

## How to search on Unite

In this article, you'll learn how to find items quickly using Unite's search function, how to sort search results, and how to view product details. Unite lets you browse a broad selection of items in one place, covering both your framework suppliers and the pre-integrated assortment.

### How to use Unite's search function

Learn how to use Unite's search function to find items quickly and easily.

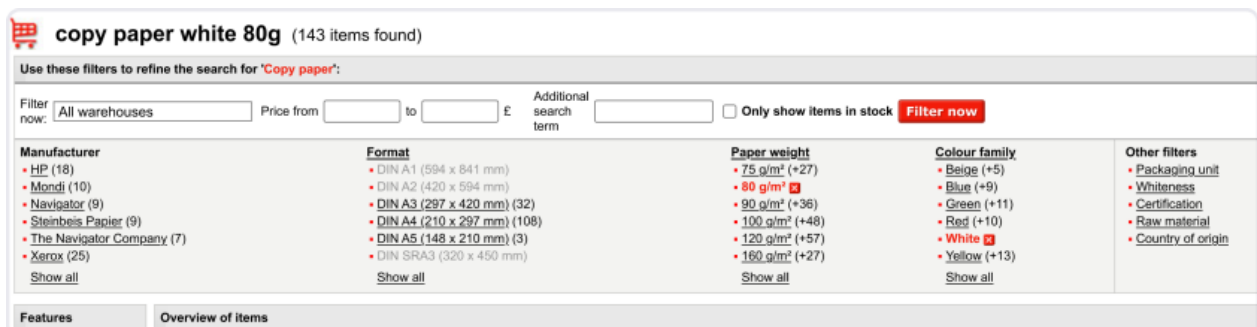
#### Search in web access setup

#### Search in PunchOut setup

On Unite, you search a large number of catalogues in an instant. Start your search by entering the product or brand name, or the EAN or manufacturer ID directly in the search field. Alternatively, you can click on the various categories (e.g. 'Stationery') and subcategories to find the product you need.

### How to filter search results

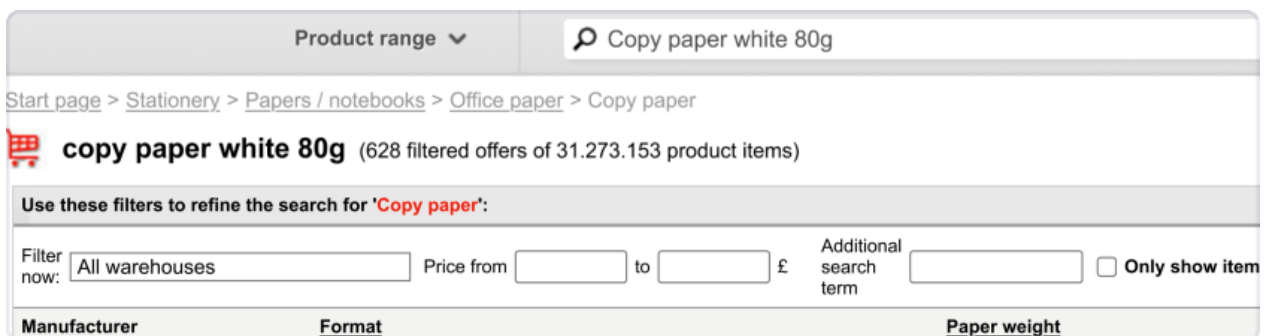
On the search results page, you'll see a wide range of offers and filters to choose from. Select the relevant filter, such as 'Manufacturer', 'Certification' or 'in stock' to narrow down your search. You can also filter by product characteristics to compare items independently from manufacturers.



The screenshot shows the search results for 'copy paper white 80g' (143 items found). It includes a filter bar with options for 'All warehouses', price range, and an 'Additional search term' field. Below the filter bar, there are several filter categories: Manufacturer (HP, Mondi, Navigator, Steinbeis Papier, The Navigator Company, Xerox), Format (DIN A1, A2, A3, A4, A5, SRA3), Paper weight (75, 80, 90, 100, 120, 160 g/m²), Colour family (Beige, Blue, Green, Red, White, Yellow), and Other filters (Packaging unit, Whiteness, Certification, Raw material, Country of origin). Each category has a 'Show all' link.

### Context search

To save even more time when searching, enter the keyword, phrase or item specifications e.g. 'copy paper white 80g' directly into the search field. Your search results will be filtered automatically.



The screenshot shows the search results for 'copy paper white 80g' (628 filtered offers of 31.273.153 product items). It includes a 'Product range' dropdown and a search field containing 'Copy paper white 80g'. Below the search field, there is a breadcrumb trail: 'Start page > Stationery > Papers / notebooks > Office paper > Copy paper'. The filter bar is similar to the previous screenshot, but the 'Additional search term' field is empty. The filter categories are the same as in the previous screenshot.

### Accessories search

To find suitable accessories quickly, some product groups have a special accessories search function. If you are looking for a toner, for example, enter the manufacturer, series and model of your printer and you will be shown suitable accessories.

Product range  Product, item number, EAN   United Kingdom English  Mia Johnson  £ 0.00

Start page > Computers & accessories > Peripheral equipment > Printer > Printer consumables > Toner

**Toner** (27.051 offers of 31.245.535 product items)

Use these filters to refine the search for 'Toner':

Filter now:  Price from  to  £ Additional search term   Only show items in stock

**Your product selection for Toner**

1: Printer manufacturer:

2: Printer series:

3: Printer model:

**Top-Printer manufacturer**

- Canon (892)
- HP (820)
- Konica Minolta (511)
- Kyocera (818)

**Manufacturer**

- Coreparts (1797)
- DATA DIRECT (1619)
- HP (1759)
- Kyocera (1273)
- Lexmark (1445)

**Colour**

- 4-colour (126)
- black (8081)
- cyan (3516)
- Green (246)
- Magenta (3423)

## How to view search results in list and gallery view

View your search results in gallery view or in list view by selecting the relevant option – either by clicking on 'Gallery' or 'List'.

<p>Special copypaper</p> <ul style="list-style-type: none"> <li>Photo paper</li> <li>Laser paper</li> <li>Inkjet paper</li> <li>Copy carton</li> <li>SD copier paper</li> <li>Waterproof copy paper</li> </ul> <p>Brands</p> <ul style="list-style-type: none"> <li>Color copy</li> </ul> <p>Layout</p> <ul style="list-style-type: none"> <li>Large product</li> </ul>		<a href="#">Printer Paper Viking White A5</a> (1 offer) <input type="button" value="i"/>	no information
		<a href="#">Antistat 607-0005 Cleanroom A4 ESD Paper 250 pcs White</a> (2 offers) <input type="button" value="i"/>	In stock
		<a href="#">Brother BP60MA3 printing paper A3 (297x420 mm) Matte 25 sheets White</a> (10 offers) <input type="button" value="i"/>	In stock
		<a href="#">Q-CONNECT KF26074 printing paper A4 (210x297 mm) 50 sheets</a> (3 offers) <input type="button" value="i"/>	out of stock

<p>Inkjet paper</p> <ul style="list-style-type: none"> <li>Copy carton</li> <li>SD copier paper</li> <li>Waterproof copy paper</li> </ul> <p>Brands</p> <ul style="list-style-type: none"> <li>Color copy</li> </ul> <p>Layout</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Large product images</li> <li><input type="checkbox"/> Number of offers</li> <li><input type="checkbox"/> Item characteristics</li> </ul>				
	per 500 pieces <b>£ 15.17*</b>	per 500 sheets <b>£ 4.12*</b>	per 500 pieces <b>£ 3.61*</b>	per 500 pieces <b>£ 7.11*</b>

## How to sort search results

When searching on Unite, items from your preferred suppliers are listed at the top. If you don't have additional supplier catalogues, the results are sorted automatically so that the best matching items based on your search appear first. To sort your search results, click on the 'Sort by' drop-down menu, where you can sort your results by relevance, or lowest or highest price.

<u>Manufacturer/Manufacturer no.</u> ▲▼	<u>Price</u> ▲▼	<u>Order</u>
other 60PA3	<b>£ 7.81*</b> per 250 sheets	<input type="text" value="1"/> <input type="button" value="Shopping Cart"/> ream

## How to view product details

All items have a product detail page that usually includes information such as product number, brand, manufacturer number, EAN, images, product features, and product data sheets, as well as conditions, e.g. delivery time and available stock.

Click on the item you're interested in and scroll to the product description.

**Product information:** isocet

**Item number:** 2380-0832772  
**Manufacturer:** Brother  
**Manufacturer no.:** BP60PA3  
**EAN/GTIN:** 4977786661539

**Search terms:** Foto print paper, Foto print papers, ink jet foto paper, ink jet foto papers

Weight & dimensions	Width	25 mm
	Depth	300 mm
	Height	425 mm
	Package weight	2360 g

Features	Recommended usage	Inkjet printing
	Paper size	A3 (297x420 mm)
	Finish type	Satin-matte
	Sheets per pack	250 sheets
	Media weight	73 g/m <sup>2</sup>
	Product colour	White
	Weight	2210 g

Other features	Country of origin	Japan
Logistics data	Harmonized System (HS) code	84439990
	Pallet type	800 x 1200 mm
	Layers per pallet	8 pc(s)

Offers (16)	Delivery period	Stock level	Unit	Shipping	Staggered price	Unit price
<b>2380 South East MK9</b>	<b>1 day</b>	<b>6</b>	per ream	£ 6.00*	from £ 6.58*	<b>£ 7.81*</b>
7133 Yorkshire BD4	1 day	41	per ream	Carriage paid	from £ 6.90*	£ 8.18*
9302 Yorkshire HU1	15 days	10	per ream	£ 10.00*	from £ 6.52*	£ 8.19*
8JC22 South East RG7	4 days	27	per ream	£ 4.50*	from £ 6.91*	£ 8.27*
7420 South East RG24	37 days	out of stock	per ream	£ 7.50*	from £ 6.70*	£ 8.39*

Order quantity	Net	Gross	Unit
1 ream	£ 7.81*	£ 9.37	per ream
from 2 reams	£ 7.78*	£ 9.34	per ream
from 5 reams	£ 7.43*	£ 8.92	per ream
from 10 reams	£ 7.23*	£ 8.68	per ream
from 20 reams	£ 7.14*	£ 8.57	per ream
from 3000 reams	£ 6.58*	£ 7.90	per ream

1 ream contains 250 sheets (from £ 0.02632\* per sheet)

Stock level: 2380 South East MK9	Shipping: 2380 South East MK9
Have more detailed <a href="#">stock level information</a> displayed.	Order value
	Shipping
	from £ 0.00*
	£ 6.00*

Rights to return this item: 2380 South East MK9

[Read more about product details](#)

## How to compare products




Select the 'Product comparison' function and mark all items that you're interested in.

Features	Compare	Picture	Item ▲▼	Stock level
<input type="checkbox"/> Cluster <input checked="" type="checkbox"/> Comparison of items	<input checked="" type="checkbox"/>		HP 415A Black Original LaserJet Toner Cartridge (14 offers) ⓘ	In stock
Overview	<input type="checkbox"/>		Brother TN-3480 toner cartridge 1 pc(s) Original Black (18 offers) ⓘ	In stock
"Toner"	<input checked="" type="checkbox"/>		KYOCERA TK-1160 toner cartridge 1 pc(s) Original Black (9 offers) ⓘ	In stock
Generic terms	<input checked="" type="checkbox"/>		Toner Black Pages 7.200 Toner Cartridges (3 offers) ⓘ	In stock
<input type="checkbox"/> Printer consumables <input type="checkbox"/> Laser printer <input type="checkbox"/> Multifunction printer				

The selected items will now be compared.

Comparison of items

With item number:

Characteristics	Item: 1 (Show)	Item: 2 (Show)	Item: 3 (Show)
Item:	HP 415A Black Original LaserJet Toner Cartridge	KYOCERA TK-1160 toner cartridge 1 pc(s) Original Black	Toner Black Pages 7,200 Toner Cartridges
Product item number:	CIEN9-66654281	CIEN9-33631995	2113-TK-1160
Picture:			
Manufacturer:	HP	Kyocera	Kyocera
Manufacturer item no.:	W2030A	1T02RY0NL0	TK-1160
EAN:	192018046344	632983040553	-
Long description:	Ideal for producing professional-quality colour prints at high speeds your HP printer or MFP was built for, while helping protect against fraud. Print vibrant colour documents with Original HP Toner cartridges with JetIntelligence designed for your printer. Choose high-yield options for high-volume office printing <sup>(1)</sup> and protection against counterfeits with HP anti-fraud technology.	For optimum performance we recommend genuine toner by KYOCERA Document Solutions, which is specially designed for your printer. Toner particles of the incorrect size can lead to poor print quality with streaky grey background or ghosting on the page. KYOCERA Document Solutions toner contains ceramic cleaning beads which are essential to ensure the printer drum is clean and particle free. This is particularly important as our drums are designed to last several hundred thousand copies.  A KYOCERA original toner will either have the KYOCERA Document Solutions logo moulded into the toner cassette or the toner will have a green KYOCERA Document Solutions label on it with white writing including our logo.	Toner Black Pages 7,200
Characteristic:	/Brand-specific features/HP GTIN (EAN)	-	-
Characteristic:	/Features/Black toner cartridges quantity: 1	-	-
Characteristic:	/Features/Black toner page yield: 2400 pages	/Features/Black toner page yield: 7200 pages	-
Characteristic:	/Features/Brand compatibility: HP	/Features/Brand compatibility: Kyocera	-
Characteristic:	/Features/Cartridge capacity: Standard Yield	-	-
Characteristic:	/Features/Compatibility: HP 415 toner cartridges work with: HP LaserJet Enterprise M455, M480 HP LaserJet Pro M479	/Features/Compatibility: ECOSYS P2040dn, ECOSYS P2040dw	-
Characteristic:	/Features/Country of origin: Japan	-	-
Characteristic:	/Features/HP segment: Small medium business	-	-
Characteristic:	/Features/OEM code: W2030A	-	-