Value added. Value shared.

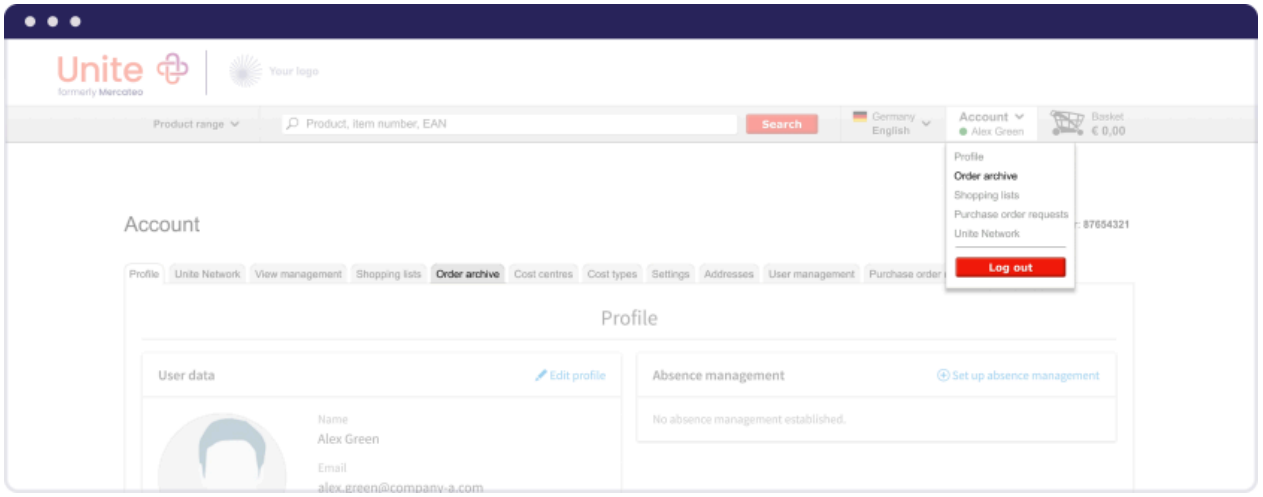
Order archive

The order archive is a chronological list of all your previous orders. In this section you'll learn how to access the order archive, manage orders, export data and assign permissions.

How to access the order archive

Web access setup

After signing in, go to the 'Account' drop-down menu and select 'Order archive'. You can also access the 'Order archive' tab directly from your user account.

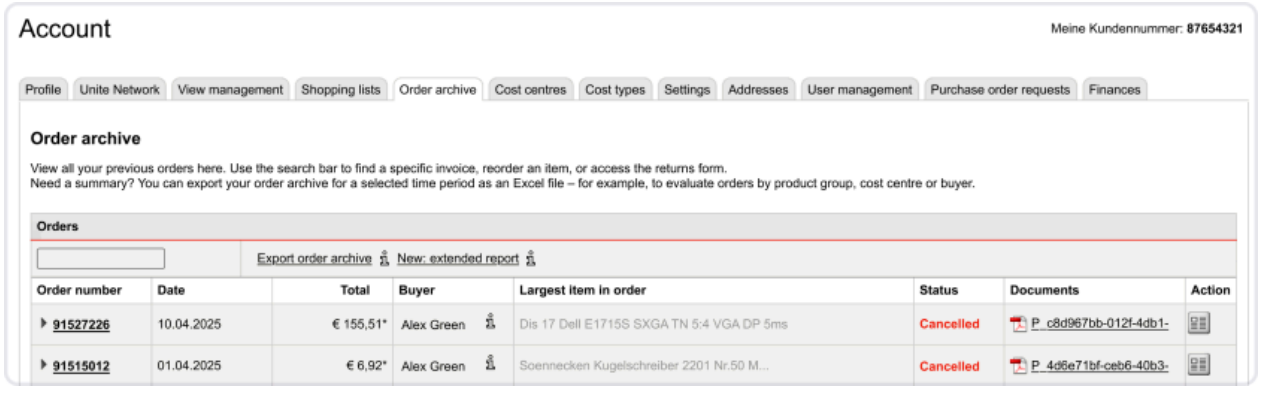


PunchOut setup

Only the account admin has access to the order archive in the PunchOut setup, which can be accessed by signing into the Unite account via the web.

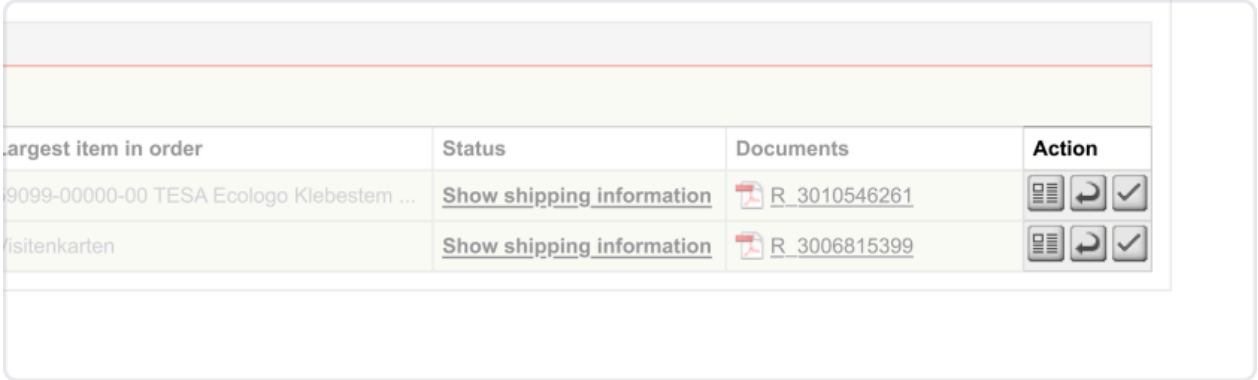
Overview of the order archive

In the order archive you'll see a list of all your orders from all your catalogues, including framework catalogues. Each order is displayed with helpful information: order number, order date, total cost, buyer's name, largest item in the order, order status (with shipping information for confirmed orders), documents related to the order, and the action column.

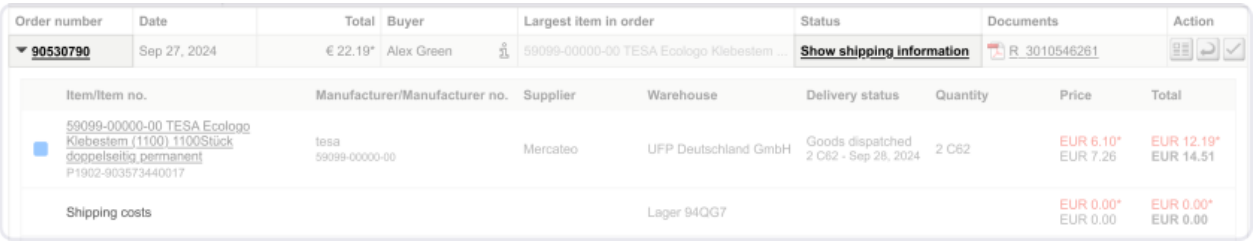


For web access users who've set up user management with approval workflows, the account admin will see rejected orders at the bottom of the page under 'Rejected purchase order requests'.

You can search for a past order by entering an item description or order number in the search field. The action column has three buttons in the following order: View order details, Request a return, Confirm goods receipt (grey check mark) or Goods receipt has been confirmed (green check mark).



For a quick view of an order, click on the drop-down arrow next to the relevant order number.



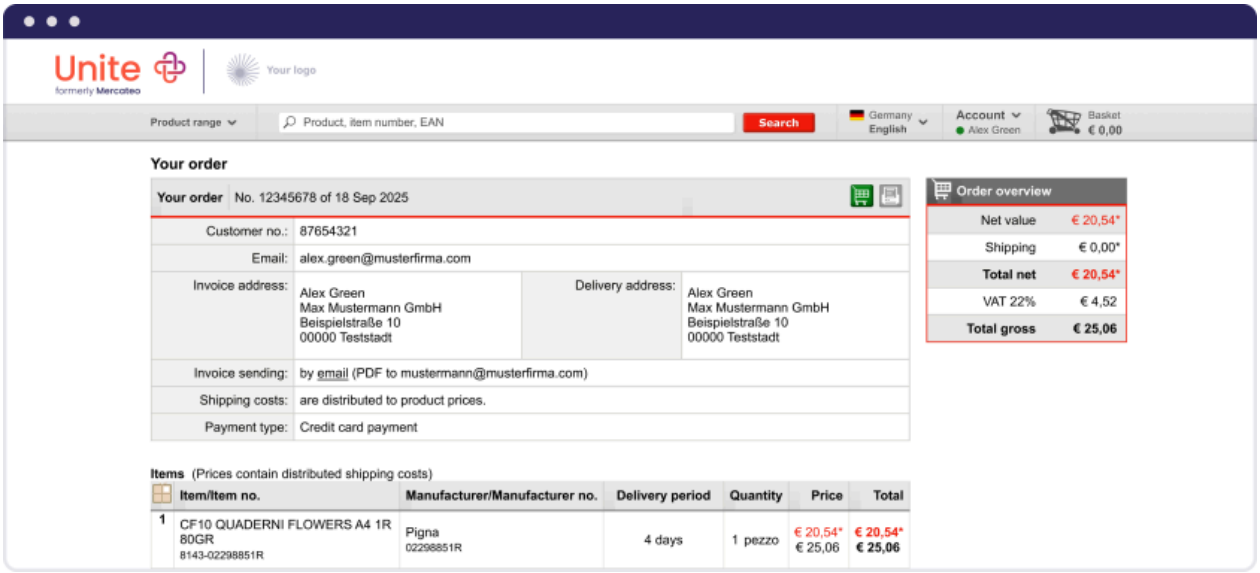
For a quick view of the shipping costs of a specific order, click on ‘Show shipping information’ in the status column of that order.

How to manage orders in the order archive

View order details

To see details for a specific order, click on the ‘View order details’ button on the right of the order you wish to access.

This will take you to the order detail page, which includes the order number, your customer number and email, invoice and delivery address information, payment type and item/items ordered.



Download an order as a PDF document

When you’re in the order detail page, click on the printer button on the right of the page.

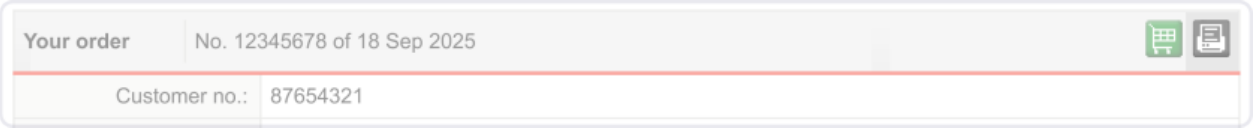
This will open a pop-up window with the printable document in PDF format.

Reorder an item or place a repeat order

Click on the drop-down arrow next to the relevant order number to view the item/items in that order. Click the 'Add to basket' button below the item you want to reorder.

Please note: The button is only displayed if the item is still available on Unite.

Alternatively, once you've clicked on an order, click on the shopping basket (the button is called 'Generate a new order with the same items') on the right of the order detail page.



Need support for buying on Unite? Read more here.

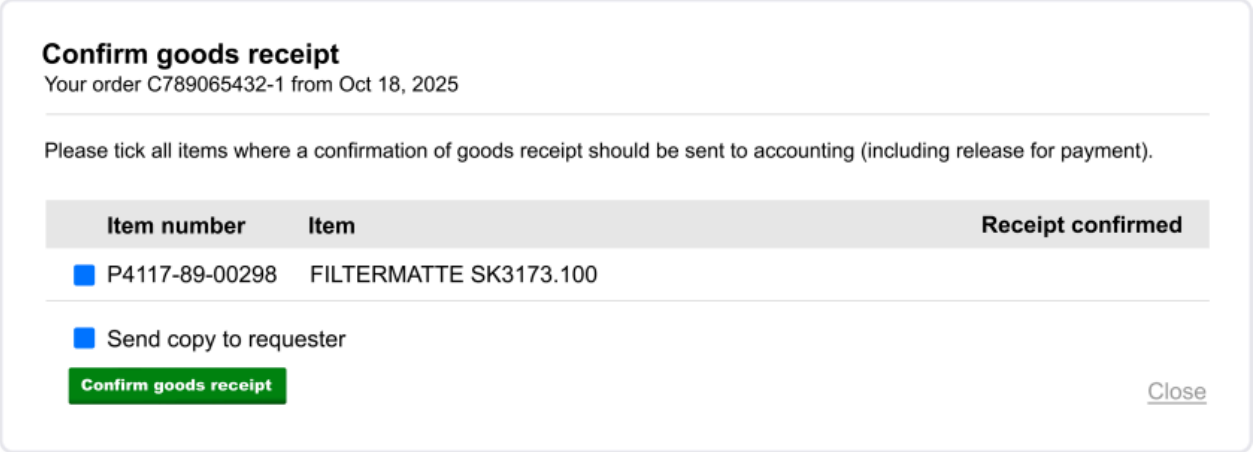
Submit a goods receipt

Click on the check mark button on the right of the relevant order under the 'Action' column.

A pop-up window will appear with a summary of the order. Confirming goods receipt will:

1. send you a notification that the goods receipt has been saved, and
2. send a notification of goods receipt to your accounting department, including release of payment (only if a default invoice address was saved in your account).

If you're an admin using Unite's user management and approval workflow and want to inform your requester, select the option 'Send copy to requester'.



Request a return

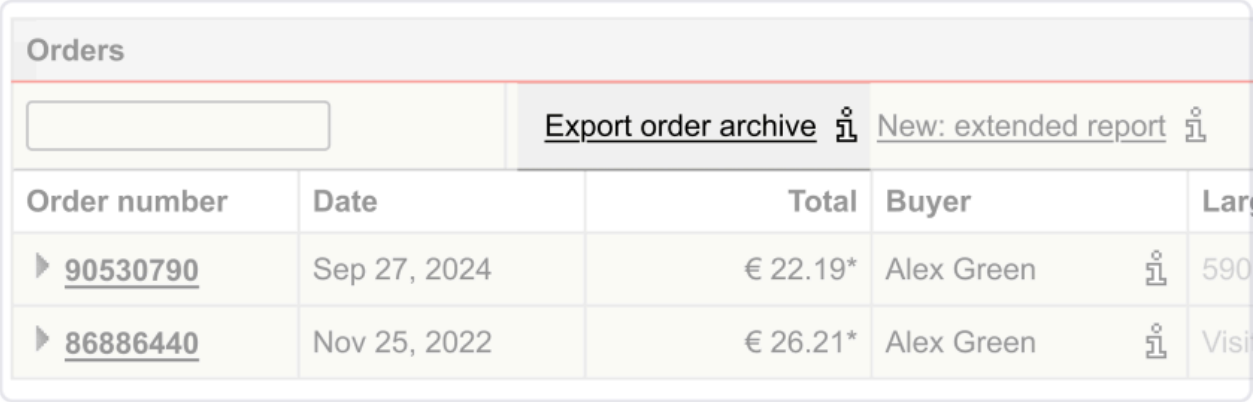
Go to the order you want to request a return for. In the 'Action' column, click on the curved arrow button to open the returns form.

Read more about how to request a return

How to export data from the order archive

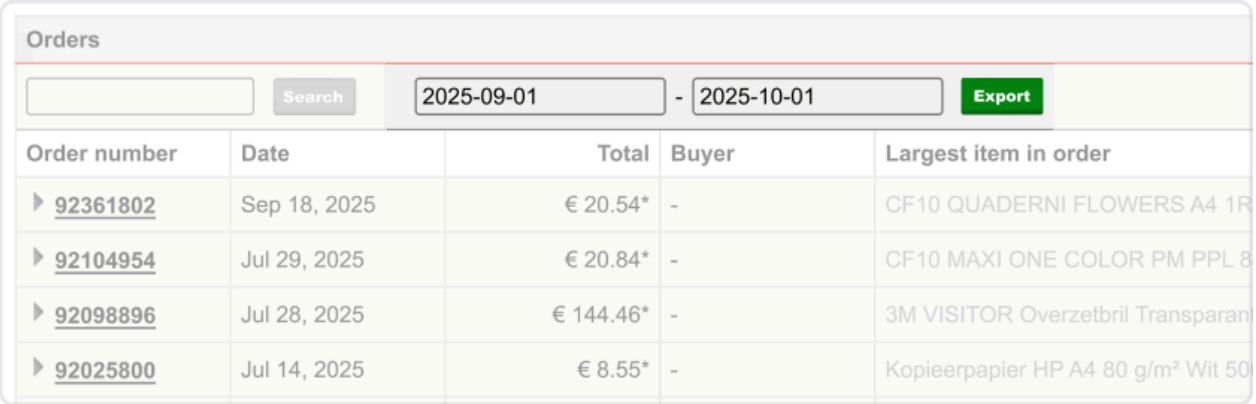
You can export past orders for a selected date range as an Excel. This is especially helpful for evaluating orders, for example, by product group, cost centre or buyer.

Click on the 'Export order archive' button next to the search field.



Select the date range you'd like to export orders from and click 'Export' to download an Excel.

The maximum export period is 365 days.



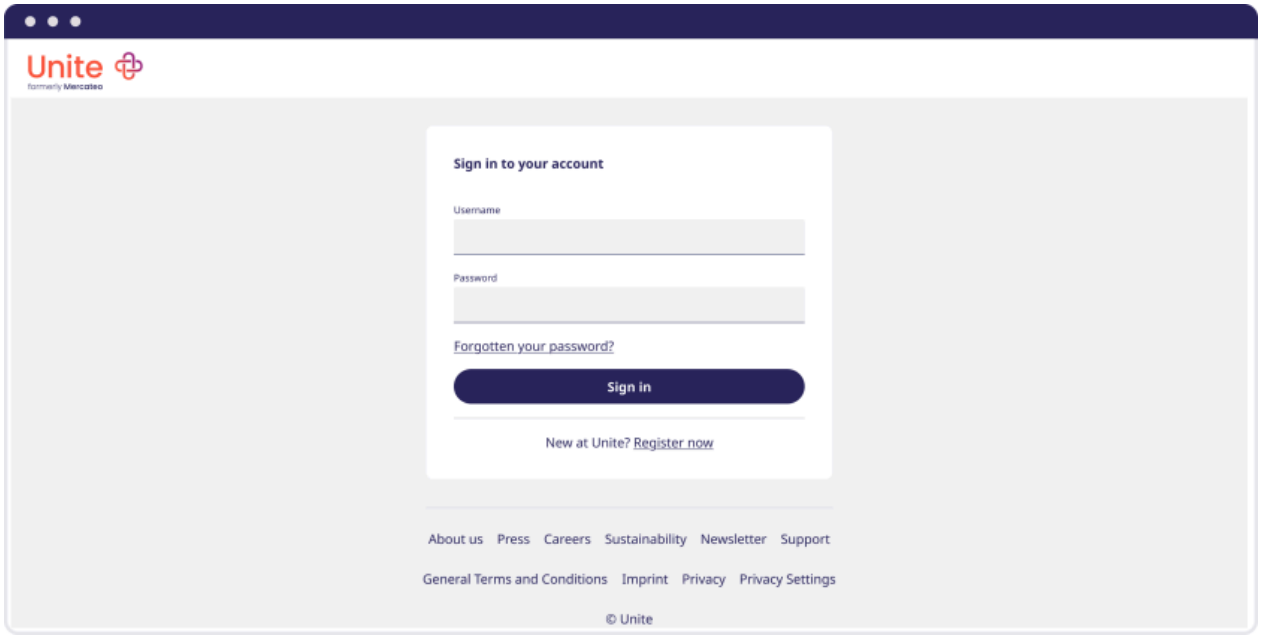
The Excel will include details about every item ordered during the selected period, including order number, item details, ECLASS, manufacturer, supplier number, cost centre, cost type, invoice and delivery addresses, and goods receipt confirmations.

How to access and download an extended order report

For more detailed information about your order, such as CO_2 data, VAT or service fees, you can download the extended order report by clicking on 'New: extended report' next to the search field.

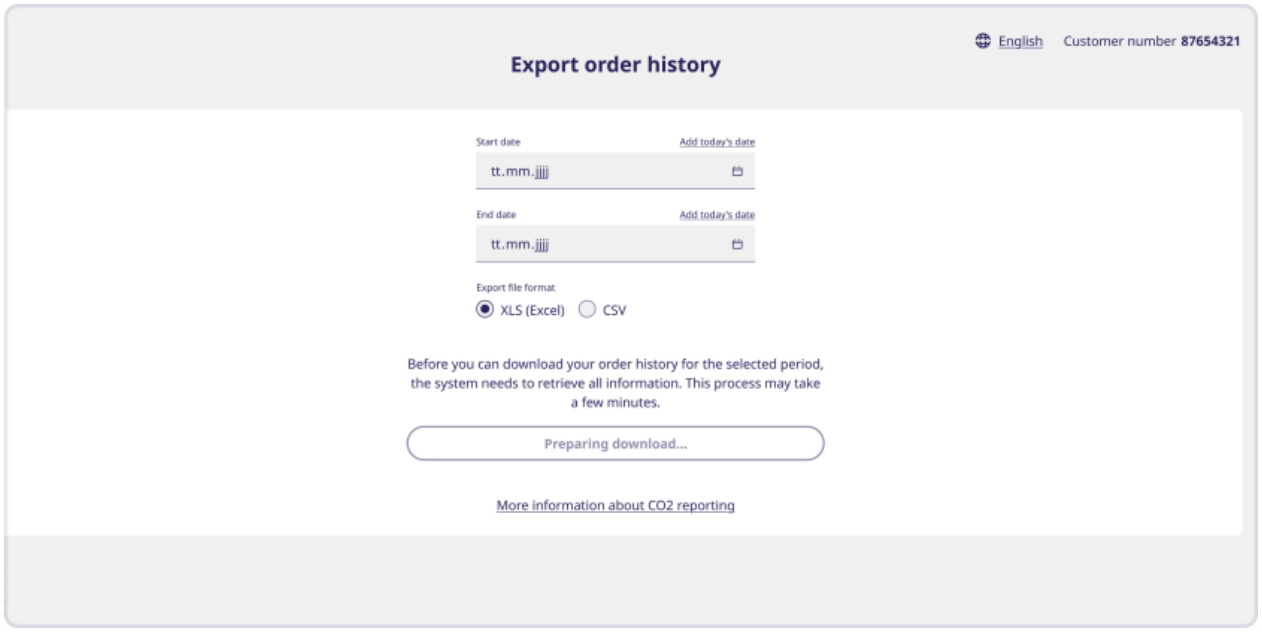


This will take you to the Unite login page. Sign in with your username and password. Alternatively, go directly to the link and sign in.



Select the date range and the file format (either Excel or CSV) you want to download and then click the 'Preparing download' button.

A confirmation message will appear when the download is complete. Now click the 'Download order history' button.



For more information about how to analyse data based on the extended report, read the 'Analysing orders with extended order reports' article.

Please note: The extended order report interface is currently available in English and German.

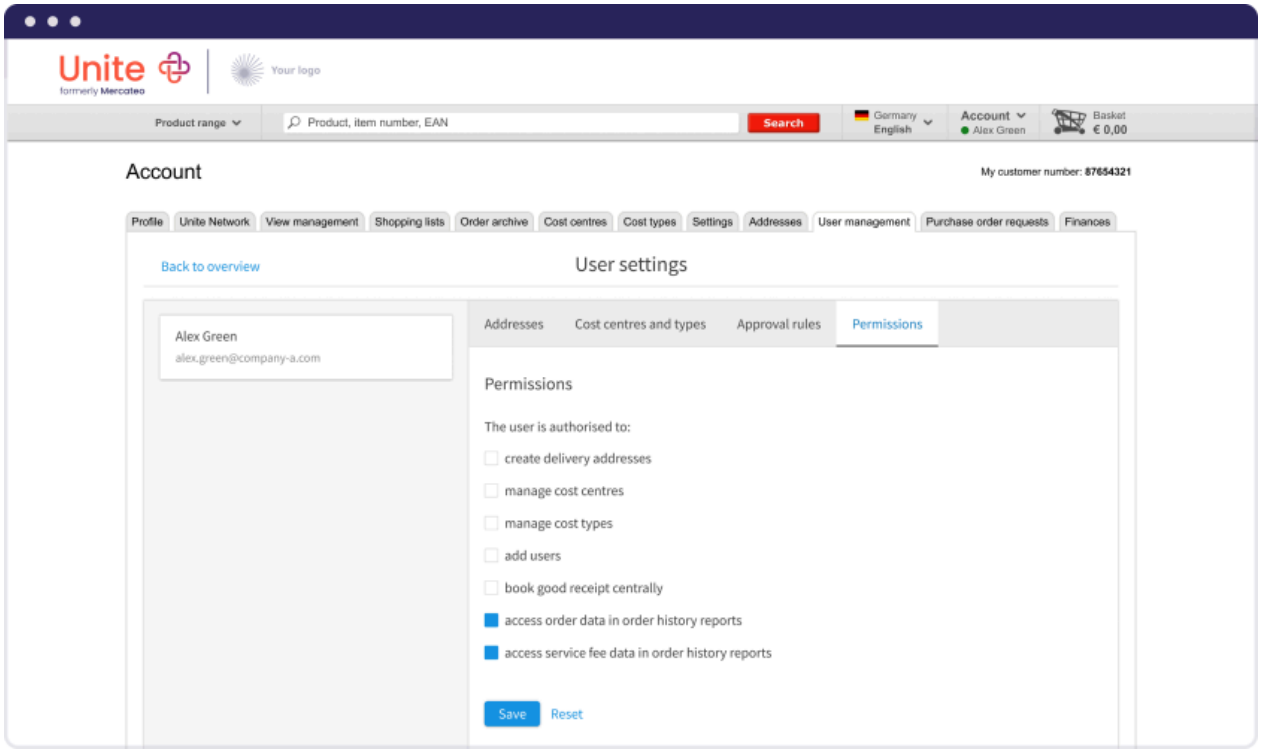
How to assign permissions for the order archive

Web access setup

In the 'User management' tab, you can assign rights and permissions to users.

Read more about assigning rights to users

In user settings, click on the 'Permissions' tab and then select the options to assign to the user: book good receipts, access order data and/or access service fee data in order history reports. Click 'Save' when you're done.



PunchOut setup

Send an email to service.de@unite.eu with your customer number and the email address of the user you want to assign rights to. Our Customer Service Team will provide you with further details.