Value added. Value shared.

Analysing orders with extended order reports

The extended order report contains detailed information about each order, such as order status, UNSPSC/ECLASS key, manufacturer and a detailed breakdown of prices, including CO_2 data and service fees.

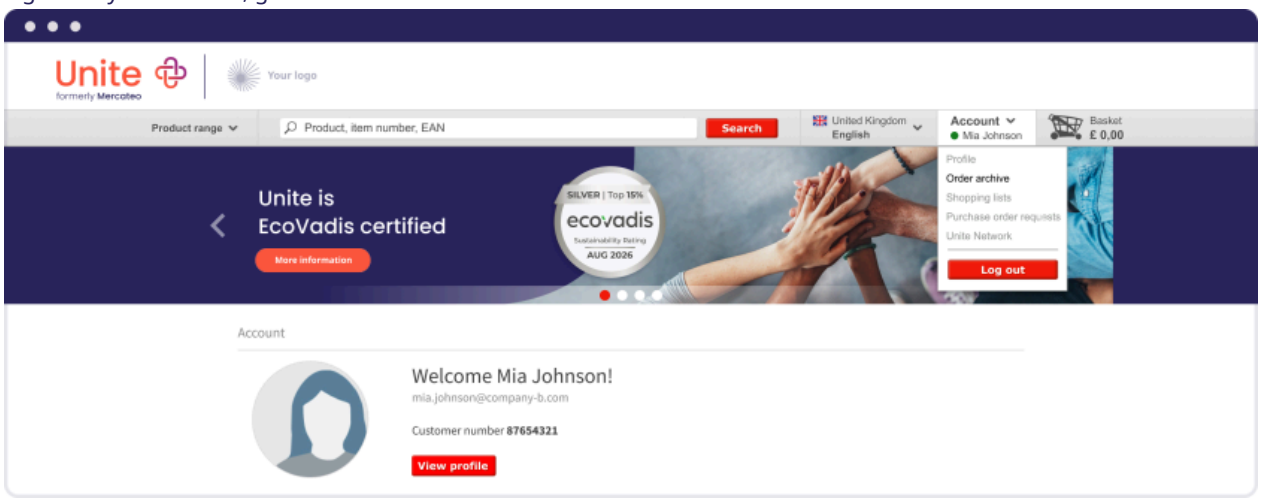
How to access the extended order report

Web access setup

Read more about how to access the extended order report for web access

PunchOut setup

Sign in to your account, go to 'Account' and click on 'Order archive'.



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 and following the process as described above.

Content of the order report

In the extended order report, you'll find details about every item ordered during the selected period, such as order number, item details, UNSPSC/ECLASS, manufacturer and so on. Additional information includes service fee data, CO_2 data and a detailed price breakdown (unit price, net price).

Analysing service fee data

The service fee is charged on the net purchase price of the ordered items and is displayed in the report in column O as a value in your local currency.

Analysing and interpreting CO_2 data

Open the export to access the greenhouse gas emissions data of your orders. The AC column lists the total CO_2 emissions for each order in kilograms.

Don't be confused by the term 'CO_2e data' that appears later. This refers to greenhouse gases being measured in CO_2 equivalents. To correctly interpret the data, first filter out any cancelled or unknown orders (Go to 'Order status' in column A – 'Cancelled' or 'Unknown'). You can then use the result for your carbon accounting.

It's important to note that the entries for freight costs don't include CO_2e data specific to product groups. This is because there is no direct correlation between prices and the greenhouse gas emissions of individual deliveries.

Read more about how to analyse CO_2 data

Track purchase decisions

Requesters can provide additional reasons for their decisions before submitting the shopping basket. The reasons will appear in the extended order report.

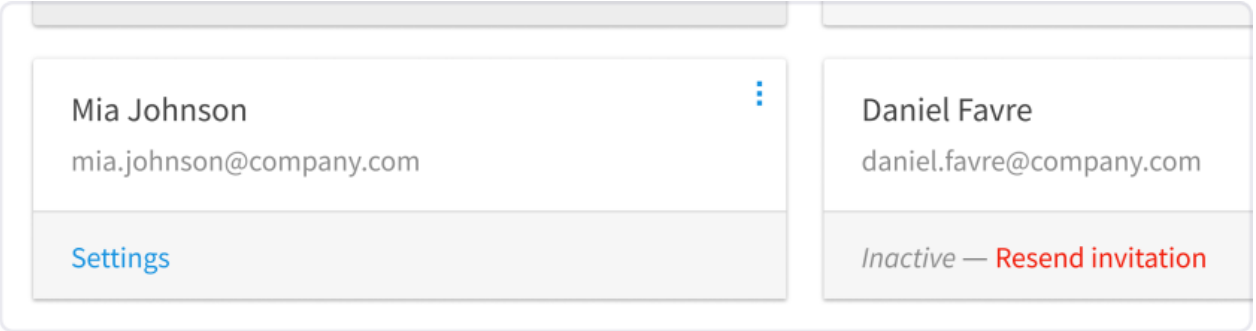
Please note: Admins of public organisations will also see a reason for the purchase decision.

How to assign permissions for the extended order report

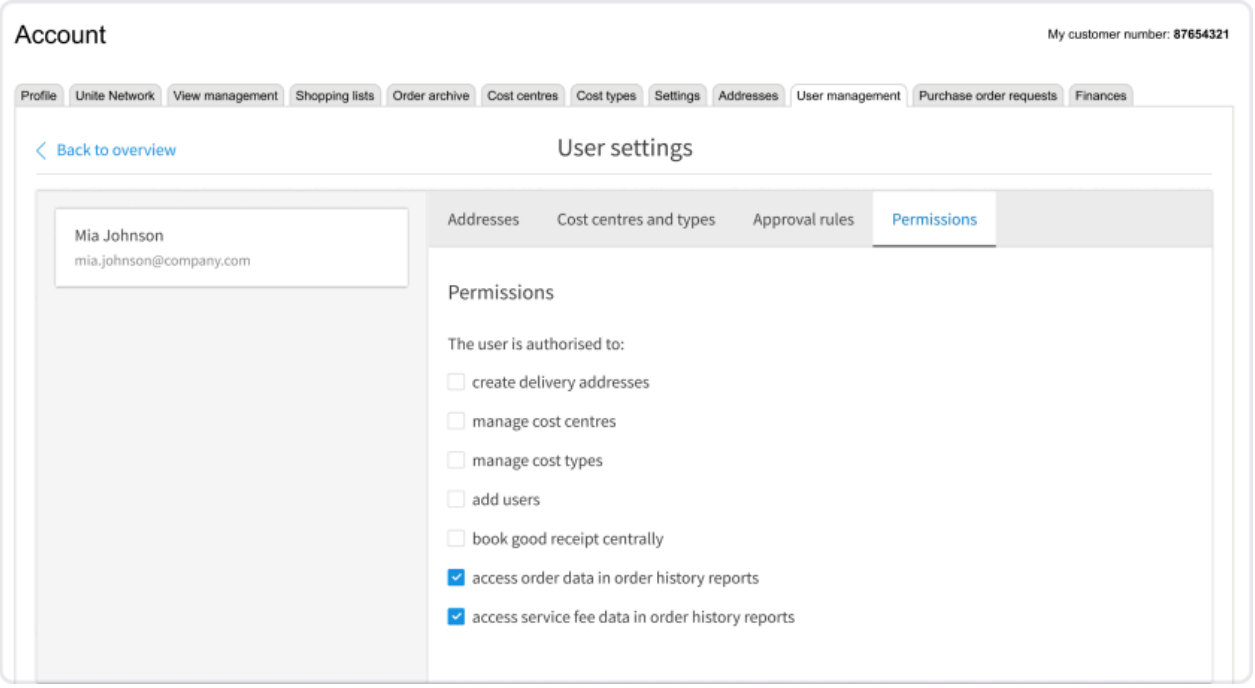
Web access setup

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: 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.uk@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.