

TRADESHIFT

Unilever & Tradeshift E-invoicing – registration steps

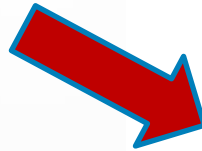


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Accepting the Invitation

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



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"/>	

Now you are inside Tradeshift. Click OK.

The screenshot displays the 'Task List' interface. At the top, there is a green header bar with the text 'Task List' on the left and 'AUTO ASSIGN' in a rounded button on the right. Below the header, the main content area is dark grey. On the left side, there are several sections: 'GETTING STARTED / 5', 'Company description' (with subtext 'ADD A DESCRIPTION OF YOUR COMPANY TO YOUR PROFILE.'), 'Company details' (with subtext 'ADD RELEVANT DETAILS ABOUT YOUR COMPANY.'), 'Company logo' (with subtext 'UPLOAD YOUR COMPANY'S LOGO.'), and 'Team members' (with subtext 'ADD A TEAM MEMBER TO YOUR TRADESHIFT ACCOUNT.'). On the right side, there are four rounded buttons: 'ADD', 'ADD', 'UPLOAD', and 'ADD'. In the center of the screen, there is a white circular icon with a lowercase 'i' inside. Below the icon, the text reads 'Welcome to your Task List!' followed by 'Documents and other tasks requiring your attention will be listed here.' At the bottom center, there is a prominent green rounded button labeled 'OK'. A large red arrow with a blue outline points towards this '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 <input type="text" value="TKN UL Supplier"/>	COMPANY DESCRIPTION <input type="text" value="Tell the Tradeshift network about your company and attract more business"/>
WEBSITE <input type="text" value="Add URL"/>	
INDUSTRY <input type="text" value="Select"/>	COMPANY SIZE <input type="text" value="Select"/>
COMPANY OWNERSHIP <input type="text" value="Select"/>	LOCATION <input type="text" value="KØBENHAVN K, DK"/>
PHONE <input type="text" value="Add phone"/>	COMPANY EMAIL ADDRESS <input type="text" value="Add company email"/>

Choose Location ✕

COUNTRY

STREET

BUILDING

RECIPIENT

ZIP CODE

CITY

Show map on profile

You must remember to complete your Company profile - Tax-id...

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

Navigate to profile
app

Complete relevant
tax ID for your
country

Company Identifiers

TAX ID TYPE

Select

COMPANY ID TYPE

Select

CN TAX ID TYPE

Select

CVR

12345674

GLN

[What is GLN?](#)

E.g. 1234567890123

INTERNAL IDENTIFIER

DONE

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"

User details

Notifications

Document notifications

- You receive a document
- One of your connections posts a comment on a document
- One of your connections changes the state of a document
- Sending of a document fails

Network notifications

- Another user sends you a request to join their network
- Another user recommends your company
- One of your connections sends a private message

General notifications

- You receive newsletters and other informational material from Tradeshift
- You receive other system messages from Tradeshift

Update notification settings →

For more information, please visit

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

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