

Order confirmation

Requirements and notes



General instructions

- Order and reference numbers must consist of 20 characters. Your designated Unite contact can help you to shorten numbers.
- Always designate identical items with different delivery dates as separate line items. Each line item must contain the item number, the quantity of items and the exact delivery date.
- The header data of the table (such as line, item number and quantity) must always be shown as headings in documents to maintain consistency.
- Order and reference numbers must not contain any line breaks.
- 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 shipping notification.
- Synonyms and abbreviations are allowed for all words in the document. For example, 'order confirmation' can also be abbreviated to 'Ord Conf'.



Data formats

One of the following ways must be used to transmit data relating to order confirmations:

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



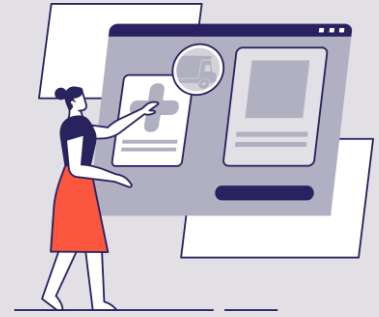
Contact information

Please send all order confirmations 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: Confirmation of order [customer order number].

Order confirmation

An example template



Please ensure your order confirmations have a consistent structure.

This means that the table must always be displayed in a uniform format in all emails.

This will ensure smooth processing.



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
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.

Customer number: Enter your customer number and your vendor number (if you have one).

Mark the document 'Order confirmation'.
You can also use synonyms.

15/05/2023

Creation date: Enter the date the order confirmation is created.

Confirmation of order no. 86754321-45234321012

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

Item	Quantity	Item number Description	Unit	Unit price in € Net unit price in €	Total price in € Net total price in €	Delivery date
1	1	384759275 Example description	piece	230.00	230.00	15/05/2023

Line item, item number, item description/name, quantity, net purchase price, unit and delivery date: List the individual line items in the order. Enter the line item number, item number, item description/name, quantity, net purchase price (rounded to two decimal places), unit and delivery date.

Shipping: Shipping: EUR 7.99

Total net amount	EUR	230.00
plus VAT	EUR	40.00
Total gross amount	EUR	277.99

Total prices: Enter the total prices of the order.

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.