



# Mercateo Procurement Portal

## Buyers' guide



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Crown  
Commercial  
Service  
Supplier



# Transforming your tail spend, indirect purchasing and account management

Unite's **Mercateo Procurement Portal** is an advanced end-to-end solution that can seamlessly integrate into your own systems allowing you to purchase strategically and within governance.

Quickly access **millions of cross-category products** from **hundreds of pre-vetted suppliers**.

Create a **personalised marketplace** and bring your trusted suppliers into our exclusive **Unite Store**.



# Your compliant e-procurement platform

## Key benefits

- + Minimise supplier research and selection
- + Quickly find and compare millions of products from an extensive category range
- + Curate a customised multi-supplier B2B marketplace from our Unite Store by activating supplier BusinessShops
- + Map and forecast your spend



## Features and functions

- + Full compatibility with over 40 ERP and third-party solutions
- + Standalone user management independent of ERP systems
- + Customisable P2P integration points
- + Allocate user/multi-user rights, spend controls and approval workflows
- + Define billing and delivery addresses, cost centres and ledger codes
- + Benefit from automatic basket optimisation at checkout to ensure best price and delivery across multiple suppliers
- + Analyse expenditure and identify potential savings with order and payments data (eCl@ss, UNSPSC)

## Effortless sustainable sourcing, buying and accounting



Explore our easy access anonymised supplier marketplace and consolidate all your low value, low volume ad-hoc product purchasing within one platform.

Purchase online or fully integrate our platform into your existing e-procurement systems via a seamless Punchout process.



Activate named supplier 'BusinessShops' within our exclusive **Unite Store** feature to build a bespoke B2B marketplace.

Negotiate prices and terms, and even invite your own trusted suppliers into the Unite network to create a **single point of purchase**.



Place all your orders within one Unite account with our **single vendor** solution.

Streamline your accounting with bundle payments, lean P2P transactions and e-invoicing.

# Control, efficiency and transparency across your organisation

## Optimise your indirect buying and supplier management



### Research and procure

- Minimise multi-supplier research and requisition
- Reduce individual framework and contract management
- Maximise value from your strategic suppliers
- Ensure colleagues buy from preferred pre-vetted suppliers
- Mitigate risk – supply chain visibility helps you meet your compliance criteria



### Search and buy

- Simplify your catalogue and assortment management
- Receive quality products at competitive prices
- Minimise online price and product comparison
- Buy from SME, minority and local businesses to support your social and sustainability goals
- Reduce maverick, rogue and ad-hoc spend



### Pay and reconcile

- Manage complex purchasing within one account
- Reduce costs and accounting pressures
- Get clear visibility across your collective spot buying and tail spend
- Receive e-invoicing from a single vendor
- Obtain comprehensive reporting for efficient tracking, auditing and spend analysis

# ERP and P2P integration

## Seamless connection to your existing systems

- › Digital compatibility using Punchout integration
- › Integration with P2P solutions, including Basware and SAP Ariba
- › Simple exchange of order data and commodity groups (eCI@ss, UNSPSC)
- › OCI/cXML and order interface
- › Digital transfer of invoices – no further manual intervention required
- › Payment by auto-generated credit note

## Example systems



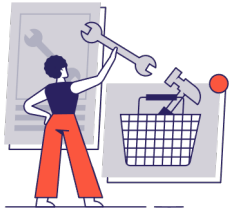
# Enabling full tail spend management across your organisation

## Procure within governance



# Single Creditor solution

Multiple suppliers, one account, minimal administration



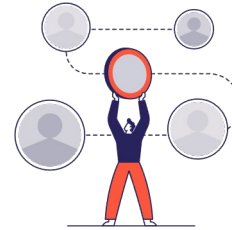
## Order

Place your order with our single-creditor suppliers.



## Invoice

Your chosen suppliers send their invoice data to Unite.



## Bundle

We bring all your invoices together on one account so you only have to deal with us.



## Pay

You pay your invoice to Unite, and we take care of the rest.



No matter how many suppliers you add to your customised marketplace you'll only deal with one creditor in your system – us.



# Reporting and data management

Ensure transparency and control within your processes



## Exported reporting

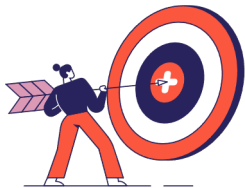
Analyse your operational spend via comprehensive exported reports

(.csv/API/.xml)



## Increase automation efficiency

Frictionless integration accelerates the purchase-to-pay cycle times improving your internal procurement and supplier performance.



## Smart insights and actionable data

Gain visibility of your tail spend and ad-hoc purchasing to identify savings and to inform strategic and operational decision-making.



## Tail spend analysis and auditing

Capture and process spend data to ensure it is standardised and accurate.

(eCI@ss, UNSPSC)

# Mercateo Spotmarket

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Efficiently manage and streamline your tail spend using a cohesive marketplace solution that facilitates accelerated purchasing of ad-hoc, low volume, low spend goods.

# One portal for on-the-spot purchases

Delivering on your daily or complex procurement requirements



## Key product categories:



Stationery



Computers & accessories



Professional Tools



Electronics



Office & warehouse equipment



Occupational safety



Industrial



Medical, therapy, laboratory supplies



Building services engineering



Shipping, packaging



Hotel & catering supplies



Cleaning

# Advanced product and supplier search filters

Quick and easy search and browse functionality.

If you're looking for something specific Mercateo's extensive product filters allow you to quickly narrow down your search for fast and efficient buying.

Filter by manufacturer, model, supplier, weight, colour, energy efficiency, order availability and much more.

The screenshot displays the Mercateo website interface for searching laptops. At the top, there's a search bar and navigation links. Below the search bar, a dropdown menu shows 'Laptop' as the selected category. The main content area is divided into several sections:

- Filters:** A section titled 'The following filters help refine the item list for searching "Laptop" according to your needs.' It includes a 'Filter' button and a list of filters such as 'Manufacturer', 'Series name', 'Serial number', 'Top-Manufacturer', 'Certification', 'Price from', 'Word filter', and 'Filter'.
- Other filters:** A list of additional filters including 'CPU series', 'HDD', 'SSD', 'Memory', 'Operating system', 'Display interface', 'Resolution', 'Clock rate', 'Graphics controller series', 'Panel technology', 'Ones', 'Maximum manufacturer's warranty', 'Biometric authentication', and 'USB type-C'.
- Features:** A section with 'Overview of items' and a list of features like 'Cluster', 'Comparison of items', 'Overview', 'Generic terms', 'Computer systems', 'Subcategories', 'Touch device', '2-in-1 Notebook computer', 'For every operation the right choice', 'Business laptop', 'Outdoor laptop', 'Ultrabook', 'MacBook', 'Accessories', 'Battery', 'Hard disk', 'Docking station', 'Mouse', 'Bag', and 'Show all'.
- Product Grid:** A grid of 24 laptop products, each with a small image, a title, and a price. The products include models from Lenovo, Dell, Fujitsu, Microsoft, and HP, with prices ranging from approximately £472.19 to £1,426.44.


# Cross-catalogue search and comparative product pricing

Start page > Professional Tools > Hand-operated machines > Screwdriver machine > Cordless screwdriver > Mini cordless screwdriver > Item

### Cordless Drill/Drivers GSR 10,8-2-LI

Quantity: 1 piece [Add to basket](#)

Product information: **Bosch - PRO**



Item number: PKYH6-72589  
Manufacturer: Bosch  
Manufacturer no.: 0601958101  
EAN\*GTIN: 3165140538473

Search terms:  
Battery drill  
Cordless drill / driver  
Cordless drill  
Cordless drills

Cordless Drill/Drivers GSR 10,8-2-LI. The shortest powerful tool in the 10,8 volt class. At 169 mm it has the shortest design in its class for optimum handling, especially when performing drilling and screwdriving applications overhead and in tight spaces. Professional performance: 2-speed gearbox ensures a powerful 30 Nm when drilling (up to 19 mm) and screwdriving (up to 7 mm). Professional quality 10-mm Auto-Lock drill chuck, Practical battery charge level indicator with 3 LEDs, Unique Bosch Premium lithium-ion technology for longer lifetime and unbeatable battery runtime. Bosch Electronic Cell Protection (ECP) protects the battery against overload, overheating and deep discharge. Integrated LED light for illuminating the work area, even in dark places. Motor brake for precise work when driving rows of screws. Bosch Hyper Charge: due to the rapid charging process, the batteries are charged to 75% after just half of the charge time. No memory effect: the battery can be charged regardless of the charging state at any time, without damaging the cells. Cardboard, Solo Version, 1/2 L-BOXX inlay for tool (1 600 A00 2V8).

More information:

Torque, max. (hard/soft):	30 / 13 Nm
No-load speed (1st gear / 2nd gear):	0 - 350 / 1.300 rpm

**SCREWFIX** This item is sold by one of your exclusive suppliers and can be ordered by you.

Offers (5)	Order availability	Delivery period	Stock level	Shipping	Staggered price	Unit price
<b>SCREWFIX</b> Screwfix Direct Limited		4 days	no information	Carriage paid	from € 53.33*	€ 53.33*
South West 9599		11 days	no information	Carriage paid	from € 58.67*	€ 58.67*
Rapid Electronics	<b>Rapid</b>	7 days	out of stock	Carriage paid	from € 65.30*	€ 65.30*
RS Components	<b>RS</b>	1 day	122	Carriage paid	from € 68.466*	€ 68.466*
East Midlands 2724		11 days	76	Carriage paid	from € 71.726*	€ 71.726*
East England 4421		12 days	out of stock	Carriage paid	from € 69.00*	€ 75.82*

Offers: All [Show other conditions](#) [OK](#)

Quantity: 1 piece [Add to basket](#)

[Recommend item](#) [Note item](#)

Easily compare multi-supplier product availability and prices.

Once you've selected the product you would like to purchase Mercateo's advanced comparative pricing feature allows you to instantly review prices, stock levels and shipping options from various suppliers.

# Automated basket optimisation

Getting the best price and delivery at checkout.

Compare prices across your suppliers and the marketplace then let Mercateo automatically optimise where to buy from, ensuring you get the best deal.

The screenshot shows a shopping basket interface with the following elements:

- Header:** Product range, search bar (Search millions of products, brands and more), Search button, About Mercateo, Welcome! My Mercateo, Basket £ 0.00.
- Basket Summary:** Basket - Original conditions: the conditions originally put together by you. Includes a green callout box: "Our recommendation is displayed on the right." and a Checkout button.
- Item List:** A table with columns: Item/Item no., Manufacturer/Manufacturer no., Delivery period, Quantity, Price, Total.
- Overview of conditions:** A sidebar with three options: "Our recommendation" (3 days, £54.19), "Fastest delivery" (1 day, £55.76), and "Best price" (22 days, £50.67). A "Without optimisation" option is also shown (8 days, £57.96).
- Recalculate:** A button to update prices.
- Listed according to warehouses:** A table showing item distribution across warehouses.
- An overview:** A summary table of net value, shipping, total net, VAT 20%, and total gross.
- Checkout:** A green button.
- Recommend shopping basket:** A button.
- Print quotation:** A button.
- Show offer:** A button.
- Take quotation:** A button.

Item/Item no.	Manufacturer/Manufacturer no.	Delivery period	Quantity	Price	Total
1 Stanley FatMax One-Piece Clear Hammer 15oz (2.45kg) P5016-22C3	Stanley F8R11-61275	3 days	1 piece	£ 20.83* £ 25.00	£ 20.83* £ 25.00
2 WD-40 Lubricant 500 ml WD-40 ** 2794E-362-6443	WD-40 Company 44155	8 days Stock level 1277	1 piece	£ 7.63* £ 9.16	£ 7.63* £ 9.16
2 Logitech M235 3 Button Wireless Compact Optical Mouse Grey 2794E-125-4261	Logitech 919-602291	8 days Stock level 396	1 piece	£ 24.43* £ 29.32	£ 24.43* £ 29.32

Warehouse	Item	Minimum order value	Net value	Shipping	VAT 20%	Gross value
1 Screwfix Direct Limited KOP	1	£ 0.00*	£ 20.83*	£ 4.17*	£ 5.00	£ 30.00
2 East Midlands 2794	2	£ 0.00*	£ 32.06*	£ 0.00*	£ 6.41	£ 38.47
Total	3		£ 52.89*	£ 4.17*	£ 11.41	£ 68.47

An overview	
Net value	£ 52.89*
Shipping	£ 4.17*
<b>Total net</b>	<b>£ 57.06*</b>
VAT 20%	£ 11.41
<b>Total gross</b>	<b>£ 68.47</b>

Vince Voon

Director of Commercial Enablers, UK Home Office

*“ The Mercateo Procurement Portal offers the Home Office and its agencies an exciting opportunity to revolutionise the way it purchases low value, one-off purchases via the host supplier’s own online buying portal.*

*It empowers colleagues to buy goods simply and compliantly through a self-serve system which will help them to achieve workload and cost efficiencies and give us increased visibility of purchasing behaviour and spend across the organisation. ”*

# Supplier BusinessShops

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Multi-supplier purchasing made easy in the Unite Store



# Curate a personalised multi-supplier marketplace

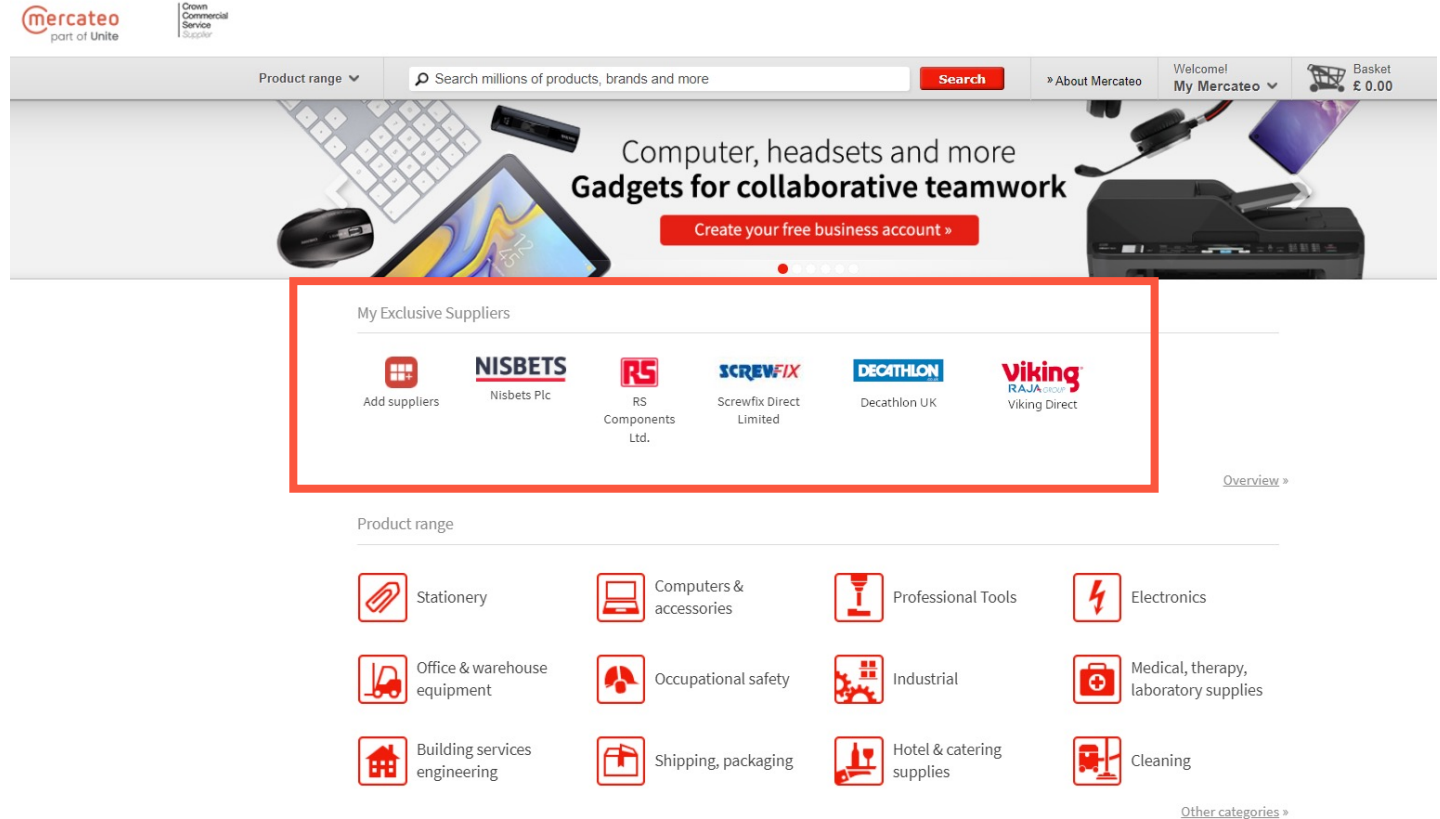


The **Unite Store** feature is unique to the Mercateo platform.

You can create a customised multi-supplier B2B marketplace to meet your organisation's specific needs and requirements.

Activate your preferred suppliers' BusinessShops and e-catalogues from the Unite Store for fast and easy repeat buying.

These will appear in the 'My Exclusive Suppliers' dashboard on the home page.



# Build your bespoke supply chain network

## Key benefits

Our exclusive **Unite Store** solution gives you greater supplier diversity to meet complex buying needs.

- + Fast multi-supplier research, sourcing and set-up
- + Negotiate prices and individualise conditions of trade
- + Have full oversight of checks and approvals
- + Develop direct value-led relationships
- + Expand your marketplace – invite your trusted suppliers to join the Unite Store
- + Embrace social value and sustainability goals relating to localism, environmental standards and minority suppliers

## Features and functions

Select preferred SME suppliers, manufacturers and household brands for fast and efficient purchasing.

- > Activate supplier BusinessShops with one click
- > No onboarding required
- > Customised supplier dashboard for fast and immediate access
- > Pre-integrated supplier e-catalogues
- > Cross-catalogue search
- > Single Creditor model for multi-supplier purchasing
- > Bundle payments with account payable automation and e-invoicing

# One-click preferred supplier activation

Once a supplier's BusinessShop is activated you can immediately and directly start buying from their catalogues.

Negotiate prices and conditions or choose special assortments to tailor the offering to meet your requirements.

You can limit your users' access to certain product selections to ensure they buy within set parameters.

The screenshot displays a web interface for managing BusinessShops. At the top, there is a search bar labeled 'Search apps' and a filter section with 'Categories' and 'Single Creditor' options. Below this, it states '11 BusinessShop(s) found'. The main area is a grid of 11 supplier cards. Each card includes a logo, the supplier name, a brief description of their products, and two buttons: 'Activate' and 'View details'. A red rectangular box highlights the 'Activate' buttons for the following suppliers: Rapid Electronics Ltd., Kaiser & Kraft, Gig Trading Ltd (MSDUK Certified), and Hoffman UK Quality Tools Ltd. Other suppliers shown include Screwfix Direct Limited, Radwell International Ltd, Würth UK, Eccentric Professionals Ltd, RS Components Ltd, and Nisbets Plc. Some cards also feature a green checkmark icon in the top right corner.



# Would you like a demo?

Why not explore the **Mercateo Procurement Portal** for yourself using our easy-to-use online demonstration platform.

Login details

[www.mercateo.co.uk](http://www.mercateo.co.uk)

User: ccsuk\_demo  
Password: Start123!

Need help? We're here to support you...

Tel: 0292 150 9669

## User guides

Our innovative platform has features you won't find anywhere else.

Learn more on [YouTube](#)...



1. How to navigate the platform and benefit from our purchasing features
2. How to create an account and access the Unite Store
3. How to explore and activate suppliers' BusinessShops
4. How to use the cross-catalogue search



# Social value and responsibility

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Drive digital transformation across your procurement processes

Embrace social value and environmental considerations

Work within your policy parameters

Create value for your community





## Responsibility and sustainability

### Build a better future into your supply chain

We're bringing you closer to your social value goals.

The sustainable future of our industry rests on one simple idea: the creation of shared value.

Alongside anonymous spot buying and one-to-one partnerships, our platform is centred around the evolution of enduring and effective relationships, empowering SME businesses, and ensuring supply chain resilience.

By choosing Unite's Mercateo Procurement Portal your organisation enhances opportunities to embrace social value and sustainability considerations. You can support small and minority suppliers and work towards your 'buy local' and environmental goals.



## Our values

### Fairness, transparency, diversity and sustainability



#### Fair competition and collaboration

Our platform helps smaller, innovative and more diverse suppliers to become visible. It makes it easier for organisations to include sustainability into their digital transformation. 70% of our suppliers are SMEs.



#### Fair tax for a better business world

Unite is committed to paying corporate tax responsibly and transparently. Our company has been audited by the Fair Tax Foundation and has met an exemplary level of compliancy. We were proudly awarded the Fair Tax Mark in 2022.



#### Minority Supplier Development UK

We want to bring greater diversity to supply chains across Europe. By supporting MSDUK, we're part of a community that champions British ethnic minority businesses working collaboratively to build a more inclusive economy.



#### Reducing carbon emissions

Within our Spotmarket we identify suppliers by region and postcode meaning you can support your local businesses and 'buy local'. Our decentralised delivery solution means we don't have warehouses or fulfilment centres. Your products come directly from the suppliers helping you work towards your carbon net-zero goals.



## Sam Ulyatt

Chief Commercial Officer, UK Home Office

*“ There’s a clear need to transform public procurement and ensure organisations and agencies purchase responsibly, compliantly and sustainably. We must work to save the taxpayer money and provide social and environmental value to the communities we serve.*

*Mercateo’s solution offers fair competition and will open up opportunities for small, innovative and diverse businesses to become visible to our purchasing teams and end users, which is vital to support regional economic growth across the UK. ”*

## About the Unite Group

Europe's e-procurement experts

Years in existence

22

Branch countries

15

 UK – Cardiff

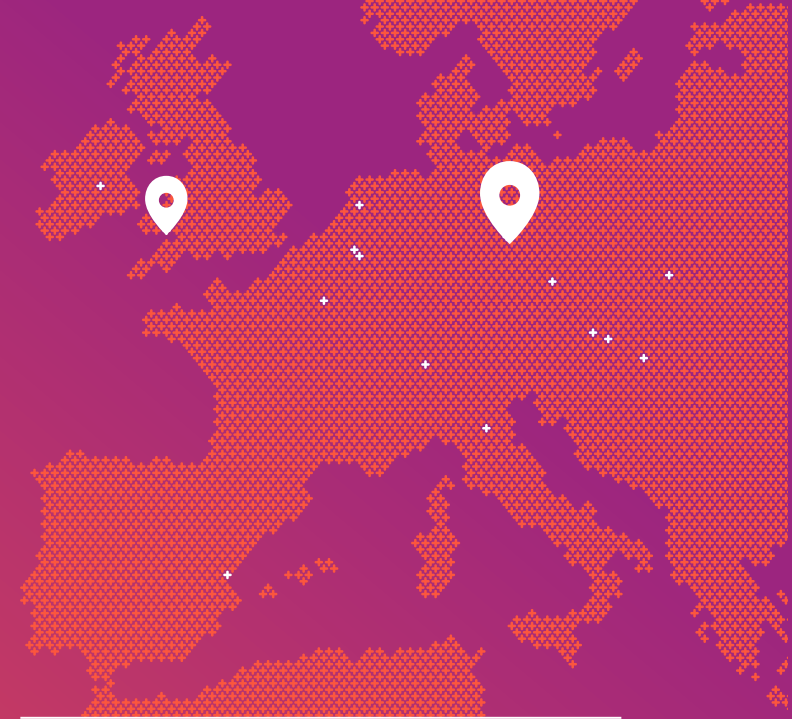
Turnover in Euro

407m<sup>(e)</sup>

Employees

700

HQ in Leipzig, Germany



# Unite

Providing the end-to-end e-procurement solution.

  
part of Unite  
Procurement  
Portal

A single digital  
management system.

Consolidate all your tail  
and indirect purchasing.

Unite   
Spotmarket

Hundreds of pre-vetted  
suppliers.

Millions of cross-category  
products.

Unite   
Network

Pre-integrated supplier  
BusinessShops.

Invite trusted suppliers  
to join the network.

Unite   
Financial Services

A secure European  
payment service.

Single creditor  
provider.



Value added. Value shared.

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## Get in touch

If you have any questions or would like a personalised demonstration, we'd be delighted to hear from you.



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