

TRADESHIFT

Unilever & Tradeshift – eInvoicing

Receiving a Purchase Order



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Viewing your Purchase Orders

The screenshot shows a 'Task List' interface with a green header. Below the header, there are two main sections: 'RECEIVED DOCUMENTS (5)' and 'DRAFT DOCUMENTS (10)'. Each section contains a list of purchase orders from 'Unilever Danmark A/S'. Each order entry includes the company name, 'SALE · ORDER #', and 'ISSUED' date with 'DKK 1.00'.

Section	Company	Order #	Issued Date	Amount
RECEIVED DOCUMENTS (5)	Unilever Danmark A/S	#4510418170	01/06/17	DKK 1.00
	Unilever Danmark A/S	#4510418048	31/05/17	DKK 1.00
	Unilever Danmark A/S	#4510418053	31/05/17	DKK 1.00
	Unilever Danmark A/S	#4510418114	01/06/17	DKK 1.00
	Unilever Danmark A/S	#4510415275	08/05/17	DKK 1.00
DRAFT DOCUMENTS (10)	Unilever Danmark A/S	#4510418048	31/05/17	DKK 1.00
	Unilever Danmark A/S	#4510418053	31/05/17	DKK 1.00
	Unilever Danmark A/S	#4510418114	01/06/17	DKK 1.00
	Unilever Danmark A/S	#4510418170	01/06/17	DKK 1.00
	Unilever Danmark A/S	#4510422979	07/07/17	DKK 1.00

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

The screenshot shows the Tradeshift mobile app interface. At the top, there is a search bar and a 'MORE APPS' button. Below this, there are two app icons: 'Document M...' and 'App Manager'. A blue callout box with the text 'You can view the PO in the Tasks or Document Manager App within the Tradeshift platform' has two arrows pointing to these icons, labeled '1' and '2' respectively. The background shows a 'Task List' with a list of purchase orders, similar to the desktop view.

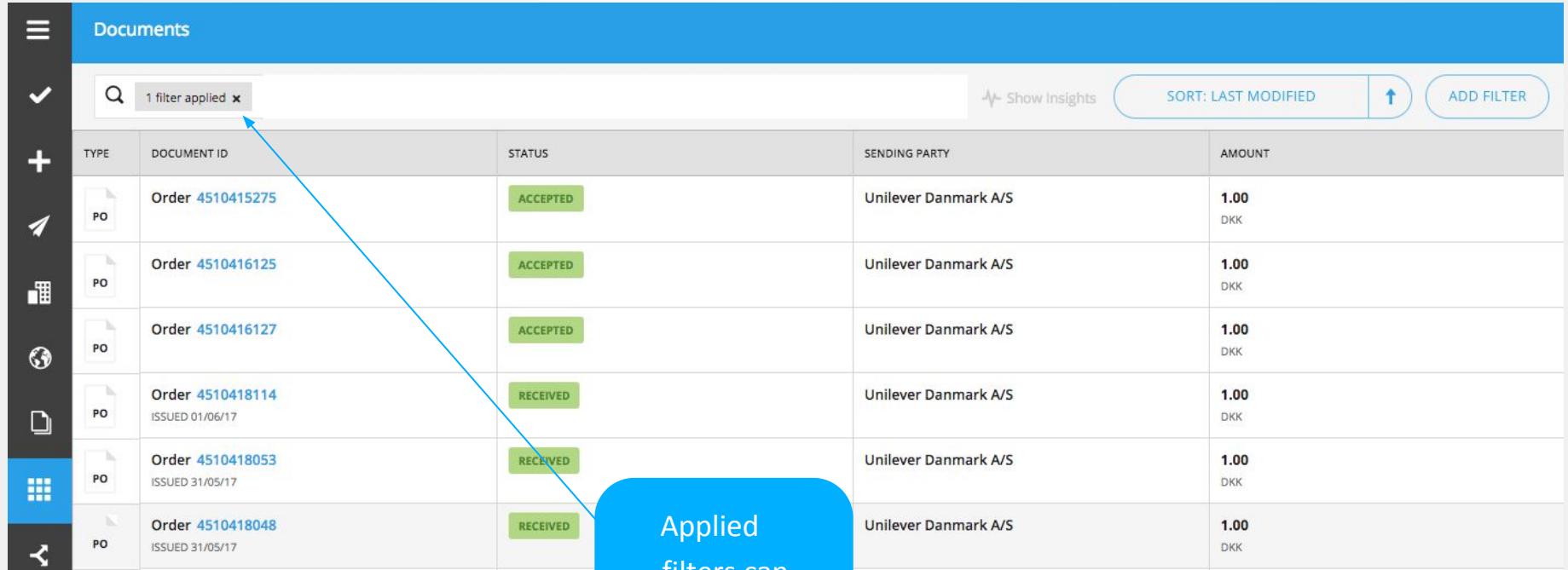
Document Manager (1)

The screenshot displays the Document Manager interface. On the left is a dark sidebar with navigation icons. The main area is titled 'Documents' and contains a search bar, a 'Show Insights' button, and a 'SORT: LAST' dropdown. Below this is a table with columns: TYPE, DOCUMENT ID, STATUS, SENDING PARTY, and AMOUNT. A filter dropdown menu is open on the right, showing 'Document type' with a close button (X). The menu lists several document types: Order (highlighted), Order Change, Goods Receipt, Invoice, Credit Note, Remittance Advice, Quote, and Purchase Request. An 'APPLY FILTER' button is at the bottom of the menu. A blue callout box points to the 'Order' option in the filter menu.

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	Danmark A/S	1.00 DKK
PO	Order 4510418048 ISSUED 31/05/17	RECEIVED	Danmark A/S	1.00 DKK
PO	Order 4510418170	VC	Danmark A/S	1.00 DKK

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

Document Manager (2)



The screenshot shows the 'Documents' section of a software interface. At the top, there is a search bar with the text '1 filter applied x' and a 'Show Insights' button. To the right of the search bar are buttons for 'SORT: LAST MODIFIED' and 'ADD FILTER'. Below the search bar is a table with the following columns: TYPE, DOCUMENT ID, STATUS, SENDING PARTY, and AMOUNT. The table contains six rows of data, all for 'Unilever Danmark A/S' with an amount of '1.00 DKK'. The statuses are 'ACCEPTED' for the first three rows and 'RECEIVED' for the last three rows. A blue callout box with the text 'Applied filters can be removed here' points to the search bar.

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

Document Manager (3)

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

Configure table columns

- 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

TK
Contact buyer Contact colleague

For more information, Please visit:

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