

# **Multi-Currency Capability**

Unison Marketplace now offers a new feature that will support multiple currencies. This feature will allow Buyers to solicit requirements on the Marketplace and receive bids from the Seller community in different currencies (i.e. EUR, MXN, THB, CNY, PLN, etc.). Based on feedback from our growing pool of customers in remote areas and across global agencies, we have implemented this feature to further adapt to unique purchasing needs.

### **Benefits**

### **Expanded seller community.**

Global Sellers will now have more of an opportunity to provide their competitive pricing for your requirements in different currencies, providing you with greater competition on your buys.

# Standard process for competing requirements under different currencies.

Buyers will have the ability to standardize the way they purchase requirements with multiple currencies and will have the capability of presetting or customizing exchange rates for their organization.

### Compete more localized/ specialized requirements.

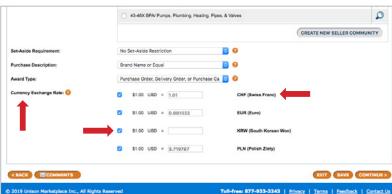
With the added currency feature, competing more niche, location specific or global requirements will be easier through the Unison Marketplace.

### **Utilizing Multi-Currency**

### Creating a buy with multiple currencies:

- From your dashboard, select 'Create New Buy' located under your Quick Links navigation. This will bring you to the buy workflow to create a requirement.
- Once you have filled out the requested information under 'Start Buy'on the first page, select the currency options to include in your buy before clicking 'Continue'.
- The currencies listed have been preset for your organization. You will notice you have the option of selecting or deselecting a currency as well as including or changing the exchange rate in the free form field.





4. Continue through the rest of the buy workflow, filling out all necessary fields. Once all your information is inputted, you will navigate to the 'Confirm Buy' page and review the buy information. On the Confirmation page, you will find a summary of the currencies included within your requirement.

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#### Quick Tips:

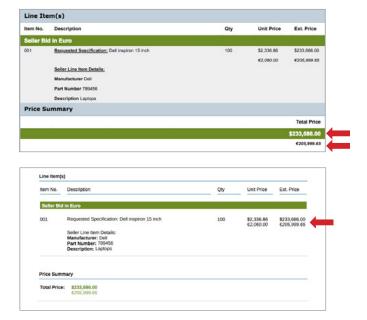
- If there is a currency or currencies you do not see and would like to add, you can further discuss those options with your Account Manager.
- For Information on how to use Multi-currency with specialized buy types (i.e. Option Year, BPA/IDIQs), contact your Account Manager.

## Adding or removing currencies on existing buys:

To include additional currencies on an open buy, a repost will be necessary to make the desired changes. To remove a currency from an open buy, however, you will need to clone the requirement and resolicit the requirement on the Marketplace.

### View bid results and PDF Package:

- The line item details of the Sellers bid will be available on the Bid Detail Page and within a downloadable PDF Package.
- Within the buy details and the PDF package, all bids are converted to US Dollars for ranking and evaluation. Any bids in alternate currencies will also display right below the US dollar value as part of the Seller's line item detail.



If you have questions about Multi-Currency capabilities, please contact your Account Management team.

# Get started with Unison Marketplace.

Request a demo at www.UnisonMarketplace.com, contact MarketplaceSupport@UnisonGlobal.com or call 877-933-3243



# **Multi-Currency Buyer FAQs**

### How does the Currency Exchange rate process work on the marketplace?

By creating a buy on the marketplace, you can select the currencies in which you will allow sellers to bid and enter the corresponding currency exchange rate for bid evaluation. If your agency has a pre-negotiated currency exchange rate that was shared with the Unison Team, it will display by default. If not, the field will remain blank and you will be able to update the currency exchange rate to a current daily rate, or a rate you will utilize for evaluation purposes. If you deselect all currencies listed, Sellers will only be able to bid in US dollars.

### What Currencies are currently available for me to utilize?

Afghanistan Afghani, Chinese Yuan Renminbi, Colombian Peso, Euro, Japanese Yen, Kuwaiti Dinar, Mexican Peso, Omani Rial, Polish Zloty, Qatari Rial, South Korean Won, Swiss Franc, Thai Baht, UAE Dirham, United States Dollar

Note: Additional currencies can be added upon request. Please contact your Account Manager

### I am in the process of creating a buy, but I do not see the currency I need listed?

Contact your Unison Account Manager and they can add the currency you need to the buyer organization settings so that you can include it on your buy. If the currency is not currently available on the marketplace, our team can submit the request internally. Note that it may take up to a week for the new currency to display in the system.

#### How many decimal places can I use for the exchange rate?

6 digits in both directions (To the right and to the left of the decimal)

## I see multiple currencies listed but I do not want to apply all of them to the requirement. What should I do?

Just like the rest of the buy workflow, you can customize this component as well. Deselect the currencies you do not wish to use, and they will not appear as an option for the sellers during the bidding process.

## When I select a bid decrement for the buy, do I need to consider the currency the sellers will utilize to re-bid?

No, you do not need to account for the different currencies. Sellers will be prompted with the currency equivalent decrement during their re-bidding process.

### I know Unison charges a fee. Is this impacted with the inclusion of the multi-currency?

The Unison fee will be assessed and applied the same way it is currently. However, once an award is made, Sellers will be invoiced by Unison in the currency they bid.



### Do I have to use the multi-currency tool for all my buys?

No. The multi-currency tool can be disabled on a buy-to-buy basis simply by de-selecting all non-USD currencies.

### How many currencies can I add to a buy?

You can add as many currencies as you need while creating your buy.

### **Buy Workflow Changes**

### My buy has already been posted to the marketplace, but I need to add or remove a currency. What do I do?

To add a currency to the buy or change the exchange rate, you will need to repost the requirement. Login to your profile, select the buy you wish to repost and on the left side of the screen you can select repost. This will open the buy workflow for you to make any necessary adjustments.

To remove a currency, you will need to clone the buy, remove the currencies you no longer need and re-solicit to the Marketplace.

### **Bidding and PDF Package**

### How will the line item details/pricing be displayed with the alternate currencies?

Within the buy details and the PDF package, all bids are converted to US Dollars for ranking and evaluation. Any bids in alternate currencies will also display right below the US dollar value as part of the seller's line item detail.

#### Are there changes to the bidding requirements or buy terms?

If the multi-currency functionality is enabled on a buy, then the bidding requirements will automatically update to include the Currency Exchange Rate bidding instructions. The instructions detail the currencies allowed on the buy as well as the designated exchange rates.

Since buy terms are unique to every buy, the buyer will be able to update/adjust as they see fit to incorporate any necessary verbiage relating to Currency Exchange rates.



### **Specialized Buy Types**

### Can I create a template for my team and include standardized currencies?

Yes. Please contact your Account Manager for specifics regarding this feature.

### How does the Currency Exchange Rate work with BPA/IDIQs?

Multi-Currency can be utilized on both BPA/IDIQ Purchase and Compete, however there are certain differences between each option. Please contact your Account Manager for specific steps on how to create BPA/IDIQs utilizing the Multi-Currency feature.

### How does the Currency Exchange Rate work with Option Year Buys?

Option Buys work with multi-currency the same way traditional buys work. Any established exchange rate applied to the buy will be reflected on the Base and all Options.

### **Awarding Buys**

# By reflecting the award in Unison, what currency will be visible to the selected seller? To the rest of the seller community?

Once an award is made, the awarded seller will see their pricing in their selected currency. Unselected seller will see the awarded sellers pricing in the USD equivalent in addition to the awarded seller's name and the contract number

#### Can I change the exchange rate at the time of award?

No, the exchange rate cannot be changed within the system at the time of award. Contact your Account Manager with any concerns.