

## Unilever and Tradeshift Vendor Query Portal - Querying documents



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# Navigate to the document List

≡	Task List	AUTO ASSIGN
~	GETTING STARTED (5)	-
+	Company description ADD A DESCRIPTION OF YOUR COMPANY TO YOUR PROFILE.	ADD
1	Company details ADD RELEVANT DETAILS ABOUT YOUR COMPANY.	ADD
<b>I</b>	Company logo UPLOAD YOUR COMPANY'S LOGO.	UPLOAD
6)	Team members ADD A TEAM MEMBER TO YOUR TRADESHIFT ACCOUNT.	ADD
	Document list	

### 3 | Confidential

	Full Document his	tory	Filter options
≡	(a) Filtered documents search	SORT: LAST MODIFIED	Filters +
~	Unilever Singapore Private Limited RA RECEIVED - SALE - REMITTANCE ADVICE #1830000033 - ISSUE DATE: 07/08/17	13,173.69 SGD	Document type
+	Unilever Singapore Private Limited RECEIVED - SALE - REMITTANCE ADVICE #1830000004 - ISSUE DATE: 04/08/17	23,370 CLP	Document status
1	Unilever Singapore Private Limited     INV SENT - SALE - INVOICE #914559376 - ISSUE DATE: 11/07/17	19,257.04 USD	SAVE AS PRESET FILTER
Ĩ	Unilever Singapore Private Limited PAYMENT SENT - SALE - INVOICE #834393257 - ISSUE DATE: 27/06/17	2,811.76 ZAR	SELECT A PRESET FILTER
3	Unilever Singapore Private Limited PAYMENT SENT - SALE - INVOICE #808993391 - ISSUE DATE: 15/07/17	10,361.93 SGD	CLEAR CURRENT FILTERS
۵	Unilever Singapore Private Limited NV PAYMENT SENT - SALE - INVOICE #764816843 - ISSUE DATE: 10/07/17	13,228.00 GHS	
	Unilever Singapore Private Limited PAYMENT SENT - SALE - INVOICE #716424452 - ISSUE DATE: 06/07/17	7,168.25 ARS	
×	Unilever Singapore Private Limited HV PAYMENT SENT - SALE - INVOICE #687123409 - ISSUE DATE: 05/07/17	10,142 CLP	
a	Unilever Singapore Private Limited RA RECEIVED • SALE • REMITTANCE ADVICE #1830009972 • ISSUE DATE: 06/07/17	21,504.75 ARS	

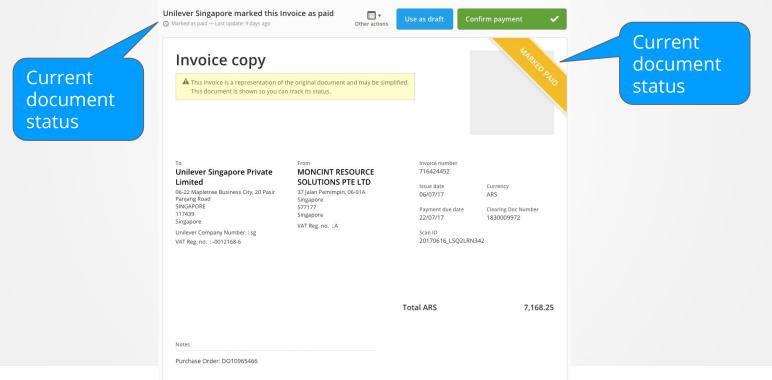
### 4 | Confidential

# Click on individual documents to view

≡	Q Filtered documents	SORT: LAST MODIFIED
~	Unilever Singapore Private Limited RECEIVED - SALE - REMITTANCE ADVICE #1830000033 - ISSUE DATE: 07/08/17	13,173.69 SGD
+	Unilever Singapore Private Limited RECEIVED - SALE - REMITTANCE ADVICE #1830000004 - ISSUE DATE: 04/08/17	23,370 CLP
1	Unilever Singapore Private Limited SENT - SALE - INVOICE #914559376 - ISSUE DATE: 11/07/12 Individual	19,257.04 USD
•11	Unilever Singapore Private Limited PAYMENT SENT - SALE - INVOICE #834393257 - ISSUE DATE: 27/06/17	2,811.76 ZAR
3	Unilever Singapore Private Limited PAYMENT SENT - SALE - INVOICE #808993391 - ISSUE DATE: 15/07/17	10,361.93 SGD
D	Unilever Singapore Private Limited PAYMENT SENT - SALE - INVOICE #764816843 - ISSUE DATE: 10/07/17	13,228.00 GHS
	Unilever Singapore Private Limited PAYMENT SENT - SALE - INVOICE #716424452 - ISSUE DATE: 06/07/17	7,168.25 ARS
×	Unilever Singapore Private Limited PAYMENT SENT - SALE - INVOICE #687123409 - ISSUE DATE: 05/07/17	10,142 CLP
a	O Unilever Singapore Private Limited RA RECEIVED - SALE - REMITTANCE ADVICE #1830009972 - ISSUE DATE: 06/07/17	21,504.75 ARS

## **Viewing documents**

## Current document status



### 6 | Confidential

## **Retrieving comments and recent actions**

### Click on "Contact Buyer"

~ +

1

=

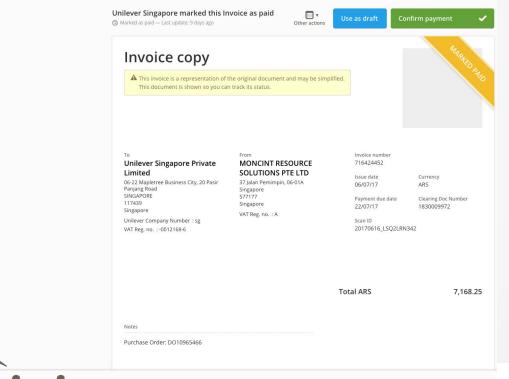
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A

0

Contact buyer

Contact colleague



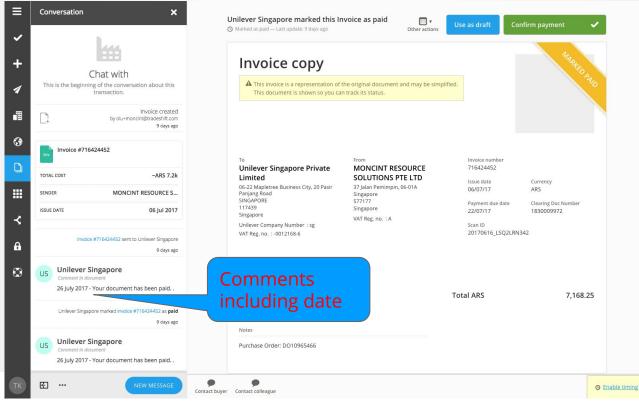
7 | Confidential

**Click here** 



## Latest comments and recent actions

## Comments include the date of the comment



**TRADESHIFF** 

#### 8 | Confidential

## Summary information on invoices

Only Summary invoice information is passed by Unilever to the Tradeshift platform MARKED PRO

### Invoice copy

A This invoice is a representation of the original document and may be simplified. This document is shown so you can track its status.



Total ARS

7.168.25

TRADESHIFF

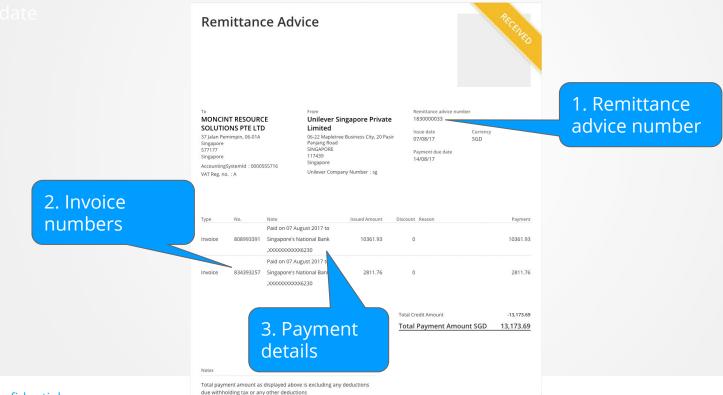
Notes

### 9 | Confidential

Purchase Order: DO10965466

## **Remittance advice information**

Details: 1.Remittance advice number, 2.Related invoice numbers, 3.Payment details.



10 | Confidential

# **Additional Information**

Further information can be found on the Dedicated Unilever and Tradeshift Supplier Support Portal: <u>unilever-vqp.support.tradeshift.com</u>

Alternatively, you can log a support ticket with Tradeshift support at: <u>https://unilever-vqp.support.tradeshift.com/requests/</u> <u>new</u>