Value added. Value shared.

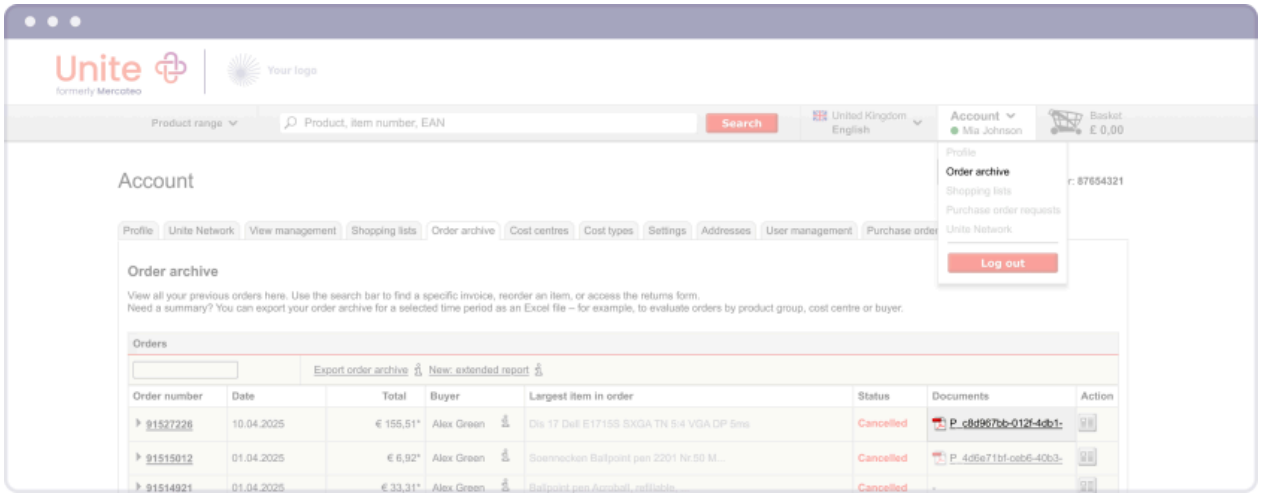
Documenting purchases with the purchasing protocol

For each order on Unite, the purchasing protocol transparently records which offers and criteria formed the basis of your selection. It's created automatically and contains valuable information about your spend, from the selection of offers to detailed price breakdowns.

How to access the purchasing protocol

Web access setup

Find the purchasing protocol in your purchase order requests and, after the purchase request has been approved, in the order archive. After signing in, go to the 'Account' dropdown menu and select 'Order archive'.



PunchOut setup

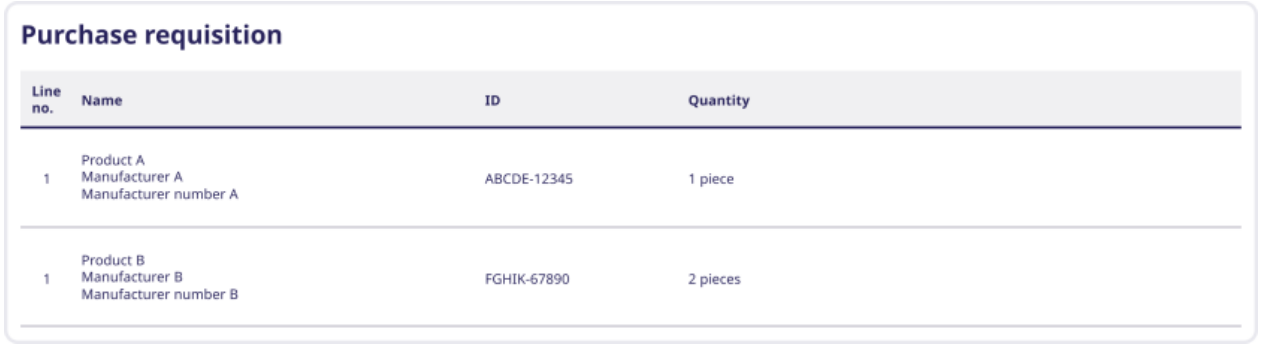
If you use Unite via PunchOut, a link to the protocol can be transferred to your system.

Or go to the order archive on Unite. In the PunchOut setup, only the account admin has access to the order archive, which can be accessed by signing into the Unite account via the web and following the process as described above.

Content of the purchasing protocol

The purchasing protocol includes the following sections:

- **List of requirements:** Under 'purchase order request' is an overview of all requested items without supplier reference.



Purchase requisition

Line no.	Name	ID	Quantity
1	Product A Manufacturer A Manufacturer number A	ABCDE-12345	1 piece
1	Product B Manufacturer B Manufacturer number B	FGHIK-67890	2 pieces

- **Offer selection:** The 'offer selection' section shows the selected suppliers and items, including terms and the final shopping basket.

Offer selection

Line no.	Item	Supplier	Item ID	Quantity	Price	Total	Delivery period
1	Product A	Supplier A	ABCD-1234	1 piece	£500.00 per item	£500.00	2
1	Product B	Supplier B	EFGH-5678	2 pieces	£22.22 per item	£44.44	1

- **Offer overview:** Summary of all received offers.

Offer overview

Total price	Shipping	Delivery period	Number of suppliers
£544.44	£7.50	2	2

- **Selection criteria and justification:** The 'total cost of ownership calculation' section lists the selection criteria and, if applicable, any individual additional reasons.

Total Cost of Ownership calculation

Shopping basket price | Delivery time surcharge | Delivery surcharge

How the delivery time surcharge is calculated

The **item** delivery time surcharge is calculated by multiplying the price of the item in the shopping basket by an item delivery time-related factor (see overview).

The **shopping basket** delivery time surcharge is calculated by multiplying the total price of the shopping basket items by an item delivery timerelated factor (see overview).

Delivery period	Factor re. item delivery time*	Factor re. basket delivery time*
0 days	0 %	0 %
7 days	5 %	2 %
14 days	30 %	15 %
20 days	60 %	30 %
From 21 days	300 %	150 %

* The relationship between the respective delivery time ranges and the corresponding factor ranges is **linear**.

Selection criteria

The selection of offers is based on the lowest total cost of ownership (TCO).

- **List of offers:** The three offers for each request, as required by law. If fewer than three offers are available, three suppliers from the relevant product category are displayed.

List of offers

Note: The table shows the shipping cost tiers defined by the supplier. The final shipping costs can only be determined based on the actual order volume of a compiled shopping basket.

Purchase requisition (1): Product A | 1 piece

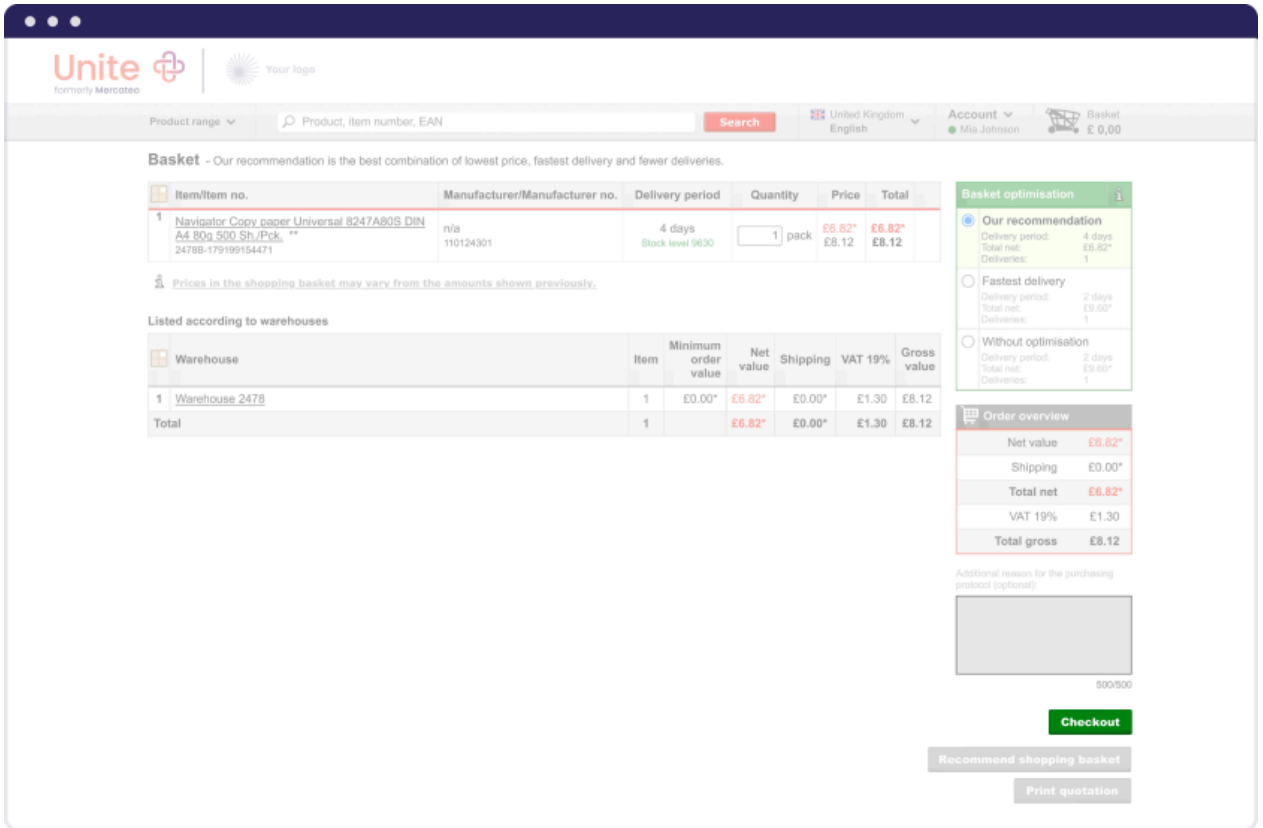
Item ID	Supplier	Adress	Stocklevel	Delivery period	Price	Shipping
ABCD-1234	Supplier A	Pattern Street 123, 01234 Pattern City	25	1 day	£500.00	£7.50 (From £0.00) £0.00 (From £100.00)
NOPQ-3456	Supplier C	Example Road 4, 56789 Example Town	12	16 days	£580.00	£6.95 (From £0.00) £4.95 (From £100.00) £0.00 (From £500.00)
RSTU-7890	Supplier D	Test Street 56 A, 22334 Test City	2	5 days	£625.00	£2.95 (From £0.00) £0.00 (From £350.00)

Purchase requisition (2): Product B | 2 pieces

Item ID	Lieferant	Adress	Stocklevel	Delivery period	Price	Shipping
EFGH-5678	Supplier B	Example Street 5, 55555 Example Town	4	2 days	£44.44	£6.95 (From £0.00) £2.95 (From £100.00) £0.00 (From £200.00)
ZABC-9876	Supplier E	Test Street 1, 67890 Test City	123	6 days	£74.00	£4.95 (From £0.00) £1.95 (From £50.00) £0.00 (From £100.00)
DEFG-5432	Supplier F	Pattern Road 200, 43210 Pattern City	20	3 days	£55.00	£2.95 (From £0.00) £0.00 (From £50.00)

How to provide a reason for your decision

Before submitting your shopping basket, you (the requester) can provide an additional reason for your decision. For example, if you choose not to use the basket optimisation option. The additional reason will appear in both the purchasing protocol and the extended order report.



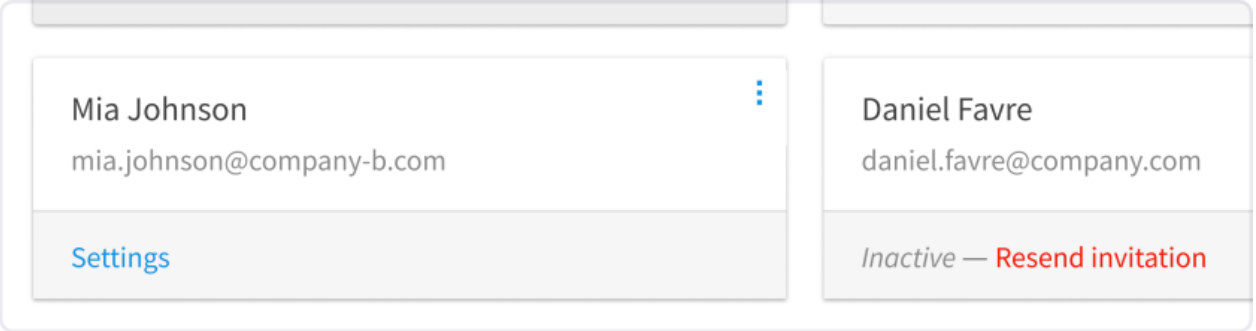
Tip: We recommend regularly saving your reports to fulfil your archiving obligations.

How to assign permissions for the purchasing protocol

Web access setup

In the ‘User management’ tab, you can assign rights and permissions to users.

Read more about assigning rights to users



In user settings, click on the ‘Permissions’ tab and then select ‘access purchasing protocols’. Click ‘Save’ when you’re done.

PunchOut setup

Send an email to service.uk@unite.eu with your customer number and the email address of the user you want to assign rights to. Our Customer Service Team will provide you with further details.