

TRADESHIFT

Unilever & Tradeshift – eInvoicing

Receiving a Purchase Order



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Viewing your Purchase Orders

TRADESHIFT X Task List X

Inbox ... ↻

Tasks

Your inbox is empty
This is where your conversations with your colleagues and other companies will appear.

RECEIVED DOCUMENTS (7)

- Unilever Danmark A/S
Sale · Order #4510426075 · Issued 8/28/2017 · DKK1....
- Unilever Danmark A/S
Sale · Order #4510426067 · Issued 8/28/2017 · DKK1....
- Unilever Denmark
Sale · Order #DO96747366 · Issued 8/28/2017 · DKK2...
- Unilever Danmark A/S
Sale · Order #4510422979 · Issued 7/7/2017 · DKK1.00

Apps

You can view the PO in the **Tasks** or **Document Manager App** within the Tradeshift platform

Documents

2 filters applied x

	TYPE	DOCUMENT ID	STATUS
	PO	Order 4510418114 ISSUED 01/06/17	RECEIVED
	PO	Order 4510418053 ISSUED 31/05/17	RECEIVED
	PO	Order 4510418048 ISSUED 31/05/17	RECEIVED
	PO	Order 4510422979 ISSUED 07/07/17	RECEIVED
	PO	Order DO96747366 ISSUED 28/08/17	RECEIVED
	PO	Order 4510426067 ISSUED 28/08/17	RECEIVED

Document Manager (1)

The screenshot displays the 'Documents' section of a software interface. At the top, there is a search bar and a 'Show Insights' button. Below this is a table with columns for 'TYPE', 'DOCUMENT ID', 'STATUS', 'SENDING PARTY', and 'AMOUNT'. The table lists several 'Order' documents with various statuses like 'ACCEPTED' and 'RECEIVED'. A dropdown menu is open on the right side, titled 'Document type', with a close button (X). The menu lists several document types: 'Order', 'Order Change', 'Goods Receipt', 'Invoice', 'Credit Note', 'Remittance Advice', 'Quote', and 'Purchase Request'. An 'APPLY FILTER' button is located at the bottom of the dropdown. A blue callout box is overlaid on the table, containing text that explains the filtering functionality.

TYPE	DOCUMENT ID	STATUS	SENDING PARTY	AMOUNT
PO	Order 4510415275	ACCEPTED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510416125	ACCEPTED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510416127	ACCEPTED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510418114 ISSUED 01/06/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510418053 ISSUED 31/05/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510418048 ISSUED 31/05/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510418170	VOID	Unilever Danmark A/S	1.00 DKK

You can use filters within the Document Manager to make the management of documents easier...

Document Manager (2)

Documents						
Q 1 filter applied x		Show Insights		SORT: LAST MODIFIED	↑	ADD FILTER
TYPE	DOCUMENT ID	STATUS	SENDING PARTY	AMOUNT		
PO	Order 4510415275	ACCEPTED	Unilever Danmark A/S	1.00 DKK		
PO	Order 4510416125	ACCEPTED	Unilever Danmark A/S	1.00 DKK		
PO	Order 4510416127	ACCEPTED	Unilever Danmark A/S	1.00 DKK		
PO	Order 4510418114 ISSUED 01/06/17	RECEIVED	Unilever Danmark A/S	1.00 DKK		
PO	Order 4510418053 ISSUED 31/05/17	RECEIVED	Unilever Danmark A/S	1.00 DKK		
PO	Order 4510418048 ISSUED 31/05/17	RECEIVED	Unilever Danmark A/S	1.00 DKK		

Applied filters can be removed here

Document Manager (3)

Documents

Q 2 filters applied x Show insights SORT: LAST MODIFIED ↑ ADD FILTER

TYPE	DOCUMENT ID	STATUS	SENDING PARTY	AMOUNT
PO	Order 4510415275	ACCEPTED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510416125	ACCEPTED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510416127	ACCEPTED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510418114 ISSUED 01/06/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510418053 ISSUED 31/05/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510418048 ISSUED 31/05/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510422979 ISSUED 07/07/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510422999	ACCEPTED	Unilever Danmark A/S	1.00 DKK
PO	Order DO96747366 ISSUED 28/08/17	RECEIVED	Unilever Denmark	2000.00 DKK
PO	Order 4510426067 ISSUED 28/08/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510426075 ISSUED 28/08/17	RECEIVED	Unilever Danmark A/S	1.00 DKK

1

2

1. Available columns can be adjusted
2. The current filtered view can be downloaded (max 10,000 records)

Configure table columns X

- Modified
- Due date
- Sending party
- Receiving party
- Status message

SAVE

EXPORT VIEW AS CSV

Accept the Purchase Order

...and then, If you're happy, Click the green "Accept" button to accept the order.

Note: This is only internal supplier use. PO status change is not sent back to Unilever.

Purchase Order received from Unilever Denmark

Received via Tradeshift — Last update: 13 days ago

Other actions

Create Invoice

Accept ✓

Purchase Order

RECEIVED

To [REDACTED]
Antonigade 4, 4.NULL
1106 KØBENHAVN K
Denmark
AccountingSystemId : 0001022633
CVR : [REDACTED]

From
Unilever Danmark A/S
Ørestads Boulevard 73
2300 København S
Denmark
CVR : DK45963128
Branch : dk

Order number
4510415275

Order date
08/05/17

Currency
DKK

Item ID	Description	Quantity	Unit	Unit price	Tax	Total DKK excl. taxes
	TEST_257	1	LE	1.00		1.00

Contact buyer

Contact colleague

For more information, Please visit:

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