

TRADESHIFT

Unilever & Tradeshift – eInvoicing

Creating a Credit Note

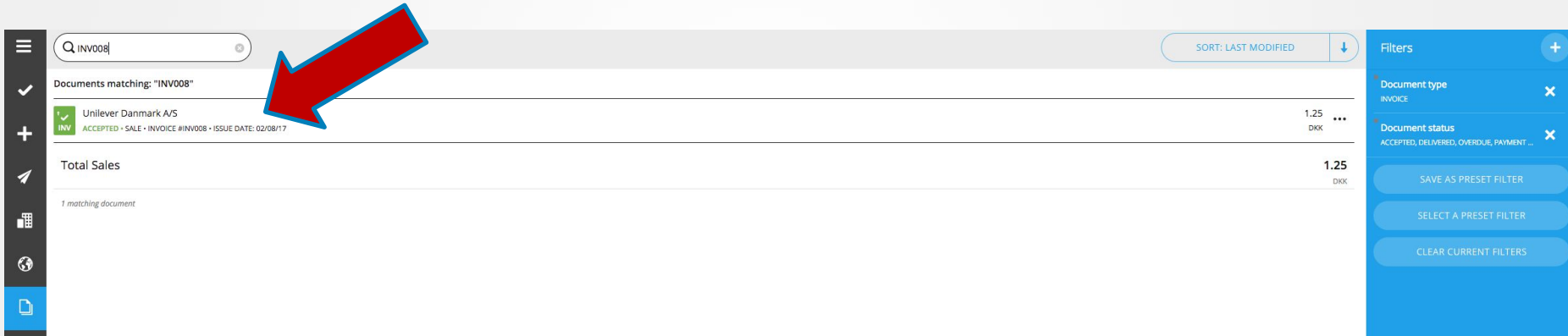


Table of contents

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 sidebar on the left containing various navigation icons. The main area displays a list of documents under the heading 'All documents'. A search bar and a 'SORT: LAST MODIFIED' dropdown are at the top right. The document list includes details such as document type (e.g., CR, INV, PO), recipient (Unilever Denmark A/S), status (e.g., SENT, RECEIVED, DRAFT), and monetary values in DKK.

Document Type	Recipient	Status	Order/Invoice #	Issue Date	Value (DKK)
CR	Unilever Denmark A/S	SENT	SALE • CREDIT NOTE #001	30/08/17	-25.00
INV	Unilever Denmark A/S	FAILED DELIVERY	SALE • INVOICE #0012	30/08/17	25.00
PO	Unilever Denmark A/S	RECEIVED	SALE • ORDER #4510426075	28/08/17	1.00
PO	Unilever Denmark A/S	RECEIVED	SALE • ORDER #4510426067	28/08/17	1.00
INV	Unilever Denmark A/S	SENT	SALE • INVOICE #IN_30	29/08/17	25.00
INV	Unilever Denmark A/S	SENT	SALE • INVOICE #POSTGIROLATEST	28/08/17	1.25
INV	Unilever Denmark	DRAFT	SALE • INVOICE #POSTGIROLATEST	28/08/17	1.25
INV	Unilever Denmark A/S	SENT	SALE • INVOICE #TESTPOSTGIRO	28/08/17	1.25
INV	Unilever Denmark A/S	SENT	SALE • INVOICE #BF-DK7	28/08/17	2,500.00
INV	Unilever Denmark A/S	SENT	SALE • INVOICE #BF-DK6	28/08/17	25.00
PO	Unilever Denmark	DEFERRED	SALE • ORDER #PO62747366	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 left sidebar. The main area is split into two panes. The left pane, titled 'Conversation', shows a history of messages and documents. The right pane displays a 'Tax invoice' document with a yellow 'SENT' banner in the top right corner. The invoice header includes 'Invoice sent to Unilever Australia' and 'Sent via Tradeshift - Last update: under a minute ago'. Below the header are buttons for 'Use as draft' and 'Mark as paid'. The invoice details include 'Purchase Order #4510581534', 'TOTAL COST --AUD 32.5k', 'SENDER Unilever Australia Tra...', and 'ISSUE DATE 17 Aug 2017'. The invoice body lists 'To Unilever Australia Trading Ltd' and 'From VISY BOARD PTY LTD (HPC)'. A table of items is shown with columns for Item ID, Description, Quantity, Unit, Unit price, Tax, and Total AUD excl. taxes. The table contains one item: 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 invoice footer shows 'Subtotal excl taxes 1,250.00' and 'Fixed Tax of 1,250.00 (10%)'. 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' banner on the invoice.

File Edit View Favorites Tools Help

Conversation

Invoice sent to Unilever Australia
Sent via Tradeshift - Last update: under a minute ago

Other actions Use as draft Mark as paid

Purchase Order #4510581534 related

Tax invoice

SENT

FOR A BETTER WORK

To: Unilever Australia Trading Ltd
Level 17, 2-26 Park Street, NSW
Sydney 2000
Australia
ABN : 46136885571

From: VISY BOARD PTY LTD (HPC)
PRIVATE BAG 7272
LIVERPOOL BC BC 2170
Australia
VAT Reg. no. : 58005787913

Invoice number: IN_STATUS1
Issue date: 8/31/17
Currency: AUD
Purchase Order Number: 4510581534

Item ID	Description	Quantity	Unit	Unit price	Tax	Total AUD excl. taxes
V2738087 - 67036937	CASE REXONA MEN ACT	0.5	pcs	2,500.00	0	1,250.00

Order/Req. no: 4510581534
Requisition line number: 20

Subtotal excl taxes 1,250.00
Fixed Tax of 1,250.00 (10%)

NEW MESSAGE Contact buyer Contact colleague

For more information, please visit:

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