Browse on Tradeshift

Tradehsift's platform is simple to use and very intuitive. Its design to be used as any other social network (Skype, LinkedIn, Facebook,...) most of us are already using instead of more legacy softwares.

Once connected, you will be able to browse the platform using the left panel:

Back to homepage (ToDo List)

ToDo List: Connection requests, latest received documents, drafts, workflow tasks

Create: PO, Invoice, Credit Notes, Quote

Company Profile: description, activities, structure, needs, recommendations

Network: customers and suppliers companies

Documents : all documents (received, emitted, drafts)

Apps : Store to add more apps

Organization : change from one branch to another

Support : Access your customers' langing pages, Tradeshift FAQs & Support

Admin: Manage your profile

Send your first invoice using our WebUI

In order to create an invoice, once connected you can either:
- Use the left panel menu "Create", then click on the document type and select your customer,
- Or search first your customr in your network and then click on "…" and then select "Create a document".

Once your customer selected, you just have to provide all the mandatory information on the form. In order to add attachments, you can use the bottom right button "Select file". Then just click on "Send".
If your document is not correct (either for compliance or business rules reasons), you will instantly get an error message so that you can directly modify and resend. You need to respect all compliance and customer business rules prior sending your document.
Once all errors are corrected, you can access your document from the "Document List" with the status sent.

Support

If you need further information about Tradeshift for Société Générale, you can directly contact Tradeshift's support at the following address:

https://socgen.support.tradeshift.com/requests/new/

You can also browse your customer Landing Page directly from the platform using the "Support" menu or access it in its stand-alone

https://socgen.support.tradeshift.com/

Pocket Guide
E-invoicing

TRADESHIFT®

Introduction

You are a supplier of Société Générale and this guide is intended to be usefull to your Accounting Responsible.
If you reading this document, just know that this is now possible
Si vous lisez ce document, sachez qu'il est possible d'intégrer vos factures depuis votre ERP ou votre système financier vers la plate-forme Tradeshift.

About Tradeshift

Tradeshift is pursuing its ambition to connect all companies on a unique and global network. Created in 2009 in Denmark, Tradeshift is the "Business-to-business" network with the most important growth in the word. This network allows to exchange many types of documents such as Invoices, Purchase Orders, Credit Notes and Quotes based on a highly collaborative and intuitive platform.

Tradeshift is compliant in numbers of countries and is giving security a high priority in order to have such a worldwide platform running.

For more information on compliance or security, you can contact Tradeshift support.

Scope

Starting in March 2017, all Société Générale's subsidiaries in France will be able to handle the following document types:
• Electronic Invoices from Suppliers,
• Electronics Credit Notes from Suppliers,
• Document statuses updates towards Suppliers,
• Enforced Compliance and Business Rules with error messages.

Business Rules

Sociéte Générale has defined several functional controls on Tradeshift, allowing the receiving of complete documents to process them efficiently and in a timely manner.

The implemented business rules are as follow:

Business Rules

❖**The legal entity of Societe Generale Group** to invoice that was given to you on the Purchase Order or by your contact.

❖**The invoice/Credit Note Number** : cannot have special characters or spaces. It must be entered in uppercase and have a maximum length of 30 characters.

❖**The Invoice/Credit Note Date** : must not be later than the current date

❖**The Purchase Order Number (PO)**: it is composed with 5 alphanumeric characters followed by '-' and 10 numbers. The Purchase Order Number is mandatory if there is no Cost Center Number.

❖**The Cost Center Number**: this code is mandatory if there is no Purchase Order Number.

❖**The Period Code** : **it is mandatory with the PO if the contract number begins with 'ATU', 'ATG' or 'FOR'.** The Period Code is composed with 2 letters ('AS', 'ST', 'DE') followed by 2 numbers for the month and 2 numbers for the year.

❖**The Patric Code: it is mandatory only for the lawyer suppliers**. Select the field « File-Id » in the optional fields list at the header of the invoice/credit note.

❖**The Contract Number** : **the Contract Number is mandatory if it is beginning by 'ATU' or 'ATG' or 'FOR'.** Select the field « Contract Number » in the optional fields list at the header of the invoice/credit note.

❖**The VAT system (invoice time or recalculate at payment)**: it is mandatory.

❖**The respect of the elements of invoicing** (item, quantity, price, VAT,…)

Start on Tradeshift

To create your Tradeshift account, you will have to use the activation link received in the first campaign email that will be sent by Société Générale. In the campaign process, your account is automatically created and connected to your customer. All required information will be in place in order to have your documents being validated more quickly and to ensure its integration in your customer ERP.
Please note that you have to use the same email address than the one which received the campaign email. If other users are needed, please created them afterwards.

If you are emitting documents from several companies (multiple legal or tax identifiers) and if you need to have them considered as separate accounts, please contact Tradeshift support.

Once your account has been created, you can manage it entirely by yourserlf. It is recommended to review all your company details (Name, Address, Logo, Legal and Fiscal Identifiers,…). You can also review the notification settings from the « Company Set Up » page by clicking on your initials.

Since Société Générale is willing to use Tradeshift as the unique portal for their suppliers, you might have to identify within your organization all the users who should be created.

Due to Tradeshift ecosystem growth, you will also be in charge to manage any connection sent by customers or suppliers.

SOCIETE GENERALE