

TRADESHIFT

Unilever & Tradeshift Vendor Query Portal – registration steps

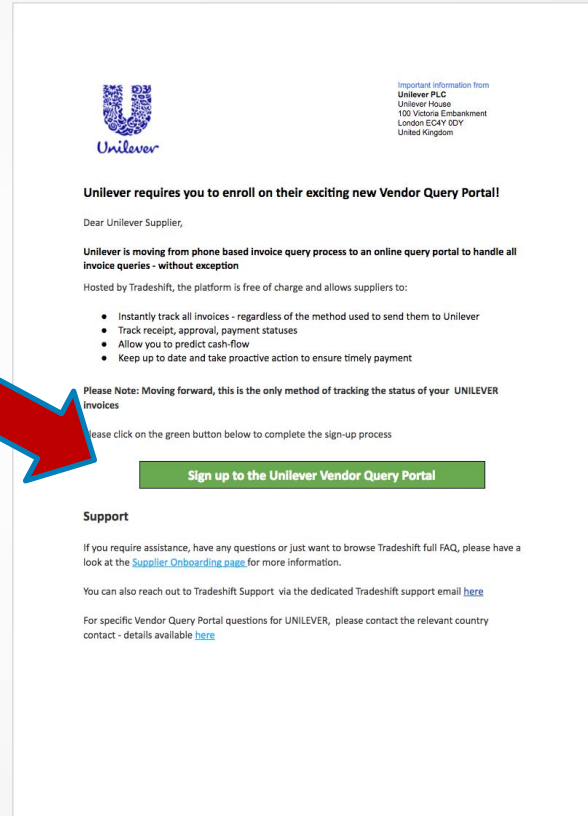


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Accepting the Invitation

You should have, or will shortly receive an email inviting you to activate your Tradeshift account. Click on the Green activation button




Verify company information (1)

Provide your company info


BUSINESS NAME

COUNTRY/REGION




COMPANY SIZE *Optional*

INDUSTRY *Optional*

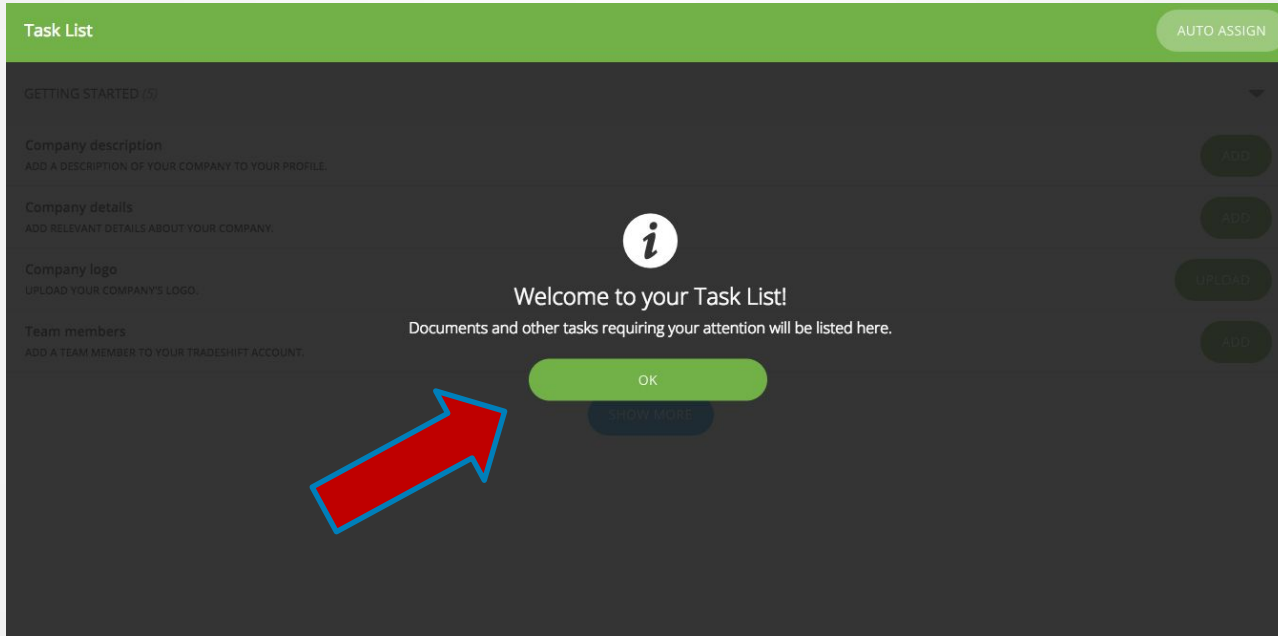
 

CONFIRM

Verify company information (2)

FIRST NAME	LAST NAME
<input type="text" value="David"/>	<input type="text" value="Jones"/>
EMAIL ADDRESS	
<input type="text" value="tkn+accountcreation@tradeshift.com"/>	
PASSWORD	
<input type="password" value="....."/> 	<input type="checkbox"/> Show password
 At least 8 characters, not all lowercase	
LANGUAGE	
<input type="text" value="English (UK)"/> 	
<input type="button" value="CREATE ACCOUNT"/>	

Now you are inside Tradeshift. Click OK...



Next steps

Please see companion guide

For information on how to query your
historic documents

Available on:

<http://unilever-vqp.support.tradeshift.com/>