

Unimarket Buyer User Training


Unimarket Log-in

Login

Username *

Password *

Forgotten Password? [Click here.](#)

 Need help logging in? [Click here](#) to contact your administrator.








Log into Unimarket by going to...

Unimarket Production site is located at: <https://visaglobal.unimarket.com.au>

Unimarket Demo site is located at: <https://visaglobal.unimarket.com.au>

LOG IN USING YOUR USERNAME AND PASSWORD

The Dashboard

| Recently Used Suppliers | | | |
|---|---|---|---|
|  | Active Physio |  |  |
|  |  |  |  |
| View all suppliers | | | |

| Requisitions in Progress | | | |
|---------------------------------------|--------|---------------------|-------------|
| Medical House Ltd | 104555 | 17/03/2016 10:45 AM | \$1,079.55 |
| Active Physio | 104554 | 17/03/2016 10:37 AM | \$20,000.00 |
| BOC Ltd NZ | 104547 | 11/02/2016 2:47 PM | \$15,000.00 |
| Dell Demo | 104545 | 11/02/2016 2:26 PM | \$29.00 |
| View all requisitions | | | |

| Open Receiving | | | |
|--------------------------------------|---------|--------------------|----------|
| Active Physio | 1004221 | 11/03/2016 2:55 PM | \$340.00 |
| Cafe Direct | 1004218 | 11/03/2016 2:52 PM | \$5.00 |
| View all open orders | | | |

| Approvals | | | |
|------------------------------------|--|--|--|
| No approvals to display. | | | |
| View all approvals | | | |

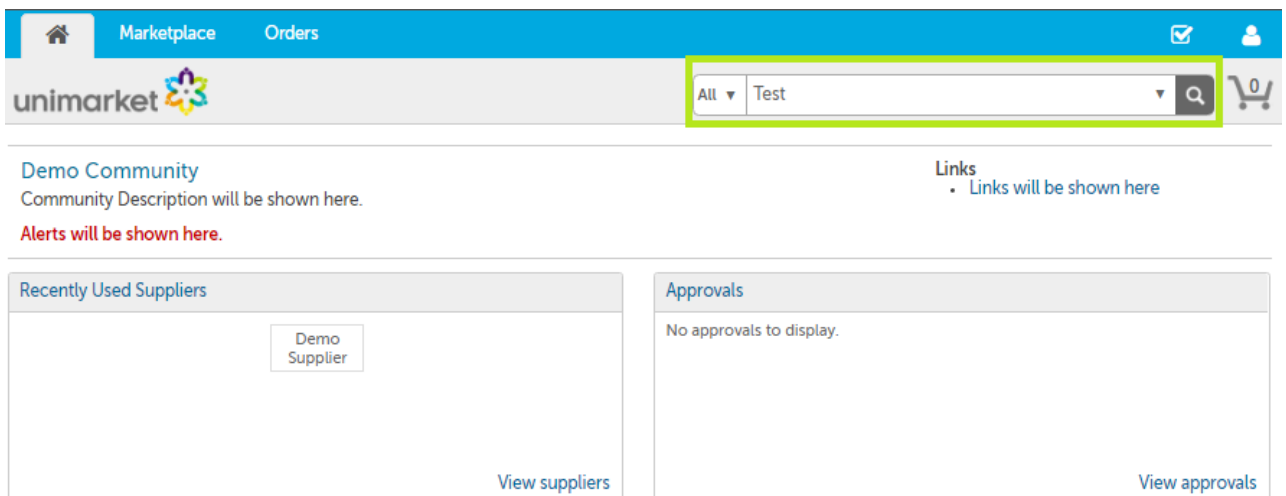
| Orders | | | |
|---------------------------------|---------|--------------------|-------------|
| Active Physio | 1004221 | 11/03/2016 2:55 PM | \$340.00 |
| Merck | 1004220 | 11/03/2016 2:52 PM | \$328.00 |
| Active Physio | 1004219 | 11/03/2016 2:52 PM | \$10,000.00 |
| Cafe Direct | 1004218 | 11/03/2016 2:52 PM | \$5.00 |
| View all orders | | | |

| Requests for Quote | | | |
|-------------------------------|--------------|-----------|--|
| fgsdfgsdfgsdfg | DEMO1-100096 | Responded | |
| coffee | DEMO1-100095 | Responded | |
| Bunnings Store ... | DEMO1-100094 | Issued | |
| Bunnings Store ... | DEMO1-100093 | Issued | |
| View all RFQs | | | |

- From the Dashboard, you can view information about recent transactions and outstanding tasks, such as pending requisitions, or open receiving.
- You can also access all information from menus in the top menu bar.
- The options you have will depend on the user roles you have been assigned.

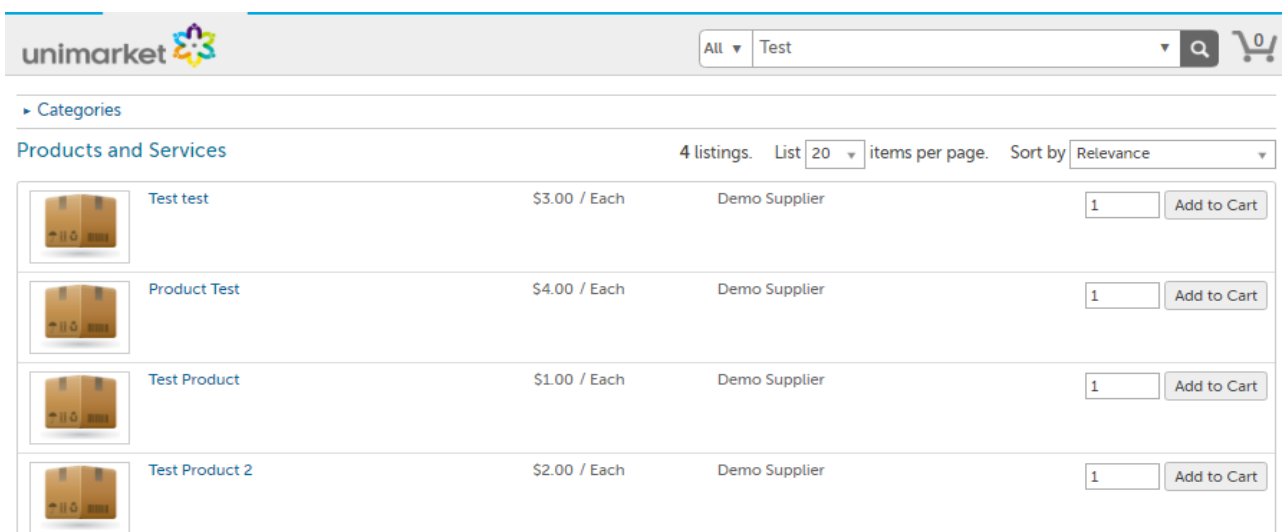
Searching for Items (from Search box)

- The easiest way to search for items is simply enter the description or product code (if known) in the search box at the top. The system will search across all available catalogues from all suppliers at once.







The screenshot shows the top navigation bar with 'Marketplace' and 'Orders' tabs. The search box contains 'All' and 'Test' with a search icon. Below the search bar, there are sections for 'Demo Community' and 'Links'. The 'Recently Used Suppliers' section shows 'Demo Supplier' with a 'View suppliers' link. The 'Approvals' section shows 'No approvals to display' with a 'View approvals' link.

- A list of matching items will be returned, then click 'Add to Cart' on the item(s) that you require.

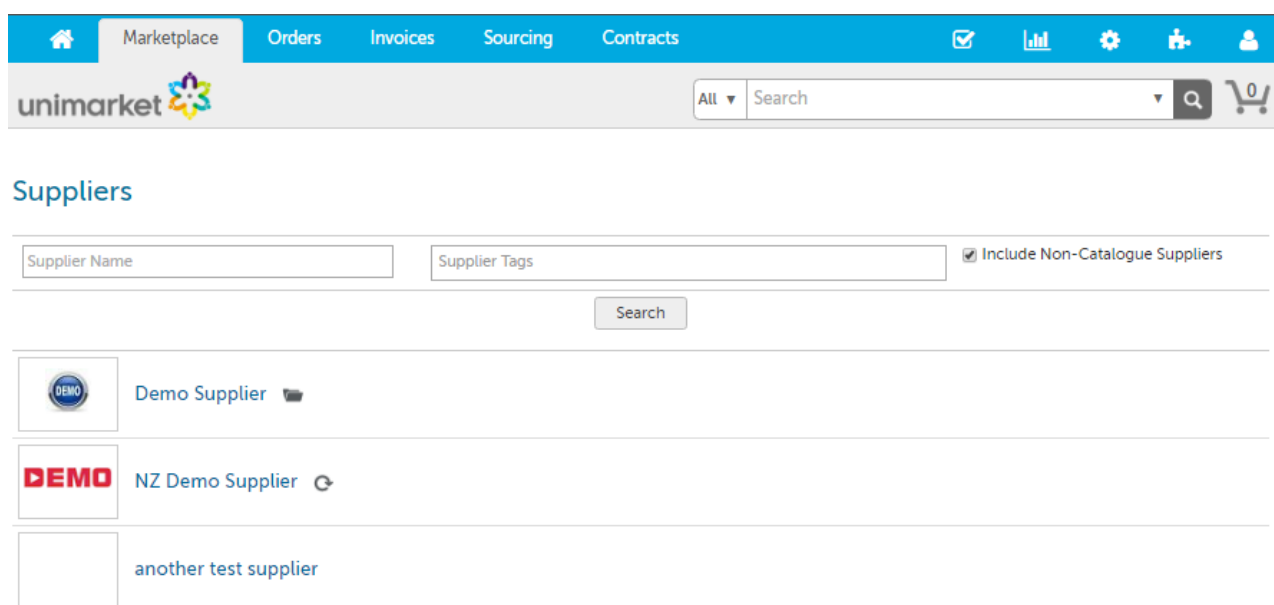


The screenshot shows the search results page. The search bar contains 'All' and 'Test'. Below the search bar, there is a 'Categories' link. The main content area is titled 'Products and Services' and shows 4 listings. The listings are:




| Products and Services | | 4 listings. | List <input type="text" value="20"/> | items per page. | Sort by <input type="text" value="Relevance"/> |
|---|----------------|---------------|--------------------------------------|--------------------------------|--|
|  | Test test | \$3.00 / Each | Demo Supplier | <input type="text" value="1"/> | <input type="button" value="Add to Cart"/> |
|  | Product Test | \$4.00 / Each | Demo Supplier | <input type="text" value="1"/> | <input type="button" value="Add to Cart"/> |
|  | Test Product | \$1.00 / Each | Demo Supplier | <input type="text" value="1"/> | <input type="button" value="Add to Cart"/> |
|  | Test Product 2 | \$2.00 / Each | Demo Supplier | <input type="text" value="1"/> | <input type="button" value="Add to Cart"/> |

Searching for Items (from Supplier catalogue)

- If you know the specific supplier you want to purchase from, click on Marketplace then View Suppliers.
- Select the supplier from the list.



The screenshot shows the unimarket web application interface. At the top, there is a navigation bar with tabs for Marketplace, Orders, Invoices, Sourcing, and Contracts. Below this is a search bar with a dropdown menu set to 'All' and a search input field. The main content area is titled 'Suppliers' and contains a search form with two input fields: 'Supplier Name' and 'Supplier Tags'. There is a 'Search' button and a checkbox labeled 'Include Non-Catalogue Suppliers'. Below the search form, a list of suppliers is displayed:

| | |
|---|-----------------------|
|  | Demo Supplier |
|  | NZ Demo Supplier |
|  | another test supplier |


- Select their 'Hosted Catalogue' (see over for Ordering from a Roundtrip).
- The list of products in the catalogue will now be displayed.
- Enter the description or product code (if known) in the search box at the top of the page and a list of matching results from within the catalogue products will be returned.

Ordering from a Roundtrip

- Unimarket is integrated to some supplier websites so you can search for items directly on the supplier site, then return them to Unimarket to create a requisition.
- Locate the supplier and click the Roundtrip link to be taken to their website.

DEMO NZ Demo Supplier
Demo Community > NZ Demo Supplier

Store | Contact | Certificates | Transactions | Quotes | Comments

 Demo Roundtrip

HENRY SCHEIN
SHALFOON
everything dental

buy online | promotions | education & events | classifieds

PRODUCT SEARCH

2014 INTERNATIONAL QUINTESSENCE SYMPOSIUM

On Periodontics & Restorative Dentistry
Achieving Quality Predictable Outcomes

including a conference program on DIGITAL DENTISTRY

UP TO 23 CPD Hours Available

my inventory manager
Heather Ellis
email | profile

0 | preview cart | checkout | 2 items \$116.13

Anaesthesia
Burs
Crown & Bridge
Disposables
Education & Office Supplies
Endodontics
Equipment
Handpieces
Impression Products
Infection Control
Instruments
Laboratory
Oral Surgery

Your order can take upto 2 minutes to validate after clicking submit order

update order | print order | **submit order**

buy online | promotions | education & events | classifieds

Order Summary

| Item | Qty. | Total |
|--|------|-----------------|
| Cotton Pellet #0 Richmond 400 8.7mm Dia | 4 | \$44.88 |
| Cotton Pellet #1 Richmond 2000 7.1mm Dia | 5 | \$56.10 |
| Item Value | | \$100.98 |
| ORDER TOTAL (ex GST) | | \$100.98 |
| plus GST | | \$15.15 |
| ORDER TOTAL (inc GST) | | \$116.13 |

edit order | **return now**

- Add the items to the supplier cart and then click Return Now (please note that the wording 'Return Now' may be different between supplier roundtrips).
- You will be returned, with the items, back to the Unimarket shopping cart.

Non-Catalogue Orders

- Select the desired supplier from the Suppliers page.
- Click 'Create a Non-Catalogue Item'.



Store

Contact

Certificates

Transactions

Quotes

Comments



[Create a Non-Catalogue Item »](#)

Manually enter the details of a non-catalogue item.

- Type the name of the item you want to purchase, then click Next.



Name

Search

Item Details

Item Name *

< Previous

Next >

Cancel

1

Add to Cart

- Note: The system will search across available products and suggest products should there be any that have the same or similar name. If none of the suggested products match what you are looking for click Next to skip this.
- Specify the item details and price, then click 'Add to Cart'.






Create a Non-Catalogue Item

Demo Community > another test supplier

Name Search **Item Details**

Name *


Use Estimated Price  


Unit Price * 


Unit of Measure *

Optional Details

Description

Product Code 


Category  [Browse](#)

Manufacturer Part ID 




- Note: You can use an Estimated Price range if the feature is enabled for your Community. It is usually used if the exact price is not known.

Checkout

- Once you have selected the items you need, click the cart icon top right of your screen.
- Within the cart, review the items and then click 'Checkout' to start the creation of your requisition.

 Actions ▾

Demo Supplier

| Product | Quantity | Price | Subtotal |
|--|--|---------------|--|
| <input checked="" type="checkbox"/>  Test Product | <input type="text" value="1"/>  | \$1.00 / Each | \$1.00  |
| | | | Supplier Total: \$1.00 |
| | | | <input type="button" value="Checkout"/> |

Cart Total: \$1.00

Create a Requisition

- During the creation of the requisition you select the Billing and Shipping locations (they will default to the last one used) and the Account Codes to be used for each line.
- Additional information can also be added such as justification text (internal), delivery notes and attachments (internal or shared with the supplier).
- Then click 'Checkout' to send for approval.

Checkout

▼ Locations
Head Office / Accounts Payable

Ship To *

Attn *

Head Office [Ship To 1]
1 Fake Street
Nowhere
New Zealand

Bill To *

Accounts Payable [Bill To 1]
1 Fake Street
Nowhere
New Zealand

► Order Type
Standard

Demo Supplier
+ Add Notes

| Product | Qty. | Subtotal | Tax |
|--|--------------------------------|-----------------------------------|---|
| <div style="display: flex; align-items: center;"> <div> <p>Test Product Unit Price: \$1.00 / Each</p> <p>Account <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="ⓧ"/> <input type="button" value="↺"/> <input type="button" value="↻"/></p> </div> </div> | <input type="text" value="1"/> | \$1.00 | \$0.15 <input type="button" value="ⓧ Remove"/> <input type="button" value="ⓘ"/> |
| Subtotal | | \$1.00 | \$0.15 |
| Shipping * <input type="button" value="ⓘ"/> | | \$ <input type="text" value="0"/> | \$0.00 <input type="button" value="ⓘ"/> |
| Tax | | \$0.15 | |
| Total | | \$1.15 | |

Delivery Notes

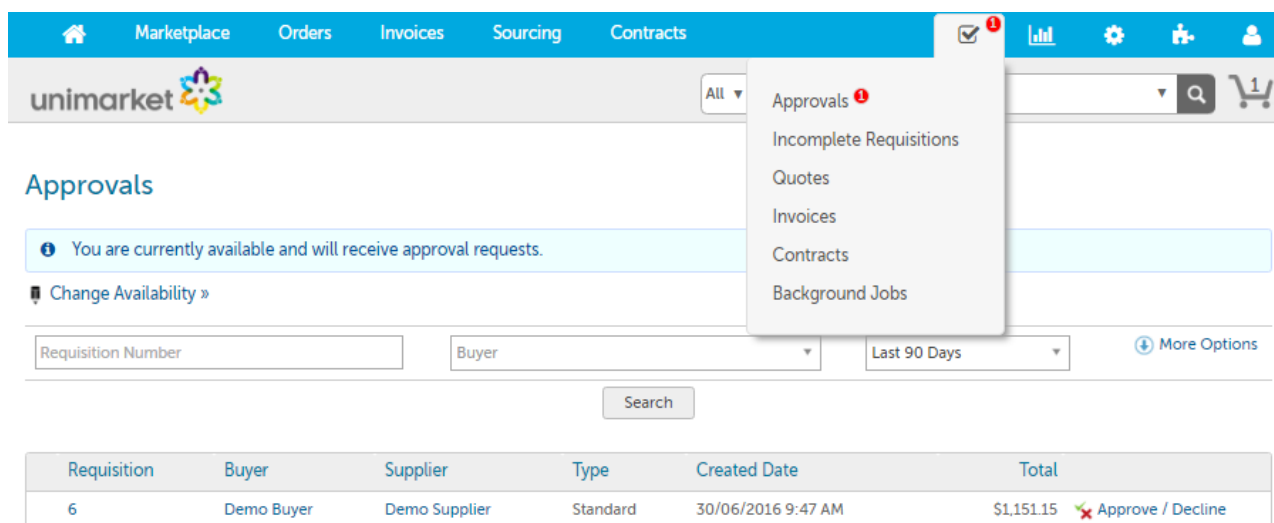
Blanket Order

Order Attachments + Add Attachment »

► Justification
► Organisation and Approvals
Org Unit 1 / Approval Chain 1

Approve a Requisition

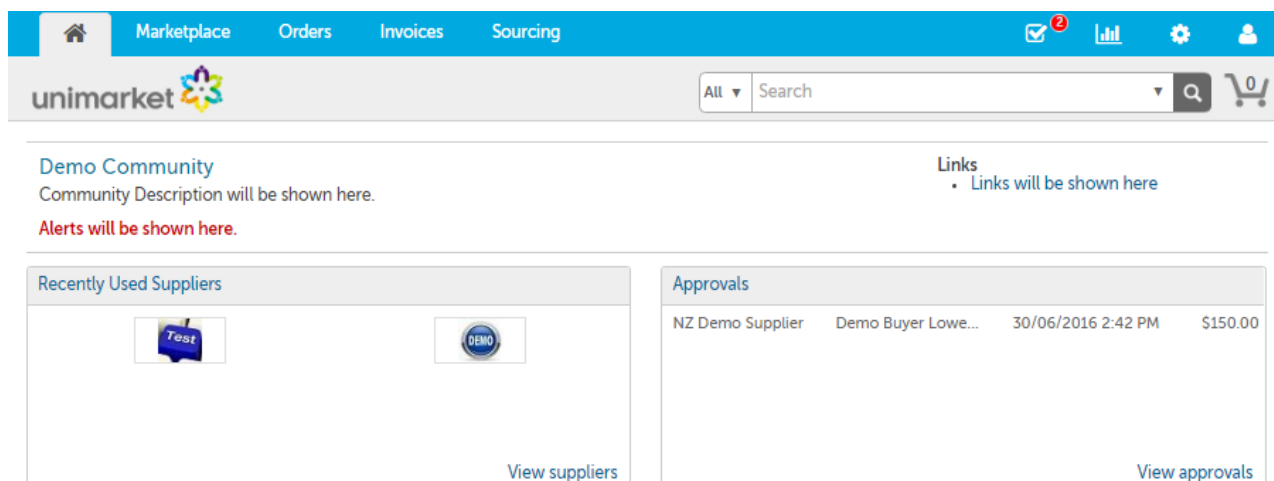
- If the requisition is routed for delegated approval the approver will receive an email requesting their approval and prompt them to log in to the system.
- Once logged in they can click Tasks then Approvals from the menu at the top of the screen.



The screenshot shows the unimarket dashboard with the 'Approvals' menu open. The menu items are: Approvals (with a red notification icon), Incomplete Requisitions, Quotes, Invoices, Contracts, and Background Jobs. Below the menu, there is a search bar with fields for 'Requisition Number', 'Buyer', and 'Last 90 Days', and a 'Search' button. A table of requisitions is displayed below the search bar.

| Requisition | Buyer | Supplier | Type | Created Date | Total |
|-------------|------------|---------------|----------|--------------------|--|
| 6 | Demo Buyer | Demo Supplier | Standard | 30/06/2016 9:47 AM | \$1,151.15 Approve / Decline |

- Then click Approve/Decline next to the requisition they want to approve. Or they can select Approvals on the Dashboard.



The screenshot shows the unimarket dashboard with the 'Approvals' section highlighted. The dashboard includes a 'Demo Community' section with a description and a 'Links' section. Below these are two main sections: 'Recently Used Suppliers' and 'Approvals'.

Recently Used Suppliers

View suppliers

Approvals


| | | | |
|------------------|--------------------|--------------------|----------|
| NZ Demo Supplier | Demo Buyer Lowe... | 30/06/2016 2:42 PM | \$150.00 |
|------------------|--------------------|--------------------|----------|

View approvals

- Once approved a purchase order is created and automatically sent to the supplier (no need to print and send).
- The Buyer will receive a copy of the order via email (or a decline email if it was declined).
- Note: If the requisition does not require approval it will become an order immediately.


Order Complete

- You can view a list of recent orders from the Dashboard or search for an order from the Orders menu.



Order 5




Demo Community > Demo Supplier

 PDF files require Adobe Reader. If you do not have it then [click here to install it.](#)

⚙️ Actions ▾

☰



Purchase Order

| | | | |
|---|------------------------------------|-------------------|---|
| Order Number | 5 | Requisition | 6 |
| Buyer | Demo Buyer | Originators | |
| Order Date | 30/06/2016 9:49 AM | State | Open |
| Created Date | 30/06/2016 9:49 AM | Organisation Unit | Org Unit 1 Edit |
| Order Submission | Send Electronically | Documents |  Purchase Order  Transaction Summary |
| Receiving State | Open | Order Receiving | Receive Manually |
| Copy of Order  | 4 | | |
| Attachments | + Add Attachment » | | |

Supplier
Ship To
Bill To

Demo Supplier
1 Fake Street
Nowhere
New Zealand

Items

| Product | Qty. | Price | Subtotal | Tax |
|---|-------|---------------|------------|---|
|  <div style="margin-left: 10px;"> <p>Test Product</p> <p> Receiving Open</p> <p>Account WST-1126-345</p> </div> | 1,001 | \$1.00 / Each | \$1,001.00 | NZ GST |
| | 0 | \$1.00 / Each | \$0.00 | Receive Details Pricing |
| Subtotal | | | \$1,001.00 | |
| Shipping | | | \$0.00 | |
| Tax | | | \$150.15 | |
| Total | | | \$1,151.15 | |

Need Support?

Contact your VISA Unimarket Administrator.