

Product data sheet: Agency Model

The Agency Model is a transaction model in which Unite acts as the agency handling invoicing and payment processing. The contractual relationship between the provider and the customer remains unaffected. Unite retains the services of Unite Financial Services (UFS). This

enables procurement departments to benefit from the Single Creditor Model by grouping multiple suppliers into a single creditor, namely UFS. Customers therefore benefit from a reduced workload, making providers who offer the Agency Model more attractive.

Available for the following e-procurement systems:

- ✓ Mercateo

Requirements

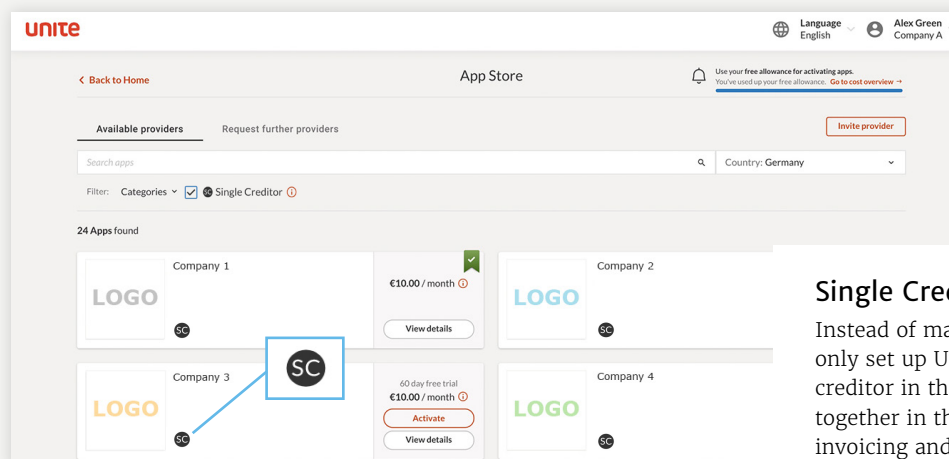
- ✓ Sign the Service Description Unite Agency Model
- ✓ [Create a BusinessShop](#) →

Benefits for providers

- ✓ Lean invoicing and payment processes, including reminders
- ✓ Direct contact with customers
- ✓ Invoices in customers' chosen format
- ✓ Flexible customer relations with the advantages of a platform

Benefits for customers

- ✓ Standardised accounting processes thanks to the Single Creditor Model
- ✓ Direct contact with providers
- ✓ Uniform invoice formats and payment processes for all providers



Providers offering the Single Creditor Model are shown like this.

Single Creditor Model for customers

Instead of many different providers, customers only set up Unite Financial Services (UFS) as a creditor in their system.* Grouping providers together in this way combined with uniform invoicing and payment processing simplifies accounting work. Customers can search for and activate providers on Unite with BusinessShops offering the Single Creditor Model for their preferred creditor UFS.

*Special conditions apply in certain countries.

Direct, personal contractual relationships

Since a direct contractual relationship exists between the provider and the buyer, aspects such as prices and the services included can be freely negotiated. All customer enquiries about products, orders and processing are answered by the provider as usual.

Services

Unite retains **Unite Financial Services** (UFS) to handle the invoicing and payment process based on the **Unite Terms of Use** for the provider as follows:

Order digitisation

Providers receive all orders and related information in a uniform process (by email or HTTPS), in a standardised digital format (openTrans 1.0 attachment), and on a single channel. This enables the provider to efficiently process all order data electronically.

E-Invoicing

UFS produces the only binding invoice for the buyer on behalf of Unite (the agency) taking into account the customer's varying requirements regarding delivery channels and formats as well as the e-procurement system used and national regulations. The provider remains the customer's tax-relevant contractual partner. The provider sends invoice data for each order to UFS (including a statement that this data doesn't constitute authorisation for input tax deduction*) and a reference number.

Since this number will be used by UFS as the invoice number, it must satisfy tax law requirements for the numbering of invoices. Based on the invoice data, UFS will then create the invoice on behalf and for the account of the provider and send it by email (currently as a PDF or cXML file) to both the buyer and the provider for tamper-proof archiving. Examples of country-specific UFS invoices on behalf and for the account of a provider are available on www.unite.eu.

Payment processing

Payment is only recognised if made to the UFS account specified in the invoice.** In some countries, UFS works with a service provider who provides an account to which payment must be made. UFS forwards the money as soon as possible – usually within one day – to the account specified by the provider, deducting the agreed commission. For this purpose, the provider receives

from UFS both an agency invoice and a payment notification showing the cleared amounts.

Payment term

According to the Terms of Use, to enable multiple providers to be treated as a single creditor, providers and buyers agree a standard payment term of 30 days.

Reminders

If necessary, UFS will send the customer the first three automatic reminders (without assuming the del credere risk) on the provider's behalf. Afterwards, responsibility for collecting any unpaid amounts passes to the provider.

*Adding the wording 'Draft invoice' and/or 'Does not constitute authorisation for input tax deduction' is sufficient.

** Payments made by the buyer directly to the provider's account must be rejected along with a brief explanation.

Comparison of transaction models

	Order Forwarding	Agency Model	Commissionaire Model	Commissionaire Model Plus
Available on	Mercateo		SAP Ariba, Integra, BeNeering	Mercateo
Order digitisation	✓	✓	✓	✓
E-invoicing**		✓	✓	✓
Payment processing		✓	✓	✓
Single creditor		✓	✓	✓
Single debtor			✓	✓
Credit guarantee***			✓	✓
Customer service				✓
Fee	€0.20 per order	1.7%*	3.5%*	6%*

* Percentage of the net invoice amount including shipping costs

** Excluding additional services such as invoice signing and invoice delivery via central platforms

*** Mercateo performs a credit check and pays up to a defined amount set for each customer