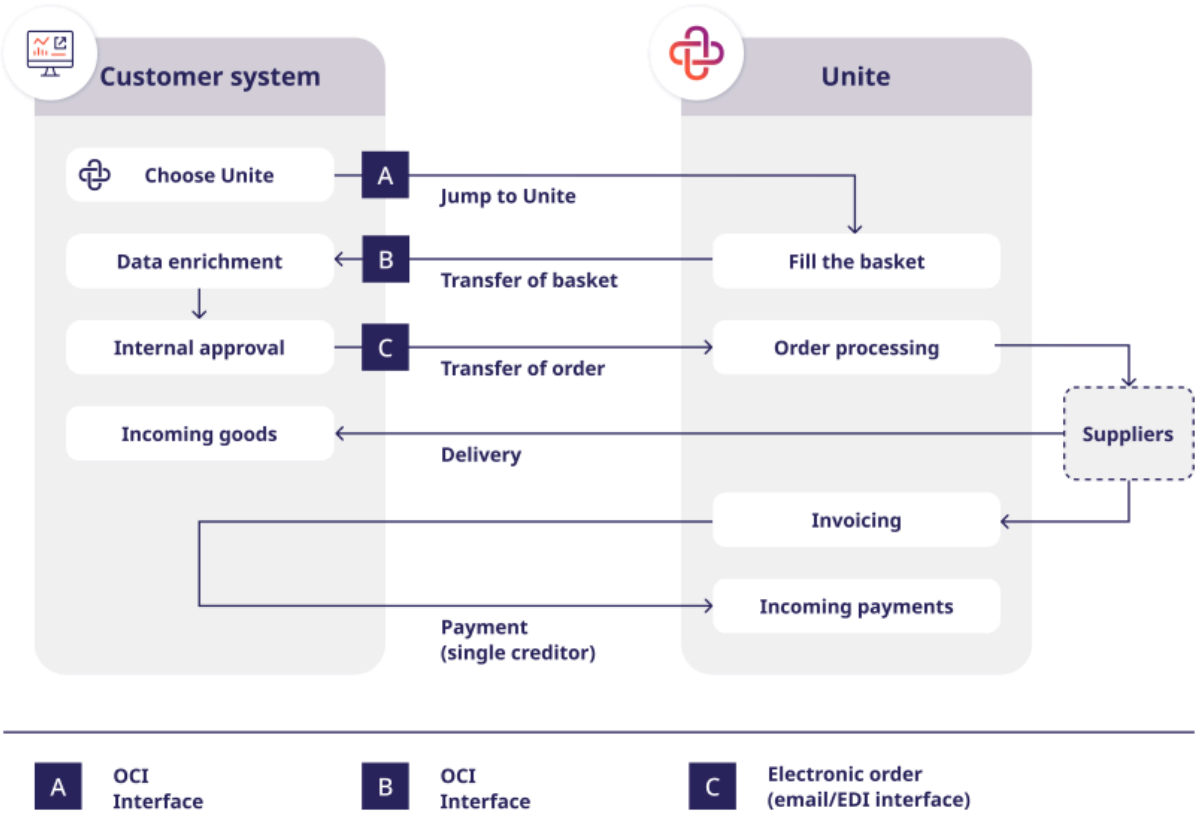
Setting up PunchOut for OCI

In this section you'll learn how PunchOut works using OCI, and which configurations and parameters to use for setting it

How PunchOut works using OCI



1. Known as OCI in SAP, you can jump from your e-procurement system to Unite.
2. A button will be set up in your e-procurement system containing a URL with parameters you can configure, including a
3. Choose the items you want and add them to your shopping basket. When you're done, proceed to check out. Click on t
4. The purchase request will be transferred back to your ERP system as a quote.
5. If you have stored master data such as address, cost centre or cost type in your system, these will be added automatica
6. Start your internal approval processes.
7. Once the quote is approved, the order is transferred from your system to Unite.
8. Unite processes the order and forwards it to the supplier, who ships the goods directly to you.

Configurations and parameters for setting up OCI

How to configure OCI URL parameters correctly

Here are some useful tips for configuring your URLs correctly:

- The URL that performs the jump to the Unite platform contains parameters that are assigned certain values. The follow

```
https://www.mercateo.com/basket/oci?USERNAME=YourUSERNAME&PASSWORD=YourPASSWORD&HOOK_U
```

(Unite used to be called Mercateo. For technical reasons, we keep using the Mercateo URLs for the time being.)

- If multiple parameters are included in the URL they should be linked by an ampersand (&). Each parameter consists of (=), as shown in the example URL above.
- Generally, OCI fields are limited to 255 characters. If more than 255 characters are required, use the parameter `NEW_I` this field supports 1,000 characters.
- Parameters starting with `'NEW_ITEM-'` can be added flexibly. Alternatively, `'NEW_ITEM-'` can also be replaced by '

For example:

- `NEW_ITEM-CUST_FIELDx`
- `NEW_ITEM-MatGroup`
- `NEW_ITEM-SomeName`

Unite can loop through fixed parameter values (e.g. `shippingMatGroup=99009900`) and transfer variable values (e.g. parameter values are indicated by double underscores '__'.

When you've entered URL parameters into your system for direct entry to Unite, these parameters will overwrite any pres

In some procurement systems, such as SAP, the parameters can also be entered into a table. The figure below shows an e

Mandatory parameters (minimum requirements)

The following parameters meet Unite's minimum requirements and are mandatory:

Mandatory parameters	Description
PunchOut-URL	Use this target address for accessing the catalogue: https://www.mercateo.com/basket/oci?
USERNAME	This parameter is for authentication and typically contains the customer number assigned by Unite
PASSWORD	Unite assigns a unique password. If specific views are created, Unite will assign additional passwor parameter value 'n' in the URL and is the only distinguishing feature between the views. **Note:** This password is different from the password for signing in to Unite.
HOOK_URL	This parameter sets the return address for your e-procurement system. In SAP systems, this is crea **Example:** In the example URL above, the HOOK_URL is defined as `&HOOK_URL=https://www.me` verification function since it echoes the return values in the browser rather than sending the order **Note:** If using SAP systems, this parameter should be placed in the last position otherwise any sub

Automatically transferred item information

The following item information is transmitted automatically:

- item number (`NEW_ITEM-EXT_PRODUCT_ID`)
- price (`NEW_ITEM-PRICE`)
- price unit (`NEW_ITEM-PRICEUNIT`)
- quantity (`NEW_ITEM-QUANTITY`)
- item unit (`NEW_ITEM-UNIT`)
- item description (`NEW_ITEM-DESCRIPTION`)

- item long description (`NEW_ITEM-LONGTEXT`)
- currency (`NEW_ITEM-CURRENCY`)
- offer number/basket ID (`NEW_ITEM-EXT_QUOTE_ID`)
- delivery time (`NEW_ITEM-LEADTIME` ; in days)

Parameters for basic settings

Use the following parameters to configure basic settings:

Basic settings parameters	Description
externalUserId	The user identification must be transmitted in the field externalUserId to personalise indivi
externalUserIdParam	If the user identification cannot be transmitted in the field externalUserId and is instead tra specify this: **Example:** `externalUserIdParam=USER`
~TARGET	• **Default value:** _top • **Valid values:** '_top', '_parent', '_main', 'frameset' The target attribute is set in the <form> tag for the return. If the parameter is not set, the d please provide the ID of the desired frame to which the return should be directed.

NEW_ITEM mappings for standard Unite features

NEW_ITEM mappings	Description
NEW_ITEM-CUST_FIELD3=__TAX__	With this parameter the Value added tax (VAT) of the item is transmitted. The VA 19%. • Use `NEW_ITEM-CUST_FIELD3=__TAX__` to configure the VAT rate of the pr be, for example, NEW_ITEM-CUST_FIELD3=0.19 or NEW_ITEM-CUST_FIELD3= • Use `NEW_ITEM-CUST_FIELD3=__TAX100__` to configure the VAT rate of th • Use `NEW_ITEM-CUST_FIELD3=__TAX[0.07=a,0.19=b,*=c]__` to custon (e.g. 7% is mapped to 'a', 19% to 'b', and everything else to 'c').
NEW_ITEM-CUSTOM1=__DELIVERYDATE__	This parameter returns the delivery date (DD-MM-YYYY). **Note:** Keep in mind that time passes during your internal approval process that stock levels and therefore the delivery time may have changed.
NEW_ITEM-CUST_FIELD2=__RCDESC__	This parameter transmits the return conditions as plain text. We recommend ad field supports up to 1,000 characters.
NEW_ITEM-...=__MANUFACTURER__	The manufacturer name is transmitted using this parameter.
NEW_ITEM-... =__MANUFACTURER_AID__	The manufacturer item number is transmitted using this parameter.
NEW_ITEM-...=__EAN__	The EAN code is transmitted using this parameter.

NEW_ITEM mappings for commodity groups

NEW_ITEM mappings	Description
NEW_ITEM-MATGROUP=__CUSTCLASSSYS__	Use this parameter to specify the product group. The classification system is set l the ECLASS and UNSPSC classification systems per default. If you prefer a custom technical consultant.
NEW_ITEM-EXT_SCHEMA_TYPE	Use this parameter to transmit the classification standard of the product group. T as needed. **Example:** - `NEW_ITEM-EXT_SCHEMA_TYPE=__CUSTCLASSSYSTYPE__` - `NEW_ITEM-EXT_SCHEMA_TYPE=__CUSTCLASSSYSTYPE[UNSPSC=Unspsc]__` If the item does not contain any information about the classification system, a de 'defaultMaterialGroupType'. **Example:** `defaultMaterialGroupType=ECLASS`
shippingMatgroup	If you want to transmit a fixed product group for shipping costs, such as 990099 `shippingMatGroup=99009900` . **Note:** This parameter can only be used if the shipping costs are sent as a separat below).

NEW_ITEM mappings for G/L accounts relating to items and shipping costs

NEW_ITEM mappings	Description
NEW_ITEM-xxx[P]=__FEATURE[K-YourCompanyNameSK]__	Use this parameter to specify the G/L account.
NEW_ITEM-xxx[S]=0815	If the shipping costs are transmitted as a separate line item determined. **For example:** • `NEW_ITEM-SACHKONTO[P]=__FEATURE[K-YourC` • `NEW_ITEM-SACHKONTO[S]=0815` ([P] = product / [S] = shipping costs) If you wish to transmit the G/L account, please contact you

Fixed and variable values from the Buyer AID for Exclusive Catalogues

With this option a variable value can be read from your Exclusive Catalogue. The value is defined in the BUYER_AID field. I transmitted.

`NEW_ITEM-CONTRACT=__FEATURE[variable-exclusive-catalog-Buyer_AID_value, default-fixed-value]_`

For example:

- `NEW_ITEM-CONTRACT=__FEATURE [YourCompanyName_Contract_ID,4600020310]__`
- `NEW_ITEM-CONTRACT_ITEM=__FEATURE [YourCompanyName_Contract_Pos,10]__`

Separator = comma (,)

If you want to transmit these values, please contact your Unite technical consultant who will coordinate the necessary setu

Parameters for shipping costs

Shipping costs can be transmitted as a separate item or added to the percentile item price (shipping cost splitting). Shippi technical consultant as part of your system setup.

Parameters for shipping costs	Description
skipZeroShippings	• **Default value:** false • **Valid values:** true, false This parameter configures whether shipping cost items with a value c If shipping cost splitting isn't enabled, the parameter must be set to tr
shippingMatGroup	If you receive shipping costs as a separate line item, you can define a fixed proc `shippingMatGroup=99009900` You can find more information about the product group in section `NEW_ITEM`
ociItemserviceMode	• **Default value:** ZERO_ONE • **Valid values:** OMIT, TRUE_FALSE, ZERO_ONE, ONE_ZERO, X Use this parameter to configure whether the item is a product or shipping costs • **OMIT** = The item row will be omitted • **TRUE_FALSE** = If true, then shipping – if false, then product • **ZERO_ONE** = If '0', then shipping – if '1', then product • **ONE_ZERO** = If '1', then shipping – if '0', then product • **X** = If empty, then shipping – if '0', then product

NEW_ITEM mappings for attachments

NEW_ITEM mappings	Description
NEW_ITEM-SIDAB=__SIDAB__	If a safety data sheet is available, the parameter will return the value '1'. In this cas `NEW_ITEM-ATTACHMENT` . The parameter returns a value of '0' if there is no safety data sheet.
NEW_ITEM-ATTACHMENT=__MIME__	This parameter allows access to URLs of images, data sheets, and safety data shee **For example:** • `NEW_ITEM-ATTACHMENT=__MIME[image]__` • `NEW_ITEM-ATTACHMENT2=__MIME[datasheet]__` • `NEW_ITEM-ATTACHMENT3=__MIME[safetyDatasheet]__`
allowAttachments	• **Default value:** true • **Valid values:** true, false The transmission of attachments by default can be switched off using al

Parameters for transmitting search keywords

Use the parameter `routing=category&id=xx` to transmit the user's search keywords to Unite. When accessing via OC directly.

Please transmit umlauted letters such as ä, ö, ü as ae, oe, ue and ß as double-s.

Example:

- **User entry:** 'Bürobedarf'
- **Transmitting to Unite:** `routing=category&id=Buerobedarf`

Shopping lists feature

The parameter `externalUserId=xx` is required so that Unite can activate the shopping list feature for you.

Modifying a shopping basket

This function allows the user to modify shopping baskets or purchase order requests after transmitting the basket but bef

Changes must only be made using this function, as item prices and shipping costs can change depending on order quanti could lead to errors during the ordering process.

During this process, a new (!) shopping basket is created and exported. The old shopping basket must be deactivated in y

This can be done in two ways:

Manual entry

The requester manually enters the offer or shopping basket ID manually in the search field. This will take the requester to made.

Automated

The existing shopping basket is automatically called up via a dynamic URL using the parameter `routing=basket&id=<`

This parameter sends the ID of the existing offer or shopping basket to Unite. For example, shopping basket xyz0815 is c `routing=basket&id=xyz0815` .

In this case, the ID readout from the OCI return value `NI-EXT_QUOTE_ID` must take place in your system.

Information about the existing shopping basket is contained in the relevant OCI return fields:

OCI return field	Description
NI-EXT_QUOTE_ID	Parameter value: __EXPORTID__ Use this parameter to take the quote ID created.
EXT_QUOTE_ITEM	Parameter value: (no value required) Use this parameter to take the position number of the item in the shopping basket

Your Unite technical consultant can answer any questions related to modifying the shopping basket.

Resending the shopping basket

This function allows the requester to create a new offer or shopping basket based on a previously approved purchase ord go through approval again and be sent as an order.

Similar to the two ways of modifying a shopping basket, the process involves accessing the original, already-ordered offe based on the updated request.

For questions about the resending the shopping basket function, your designated Unite technical consultant will be happ

If you are using a specific webshop and need to transmit the item offer number directly to your supplier, your Unite techn

Parameters set by Unite

The following parameters are set by Unite and do not need to be configured by you:

- http_content_charset
- NEW_ITEM-VENDOR
- priceUnitIsQuantity
- ociButtonName
- hideCheckoutButton
- hideSendBasketButton
- punchoutFormAutoCommit
- keepBasketAtExport
- addViewOptions
- enableShoppingLists

Contact details for Sales and Technical Support

- If you're interested in PunchOut or need help setting it up, please reach out to your dedicated Unite representative or g
- For technical errors and minor adjustments after the successful integration of PunchOut, please contact Unite's Technic