Value added. Value shared.

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.

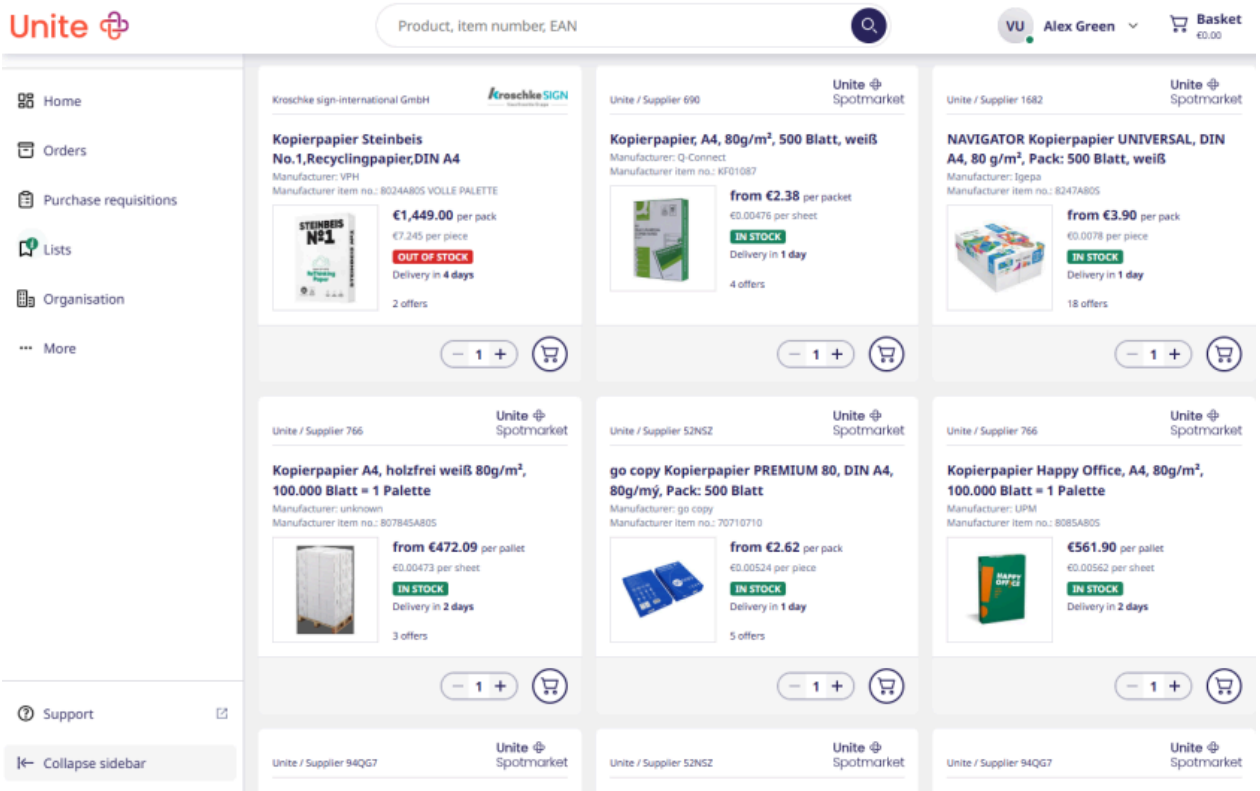
Search in web access setup

Search in PunchOut setup

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

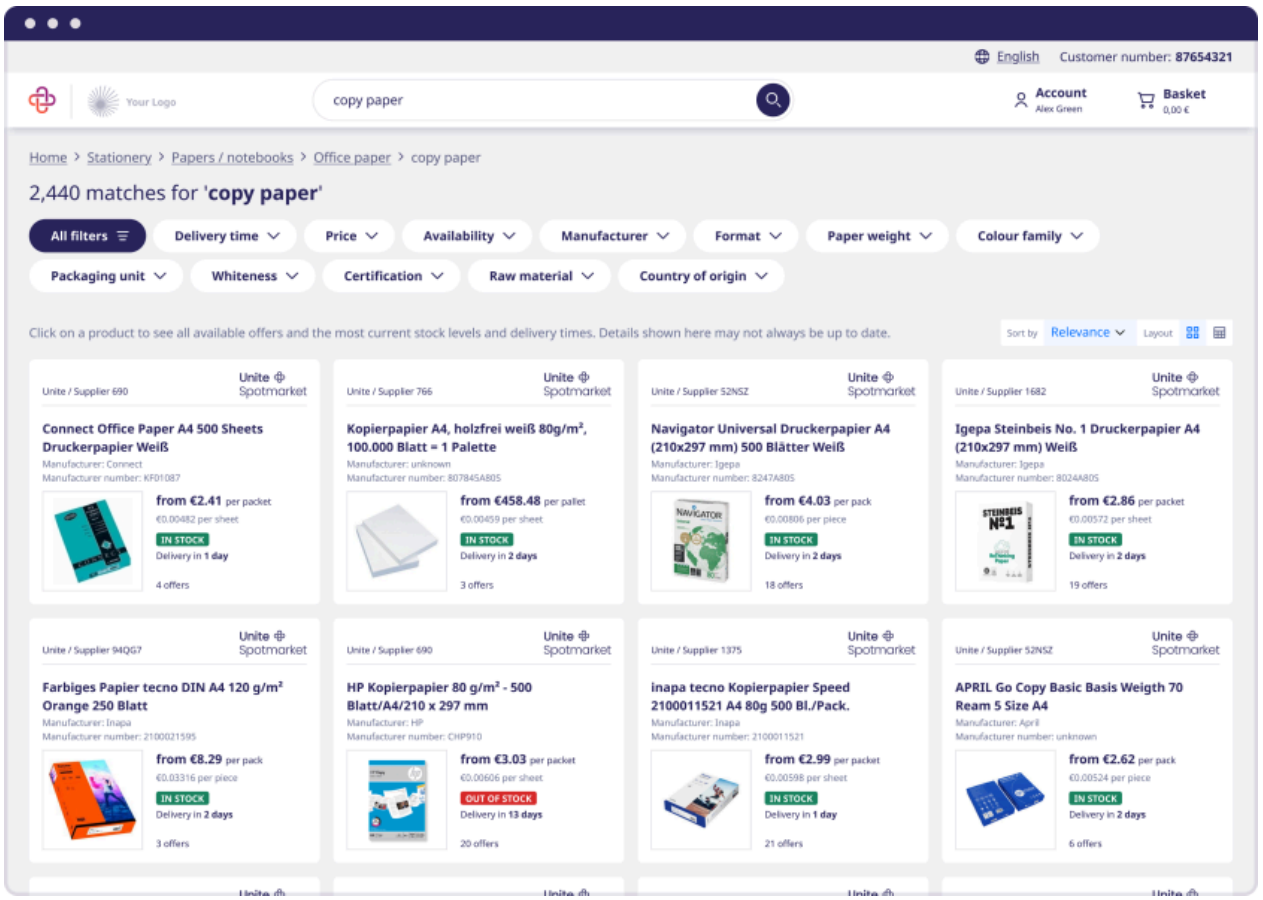
Add items to your basket from the search results page

You can add items directly to your basket from the search results page. Adjust the quantity you need and then click on the basket icon.



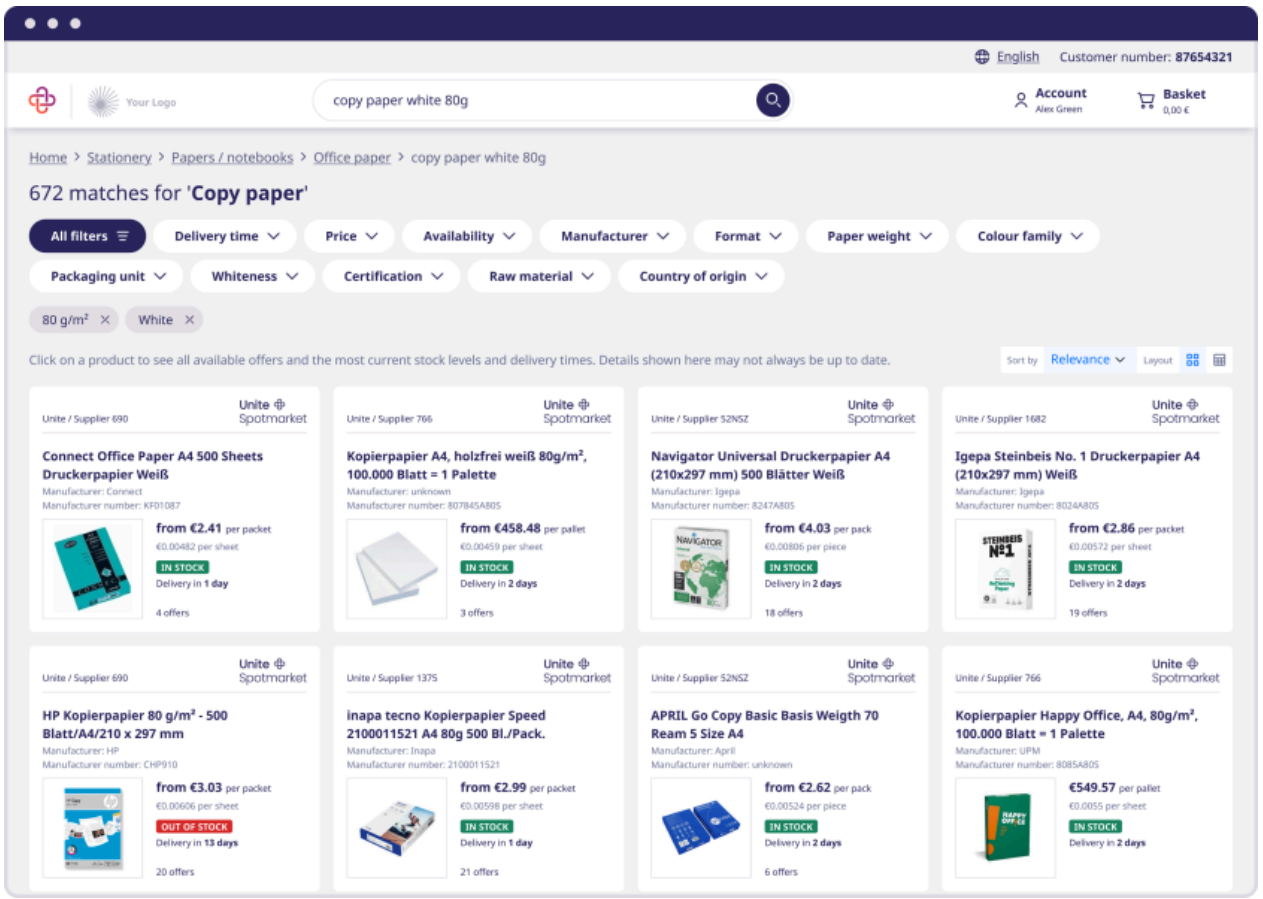
How to filter search results

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 across different manufacturers.



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.



Finding items from framework agreements

Your integrated framework agreement catalogues are automatically searched when you enter a search term in the search bar. Alternatively, you can browse individual framework agreement catalogues:

- Open the Unite homepage and select the desired framework agreement catalogue under ‘Supplier catalogues’.
- You’ll see an overview of the entire catalogue, organised by categories.
- Navigate through the categories to find what you need.

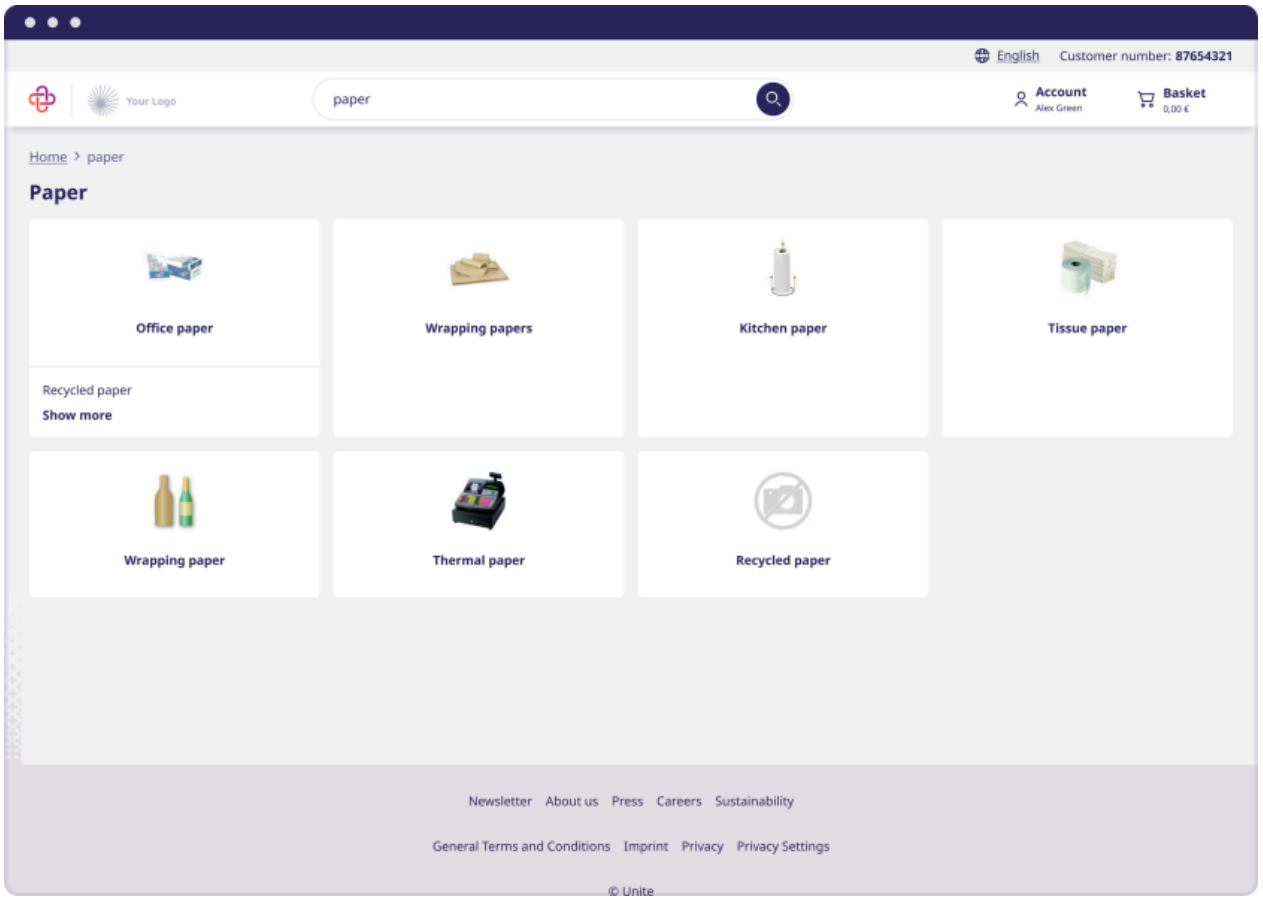
Finding webshop items

If your company uses webshops, please note that these items can’t be found via the main search bar as they’re externally linked. To add a webshop item to your basket:

- From the homepage, click on either the specific webshop under ‘Supplier catalogues’ or click on ‘View all catalogues’.
- You’ll see an overview of all framework agreement catalogues and webshops, sorted by category.
- Select your desired webshop to access the external site directly.
- Choose your item and transfer it to Unite.

Finding items without exact names

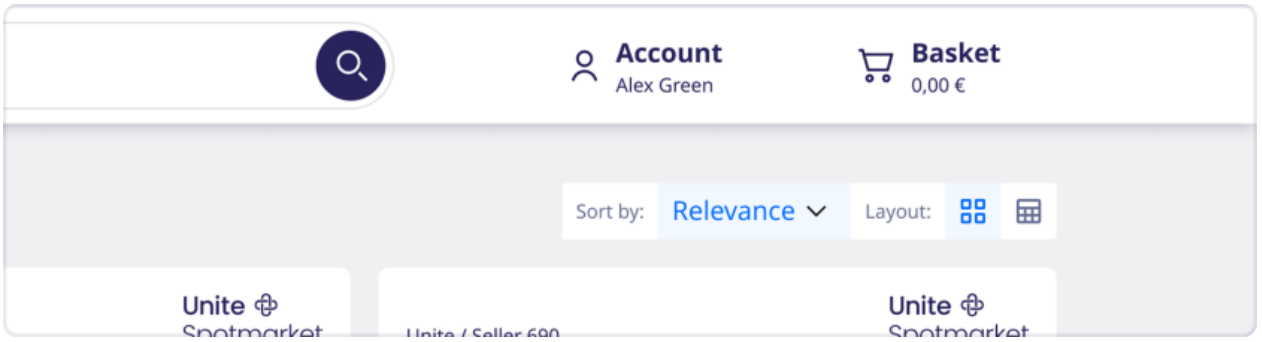
If you’re unsure of an item’s exact name or type, Unite’s classification system can help. Enter a general term like ‘paper’ into the search bar, and you'll see various paper types displayed as sketches, making it easy to identify the right product.



How to view and sort search results

Viewing search results in list and gallery view

You can toggle between gallery and list views when displaying search results. Just click the table or gallery icon in the top right corner.



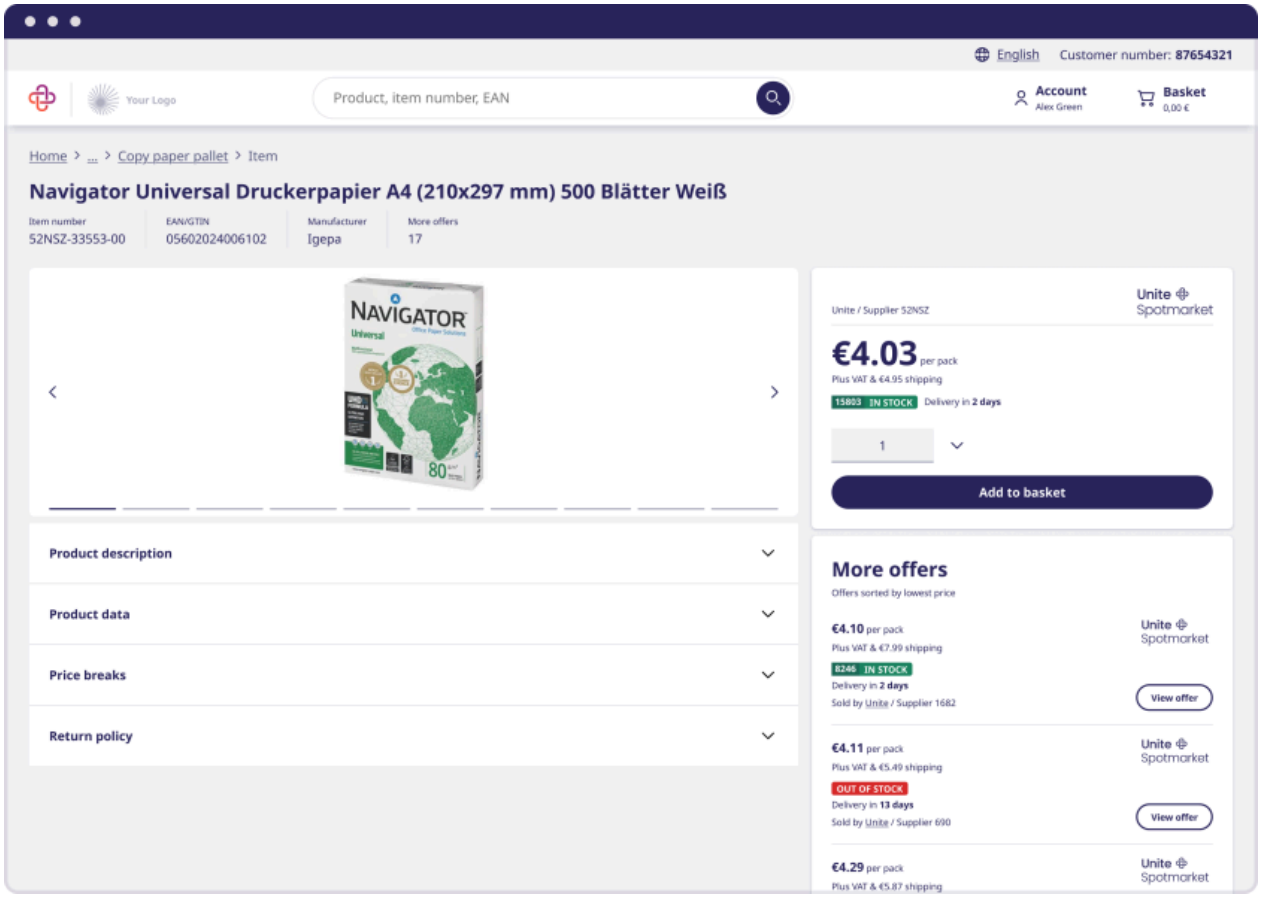
Sorting search results

By default, Unite displays products from your framework agreement suppliers first. If you don't have framework agreement catalogues, the most relevant items appear first. You can also sort by lowest or highest price using the 'sort' option in the top right corner.



How to view product details

Each item has its own product detail page. Here, you'll find the item number, manufacturer, manufacturer number, EAN, images, product features, safety and product data sheets (if available), as well as delivery time and stock information.



For more details about the product detail page, go to our dedicated support page.