



Présence
des presses de France
dans le monde

Guide to using the professional website for institutions

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

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Guide for Institutions

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I. Presentation of the professional website

1. Objectives of the site

In order to constantly improve the quality of our service, we are offering you a website aimed exclusively at professionals.

The site allows :

- Easier sharing of information
- Fast processing of complaints and inquiries
- Orders tracking
- Price lists consultation

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
- Download invoices in PDF

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
- Contact us
- Apply to open an account
- Request a quote

3.1 Request to open an account

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

To obtain access:

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

You can also click on the button **“Account creation”** to request an account opening.

The screenshot displays the UNI-Presse website interface. At the top, the navigation bar includes the UNI-Presse logo, a French flag, and links for 'Digital Subscriber Page', 'Account creation', 'Connexion', and social media icons. Below the navigation bar, a large banner features a smiling woman and the text 'Your agency for professional and periodical press subscriptions'. The main content area is divided into two sections: 'I would like to become an Institutional customer' and 'Login to your account'. The 'I would like to become an Institutional customer' section includes a text input field for an email address and a 'Request an account opening >>' button. The 'Login to your account' section includes input fields for a username (411012187u) and a 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.'

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 type="text" value="France"/>
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.

3.2 Request for a quotation

To request a free quote on our website:

- On the home page, top right-hand corner, click on the “Ask for a quotation” tab.

UNI-Presse
Présence
des presses de France
dans le monde

Digital Subscriber Page | Account creation | Connexion | in f t

Who are we? | Our missions | Our services | **Ask for a quotation**

Your agency for
professional and
periodical press
subscriptions

I would like to become an Institutional customer

To join us and enjoy our special offers for professionals, please enter your email address to create an account

[Request an account opening >>](#)

Login to your account

411012187u

[Forgotten password](#)


[Login >>](#)

- Go to the bottom of the page and click on the “Request a free quotation” button.

Subscribe in just a few clicks!

1. Click on the button below to request a [free quote](#)
2. Receive your quote within 24 hours
3. Your subscriptions will then be set up

[Request a free quotation >>](#)

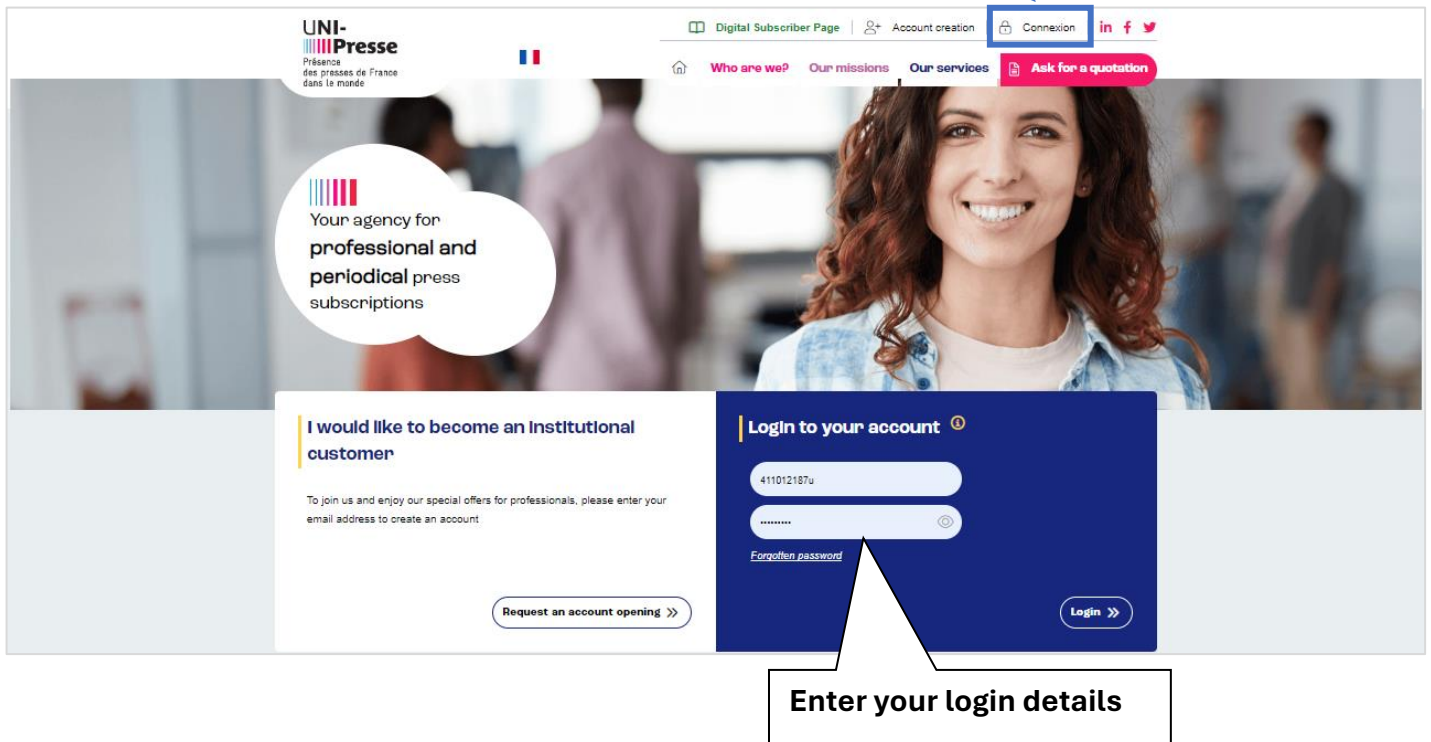
 For more information, call Customer Service on [+33 \(0\)1 42 78 37 72](tel:+330142783772) Monday to Friday, 10am to 12pm and 2.30pm to 5pm (UTC/GMT +2 hours).

II. Detailed description of functions

1. The connection step

You can log in using your login details:

- By clicking on the login tab on the home page (top right)
- Or
- Directly from the blue block on the home page:



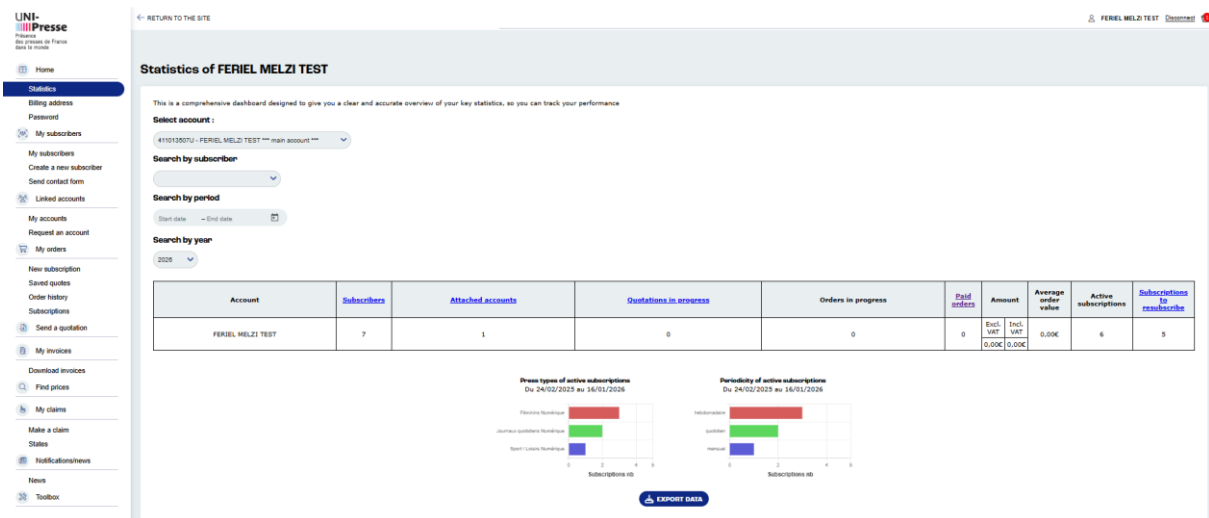
Once you have logged on to the site, the dashboard is displayed on the home page and allows you to :

- Search for fares
- View the number of subscribers and export them in PDF format
- View billing details
- Create a new subscription or re-subscribe

2. Statistics

In this section, you can:

- Search for data by subscriber, period, or year
- See the number of subscribers, quotes in progress, paid or pending orders, and the associated amounts
- See the number of active subscriptions or subscriptions due for renewal
- See dynamic graphs to see the breakdown by type of publication or frequency of active subscriptions
- Export data in Excel format



3. Billing address

Use this form to update your contact details for your billing address.

Dashboard

Billing address

Password

My subscribers

My subscribers

Create a new subscriber

Access management

My orders

New subscription

Saved quotes

Order history

Subscriptions

My invoices

Download invoices

Find prices

Service report

Notifications/news

News

Billing address

All required fields are marked *

Business Name * :

Siret number :

Civility :

Last name * :

First name * :

Address * :

Address (more infos) :

Post code :

City * :

Country * :

E-mail * :

Phone :

WhatsApp :

VALIDATE >>

X Discard changes

4. Password

You can change your password in the password section.

Dashboard

Billing address

Password

My subscribers

My subscribers

Create a new subscriber

Access management

My orders

New subscription

Saved quotes

Order history

Subscriptions

My invoices

Download invoices

Find prices

Service report

Notifications/news

News

Password

Your password must have at least 6 characters.
All required fields are marked *

Current password * :

New password * :

Password verification * :

UPDATE

5. Subscriber management

5.1 My subscribers

In this sub-category you will find all your subscribers. From this page you can :

- Export the list of your subscribers
- Modify or archive a subscriber
- View the subscriber's subscriptions
- Assign site access rights to the subscriber
- View complaints about the subscriber's subscriptions

Any change to any of this information will be automatically transferred to and taken into account by Customer Services.

The screenshot shows the 'My subscribers' page. On the left is a sidebar with navigation links: Dashboard, Billing address, Password, My subscribers (highlighted), Create a new subscriber, Access management, My orders, New subscription, Saved quotes, Order history, Subscriptions, My invoices, Download invoices, Find prices, Service report, Notifications/news, and News. The main content area is titled 'My subscribers' and features a search bar with the placeholder 'Search a subscriber : Subscriber number, name, city...'. Below the search bar are two radio buttons: 'Sort by number' (selected) and 'Sort by name'. A table lists subscriber details for '20762B ACROSS', including business name, address, postal code, city, country, and email. At the bottom of the table are action links: 'Archive', 'Edit', 'Consult claims', 'Consult subscription', and 'Rights management' (highlighted with a blue box). Callouts are present: 'Enter the subscriber's name' points to the search bar; 'To export the subscribers list' points to an 'Export to Excel format' link; and 'Assign special rights to the subscriber' points to the 'Rights management' link.

Enter the subscriber's name

To export the subscribers list

Assign special rights to the subscriber

Subscriber number	20762B
Business Name	ACROSS
First name	SERVICE DIRREC
Last name	DOCUMENTATION GENERALE
Address	36 RUE DE VALMY
Postal code	93108
City	MONTREUIL CEDEX
Country	FRANCE, METROPOLITAN
Email	documentation@across.fr

Archive Edit Consult claims Consult subscription **Rights management**

5.2 To create a new subscriber

To create a new subscriber, simply fill in their details in the “**Create a new subscriber**” form.

Dashboard

Billing address

Password

My subscribers

My subscribers

Create a new subscriber

Access management

My orders

New subscription

Saved quotes

Order history

Subscriptions

My invoices

Download invoices

Find prices

Service report

Notifications/news

News

Create a new subscriber

All required fields are marked *

Business Name : ✓

Civility : ✓

First name * : ✓

Last name * : ✓

Address 1 * : ✗

Address 2 : ✓

Address 3 : ✓

Post code : ✓

City * : ✗

Country * : ✓

E-mail : ✓

Phone : ✓

WhatsApp : ✓

Comment : ✓

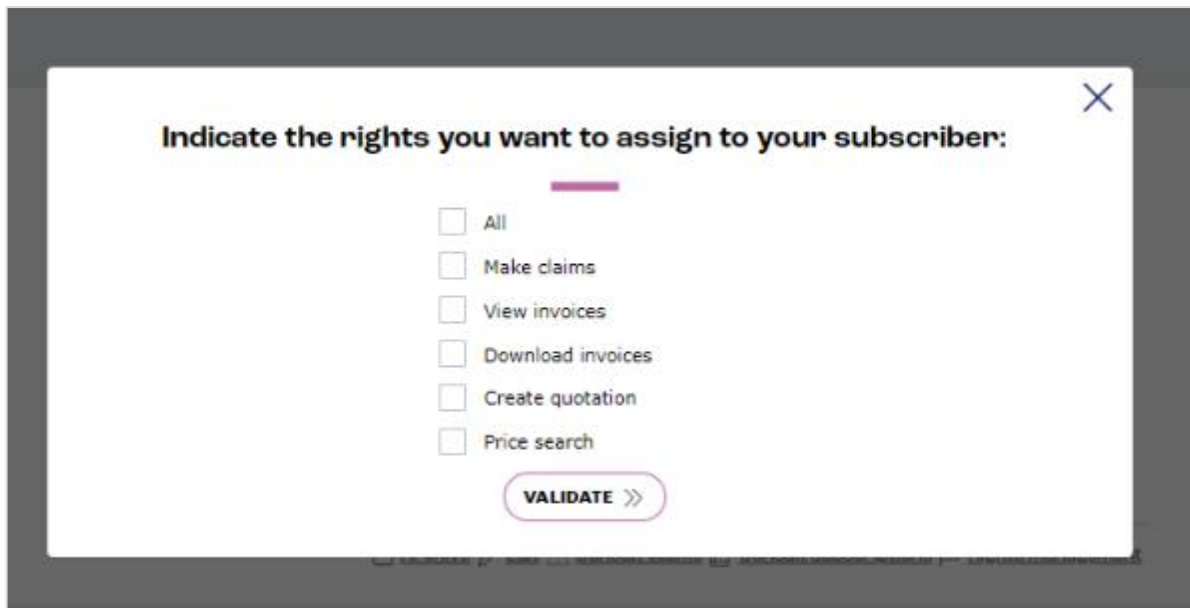
[BACK TO SUBSCRIBERS](#) [CREATE](#)

5.3 Rights & Access management

You can assign rights to your subscribers by clicking on “**Rights management**”, a new window will open.

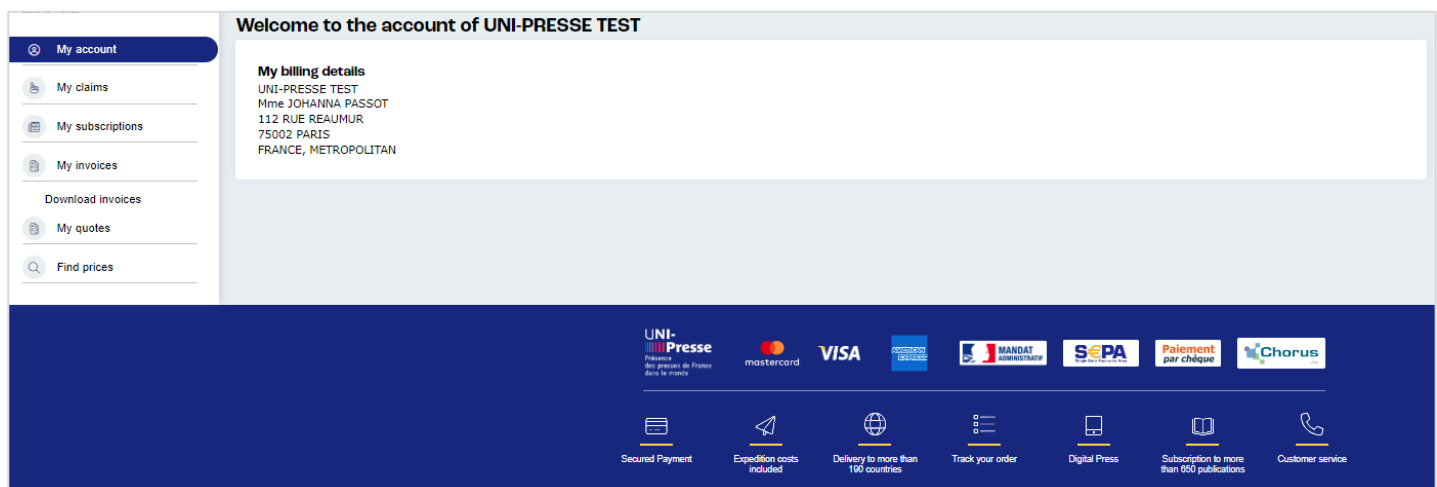
Tick the rights you wish to grant to your subscriber :

- Search for tariffs
- Download tariffs
- View invoices,
- Create quotes,
- Make complaints



The screenshot shows a modal window titled "Indicate the rights you want to assign to your subscriber:". It contains a list of rights with checkboxes: "All", "Make claims", "View invoices", "Download invoices", "Create quotation", and "Price search". At the bottom, there is a "VALIDATE >>" button.

Once rights have been granted, subscribers receive an e-mail with their access details.



The screenshot shows the account dashboard for "UNI-PRESSE TEST". The left sidebar contains links: "My account", "My claims", "My subscriptions", "My invoices", "Download invoices", "My quotes", and "Find prices". The main content area displays "Welcome to the account of UNI-PRESSE TEST" and "My billing details" for "Mme JOHANNA PASSOT" at "112 RUE REAUMUR, 75002 PARIS, FRANCE, METROPOLITAN". The footer features logos for payment methods (UNIPresse, Mastercard, VISA, MANDAT ADMINISTRATIF, SEPA, Paiement par chèque, Chorus) and service features (Secured Payment, Expedition costs included, Delivery to more than 190 countries, Track your order, Digital Press, Subscription to more than 650 publications, Customer service).

Subscribers receive their login details by e-mail. Access will be restricted according to the rights assigned.

In the **“Access Management”** section, you can view the users (subscribers) to whom you have assigned access rights to the site.

1. Management of my subscribers' rights

Search a subscriber :

☐ Sort by number ☐ Sort by name



2. Indicate the rights you want to assign to your subscriber:

Indicate the rights you want to assign to your subscriber:

- ☐ All
- ☐ Price search
- ☐ Create quotation
- ☐ View invoices
- ☐ Download invoices
- ☐ Make claims

[VALIDATE >>](#)

3. Access management

User	Statut	Access	Rights type	Edit or remove rights
WWF FRANCE 27295B	Active	Full access	Price search, Create quotation, View invoices, Download invoices, Make claims	 

Click on this symbol to modify the subscriber's rights

6. Order management

6.1 New subscription

To create an order :

- Select a subscriber. If you want to order for a new subscriber, you must create it first.
- Search for a title
- Add the title to cart. It is possible to have different subscribers within the same cart.
- Validate the cart

*NB: It is necessary to **validate** a step before moving on to the next one.*

As soon as you add a new title to the basket, a pop-up window appears:

Once you have validated your basket, you can :

- Create a quote

Or

- Proceed to payment

To create a quote:

Click on “Create a quote”:

My cart

Sort by: Subscriber

Currency: EUR - Europe

← Continue my selection

Order now | Create an estimate

20764B - ADOSS	63.00 EUR
1 x Popi (327)	
12 mois / 12 n°	
BAVARD PRESSE	
63.00 EUR	
Subtotal TTC 63.00 EUR	
Total HT 61.70 EUR	
Total VAT 1.30 EUR	
Total TTC 63.00 EUR	

Once you have created an estimate, you can find it in the ‘My saved estimates’ section.

To order directly:

My cart

Sort by: Subscriber

Currency: EUR - Europe

← Continue my selection

Order now | Create an estimate

20764B - ADOSS	63.00 EUR
1 x Popi (327)	
12 mois / 12 n°	
BAVARD PRESSE	
63.00 EUR	
Subtotal TTC 63.00 EUR	
Total HT 61.70 EUR	
Total VAT 1.30 EUR	
Total TTC 63.00 EUR	

Click on “Order now” on the shopping basket page, and select the payment method that suits you best.

Choose your payment method

Thank you for your trust.
We now invite you to choose your payment method.
When sending payment by check or transfer, please indicate your order number.

CHECK Order: UNI-PRESSE Mail address: UNI-Pressse, Service abonnements, 112 rue Réaumur 75080 Paris Cedex 02 FRANCE SELECT	TRANSFERT Order: UNI-PRESSE Bank Code: 30004 Bank Code: 02837 Account No.: 00011161301 Bank account details key: 94 Domiciliation: IDF INSTITUTIONS (02837) BIC: BNPAFRPPXXX IBAN: FR76 3000 4028 3700 0111 6130 194 SELECT	BANK CARD You will be redirected to the 100% secure site of our bank BNP
--	--	--

CANCEL

6.2 My saved quotes

This category contains all the quotes you have created.

You can search for a quote by :

- Number or name of subscriber
- Status of the quote (pending, expired)

The screenshot shows the 'Saved quotes' section of the UNI-Press Pro interface. On the left is a sidebar menu with options like Dashboard, Billing address, Password, My subscribers, My orders, New subscription, Saved quotes (highlighted), Order history, Subscriptions, My invoices, Download invoices, Find prices, Service report, Notifications/news, and News. The main area is titled 'Saved quotes' and includes a search bar with a callout 'Search by subscriber' pointing to the 'Subscriber' input field. Below the search bar is a table of saved quotes with a callout 'Reference' pointing to the 'ID' column. The table has columns for ID, Creation date, Validity date, and Amount. The table contains 10 rows of data, with the first row having ID 14768, Creation date 09/10/2024, Validity date 09/11/2024, and Amount 63 €. The table also has a 'Status' column with icons for 'Pending' and 'Expired / Canceled'.

ID	Creation date	Validity date	Amount
14768	09/10/2024	09/11/2024	63 €
14745	07/10/2024	07/11/2024	63 €
14572	12/09/2024	13/10/2024	89.9 €
14172	04/06/2024	05/07/2024	20850.02 €
13797	01/03/2024	01/04/2024	20809.02 €
13666	30/01/2024	01/03/2024	14602.73 €
13662	30/01/2024	01/03/2024	5702.25 €
13483	22/12/2023	22/01/2024	39068.52 €
13464	20/12/2023	20/01/2024	36118.79 €

This page allows you to

- See a saved quote
- Resume the quotation to validate or modify it

Preview of the details of a saved estimate :

When you click on a saved estimate, you have the option to:

- Pay for the quote
- Edit it
- View and print it
- Delete it

The screenshot shows the 'Estimate #' page in the UNI-Press Pro interface. The page has a sidebar menu on the left with the same options as the previous screenshot. The main area is titled 'Estimate #' and includes a search bar with a 'Sort by' dropdown set to 'Subscriber' and a 'Currency' dropdown set to 'EUR - Europe'. Below the search bar is a table of saved estimates. The table has a 'DELETE' button in the first column. The table also has a 'Total TTC' column. The table contains 10 rows of data, with the first row having ID 14768, Creation date 09/10/2024, Validity date 09/11/2024, and Amount 63 €. The table also has a 'Status' column with icons for 'Pending' and 'Expired / Canceled'.

ID	Creation date	Validity date	Amount
14768	09/10/2024	09/11/2024	63 €
14745	07/10/2024	07/11/2024	63 €
14572	12/09/2024	13/10/2024	89.9 €
14172	04/06/2024	05/07/2024	20850.02 €
13797	01/03/2024	01/04/2024	20809.02 €
13666	30/01/2024	01/03/2024	14602.73 €
13662	30/01/2024	01/03/2024	5702.25 €
13483	22/12/2023	22/01/2024	39068.52 €
13464	20/12/2023	20/01/2024	36118.79 €

6.3 Order history

This category allows you to:

- Keep track of all your orders
- Request the submission of orders on the Chorus platform
- Export all orders in Excel format
- Make claims

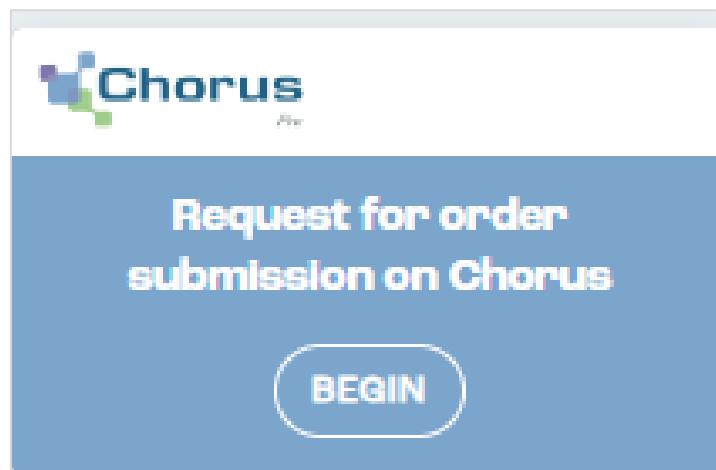
Apply to place orders on chorus

The screenshot shows the 'Order history' section of a dashboard. On the left is a sidebar menu with options like Dashboard, Billing address, Password, My subscribers, My orders, New subscription, Saved quotes, Order history (selected), Subscriptions, My invoices, Download invoices, Find prices, Service report, and Notifications/news. The main area has a 'Search by' section with filters for Order number, Subscriber, State, and Date, each with a search input field. To the right of these filters are three callout boxes: 'Search by order number', 'Search by subscriber', and 'Search by order date'. Below the filters is a 'SEARCH' button. On the right side of the main area is a blue 'Chorus' block with the text 'Request for order submission on Chorus' and a 'BEGIN' button. At the bottom of the main area is a table with columns: ID, Order date, Invoice date, and Amount. The table contains two rows of data.

ID	Order date	Invoice date	Amount
241010034103B	10/10/2024		63 €
241001034025B	01/10/2024		4200 €

To request a deposit on Chorus :

Click on “START” in the blue “Chorus” block, and fill in the application form.



Order submission request form on Chorus

Client name *

Last name *

First name *

Order *

Email *

Siret *

Commitment number

Execution number

Comment

SEND >>

Nb: This is a request to place orders on the Chorus platform. Customer Services will be responsible for placing invoices on this platform.

Write a complaint or ask a question

To make a complaint about an order:

- Click on the order you wish to complain about
- Click on 'I have a question'
- Enter the subject of your complaint
- Enter your message/complaint and click on send

Dashboard

Billing address

Password

My subscribers

My subscribers

Create a new subscriber

Access management

My orders

New subscription

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News

Order #241001034025B

01/10/2024

Sort by : Subscriber

Currency : EUR - Europe

Awaiting payment

Back to list

Click on I have a question

249021B - ACCOBS SERVICE DRI GAVSEVITCH

1 x CF News Jusqu'à 5 accès

4,200.00 EUR

4,200.00 EUR

Subtotal TTC 4,200.00 EUR

Fee TTC 0.00 EUR

Total HT 3,500.00 EUR

Total VAT 700.00 EUR

Total TTC 4,200.00 EUR

⇒ If your claim concerns a specific title within to the order

- Click on the order you wish to complain about
- Click on “I have a question about this subscription”.
- Enter your message/complaint and click on send

Order #241001034025B

01/10/2024

Sort by : Subscriber

Currency : EUR - Europe

Awaiting payment

Back to list

I have a question

Print

24801B - ACOSS SERVICE DIRI GAWSEVITCH

1 x CF News Jusqu'à 5 accès

[I have a question about this subscription](#)

4,200.00 EUR

4,200.00 EUR

Subtotal TTC 4,200.00 EUR

Fee TTC 0.00 EUR

Total HT 3,500.00 EUR

Total VAT 700.00 EUR

Total TTC 4,200.00 EUR

6.4 Tracking of renewals

This category allows you to:

- Detailed monitoring of renewal subscriptions
- Produce an Excel export showing the start and end dates of subscriptions

Subscriptions

Search by

Subscriber : Sort by subscriber

Title : Sort by subscription status: active/inactive

State : All

SEARCH

Export to Excel format

Reset

Reception of your 1st issue : 6 to 8 weeks from the invoice date

Title	Subscriber	Date start	Date end ↓
1 x Les Echos - Version Numérique	23854B - ACOSS - DOCUMENTATION	16/09/2024	17/09/2025
Publisher's subscription number 073962991	Order no. 2401310330378	Number(s)	Invoice Date : 31/01/2024

[I have a question about this subscription](#)

The colour code on the left means :

- Green: the subscription has not yet expired
- Orange: the expiry date is approaching
- Red: the subscription has expired

7. My invoices

From this category you can download invoices in PDF format.

Click on this icon to download the invoice

My invoices

Search by name or number :

221124030840B-411012187U-98936.pdf
A00SS - DOCUMENTATION

221228031064B-411012187U-98876.pdf
A00SS - SERVICE DIRREC

230120031208B-411012187U-98867.pdf
A00SS - CAROLINE MARQUE

230123031214B-411012187U-AV16163.pdf
A00SS - SERVICE DIRREC

8. Price search

If you wish to consult our tariffs, click on the “Search for tariffs” category.

Find prices

Choose a country
FRANCE, METROPOLITAIN

Select a country

Search a title
Title or ISSN

Select a title

Family :
Format :
Between Min price € and Max price €

Filter by category and by price range

#0006 - 1 Jour 1 Actu

12 month
40 numbers
Publisher : MILAN PRESSE
ISSN : 2269-2509
Type : paper + digital

RATE
72,00 €
68,40 €

SUBSCRIBE

My cart

Show titles
27417B - TEST FERIEL LOU-ANNE LOU FERIEL M 51,30 €

Fee : 0,00 €
Including discount : 2,7 €

TOTAL 51,30 €

See details
VALIDATE

9. After-sales service status

This category allows you to keep track of your complaints and other messages.

The screenshot shows the 'Claims' management page. On the left is a sidebar menu with options like Home, Statistics, Billing address, Password, My subscribers, My accounts, My orders, New subscription, Saved quotes, Order history, Subscriptions, Send a quotation, My invoices, Download invoices, Find prices, My claims, Make a claim, and States. The main content area is titled 'Claims' and includes a 'Search by' section with three dropdown menus: 'Subscriber' (set to 'All subscribers'), 'Title' (set to 'Tous les titres'), and 'State' (set to 'All'). Annotations with arrows point to these dropdowns with the text 'Select the subscriber' and 'Claim status: open/closed'. To the right of the search filters is a 'SEARCH' button. Below the search filters, there are status indicators for 'In progress' and 'Processed'. At the top right of the table area, there are links for 'Reset' and 'Export to Excel format'. Below these is a table with columns: 'Number', 'Reason', 'Subscriber', 'Title', and 'OrderDate'. An annotation points to the 'Export to Excel format' link with the text 'Export claims in an excel file'.

Click on “Read more” to access the exchanges with Customer Services.

From the menu “My Claims”, click on “Make a claim”

The screenshot shows the 'Make a claim' form. It has a title 'Make a claim' at the top. Below the title are four dropdown menus: 'Subscriber' (with value '27443B - TEST LAURIE FERIEL LAURIE FERI...'), 'Order' (with value 'n°240701033698B from 01/07/2024 (18,99€)'), 'Title' (with value 'Vogue - 1 an - "ma bibliothèque numérique" (1...'), and 'Reason' (with a dropdown arrow). Annotations with arrows point to these dropdowns with the text 'Select a subscriber', 'Select the order', 'Select the title', and 'Select a motive'. Below these is a 'Message' field, which is a large text area with a red 'X' icon in the bottom right corner. At the bottom left of the form is a 'SEND' button.

10. Notifications/news

This page contains all the information you need, such as :

- What's new in the catalogue
- Discontinued publications
- Members' news, etc.

Dashboard

Billing address

Password

My subscribers

My subscribers

Create a new subscriber

Access management

My orders

New subscription

Saved quotes

Order history

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Find prices

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News

Notifications

TITRE SUSPENDU : ANIMATION ET ÉDUCATION
Le magazine *Animation et Éducation* (code 6032) est actuellement suspendu. Le dernier numéro paru est le n° 302. Nous ne pouvons plus prendre de nouveaux abonnements.
08/10/2024

NOUVEAUTÉ – JOURNAL DU YOGA
Le *Journal du Yoga* (code 11385) de RC Éditions est désormais membre d'UNI-Press.
Le *Journal du Yoga* (ex *Santé Yoga*) est un magazine d'information indépendant, sans publicité, distribué en français, à l'international, uniquement par abonnement depuis 23 ans. 15 à 20 000 lecteurs tous les mois. Cette revue est le lien entre les professionnels du yoga et les pratiquants. Totalement indépendante, d'aucune école et non affiliée, ses lecteurs sont fidèles à sa liberté de ton, à son ouverture, à la diversité des sujets et des approches et à son respect de la tradition. Les articles sont des invitations à la réflexion, à la créativité et bien-sûr à la pratique.
26/06/2024

NOUVEAUTÉS – NUMÉRO PRESSE
Les magazines *Numéro* (code 6791) et *Numéro Art* (code 11383) de l'éditeur NUMÉRO PRESSE sont désormais membres d'UNI-Press.
Numéro: Magazine référence, *Numéro* propose un regard pointu sur le monde de la créativité, de la mode et du luxe. Révélant aussi bien les icônes d'aujourd'hui que les talents de demain, il fait converger divers univers et explore différents territoires de la culture contemporaine : mode, beauté, arts, design, architecture... Depuis plus de 10 ans, son identité visuelle et sa ligne éditoriale toujours enrichie de signatures internationales, font donc de *Numéro* un magazine d'influence!
Numéro Art: Un magazine bilingue, haut de gamme consacré à l'actualité de l'art contemporain dans le monde. Une sélection exigeante et cosmopolite des événements artistiques qui vont compter. Des interviews exclusives des plus grands artistes à l'occasion de la présentation de leur oeuvre. Le magazine fait appel à de grands noms du monde de l'art tels que Barbara Kruger, Torbjørn Rattand, Oscar Tuazon.
24/06/2024

10.1 News

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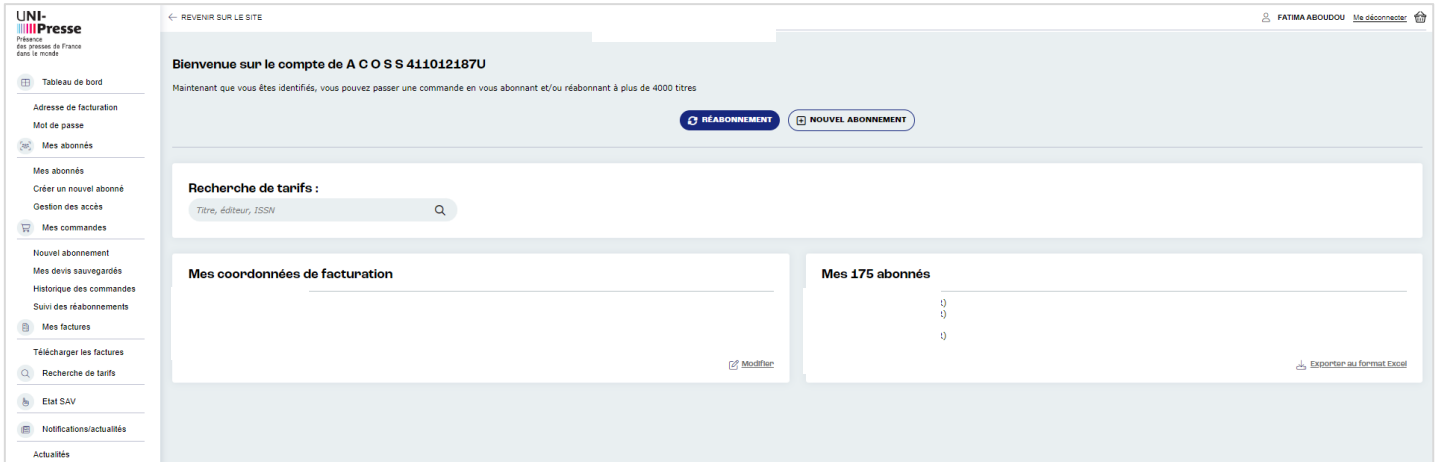


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