

TRADESHIFT

Unilever India & Tradeshift

India specific business validation rules



Unilever

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Introduction

Validation Rules

Validation rules ensure that the vendor provides information in all the required fields. Unilever can then process the invoice quickly and efficiently without any unnecessary queries or delay. Validation rules are a way of enforcing compliance which benefit both the vendor and Unilever.

During invoice submission each document will be validated against rules. If requirement set by the rules are not met, invoice fails and supplier is notified with the reason for invoice submission failure. The Invoice can be corrected and re-submitted.

What validation rules has Unilever put in place on Tradeshift for India invoices ?

Header Level Validation rules (1)

The following information is mandatory for all invoices at Header level

Field Name	Purchase Order Invoice (with purchase order reference PO and DO)	Non Purchase Order Invoices	Additional explanation
Supplier Company Name and Address	X	X	
Supplier GST number	X	X	
Supplier PAN number	X	X	
Unilever Entity Name and Address	X	X	
Unilever GST number	X	X	
Unilever PAN number	X	X	

Header Level Validation rules (2)

The following information is mandatory for all invoices at Header level

Field Name	Purchase Order Invoice	Non Purchase Order Invoices	Additional explanation
Unilever Plant Code	X	X	For suppliers using web portal, plant code is prepopulated. Integrated suppliers should provide plant code in data file
Invoice date	X	X	Future dated invoices not allowed
Invoice number	X	X	Allowed 50 chars long including space and special chars and to be aligned with GST requirements <i>Characters: & and <> not allowed</i>
Currency	Currency on invoice must match PO currency	X	

Header Level Validation rules (3)

The following information is mandatory for all invoices at Header level

Field Name	Purchase Order Invoice	Non Purchase Order Invoices	Additional explanation
Place of Supply	X	X	For suppliers using web portal place of supply is prepopulated. Integrated suppliers should provide place of supply in invoice data file (<i>Place of supply: City, State Code</i> - should be provided in extra line of supplier address)
Amount excl Tax	X	X	
Tax Total	X	X	
Total Amount	X	X	
Header Notes	X	X	a) Mandatory if tax on Invoice is 0%. Clarification on exemption reason should be provided in header notes field. b) "Modern Trade" or "MT" should be mentioned for modern trade invoices.

Header Level Validation rules (4)

The following information is mandatory for all invoices at Header level

Field Name	Purchase Order Invoice	Non Purchase Order Invoices	Additional explanation
Total Amounts in Words	X	X	
Purchase Order Number	Must match PO/DO data available in Tradeshift and has to be against same supplier	Not Mandatory	
Person Reference	Not required	Optional	Though this field is optional provide Kind Attention Person reference for non purchase order invoices. Provide correct UL person name, otherwise invoice will be rejected at UL processing end
Business Area	X	X	Mandatory for non purchase order invoice and for invoice with DO reference. Should be a valid BA as listed in Annexure (hyperlink) Invoices with PO reference should NOT include Business Area

Line Level Validation rules (1)

The following information is mandatory for all invoices at line level

Field Name	Purchase Order Invoice	Non Purchase Order Invoices	Additional explanation
Purchase Order Number	Must match PO data available in Tradeshift and has to be against same supplier	Not Mandatory	
Purchase Order Line Number	Must match referenced PO line number	Not Mandatory	Only digits are allowed
Description	X	X	Should clearly describe the product or service.
Unit of Measure	X	X	

Line Level Validation rules (1)

The following information is mandatory for all invoices at line level

Field Name	Purchase Order Invoice	Non Purchase Order Invoices	Additional explanation
Quantity	Can not exceed available quantity on referenced purchase order	X	No tolerance allowed on PO/DO quantities
Unit Price	Must match referenced PO Unit Price	X	Unit price on invoice must match exactly material/service unit price on referenced PO/DO, otherwise invoice will be rejected.
HSN/SAC number	X	X	Mandatory for all invoice types in India due to compliance
Total line amount	X	X	
Tax line amount	X	X	Tax needs to be selected at line item and header level wherever is applicable, Zero % tax has to be justified in Header Notes
Tax percentage	X	X	

Additional validation rules

No negative amounts at line or header level allowed on invoices

Additional charges and discounts are allowed only at the header, NOT on the invoice lines

Valid charge description should be provided from the list: Freight, Insurance, Clearing Charges, Packing & Forwarding, Brokerage, Detention Charges, Conversion Charges, Commission, Storage, Stamp Duty, Tea Board Charges, Others

Valid discount description should be provided from the list: Discount, Advance, Rebate, Retention, Others

Additional validation rules

Reverse Charge Mechanism Invoices are not part of Tradeshift Scope

Credit Notes are not part of Tradeshift Scope

Multiple PO/DO selection option currently not available and only single PO/DO can be billed or interfaced in Trade Shift

Other terms and conditions, information like Truck No, DC No etc. can be entered in Header Notes field

For more information, please visit:

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