



Présence
des presses de France
dans le monde

Guide to using the professional website for institutions

<https://pro.uni-presse.fr/fr/>

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Special institutional guide

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I. Presentation of the professional website

1. Objectives of the site

With a view to constantly improving the quality of our service, we are offering you a website aimed exclusively at professionals.

The site allows :

- facilitate exchanges and information sharing
- rapid processing of complaints
- Track orders
- Price lists

In just a few clicks you can :

- Access over 7,000 French press titles at the best prices
- Place new orders and/or re-subscribe
- Consult your subscriber database
- View the status of your past and current orders
- Draw up and print quotes
- Send comments and complaints to customer service

We've added new functions that allow you to :

- Download PDF invoices
- Make requests to place orders on the Chorus platform
- Assign site access rights to subscribers

2. The users

This site has been designed to make it easier to manage the subscription portfolio of our institutional customers (local authorities, schools, public-sector establishments, businesses, hospitals, embassies, etc.).

Subscribers of institutional customers can also browse the site with restricted access, thanks to rights management.

An English version of the site is available for non-French-speaking customers.

3. Presentation of the site's public pages

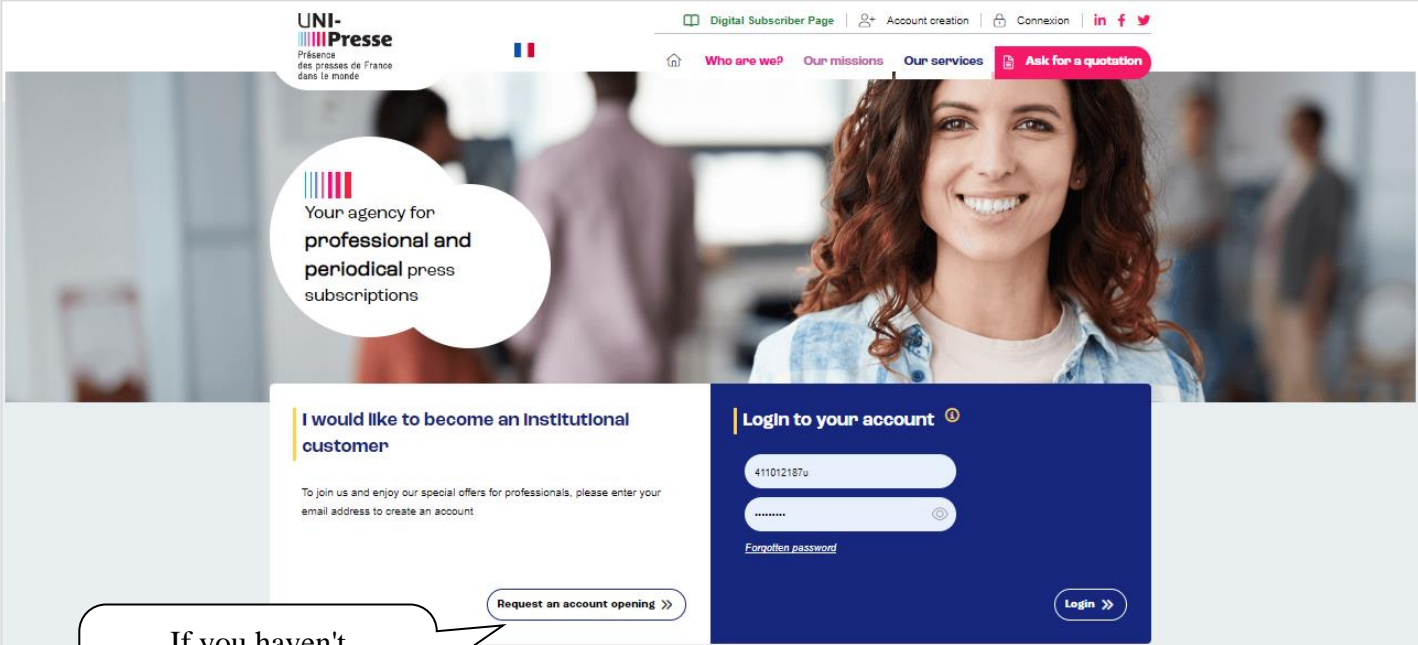
To access our site, you will need to create a personal login with our customer service department.

To obtain your access :

- See the key figures for the association
- Find out about our missions and services
- Download our catalogues in PDF format
- contact us
- Apply to open an account
- Request a quote

a. Applying to open an account

To log on to the site, you need **to apply to open an account**:



The screenshot shows the UNI-Press website interface. At the top, there is a navigation bar with the UNI-Press logo, a French flag, and links for 'Digital Subscriber Page', 'Account creation', 'Connexion', and social media icons. Below the navigation bar, there is a main banner with a smiling woman and the text 'Your agency for professional and periodical press subscriptions'. In the foreground, there are two main sections: 'I would like to become an Institutional customer' with a 'Request an account opening >>' button, and 'Login to your account' with input fields for email and password, a 'Forgot password' link, and a 'Login >>' button. A speech bubble points to the 'Request an account opening >>' button with the text: 'If you haven't registered yet, join us by applying.'

Click on the **“Apply for an account”** button, then fill in the account application form.

Open an account

To join us and enjoy our professional offers, please enter your email address to request an account creation.

All required fields are marked *

Company*	<input type="text"/>
Civility*	<input type="text" value="v"/>
Last name*	<input type="text"/>
First name*	<input type="text"/>
Address*	<input type="text"/>
Adresse (next)	<input type="text"/>
Post code	<input type="text"/>
City*	<input type="text"/>
Country*	<input data-bbox="678 1176 758 1205" type="text" value="France"/> v
Email*	<input type="text"/>
Phone*	<input type="text"/>
WhatsApp	<input type="text"/>

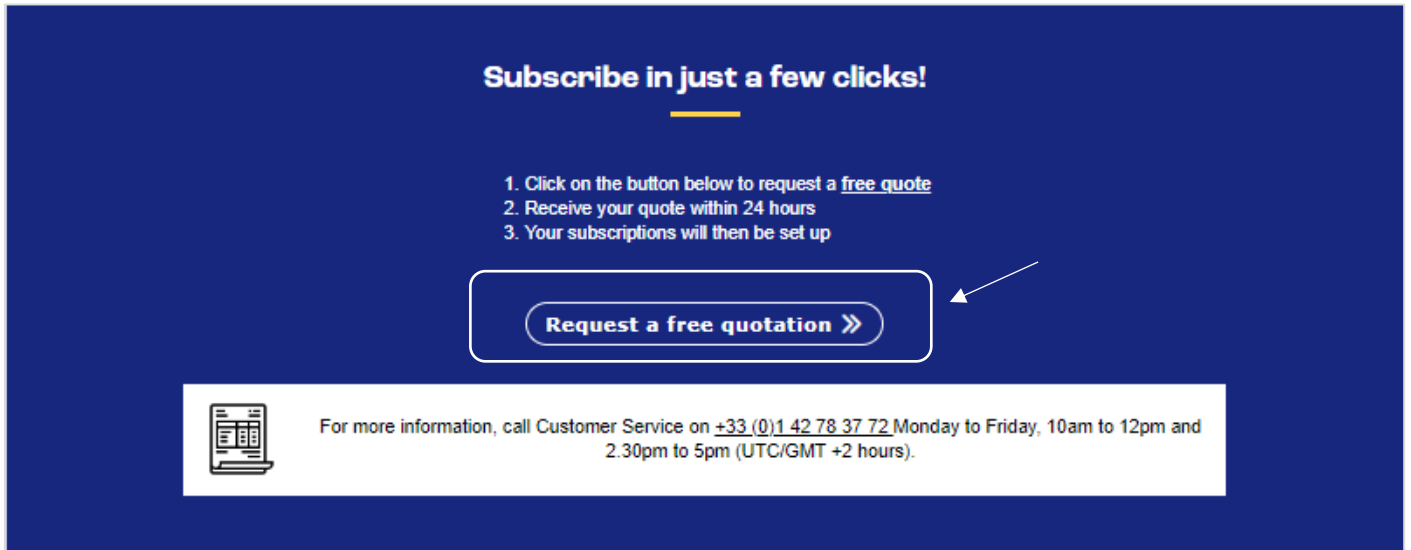
Send >>

Once your account has been validated by Customer Services, an e-mail containing your login and password will be sent to you.

b. Request a quote

To request a free quote on our website:

- On the home page, top right-hand corner, click on the 'Request a quote' tab.
- Go to the bottom of the page and click on the 'Request a free quote' button.



The image shows a dark blue banner with white text. At the top, it says "Subscribe in just a few clicks!" with a yellow underline. Below this, there is a numbered list of three steps: 1. Click on the button below to request a free quote, 2. Receive your quote within 24 hours, and 3. Your subscriptions will then be set up. A white arrow points to a white button with a blue border that says "Request a free quotation >>". At the bottom of the banner, there is a white box containing a laptop icon and the text: "For more information, call Customer Service on +33 (0)1 42 78 37 72 Monday to Friday, 10am to 12pm and 2.30pm to 5pm (UTC/GMT +2 hours)."

Customer service contact details:

E-mail : servicepro@uni-presse.fr

Phone : +33 (0)1 42 78 37 72 Monday to Friday, from 10am to 12pm and from 2.30pm to 5pm (UTC/GMT +2 heures)