

Order archive

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

How to access the order archive

Web access setup

Once you've signed in to your account, go to 'Orders'.

Orders				
		Export order archive 	New: extended report 	
Order number	Date	Total	Buyer	Largest item in order
▶ 90530790	Sep 27, 2024	€ 22.19*	Alex Green 	590
▶ 86886440	Nov 25, 2022	€ 26.21*	Alex Green 	Visi

PunchOut setup

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

Overview of the order archive

In 'Orders', 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.

Home > Order archive							
Order archive View all your previous orders here. Use the search bar to find a specific invoice, reorder an item, or access the returns form. Need a summary? You can export your order archive for a selected time period as an Excel file – for example, to evaluate orders by product group, cost centre or buyer.							
Orders							
		Search	Export order archive 	New: extended report 			
Order number	Date	Total	Buyer	Largest item in order	Status	Documents	Action
▶ 93591982 (10213132132132)	May 11, 2026	€ 25.05*	Alex Green	Türpuffer Bummsinchen D.40mm weiß selb...	Cancelled	-	
▶ 93324156 (24234)	Mar 18, 2026	€ 8.98*	Alex Green	NAVIGATOR Kopierpapier UNIVERSAL, DIN ...	Cancelled	-	

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).

Largest item in order	Status	Documents	Action
9099-00000-00 TESA Ecologo Klebestem ...	Show shipping information	R_3010546261	
Visitenkarten	Show shipping information	R_3006815399	

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

Order number	Date	Total	Buyer	Largest item in order	Status	Documents	Action																								
▼ 90530790	Sep 27, 2024	€ 22.19*	Alex Green	9099-00000-00 TESA Ecologo Klebestem ...	Show shipping information	R_3010546261																									
<table> <tr> <th>Item/Item no.</th><th>Manufacturer/Manufacturer no.</th><th>Supplier</th><th>Warehouse</th><th>Delivery status</th><th>Quantity</th><th>Price</th><th>Total</th></tr> <tr> <td>59099-00000-00 TESA Ecologo Klebestem (1100) 1100Stück doppelseitig, permanent P1902-963573440017</td><td>tesa 59099-00000-00</td><td>Mercateo</td><td>UFP Deutschland GmbH</td><td>Goods dispatched 2 C62 - Sep 28, 2024</td><td>2 C62</td><td>EUR 6.10* EUR 7.26</td><td>EUR 12.19* EUR 14.51</td></tr> <tr> <td colspan="4">Shipping costs</td><td>Lager 94QG7</td><td></td><td>EUR 0.00* EUR 0.00</td><td>EUR 0.00* EUR 0.00</td></tr> </table>								Item/Item no.	Manufacturer/Manufacturer no.	Supplier	Warehouse	Delivery status	Quantity	Price	Total	59099-00000-00 TESA Ecologo Klebestem (1100) 1100Stück doppelseitig, permanent P1902-963573440017	tesa 59099-00000-00	Mercateo	UFP Deutschland GmbH	Goods dispatched 2 C62 - Sep 28, 2024	2 C62	EUR 6.10* EUR 7.26	EUR 12.19* EUR 14.51	Shipping costs				Lager 94QG7		EUR 0.00* EUR 0.00	EUR 0.00* EUR 0.00
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Shipping costs				Lager 94QG7		EUR 0.00* EUR 0.00	EUR 0.00* EUR 0.00																								

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'.

Confirm goods receipt

Your order C789065432-1 from Oct 18, 2025

Please tick all items where a confirmation of goods receipt should be sent to accounting (including release for payment).

Item number	Item	Receipt confirmed
☐ P4117-89-00298	FILTERMATTE SK3173.100	

☐ Send copy to requester

Confirm goods receipt

Close

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.

Orders					
		Export order archive	New: extended report		
Order number	Date	Total	Buyer		Largest item in order
90530790	Sep 27, 2024	€ 22.19*	Alex Green		590
86886440	Nov 25, 2022	€ 26.21*	Alex Green		Visi

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.

Orders					
	Search	2025-09-01	-	2025-10-01	Export
Order number	Date	Total	Buyer	Largest item in order	
92361802	Sep 18, 2025	€ 20.54*	-	CF10 QUADERNI FLOWERS A4 1R	
92104954	Jul 29, 2025	€ 20.84*	-	CF10 MAXI ONE COLOR PM PPL 8	
92098896	Jul 28, 2025	€ 144.46*	-	3M VISITOR Overzetbril Transparan	
92025800	Jul 14, 2025	€ 8.55*	-	Kopieerpapier HP A4 80 g/m² Wit 50	

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 CO₂ data, VAT or service fees, you can download the extended order report by clicking on 'New: extended report' next to the search field.

Orders				
		Export order archive 	New: extended report 	
Order number	Date	Total	Buyer	Large
▶ 90530790	Sep 27, 2024	€ 22.19*	Alex Green 	590
▶ 86886440	Nov 25, 2022	€ 26.21*	Alex Green 	Visi

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 or click 'Restart' to start a new export.

English

Customer number 87654321

Export order history

Start date

Add today's date

tt.mm.jjjj



End date

Add today's date

tt.mm.jjjj



Export file format

☒ XLS (Excel) ☐ CSV

Before you can download your order history for the selected period, the system needs to retrieve all information. This process may take a few minutes.

Preparing download...

[More information about CO2 reporting](#)

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

Go to 'Organisation' and then to '[User management](#)'. Here you can assign rights and permissions to users.

[Read more about assigning rights to users](#)

Once you've selected the user you want to assign rights to, click on 'Permissions' and then select the options to assign to the user: book good receipts, access all orders and/or access service fee data in order history reports, and access purchasing protocols. Click 'Save' when you're done.

[Back to overview](#)

User settings

Mia Johnson
mia.johnson@companyname.com

AddressesCost centres and typesApproval rulesPermissionsViews

Permissions

The user is authorised to:

☐ create delivery addresses

☐ manage cost centres

☐ manage cost types

☐ add users

☒ book good receipt centrally

☒ access all orders in order history reports

☒ access service fee data in order history reports

☒ access purchasing protocols

Save

Reset

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.