

Crown Commercial Service Supplier

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

Content

Using the Unite Store in the Mercateo Procurement Portal

Cor	ntact
Abo	out Unite
	Assigning permissions
	Managing contracts
	Buying via the Mercateo Procurement Portal
	Inviting your own trusted suppliers
	Activating suppliers in the Unite Store
	Logging in to the Unite Store

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.

part of Unite					
Product range 🗸	${\cal P}$ Search millions of products, be	ands and more	Search	* About Mercat Welc	Mercateo V Basket £ 0.00
Mercateo Connecting the economy for sustainable business More information				r archive ping lists	
	My Exclusive Suppliers				
()	Add suppliers	Cromwell Farnell UK	KAISER+KRAFT Kaiser + Kraft Ltd	Office Depot RS Components	Your activated suppliers
	Product range			Show al	ja.
	Stationery	Computers & accessories	Professional Tools	Electronics	
	Office & warehouse equipment	Occupational safety	Industrial	Medical, therapy, laboratory supplies	

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

Unite Store:

> Access the Unite supplier network

Contract management:

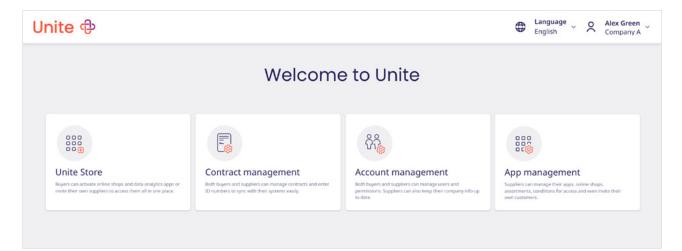
- Manage contracts with activated suppliers
- > Request individual prices

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.

	Unite			English		Alex Green Company A
		Welcome	e to Unite			
	Buyers can activate online shops and data analytics apps or Both buyers a	act management and suppliers can manage connects and enter to sync with their systems easily.	Cocount management Both buyers and bageliers can manage users and permasers. Supports can also keep their company refo up to date.	App management sastminit, onders for app, order of en outcomes.	hops, en invite their	
	Unite &			English		Alex Green Company A
	< Back to Home	Unites	Store			
2	Available suppliers Request further suppliers				Inv	ite supplier
	Search apps Filter: <u>Categories</u> ~ 5 BusinessShop(s) found			Q Country: all		*
	Rapid Electronics	View details	Radwell Inter	national Ltd		5
		Activate View details	profi shop <i>TunchEINRICH</i>	PROFISHOP AG & Co. KG quipment		tivate v details
	III Mercateo Shop (UK)	View details	Building services engine	s Solutions GmbH ering, Consumer electronics, applies, Tools and connection		tivate v details

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.

Unite କ୍ର	þ		€	Language English	õ	Alex Green Company A		
< Back to Home Unite Store								
Available sup	pliers Request further suppliers	9	Count	1	Im	rite supplier		
Search apps		ų.	Count	ry. an		Ť		
Unite 🕀				English	e ~ ,	Alex Green Company A		
	< Back to the Unite Store	supplier						
2	Invite your supplier by email Send your supplier a personal invitation to Unite by email in a few simple steps. We've creat ready-made email text that you can adapt before sending. Simply click on the link below an text will open in your email program. A copy of this email will be sent to Unite.							
		OR			- 1			
3	Contact Unite for more information As us to contact your suppliers. We'll inform them about Unite and help them to connect. Freevel company Freevel contact person Fish name Fish name Fish address Fisher isgenoid) Fisher isgenoid is	Additional information The provider process with the provider via to is business relations with the provider via to inform business relations with the provider via to inform business relations with the provider via a mail via an electronic interface (e.g. OCI) Provider product citografic (ptional) Provider product citon technology						
	By submitting this form, you confirm that we can contact the supplier on your behalf, that y provided will only be used to fulfil your request. We won't pass on your data to third parties Invite supplier Cancel		to its proce	essing. The data				
L								

Buying via the Mercateo Procurement Portal

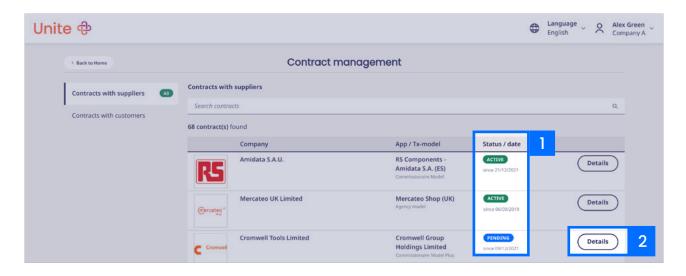
- 1. After activation, the supplier's BusinessShop will be integrated into your Mercateo customer account, and it will be displayed at the top of your Mercateo homepage.
- 2. When you search for a product you'll see items from both your activated BusinessShops and the Spotmarket in the results. You can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

mercateo part of Unite									
Product range V Search millions of products, brands and more Search Velcomel Welcomel My Mercateo Velcomel My Mercateo Velcomel							teo v Baske	t D	
Mercateo Connecting the economy for sustainable business More information									
		1	My Exclusive Suppliers						
	Add suppliers Acco Cronwell Farnell UK Kaiser + Kraft Lyreco Office Depot RS Components								
			Product range						
			Stationery	Computers & accessories	Profess	ional Tools	Electronics		
mercate part of Un									
Product range	~	D Sea	rch millions of products, brands an	d more	Search	* About Mercateo	Welcome! My Mercateo ~	£ 0.00	
Start page > Search result *du			5 457 640 product items)						
Similar search items with an e • Battery MN21 • High vol	optimised h Itage batter	it list: ies • Coin ·	cells • Battery AA • LR1 battery • Camera t						
Filter: All warehouses		Price from	to £ Word	Filter					_
Manufacturer: • DCLL (2) •	Manufacturer: + <u>DCLL</u> (2) + <u>Duracell</u> (0)								
Features	× + -	Picture	Item **	Snow litering.	vased on order availability		Manufacturer/Manufact	Order availability	Price .
Cluster 5		-		12V Batterii alkaline 12V MN21 autoalarm (bliste	24400000		Manufacturer/Manufact	Rexel	£ 3.386*
Comparison of items	90%	No provine available	2004/02/20.002/00/21. MN21 AUTO BATT.	Lev bauerij arkanne 12v MN21 autoatarm (bliste	La make (1 one)		80200021		per piece
Large product images	100%		Duracell 5000394203969 MN21B2 12V Keyls	b Battery (Pack of 2) (3 offers)			Duracell MN2182		from £ 2.22* per piece
Number of offers	92%		Duracell Alkaline 12V A23 Batteries (2 offers)	0			Duracell MN21 P2 RS	RS	rom £ 3.714* per 2 pieces
Comparative price	91%		Duracell 5000394203907 DL202582 Lithium	Coin Cell Battery (Pack of 2) (5 offers)			Duracell DL202582		from E 2.42* per piece
	92%		Duracell MN21-X2 household battery Single-	use battery A23 Alkaline (1 offer)			Duracell MN21-X2		from £ 1.35*

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.

Unit	e	ŧ	English Alex Green Company A
	< Back Cont	ract details	
	Mercateo Shop (UK)		Transaction model Agency model ©
	Company address Mercate UK Limited 16 Great Queen Street WC28 5AH London United Kingdom Logis Information VAT ID: GB179610679	Source Active Admend on 06/09/2019 5 Cancel contract	
4	Contact Mercateo UK ((2))	6 Individual prices Ask this supplier about their individual prices. They are able to configure individual prices and will be sent to Unite.	ices. Please note that a copy of this
	Associated companies		
	Company	_	lier number 🛈
	Mercateo UK Limited 16 Great Queen Street WC2B SAH London, United Kingdom	Mercateo UK 12345 +44 20 388 500 21 service@mercateo.co.uk	

Using the Unite Store in the Mercateo Procurement Portal | Page 7 of 9

Assigning permissions

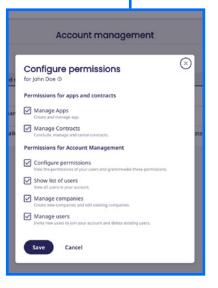
(i)

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.

Unite ଫ			Language Company A Alex Green Company A
< Back to Home	Account	management	
Companies	Users		New user
Users	First name and surname	Email address	
	Service Team	service@unite.eu	
	John Smith	john.smith@unite.eu	(\$) (1)
	Jane Bird	jane.bird@unite.eu	<mark>2</mark> 🛞 🗊

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**

Contact

General enquiries +44 (0) 292 150 9669 <u>contact.uk@unite.eu</u>

For public sector enquiries, you can email <u>CCStailspend@unite.eu</u>