Qualify to sell to public-sector customers

The public sector has stringent requirements for integrity, ethics and regulatory compliance. Unite supports these requirements by maintaining clear documentation and carrying out thorough compliance checks on suppliers.

Once you've completed the initial compliance check, you'll need to confirm your details once a year to continue selling to public-sector customers.

Confirm your details using our online form

Frequently asked questions

How do I qualify to sell to public-sector customers?

To sell to public-sector customers through Unite, you first need to complete our online check. After that, you'll be asked to confirm your details once a year.

The online check covers four areas:

- Unite compliance requirements
- General criteria for selling to public-sector customers
- Quality management criteria
- Sustainability criteria

Go to online check

Once you've confirmed all the required information, we'll make your assortment available to public-sector customers.

Why do I need to confirm my details every year?

Customers in the public sector are required by law to work only with suppliers that meet current compliance standards. The annual confirmation helps ensure that the information you've provided about the relevant legal, quality and sustainability criteria is accurate and up to date.

How does the annual confirmation work?

Around 28 days before the qualification expires, the contact person receives an email with a link to the online check. They can then confirm the details already stored in the form. The confirmation must be completed within 28 days to keep your qualification active.

> **Note:** In your Unite account, under compliance contact, you can store one or more contact persons.

When do I need to update my details?

Your details need to be confirmed once a year. We'll email the compliance contact person 28 days before your qualification expires. They then have 28 days to complete the confirmation.

Go to online check

What happens if I don't confirm my details in time?

Your assortment will no longer be available to public-sector customers. You can qualify again at any time by completing the online check. Once you've successfully qualified, we'll make your assortment available again.

Go to online check

Can I change my details after submitting them?

No, you can't make partial changes. All criteria must be fully met. If you don't meet one or more requirements, you won't be able to qualify.

I no longer want to sell to public-sector customers.

Select 'End participation' to cancel the qualification. Your products will then no longer be available to public-sector customers.

I don't meet all requirements. Can I still sell to public-sector customers?

No. To sell to public-sector customers, you need to meet all requirements. If you don't meet one or more criteria, you can cancel the process by selecting 'End participation'.

How long is the data stored?

10 years. This statutory retention period allows us to provide evidence of your qualification if needed.

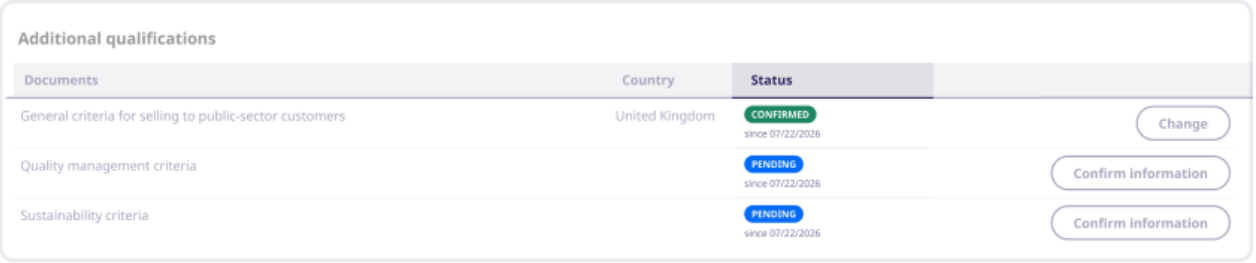
Do I need to provide any additional evidence or documents?

No. Your online confirmation is enough.

Are there country-specific differences?

The online check applies to all countries. We automatically take country-specific requirements into account in the 'General criteria for selling to public-sector customers' section.

You need to complete the check for each country you sell in.



Who is notified when the annual confirmation is due?

The email is sent to the compliance contact saved in our system.

> **Note:** In your Unite account, under compliance contact, you can store one or more contact persons.

Are automatic reminders sent before the qualification expires?

Yes, we send out automatic reminders.

- First email: 28 days before expiry

- Second email (reminder): 14 days later, if the details haven’t been confirmed yet

If you don’t confirm your details within 28 days, your products will no longer be available to public-sector customers. You can restart the check at any time: Go to online check

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