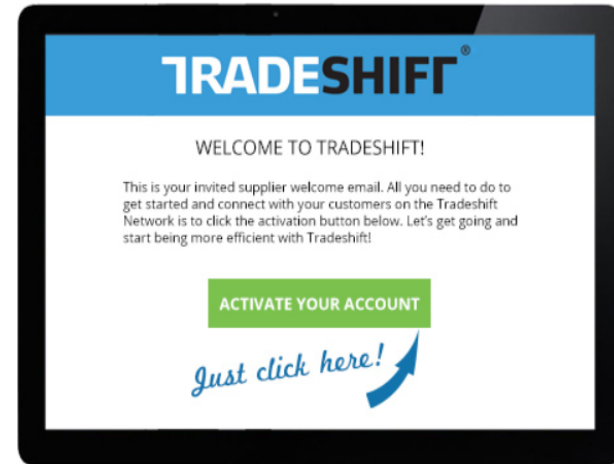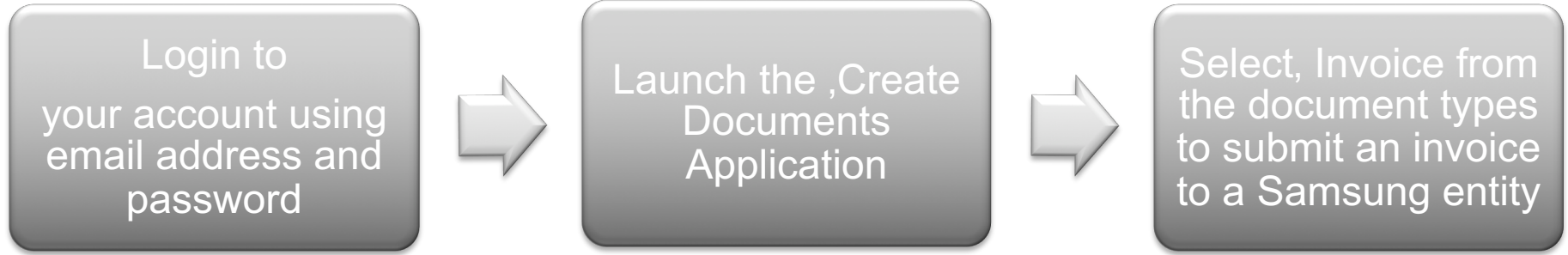# User Guide V0.6

Notice

- The following guide describes the most important features relevant for suppliers using the **WEB UI** to submit invoices to Samsung (manual data entry) or „**Cloudscan**" (semiautomated process including sending invoices via email), although some of the functions explained are also important for integrated suppliers (viewing invoices, adding users to the account, viewing invoice status)

- For the most up-to-date information and a list of FAQs please visit the support page at https://samsung.support.tradeshift.com

- In case of technical questions in relation to using Tradeshift please use the ticketing option available from the support page via the Assistance icon
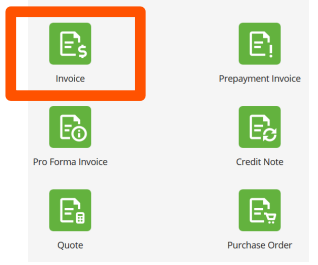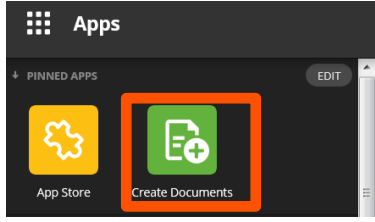
TRADESHIFT

Get Started

- Check your Inbox for an activation email and click the green button.

- Follow the on-screen instructions to create your account.

- Submit the completed online form.

- You will receive an activation email from Tradeshift with a link which will allow you to set your account password.

- Using the link in the email set your password.

- You are now logged in to your Tradeshift account!

How to create an invoice?

| Login to your account using email address and password | → | Launch the ,Create Documents Application | → | Select, Invoice from the document types to submit an invoice to a Samsung entity |

https://go.tradeshift.com/login

How to create an invoice ?

Create Invoice Create from existing document

To

Search for company name, e-mail or address ▼

Select the Samsung entity to invoice

Invoice number

Next number: 00008381

Issue date *

10/8/18 📅

Currency

MYR ▼

Payment due date

📅 ✕

Delivery date

📅 ✕

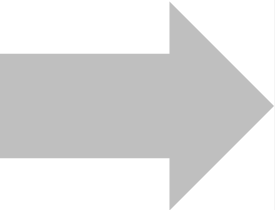Add optional field ▼

How to create an invoice ?

Observe the entity specific instructions at the top of the screen to ensure your invoice can be submitted and processed quickly.

Create Invoice Create from existing document

⚠ Dear Valued Supplier, you can find important information on how to submit invoices to Samsung.

1. Samsung Reference Number:
Please insert either Execution Order (EO) Number or Purchase Order (PO) Number provided by your customer representative. EO number is a 13 digit reference number starting with letter "T" and PO number is a 10 digits numeric reference number.
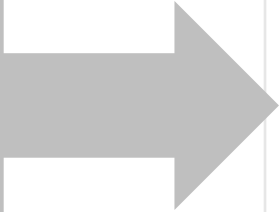In case you do not known your reference number, please always fill in the Samsung Person In-Charge e-mail address.

2. Samsung Person In-Charge e-mail:
Please always populate this field with your Samsung representative e-mail address in case you cannot provide a valid EO Number or PO Number.

How to create an invoice?

Any specific information which is important but for which you don't find a dedicated field
on the screen can be put in this Box. (e.g. contact details of sender, relevant for the specific invoice or bank details).

Write a message to the recipient

☐ Save notes for future Invoices

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How to create an invoice?

Fill out the fields and click on Send, if you do not need to add attachments.
The system will prompt you in case you missed on anything.
Please do not use the standard attachment function. If you need to add attachments save the invoice as a draft and launch the special application called „Attachments For Samsung".
Before first usage please activate this new application using the following link:
https://go.tradeshift.com/#/PlatformApps.AttachmentsForSamsung

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How to create an invoice?

After launching the app, locate the invoice you saved as draft and click on ‚GO TO ATTACHMENTS'. Choose ADD ‚ATTACHMENT' and upload your file (up to 100 MB per file and 200 MB in total). Click on ‚PROCEED TO INVOICE' to return to the invoice screen and push SEND to submit the invoice.
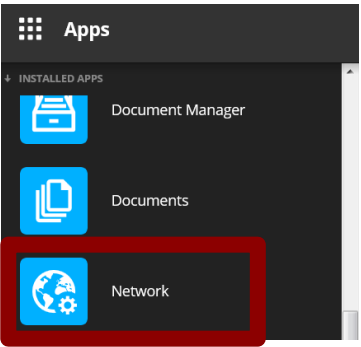
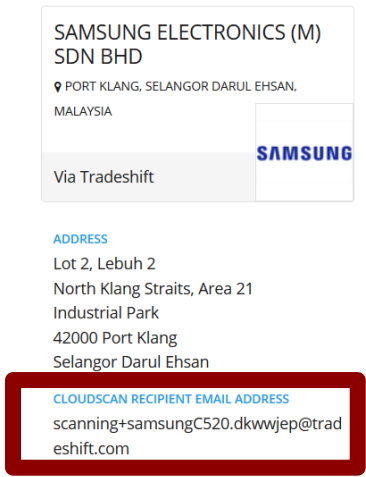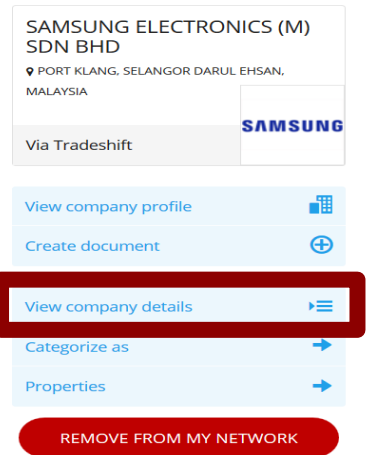# How to use the „Cloudscan" option to send invoices via email ?

Another option for submitting your invoice is to send the invoice to a predefined Tradeshift email address in a pdf format and the system will try to extract the data from the PDF. Please note that you still need to validate the results, add Samsung specific data as well as attachments (if needed) and submit the invoice using the WEBUI. The steps described on the next slides are:

Determine email address to send invoices to	Send invoice
Action validation email	Validate the invoice and submit on the WEB UI

How to determine the email address?

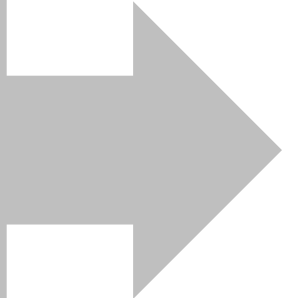| Go to the Network app. | → | Select the Samsung entity by clicking on ... | → | Click on View Company details | → | Find the email address |

How to send the invoice ?

- The email address determined in the previous step is specific for your company and the selected Samsung entity, so you can keep using it as long as you are invoicing the same Samsung entity

- Please make sure that you send your invoices in pdf format, one invoice per attached pdf and that the overall email size is not bigger than 25 MB. (please do not add attachments other than invoices, you will be able to add attachments once you are validating the invoice on the UI).

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How to action confirmation email ?

- Once you send the invoice, you will receive 2 email notifications. The first just confirms that the invoice was received successfully, while the next notifies you after some time when the data is extracted from the invoice and asks you to validate the invoice.

- Use the link in the email to access the invoice to be validated or simply access your account and find the invoice to be validated using the Documents or Document Managers applications. Your documents will be shown in draft status there before you validate them.

- Please note that the email notifications are sent to your registered email address, not the email address from which you sent the invoice.

How to validate the invoice, add additional data and submit it ?

You will see a split screen which will show your original PDF at the top and the data read by the system from it. Please go through all the fields and check if the values are correct, fill in any mandatory fields which were not captured by the system, if needed add additional attachments and then push „Send" to submit the invoice. You will find some invoicing instructions at the top of the screen which explain the Samsung specific fields.

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How to add an attachment to your cloudscan invoice ?

Click on ‚Save as draft' and follow the instructions on the next slide to add an attachment to your invoice.

TRADESHIFT

Adding attachments

Lauch the app called „Attachments for Samsung", locate the invoice you saved as draft and click on ‚GO TO ATTACHMENTS'. Choose ADD ‚ATTACHMENT' and upload your file (up to 100 MB per file and 200 MB in total). Click on ‚PROCEED TO INVOICE' to return to the invoice screen and push SEND to submit the invoice.

Before first usage please activate this new application using the following link:

https://go.tradeshift.com/#/PlatformApps.AttachmentsForSamsung

2
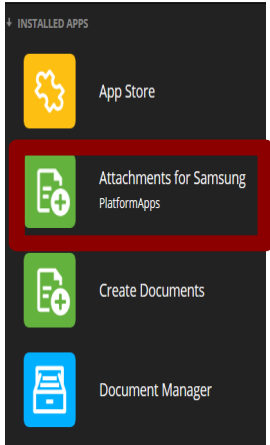
TYPE	DRAFT DOCUMENT ID	TOTAL AMOUNT	CUR	RECEIVER NAME	CREATED DATE	
Invoice	ATTACHMENT DEMO	12363829	MYR	SAMSUNG ELECTRONICS (M) SDN BHD	12/6/2018, 10:57:32 AM GMT+1	GO TO ATTACHMENTS

+ INSTALLED APPS

App Store

Attachments for Samsung
PlatformApps

1

Create Documents

Document Manager

3

ADD ATTACHMENT

ATTACHMENTS	SIZE(MB)	
99MB.pdf	98.84	🗑

PROCEED TO INVOICE

4

TRADESHIFT

How to Display an invoice?
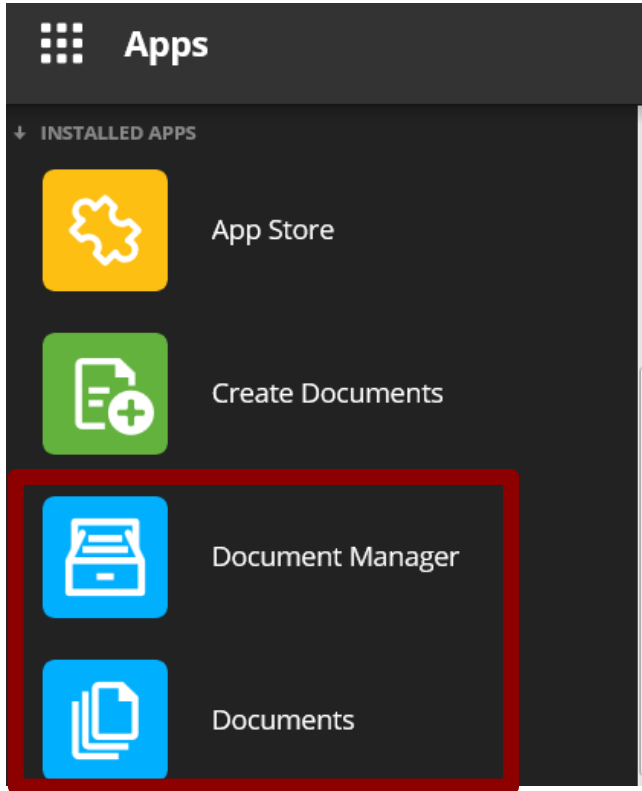
Select the Document Manager or Documents Icons from the Apps menu to view a list of invoices you saved or submitted and their current status.

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How to view the status of an invoice ?

The listing of invoices using the Document Manager or Documents app will always show you the status of the invoice and you will be able to determine if the invoice was received, approved or rejected by the relevant Samsung entity. The status will not reflect any payment information.

🔍   Filtered documents   SORT: LAST MODIFIED ⬇

INV   SAMSUNG SDS GLOBAL SCL ASIA PACIFIC   13,541.00

RECEIVED · PURCHASE · INVOICE #INV12406 · ISSUE DATE: 10/10/18   SGD   •••
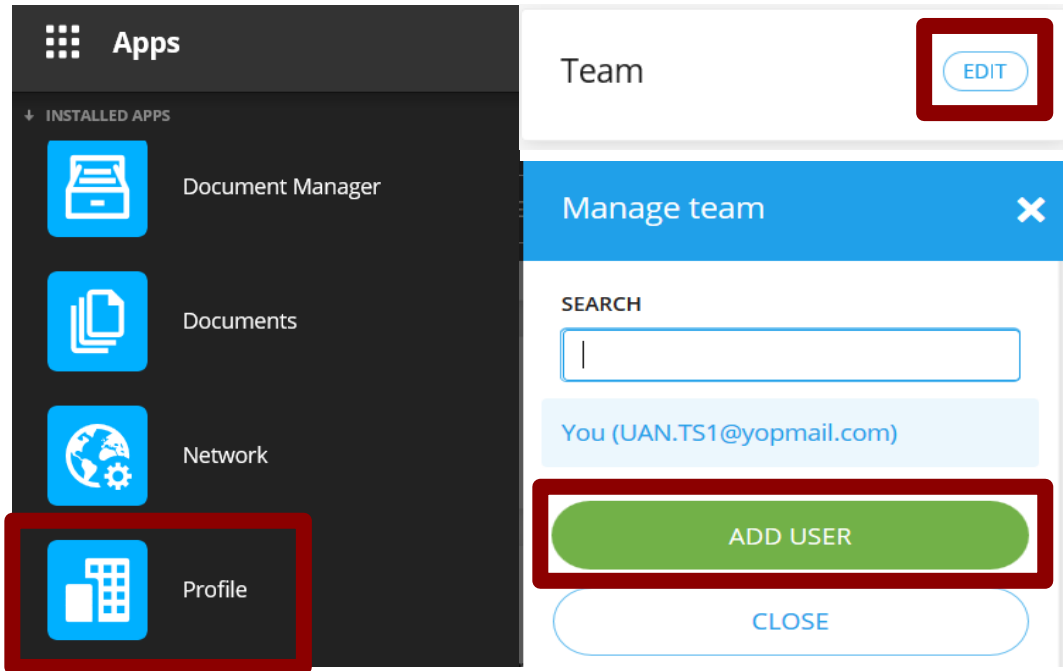

How to create a new invoice from an existing one ?
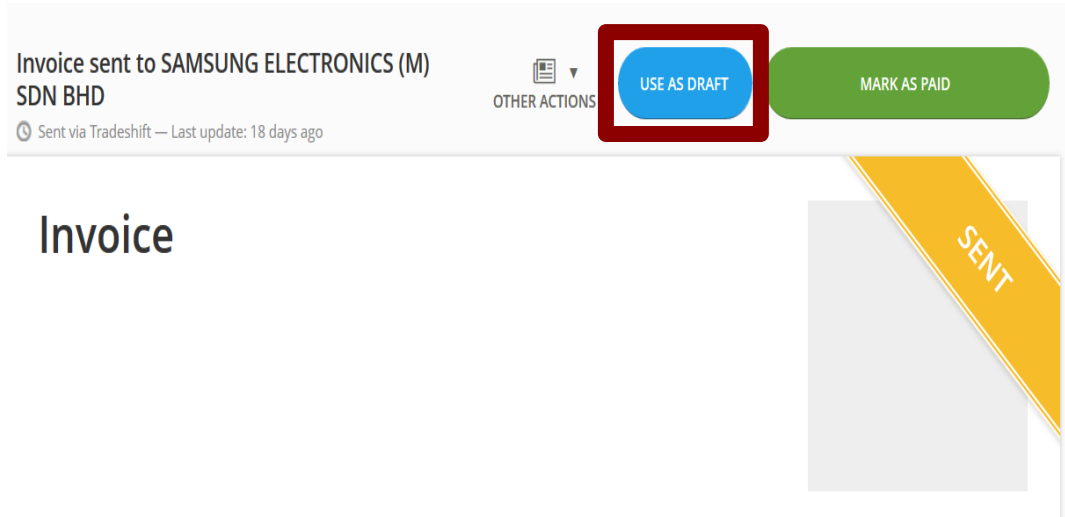
After viewing the existing (already sent) invoice click the „Use As Draft" button to generate a new invoice with the same data and then change only the fields you have to.

This can considerably speed up future invoice submissions.

How to add additional users to your account ?

1. Select the Profile icon from the Apps menu
2. Click on EDIT in the Team section
3. Click on ADD USER and provide user Information to add a new team member

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