

[Skip to content](#)

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Select a region and language

•

België
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[Italiano](#)

- **Magyarország**
[Magyar](#)

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[Nederlands](#)

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[Polski](#)

- **Schweiz**
[Deutsch](#)

- **United Kingdom**
[English](#)

- **Österreich**
[Deutsch](#)



- [For buyers](#)
[For buyers](#)
- [For suppliers](#)
[For suppliers](#)
- [Downloads](#)
[Downloads](#)
- Login
 - [Login to Unite](#)

[Contact](#)



- [Login to Unite](#)

Open localization menu

Support Hub



- [Support Hub](#)
- [For buyers](#)
- [User account](#)

[For buyers](#)

[Download PDF](#) [View menu](#)

Navigation for parent page [For buyers](#)

1. [User account](#)
 1. [Profile and account management](#)
 2. [Address management](#)
 3. [Managing cost centres and cost types](#)
2. [Configurations](#)
 1. [User management and approval workflow](#)
 2. [Setting up PunchOut](#)
 1. [Setting up PunchOut for OCI](#)
 2. [Setting up PunchOut for cXML](#)
 3. [Setting up the basket-to-ERP solution](#)
 3. [EDI interfaces for buyers](#)
 1. [Dispatch notifications](#)
 2. [Self-billing](#)
 3. [Invoices interface](#)
 4. [Order Export \(order copies from Unite\)](#)
 5. [Order Inject \(transmitting orders to Unite\)](#)
3. [Purchasing](#)
 1. [How to search on Unite](#)
 1. [Product detail page](#)
 2. [How to buy on Unite](#)
 1. [Shopping lists](#)
 3. [Shipping and delivery](#)
 4. [Payment and invoicing](#)
 5. [Returns and claims](#)
 6. [Order archive](#)

User account

Your account area is where you can update your profile, view your order history, change settings, set up cost centres, and manage users and finances and purchase order requests. The tabs you see will depend on the rights that have been assigned to you.

Overview of your account tabs

▼ Profile

Update your profile, change your password, and set up substitutes in your absence.

[Read more about profile and account management](#)

▼ Unite Network

Find and activate new suppliers quick and easy and manage them in one place.

▼ View management

In this tab, you can assign existing views to your activated BusinessShops to restrict assortments for specific user groups.

▼ Shopping lists

Shopping lists are useful for items that you buy regularly. You can create, change and delete shopping lists, and share them with your users.

▼ Order archive

This gives an overview of all your orders and invoices. You can view orders, post goods receipts, place repeat orders, and file returns.

▼ Cost centres and cost types

Add cost centres and cost types, which you can then assign to users.

▼ Settings

In this tab you can confirm if you're a contracting authority and specify global rights for users.

▼ Addresses

Manage business addresses, such as invoice and delivery addresses, add new addresses and change existing ones, if you are authorised to do so by the administrator of your company account.

▼ User management

Here you'll learn how to manage users within your organisation, assign rights to users, and set up approval workflows.

[Read more about user management and approval workflows](#)

▼ Purchase order requests

Shows order requests awaiting approval by you from another user lower in the purchasing hierarchy.

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Add a comment or suggestion (optional)

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- [User account](#)
- [Overview of your account tabs](#)

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