

TRADESHIFT

Unilever & Tradeshift – eInvoicing

Creating a Credit Note



Table of contents


1. Locating the referenced invoice
2. Creating the credit note
3. Information is copied from the invoice
4. Check the status
5. Status updated in document
6. Further Support

Locate the associated invoice...

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



The screenshot displays the Tradeshift interface with a search bar at the top containing 'Q INV008'. Below the search bar, a list of documents is shown, with the first entry being 'Unilever Danmark A/S' with a value of '1.25 DKK'. A red arrow points to the search bar. The interface also includes a sidebar on the left with navigation icons, a 'Filters' panel on the right with options like 'Document type' and 'Document status', and a 'Total Sales' summary row.

Documents matching: "INV008"		
 Unilever Danmark A/S ACCEPTED - SALE - INVOICE # INV008 - ISSUE DATE: 02/08/17		1.25 DKK
Total Sales		1.25 DKK

1 matching document

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

Create Credit Note

Unilever Denmark accepted your invoice
Accepted — Last update: 28 days ago

Purchase Order 4510422999 related

Invoice

MINDSH. ACCEPTED

Other actions Use as draft Mark as paid ✓

- Mark as overdue
- Create Credit Note**
- Print
- Resend to new or same receiver
- Download PDF or UBL
- Archive document

To **Unilever Denmark A/S**
Ørestads Boulevard 73
2300 København S
Denmark
CVR : DK45963128
Branch : dk

From [REDACTED]
Antonigade 4, 4,
1106 KØBENHAVN K
Denmark
CVR : [REDACTED]

Invoice number
INV008

Issue date
02/08/17

Currency
DKK

Purchase Order Number
4510422999

Item ID	Description	Quantity	Unit	Unit price	Tax	Total DKK excl taxes
	TEST_536	1	pcs	1.00	25%	1.00
Order/Req. no: 4510422999						
Requisition line number: 10						
Subtotal excl taxes						1.00
Moms 25% of 1.00 DKK						0.25
Total DKK						1.25
Total taxes DKK 0.25						

Accepted methods of payment

Cash _____

The information is copied from the related Invoice

Create Credit Note Autocomplete from document

To
Unilever Danmark A/S
Ørestads Boulevard 73
2300 København S
Denmark

CVR: DK45963128
Branch: dk
[Change recipient](#)

Credit Note number Last used: 001
002

Issue date * Calendar icon 30/08/17 Currency DKK

Invoice number *
INV008

Order/Req. no
4510422999

Add optional field

Item ID	Description	Quantity	Unit	Price per unit excl. tax	Tax	Total excl. tax
+ []	TEST_536	1	pcs	1.00	25%	1.00

Invoice line number 10

Add optional field

[Add new line](#) + Add header charge, discount or tax

Subtotal excl taxes	1.00
Moms 25% of 1.00 DKK	0.25
Total DKK	1.25
Total taxes DKK 0.25	

Add any Notes and Attachments as required.

Notes
Write a message to the recipient

Save notes for future Credit Notes

Attachments
Choose File

Max file size is 3000 kb

Discard Save as draft [Preview](#) [Send](#)

You can then Preview or Send the credit note

Check status

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

Click on the documents to view them.

The screenshot shows a document management interface with a search bar at the top containing 'All documents' and a 'SORT: LAST MODIFIED' dropdown. The main area displays a list of documents with columns for document type, description, and amount in DKK. A blue sidebar on the left contains various navigation icons, with the 'Documents' icon (a 3x3 grid) highlighted in blue. A blue callout box on the left side of the image points to this icon.

Document Type	Description	Amount (DKK)
CR	Unilever Danmark A/S SENT • SALE • CREDIT NOTE #001 • ISSUE DATE: 30/08/17	-25.00
INV	Unilever Danmark A/S FAILED DELIVERY • SALE • INVOICE #0012 • ISSUE DATE: 30/08/17	25.00
PO	Unilever Danmark A/S RECEIVED • SALE • ORDER #4510426075 • ISSUE DATE: 28/08/17	1.00
PO	Unilever Danmark A/S RECEIVED • SALE • ORDER #4510426067 • ISSUE DATE: 28/08/17	1.00
INV	Unilever Danmark A/S SENT • SALE • INVOICE #IN_30 • ISSUE DATE: 29/08/17	25.00
INV	Unilever Danmark A/S SENT • SALE • INVOICE #POSTGIROLATEST • ISSUE DATE: 28/08/17	1.25
INV	Unilever Denmark DRAFT • SALE • INVOICE #POSTGIROLATEST • ISSUE DATE: 28/08/17	1.25
INV	Unilever Danmark A/S SENT • SALE • INVOICE #TESTPOSTGIRO • ISSUE DATE: 28/08/17	1.25
INV	Unilever Danmark A/S SENT • SALE • INVOICE #BF-DK7 • ISSUE DATE: 28/08/17	2,500.00
INV	Unilever Danmark A/S SENT • SALE • INVOICE #BF-DK6 • ISSUE DATE: 28/08/17	25.00
PO	Unilever Denmark DEFERRED • SALE • ORDER #F062747366 • ISSUE DATE: 28/08/17	2,000.00

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 statuses and messages can be found in Universal Inbox. Click on "Contact buyer" and this will be displayed

The screenshot displays a software interface with a top menu (File, Edit, View, Favorites, Tools, Help) and a sidebar on the left. The sidebar contains a 'Conversation' panel with a list of messages and documents. The main area shows a 'Tax invoice' document. At the top right of the document, there is a status 'Invoice sent to Unilever Australia' with a timestamp 'Sent via Tradeshift — Last update: under a minute ago'. Below this, there are two buttons: 'Use as draft' and 'Mark as paid'. A yellow banner at the top of the invoice reads 'Purchase Order 4510581534 related'. The invoice itself features a 'VISIT' logo with a yellow 'SENT' banner. The invoice details include 'To: Unilever Australia Trading Ltd' and 'From: VISY BOARD PTY LTD (HPC)'. A table lists items with columns for Item ID, Description, Quantity, Unit, Unit price, Tax, and Total AUD excl. taxes. The table contains one row: 'V2738087 - 67036937 CASE REXONA MEN ACT' with a quantity of 0.5 pcs, a unit price of 2,500.00, and a total of 1,250.00. The subtotal is 1,250.00 and the fixed tax is 0.00. At the bottom of the interface, there are buttons for 'NEW MESSAGE', 'Contact buyer', and 'Contact colleague'. A blue arrow points from the 'Contact buyer' button to the 'SENT' status badge on the invoice.

For more information, please visit:

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