



User guide

UFS and the Single Creditor Model

In Unite's Single Creditor Model, invoicing and payment processing are handled by Unite Financial Services (UFS). The provider remains the customer's contractual partner, dealing with enquiries before and after sales, and also answering supplier questionnaires received from the customer. Instead

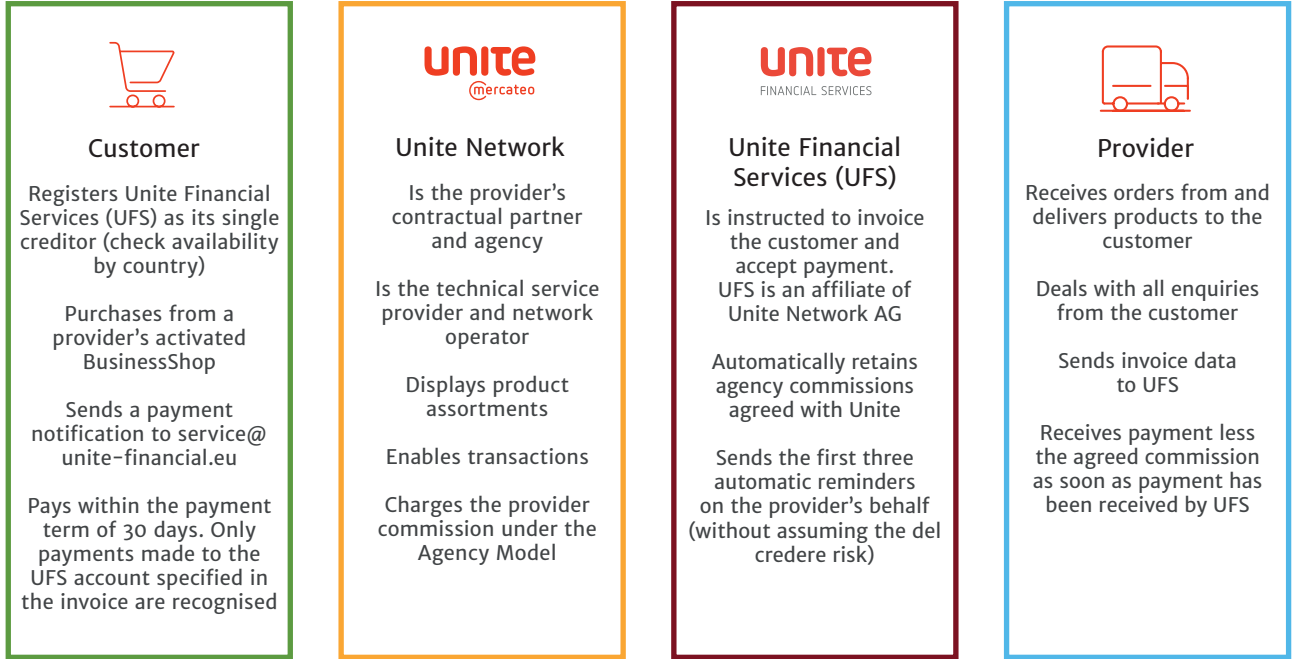
of individual providers, the customer sets up UFS as the single creditor on their ERP system. This simplifies their accounting because the customer receives its various providers' invoices from a single source, presented on a uniform template, and requiring standardised payment.

Contents

1	Unite Financial Services as the single creditor	3
2	Invoicing and payment process	4
3	Checklist for smooth implementation	6
4	UFS in your ERP system using the example of SAP	7
5	Invoice structure.	14
6	Structure of the reconciliation letter	17
7	Links and sample files	17

Unite Financial Services as the single creditor

Participants in the Single Creditor Model



Benefits at a glance:

Benefits for providers

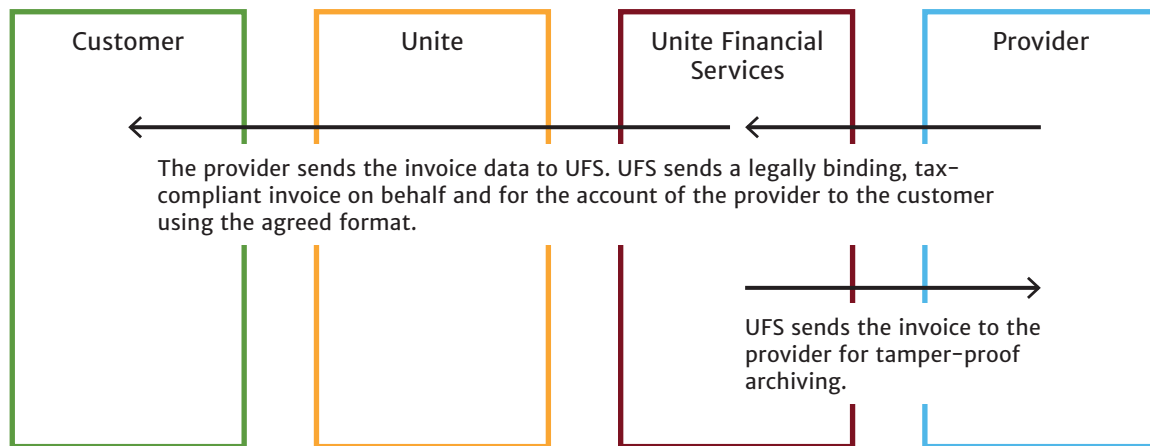
- ✓ Lean invoicing and payment processes, including reminders
- ✓ Direct contact with customers
- ✓ Invoices in customers' chosen format
- ✓ Flexible customer relations with the advantages of a platform

Benefits for customers

- ✓ Standardised accounting processes thanks to the Single Creditor Model
- ✓ Direct contact with providers
- ✓ Simple activation of verified providers
- ✓ Uniform invoice formats and payment processes for all providers

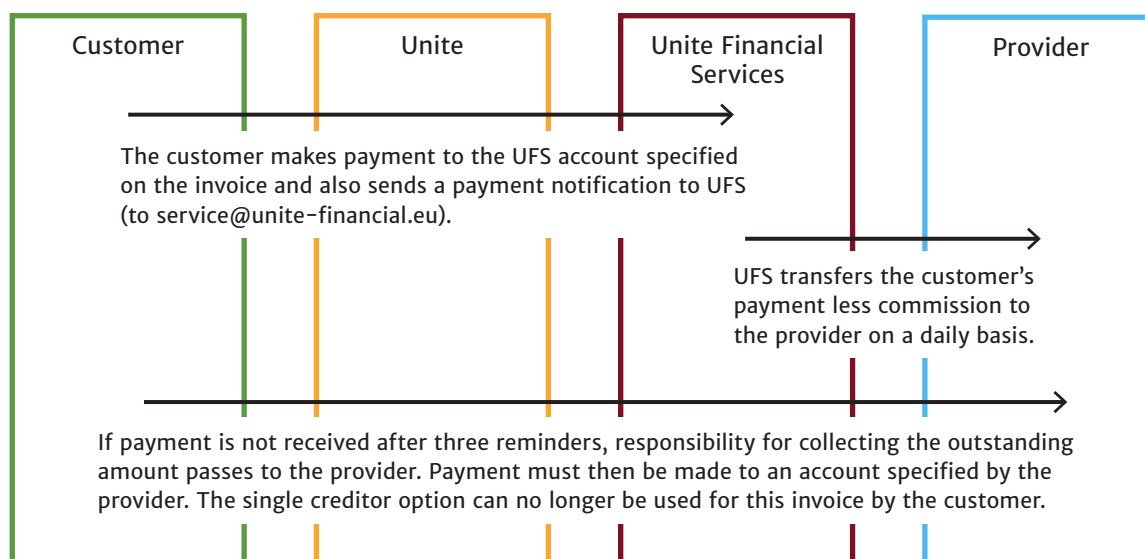
Invoicing and payment process

Invoicing process



- The provider remains the supplier of the goods and services and bears responsibility for the invoice under VAT (sales tax) law.
- UFS issues invoices on behalf and for the account of providers as follows:
 - One invoice 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)
- The customer receives regularly or on request a reconciliation letter (PDF attachment) listing all the amounts owed to each individual provider at a specific date.

Payment process



- The customer makes payment to the account specified by UFS on the invoice. Only payments credited to this account are recognised. See below for the account details to be used.
 - Payments made by the customer directly to the provider's own account must be rejected by the provider along with a brief explanation.
 - The customer and the provider agree a payment term of 30 days.
- Unite Financial Services forwards the money less the agreed commission to the account specified by the provider as soon as possible (usually within a day).

Account number

Bank: MANGOPAYSA, 2 avenue Amélie, L-1125 Luxembourg

Account holder:
Unite Financial Services EU GmbH

IBAN: LU78805V3A97Y220HZ0I

BIC: MAGYLUL1XXX

Swiss account number

Bank: PostFinance AG, Mingerstrasse 20, CH-3030 Bern

Account holder:
Unite Financial Services Schweiz GmbH

IBAN: CH02 0900 0000 1526 5036 8

BIC: POFICHBEXXX

Click [here](#) for an overview of all corporate information.

Please send the payment notification as a PDF attachment by email to service@unite-financial.eu. Make sure you include the following details:

- ✓ Invoice number
- ✓ UFS reference number
- ✓ Invoice amount
- ✓ Payment date
- ✓ Total amount

Checklist for smooth implementation

To ensure the smooth implementation of the Single Creditor Model, we recommend paying attention to the following aspects beforehand:

- ✓ Please check the availability of the Single Creditor Model in the countries where you do business. It's only offered in countries where its legitimacy under taxation and commercial law has been confirmed.
- ✓ Only providers who have their invoices issued by UFS using the Agency Model can be entered in your accounts under UFS as the single creditor. We'll be glad to help you contact your desired providers if they don't offer the Single Creditor Model yet.
- ✓ We can help you decide how invoices are to be posted using the Single Creditor Model in accordance with your company's internal processes, accounting procedures and compliance rules.
- ✓ Please advise your accounting department, your tax adviser, and/or your auditor about the model and the procedure for posting invoices to avoid problems during tax audits and so that questions can be answered quickly and correctly.

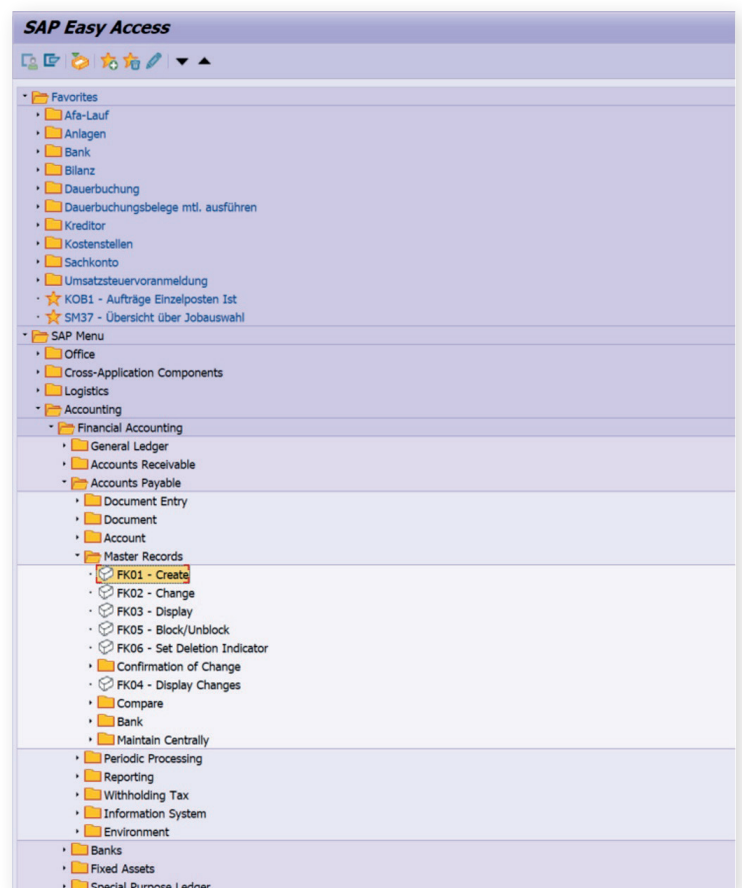
UFS on your ERP system using the example of SAP EHP 8

- Similar to a CPD account, UFS needs to be set up on 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. Payments will only be recognised if made into this account. The corporate information required for each country can be found [here](#)→
- 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. UFS currently only issues reconciliation letters on request.

Setting up a creditor

Getting started

- KComponent SAP-FI: Transaction FK01
 - Create Vendor
- SAP Menu
 - Accounting
 - Financial Accounting
 - Accounts Payable
 - Master Records
 - FK-01 – Create



Create Vendor: Address

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

Recommendation:

In the section 'Comments', refer to the Single Creditor Model so that the field can be linked and displayed in transaction FBL1N 'Vendor Line Item Display'.

Create Vendor: Address

Zusatzdaten Mercateo

Vendor: INTERNAL

Preview Internat. versions

Name

Title: Company

Name: Unite Financial Services EU GmbH

Search Terms

Search term 1/2: UFS

Street Address

Street/House number: Neumarkt 9

Postal Code/City: 04109 Leipzig

Country: DE Region: 14

PO Box Address

PO Box:

Postal code:

Company Postal Code:

Communication

Language: English

Telephone: Extension:

Fax: Extension:

E-Mail:

StandardComm.Mtd:

Data line:

Telebox:

Comments: Single Creditor

Create Vendor: Control

→ Debtor field: Possibility of automatic entry by linking for payment transactions

Note:

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

Create Vendor: Payment transactions

→ Enter the bank details of the account specified by UFS.

Important:

All payments must be made to this account. Only payments made to this account will be recognised.

Create Vendor: Accounting information

- Select a reconciliation account. Make sure that Trade Payables – Domestic is selected as 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: []
Minority indic.: [] Release group: []
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

G/L Acct Long Text

152010	Vendor Down Payments
211000	Trade Payables - Domestic
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 Payment Terms & Payment Methods
 - A 30-day payment term is agreed with all providers that UFS issues invoices for.
 - Please make sure you select only SEPA transfers in order to avoid bank charges.

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. cashing time: [] Chk. double inv.: []

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	I. P. Name	I. P. Name
<input type="checkbox"/> Auslandsüberweisung	<input type="checkbox"/> Einzug	<input type="checkbox"/> Auslandsüberweisung	<input type="checkbox"/> Einzug
<input type="checkbox"/> Überweisung	<input type="checkbox"/> SEPA Einzug	<input type="checkbox"/> Überweisung	<input type="checkbox"/> SEPA Einzug
<input checked="" type="checkbox"/> SEPA Überweisung			

Note:

Collective transfers are possible.

Important:

Payment notifications must be created and always sent to service@unite-financial.eu.

Create Vendor: Correspondence Accounting

→ The creation of the vendor account is completed here.

Create Vendor: Correspondence Accounting

Zusatzdaten Mercateo

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

Dunning data

Dunn.Procedure: [] Dunning Block: []
Dunn.recipient: [] Legal dunn.proc.: []
Last Dunned: [] Dunning Level: []
Dunning clerk: [] Grouping key: []
Dunn. Areas: []

Correspondence

Local process: []
Clerk Abbrev.: []
Acct w/ vendor: []
Clerk at vendor: []
Act.cik tel.no.: []
Clerk's fax: []
Clerk's internet: []
Account memo: []

Cancel vendor

Data will be lost.
Do you want to quit editing for this vendor?
Yes No



Tip

The creation of the vendor account is completed here.

Change Vendor: Address

Zusatzdaten Mercateo

Vendor: 4371

Name

Title: []
Name: Unite Financial Services EU GmbH

Search Terms

Search term 1/2: UNITE FINANCIAL SERV

Street Address

Street/House number: Neumarkt 9
Postal Code/City: 04109 Leipzig
Country: DE Germany Region: []
Time zone: CET

PO Box Address

PO Box: []
Postal code: []
Company Postal Code: []

Communication

Language: German Other communication...
Telephone: [] Extension: []
Fax: [] Extension: []
E-Mail: service@unite-financial.eu
StandardComm.Mtd: []
Data line: []
Telebox: []

Comments: Several Provider

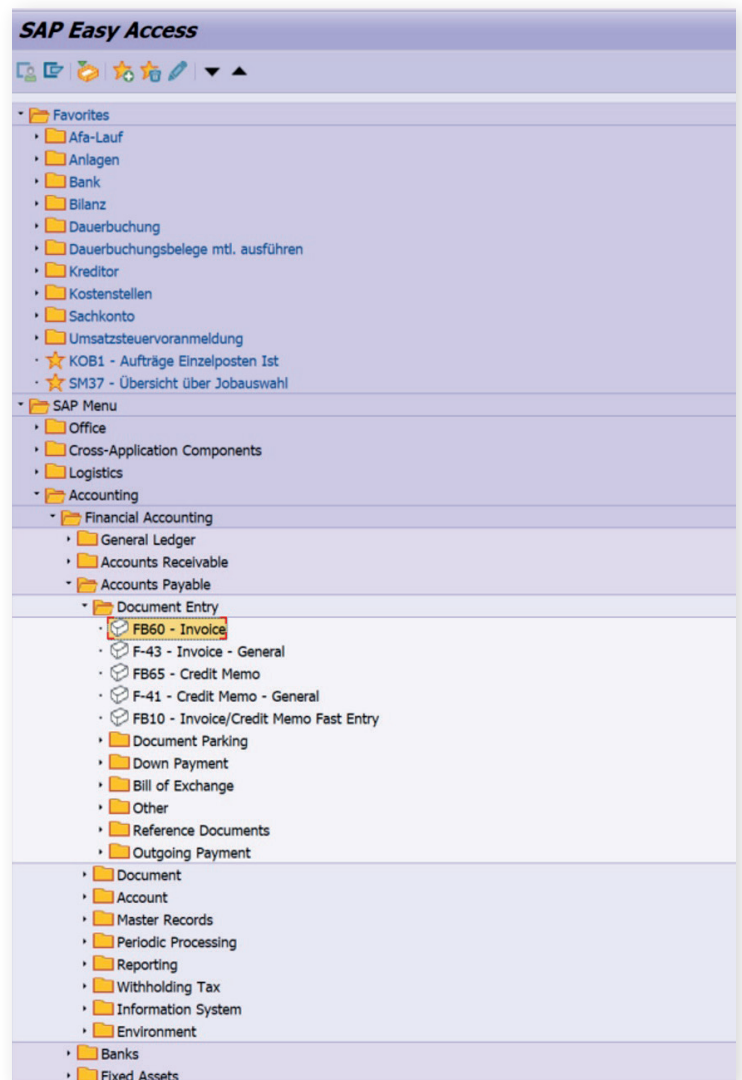
Maintain Internet mail addresses

E-Mail Address	S...	D...	Notes	H ID
service@unite-financial.eu	<input type="checkbox"/>	<input type="checkbox"/>	UFS EU GmbH	001
provider_a@mail.com	<input type="checkbox"/>	<input type="checkbox"/>	Provider A	002
provider_b@mail.com	<input type="checkbox"/>	<input type="checkbox"/>	Provider B	003

Entering invoices

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

- Enter the various components of the invoice.
- Calling up the created vendor displays the vendor in the right-hand field of the input mask for verification.

St...	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			



Recommendation:

You can enter the provider and a description of the delivery in the fields 'Text' and 'Assignment', for example: "On behalf and for the account of provider XYZ."

St...	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			

Invoice structure

PDF invoice

→ A sample invoice can be downloaded [here](#) →

Vendor/invoicing party (UFS)
Unite Financial Services EU GmbH · c/o Mercateo UK Limited
16 Great Queen Street · London WC2B 5AH · United Kingdom

Address and optional delivery address
Invoice address
Company A
Alex Green
98 Example Street
City XY2C 6EH
VAT ID: GB123456789

Customer's VAT ID
VAT ID: GB123456789

Legal notice 1 on the Agency Model
Delivery address
Company A
Alex Green
98 Example Street
City XY2C 6EH

Vendor's address
Invoice
This invoice and the separate VAT shown will be made in the name and on behalf of Mercateo UK Limited for the account of the supplier named below:

Vendor's VAT ID
Supplier:
Company B
98 Example Road
City YZ5A 7GY
VAT-ID GB1234567891
Company number: 11111111

Seller's invoice reference and date
Supplier invoice reference: 1234567890 from 01.02.2020

Invoice details

POS.	Item no.	Description	Delivery	Quantity	Unit price	Total	VAT
1	AG001-00123450000	Example	23.02.2020	1	28.31	28.31	20.0%
						Total net	28.31
						VAT	5.66
						Total	33.97

Legal notice 2 on the Agency Model
Unite Financial Services EU GmbH is the issuer of this invoice in the name and on behalf of the above-named supplier. The payment of this invoice is processed by Unite Financial Services. English address: c/o Mercateo UK Limited, 16 Great Queen Street, London WC2B 5AH, United Kingdom, service@unite-financial.eu, Managing Director: Frank Weigelt, Oliver Endert; Registered Office: Leipzig, Commercial Register: Leipzig Local Court, HRB 33958, VAT ID DE 313797705

Invoice number and date (UFS)
unite FINANCIAL SERVICES
Invoice no.: 123456789
Invoice date: 01.02.2020

Order number
Order no.: xyz-1234

Customer number used by UFS
Customer no.: D34567
service@unite-financial.eu

Payee: Unite Financial Services
Bank account: Mercateo UK Ltd.
Deutsche Bank AG London
Sort code: 23-10-48
Account Number: 19947601
SWIFT/BIC: DEUTGB2LXXX
IBAN: GB69DEUT40508119947601

Recipient: Unite Financial Services EU with bank account
VAT-ID: DE 313797705
Reference 1: 123456789
Reference 2: D34567

UFS's VAT ID (for process reasons, not tax reasons)
Total 33.97
Due until 03.03.2020
All prices in GBP

References for bank transfers
Total invoice amount
Due date

cXML invoice file

Note:

Invoice formats and transmission channels may vary depending on the e-procurement solution you're using.

cXML Role	Description http://cxml.org/ cXML User 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	<pre><InvoicePartner> <Contact role="from"> <!--From and issuerOfInvoice must be synonymous: 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>Fugtenfelder StraÙe 5</Street> <City>Munchen</City> <PostalCode>80331</PostalCode> <Country isoCountryCode="DE">DE</Country> </PostalAddress> </Contact> </InvoicePartner></pre>
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	<pre><InvoicePartner> <Contact role="remitTo"> <!--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">Unite Financial Services EU GmbH</Name> <PostalAddress name="billing department"> <DeliverTo>c/o Mercateo Deutschland AG</DeliverTo> <Street>Fugtenfelder Str. 5</Street> <City>Munchen</City> <PostalCode>80331</PostalCode> <Country isoCountryCode="DE">DE</Country> </PostalAddress> </Contact> </InvoicePartner></pre>
billTo	Copies the BillTo element from the OrderRequest document (13.3.2.4 ConfirmationHeader/Contact)	<Buyer>	<pre><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></pre>
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>	<pre><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></pre>
shipTo	Copies the ShipTo element from the OrderRequest document (13.3.2.4 ConfirmationHeader/Contact)	<Buyer>	<pre><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></pre>
issuerOfInvoice	From and issuerOfInvoice must be synonymous. (14.2.1.3 InvoiceDetailRequestHeader/ InvoicePartner)	Unite Financial Services with c/o Country address	<pre><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>Fugtenfelder StraÙe 5</Street> <City>Munchen</City> <PostalCode>80331</PostalCode> <Country isoCountryCode="DE">DE</Country> </PostalAddress> </Contact> </InvoicePartner></pre>

<p>soldTo (14.2.1.3 InvoiceDetailRequestHeader/ InvoicePartner)</p>	<Buyer>	<pre> <InvoicePartner> <Contact role="soldTo" addressID="XXXX"> <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> </pre>
<p>wireReceiving Bank</p>		<pre> <InvoicePartner> <Contact role="wireReceivingBank"> <!--According to clause 23.1 of the Unite terms of Use, only payments made to the account specified by Unite Financial Services shall be deemed to discharge the GmbH--> <Name xml:lang="en">Maugguy S.A.</Name> </Contact> <IDReference domain = "swift" Identifier = "MAUGUYLU33" </IDReference> <IDReference domain = "iban" Identifier = "LU788090487220001" </IDReference> <IDReference domain = "accountName" Identifier = "Unite Financial Services EU GmbH" </IDReference> <IDReference domain = "accountID" Identifier = "V3AS7220001" </IDReference> <IDReference domain = "accountType" Identifier = "Checking" </IDReference> <IDReference domain = "branchName" Identifier = "Maugguy S.A." </IDReference> </InvoicePartner> <InvoiceDetailShipping> ... </pre>
<p>Extrinsic pay- mentTerms- Note</p>	<Payment Terms>	<pre> <Extrinsic name = "paymentTermsNote">Bis zum 04.08.2020 ohne Abzug</Extrinsic> <Extrinsic name = "buyerVatID">DE11111111</Extrinsic> <Extrinsic name = "supplierTaxID">DE00000000</Extrinsic> <!-- VAT-ID of real supplier - relevant for tax declaration--> <Extrinsic name = "supplierVatID">DE31379705</Extrinsic> <!--UFS VAT-ID of agent - not relevant for tax declaration--> <Extrinsic name = "uniteCustomerID">U10000258</Extrinsic> <Extrinsic name = "InvoiceSourceDocument">PurchaseOrder</Extrinsic> <Extrinsic name = "InvoiceSubmissionMethod">001</Extrinsic> <Extrinsic name = "SupplierOrderReference">00000000</Extrinsic> <Extrinsic name = "noteToPayee">U10000258 880002464</Extrinsic> <Extrinsic name = "SupplierCommercialIdentifier">888 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 5 Musterdorf 00000 DE VAT-ID DE000000000</Extrinsic> <!--legal note must be in readable format--> </pre>
<p>Extrinsic buyer- VatID</p>	<Buyer VAT ID>	
<p>Extrinsic sup- plier TaxID</p>	VAT-ID of real supplier – relevant for tax declaration	<Supplier VAT ID>
<p>Extrinsic sup- plier VatID</p>	UFS VAT-ID of agent – not relevant for tax declaration	UFS VAT-ID DE313797705
<p>Extrinsic Unite- Terms</p>		Thank you for your order via Unite. The Unite Terms of Use apply, unless other conditions have been explicitly agreed.
<p>Extrinsic Unite- CustomerID</p>		<Unite Customer ID>
<p>Extrinsic In- voiceSourceDo- cument</p>		<Invoice Source>
<p>Extrinsic In- voiceSubmissi- onMethod</p>		<Invoice Submission Method>
<p>Extrinsic Sup- plierOrderRefe- rence</p>		<Supplier Order Reference>
<p>Extrinsic NoteToPayee</p>		<Transfer Reference>
<p>Extrinsic le- galNote</p>		Unite Financial Services EU GmbH is the issuer of this invoice in the name and on behalf of the <supplier>
<p>Extrinsic supplierCom- mercialIden- tifier</p>		<Commercial ID of supplier> Commission invoice: <Commercial ID of commission agent>

Structure of the reconciliation letter

- In order to comply with the ban on offsetting in Section 246(2), sentence 1 HGB German Commercial Code, Unite provides customers regularly or on request with a reconciliation letter listing all the amounts owed to individual providers at a specific date. A template can be downloaded [here](#) →

Vendor/invoicing party (UFS)

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

Address and optional delivery address

Company A
Alex Green
98 Example Street
City XYZC 6EH
United Kingdom

Customer's VAT ID

VAT-ID: GB123456789

Date when amounts were due

Date: 01.07.2021

Unpaid amounts listed for each provider

Reconciliations Letter dated 01.07.2021

POS.	Date	Invoice Number	Supplier	Outstanding Amounts
1	03.11.2018	T-23-1001	Supplier 1	115,82
2	01.12.2018	T-23-1002	Supplier 1	16,52
3	04.12.2018	T-23-1003	Supplier 1	53,20
4	20.12.2018	T-23-1004	Supplier 1	106,30
5	29.12.2018	T-23-1005	Supplier 1	2,22
Total				294,06
6	03.11.2016	90933099	Mercateo	55,82
7	03.11.2016	90933100	Mercateo	63,20
8	03.11.2016	90933101	Mercateo	105,22
9	03.11.2016	90933102	Mercateo	3,42
10	03.11.2016	90933103	Mercateo	20,00
Total				247,66
11	03.11.2016	27553	Supplier 2	46,11
12	03.11.2016	27553	Supplier 2	-50,00
Total				-3,89

Customer number used by UFS

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

Payee: Unite Financial Services

Payable to: Unite Financial Services EU GmbH
Bank accounts: Unite Financial Services
SWIFT/BIC: MAGVLU33XXX
IBAN: LU78805V3A97Y220HZ01

Recipient: Unite Financial Services EU with bank account

Partial payments are shown

Creditors with debit accounts

Unite Financial Services 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, Oliver Endert; Registered Office: Leipzig, Commercial Register: Leipzig Local Court, HRB 33958,
VAT ID DE 313797705

Links and sample files

- [Unite Terms of Use](#) →
- [Unite letterheads for each country](#) →
- [Template for a reconciliation letter](#) →
- [Sample file, cXML invoice file](#) →
- [Single creditor service and help pages](#) →