Unite

Value added. Value shared.

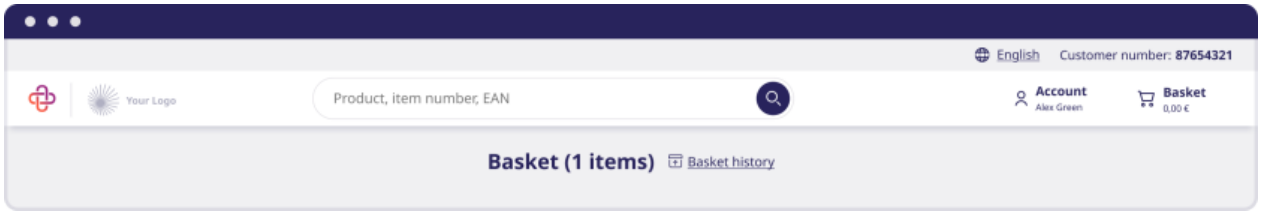
Basket history

The basket history offers a chronological overview of all your exported baskets. This article explains how to access the basket history and how to order previous baskets again or individual items from these exported baskets.

> **Note:** Basket history is only available to PunchOut customers.

Accessing the basket history

Go to the basket on Unite and click on ‘Basket history’.



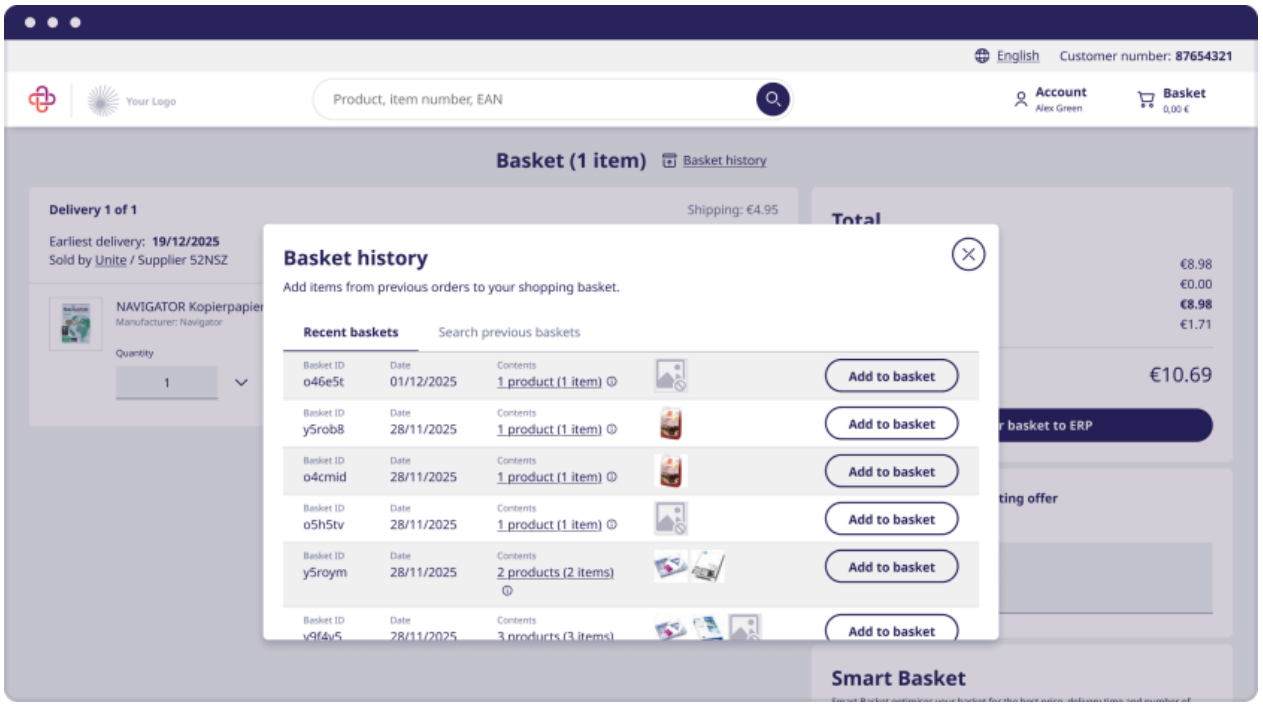
Overview of the basket history

In the basket history, you can view all exported baskets from all catalogues, including framework agreement catalogues and webshops.

The overview displays the last 10 baskets. Each basket shows helpful information:

- Basket ID
- Order date
- Number and names of ordered items

You can also find an exported basket by entering the basket ID in the search field.



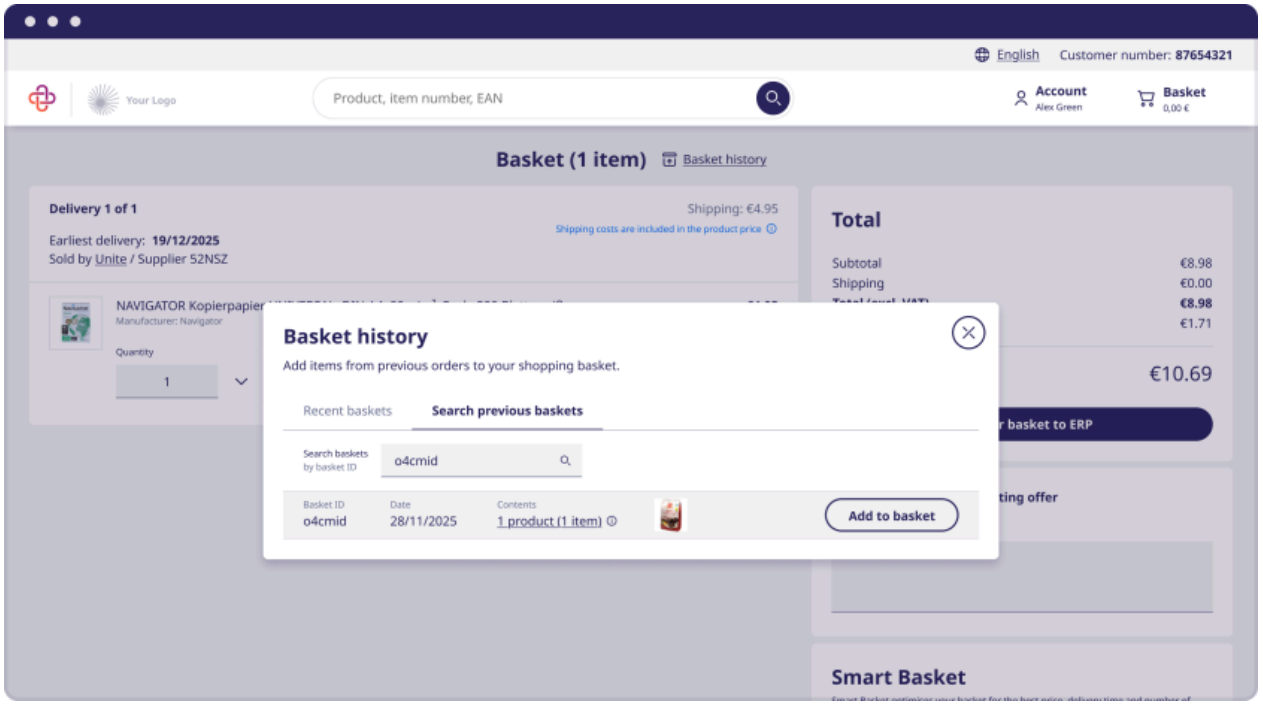
Reordering baskets or individual items

This feature allows users to easily reorder items from previously exported baskets. It's particularly useful if orders were cancelled during internal approval processes.

This function enables approvers to modify or adjust baskets themselves, significantly speeding up the approval process. Instead of sending the basket back to requesters for revision, approvers can make the desired changes directly.

How to reorder:

- Find the basket with the items you want to reorder.
- The overview shows the last ten baskets. Search for older baskets using the basket ID.



- Click the 'Add to basket' button.
- The items will be transferred to your current basket.
- You can now make adjustments, such as removing individual items or changing quantities. **Please note:** This will generate a new basket ID.
- Click 'Transfer basket' to send the basket to your system.