

Setting up the basket-to-ERP solution

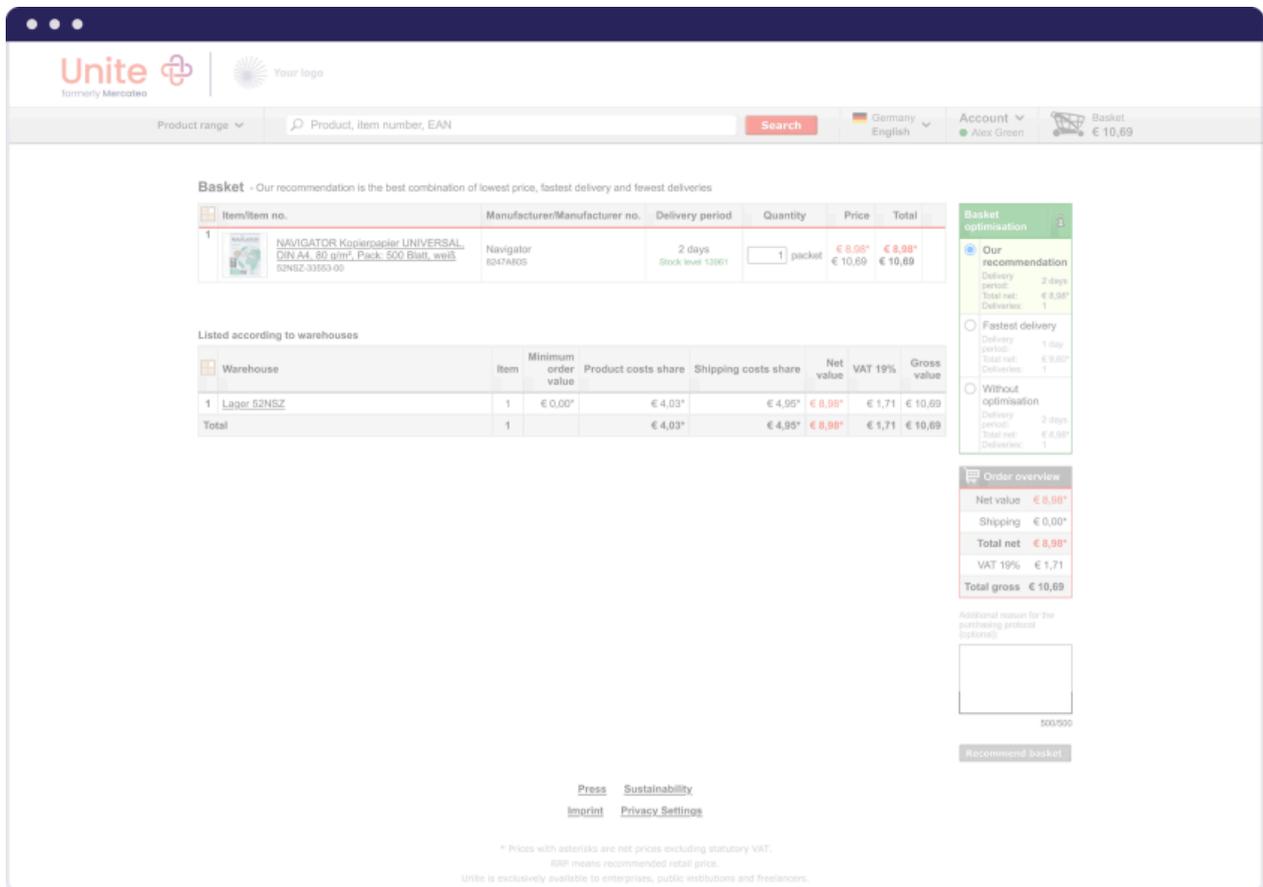
A user without an ERP licence can create and share a shopping basket with an ERP-authorized user, who can start a PunchOut session, retrieve the basket using its ID, and complete the order.

With this solution, the purchasing process in your company remains streamlined, with end users without ERP access enjoying the same experience on Unite as users with licences.

How the basket-to-ERP solution works for users with and without ERP access

During the onboarding process, Unite will create an individualised URL to share internally with non-ERP users. These users can then click on the link and start creating a shopping basket on Unite. Once the non-ERP user has added all their items to the basket, they can go to the basket and then click on the 'Recommend basket' button.

Need help with searching for products on Unite? [Go to our how to search on Unite support page.](#)



The screenshot shows the Unite web interface with a shopping basket. The basket contains one item: NAVIGATOR Kopierpapier UNIVERSAL, DIN A4, 80 g/m², Pack 500 Blatt, weiß, 52NSZ-33553-00. The item is priced at € 8,98* (net) and € 10,69 (gross). The delivery period is 2 days. The basket is recommended by the system as the best combination of lowest price, fastest delivery, and fewest deliveries.

Below the item list, there is a table showing the item listed according to warehouses:

Warehouse	Item	Minimum order value	Product costs share	Shipping costs share	Net value	VAT 19%	Gross value
1 Lager 52NSZ	1	€ 0,00*	€ 4,03*	€ 4,95*	€ 8,98*	€ 1,71	€ 10,69
Total	1		€ 4,03*	€ 4,95*	€ 8,98*	€ 1,71	€ 10,69

On the right side, there is a 'Basket optimisation' section with three options: 'Our recommendation' (selected), 'Fastest delivery', and 'Without optimisation'. Each option shows delivery period, total net, and deliveries. Below this is an 'Order overview' section showing the net value (€ 8,98*), shipping (€ 0,00*), total net (€ 8,98*), VAT 19% (€ 1,71), and total gross (€ 10,69). At the bottom right, there is a 'Recommend basket' button.

At the bottom of the page, there are links for 'Press', 'Sustainability', 'Imprint', and 'Privacy Settings'. A small disclaimer at the bottom states: '* Prices with asterisks are net prices excluding statutory VAT. RRP means recommended retail price. Unite is exclusively available to enterprises, public institutions and freelancers.'

An overview of the selected items is displayed on the next page, including the unique basket ID. To proceed, the user clicks on 'Send'.

se items to your basket:

to the existing basket

sket with the selected items

	Manufacturer/Manufacturer no.	Delivery period	Quantity	Unit	Price	Total
papier UNIVERSAL, DIN A4, 80 t, weiß	Navigator 8247A80S	2 days	1	pack	€ 4,03*	€ 4,03*

Order overview

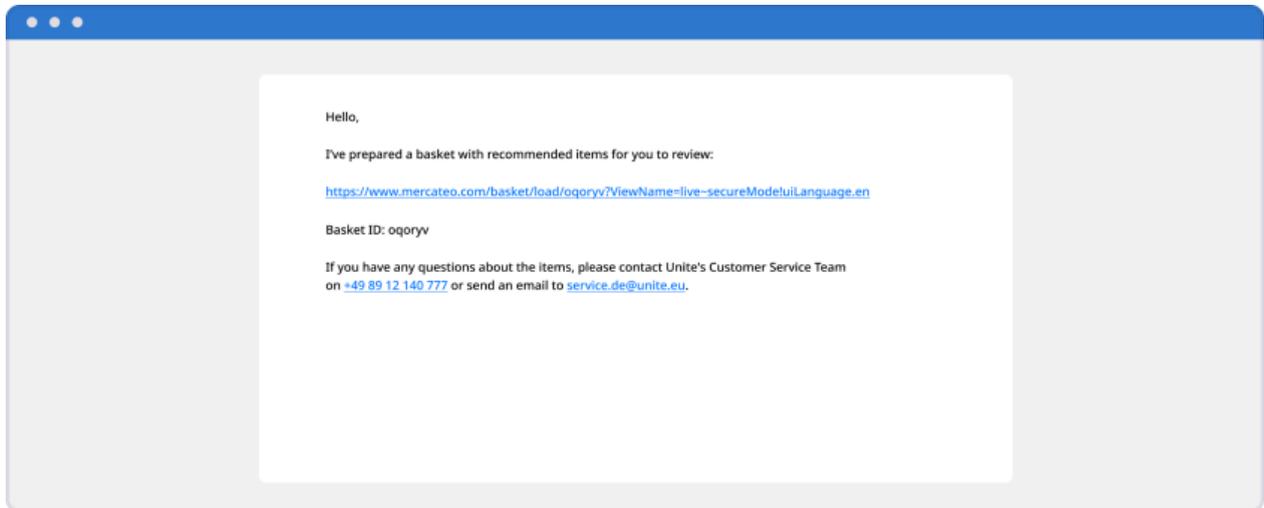
Net value	€ 4,03*
Shipping	€ 4,95*
Total net	€ 8,98*
VAT 19%	€ 1,71
Total gross	€ 10,69

Send

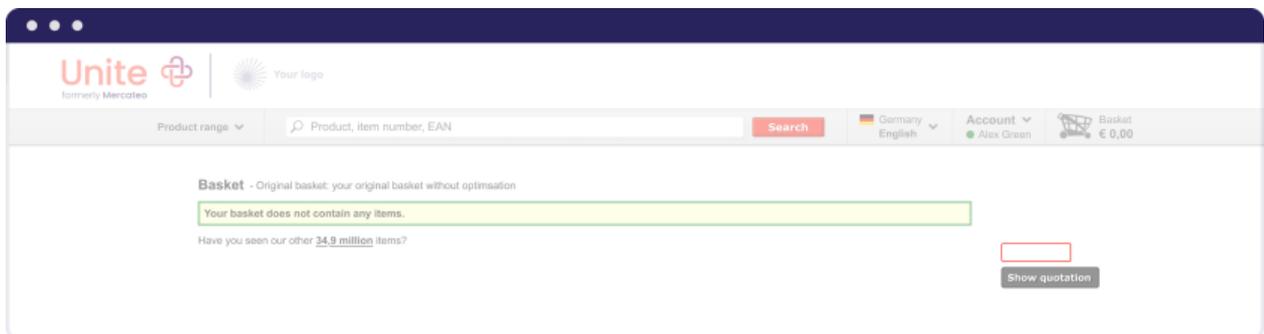
Print

An email window will pop up, which will be pre-filled with a link to the selected items as well as the basket ID. The requesting user then needs to enter the email address of the authorised ERP user (licence holder) and send the email.

The authorised ERP user will receive an email with the shopping basket request, including the unique basket ID.



They then start a PunchOut session through the ERP system, jump to Unite, navigate to the shopping basket area, and paste the basket ID in the relevant field.



By selecting 'Show quotation' and clicking 'Add', the authorised ERP user imports the items from the shared basket into their own basket.

Item list - Saved on 17 Dec 2025 at 14:58 with basket ID y5i33o

Select an option:

- Add the selected items to the existing basket
- Replace the existing basket with the selected items

Item/Item no.	Manufacturer/Manufacturer no.	Delivery period	Quantity	Unit	Price	Total
<input checked="" type="checkbox"/> NAVIGATOR Kopierpapier UNIVERSAL, DIN A4, 80 g/m², Pack: 500 Blatt, weiß 52NSZ-33553-00	Navigator 8247A80S	3 days	2	packs	€ 4,03*	€ 8,06*

Order overview

Net value € 8,06*

Shipping € 4,95*

Total net € 13,01*

VAT 19% € 2,47

Total gross € 15,48

Finally, clicking 'Transfer shopping cart' sends the basket back to the ERP system and to complete the approval and ordering process.

Unite formerly Mercateo

Your logo

Product range | Product, item number, EAN | Search | Germany English | Account Alex Green | Basket € 10,69

Basket - Our recommendation is the best combination of lowest price, fastest delivery and fewest deliveries

Item/Item no.	Manufacturer/Manufacturer no.	Delivery period	Quantity	Price	Total
<input checked="" type="checkbox"/> NAVIGATOR Kopierpapier UNIVERSAL, DIN A4, 80 g/m², Pack: 500 Blatt, weiß 52NSZ-33553-00	Navigator 8247A80S	2 days Stock level 13661	<input type="text" value="1"/> packet	€ 8,98* € 10,69	€ 8,98* € 10,69

Listed according to warehouses

Warehouse	Item	Minimum order value	Product costs share	Shipping costs share	Net value	VAT 19%	Gross value
1 Lager 52NSZ	1	€ 0,00*	€ 4,03*	€ 4,95*	€ 8,98*	€ 1,71	€ 10,69
Total	1		€ 4,03*	€ 4,95*	€ 8,98*	€ 1,71	€ 10,69

Transfer basket

Basket optimisation

Our recommendation

Delivery period: 2 days
Total net: € 8,98*
Deliveries: 1

Order overview

Net value € 8,98*

Shipping € 0,00*

Total net € 8,98*

VAT 19% € 1,71

Total gross € 10,69

For more information about ordering on Unite via PunchOut, [go to our setting up PunchOut support page](#).