

TRADESHIFT

Unilever & Tradeshift

E-invoicing – India specific registration steps



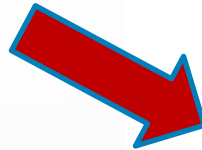
Unilever

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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



U
Unilever

Important information from
Unilever PLC
Unilever House
100 Victoria Embankment
London EC4Y 0DY
United Kingdom

E-INVOICING VIA TRADESHIFT IS NOW LIVE.

Dear Unilever Supplier,

In continuation to the Email received from Unilever, you are being contacted to transition to electronic invoicing with Tradeshift.

As a registered supplier to UNILEVER you are required to start transition to Invoice by 15th Dec' 2017. We would therefore encourage you to start submitting the electronic invoices as soon as possible.

Click on the green button below to complete the simple steps to activate your Tradeshift account:

Sign up to invoice Unilever now

You are now expected to send ALL invoices via the Tradeshift Network. For more information on the steps involved, please access the Supplier Support page available [here](#)

What this means for you :


- Secure, guaranteed electronic delivery of invoices & improved on-time payment
- Error identification upon invoice submission, prompting proactive and timely corrective action
- Auto confirmation triggered on invoice receipt
- It is free of charge
- Payment dates tracking to proactively manage any issues via vendor query portal
- Removal of the cost of printing and postal services
- Improved quality of invoicing process

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"/>	

India specific digital signatory authorisation

Accept terms of service

Authorization to Outsource the digital signing of electronic invoices to or from India by TrustWeaver AB

Identification

TrustWeaver AB is a company registered under number 556613-6262 in Sweden. Its principal offices are located at Kungsgatan 27, SE-111 56 Stockholm, Sweden.

Nature of this authorization

This is an authorization for outsourced e-invoice signing and has been drawn up exclusively for tax compliance purposes.

Tradeshift provides e-invoicing functionality to **your company** or your customers, among which are the creation and verification of electronic signatures through TrustWeaver.

This authorization does not address or affect rights and obligations concerning commercial or liability aspects of the e-invoice signing or related electronic signature services provided to your company; such aspects shall be regulated in a separate agreement as relevant.

TrustWeaver's liability for the e-invoice signing functions covered by this authorization is exclusively towards **Tradeshift** and all liability towards **your company** is excluded.

I agree



Now you are inside Tradeshift. Click OK.

The screenshot shows the 'Task List' interface with a green header bar. On the right side of the header is an 'AUTO ASSIGN' button. The main content area is dark grey and contains a central welcome message: 'Welcome to your Task List!' followed by 'Documents and other tasks requiring your attention will be listed here.' Below this message is a prominent green 'OK' button. To the left of the main content, there are several sections: 'GETTING STARTED / 5', 'Company description' (with subtext 'ADD A DESCRIPTION OF YOUR COMPANY TO YOUR PROFILE.' and an 'ADD' button), 'Company details' (with subtext 'ADD RELEVANT DETAILS ABOUT YOUR COMPANY.' and an 'ADD' button), 'Company logo' (with subtext 'UPLOAD YOUR COMPANY'S LOGO.' and an 'UPLOAD' button), and 'Team members' (with subtext 'ADD A TEAM MEMBER TO YOUR TRADESHIFT ACCOUNT.' and an 'ADD' button). A red arrow with a blue outline points from the bottom left towards the 'OK' button.

You must remember to complete your Company profile - address....



Navigate to profile app

Expand Location page

Complete your profile Profile strength 45%

COMPANY NAME TKN UL Supplier	COMPANY DESCRIPTION Tell the Tradeshift network about your company and attract more business
WEBSITE Add URL	
INDUSTRY Select	COMPANY SIZE Select
COMPANY OWNERSHIP Select	LOCATION KØBENHAVN K, DK
PHONE Add phone	COMPANY EMAIL ADDRESS Add company email

INVITE TEAM MEMBER DONE

Choose Location

COUNTRY
Denmark

STREET
Some address

BUILDING
4, 4.

RECIPIENT

ZIP CODE
1106

CITY
KØBENHAVN K

Show map on profile

SAVE

You must remember to complete your

Company profile - Pan ID, and INDIA GST

You are now ready to start creating invoices in the Tradeshift platform...

Navigate to profile app

Complete relevant tax ID: Pan ID, and INDIA GST

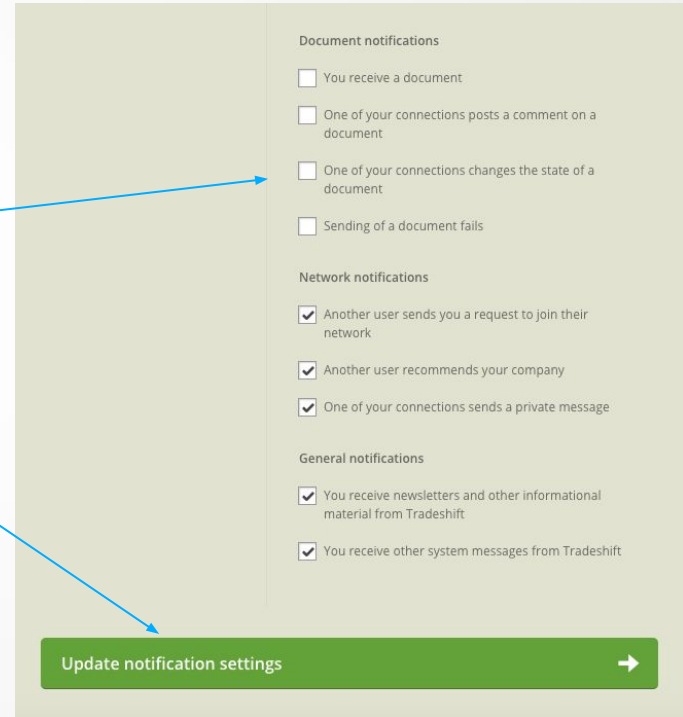
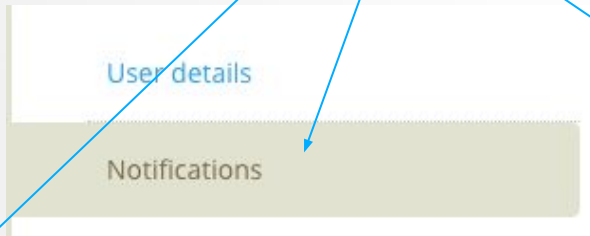
Company Identifiers

TAX ID TYPE	<input type="text" value="Select"/>	<input type="text"/>
COMPANY ID TYPE	<input type="text" value="Select"/>	<input type="text"/>
CN TAX ID TYPE	<input type="text" value="Select"/>	<input type="text"/>
INDIA PAN CODE	<input type="text" value="ABCDE2547Q"/>	INDIA GSTIN <input type="text" value="27ABCDE2547Q1Z1"/>
GLN	<input type="text" value="Eg. 1234567890123"/> What is GLN?	INTERNAL IDENTIFIER <input type="text"/>

Disabling email notifications

You can disable email notifications which you would otherwise receive whenever a document is forwarded or status changes

Untick all notifications related to documents and click "Update notification settings"



For more information, please visit

E-invoicing: <https://unilever.support.tradeshift.com/>

Vendor query portal: <https://unilever-vqp.support.tradeshift.com/>