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Unite – Achieving more together

Instructions: How to use the Unite App Store on Mercateo

The Unite App Store gives you access to a network of suppliers from a diverse range of sectors. You can invite your existing suppliers to Unite and also set up relationships to new providers with individual pricing. What's more, you can still use the familiar features of Mercateo such as

cross-catalogue search functions and shopping basket optimisation. Digitise your providers via one single interface and easily keep track of your procurement. Your access data and individual prices agreed with your existing suppliers will remain unchanged.

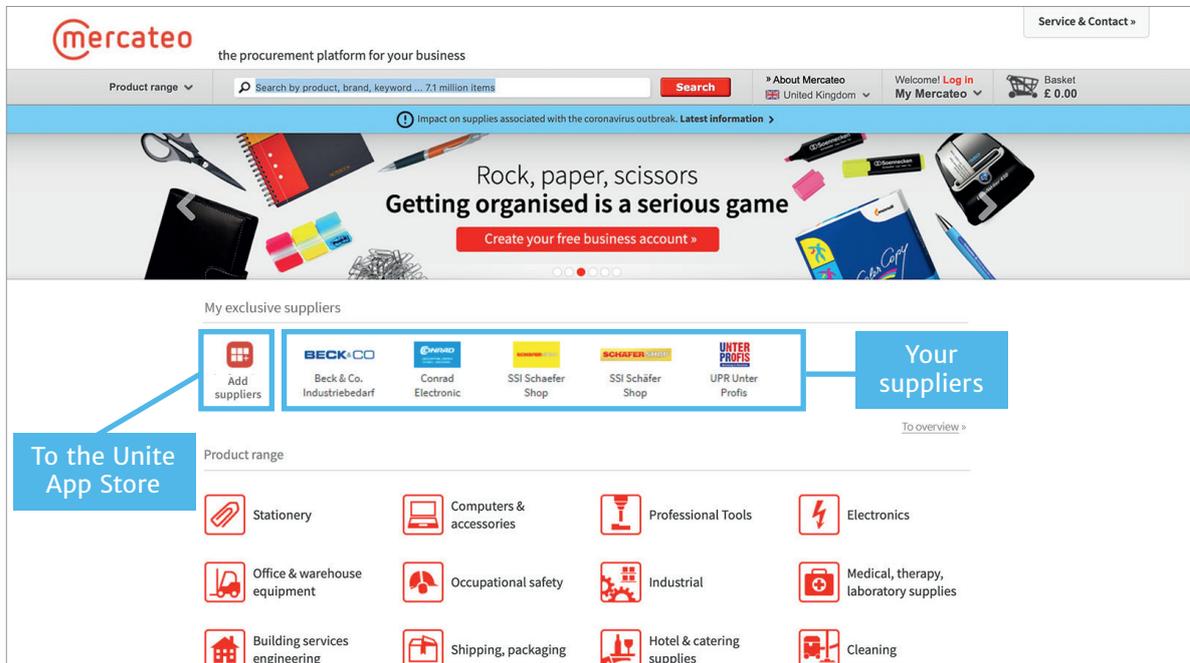
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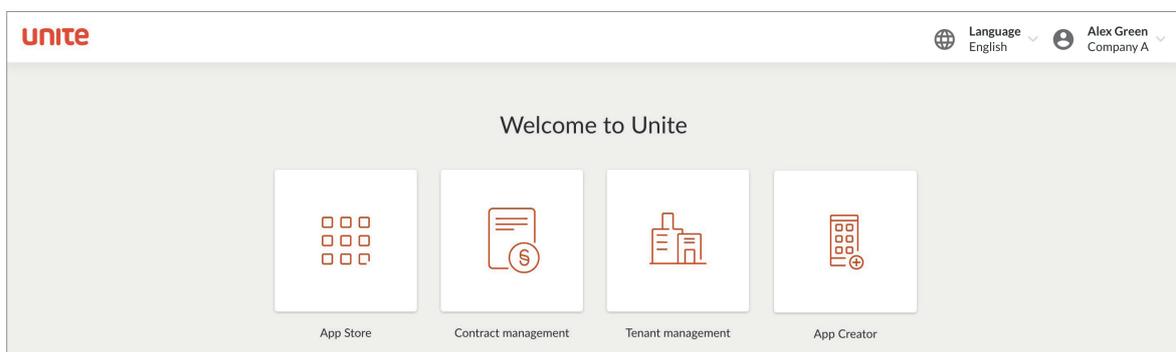
How to log in to the Unite App Store

Click on 'Unite App Store' in your **My Mercateo** account or 'Add suppliers' on the landing page. You can also see your activated suppliers on the Mercateo landing page:



Once you're in the Unite App Store, you can click on the Unite logo in the top left corner to go to Unite's home page. Click on the tiles to navigate to the pages behind them. The App Store contains many providers: some of them you can activate yourself, while others prefer to respond to an activation request.

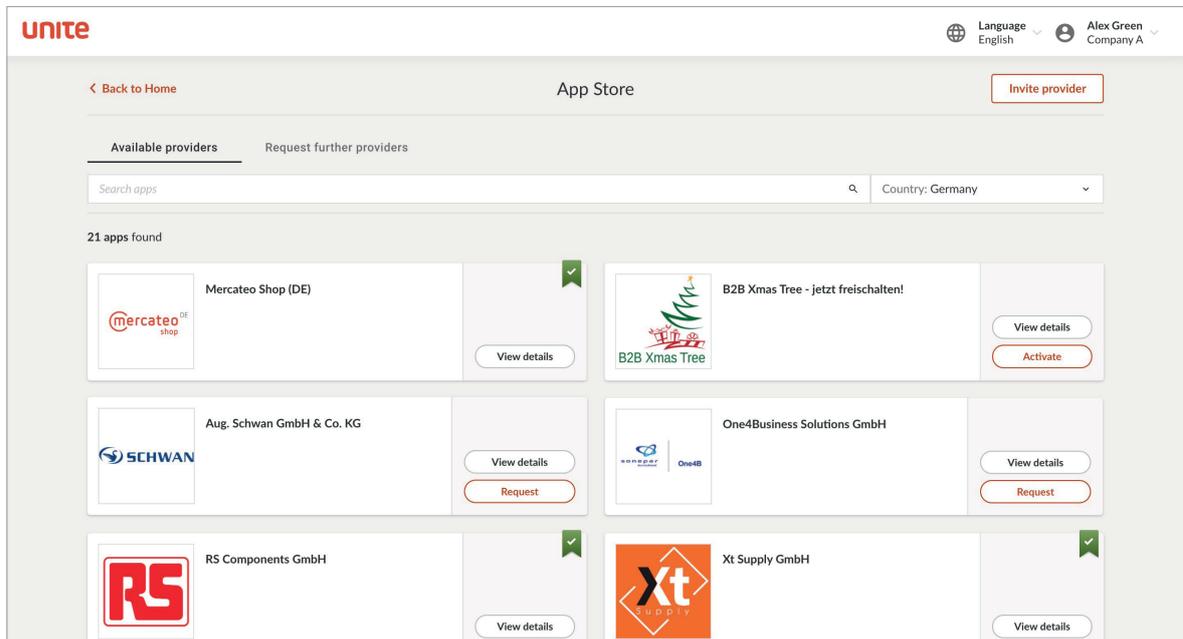
Contract management contains the details of contracts with your activated providers. Here you can also request individual prices. In tenant management, you can assign different permissions to your users. If you also want to sell via Unite, check out the App Creator, which enables you to build your own BusinessShop (app).



App Store: Activating and requesting providers

Click on the App Store tile. Here, you have access to hundreds of verified providers. Find the providers who offer exactly what you need and click to activate them. The tab 'Available providers' shows the pre-integrated apps as well as the ones you've already activated. These apps can be searched, sorted and filtered.

Select a provider you'd like to activate. To find out more about the company, click on 'Details'. To activate an app, click 'Activate' in the App Store or on the details page. Note that some providers approve activation requests manually. In this case, they'll be informed by email that you want to activate them. Please wait until the provider has approved the activation of their BusinessShop. After activation, apps are marked with a green tick.



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App Store: Inviting your own suppliers

You can personally invite your providers who aren't yet in the App Store by clicking on 'Invite providers'. We've created a template email for you that you can adapt as required before sending out the invitation email.

Use this opportunity to standardise your digital ordering processes. We can import your previously negotiated prices for you and we'll also handle the necessary communication in order to make these providers available to you in the App Store.

unite

Language English

Alex Green Company A

[Back to App Store](#) Invite provider

Invite your provider to Unite by email

Send your provider a personal invitation to Unite by email in just a few simple steps. We've created a ready-made email text that you're also free to adapt. Simply click on the link below and the text will open automatically in your email program. A copy of this email will also be sent to Unite.

[Invite your provider to Unite by email](#)

OR

Contact Unite for more information

Ask us to contact your providers.
We'll inform them about Unite and help them to connect.

Company name

First name

Last name

Email address

Phone

App Store: Cross-catalogue search

After activation, the provider will be integrated into your Mercateo customer account. The provider's product range will become available and be displayed in the upper section of the Mercateo landing page. When you search for a product, the product ranges of the activated providers and the results from the Mercateo Marketplace will be shown. You can now optimise your shopping basket across all catalogues and place an order.

The screenshot displays the Mercateo website interface. On the left, a product page for a Bosch 'Akku-Schrauber GSR Mx2Drive Professional 3.6V 2xAkku1,3Ah Koffer' is shown, including an image of the drill, technical specifications, and a detailed description. On the right, a comparison table for 'Delker' products is visible, showing various models with their respective prices and delivery times. Below the table, there are sections for 'Lagerstand: Delker' and 'Rückgaberecht für diesen Artikel: Delker'.

Angebote (17)	Bestellbarkeit	Lieferzeit	Lagerstand	Versand	Staffelpreis	Einzelpreis
Delker		3 Tage	7	€ 4,90*	ab € 82,45*	€ 82,45*
Lager 202		8 Tage	—	€ 7,90*	ab € 87,72*	€ 93,68*
Lager 212		8 Tage	n.A.	€ 4,19*	ab € 87,72*	€ 93,25*
Lager 262		12 Tage	—	€ 4,95*	ab € 88,18*	€ 93,73*
Lager 1458		15 Tage	n.A.	€ 4,95*	ab € 90,68*	€ 96,39*

Preis: Delker

Bestellmenge	Netto	Brutto	Einheit
1 Stück	€ 82,45*	€ 96,12	pro Stück

Lagerstand: Delker

Bestellwert	Versand
ab € 20,00*	€ 4,90*

Rückgaberecht für diesen Artikel: Delker

Dieser Artikel ist von der Stornierung, dem Umtausch und der Rückgabe ausgeschlossen. Die Gewährleistungspflicht laut AGB bleibt unabhängig der angegebenen Rückgaberechte bestehen.

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App Store: Request further providers

For more diversity among your providers and to create additional beneficial relationships, click the 'Request further providers' tab. You can then select additional providers who can be made available to you. Click on 'Send a request'. Unite will contact providers on your behalf and let you know when you can activate their offer.

The screenshot shows the Unite app interface for a provider profile. At the top left is the 'UNITE' logo. At the top right, there are settings for 'Language English' and 'Alex Green Company A'. Below the header, there is a '< Back to App Store' link. The main content area features a card for 'output consulting GmbH' with a logo and an 'Activate' button. Below the card, there is a 'DETAILS' section with a description: 'Umweltfreundliche Drucker-Verbrauchsmaterialien und Büro-Technik schnell, günstig und nachhaltig. Wir sind einer der führenden Hersteller für umweltfreundliche und qualitativ hochwertige Toner- und InkJet-Kartuschen.' To the right of the details, there is a contact information section including the name 'Torsten Schwenske', phone number '+4923445930950', email 'ts@outputconsulting.de', company address 'output consulting GmbH, Auf der Prinz 1-3, 44791 Bochum, Germany', and legal information 'VAT ID: DE305838139'.

Contract management: Managing, viewing and cancelling contracts

Contract management can be accessed from the landing page or by clicking on 'Go to contract' on the app details page. On the contract management page, you can manage your activated apps and negotiated prices. You can also save customer-specific provider numbers so that each order can be assigned to a provider. Both the overview and the details page also show the contract status with each provider ('active' or 'pending').

Contracts with providers +1		Contracts with customers 809	
Company / app	Status / date		
Paul Gradinger Test Freischaltung Supplier number: -	pending since 09/04/2020		Details
Mercateo Deutschland AG Mercateo Shop (DE) Supplier number: -	active since 12/08/2020		Details
ODTV.de ODTV.de Supplier number: -	active since 23/04/2020		Details
RS Components GmbH RS Components GmbH Supplier number: -	active since 10/01/2020		Details
Buddeberg GmbH Buddeberg GmbH Supplier number: -	active since 08/01/2020		Details
Blumenbecker Industriebedarf	active		Details

You can access contract details by clicking on 'Details'. As well as displaying contact information, you can cancel the contract here if you wish. You can also ask the provider to quote individual prices. Providers can let you know about their prices via the platform. Please note that a copy of the email will also be sent to Unite.

Mercateo Shop (DE)

Company address
Mercateo Deutschland AG
 Fürstenfelder Straße 5
 80331 München
 Germany

Legal information
VAT ID:
 DE815776049

Supplier number (optional) [Edit](#)
 -

Status
active

Activated on
 12/08/2020

[Cancel contract](#)

Contact

Mercateo Deutschland
 +498912140777
 service@mercateo.com

Individual prices

Ask this provider about their individual prices. They are able to configure individual prices. Please note that a copy of this email will be sent to Unite.

[Ask for individual prices](#)

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Tenant management: Assigning permissions to users

In tenant management, you can assign permissions to your users. Please note that a user from Mercateo user management will only be visible in the tenant management after they've accessed the Unite App Store for the first time. Click on the cog  in the 'Users' tab to assign permissions to users. Your approval rules in the user management on Mercateo remain unchanged.

The screenshot shows the UNITE Tenant management interface. At the top, there's a navigation bar with the UNITE logo, a language dropdown set to English, and a user profile for Alex Green from Company A. Below this is a breadcrumb trail: < Back to Home > Tenant management. The main content area has two tabs: 'Companies' and 'Users'. The 'Users' tab is active, showing a table of users. To the right of the table is a 'New user' button. Each row in the table has a cog icon for editing and a trash icon for deleting.

First name and surname	Email address		
Service Team	service@mercateo.com		
John Smith	john.smith@mercateo.com		
Jane Bird	jane.bird@mercateo.com		

The screenshot shows a 'Configure permissions' dialog box. It has a close button (X) in the top right corner. The title is 'Configure permissions for users'. Below the title, there are two sections of permissions. The first section is 'Permissions for Tenant Management context' and contains two unchecked checkboxes: 'Configure permissions' (with a description: 'View the permissions of your users and grant/revoke these permissions.') and 'Show list of users' (with a description: 'View all users in your tenant.'). The second section is 'Permissions for Unite company context' and contains one checked checkbox: 'Manage Contracts' (with a description: 'Conclude, manage and cancel contracts for your company.'). At the bottom left of the dialog is an orange 'Save' button.