



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

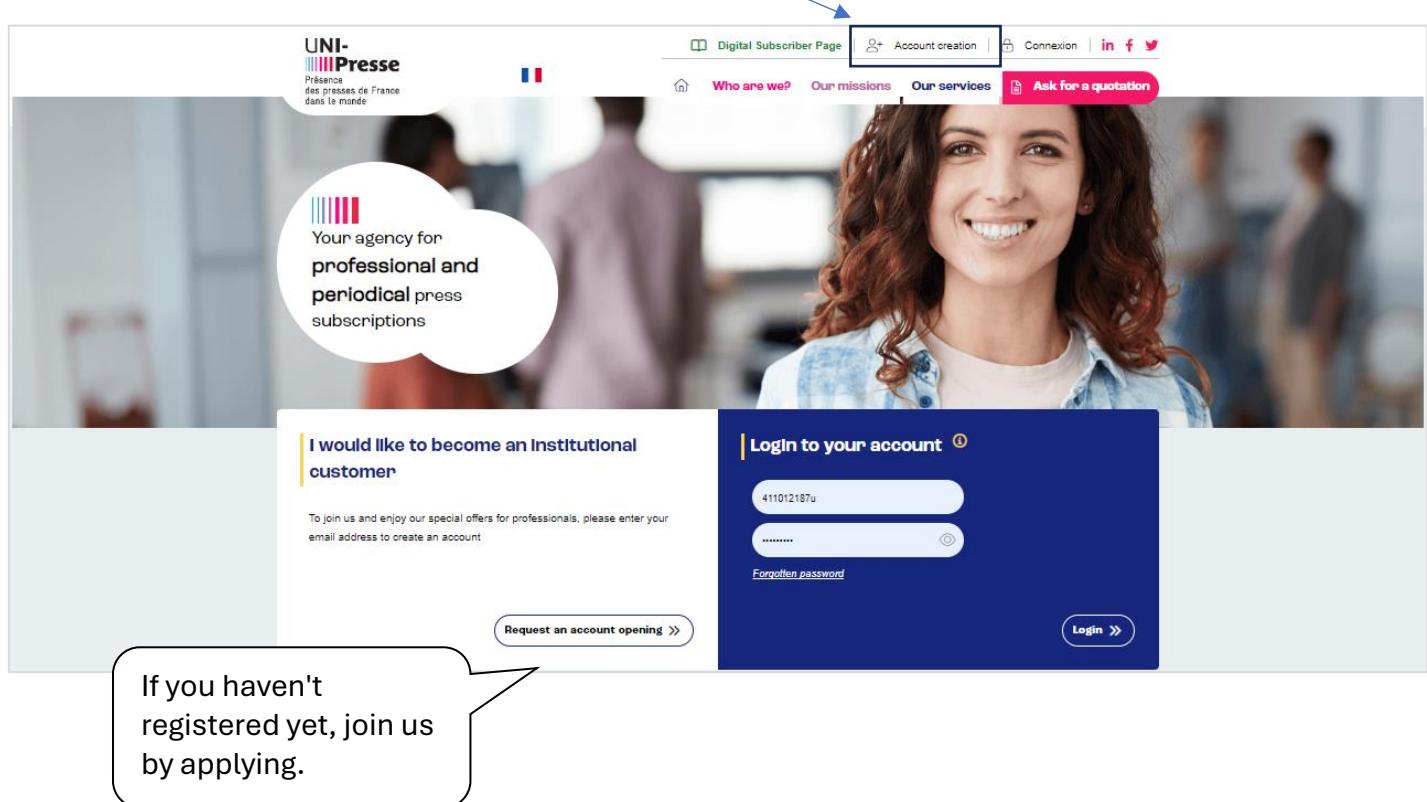
3.1 Request to open an account

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.



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*

Civility*

Last name*

First name*

Address*

Adresse (next)

Post code

City*

Country*

France

Email*

Phone*

WhatsApp

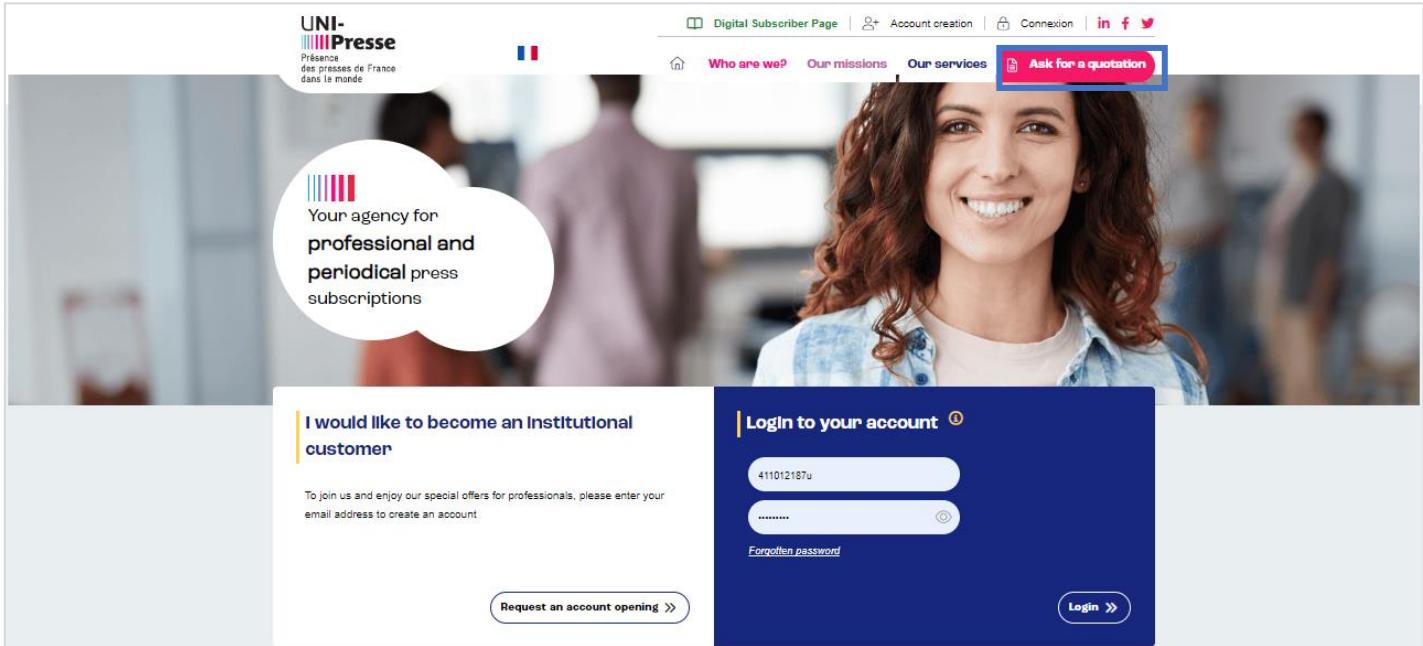
send >>

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

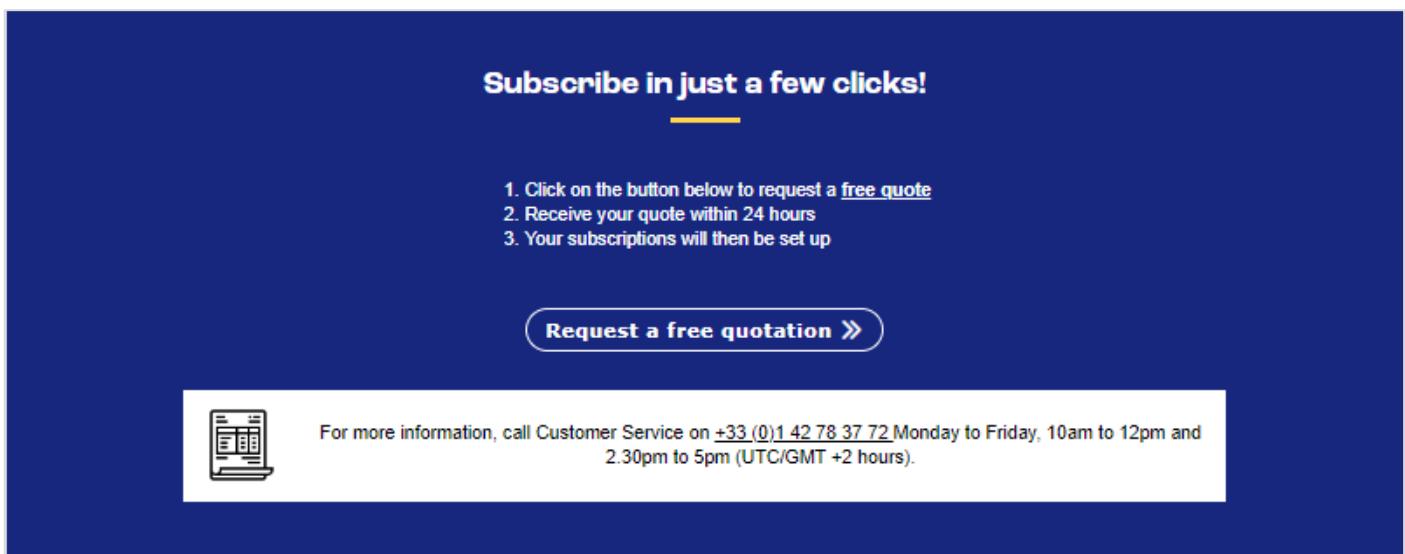
3.2 Request for a quotation

To request a free quote on our website:

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



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

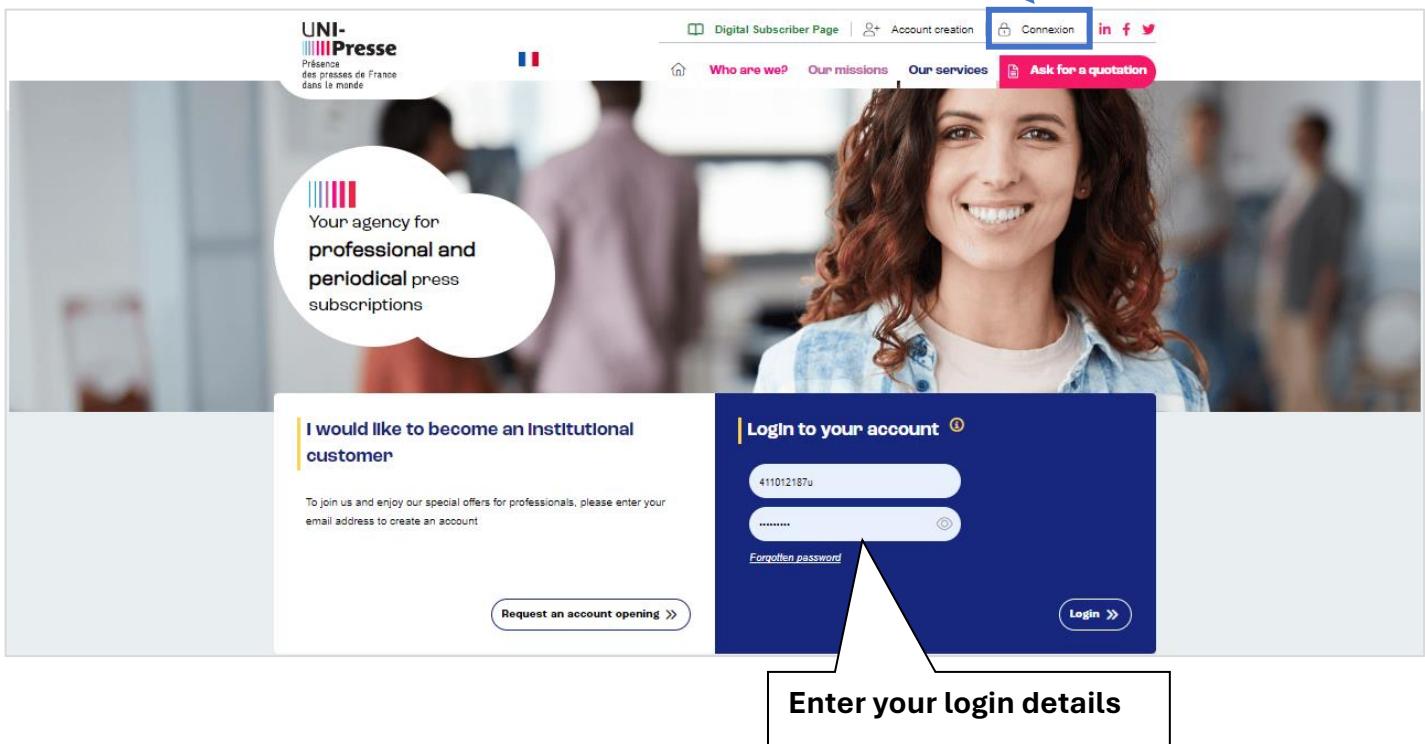


II. Detailed description of functions

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:



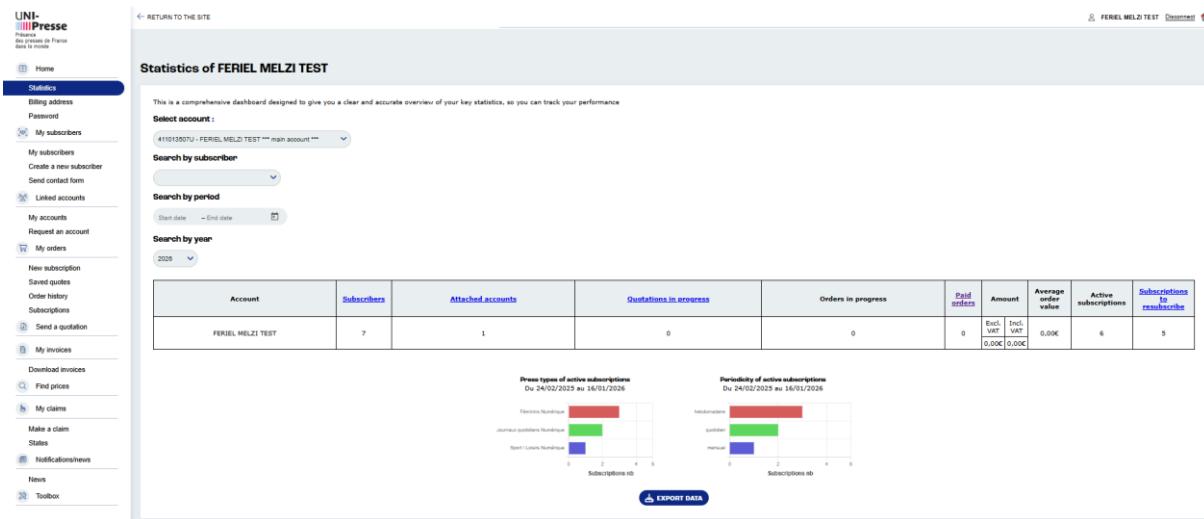
Once you have logged on to the site, the dashboard is displayed on the home page and allows you to :

- 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



The screenshot shows the 'Statistics of FERIEL MELZI TEST' dashboard. The left sidebar contains a navigation menu with links such as Home, Statistics, Billing address, Password, My subscribers, My accounts, My orders, My invoices, Download invoices, Paid prices, My claims, Make a claim, Status, Notifications/news, News, and Toolbox. The main content area displays a summary table and two bar charts.

Statistics of FERIEL MELZI TEST

This is a comprehensive dashboard designed to give you a clear and accurate overview of your key statistics, so you can track your performance.

Select account: 410105070 - FERIEL MELZI TEST - main account

Search by subscriber:

Search by period: Start date: [] - End date: []

Search by year: 2026

Account	Subscribers	Attached accounts	Quotations in progress	Orders in progress	Paid orders	Amount	Average order value	Active subscriptions	Subscriptions to subscribe
FERIEL MELZI TEST	7	1	0	0	0	Excl. VAT 0,00€	Incl. VAT 0,00€	6	5

Press types of active subscriptions Du 24/02/2023 au 16/01/2026

Press type	Subscriptions nb
Édition Numérique	3
Journal quotidien Numérique	2
Spécial Loisirs Numérique	1

Periodicity of active subscriptions Du 24/02/2023 au 16/01/2026

Periodicity	Subscriptions nb
hebdomadaire	3
quotidien	2
mensuel	1

EXPORT DATA

3. Billing address

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

The screenshot shows a user interface for updating a billing address. On the left is a sidebar with various navigation links. The main area is titled 'Billing address' and contains a form with the following fields:

- All required fields are marked *
- Business Name *: (input field with a green checkmark)
- Siret number : (input field with a green checkmark)
- Civility : (dropdown menu with a green checkmark)
- Last name * : (input field with a green checkmark)
- First name * : (input field with a green checkmark)
- Address * : (input field with a green checkmark)
- Address (more infos) : (input field with a green checkmark)
- Post code : (input field with a green checkmark)
- City * : (input field with a green checkmark)
- Country * : (dropdown menu showing 'FRANCE, METROPOLITAINE' with a green checkmark)
- E-mail * : (input field with a green checkmark)
- Phone : (input field with a green checkmark)
- WhatsApp : (input field with a green checkmark)

At the bottom right are two buttons: 'VALIDATE >>' and 'X Discard changes'.

4. Password

You can change your password in the password section.

The screenshot shows the 'Password' section of the UNI-Presse Pro interface. On the left, there is a sidebar with various menu items: Dashboard, Billing address, **Password** (which is highlighted in blue), 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, and News. The main content area is titled 'Password' and contains the following text: 'Your password must have at least 6 characters. All required fields are marked *'. Below this are three input fields: 'Current password *', 'New password *', and 'Password verification *'. A blue 'UPDATE' button is located at the bottom of the form.

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 with the following interface elements:

- Left sidebar:** Includes 'Dashboard', 'Billing address', 'Password', 'My subscribers' (selected), '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'.
- Header:** 'My subscribers' and a search bar labeled 'Search a subscriber : Subscriber number, name, city...'. Below the search bar are 'Sort by number' and 'Sort by name' buttons.
- Search results:** A list of subscriber details. One entry is highlighted:

Subscriber number	20762B
Business Name	ACOSS
First name	
Last name	
Address	SERVICE DIRREC
Postal code	DOCUMENTATION GENERALE
City	36 RUE DE VALMY
Country	93108
Email	MONTRÉUIL CEDEX
	FRANCE, METROPOLITAN
	documentation@acoss.fr
- Buttons at the bottom:** 'Archive', 'Edit', 'Consult claims', 'Consult subscription', 'Rights management' (which is highlighted with a blue box and a callout bubble).
- Right side:** A large callout bubble labeled 'Enter the subscriber's name' points to the search bar. Another callout bubble labeled 'To export the subscribers list' points to the 'Export to Excel format' button. A third callout bubble labeled 'Assign special rights to the subscriber' points to the 'Rights management' button.

5.2 To create a new subscriber

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

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 :

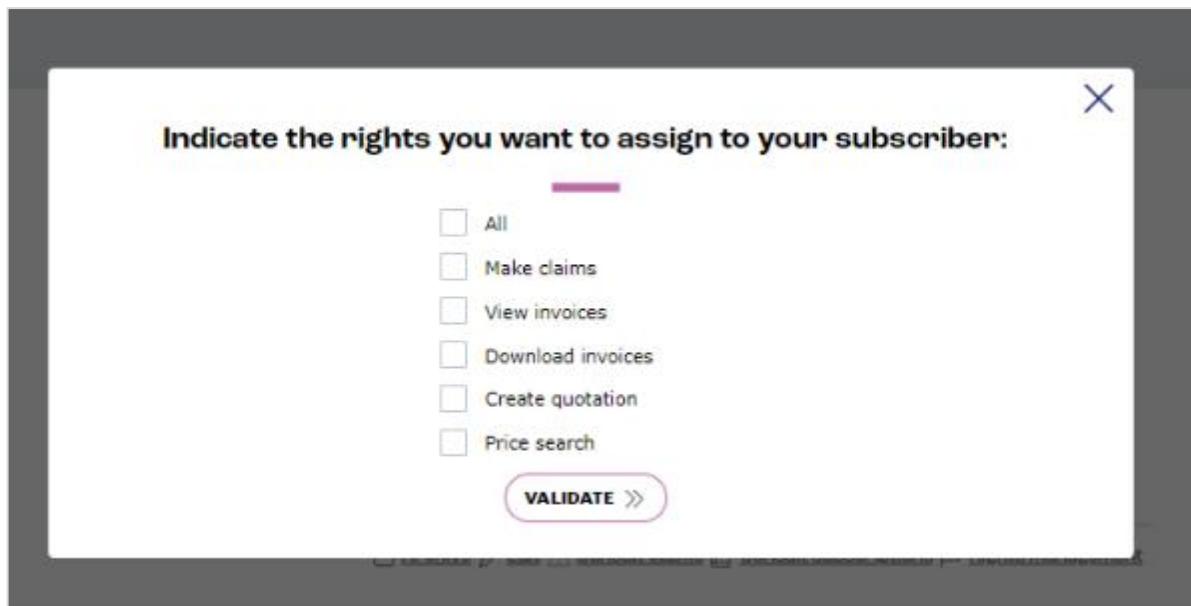
BACK TO SUBSCRIBERS **CREATE**

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



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

A screenshot of the UNI-PRESSE TEST account dashboard. The left sidebar has a blue header "My account" and links: "My claims", "My subscriptions", "My invoices", "Download invoices", "My quotes", and "Find prices". The main content area has a "Welcome to the account of UNI-PRESSE TEST" header and a "My billing details" section for "UNI-PRESSE TEST" (Mme JOHANNA PASSOT, 112 RUE REAUMUR, 75002 PARIS, FRANCE, METROPOLITAN). The bottom navigation bar has links: "Secured Payment", "Expedition costs included", "Delivery to more than 100 countries", "Track your order", "Digital Press", "Subscription to more than 650 publications", and "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.

The screenshot shows the 'Access management' section of a web application. On the left, a sidebar lists various user management options: Dashboard, Statistics, Billing address, Password, My subscribers, Create a new subscriber, Access management (which is selected and highlighted in blue), My orders, New subscription, Saved quotes, Order history, Subscriptions, My invoices, Download invoices, Find prices, My claims, Make a claim, States, Notifications/news, and News.

The main content area is divided into three sections:

- 1. Management of my subscribers' rights**: A search bar labeled 'Search a subscriber :'. Below it are two radio buttons: 'Sort by number' (selected) and 'Sort by name'. A list of rights is shown with checkboxes: All, Price search, Create quotation, View invoices, Download invoices, and Make claims. A 'VALIDATE >>' button is at the bottom.
- 2. Indicate the rights you want to assign to your subscriber:** This section is currently empty.
- 3. Access management**: A table with the following data:

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

A callout box with a blue arrow points to the 'Edit or remove rights' button in the 'Access management' section, containing the text: '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.*



New subscription

Choose a subscriber

20764B - ACROSS - FRANCE, METROPOLITAN

Search a title

popi

#537 - Popi

12 month - 12 numbers
Publisher : BAYARD PRESSE
ISSN : 0299-3147
Type : paper

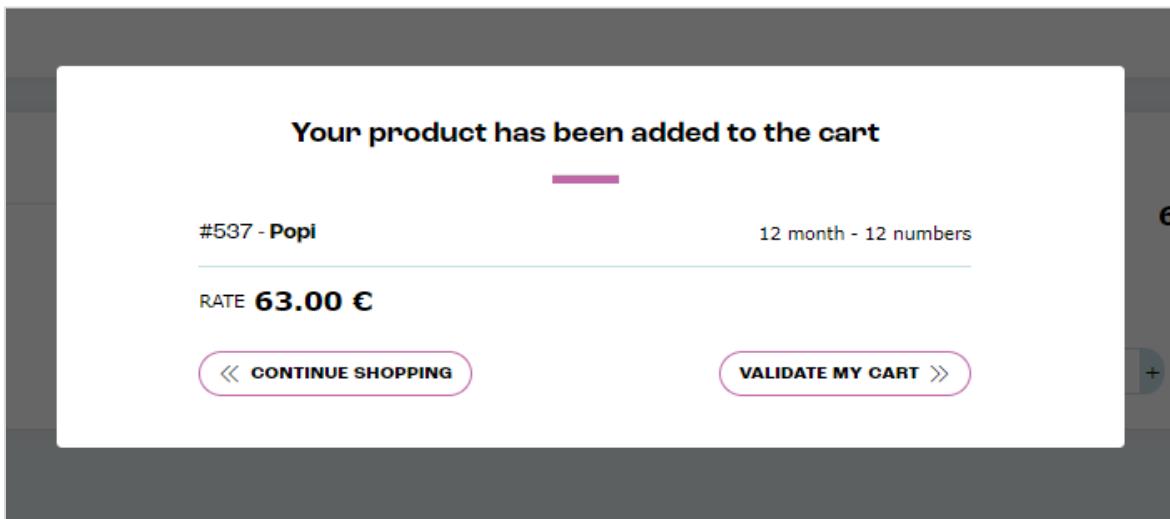
RATE 63.00 €

My cart

Your selection is empty

NEW SUBSCRIPTION

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



Once you have validated your basket, you can :

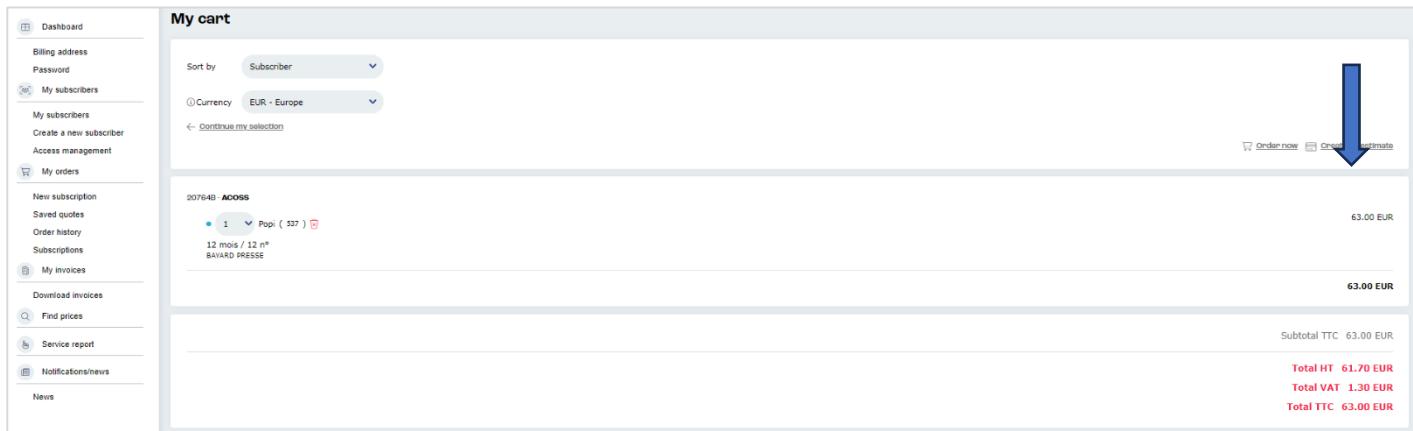
- Create a quote

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 - ACCES

1 Popi (327)

12 mois / 12 n° BAVARD PRESSE

63.00 EUR

63.00 EUR

Subtotal TTC: 63.00 EUR

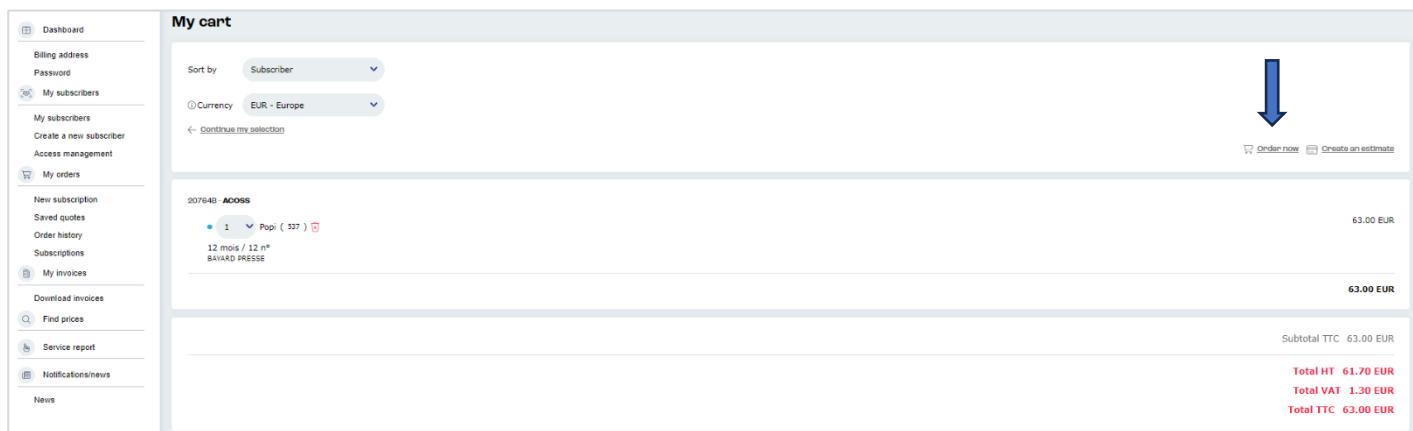
Total HT: 61.70 EUR

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 - ACCES

1 Popi (327)

12 mois / 12 n° BAVARD PRESSE

63.00 EUR

63.00 EUR

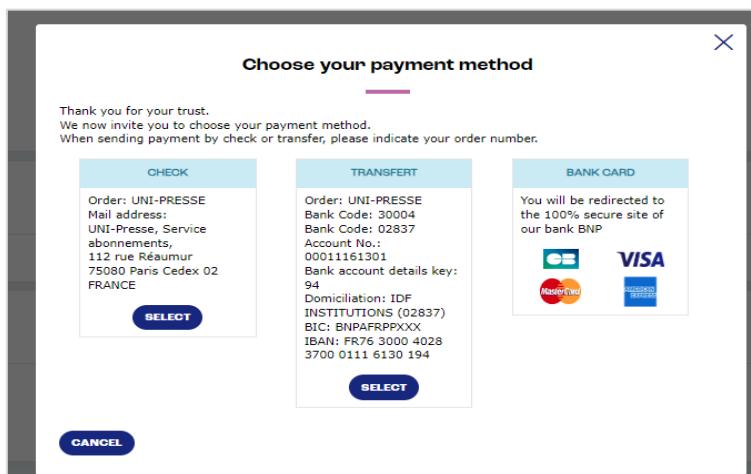
Subtotal TTC: 63.00 EUR

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.



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 a user interface for managing saved quotes. On the left is a sidebar with various navigation options. The main area is titled 'Saved quotes' and contains a search bar with fields for 'Subscriber' and 'State'. Below the search is a table with columns: ID, Creation date, Validity date, and Amount. The table lists several saved quotes with their details. A callout box labeled 'Reference' points to the table.

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 a detailed view of a saved estimate. The top bar includes a 'Back to list' link, sorting options (Sort by: Subscriber, Currency: EUR - Europe), and buttons for 'Order now', 'View and print the quotation', and 'Edit the quotation'. The main area is labeled 'Estimate #' and contains a 'DELETE' button. A 'Total TTC' label is visible in the bottom right corner.

6.3 Order history

This category allows you to:

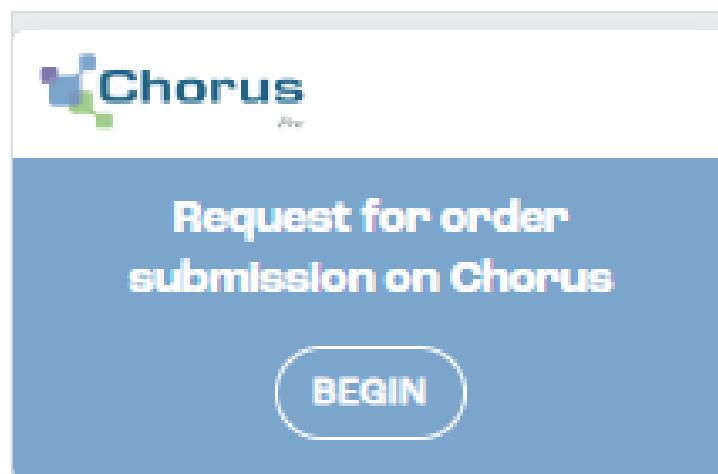
- Keep track of all your orders
- Request the submission of orders on the Chorus platform
- Export all orders in Excel format
- Make claims

Apply to place
orders on chorus

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

Order #241001034025B

01/10/2024

Sort by : Subscriber

Currency : EUR - Europe

Awaiting payment

Click on I have a question

24921B - ACCES SERVICE DIRI GAVSEVITCH

1 x CF News Jusqu'à 5 accès

1 x 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

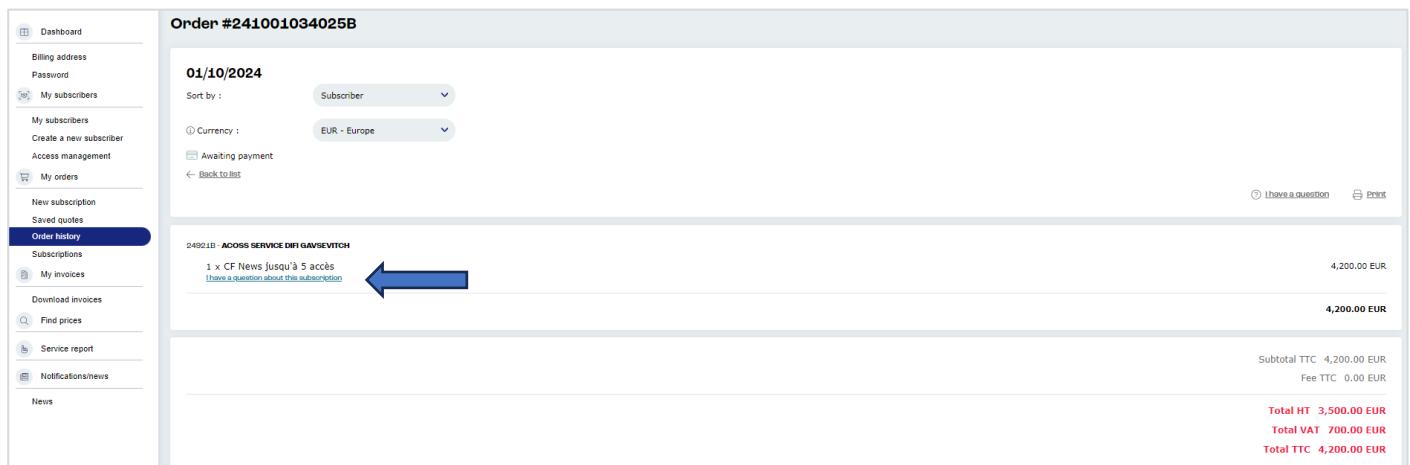
Total HT 3,500.00 EUR

Total VAT 700.00 EUR

Total TTC 4,200.00 EUR

⇒ 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

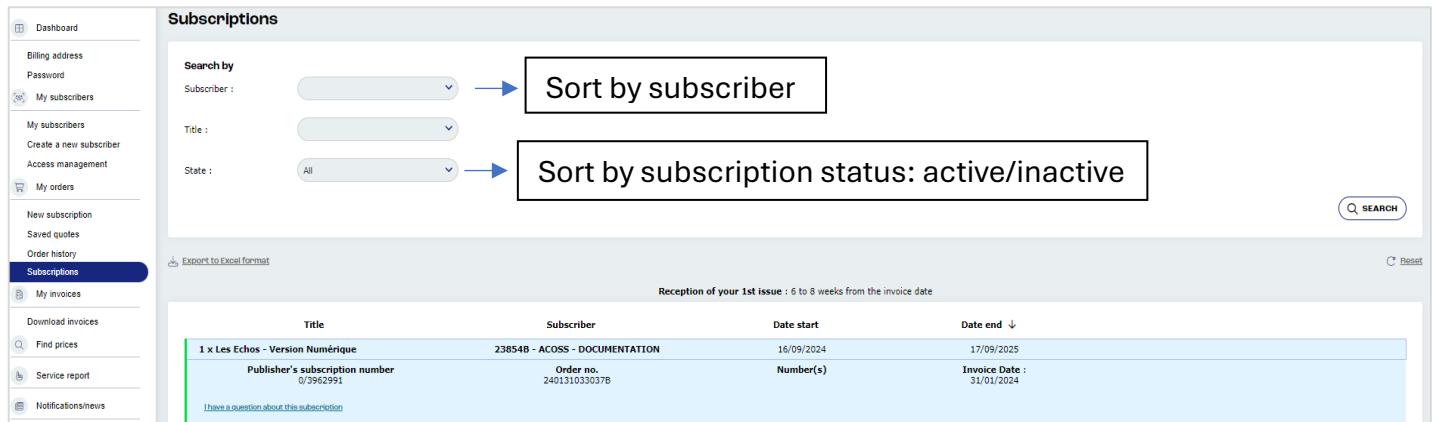
24921B - ACROSS SERVICE DFI GAVSEVITCH

Subscription	Description	Price
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

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

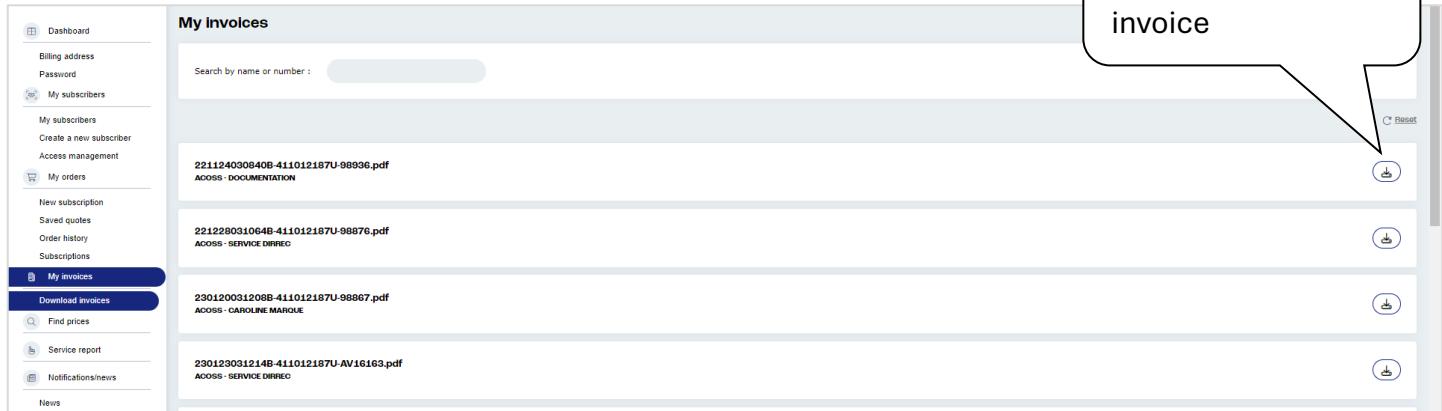
Title	Subscriber	Date start	Date end
1 x Les Echos - Version Numérique	23854B - ACROSS - DOCUMENTATION	16/09/2024	17/09/2025
Publisher's subscription number 0/3962991	Order no. 2401310330378	Number(s)	Invoice Date : 31/01/2024

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.



My invoices

Search by name or number :

221124030840B-411012187U-98996.pdf
ACOSS - DOCUMENTATION

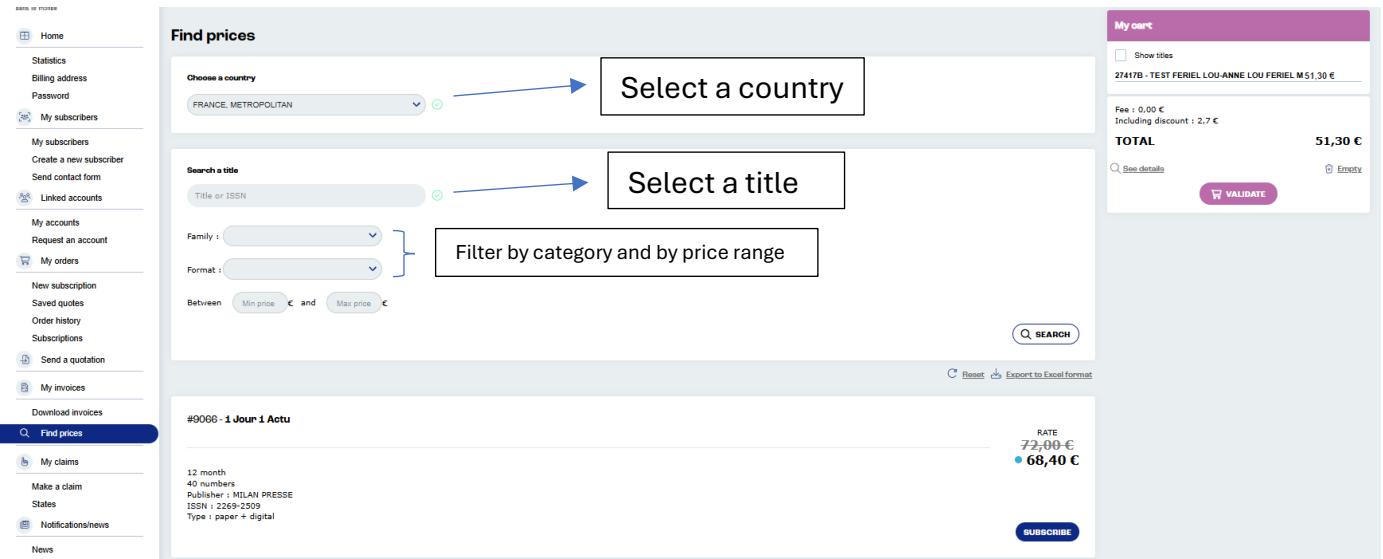
221228031064B-411012187U-98876.pdf
ACOSS - SERVICE DIREC

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

230123031214B-411012187U-AV16163.pdf
ACOSS - SERVICE DIREC

8. Price search

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



Find prices

Choose a country

FRANCE, METROPOLITAN

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

SEARCH

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

#9006 - 1 Jour 1 Actu

12 month
40 numbers
Published by MILAN PRESSE
ISBN : 2269-2509
Type : paper + digital

RATE 72,00 €
68,40 €

SUBSCRIBE

9. After-sales service status

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

Claims

Search by

Subscriber : All subscribers

Title : Tous les titres

State : All

Number Reason Subscriber Title OrderDate

In progress Processed

SEARCH

Reset Export to Excel format

Select the subscriber

Claim status: open/closed

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”

Make a claim

Subscriber : 27443B - TEST LAURIE FERIEL LAURIE FERI... → Select a subscriber

Order : n°240701033698B from 01/07/2024 (18,99€) → Select the order

Title : Vogue - 1 an - "ma bibliothèque numérique" (1... → Select the title

Reason → Select a motive

Message

SEND

10. Notifications/news

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

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

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-Presse.
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.
26/08/2024

NOUVEAUTÉS – NUMÉRO PRESSE
Les magazines Numéro (code 6781) et Numéro Art (code 11383) de l'éditeur NUMÉRO PRESSE sont désormais membres d'UNI-Presse.
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 Rødland, Oscar Tuzon.
24/09/2024

10.1 News

This page shows all the latest news from the association.

News

Le Journal des Arts and L'ŒIL, discover these two arts magazines
Since 2002, ARTCLAIR has been publishing two leading arts magazines: Le Journal des Arts and L'ŒIL. Le Journal des Arts is aimed at a professional readership, while L'ŒIL is aimed at the general public. Le Journal des Arts – 1 year • 22 n° For the past 15 years, Le Journal des Arts [...] [Learn more](#)

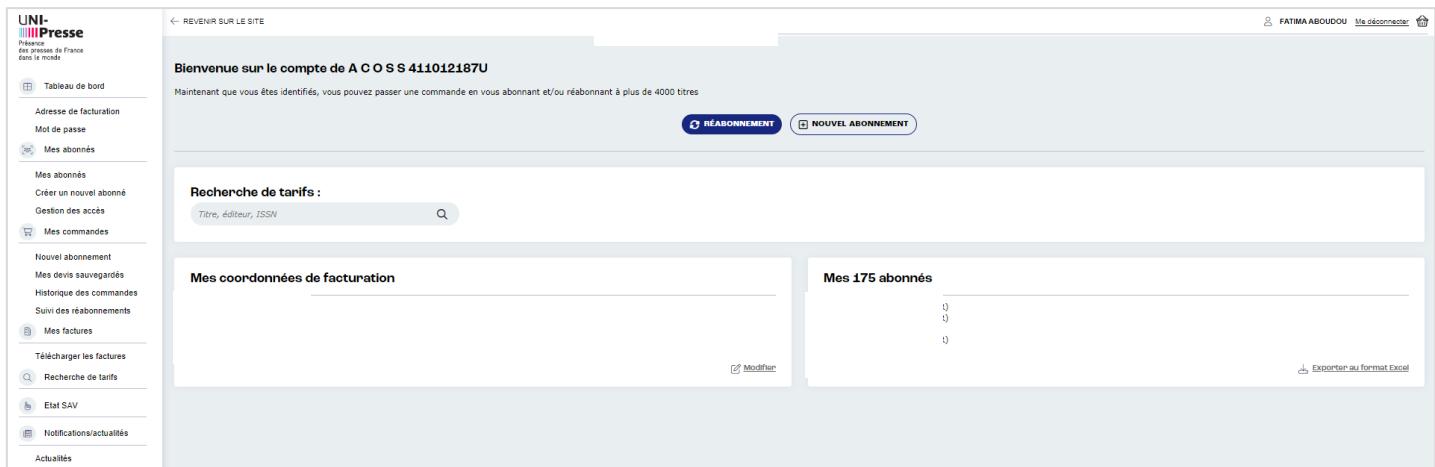


Improve your French with Bien-Dire and Bien-Dire initial
UNI-Presse presents to you the two FLE titles from Editions Entrellets, Bien-Dire and Bien-Dire Initial. Bien-Dire is aimed at anyone who wants to improve their French (Level B2-C1). All the articles are written in French and come with a French-English glossary. This magazine also introduces readers to France and its culture: discovering the [...] [Learn more](#)



11. Log out

To log off the site, click on the “Log off” tab at the top right of the page.



The screenshot shows the UNI-Presse Pro dashboard. At the top right, the user profile 'FATIMA ABOUDOU' is displayed with a 'Déconnexion' (Logout) button. The main content area is titled 'Bienvenue sur le compte de A C O S S 411012187U'. It features a search bar for 'Recherche de tarifs' and buttons for 'RÉABONNEMENT' and 'NOUVEL ABONNEMENT'. Below this, there are sections for 'Mes coordonnées de facturation' and 'Mes 175 abonnés', with a link to 'Exporter au format Excel'. The left sidebar contains a navigation menu with links like 'Tableau de bord', 'Mes abonnements', 'Mes commandes', and 'Mes factures'.

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