

TRADESHIFT

Unilever & Tradeshift
Vendor Query Portal – registration steps

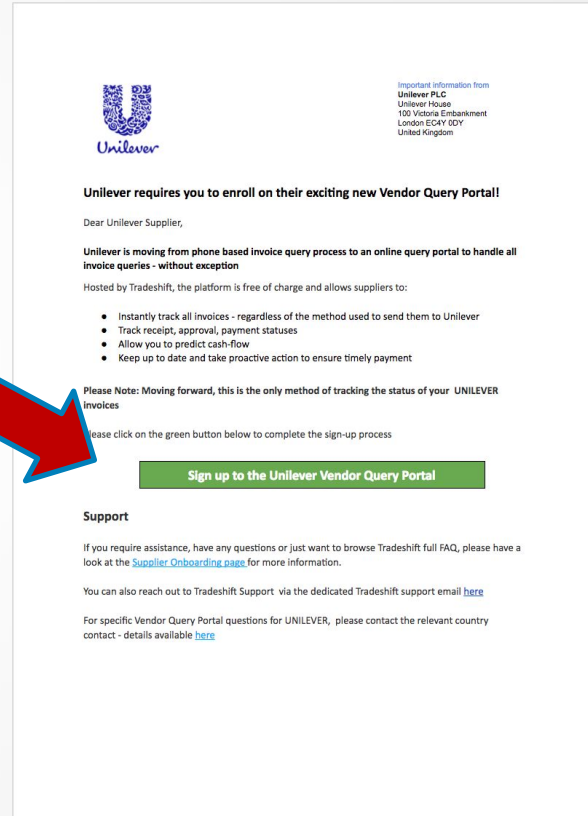


Table of contents

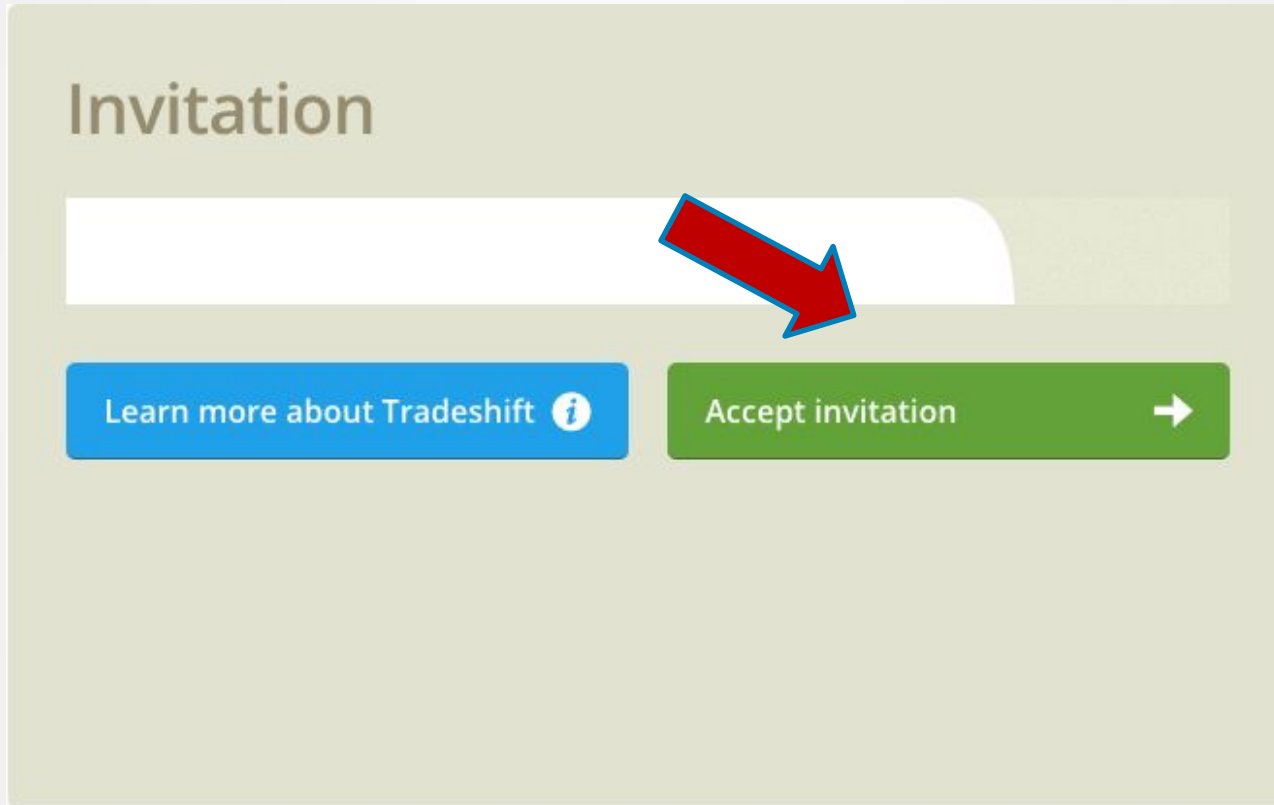
1. Accepting the Invitation
2. Initial acceptance Screen
3. Verify Company name, email address and location
4. Navigate to Further verification email
5. Activate your account email
6. Complete password details
7. Now you are inside Tradeshift. Click OK...
8. Subscribe to status updates
9. Next steps

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



Initial acceptance Screen



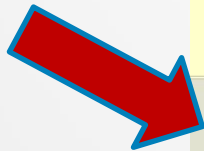
Verify Company name, email address and location

Accept invitation

Basic information

Company *	<input type="text" value="TKN VQP POC Supplier B"/>
Email address *	<input type="text" value="TKN+VQPPOCSupplierb@tradeshift.com"/>
Country/Region *	<input type="text" value="Australia"/>

By creating a profile, you are indicating that you have read and agree to Tradeshift's [Terms of Service and Privacy Policy](#).



Navigate to Further verification email

You're almost there!

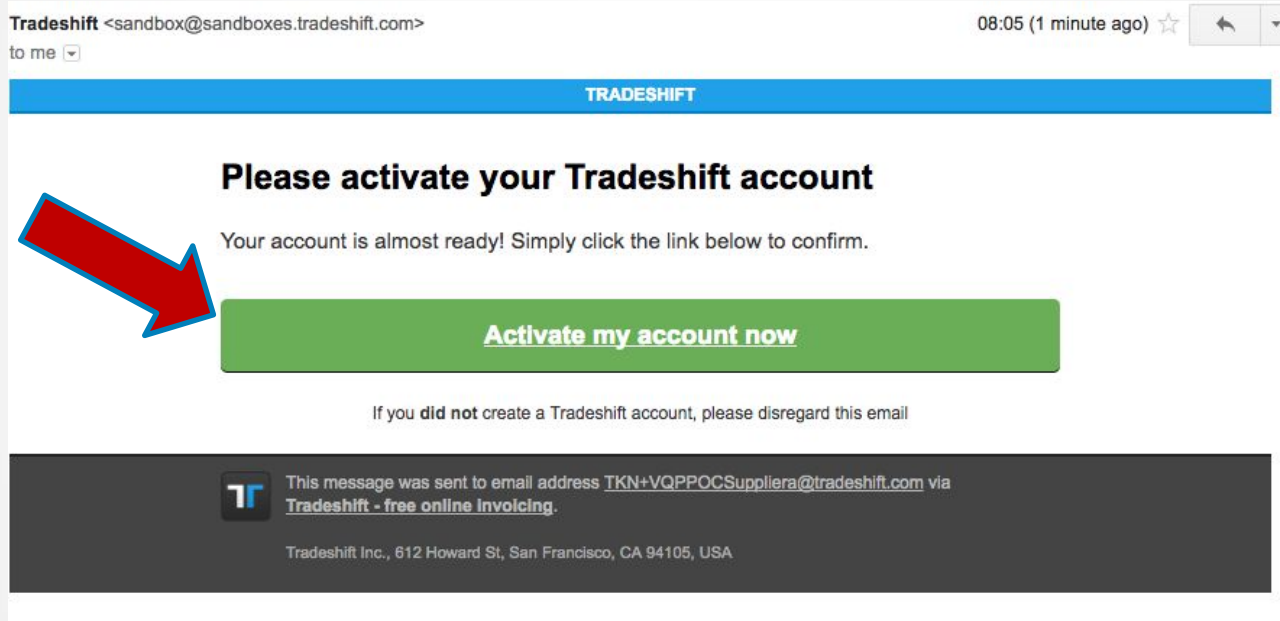
Please check your inbox and verify the email address you provided (TKN+VQPPOCSuppliera@tradeshift.com) to finish setting up your account.

If you don't see the email, please check your spam folder.



GO TO YOUR TRADESHIFT INBOX

Activate your account email



Complete password details

One last thing...

PASSWORD*


Enter a password of at least 8 characters, consisting of upper and lower case.

Show password in plain text

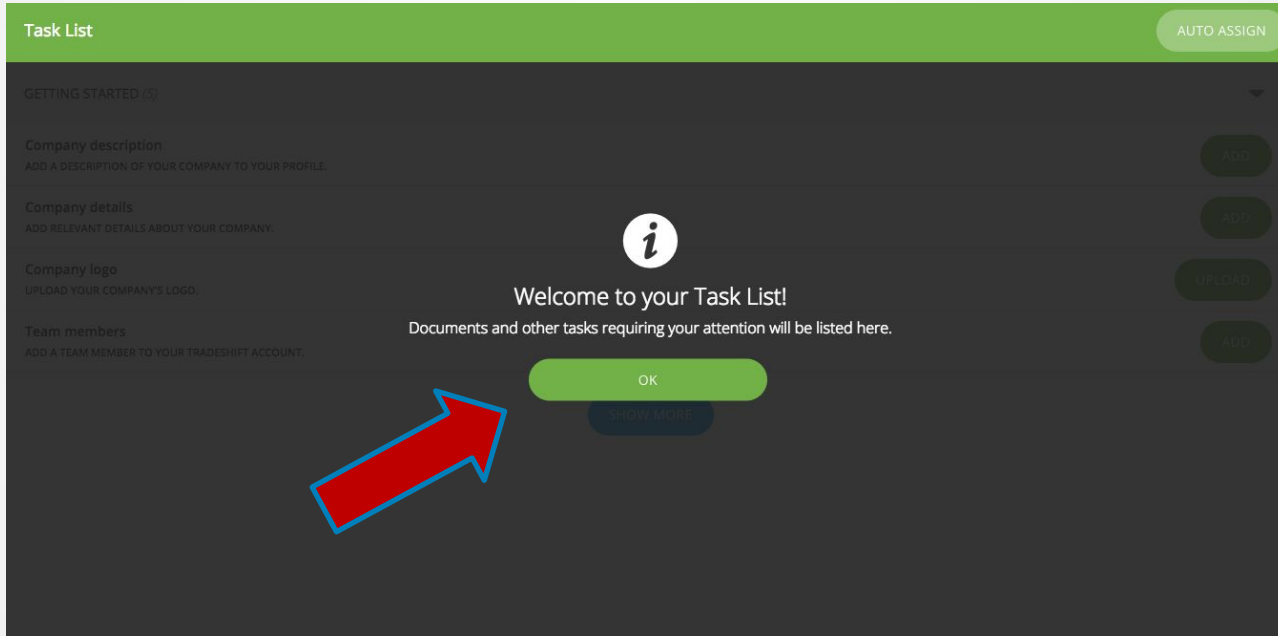
FIRST NAME

LAST NAME

START USING TRADESHIFT



Now you are inside Tradeshift. Click OK...



...Subscribe to status updates...

...and you are ready to start querying your historic Unilever Invoices and credit notes on the Tradeshift platform

Task List

AUTO ASSIGN

GETTING STARTED (5)

Company description
ADD A DESCRIPTION OF YOUR COMPANY TO YOUR PROFILE. ADD

Company details
ADD RELEVANT DETAILS ABOUT YOUR COMPANY. ADD

Company logo
UPLOAD YOUR COMPANY'S LOGO. UPLOAD

Team members
ADD A TEAM MEMBER TO YOUR TRADESHIFT ACCOUNT. ADD

SHOW MORE

SUBSCRIBE TO STATUS UPDATES (1)

SUBSCRIBE TO STATUS UPDATES (1)

Receive status updates on Unilever Master Sandboxes invoices
RECEIVED: 2017-08-23 11:53:11

SUBSCRIBE

Next steps

Please see companion guide
“Unilever Vendor Query Portal -
Querying Documents”

For more information, Please visit:
<http://unilever-vqp.support.tradeshift.com/>