Value added. Value shared.

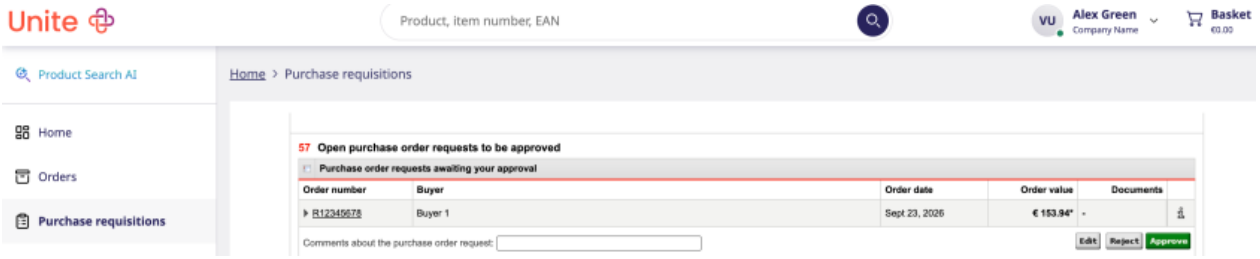
Documenting purchases with the purchasing protocol

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

Go to 'Purchase requisitions' to find the purchasing protocol.



After the purchase request has been approved, you can find the purchasing protocol in 'Orders'.



PunchOut setup

Administrators can find the purchasing protocol in 'Orders', which is accessed as shown above.

Note: If you use Unite via PunchOut, a link to the order archive can be transferred to your system.

Read more about managing orders

Content of the purchasing protocol

Note: To support public procurement processes, suppliers are listed by their real names exclusively for the public sector.

The purchasing protocol contains these sections:

- **List of requirements:** 'Purchase order request' provides 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:** 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:** Summarises 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

As a requester, you can provide an additional reason for your decision before sending your basket. For example, you might explain why you chose not to use the basket optimisation. This justification appears in both the purchasing protocol and the extended order report. In some cases, providing this additional justification is mandatory.

