

## How to buy on Unite

In this article you'll learn how to place an order on Unite, how to use the Smart Basket feature, and how to change or cancel an order.

### How to place an order on Unite

#### Ordering through Unite via PunchOut

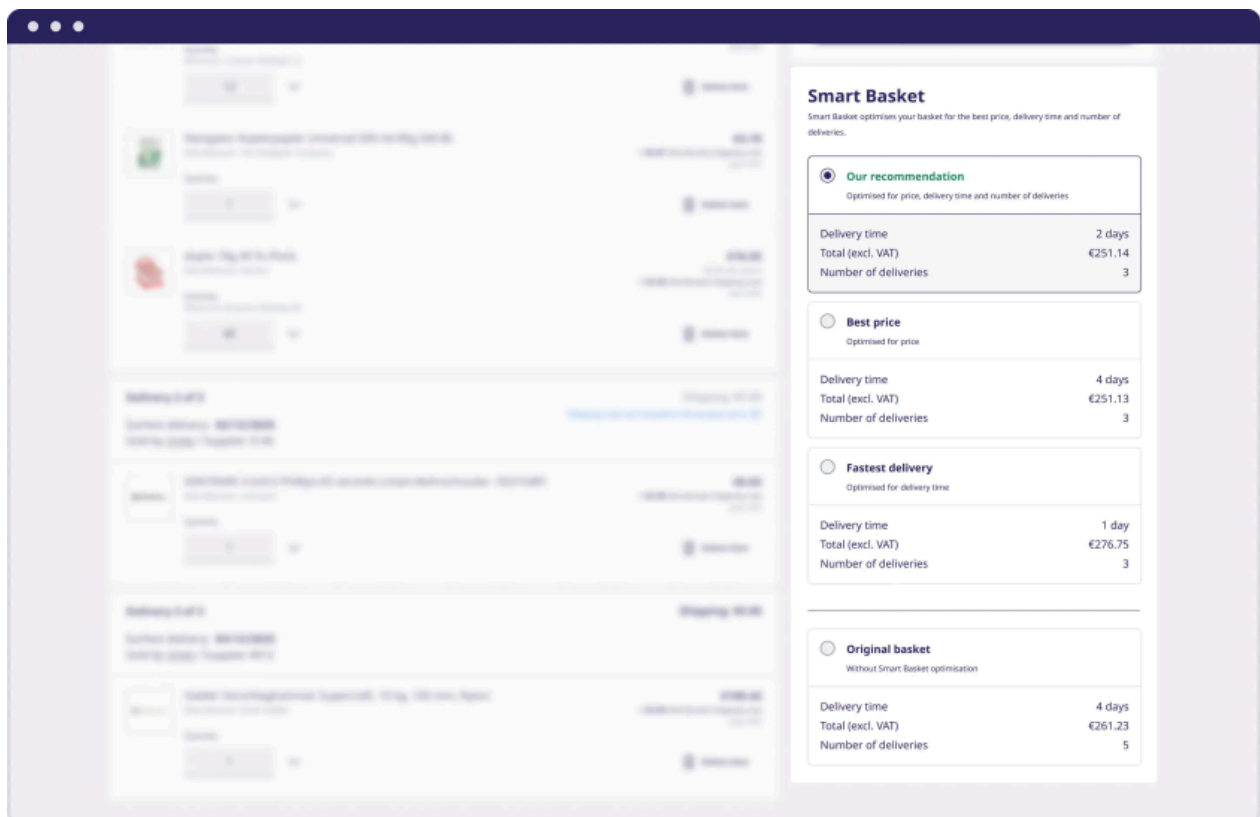
For detailed information on setting up PunchOut access and the ordering process in the PunchOut setup (OCI and cXML), go to our [dedicated support page](#).

### How to use the Smart Basket feature

Unite's basket optimisation (Smart Basket) compares the products in your basket with alternative offers and shows you more affordable or faster delivery options.

1. Log in to your account and add the items you want to your basket
2. Go to the basket once you're satisfied with your selected items. The 'Smart Basket' function automatically displays various optimisation options. You can choose the option that suits you best. The more items in your basket, the more effective the result.
3. After choosing an option, you can transfer your basket to your system.

#### Optimisation options in detail



#### [A] Our recommendation

Choose this option for the best combination of lowest price, quick delivery, and fewer deliveries.

### **[B] Best price**

Looking for the best price? This option optimises your basket based on the total price. When selecting this, also check if other aspects, such as delivery time, meet your requirements.

### **[C] Fastest delivery**

Need your delivery as soon as possible? This option searches for suppliers with the shortest delivery time.

### **[D] Original basket**

Want to keep the original terms? Choose this option if you've deliberately selected a specific offer on the product pages. No adjustments will be made.

## **Value limits in baskets**

Your company may set a value limit for baskets transferred to your system. If your basket exceeds such a limit, you'll see a notification. Please follow your company's instructions as shown in the notification to complete your purchase.

## **Reordering items**

Want to reorder items from a previously exported basket? Use our basket history feature. In the article on basket history in the section '[Reordering baskets or reordering items](#)', we explain this feature in detail.