

# TRADESHIFT

## Unilever & Tradeshift E-invoicing – registration steps

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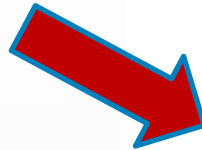


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# Accepting the Invitation

You should have, or will shortly receive an email inviting you to activate your Tradeshift account. Click on the Green activation button



**U**  
Unilever

Important information from  
**Unilever PLC**  
Unilever House  
100 Victoria Embankment  
London EC4Y 0DY  
United Kingdom

**E-INVOICING VIA TRADESHIFT IS NOW LIVE.**

Dear Unilever Supplier,

In continuation to the Email received from Unilever, you are being contacted to transition to electronic invoicing with Tradeshift.

**As a registered supplier to UNILEVER you are required to start transition to Invoice by 15th Dec' 2017. We would therefore encourage you to start submitting the electronic invoices as soon as possible.**

Click on the green button below to complete the simple steps to activate your Tradeshift account:

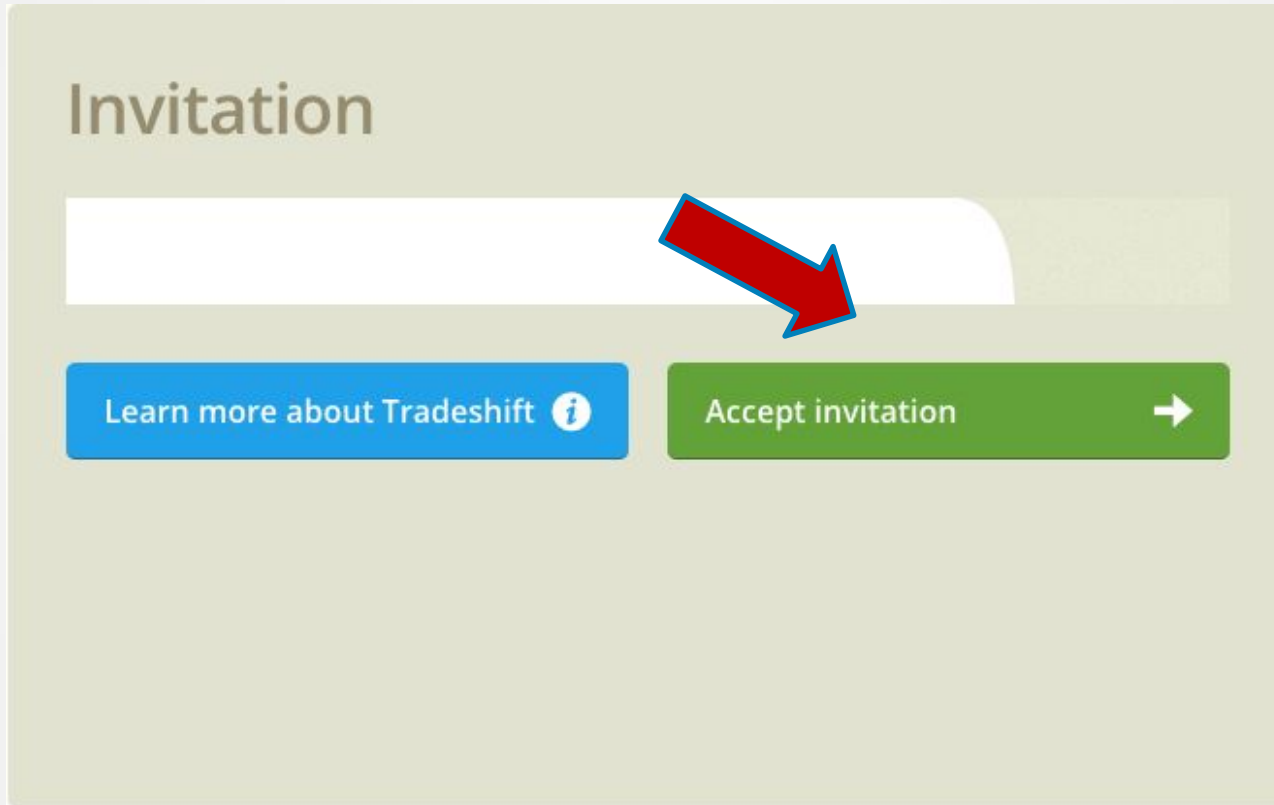
**Sign up to invoice Unilever now**

You are now expected to send ALL invoices via the Tradeshift Network. For more information on the steps involved, please access the Supplier Support page available [here](#)

**What this means for you :**

- Secure, guaranteed electronic delivery of invoices & improved on-time payment
- Error identification upon invoice submission, prompting proactive and timely corrective action
- Auto confirmation triggered on invoice receipt
- It is free of charge
- Payment dates tracking to proactively manage any issues via vendor query portal
- Removal of the cost of printing and postal services
- Improved quality of invoicing process

# Initial acceptance Screen



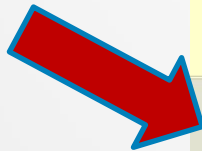
# Verify Company name, email address and location

## Accept invitation

Basic information

Company *	<input type="text" value="TKN VQP POC Supplier B"/>
Email address *	<input type="text" value="TKN+VQPPOCSupplierb@tradeshift.com"/>
Country/Region *	<input type="text" value="Australia"/>

By creating a profile, you are indicating that you have read and agree to Tradeshift's [Terms of Service and Privacy Policy](#).



# Navigate to Further verification email

You're almost there!

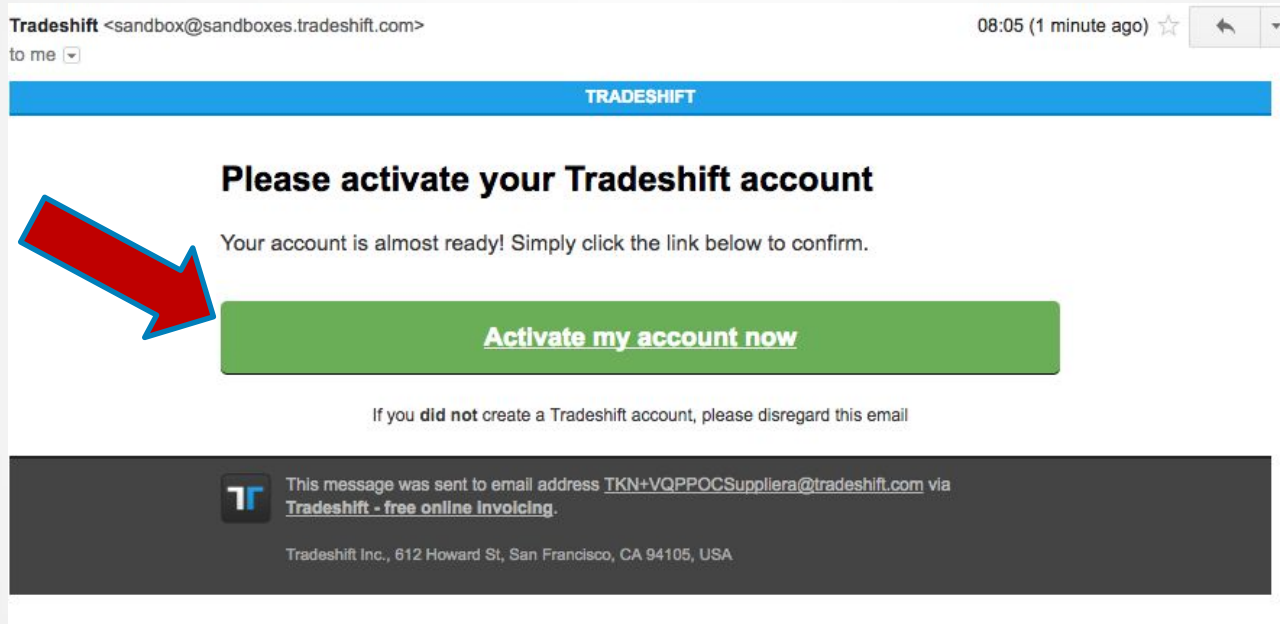
Please check your inbox and verify the email address you provided (TKN+VQPPOCSuppliera@tradeshift.com) to finish setting up your account.

If you don't see the email, please check your spam folder.



GO TO YOUR TRADESHIFT INBOX

# Activate your account email



# Complete password details

One last thing...

PASSWORD\*


Enter a password of at least 8 characters, consisting of upper and lower case.

Show password in plain text

FIRST NAME

LAST NAME

START USING TRADESHIFT

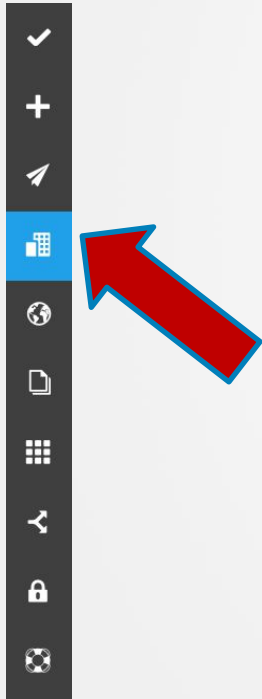




# Now you are inside Tradeshift. Click OK.

The screenshot shows the 'Task List' interface with a green header bar. On the right side of the header is an 'AUTO ASSIGN' button. The main content area is dark grey and contains a central welcome message: 'Welcome to your Task List!' followed by 'Documents and other tasks requiring your attention will be listed here.' Below this message is a prominent green 'OK' button. To the left of the main content, there are several sections: 'GETTING STARTED / 5', 'Company description' (with subtext 'ADD A DESCRIPTION OF YOUR COMPANY TO YOUR PROFILE.' and an 'ADD' button), 'Company details' (with subtext 'ADD RELEVANT DETAILS ABOUT YOUR COMPANY.' and an 'ADD' button), 'Company logo' (with subtext 'UPLOAD YOUR COMPANY'S LOGO.' and an 'UPLOAD' button), and 'Team members' (with subtext 'ADD A TEAM MEMBER TO YOUR TRADESHIFT ACCOUNT.' and an 'ADD' button). A red arrow with a blue outline points towards the 'OK' button.

# You must remember to complete your Company profile - address....



Complete your profile Profile strength 45%

<b>COMPANY NAME</b> <input type="text" value="TKN UL Supplier"/>	<b>COMPANY DESCRIPTION</b> <input type="text" value="Tell the Tradeshift network about your company and attract more business"/>
<b>WEBSITE</b> <input type="text" value="Add URL"/>	
<b>INDUSTRY</b> <input type="text" value="Select"/>	<b>COMPANY SIZE</b> <input type="text" value="Select"/>
<b>COMPANY OWNERSHIP</b> <input type="text" value="Select"/>	<b>LOCATION</b> <input type="text" value="KØBENHAVN K, DK"/>
<b>PHONE</b> <input type="text" value="Add phone"/>	<b>COMPANY EMAIL ADDRESS</b> <input type="text" value="Add company email"/>

Choose Location ✕

**COUNTRY**

**STREET**

**BUILDING**

**RECIPIENT**

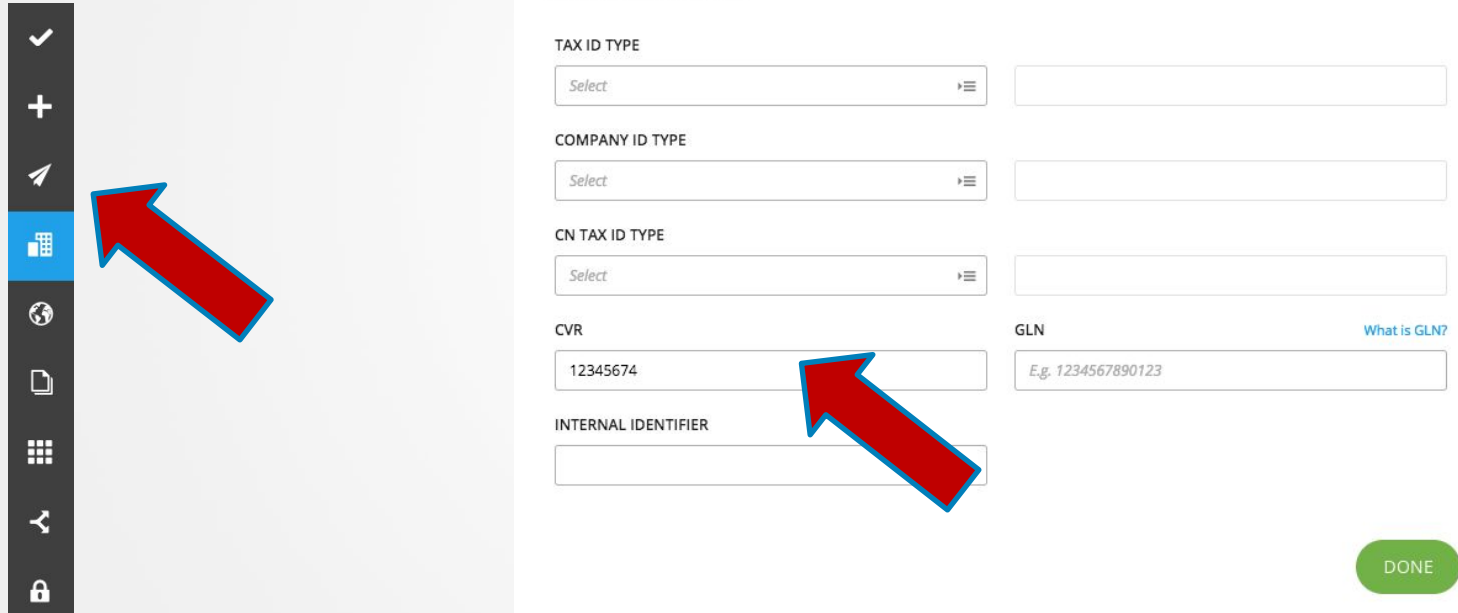
**ZIP CODE**

**CITY**

Show map on profile

# You must remember to complete your Company profile - Tax-id...

You are now ready to start creating invoices in the Tradeshift platform...



The screenshot shows a vertical navigation bar on the left with icons for home, add, navigation, company profile (highlighted in blue), globe, document, grid, share, lock, and refresh. A red arrow points from the company profile icon to the form. The form is titled 'Company Identifiers' and contains the following fields:

- TAX ID TYPE**: A dropdown menu with 'Select' and a right arrow icon, followed by an empty text input field.
- COMPANY ID TYPE**: A dropdown menu with 'Select' and a right arrow icon, followed by an empty text input field.
- CN TAX ID TYPE**: A dropdown menu with 'Select' and a right arrow icon, followed by an empty text input field.
- CVR**: A text input field containing '12345674'.
- GLN**: A text input field containing 'E.g. 1234567890123'. A link 'What is GLN?' is located to the right of the field.
- INTERNAL IDENTIFIER**: An empty text input field.

A green 'DONE' button is located at the bottom right of the form.

# Disabling email notifications

You can disable email notifications which you would otherwise receive whenever a document is forwarded or status changes

Untick all notifications related to documents and click "Update notification settings"

User details

Notifications

Document notifications

- You receive a document
- One of your connections posts a comment on a document
- One of your connections changes the state of a document
- Sending of a document fails

Network notifications

- Another user sends you a request to join their network
- Another user recommends your company
- One of your connections sends a private message

General notifications

- You receive newsletters and other informational material from Tradeshift
- You receive other system messages from Tradeshift

Update notification settings →

Additional steps to activate the Vendor  
Query Portal for querying historic  
invoices and credit notes

# ...To subscribe to document statuses updates...

...Click on “SUBSCRIBE TO STATUS UPDATES”, then “SUBSCRIBE” and you are ready to start querying your historic Unilever Invoices and credit notes on the Tradeshift platform

The screenshot displays the 'Task List' interface in the Tradeshift platform. The header is green with a 'Task List' title and an 'AUTO ASSIGN' button. Below the header, there are several task cards. The first card is 'GETTING STARTED (5)'. The second card is 'Company description' with a subtext 'ADD A DESCRIPTION OF YOUR COMPANY TO YOUR PROFILE.' and an 'ADD' button. The third card is 'Company details' with a subtext 'ADD RELEVANT DETAILS ABOUT YOUR COMPANY.' and an 'ADD' button. The fourth card is 'Company logo' with a subtext 'UPLOAD YOUR COMPANY'S LOGO.' and an 'UPLOAD' button. The fifth card is 'Team members' with a subtext 'ADD A TEAM MEMBER TO YOUR TRADE' and an 'ADD' button. Below these cards is a 'SHOW MORE' button. The sixth card is 'SUBSCRIBE TO STATUS UPDATES (1)'. The seventh card is 'SUBSCRIBE TO STATUS UPDATES (1)' with a subtext 'Receive status updates on Unilever Master Sandboxes invoices' and a subtext 'RECEIVED: 2017-08-23 11:53:11'. A green 'SUBSCRIBE' button is located at the bottom right of this card. Two red arrows with blue outlines point to the 'SUBSCRIBE TO STATUS UPDATES (1)' card and the 'SUBSCRIBE' button.

For more information, please visit

E-invoicing: <https://unilever.support.tradeshift.com/>

Vendor query portal: <https://unilever-vqp.support.tradeshift.com/>