Value added. Value shared.

Setting up the basket-to-ERP solution

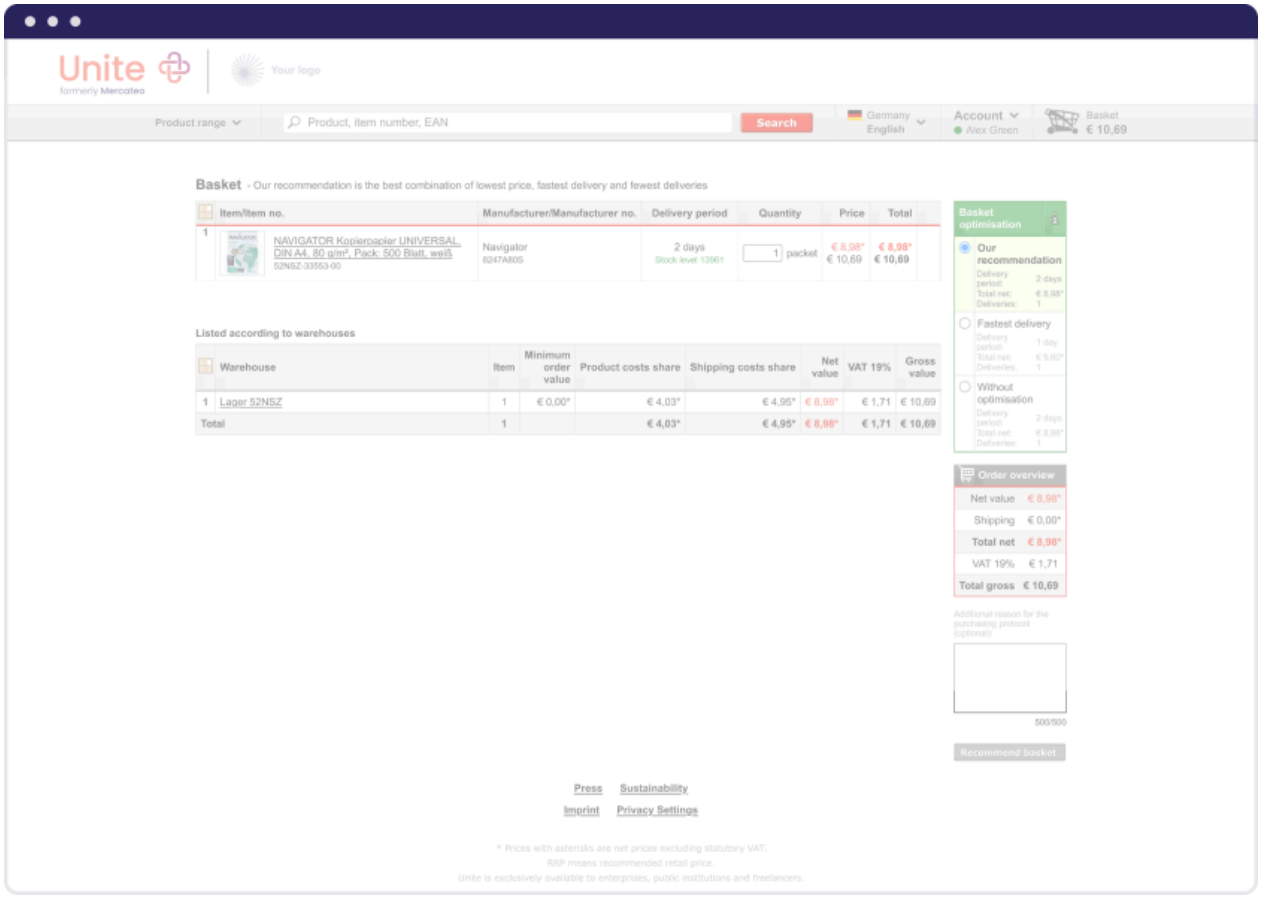
A user without an ERP licence can create and share a shopping basket with an ERP-authorised user, who can start a PunchOut session, retrieve the basket using its ID, and complete the order.

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.

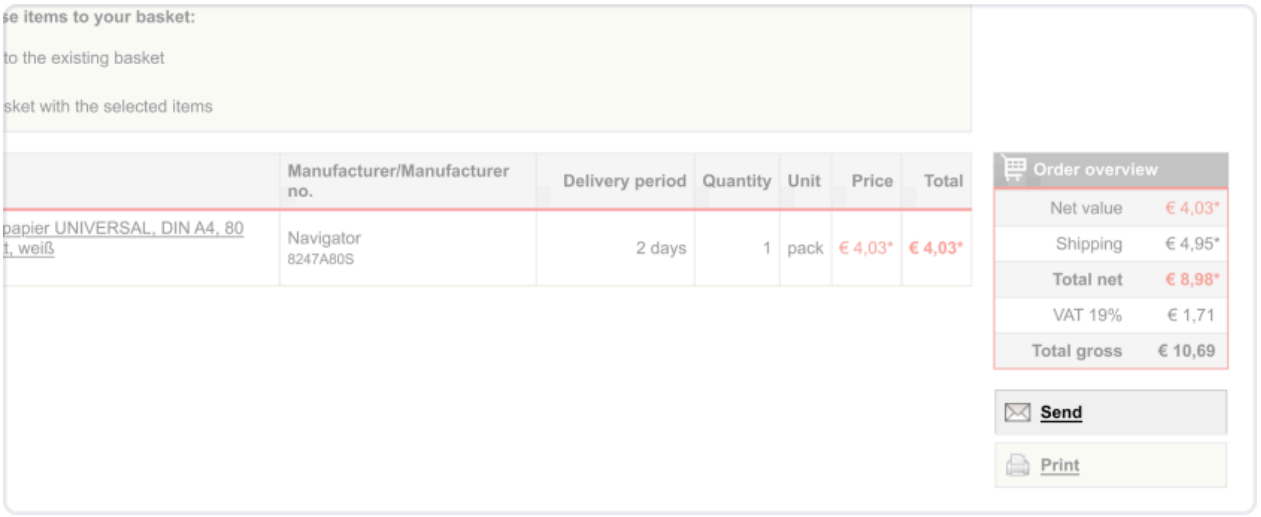
How the basket-to-ERP solution works for users with and without ERP access

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.

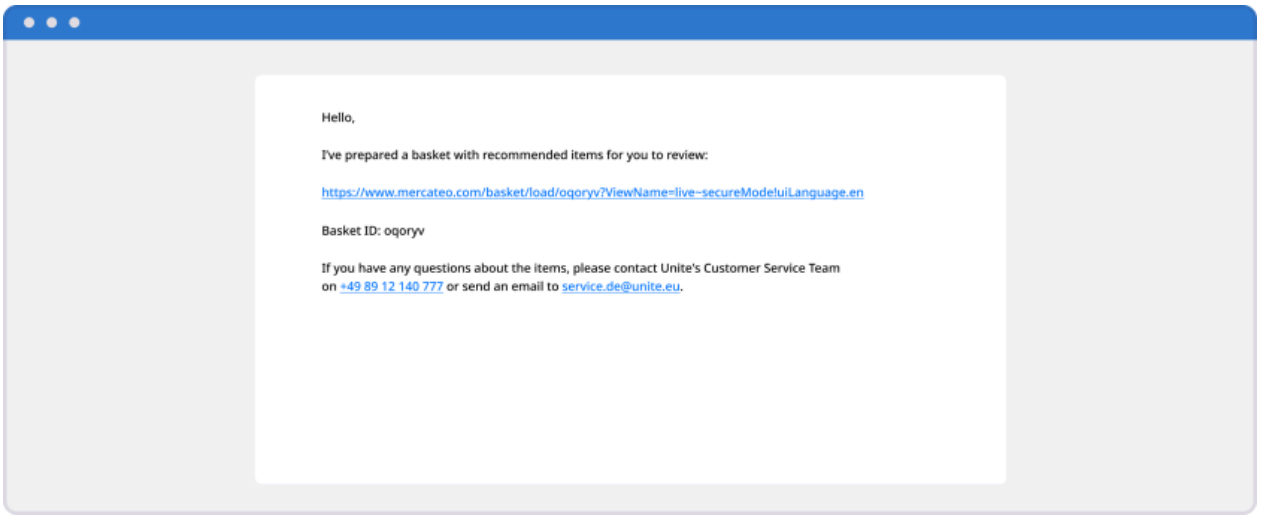


An overview of the selected items is displayed on the next page, including the unique basket ID. To proceed, the user clicks on 'Send'.

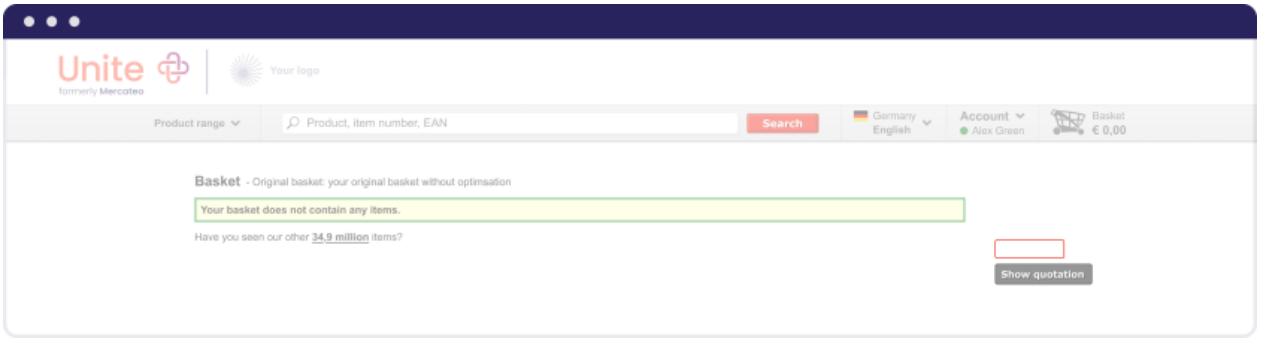


An email window will pop up, which will be pre-filled with a link to the selected items as well as the basket ID.
The requesting user then needs to enter the email address of the authorised ERP user (licence holder) and send the email.

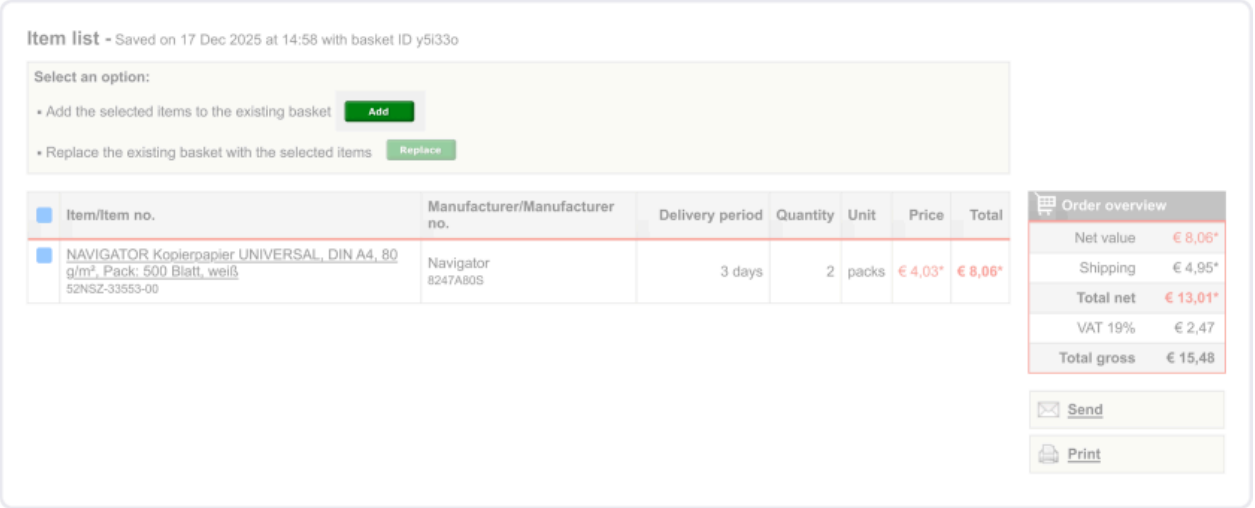
The authorised ERP user will receive an email with the shopping basket request, including the unique basket ID.



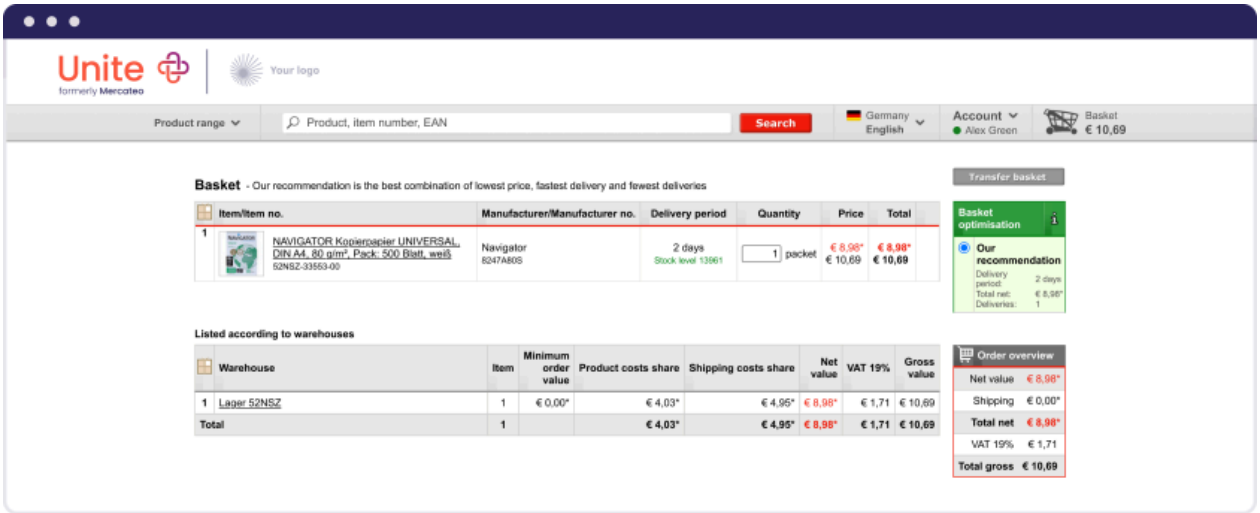
They then start a PunchOut session through the ERP system, jump to Unite, navigate to the shopping basket area, and paste the basket ID in the relevant field.



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



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



For more information about ordering on Unite via PunchOut, go to our setting up PunchOut support page.