

TRADESHIFT

Unilever and Tradeshift Vendor Query Portal - Querying documents



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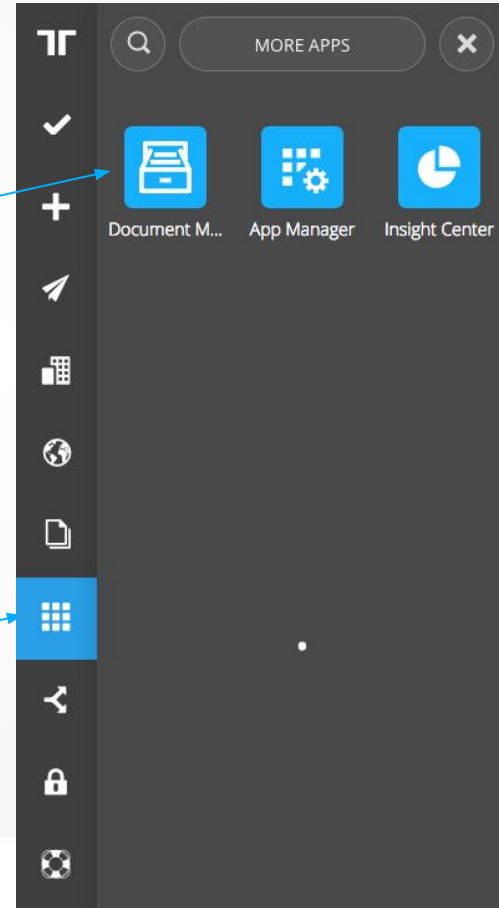
Remittance advice information

Additional Information

Document Manager (1)

2. Click on
Document
Manager

1. Navigate to
apps



Document Manager (2)

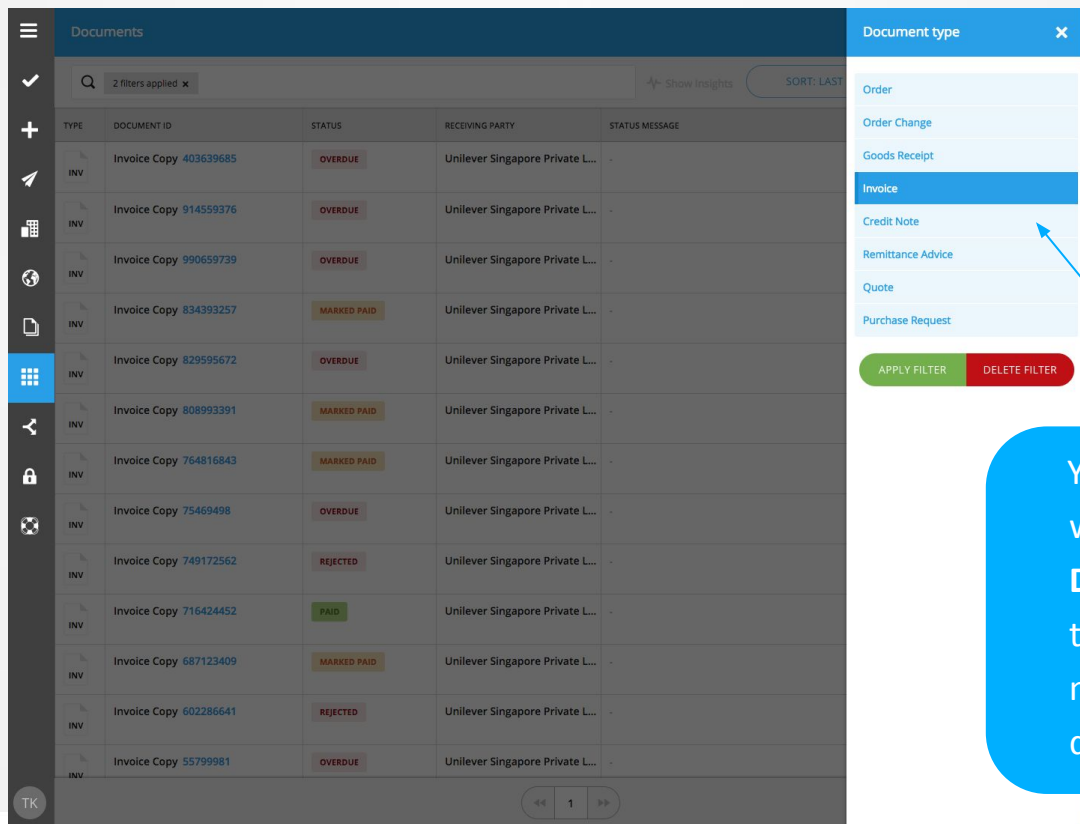
Documents						
TYPE	DOCUMENT ID	STATUS	RECEIVING PARTY	STATUS MESSAGE	ACTIONS	AMOUNT
INV	Invoice Copy 00004051 ISSUED 2/8/18	SENT	Unilever Australia Trading Ltd	"12 February 2018 - Your document is received and is under processing. Your Payment due date is 10 March 2018." 2/12/18	View Transaction	5406.50 AUD
INV	Invoice Copy 00004050 ISSUED 2/8/18	SENT	Unilever Australia Trading Ltd	"12 February 2018 - Your document is received and is under processing. Your Payment due date is 10 March 2018." 2/12/18	View Transaction	2923.80 AUD
INV	Invoice Copy 00004049 ISSUED 2/8/18	SENT	Unilever Australia Trading Ltd	"12 February 2018 - Your document is received and is under processing. Your Payment due date is 10 March 2018." 2/12/18	View Transaction	3520.00 AUD
INV	Invoice Copy 00004048 ISSUED 2/8/18	ACCEPTED	Unilever Australia Trading Ltd	"10 February 2018 - Your document has been approved. Actual Payment date may vary from the payment due date for invoices that fall due on a weekend or a holiday. Your payment due date is 23 February 2018." 2/10/18	View Transaction	617.10 AUD
INV	Invoice Copy 00004047 ISSUED 2/8/18	ACCEPTED	Unilever Australia Trading Ltd	"11 February 2018 - Your document has been approved. Actual Payment date may vary from the payment due date for invoices that fall due on a weekend or a holiday. Your payment due date is 23 February 2018." 2/11/18	View Transaction	584.10 AUD
INV	Invoice Copy 00004043	ACCEPTED	Unilever Australia Trading Ltd	"10 February 2018 - Your document has been approved. Actual Payment date may vary from the payment due date for invoices that fall due on a weekend or a holiday. Your payment due date is 23 February 2018." 2/10/18	View Transaction	1333.94 AUD
INV	Invoice Copy 00004040	ACCEPTED	Unilever Australia Trading Ltd	"10 February 2018 - Your document has been approved. Actual Payment date may vary from the payment due date for invoices that fall due on a weekend or a holiday. Your payment due date is 23 February 2018." 2/10/18	View Transaction	9892.85 AUD
INV	Invoice Copy 00004039	ACCEPTED	Unilever Australia Trading Ltd	"10 February 2018 - Your document has been approved. Actual Payment date may vary from the payment due date for invoices that fall due on a weekend or a holiday. Your payment due date is 23 February 2018." 2/10/18	View Transaction	

Document
type and
number

Document
status

Last
document
status
message

Document Manager (3)



The screenshot displays the 'Documents' section of a software interface. On the left is a sidebar with various icons, including a grid icon that is currently selected. The main area shows a table of documents with columns for TYPE, DOCUMENT ID, STATUS, RECEIVING PARTY, and STATUS MESSAGE. A search bar at the top indicates '2 filters applied'. A dropdown menu titled 'Document type' is open on the right, listing various document types: Order, Order Change, Goods Receipt, Invoice (highlighted with a blue arrow), Credit Note, Remittance Advice, Quote, and Purchase Request. Below the list are 'APPLY FILTER' and 'DELETE FILTER' buttons. At the bottom of the table, there is a pagination control showing '1' of 1 page.

TYPE	DOCUMENT ID	STATUS	RECEIVING PARTY	STATUS MESSAGE
INV	Invoice Copy 403639685	OVERDUE	Unilever Singapore Private L...	-
INV	Invoice Copy 914559376	OVERDUE	Unilever Singapore Private L...	-
INV	Invoice Copy 990659739	OVERDUE	Unilever Singapore Private L...	-
INV	Invoice Copy 834393257	MARKED PAID	Unilever Singapore Private L...	-
INV	Invoice Copy 829595672	OVERDUE	Unilever Singapore Private L...	-
INV	Invoice Copy 808993391	MARKED PAID	Unilever Singapore Private L...	-
INV	Invoice Copy 764816843	MARKED PAID	Unilever Singapore Private L...	-
INV	Invoice Copy 75469498	OVERDUE	Unilever Singapore Private L...	-
INV	Invoice Copy 749172562	REJECTED	Unilever Singapore Private L...	-
INV	Invoice Copy 716424452	PAID	Unilever Singapore Private L...	-
INV	Invoice Copy 687123409	MARKED PAID	Unilever Singapore Private L...	-
INV	Invoice Copy 602286641	REJECTED	Unilever Singapore Private L...	-
INV	Invoice Copy 55799981	OVERDUE	Unilever Singapore Private L...	-

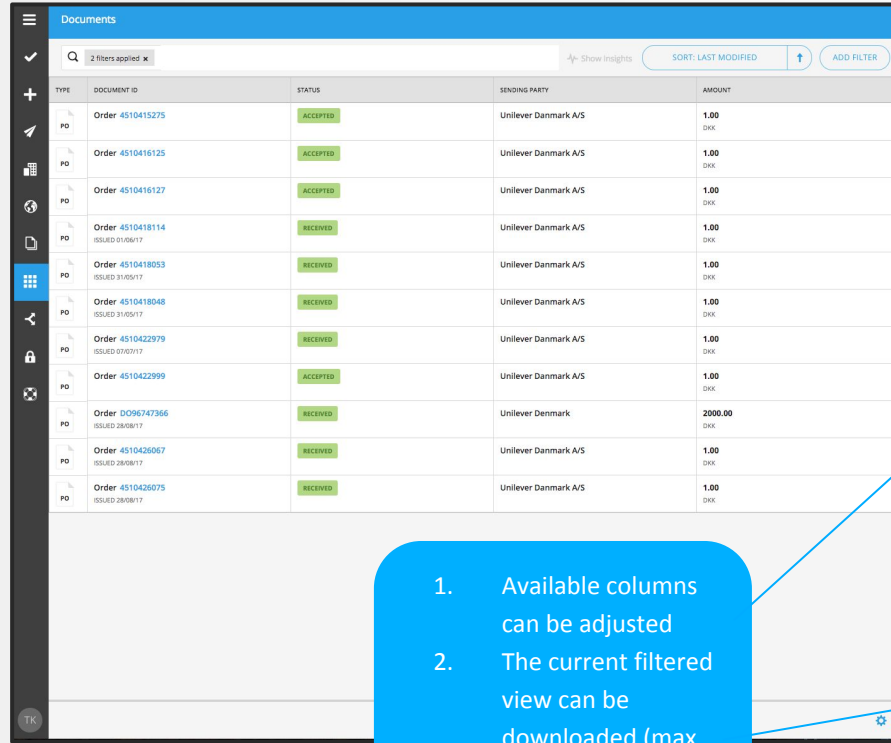
You can use filters within the **Document Manager** to make the management of documents easier...

Document Manager (4)

Documents						
<div><div>Q</div><div>3 filters applied x</div><div>Show Insights</div><div>SORT: LAST MODIFIED</div><div>↓</div><div>ADD FILTER</div></div>						
TYPE	DOCUMENT ID	STATUS	RECEIVING PARTY	STATUS MESSAGE	ACTIONS	AMOUNT
INV	Invoice Copy 716424452	PAID	Unilever Singapore Private L...	-	-	7168.25 ARS

Applied
filters can
be removed
here

Document Manager (5)



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

Document Manager (6)

Documents						
<div><div>Q</div><div>3 filters applied x</div><div>Show Insights</div><div>SORT: LAST MODIFIED</div><div>↓</div><div>ADD FILTER</div></div>						
TYPE	DOCUMENT ID	STATUS	RECEIVING PARTY	STATUS MESSAGE	ACTIONS	AMOUNT
 INV	Invoice Copy 716424452	PAID	Unilever Singapore Private L...	-	-	7168.25 ARS

Click on a
document
to view

Viewing documents

Current document status

Current document status

Unilever Singapore marked this Invoice as paid
⌚ Marked as paid — Last update: 9 days ago

Other actions

Use as draft

Confirm payment ✓

Invoice copy

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

MARKED PAID

To	From	Invoice number
Unilever Singapore Private Limited	[REDACTED]	716424452
06-22 Mapletree Business City, 20 Pasir Panjang Road	Singapore	Issue date
SINGAPORE	577177	06/07/17
117439	Singapore	Payment due date
Singapore	VAT Reg. no. : A	22/07/17
Unilever Company Number : sg		Currency
VAT Reg. no. : -0012168-6		ARS
		Clearing Doc Number
		1830009972
		Scan ID
		20170616_LSQ2LRN342

Total ARS 7,168.25

Notes

Purchase Order: DO10965466

Current document status

Retrieving comments and recent actions

Click on “Contact Buyer”

Unilever Singapore marked this Invoice as paid
Marked as paid — Last update: 9 days ago

Other actions: Use as draft, Confirm payment ✓

Invoice copy

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

MARKED PAID

To Unilever Singapore Private Limited 06-22 Mapletree Business City, 20 Pasir Panjang Road SINGAPORE 117439 Singapore Unilever Company Number : sg VAT Reg. no. : -0012168-6	From [Redacted] Singapore 571177 Singapore VAT Reg. no. : A	Invoice number 716424452 Issue date 06/07/17 Payment due date 22/07/17 Scan ID 20170616_LSQ2LRN342	Currency ARS Clearing Doc Number 1830009972
--	--	---	--

Total ARS 7,168.25

Notes
Purchase Order: DO10965466

TK Contact buyer Contact colleague

Click here

Latest comments and recent actions

Comments include the date of the comment

The screenshot displays the Tradeshift interface. On the left is a sidebar with navigation icons. The main area is divided into two panels. The left panel, titled 'Conversation', shows a chat history with 'Unilever Singapore' and a 'NEW MESSAGE' button at the bottom. The right panel shows an 'Invoice copy' for invoice #716424452, marked as paid. A blue callout bubble points to a comment in the conversation history.

Conversation Panel:

- Chat with [Icon]
- This is the beginning of the conversation about this transaction.
- Invoice created by oli+monons@tradeshift.com 9 days ago
- Invoice #716424452
- TOTAL COST ~ARS 7.2k
- SENDER [Redacted]
- ISSUE DATE 06 Jul 2017
- Invoice #716424452 sent to Unilever Singapore 9 days ago
- US **Unilever Singapore**
Comment in document
26 July 2017 - Your document has been paid. .
- Unilever Singapore marked invoice #716424452 as **paid** 9 days ago
- US **Unilever Singapore**
Comment in document
26 July 2017 - Your document has been paid. .
- TK
- NEW MESSAGE

Invoice Panel:

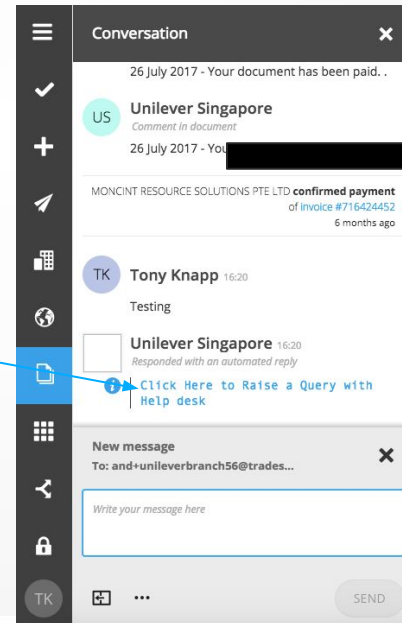
- Unilever Singapore marked this Invoice as paid
Marked as paid — Last update: 9 days ago
- Other actions: Use as draft, Confirm payment ✓
- Invoice copy
- ⚠ This invoice is a representation of the original document and may be simplified. This document is shown so you can track its status.
- MARKED PAID
- To: **Unilever Singapore Private Limited**
06-22 Mapletree Business City, 20 Pasir Panjang Road
SINGAPORE 117439
Singapore
Unilever Company Number : sg
VAT Reg. no. : -0012168-6
- From: [Redacted]
Singapore 577177
Singapore
VAT Reg. no. : A
- Invoice number 716424452
- Issue date 06/07/17
- Currency ARS
- Payment due date 22/07/17
- Clearing Doc Number 1830009972
- Scan ID 20170616_LSQ2LRN342
- Total ARS 7,168.25
- Notes
Purchase Order: DO10965466
- Enable timing

Comments including date

Important - Contacting Unilever

Important Note - Unilever do not respond directly to messages in the comments and status sections. However, if you have do have a query for Unilever, you can register your query via the dedicated Unilever owned web portal - available when clicking on the following link. The link appears when you attempt to send a message

Click on the link
to log query
with Unilever



Summary information on invoices

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

Invoice copy

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

MARKED PAID

To

Unilever Singapore Private Limited
06-22 Mapletree Business City, 20 Pasir Panjang Road
SINGAPORE 117439
Singapore
Unilever Company Number : sg
VAT Reg. no. : -0012168-6

From

Singapore 577177
Singapore
VAT Reg. no. : A

Invoice number

716424452

Issue date

06/07/17

Payment due date

22/07/17

Scan ID

20170616_LSQ2LRN342

Currency

ARS

Clearing Doc Number

1830009972

Total ARS

7,168.25

Notes

Purchase Order: DO10965466

13 | Confidential

TRADESHIFT

Remittance advice information

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

1. Remittance advice number

2. Invoice numbers

3. Payment details

RECEIVED

Remittance Advice

To

Singapore
577177
Singapore
AccountingSystemId : 0000555716
VAT Reg. no. : A

From

Unilever Singapore Private Limited
06-22 Mapletree Business City, 20 Pasir Panjang Road
SINGAPORE 117439
Singapore
Unilever Company Number : sg

Remittance advice number

1830000033

Issue date

07/08/17

Currency

SGD

Payment due date

14/08/17

Type	No.	Note	Issued Amount	Discount	Reason	Payment
Paid on 07 August 2017 to						
Invoice	808993391	Singapore's National Bank ,XXXXXXXXXXXX6230	10361.93	0		10361.93
Paid on 07 August 2017 to						
Invoice	834393257	Singapore's National Bank ,XXXXXXXXXXXX6230	2811.76	0		2811.76
Total Credit Amount			-13,173.69			
Total Payment Amount SGD			13,173.69			

Notes

Total payment amount as displayed above is excluding any deductions due withholding tax or any other deductions

Additional Information

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

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