

Dispatch notification

Requirements and notes



General instructions

- Order and reference numbers must consist of 20 characters. Your designated Unite contact can help you to shorten numbers.
- 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 as 'Disp. Notif.' or 'shipping notice' can be used as a synonym.
- 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. Please note that changed delivery dates must not be communicated in the dispatch notification.
- Order numbers and reference numbers must not contain any line breaks.



Data formats

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

- (Preferred) Email with the dispatch notification as a PDF attachment
- Email formatted as HTML or plain text
- Plain text email with a PDF attachment



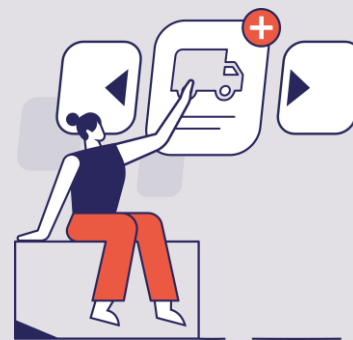
Contact information

Please send all dispatch notifications to **operations.de@unite.eu**. Always use the same email sender address.

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

Dispatch notification

An example template



Your company name

98 Example Street
12345 City, Country
service@example.de

Name of customer

777 Example Street
12345 City, Country

Order number: 86754321-45234321012
Dispatch notification number: A123456
Customer number: 36472382
Vendor number: 34827492456

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).

15/05/2023

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

Mark the document 'Dispatch notification'.
You can also use synonyms.

Dispatch notification for order no. 86754321-45234321012

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

| Item | Quantity | Item number Description | Unit |
|------|----------|----------------------------------|-------|
| 1 | 1 | 384759275 Example description | piece |

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.

Delivery date: 15/05/2023

Date of delivery

Shipping method: Domestic parcel courier

Specify the **courier**

Track & trace: <https://track-and-trace-link.com>

Link to **track & trace**

Please note that the link should be presented in a readable format only; it must not be clickable

Your company name
98 Example Street
12345 City, Country
VAT Reg No.: xxx xxx xxx xxx

Tel: +49 100 000 000
Email: example@example.com
Internet: www.example.com

Example bank
IBAN: DE111111111111
BIC: XXX999999

Your details: Enter your company details here.