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User Guide
How to use the Unite App Store in your e-procurement system

The Unite App Store gives you access to an ever-expanding network of pre-integrated suppliers from a wide range of sectors. You can set up direct relationships to new providers and also invite existing suppliers to join the network. Digitise all your suppliers on a 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 and an overview of Unite

Log in with your Unite login, which will then take you to the home page. You can click on the different 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 from a provider.

→ In tenant management, you can assign different permissions to your users.

→ The purchase overview provides you with an overview of all your orders.

→ If you also want to sell via Unite, check out the App Creator, which enables you to build your own BusinessShop.
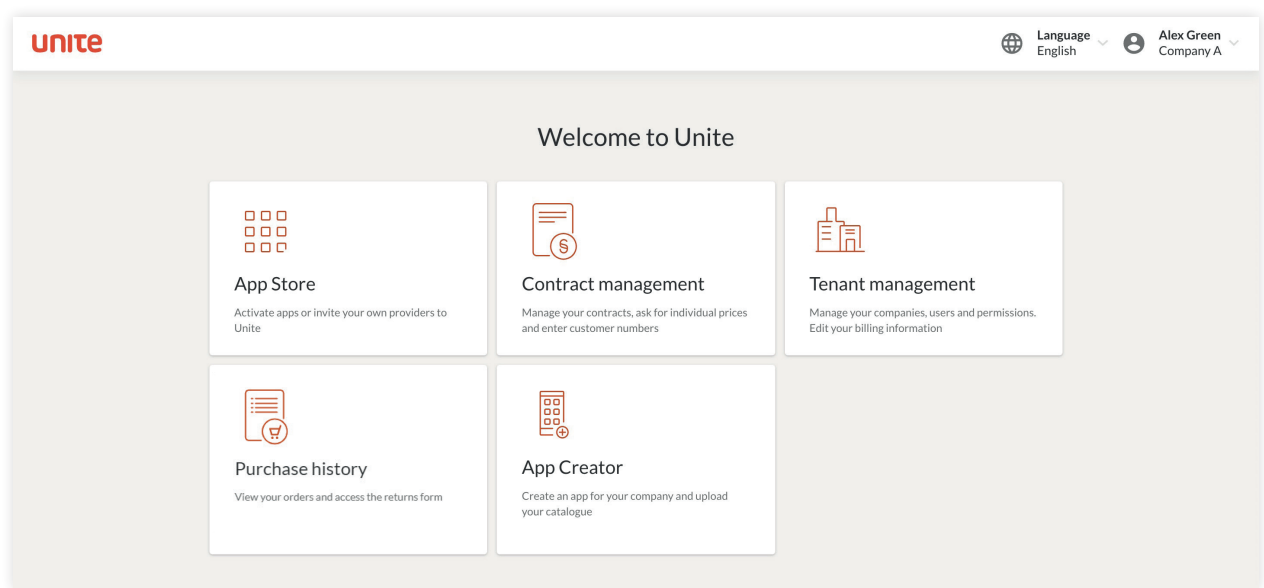

Would you prefer to watch a video? This three-minute tutorial explains how you can connect your system to Unite and start placing orders.

App Store: activating and requesting providers

Click on the App Store tile. Here, you have access to hundreds of verified and trusted providers. Find the providers who offer exactly what you need and activate their BusinessShop with just one click. The tab 'Available providers' shows the pre-integrated BusinessShops as well as the ones you've already activated.

For a better overview, you can filter by category, for example 'computers and accessories' or 'office and warehouse equipment'. You can also search directly for providers in the search bar. To find out more about an individual BusinessShop, click on 'View details'.
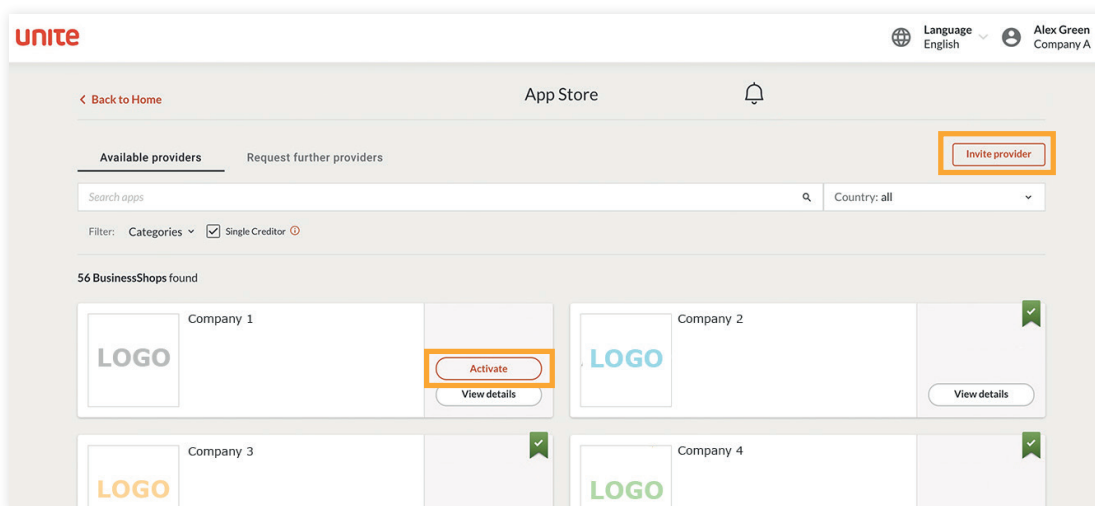
To activate a BusinessShop, click 'Activate' in the App Store or on a BusinessShop's details page. You can cancel the contract with an individual provider on a monthly basis, if required.
All the products from your activated BusinessShops will be available and comparable in your e-procurement system's search.

Note that some providers approve activation requests for their BusinessShops manually. In this case, they'll be informed by email that you want to activate them. Please wait until the provider has approved your activation. All your activated BusinessShops are marked with a green tick and can be found in your contract management.

Did you know? You can negotiate individual prices with providers on Unite allowing you to maintain a 1:1 business relationship with them. You can also request your existing providers to use your negotiated prices. To do this, go to one of your BusinessShops in contract management and click on 'Ask for individual prices'.

App Store: inviting your own suppliers

You can personally invite your providers who aren't yet in your App Store by clicking on the button 'Invite provider'.

On the Invite provider page, we've created a template email that you can adapt as required before sending out the invitation email. We can import your negotiated prices for you and we'll also handle the necessary communication in order to make a provider available to you in the App Store. Alternatively, you can also enter your provider's details into the contact form at the bottom of the page and we'll contact them on your behalf.

Searching for items via your e-procurement system

Once you've activated a provider's BusinessShop, their product range will become available to you. Products from all your activated BusinessShops will be visible in your e-procurement system's search. Now you can put together a shopping cart with items from any of your catalogues and activated BusinessShops and place an order.
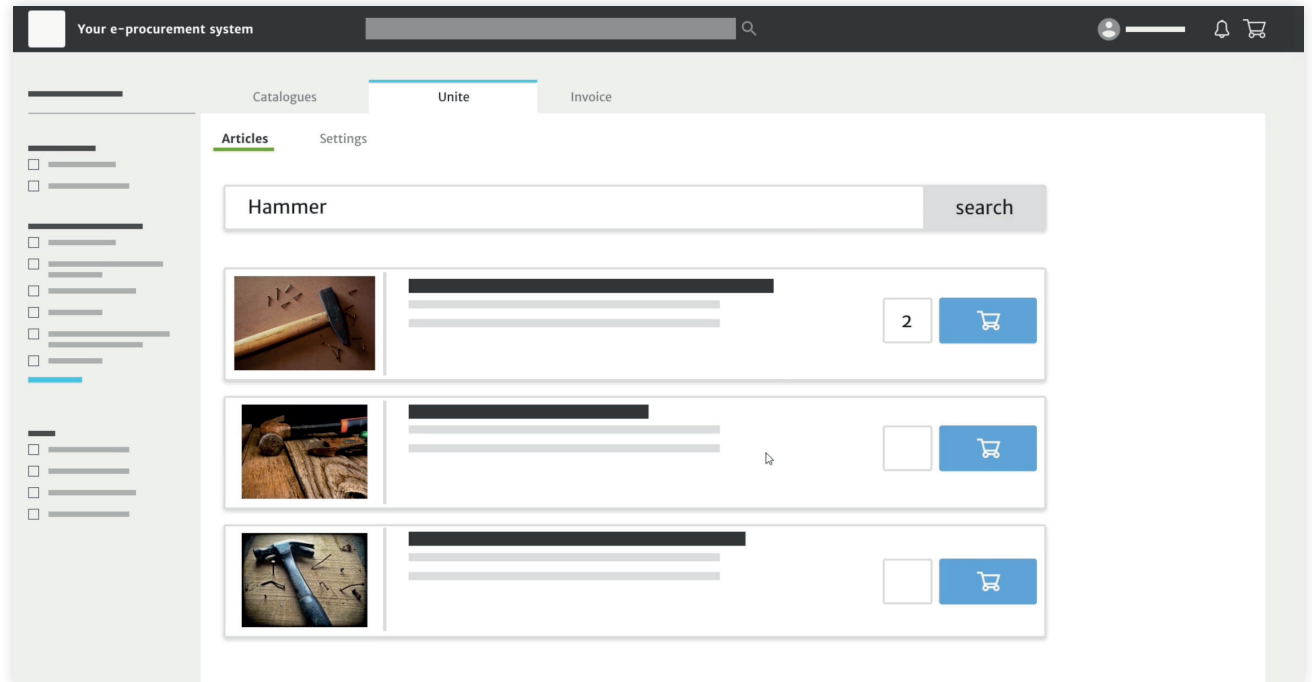
User view in your e-procurement system

App Store: request further providers

For more supplier diversity and to create additional beneficial relationships with providers, click on the 'Request further providers' tab in the App Store. 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.
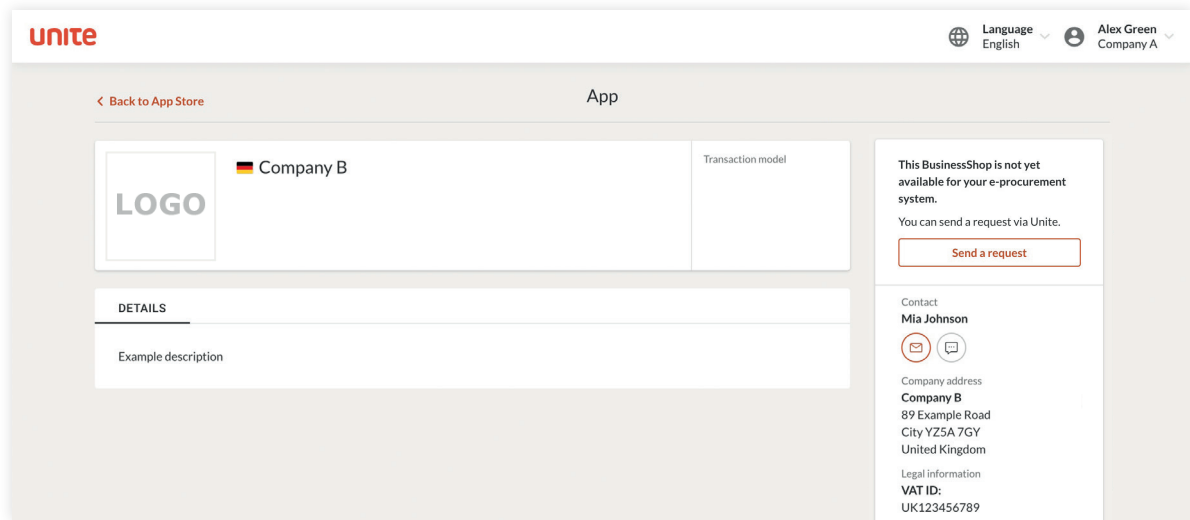
Contract management: managing, viewing and cancelling contracts

Contract management can be accessed from the Unite home page or by clicking on 'Go to contract' on details page of an individual BusinessShop.

On the contract management page, you can find more details about a specific provider and your individual prices. Both the overview and the details page also show the contract status with each provider ('active' or 'pending').

You can access contract details by clicking on 'Details'. As well as displaying contact information, you can change the contract here if you wish. You can also ask the provider to quote individual prices.

www.unite.eu

Purchase history: your order history at a glance

The purchase history provides you with an overview of all your orders. You can search through your past orders and view the details of individual orders.

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