



Using the Unite Store in the Mercateo Procurement Portal

Create an optimised purchase experience with the Unite Store:

- + Access a network of hundreds of verified suppliers
- + Customise your own B2B marketplace
- + Enhance direct relationships with one-to-one conditions
- + Invite your preferred suppliers
- + Benefit from purchasing features and pre-integrated assortment in our Spotmarket

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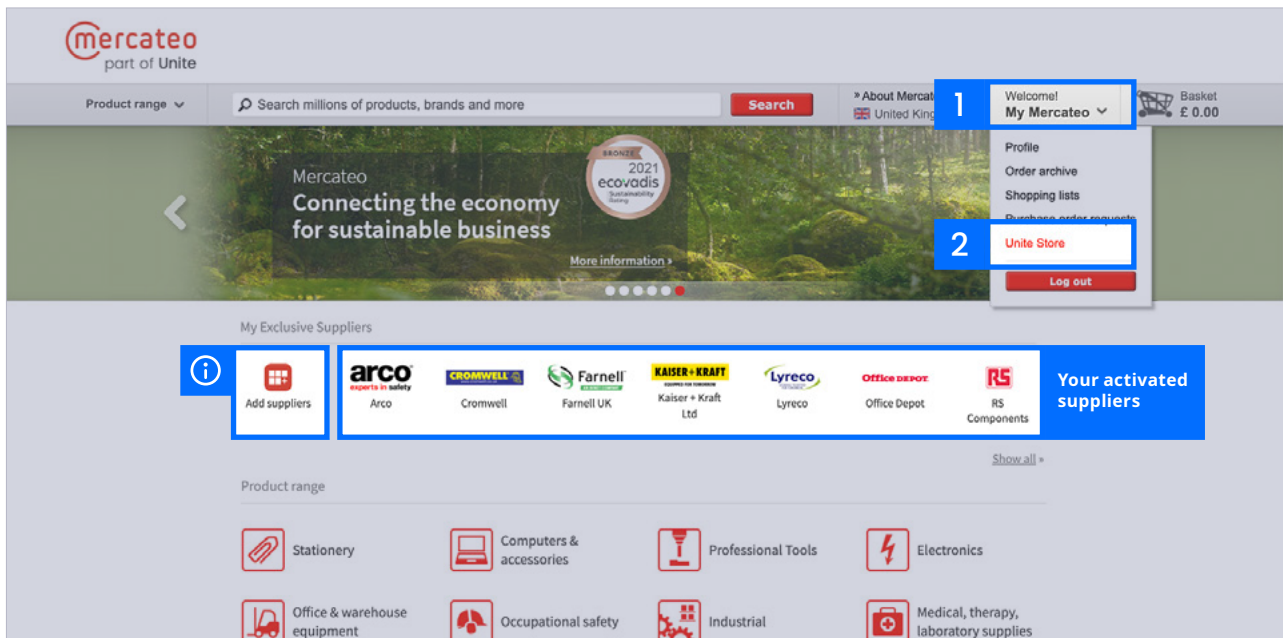
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Logging in to the Unite Store

1. To access the Unite Store, go to the menu 'My Mercateo' ...
2. click on 'Unite Store'.

 Alternatively, you can access the Unite Store by clicking on the 'Add suppliers' icon on the homepage.



From the Unite Store you can then access the following features and options.

Unite Store:

- Access the Unite supplier network

Contract management:

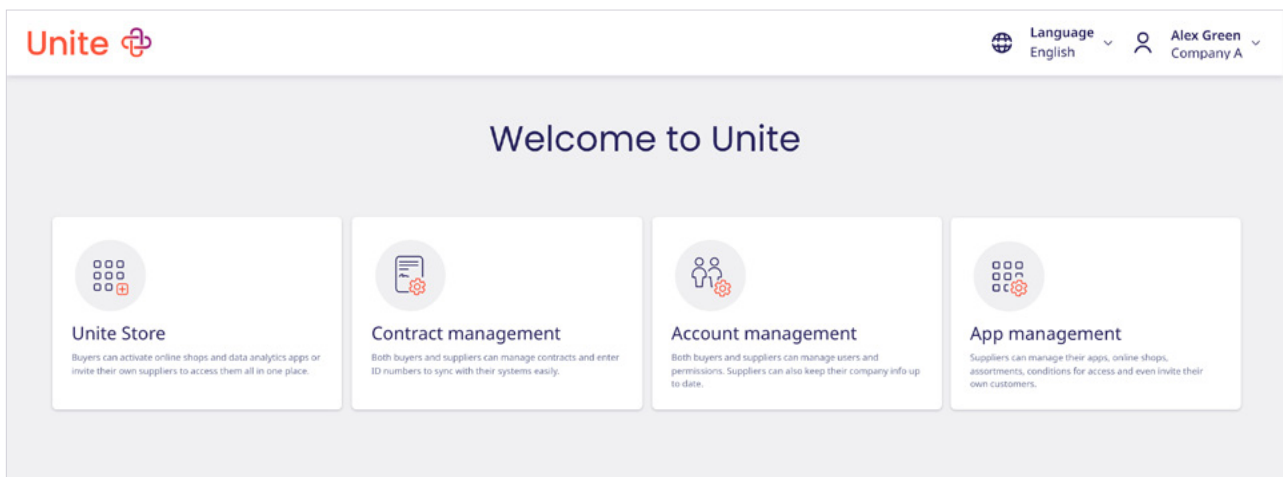
- Manage contracts with activated suppliers
- Request individual prices

Account management:

- Assign permissions to users

App management (for suppliers):

- Start selling via Unite
- Manage apps, online shops, assortments, or conditions for access
- Invite customers

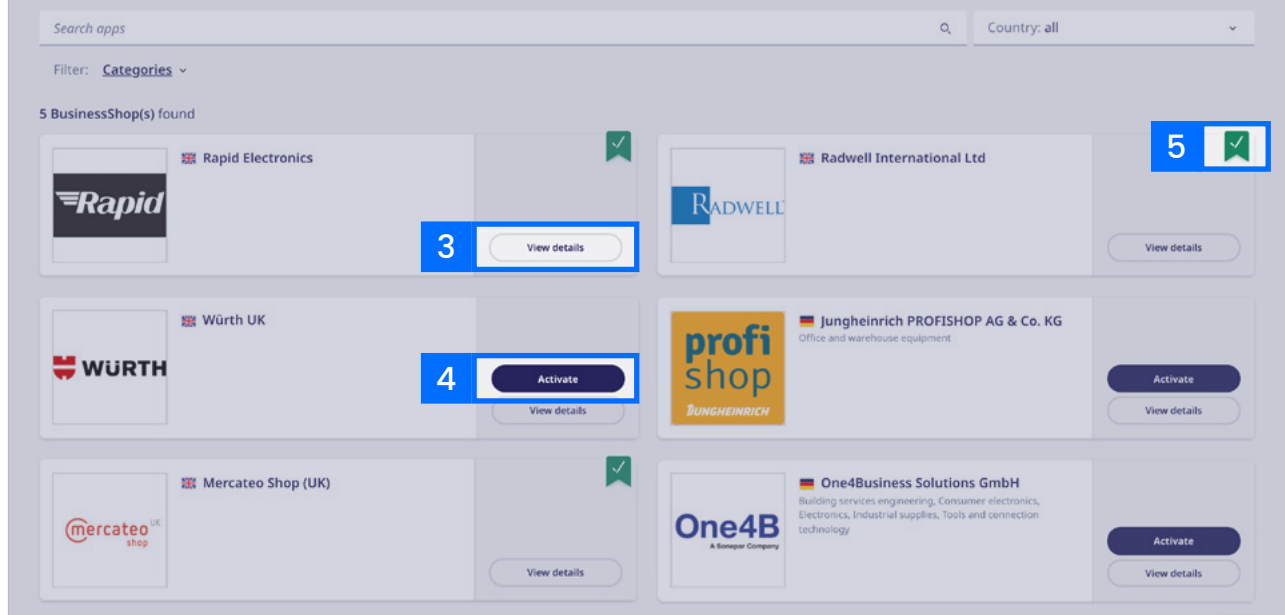
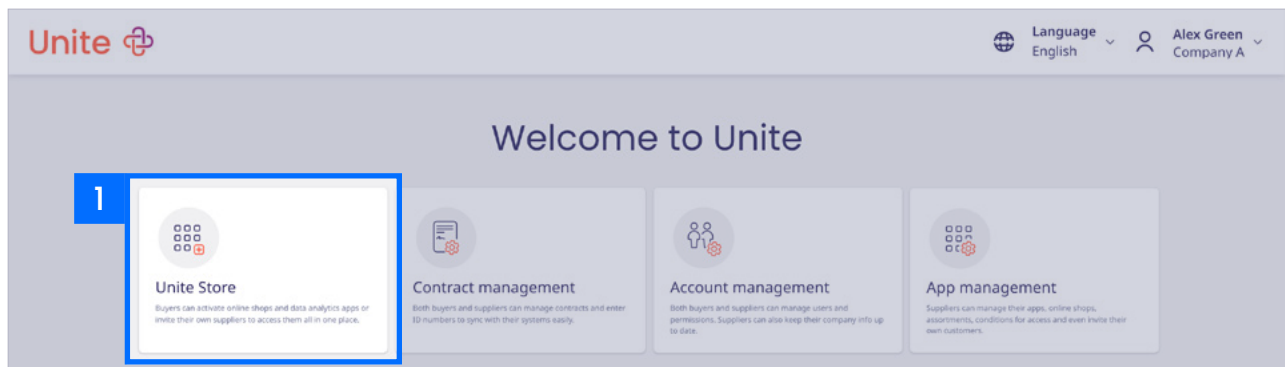


Activating suppliers in the Unite Store

1. Access the Unite supplier network via the **'Unite Store'** tile.
2. Click on **'Available suppliers'** to view pre-integrated BusinessShops and suppliers that you've already activated.
3. Select a supplier you'd like to activate. You can find out more about the company by clicking on the button **'View details'**.
4. Unlock a supplier's BusinessShop by clicking **'Activate'**. Note that some suppliers approve activation requests manually. As soon as your request has been approved you will receive an email notification from Unite.
5. The green tick indicates that a supplier has approved your request.



To activate additional suppliers click the **'Request further suppliers'** tab. Unite will contact suppliers on your behalf and send you an email notification when you can activate their offer.

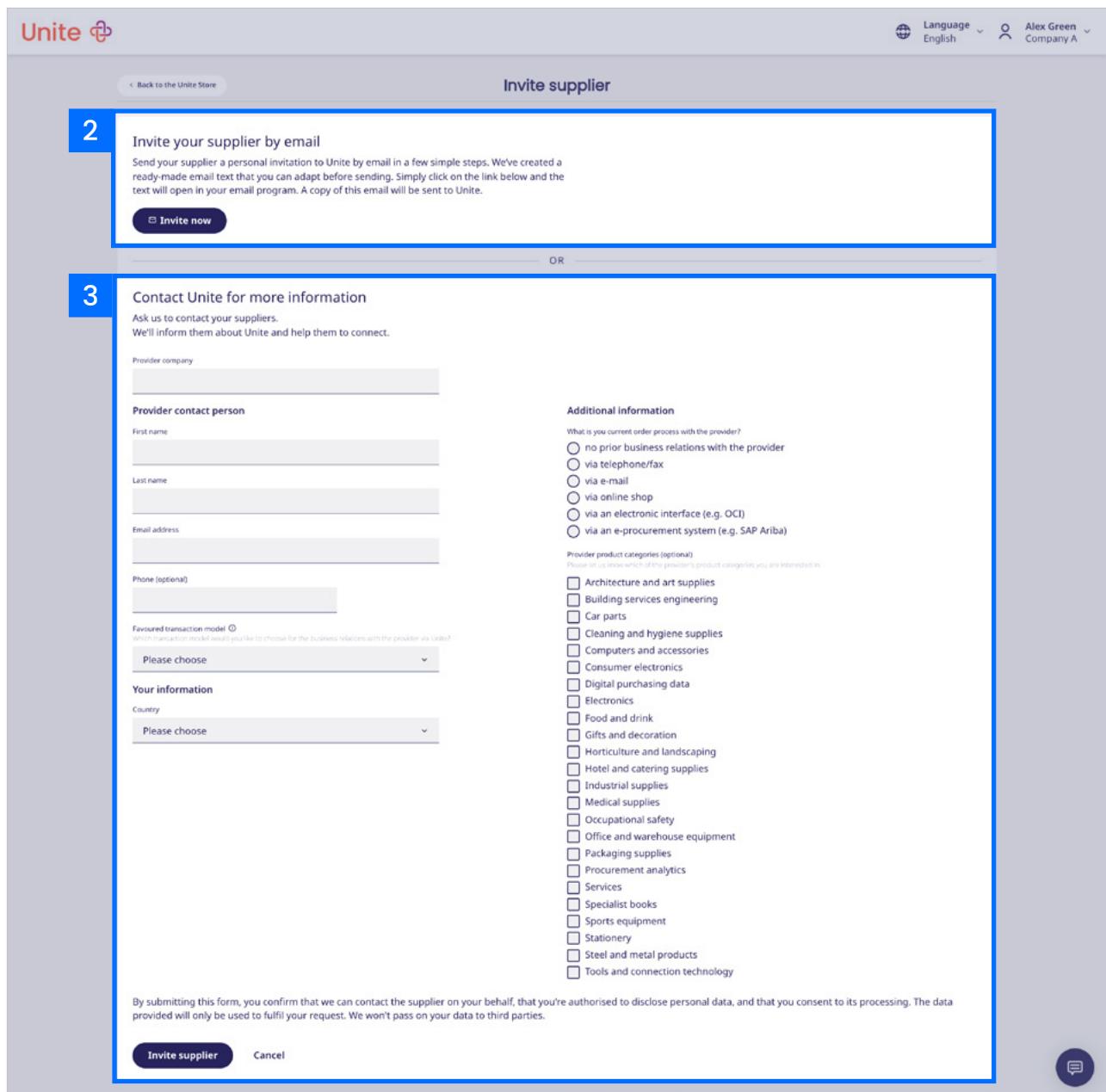
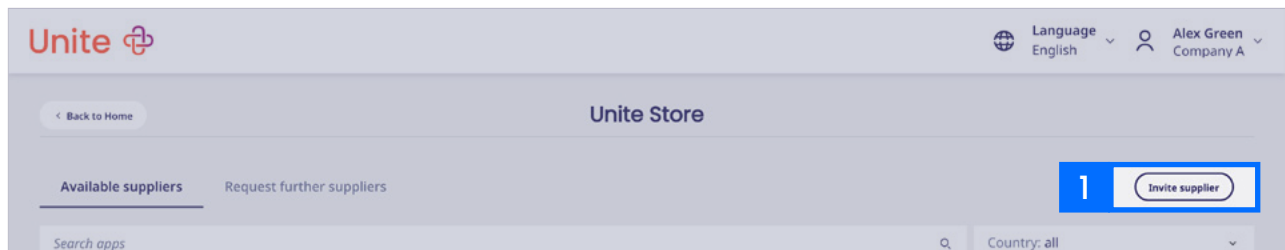


Inviting your own trusted suppliers

1. You can invite your suppliers to join the Unite Store by clicking on **'Invite supplier'**.
2. You can either invite your suppliers by email with our provided template ...
3. or you can also ask us to contact the supplier on your behalf by completing the form.

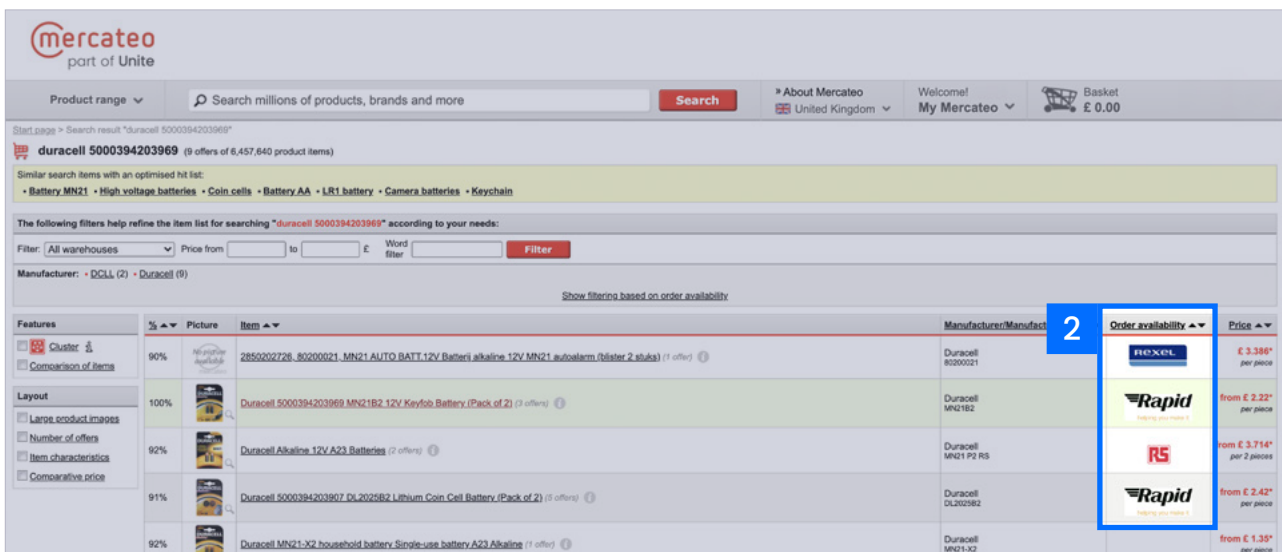
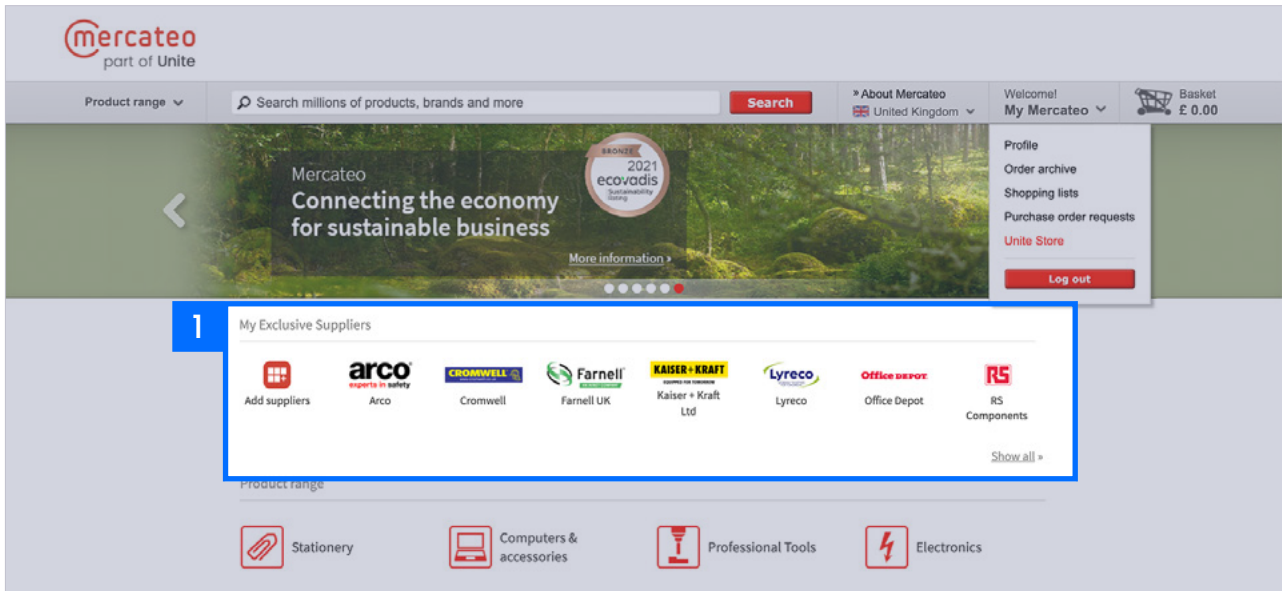


No matter which option you choose, we can import your pre-negotiated prices, and we'll also handle the necessary communication with the supplier.



Buying via the Mercateo Procurement Portal

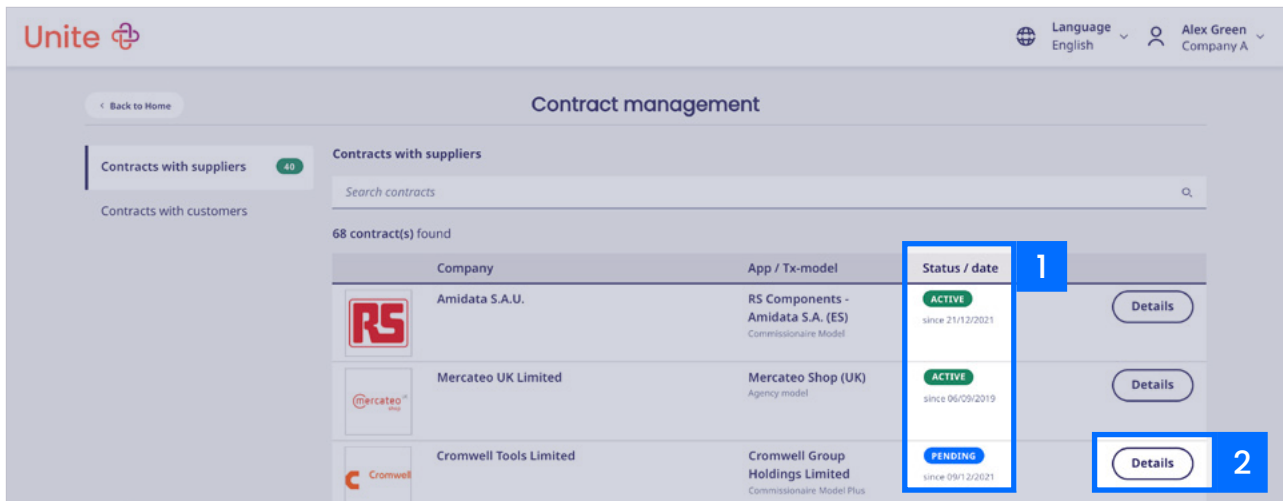
1. After activation, the supplier's BusinessShop will be integrated into your Mercateo customer account, and it will be displayed at the top of your Mercateo homepage.
2. When you search for a product you'll see items from both your activated BusinessShops and the Spotmarket in the results. You can now compare them, choose the best offer and place an order.



Managing contracts

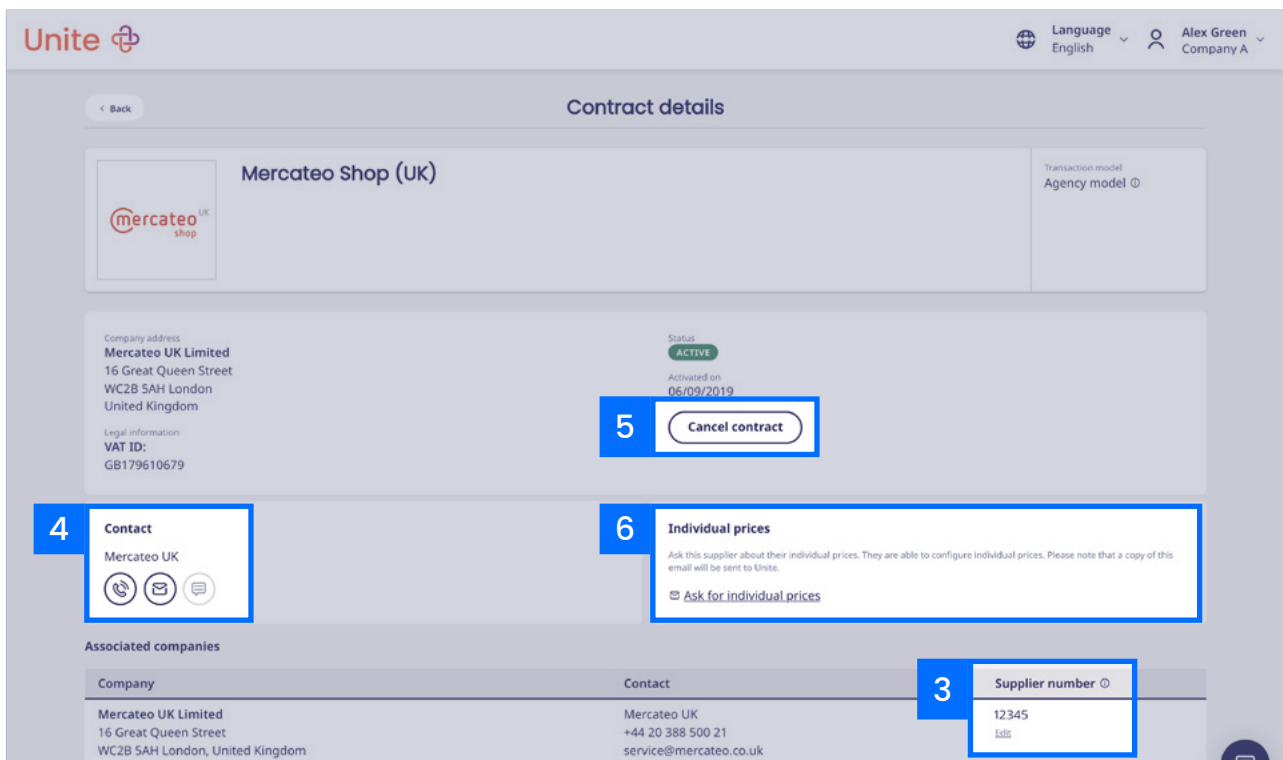
Access **'Contract management'** via the Unite portal or by clicking on **'Go to contract'** on a BusinessShop's details page. From here you can manage your activated BusinessShops and negotiated prices.

1. Here you can see the activation status for each supplier (**'active'** or **'pending'**).




2. Click on **'Details'** to access the following information about the supplier:

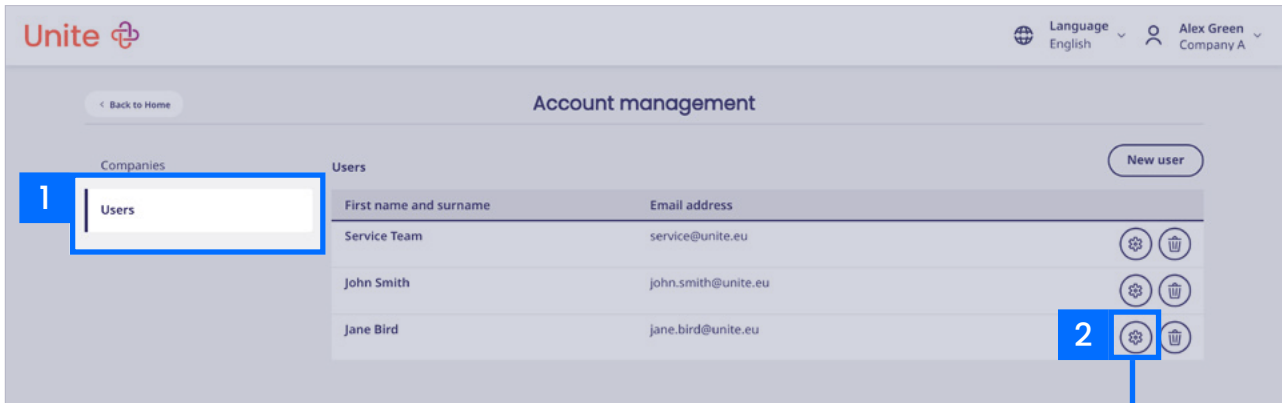
3. Enter the supplier number from your procurement system to assign orders to suppliers.
4. View a supplier's contact information.
5. Cancel the contract.
6. Ask the supplier to quote individual prices. Please note that a copy of the email will also be sent to Unite.



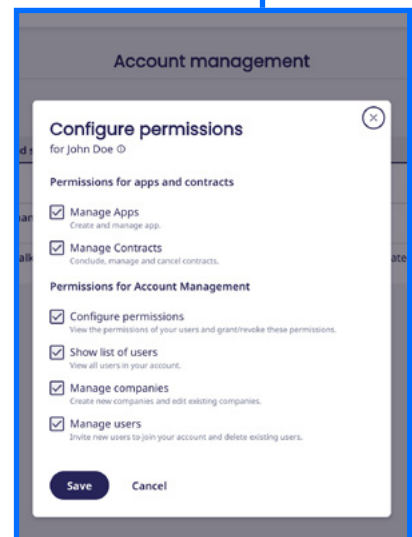
Assigning permissions

1. Access **'Account management'** to assign permissions to your users via the **'Users'** menu.

 Please note that a user from Mercateo user management will only be visible in the Unite account management after they've accessed the Unite Store for the first time.



2. Choose a user in the **'Users'** menu and click on the respective cog icon to configure permissions.



About Unite

Unite connects the economy for sustainable business. The pioneering B2B platform brings buyers and sellers together for mutual benefit. Unite offers digital solutions that enable effortless sourcing, buying and selling, transacting, and collaborating. The platform's scalable and flexible infrastructure helps facilitate connections, supporting business continuity and supply chain resilience. The ever-expanding ecosystem covers buyers, suppliers, manufacturers, distributors, technology partners, and networks.

For more information please go to unite.eu

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