Unite

Dispatch notifications

Here you'll find important guidelines when submitting your dispatch notifications to Unite.

General instructions

- Order and reference numbers must consist of **20 characters**. Your designated Unite contact can help you to shorten numbers.

- Order and reference numbers must **not contain any line breaks**.

- The header data of the table (such as line, item number and quantity) must always be shown **as headings in documents** to maintain consistency.

- **Synonyms and abbreviations** are allowed for all words in the document. For example, 'dispatch notification' can also be abbreviated to 'Disp. Notif.'.

- Assign a sequential number range to your delivery notes and ensure that **each dispatch notification number is unique** and never duplicated.

- If a delivery date changes, please send us an **updated order confirmation** as an order confirmation change to the email address below. Please note that changed delivery dates must not be communicated in the dispatch notification.

How to submit dispatch notifications

Transmission formats

One of the following ways must be used to transmit data relating to dispatch notifications:

- Email with the dispatch notification as a PDF attachment (preferred)

- Email formatted as HTML or plain text

- Plain text email with a PDF attachment

Contact information and submission guidelines

Please send all dispatch notifications to: operations.pl@unite.eu.

- Always use the **same sender email address** to ensure correct assignment.

- Please always use the **same syntax/word order in the subject line** of your emails.
  For example: "Dispatch notification for order [customer order number]".

Sample dispatch notification for reference

Below is an example of how your document could look.

Supplier's address: Enter your postal and email address.

Delivery address: Enter the address of the customer to whom the delivery is being sent.

Order number: Enter the order number that the customer has received.
Dispatch notification number: Enter your unique dispatch notification number.
Customer number: Enter your customer number and your vendor number (if you have one).

Creation date: Enter the date the dispatch notification is created.

Reference number: Enter the reference number that the customer has received.

Line item, item number, item description/name, quantity, unit: List the individual items in the order. Enter the line item number, item number, item description/name, quantity and unit.

Date of delivery

Specify the **courier**

Link to **track & trace**
Please note that the link should be presented in a readable format only; it must not be clickable

Your details: Enter your company details here.

Dispatch notification via EDI interface

You may also send your dispatch notification via EDI in additional formats. You can find more information about all available EDI interfaces here.

Download information as PDF

We've summarised all the key information for preparing and submitting your dispatch notification in a helpful PDF document:

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