Value added. Value shared.

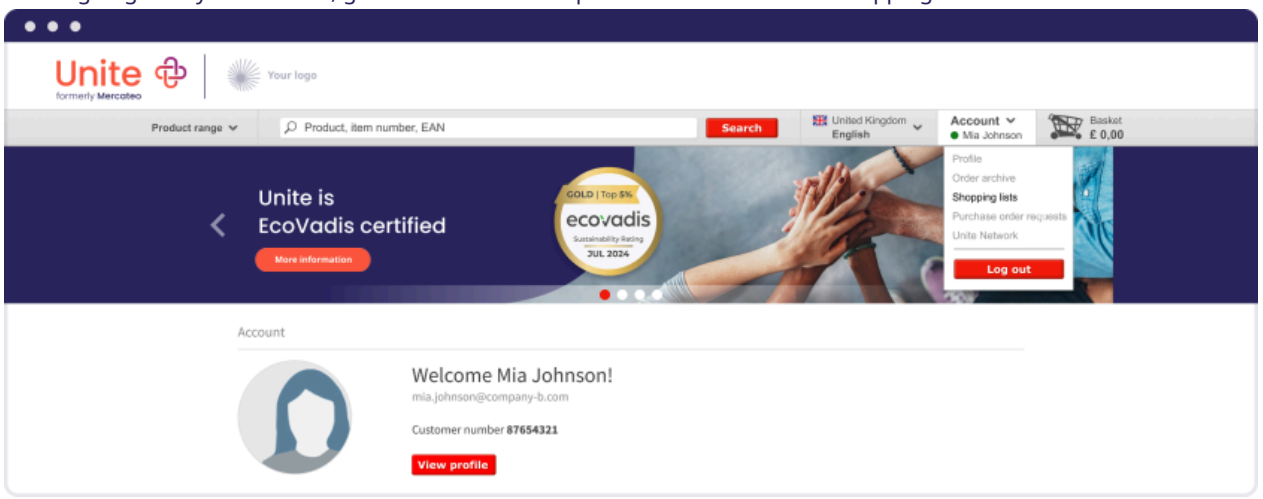
Shopping lists

Shopping lists are lists of your preferred, favourite or regularly bought items. You and your requesters save valuable time as you can keep pre-selected items on your lists in one place, instead of having to start a new search. Your shopping list remains updated, even when prices or availability of items change in real-time.

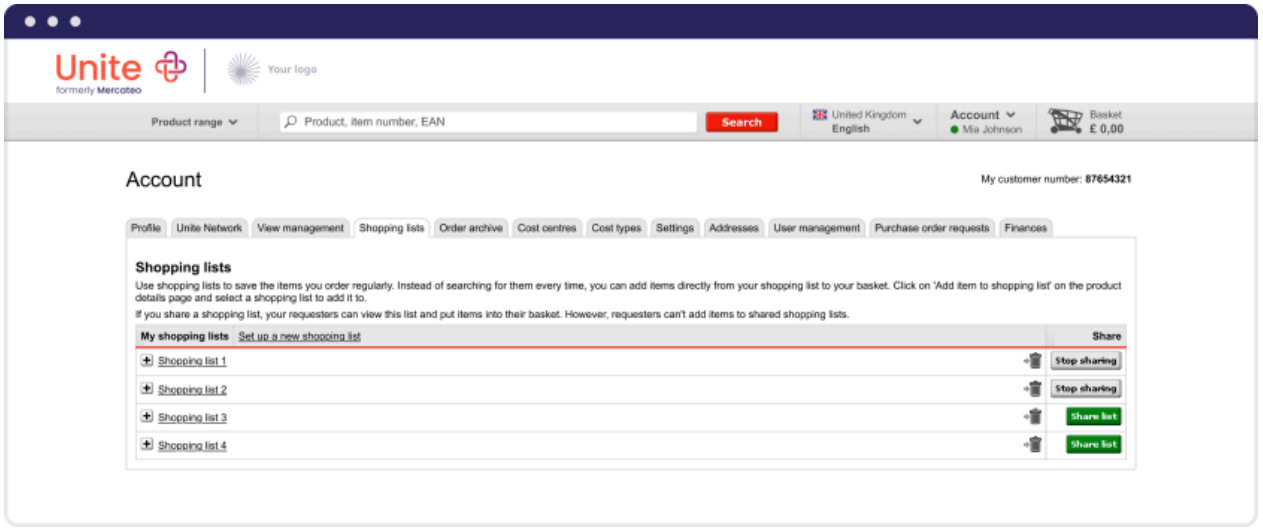
How to access shopping lists

Web access setup

After signing in to your account, go to the 'Account' dropdown menu and select 'Shopping lists'.



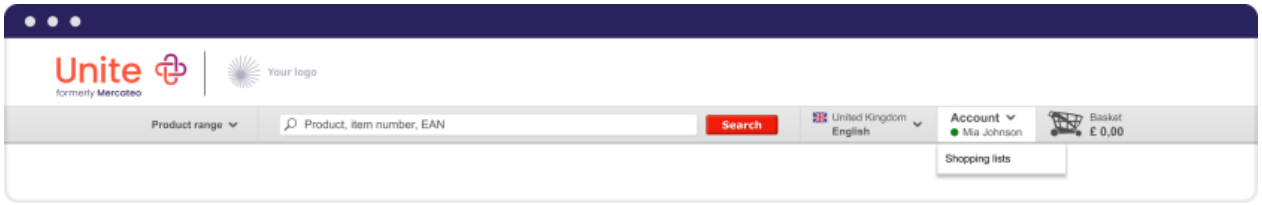
Or go to your account and click on '<u>Shopping lists</u>'.



PunchOut setup

To activate shopping lists in the PunchOut setup, a specific parameter must be created and transferred as part of the OCI configuration. The account administrator can then access shopping lists via the web.

Or if you're a requester, you can access the shopping list feature by clicking on the dropdown menu when accessing your account.



If you'd like to activate this feature, please get in touch with your dedicated Unite contact.

How to create and use shopping lists

To create a new shopping list, click on 'Set up a new shopping list', enter a name and description for the shopping list and click 'Save'.

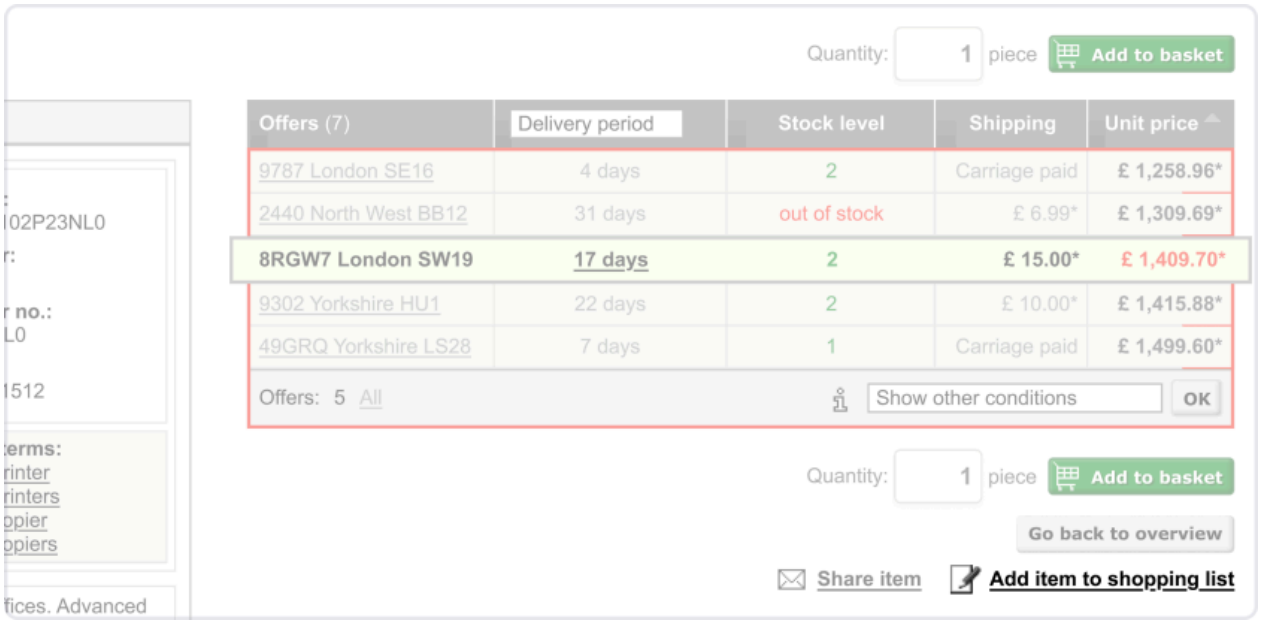


How to add an item to a shopping list

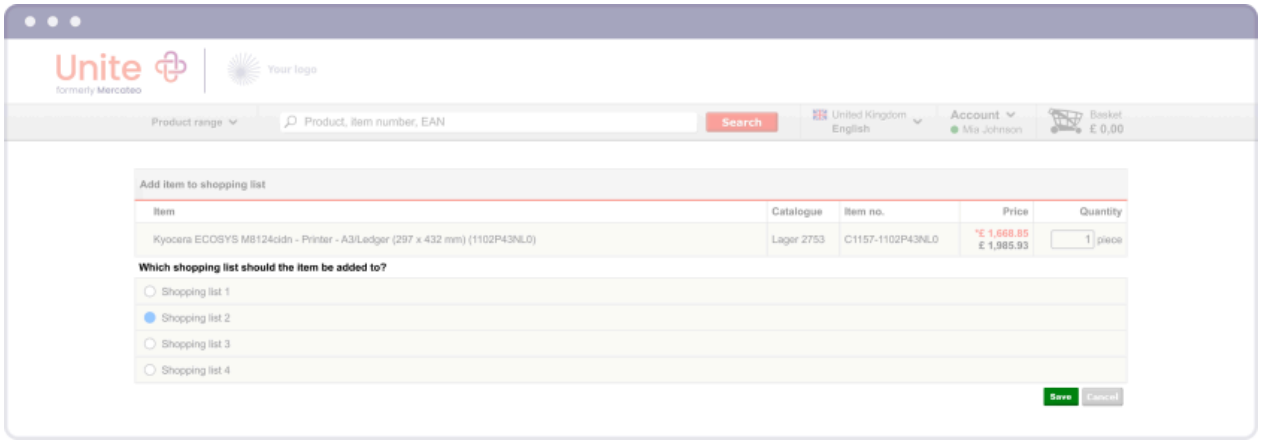
Search for and click on the item or product you want to buy.

Read more about how to search on Unite

After clicking on the item, you can add it to your saved shopping list by clicking on the 'Add item to shopping list' button on the right of the product detail page.



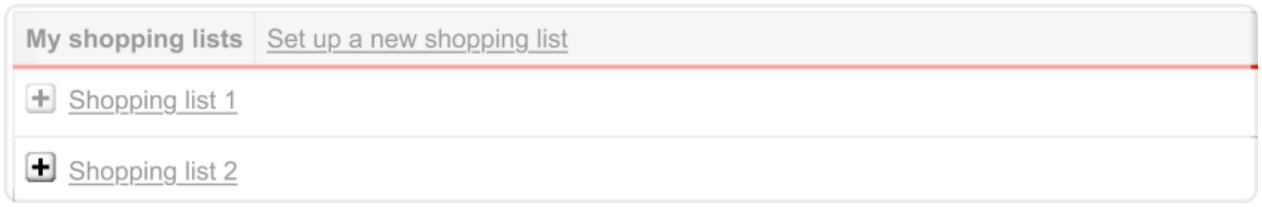
Select the shopping list that you want the item to be added to and click 'Save' when you're done.



You can also create a new shopping list from here by selecting the 'Set up a new shopping list' button and following the same process as described above.

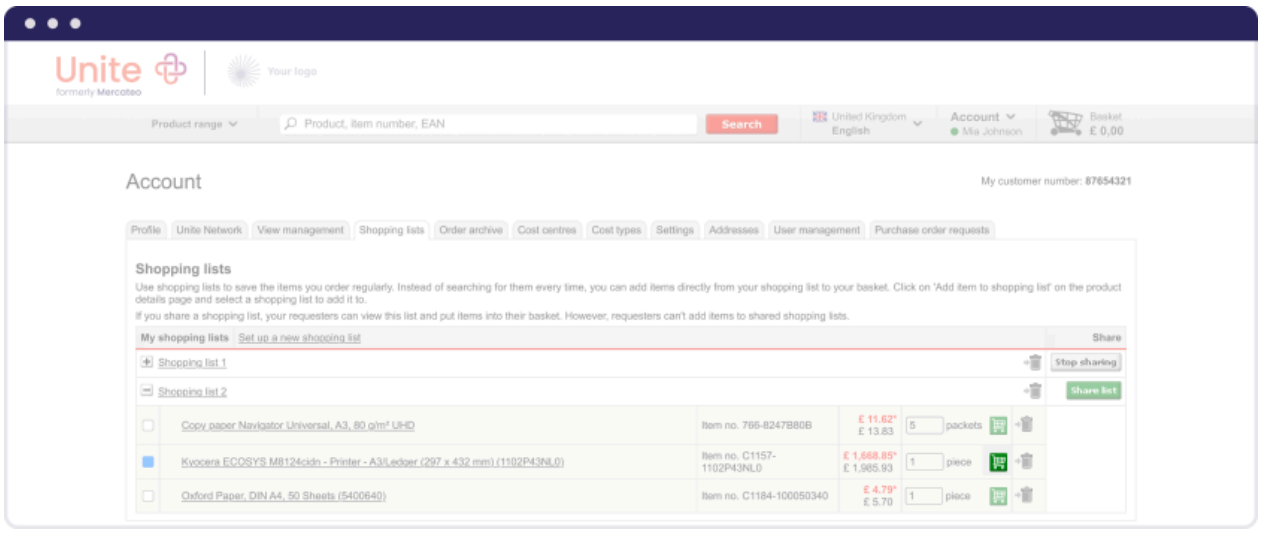
How to buy an item from a shopping list

Click on the cross next to the shopping list you want to buy from and expand it to view all saved items.



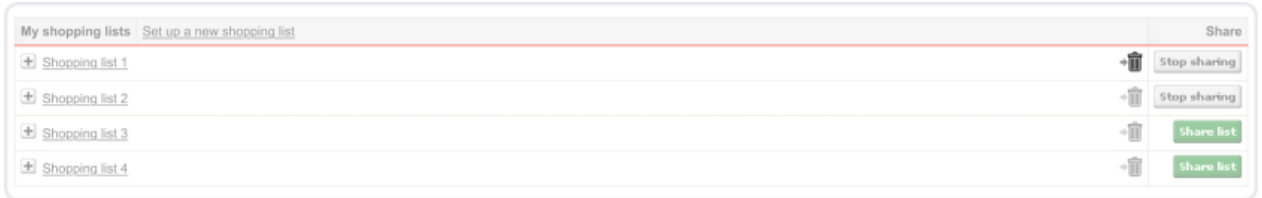
The items in the shopping list will automatically be pre-selected. Click the 'Add selected items to basket' button on the top right corner and proceed with the checkout process.

If you only want to buy certain items, deselect the ones you don't want and click the shopping basket button next to the item you want to buy.



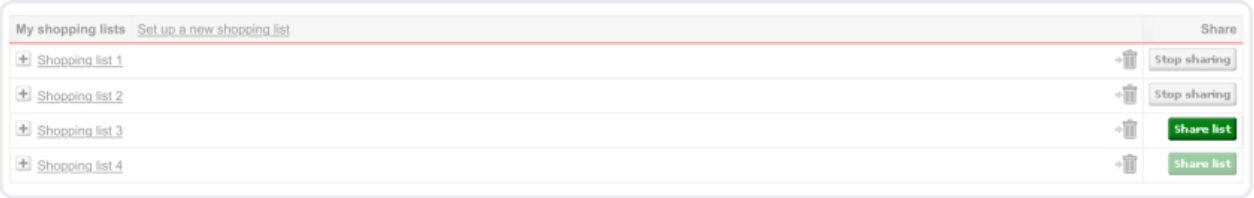
How to delete shopping lists

In the 'Shopping lists' tab, click on the bin button next to the list you want to remove. The list will be deleted immediately.



How to share shopping lists

In the 'Shopping lists' tab, click on the 'Share list' button next to the list you want to share.



All requesters who are below you in the purchasing hierarchy can see the shared list under their own shopping lists and can select item/items from the shared list and add it to their baskets.

However, shared lists can't be edited or deleted by requesters.

To stop sharing your shopping list, click on the 'Stop sharing' button next to the relevant shopping list.

