TRADESHIFT

Unilever & Tradeshift – eInvoicing

Creating a Credit Note

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Locate the associated invoice…

Credit notes must reference an invoice that exists in the Tradeshift platform .

Note : You cannot raise the credit note if the referenced invoice is not raised through Tradeshift.

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Create Credit Note

The information is copied from the related Invoice

Add any Notes and Attachments as required.

You can then **Preview** or **Send** the credit note

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Check status

You can then check the status of the sent document via the **Documents** tab

Click on the documents to view them.

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Invoice status updated on the document

Current status of the document is visible on the Top right corner of the invoice.

History of the invoice statues and messages can be found in Universal Inbox. Cick on "Contact buyer" and this will be displayed

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For more information, please visit:

https://unilever.support.tradeshift.com/