Setting up the creditor
in the single creditor model

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Updated July 2020

Contents

1. Unite Financial Services as the single creditor

By using the Unite platform, customers (purchasing companies) can enter into contractual relationships with multiple providers (sellers and suppliers) and place orders with them directly. Setting up Unite Financial Services as the sole creditor simplifies the accounting process because customers then receive the various providers' invoices from a single source – Unite Financial Services – presented on a uniform template and with a standardised payment method.

Benefits:

- Identical invoice structure despite multiple providers

- Providers are maintained via a single technical infrastructure with bundled, structured communication (e.g. for returns)

- Direct relationships to providers remain unaffected

- Simple, standardized connection of new providers

- Automatic advance auditing of providers

  - KYC process during the bank audit
  - Sanction screening when new providers are connected
  - All providers are obliged to accept the Unite Code of Conduct

- Having only one creditor in the system simplifies and reduces data maintenance

The single creditor is an affiliated company of Unite Network AG (Unite Financial Services) and a wholly owned subsidiary of Mercateo Beteiligungsholding AG. All payments are made to UFS in full satisfaction of debt.

Provider A	UFS issues invoices in the name and on behalf of each provider.	partner e-procurement system	**Invoicing:**	The customer sets up a vendor with UFS as the single creditor in their system and saves UFS's central bank account as the payment address.
Provider B	Payments are made to UFS's central bank account. Any payments made to the provider directly will not be recognised.	Currently PDF or cXML	Although UFS acts as the single creditor, the taxable provider is indicated on the invoice	
Provider C				

2. Key points of the single creditor model

- Unite Financial Services (UFS) processes invoices and payments on behalf of Unite Network AG. The direct contractual relationship between the customer (the purchasing company) and the provider (the supplier or seller) remains unaffected.

- The provider is the customer's contractual partner and the party to contact both before and after a sale.

- The seller remains the provider of the goods and services and bears responsibility for the invoice under VAT (sales tax) law. This means that the provider is responsible for the audit-proof archiving of invoices and is obliged to collect and remit sales tax.

- In Section 28.1 of the Terms of Use (https://unite.eu/en_GB/terms-of-use in the version dated 1 October 2019), the customer and the provider agree that only payments made to the account specified by UFS will be recognised. Therefore, at this stage the provider should not be paid directly. However, if payment is not received despite three reminders, responsibility for the outstanding payment is transferred to the provider. In this case, single creditor payment is then no longer possible and instead payment should then be made to an account specified by the provider.

- UFS issues invoices in the name and on behalf of providers as follows:
    - One per provider and order (possibly containing multiple items)
    - Invoices/payments for partial deliveries
    - Only domestic transactions (no cross-border services as defined by VAT legislation)

- When invoicing is carried out by UFS, the customer has the option of setting up UFS as the single creditor in its system instead of the various providers.

- In Section 28.2 of the Terms of Use (https://unite.eu/en_GB/terms-of-use in the version dated 1 October 2019), the customer and the provider agree that the maximum period of payment will not exceed 30 days. This is because setting up different payment periods for the same vendor/creditor is not usually possible.

- To ensure customers' payments are correctly allocated and don't bounce back, before payment is made to the account specified by UFS, the customer must send Unite Network AG a payment notification in PDF format by email (service@unite-financial.eu) containing the following information:
    - Invoice number
    - UFS reference number
    - Invoice amount
    - Payment date
    - Total amount

- To manage accruals and to comply with the ban on offsetting in Section 246(2), sentence 1 HGB German Commercial Code, customers regularly or on request receive a reconciliation letter by email (PDF) listing all the outstanding payments owed to each provider as of a set date.

3. Legal framework

A large international tax and auditing company has confirmed the legitimacy under taxation and commercial law of creating UFS as a creditor instead of the actual provider in the customer's accounts in the jurisdictions where the single creditor model is available. On request, we can send you a copy of the report for the countries where you operate.

4. Checklist before introducing the single creditor model in your company

To ensure the smooth introduction of the single creditor model, we recommend considering the following points:

- Please make sure that the single creditor model is available in the countries where you plan to use it. It can only be offered in countries where its legitimacy under taxation and commercial law has been confirmed. In some countries where different rules apply, we can offer alternative settlement types.
- Only providers who have their invoices issued by UFS can be entered in your accounts under UFS as the single creditor. We'll be glad to help you to contact your desired providers if they don't offer the single creditor model yet.
- Please advise your accounting department, your tax adviser, and/or your auditor about the model and the procedure for posting invoices so that confusion is avoided during tax audits and questions can be answered quickly and correctly.
- We assume that you will decide how invoices are to be posted under the single creditor model in accordance with your company's internal processes, accounting procedures and compliance rules.
- We assume that you will decide how invoices are to be posted under the single creditor model in accordance with your company's internal processes, accounting procedures and compliance rules.

5. Setting up UFS in your ERP system

Similar to a CPD account, UFS needs to be set up in your ERP system as a collective vendor for multiple providers.
The single creditor is Unite Financial Services (UFS) with a central bank account held with a payment service provider. All payments must be made into this account; payments made directly to the provider of goods or services will not be recognised (see Section 28.1 of Unite's Terms of Use).

We can send you the data required for each country on request; this information can also be found on https://unite.eu/en_GB/knowledgebase/using-your-e-procurement-system/single-creditor-model under 'Templates'.

From the customer's point of view, the individual amounts payable resulting from using the Unite platform are bundled under UFS as a collective vendor. The resulting balance is shown under trade payables. The law does not require any further breakdown in the customer's balance sheet (e.g. stating the names of individual providers).

In order to comply with the ban on offsetting in Section 246(2), sentence 1 HGB, Unite provides customers regularly or on request with a reconciliation letter listing all the amounts owed to individual providers at a specific date. An example is shown in Chapter 7.

a. Example setup of a single creditor in SAP

Getting started **Component SAP-FI** Transaction FK01 – Create Vendor SAP-Menu > Accounting > Financial Accounting > Accounts Payable > Master Records > FK-01 – Create	

Create Vendor

- Select the company code and account group
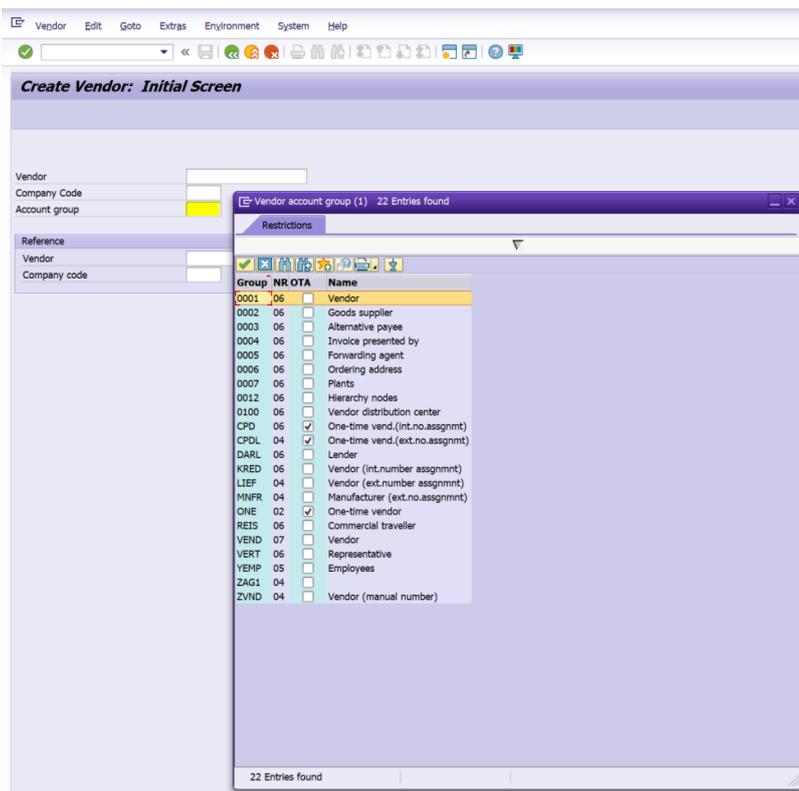
Create Vendor: Address

- Complete the name, search terms, address and communication details.

Recommendation:
In the section 'Comments' make reference to the single creditor model so that the field can be linked and displayed in transaction FBL1N 'Vendor Line Item Display'.
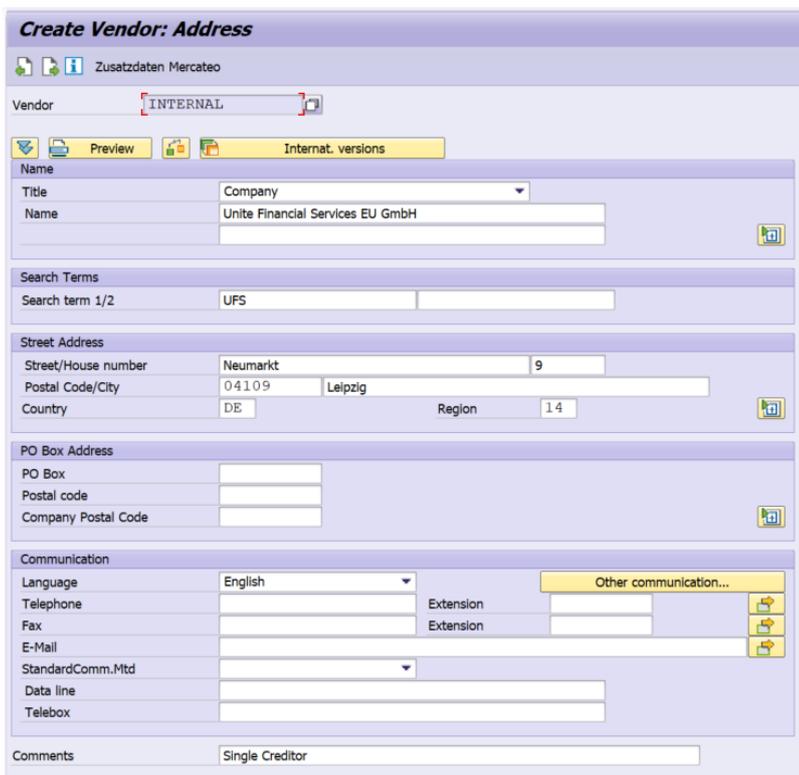
Create Vendor: Control

Note:

UFS issues invoices in the name and on behalf of a provider and handles the payment processing. There is no need to enter a tax number because it is the provider who is liable for VAT.

Create Vendor: Payment transactions

- Enter the bank details of the account designated by UFS.

Important:

All payments must be made to this account. Only payments made to this account have a full debt discharging effect.

Create Vendor: Accounting information

- Select a reconciliation account: Make sure that 'Trade payables – domestic' is selected. Cross-border transactions are currently not possible.

Create Vendor: Accounting information Accounting

Zusatzdaten Mercateo

| Vendor | INTERNAL | Unite Financial Services EU GmbH | Leipzig |
| Company Code | MS01 | | |

Accounting information

Recon. account		Sort key	
Head office		Subsidy indic.	
Authorization		Cash mgmnt group	
		Release group	
Minority indic.		Certificatn date	

Interest calculation

| Interest indic. | | Last key date | |
| Interest freq. | | Last interest run | |

Withholding tax

W. Tax Code		Exemption number	
WH Tax Country		Valid until	
Recipient type		Exmpt.authority	

Reference data

| Prev.acct no. | | Personnel number | |

Reconciliation acct (1) 9 Entries found

Restrictions

G/L Acct	Long Text
152010	Vendor Down Payments
211000	Trade Payables - Domestics
211001	Trade Payables Other
212000	Trade Payables - Foreign
212001	Payables Vendor Austria
213000	Accounts Payable - Intercompany
213001	Interests Payable - Intercompany
213002	Cash Pool Payables - Intercompany
217100	Amortization - Prepayments

Create Vendor: Payment transactions Accounting

- Select the payment terms and payment methods
  - A 30 days payment term is agreed with all providers that UFS issues invoices for.
  - Please make sure that you select only SEPA transfers in order to avoid fees.

Note:
Collective transfers are possible.

Important:
Please make sure that payment notifications are created and sent to

Create Vendor: Payment transactions Accounting

Zusatzdaten Mercateo

| Vendor | INTERNAL | Unite Financial Services EU GmbH | Leipzig |
| Company Code | MS01 | | |

Payment data

Payt Terms		Tolerance group	
		Chk double inv.	
Chk cashng time			

Automatic payment transactions

Payment methods		Payment block		Free for payment
Alternat.payee		House Bank		
Individual pmnt		Grouping key		
B/exch.limit		EUR		
Pmt adv. by EDI				

Invoice verification

| Tolerance group | | |

Payment Methods

	Outgoing pmnts		Incoming pmnts
I...	P...	Name	I...	P...	Name
	L	Auslandsüberweisung		E	Einzug
	U	Überweisung		Z	SEPA Einzug
✓	Y	SEPA Überweisung			

service@unite-financial.eu	
Create Vendor: Correspondence Accounting • The creation of the vendor account is completed here.	

Unite Financial Services GmbH, Neumarkt 9, 04109 Leipzig, service@unite-financial.eu
Managing Director: Frank Weigelt; Registered Office: Leipzig, Commercial Register: Leipzig Local Court, HRB 33958, VAT ID DE313797705

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b. Posting Unite Financial Services as a single creditor in your SAP ERP system

Getting started:	
Component SAP-FI Transaction FB60 – Enter Vendor Invoice **SAP-Menu** » Accounting » Financial Accounting » Accounts Payable » Document Entry » FB60 – Enter Vendor Invoice	
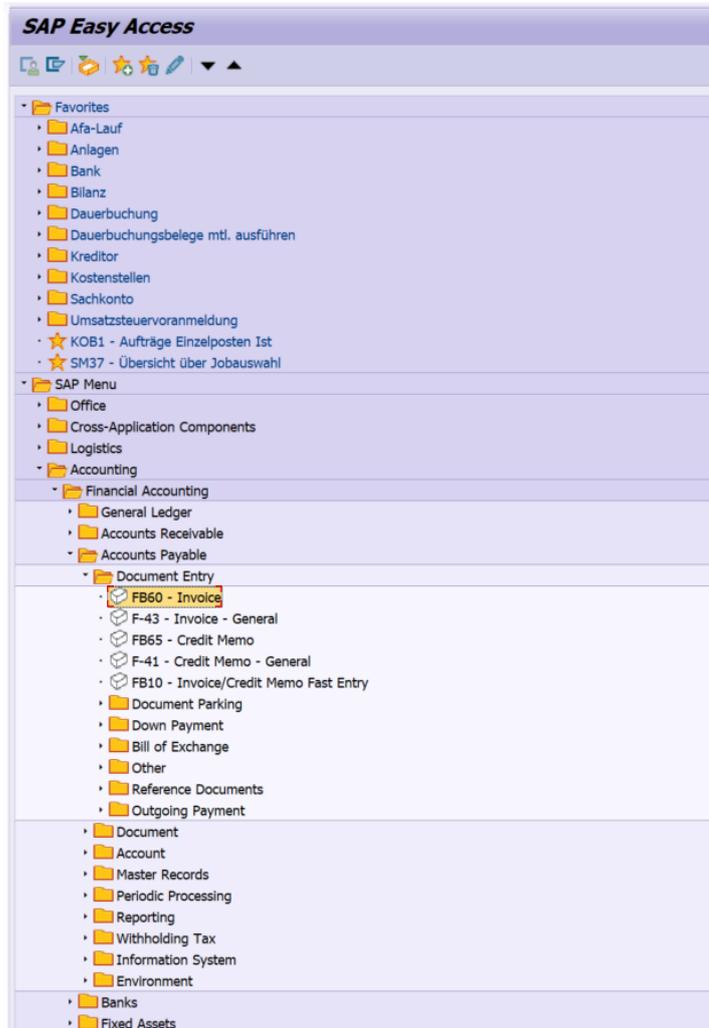
Enter Vendor Invoice

- Complete the different components of the invoice.

Enter Vendor Invoice: Company Code MS01

Tree on | Company Code | Hold | Simulate | Park | Editing options

Transactn	Invoice		Bal.	0,00	

Basic d... | Payment | Details | Tax | Notes | Local currency

Vendor	401052	SGL Ind	
Invoice date	17.12.2018	Reference	68363836
Posting Date	17.07.2020	Period	7
Document Type	Vendor Invoice		
Cross-CC no.			
Amount	1.494,25	EUR	✓ Calculate tax
		V9 (Taxable/tax-exempt foreign.. ▼	
Text	Invoice in the name & order of Supplier GmbH		
Paymt terms	30 Days net		
Baseline Date	17.07.2020		
Company Code			

Vendor
Address
Unite Financial Services EU GmbH
Neumarkt 9
D-04109 LEIPZIG
GERMANY

IBAN   LU78805V3A97Y220HZ0I
SWIFT   MAGYLUL1XXX
Mangopay S.A.

OIs

1 Items (Screen Variant : ITEMS T1)

Sta...	G/L acct	D/C	Amount in doc.curr.	T...	Cost center	Text	Assignment
✔	652000	Debit ▼	1.494,25	V9	123456	Invoice in the name & order of Supplier GmbH	Powerstation
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			

Recommendation:

You can enter the provider and description of the delivery in the fields 'Text' and 'Assignment', for example: "In the name and on behalf of supplier XY".

Enter Vendor Invoice: Company Code

Tree on | Company Code | Hold | Simulate | Park | Editing options

Transactn	Invoice		Bal.	0,00	

Basic d... | Payment | Details | Tax | Notes | Local currency

Vendor	401052	SGL Ind	
Invoice date	01.02.2019	Reference	68363836
Posting Date	11.05.2020	Period	5
Document Type	Vendor Invoice		
Cross-CC no.			
Amount	1.494,25	EUR	✓ Calculate tax
		V9 (Taxable/tax-exempt foreign.. ▼	
Text	Invoice in the name and on behalf of Supplier XY		
Paymt terms	30 Days net		
Baseline Date	11.05.2020		
Company Code			

Vendor
Address
Unite Financial Services GmbH
Neumarkt 9
D-04109 LEIPZIG
GERMANY

IBAN   DE1251230800000069274
SWIFT   WIREDEMMXXX
Wirecard Bank

OIs

1 Items (Screen Variant : ITEMS T1)

Sta...	G/L acct	D/C	Amount in doc...	T...	Cost center	Text	Assignment
✔	652000	Debit ▼	1.494,25	V9	123456	Supplier XY - Computer Supplies	Powerstation
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			
		Debit ▼		V9			

6. Structure of the invoice

a. Structure of a PDF invoice

Vendor / Invoice issuer UFS

Bank details of UFS

Legal notice number 1 regarding the agency model

Provider's details

Legal notice number 2 regarding the agency model

Unite Financial Services GmbH, Neumarkt 9, 04109 Leipzig, service@unite-financial.eu
Managing Director: Frank Weigelt; Registered Office: Leipzig, Commercial Register: Leipzig Local Court, HRB 33958, VAT ID DE313797705

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b. Formatting a cXML invoice file

Note:
There could be variations in the format of invoices and how they are transferred depending on the e-procurement solution you are using.

cXML Role	Description http://cxml.org/ cXML User's Guide Version 1.2.036	Who	Example

From	This element identifies the originator of the cXML request. (3.1.7.1 Header/From)	Unite Financial Services with c/o Country address	```xml
			<InvoicePartner>
			  <Contact role="from">
			  <!--from and issuerOfInvoice must be synonymous: Agency that creates the invoice in the name and an behalf of the supplier-->
			    <Name xml:lang="en">Unite Financial Services EU GmbH</Name>
			    <PostalAddress name="billing department">
			      <DeliverTo>c/o Mercateo Deutschland AG</DeliverTo>
			      <Street>Fürstenfelder Straße 5</Street>
			      <City>München</City>
			      <PostalCode>80331</PostalCode>
			      <Country isoCountryCode="DE">DE</Country>
			    </PostalAddress>
			  </Contact>
			</InvoicePartner>
			``

remitTo	The supplier's remittance address. For this role value, the Id Reference and PCard elements can be omitted. (10.2.3.1 PaymentPartner/Contact)	Unite Financial Services with c/o Country address	```xml
			<InvoicePartner>
			  <Contact role="remitTo">
			  <!--According to clause 28.1 of the Unite Terms of Use, only payment made to the account specified by Unite Financial Services shall be deemed to discharge the debt-->
			    <Name xml:lang="en">Unite Financial Services EU GmbH</Name>
			    <PostalAddress name="billing department">
			      <DeliverTo>c/o Mercateo Deutschland AG</DeliverTo>
			      <Street>Fürstenfelder Str. 5</Street>
			      <City>München</City>
			      <PostalCode>80331</PostalCode>
			      <Country isoCountryCode="DE">DE</Country>
			    </PostalAddress>
			  </Contact>
			</InvoicePartner>
			``

billTo	Copies the BillTo element from the OrderRequest document (13.3.2.4 ConfirmationHeader/Contact)	<Buyer>	```xml
			<InvoicePartner>
			  <Contact role="billTo" addressID="XXX">
			    <Name xml:lang="en">Buyer Muster GmbH</Name>
			    <PostalAddress name="default">
			      <DeliverTo>Buyer Muster GmbH</DeliverTo>
			      <Street>Postfach 1111</Street>
			      <City>Musterstadt</City>
			      <PostalCode>00000</PostalCode>
			      <Country isoCountryCode="DE">DE</Country>
			    </PostalAddress>
			  </Contact>
			</InvoicePartner>
			``

shipFrom	Starting point for shipments related to this order (13.3.2.4 ConfirmationHeader/Contact)	<Seller / Supplier>
		
		Commission invoice: <Principal of commission agent which sends the goods>
			``xml
			<Contact role = "shipFrom">
			  <Name xml:lang = "en">Supplier Muster AG</Name>
			  <PostalAddress>
			    <Street>Test Weg 8</Street>
			    <City>Musterdorf</City>
			    <PostalCode>00000</PostalCode>
			    <Country isoCountryCode = "DE">DE</Country>
			  </PostalAddress>
			</Contact>
			``

shipTo	Copies the ShipTo element from the OrderRequest document (13.3.2.4 ConfirmationHeader/Contact)	<Buyer>	```xml
			<Contact addressID = "XXX" role = "shipTo">
			  <Name xml:lang = "en">Buyer Muster GmbH</Name>
			  <PostalAddress name = "standard"><DeliverTo>Muster Banfer</DeliverTo>
			    <Street>Postfach 1111</Street>
			    <City>Musterstadt</City>
			    <PostalCode>00000</PostalCode>
			    <Country isoCountryCode = "DE">DE</Country>
			  </PostalAddress>
			</Contact>
			``

issuerOfInvoice	From and issuerOfInvoice must be synonymous. (14.2.1.3 InvoiceDetailRequestHeader/InvoicePartner)	Unite Financial Services with c/o Country address	```xml
			<InvoicePartner>
			  <Contact role="issuerOfInvoice">
			  <!--Agency that creates the invoice in the name and on behalf of the supplier-->
			    <Name xml:lang="en">Unite Financial Services EU GmbH</Name>
			    <PostalAddress name="billing department">
			      <DeliverTo>c/o Mercateo Deutschland AG</DeliverTo>
			      <Street>Fürstenfelder Straße 5</Street>
			      <City>München</City>
			      <PostalCode>80331</PostalCode>
			      <Country isoCountryCode="DE">DE</Country>
			    </PostalAddress>
			  </Contact>
			</InvoicePartner>
			``

soldTo	(14.2.1.3 InvoiceDetailRequestHeader/InvoicePartner)	<Buyer>	`<InvoicePartner>`
			`    <Contact role="soldTo" addressID="XXX">`
			`        <Name xml:lang="en">Buyer Muster GmbH</Name>`
			`        <PostalAddress name="default">`
			`            <DeliverTo>Buyer Muster GmbH</DeliverTo>`
			`            <Street>Postfach 1111</Street>`
			`            <City>Musterstadt</City>`
			`            <PostalCode>00000</PostalCode>`
			`            <Country isoCountryCode="DE">DE</Country>`
			`        </PostalAddress>`
			`    </Contact>`
			`</InvoicePartner>`

wireReceiving Bank			`<InvoicePartner>`
			`    <Contact role="wireReceivingBank">`
			`    <!--According to clause 28.1 of the Unite Terms of Use, only payments made to the account specified by Unite Financial Services shall be deemed to discharge the debt-->`
			`        <Name xml:lang="en">Mangopay S.A.</Name>`
			`    </Contact>`
			`    <IdReference domain = "swiftID" identifier = "MMGYLUL1XXX"></IdReference>`
			`    <IdReference domain = "ibanID" identifier = "LU70805V3A97Y220H8S01"></IdReference>`
			`    <IdReference domain = "accountName" identifier = "Unite Financial Services EU GmbH"></IdReferen`
			`    <IdReference domain = "accountID" identifier = "V3A97Y220H8S01"></IdReference>`
			`    <IdReference domain = "accountType" identifier = "Checking"></IdReference>`
			`    <IdReference domain = "branchName" identifier = "Mangopay S.A."></IdReference>`
			`</InvoicePartner>`
			`<InvoiceDetailShipping>`

Extrinsic paymentTermsNote		<Payment Terms>	`<Extrinsic name = "paymentTermsNote">Bis zum 04.08.2020 ohne Abzug</Extrinsic>`
			`<Extrinsic name = "buyerVatID">DE111111111</Extrinsic>`
			`<Extrinsic name = "supplierTaxID">DE000000000</Extrinsic>`
			`<!-- VAT-ID of real supplier - relevant for tax declaration-->`
			`<Extrinsic name = "supplierVatID">DE313797705</Extrinsic>`
			`<!--UFS VAT-ID of agent - not relevant for tax declaration-->`
			`<Extrinsic name = "uniteCustomerID">U10000258</Extrinsic>`
			`<Extrinsic name = "invoiceSourceDocument">PurchaseOrder</Extrinsic>`
			`<Extrinsic name = "invoiceSubmissionMethod">cXML</Extrinsic>`
			`<Extrinsic name = "supplierOrderReference">0099788872</Extrinsic>`
			`<Extrinsic name = "noteToPayee">U10000258 8800022464</Extrinsic>`
			`<Extrinsic name = "supplierCommercialIdentifier">HRB 000000</Extrinsic>`
			`<Extrinsic name = "legalNote">Unite Financial Services EU GmbH is the issuer of this invoice in the name and on behalf of Supplier Muster AG Test Muster Weg 8 Musterdorf 00000 DE VAT-ID DE000000000</Extrinsic>`
			`<!--legal note must be in readable format-->`

Extrinsic buyerVatID		<Buyer VAT ID>	
Extrinsic supplier TaxID	VAT-ID of real supplierer – relevant for tax declarationtax declaration	<Supplier VAT ID>	
Extrinsic supplier VatID	UFS VAT-ID of agent – not relevant for tax declaration	UFS VAT-ID DE313797705	
Extrinsic UniteTerms		Thank you for your order via Unite. The Unite Terms of Use apply, unless other conditions have been explicitly agreed.	
Extrinsic UniteCustomerID		<Unite Customer ID>	
Extrinsic InvoiceSourceDocument		<Invoice Source>	
Extrinsic InvoiceSubmissionMethod		<Invoice Submission Method>	
Extrinsic SupplierOrderReference		<Supplier Order Reference>	
Extrinsic NoteToPayee		<Transfer Reference>	
Extrinsic legalNote		Unite Financial Services EU GmbH is the issuer of this invoice in the name and on behalf of the <supplier>	
Extrinsic supplierCommercialIdentifier		<Commercial ID of supplier> Commission invoice: <Commercial ID of commission agent>	

7. Structure of the reconciliation letter

In order to comply with the ban on offsetting in Section 246(2), sentence 1 HGB, Unite provides customers regularly or on request with a reconciliation letter listing all the amounts owed to individual providers at a specific date.

Date when amounts were owed

Open positions listed for each provider

Partial payments are shown

Creditors with debit accounts

unite
FINANCIAL SERVICES

Unite Financial Services EU GmbH · c/o Mercateo UK Limited · 16 Great Queen Street · London WC2B 5AH · United Kingdom

Template Buyer Limited
John Doe
12 Templatestreet
Template XY2C 6EH

VAT ID: GB123456789

Your customer no: D34567
service@unite-financial.eu

All prices in GBP

Payable to: Unite Financial Services EU GmbH
Bank account: Unite Financial Services
SWIFT/BIC: MAGYLUL1XXX
IBAN: LU78805V3A97Y22oHZol

Date: 01.01.2020

Reconciliation letter dated 01.01.2020

POS.	Date	Invoice Number	Supplier	Outstanding Amounts
1	03.11.2019	T-01-1234	Template Supplier A	115.82
2	08.11.2019	T-01-1235	Template Supplier A	16.52
3	23.11.2019	T-01-1236	Template Supplier A	53.20
4	12.12.2019	T-01-1237	Template Supplier A	106.30
5	18.12.2019	T-01-1238	Template Supplier A	2.22
	Total			294.06
6	10.12.2019	90933099	Mercateo	55.82
7	10.11.2019	90933100	Mercateo	63.20
8	10.11.2019	90933101	Mercateo	105.22
9	10.12.2019	90933102	Mercateo	3.42
10	10.12.2019	90933103	Mercateo	20.00
	Total			247.66
11	06.11.2019	12345	Template Supplier B	46.11
12	13.12.2019	12345	Template Supplier B	-50.00
	Total			-3.89

Unite Financial Services EU GmbH
UK address: c/o Mercateo UK Limited, 16 Great Queen Street, London WC2B 5AH, United Kingdom, service@unite-financial.eu,
Managing Director: Frank Weigelt; Registered Office: Leipzig, Commercial Register: Leipzig Local Court, HRB 33958, VAT ID DE313797705

Unite Financial Services GmbH, Neumarkt 9, 04109 Leipzig, service@unite-financial.eu
Managing Director: Frank Weigelt; Registered Office: Leipzig, Commercial Register: Leipzig Local Court, HRB 33958, VAT ID DE313797705

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8. FAQs about the single creditor model

How does Unite's single creditor model work with the central invoicing issuer, Unite Financial Services (UFS)?	The single creditor model enables the customer – despite buying from many different providers – to enter Unite Financial Services as the single creditor in their ERP system. To this end, the customer and the provider appoint Unite Network AG to implement the single creditor model, which in turn does so by retaining Unite Financial Services (UFS). UFS issues invoices in its name and on behalf of each provider and, with the help of a payment service provider, accepts payments from the customer and forwards them to the respective providers. The customer only makes payments into the account specified by UFS.
When I purchase something on Unite, who's my contractual partner?	Your direct contractual partner is the provider you order from on Unite.
Which providers can I use the single creditor model for?	All providers for whom UFS handles invoicing and payment processing via the Unite platform
What's the tax number of Unite Network AG?	The tax number of Unite Network AG is DE205372170. Unite Network AG is only the contractual partner for the services provided by Unite; it is neither a provider in its own right, nor the provider of providers' goods or services. Moreover, Unite is not a proxy of the providers involved, either. Responsibility for compliance with all legal or regulatory requirements under the law governing the contract entered into via Unite lies solely with the customer and provider. The tax number of the provider (which may be required, for instance, for an audit) can be found on the invoice.
What is the tax number of Unite Financial Services (UFS)?	Since UFS is contracted by Unite Network AG to issue invoices but is not the provider in the sales contract and therefore not taxable in connection with this transaction, its tax number does not need to be included in the vendor's details. The tax number of the provider (which may be required for, say, an audit) can be found on the invoice.
Why does Unite Financial Services (UFS) use a c/o address at a Mercateo national company?	The domestic c/o addresses used are required in some ERP systems in order to check for the correct domestic VAT rates.
What is the payment period for orders via Unite?	In Section 28.2, the customer and the provider agree that the maximum payment period will not exceed 30 days.
Why is there a uniform payment period of 30 days for all the providers covered by the single creditor model?	The aim of the uniform payment period of 30 days is to create standardisation when multiple providers are posted to a single creditor. In most ERP systems, only one payment period can be saved per creditor.
How can I arrange and process discounts with providers for prompt payment?	Due to the uniform payment period with one central creditor in the system, provision cannot yet be made for cash discounts for prompt payment. However, providers and customers are of course free to agree whatever contractual terms with each other they wish.

Who will deliver the goods to me?	The provider is also the contractual partner, i.e. the party delivering the goods or services according to the sales contract. Unite Network AG and Unite Financial Services are simply agents responsible for forwarding orders, issuing invoices and handling payments.
Who should I contact if goods don't arrive on time?	Please address any queries regarding the fulfilment and processing of the contract to the provider directly.
Who do I transfer payment to?	In Section 28.1, users agree that only payments made to the account indicated by UFS will be recognised. Therefore, at this stage the provider should not be paid directly.
Who will send me invoices?	Unite Financial Services (UFS) issues invoices in the name and on behalf of the Provider. UFS merely acts as an agent for the provider and is not a party to the purchase contract.
In what format will I receive invoices?	This depends on your e-procurement system. We currently send out invoices in the PDF and cXML formats.
How will I receive invoices?	How invoices are transmitted depends on the e-procurement system you are using and currently takes place in one of the following ways: • DF invoices are sent by email to an address specified by the customer. • Invoices in cXML format can also be sent in other ways depending on your e-procurement system.
Why don't I transfer the money straight to the provider?	By making payments to a central master trust account held by UFS, the latter assumes the role of creditor and can be listed in the accounts as a single creditor.
What do I have to bear in mind regarding bank transfers?	Only payments made UFS's master trust account held with its payment services provider are recognised (see Section 28 of the Terms of Use).
Why do I need to send a payment notification?	To ensure customers' payments reach their intended destination and don't bounce back, before payment is made to the account specified by UFS, Unite Network AG must receive a payment notification in PDF format by email service@unite-financial.eu
What information must payment notifications sent to service@unite-financial.eu contain?	• Invoice number • Invoice amount • Payment date • Total amount
Who should I contact with any queries about an invoice?	Any queries regarding the content of an invoice should be addressed to the provider, who is also your contractual partner. If you have any questions regarding the invoicing process, you can also write to service@unite-financial.eu
What happens if I transfer an incorrect amount or independently offset amounts for returns?	Since Unite Financial Services has no power of disposal over the money deposited in the collective trust account, amounts which can't be clearly allocated to any invoices (including corrected invoices) sent by UFS must be rejected.
How can I get in touch with the provider?	Each provider provides contact details and a returns address on the Unite platform. This information can be viewed under 'App management'.

What payment options are available?	At the moment we only offer payment on account.
Which company issues the taxable invoices?	Unite Financial Services prepares taxable invoices in the name and on behalf of the respective provider.
Do these invoices entitle me to deduct input/sales tax despite being issued by Unite Financial Services (UFS) and not the provider?	Yes, input tax deductibility for the individual countries concerned has been confirmed to Unite Network AG by a major international tax and auditing company. A copy of this report can be obtained from your Unite representative.
Can I alternatively post the invoices issued by Unite Financial Services (UFS) to the provider?	After weighing up the situation and perhaps seeking advice from an accountant, it's up to you whether to enter either the provider or the invoicing party to whom payment is made as the creditor.
Do I need to do anything special when entering invoices issued by Unite Financial Services (UFS)?	No. Simply post the invoices as usual to Unite Financial Services as the creditor. Don't forget that payments must be made to the master trust account shown on the invoice.
How can I allocate open items to individual providers at a specific date if I post everything to a single creditor?	On request, Unite Financial Services will compile a reconciliation letter for you listing all the outstanding items as of a given date for each respective provider.
What is a reconciliation letter?	To manage accruals, the customer regularly or on request receives a reconciliation letter by email (PDF) listing all the outstanding payments owed to each provider as of a given date.
Is it possible to assess the amount spent with each provider despite entering everything under the same provider?	Most e-procurement systems allow such assessment based on the providers (depending on how invoices are entered). Unite does not yet offer this feature but plans to do so in the not-too-distant future.
How can I return goods?	Unite provides a central form for returns enquiries, which can be accessed here: German: https://portal.unite.eu/de_DE/returns/ English: https://portal.unite.eu/en_GB/returns/ Austrian: https://portal.unite.eu/de_AT/returns/ Ireland / English: https://portal.unite.eu/en_IE/returns/ Spanish: https://portal.unite.eu/es_ES/returns/ Italian: https://portal.unite.eu/it_IT/returns/ French: https://portal.unite.eu/fr_FR/returns/ Dutch: https://portal.unite.eu/nl_NL/returns/ Belgian / Dutch: https://portal.unite.eu/nl_BE/returns/ Slovakian: https://portal.unite.eu/sk_SK/returns/ We'll forward your enquiry on your behalf to the respective provider. The necessary arrangements will be made directly between you and the provider, who is also your contractual partner. In the event of a price reduction being granted or payment being returned, the provider will issue a corrected invoice or a cancellation via UFS.

How do I get the money back following a corrected invoice or cancelled order?	If you haven't paid yet, you can offset the amount due in accordance with the invoice correction. If this is no longer possible, you'll receive return remittances via UFS's trust account. Please don't transfer any offset amounts without invoice corrections as transfers that cannot be allocated by UFS will be rejected.
Why do I receive reminders from UFS even though the provider is my contractual partner?	UFS sends reminders in the name and on behalf of providers. Outstanding amounts can still only be transferred to the master trust account of UFS in order to be recognised.
Why does UFS recommend me to consult my accounts department or tax adviser?	As in any other business decision, each company must examine its own accounting procedures – such as paying an invoicing agent instead of the actual provider – and make up its own mind whether to seek tax and accounting advice. Clarify internal processes and questions with your accounting and tax consultants to avoid questions arising during an audit. The legitimacy under tax and commercial law of posting invoices issued by Unite Financial Services to a central creditor in the name and on behalf of different providers has been confirmed to Unite Network AG by a major tax and auditing firm for the countries concerned. Contact your Unite representative for a copy of this report.