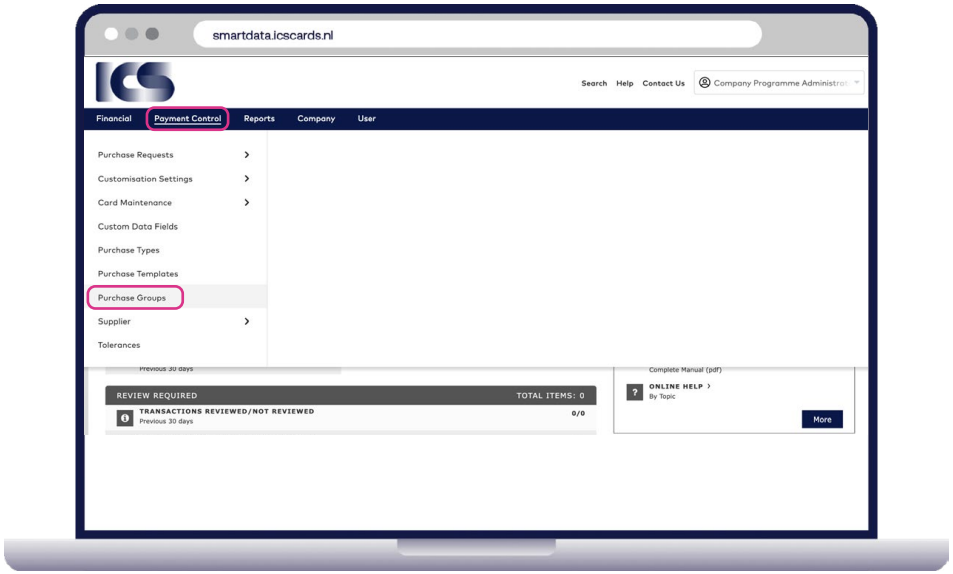
Purchase Groups are structured user groups that **determine who can submit, review, and approve Purchase Requests.** They combine users, purchase and approval limits to ensure that each request follows the correct workflow. By organizing users into Purchase Groups and connect them with the Purchase Templates, companies can streamline approvals, enforce policy compliance, and maintain secure, efficient handling of Virtual Card management.

In this chapter you will learn how to:

- Create new Purchase Groups
- Enter group details
- Add users
- Assign Real Cards
- Define approval flows
- Set limits
- Set up a multi-level approval flow

Getting started

Navigate to **Payment Control** > **Purchase Groups.**

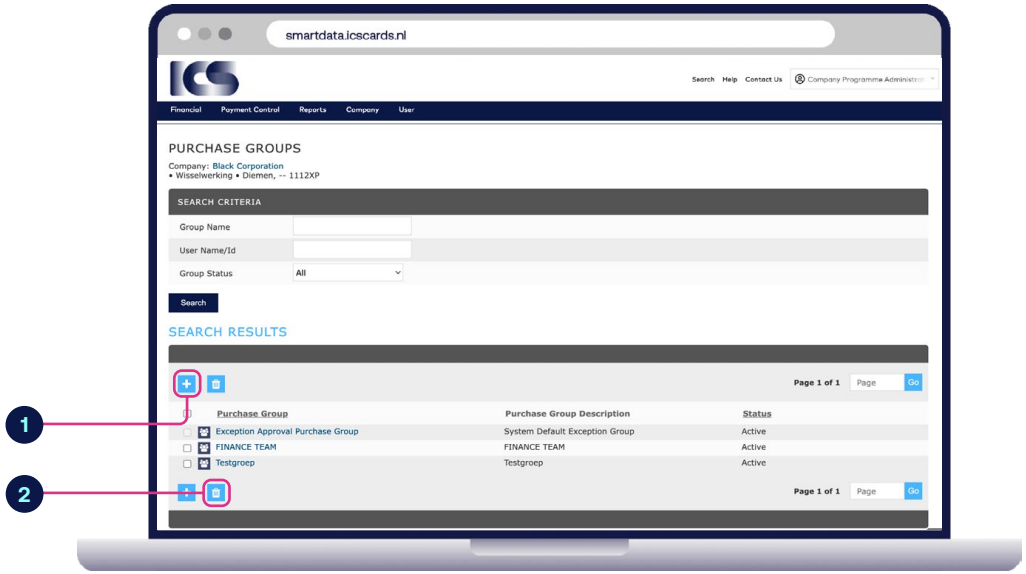


Creating new Purchase Groups

Each Purchase Group contains users with the same role and permissions.

1. Click the **plus** **+** **icon** to add a new group.
2. To **delete** a Purchase Group, select the group and click the **trash** **icon.**

Note: Deleted groups are marked **Inactive,** not fully removed.

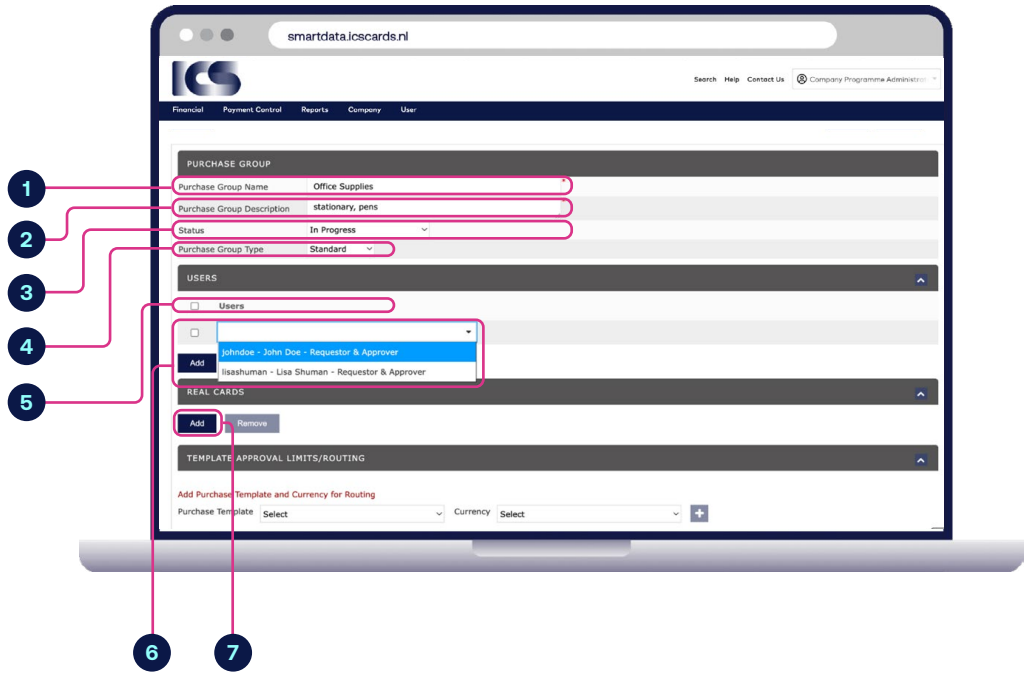


Tip: Move inactive templates to the bottom of the list by adding 'ZZZ' to the start of the description.

Good to know: On this page you can find the Exception Approval Group. Users with the role of Company Programme Administrator are automatically part of the Exception Approval Group. This is a system-default Purchase Group and cannot be edited or deleted. When a Purchase Request limit exceeds the approval limit of all Approvers, it will be sent to the Exception Approval Group for final approval.

Entering group details

1. **Purchase Group Name:** Give the group a clear name (e.g., “Office Supplies Approvers”).
2. **Description:** Add a short description for reference.
3. **Status:**
   Active: Group is ready for use.
   Inactive: Group is disabled.
   In Progress: Setup is not complete.
4. **Group Type:**
   Standard Approval Workflow (default).



Adding users

5. Select the users who belong to this group.
6. Ensure at least one user has **approval rights** if the group will approve requests.

Assigning Real Cards

The Real Card is the 16-digit Virtual Card Account number created and shared with you by ICS. It serves as the central account for all Virtual Card transactions. The Real Card’s alias name was provided during the application process.

7. Click **[Add]** to assign a real card.

Note: Users in the same group share the same approval rights. Users can belong to multiple Purchase Groups, but those Purchase Groups cannot be linked to the same Purchase Template. A user can work within multiple Purchase Templates, as long as they appear only once in the linked Purchase Groups. A real card can be linked to multiple Purchase Groups.

Defining the approval flow

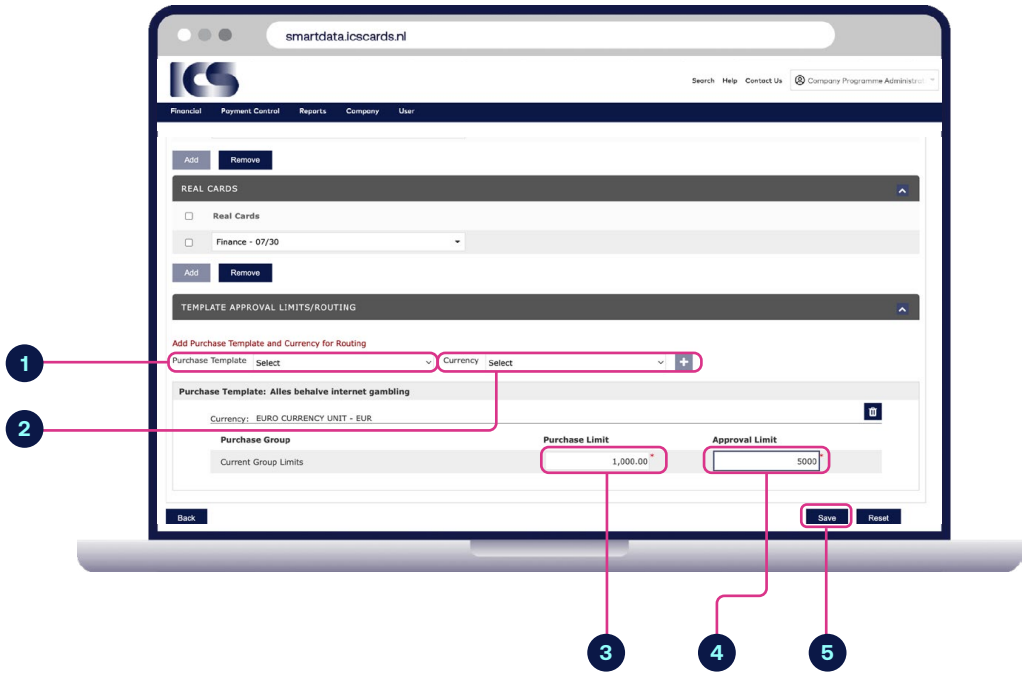
Connect the Purchase Template to the Purchase Group:

1. Select the **Purchase Template** linked to this group.
2. Choose the **currency** (usually EUR).

Note: It is possible to link the same Purchase Group to multiple Purchase Templates. Click the plus (+) icon to add another purchase template + currency EUR.

Setting limits

3. Set the **Purchase Limit:** The maximum amount the user in this Purchase Group can request without requiring additional approval (auto-approve threshold).
4. Set the **Approval Limit:** The maximum amount of a Purchase Request a user in this group is allowed to approve.
5. Click **[Save]** to confirm.



Tip: Purchase Limit 0: Always requires approval. Approval Limit 0: User cannot approve.

Note: Users cannot approve their own Virtual Card requests. Make sure your company has at least two separate users assigned as Approver.

Setting up a multi-level approval flow

To set up a multi-level approval flow you need to **connect at least three Purchase Groups** to the selected Purchase Template.

To do so, repeat the above process for each Purchase Group. Start by creating a Purchase Group for the users with the **highest approval limit.** Then create the next Purchase Group for users with the second-highest approval limit, and **continue like this until you reach the group with the lowest approval limit.**

After this, you can **connect** each Purchase Group to the Purchase Template.

Note: Setting up a multi-level approval flow ensures that higher-risk or higher-value Purchase Requests receive additional oversight. It helps distribute responsibility across multiple approvers, reducing the chance of errors or policy violations. It also creates a clear, auditable approval trail that strengthens internal controls and compliance.

Example:

To create a three-level approval flow for a Purchase Template:

Purchase Group	Approval limit:
Company Programme Administrator	999999999999,99
Managers	10.000
Requestors	0

Always link the Purchase Group with the lowest approval limit to the Purchase Groups with higher approval limits:

- Within Purchase Group Requestors → include both Purchase Group Managers and Company Programme Administrators.
- Within Purchase Group Managers → include the Company Programme Administrators. From now on, when a user (Requestors) requests a Virtual Card with a limit below 10.000, the Virtual Card request will be routed to the Approvers in the Purchase Group Managers.

If the limit is above 10.000, the request will require an approval first of the Purchase Group Managers, followed by the Purchase Group Company Programme Administrator.

International Card Services

icscards.nl/zakelijk
icscards.nl/business