Value added. Value shared.

Setting up the basket-to-ERP solution

A user without an ERP licence can create and share a shopping basket with an ERP-authorised user, who cant hen start a PunchOut session, retrieve the basket using its ID, and complete the order.

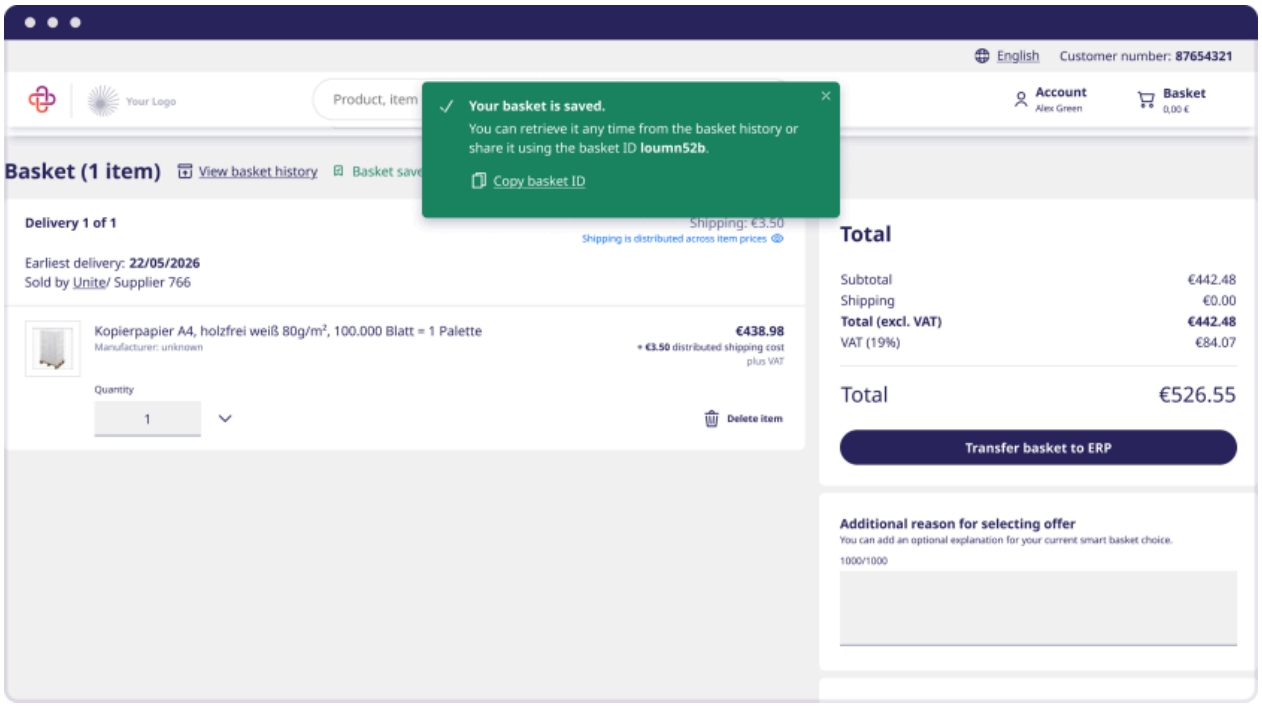
With this solution, the purchasing process in your company remains streamlined, with end users without ERP access enjoying the same experience on Unite as users with licences.

Note: To be able to use the basket-to-ERP solution, you will need to configure the parameter externalUserId in your PunchOut configuration for Unite.

How the basket-to-ERP solution works for users without ERP access

During the onboarding process, Unite will create an individualised URL to share internally with non-ERP users. These users can then click on the link and start creating a shopping basket on Unite. Once the non-ERP user has added all their items to the basket, they can go to the basket and then click on the 'Save current basket' button.

A pop-up appears that shows the basket ID and allows the user to copy it.

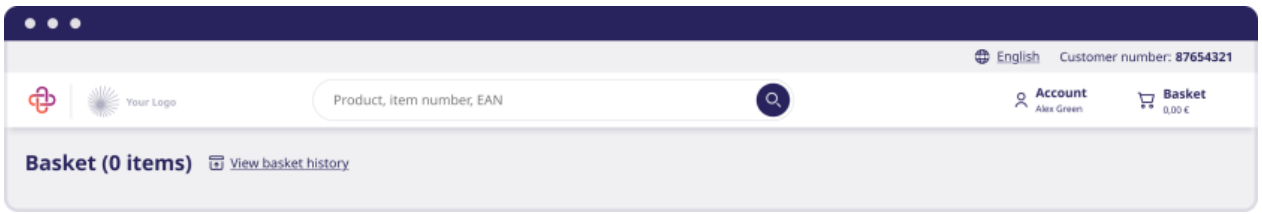


The non-ERP user can now share the basket ID with an ERP user using their preferred format (e.g. Microsoft Teams, email).

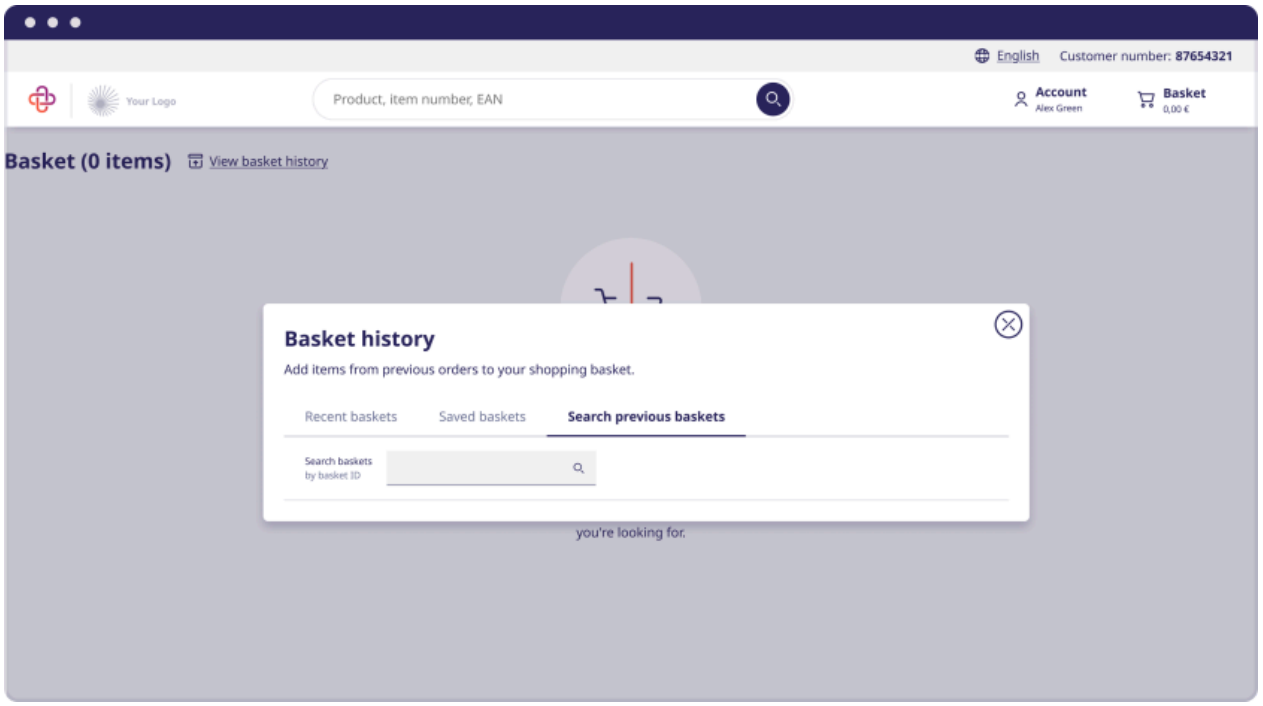
How the basket-to-ERP solution works for ERP-authorised users

When an ERP-authorised user receives the basket ID from a non-ERP user, they can complete the order via PunchOut.

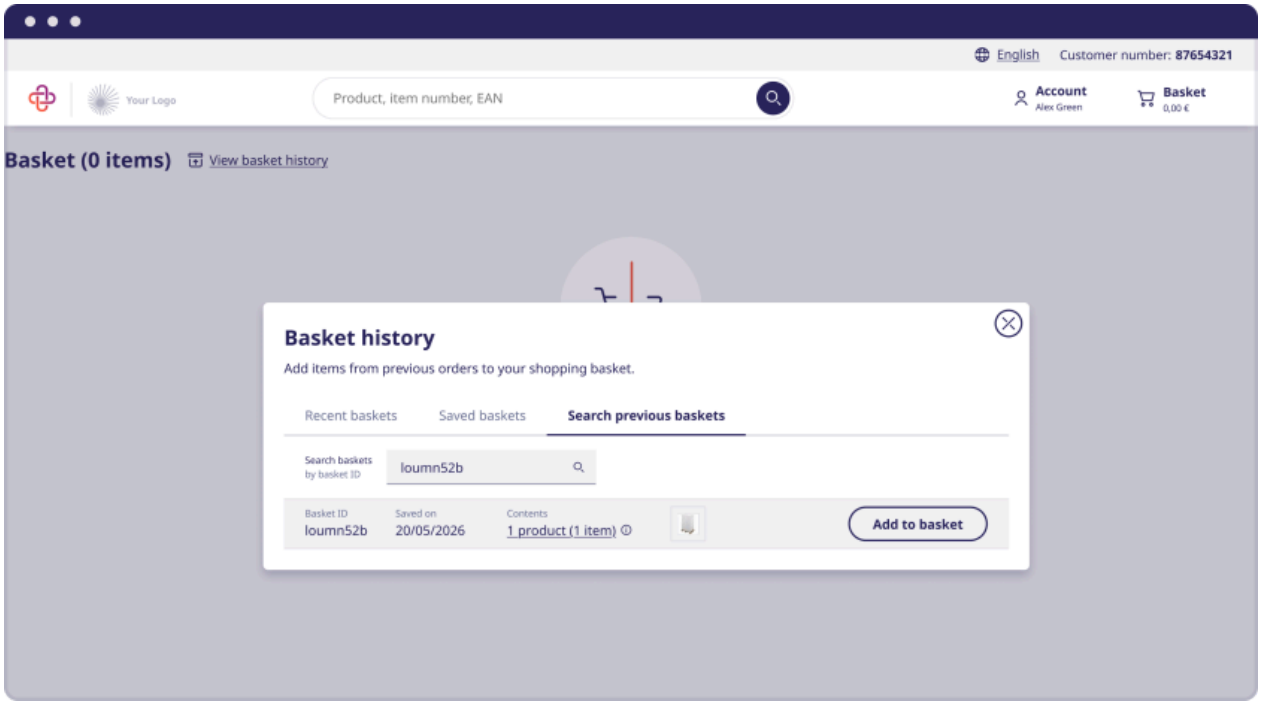
On Unite, the user navigates to the shopping basket area and clicks the 'View basket history' button.



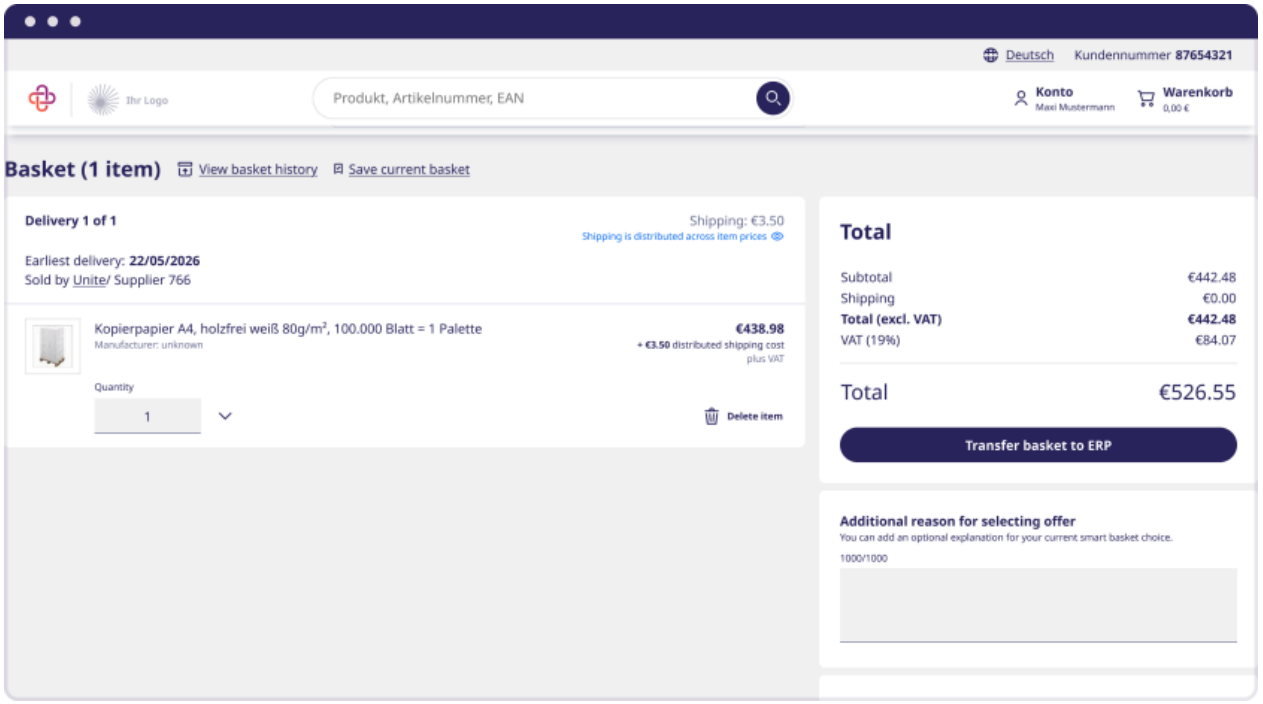
From there, they can go to ‘Search previous baskets’.



The user enters the basket ID in the corresponding field.



By clicking the relevant button, the authorised ERP user can add the items from the saved basket to their own basket.



Once done, the user can click ‘Transfer basket to ERP’ to complete the approval and ordering process.

Note: If prices of products change from time of creation of the initial shopping basket to the time that the basket is imported back to the ERP system, the prices will be updated in real time.