

# TRADESHIFT

## Unilever and Tradeshift Vendor Query Portal - Querying documents

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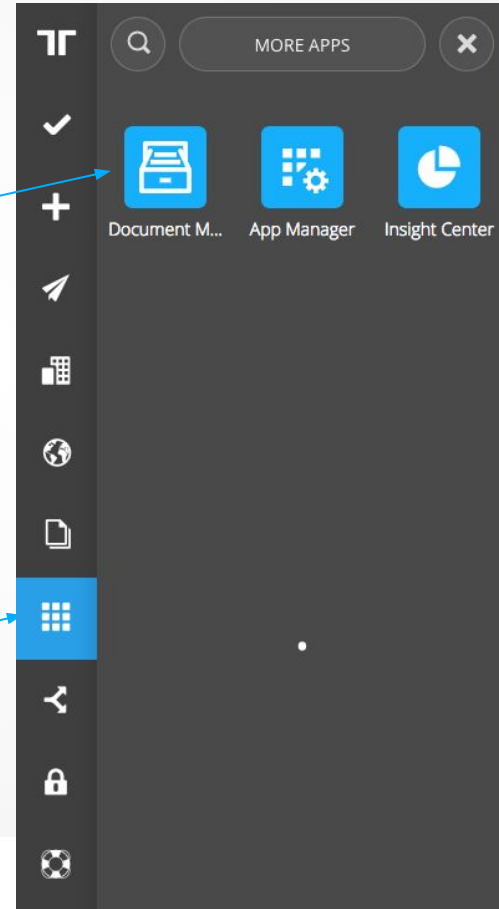
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# Document Manager (1)

2. Click on Document Manager

1. Navigate to apps



# Document Manager (2)

Documents						
TYPE	DOCUMENT ID	STATUS	RECEIVING PARTY	STATUS MESSAGE	ACTIONS	AMOUNT
INV	Invoice Copy 00004051 ISSUED 2/8/18	SENT	Unilever Australia Trading Ltd	"12 February 2018 - Your document is received and is under processing. Your Payment due date is 10 March 2018." 2/12/18	<a href="#">View Transaction</a>	5406.50 AUD
INV	Invoice Copy 00004050 ISSUED 2/8/18	SENT	Unilever Australia Trading Ltd	"12 February 2018 - Your document is received and is under processing. Your Payment due date is 10 March 2018." 12/18	<a href="#">View Transaction</a>	2923.80 AUD
INV	Invoice Copy 00004049 ISSUED 2/8/18	SENT	Unilever Australia Trading Ltd	"12 February 2018 - Your document is received and is under processing. Your Payment due date is 10 March 2018." 12/18	<a href="#">View Transaction</a>	3520.00 AUD
INV	Invoice Copy 00004048 ISSUED 2/8/18	ACCEPTED	Unilever Australia Trading Ltd	"10 February 2018 - Your document has been approved. Actual Payment date may vary from the payment due date for invoices that fall due on a weekend or a holiday. Your payment due date is 23 February 2018." 2/10/18	<a href="#">View Transaction</a>	617.10 AUD
INV	Invoice Copy 00004047 ISSUED 2/8/18	ACCEPTED	Unilever Australia Trading Ltd	"11 February 2018 - Your document has been approved. Actual Payment date may vary from the payment due date for invoices that fall due on a weekend or a holiday. Your payment due date is 23 February 2018." 2/11/18	<a href="#">View Transaction</a>	584.10 AUD
INV	Invoice Copy 00004043	ACCEPTED	Unilever Australia Trading Ltd	"10 February 2018 - Your document has been approved. Actual Payment date may vary from the payment due date for invoices that fall due on a weekend or a holiday. Your payment due date is 23 February 2018." 2/10/18	<a href="#">View Transaction</a>	584.10 AUD
INV	Invoice Copy 00004040	ACCEPTED	Unilever Australia Trading Ltd	"10 February 2018 - Your document has been approved. Actual Payment date may vary from the payment due date for invoices that fall due on a weekend or a holiday. Your payment due date is 23 February 2018." 2/10/18	<a href="#">View Transaction</a>	1333.94 AUD
INV	Invoice Copy 00004039	ACCEPTED	Unilever Australia Trading Ltd	"10 February 2018 - Your document has been approved. Actual Payment date may vary from the payment due date for invoices that fall due on a weekend or a holiday. Your payment due date is 23 February 2018." 2/10/18	<a href="#">View Transaction</a>	9892.85 AUD

Document type and number

Document status

Last document status message

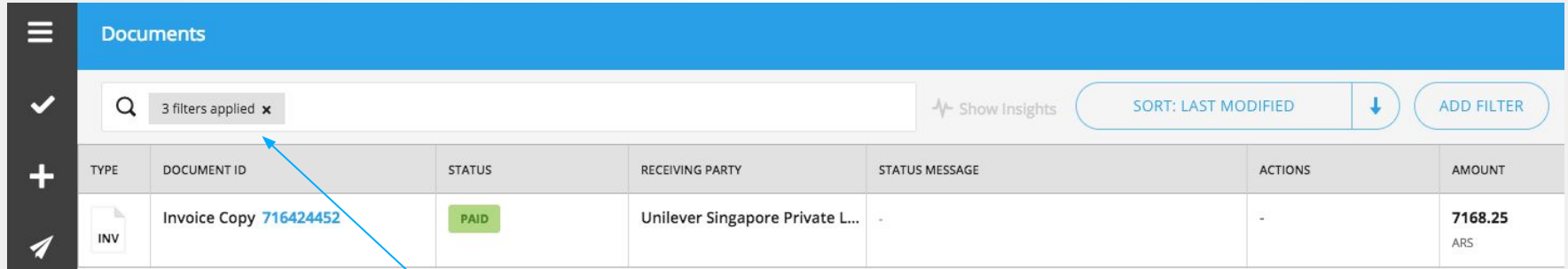
# Document Manager (3)

The screenshot displays the Document Manager interface. On the left is a dark sidebar with navigation icons. The main area shows a table of documents with columns for Type, Document ID, Status, Receiving Party, and Status Message. A search bar at the top indicates '2 filters applied'. A 'Document type' dropdown menu is open on the right, listing various document types: Order, Order Change, Goods Receipt, Invoice (highlighted), Credit Note, Remittance Advice, Quote, and Purchase Request. Below the list are 'APPLY FILTER' and 'DELETE FILTER' buttons. A blue arrow points from a text box to the 'Invoice' option in the dropdown.

TYPE	DOCUMENT ID	STATUS	RECEIVING PARTY	STATUS MESSAGE
INV	Invoice Copy 403639685	OVERDUE	Unilever Singapore Private L...	-
INV	Invoice Copy 914559376	OVERDUE	Unilever Singapore Private L...	-
INV	Invoice Copy 990659739	OVERDUE	Unilever Singapore Private L...	-
INV	Invoice Copy 834393257	MARKED PAID	Unilever Singapore Private L...	-
INV	Invoice Copy 829595672	OVERDUE	Unilever Singapore Private L...	-
INV	Invoice Copy 808993391	MARKED PAID	Unilever Singapore Private L...	-
INV	Invoice Copy 764816843	MARKED PAID	Unilever Singapore Private L...	-
INV	Invoice Copy 75469498	OVERDUE	Unilever Singapore Private L...	-
INV	Invoice Copy 749172562	REJECTED	Unilever Singapore Private L...	-
INV	Invoice Copy 716424452	PAID	Unilever Singapore Private L...	-
INV	Invoice Copy 687123409	MARKED PAID	Unilever Singapore Private L...	-
INV	Invoice Copy 602286641	REJECTED	Unilever Singapore Private L...	-
INV	Invoice Copy 55799981	OVERDUE	Unilever Singapore Private L...	-

You can use filters within the Document Manager to make the management of documents easier...

# Document Manager (4)



The screenshot shows a web interface for document management. At the top, there is a blue header bar with the word "Documents" on the left. Below the header is a search bar containing the text "3 filters applied" with a close icon. To the right of the search bar are buttons for "Show Insights", "SORT: LAST MODIFIED" with a dropdown arrow, and "ADD FILTER". Below these controls is a table with the following columns: TYPE, DOCUMENT ID, STATUS, RECEIVING PARTY, STATUS MESSAGE, ACTIONS, and AMOUNT. The table contains one row with the following data: TYPE: INV (with a document icon), DOCUMENT ID: Invoice Copy 716424452, STATUS: PAID (in a green box), RECEIVING PARTY: Unilever Singapore Private L..., STATUS MESSAGE: -, ACTIONS: -, and AMOUNT: 7168.25 ARS. A blue arrow points from a text box below to the search bar area.

TYPE	DOCUMENT ID	STATUS	RECEIVING PARTY	STATUS MESSAGE	ACTIONS	AMOUNT
INV	Invoice Copy 716424452	PAID	Unilever Singapore Private L...	-	-	7168.25 ARS

Applied filters can be removed here

# Document Manager (5)

TYPE	DOCUMENT ID	STATUS	SENDING PARTY	AMOUNT
PO	Order 4510415275	ACCEPTED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510416125	ACCEPTED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510416127	ACCEPTED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510418114 ISSUED 01/06/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510418053 ISSUED 31/05/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510418048 ISSUED 31/05/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510422979 ISSUED 07/07/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510422999	ACCEPTED	Unilever Danmark A/S	1.00 DKK
PO	Order DO96747366 ISSUED 28/08/17	RECEIVED	Unilever Denmark	2000.00 DKK
PO	Order 4510426067 ISSUED 28/08/17	RECEIVED	Unilever Danmark A/S	1.00 DKK
PO	Order 4510426075 ISSUED 28/08/17	RECEIVED	Unilever Danmark A/S	1.00 DKK

1. Available columns can be adjusted
2. The current filtered view can be downloaded (max 10,000 records)

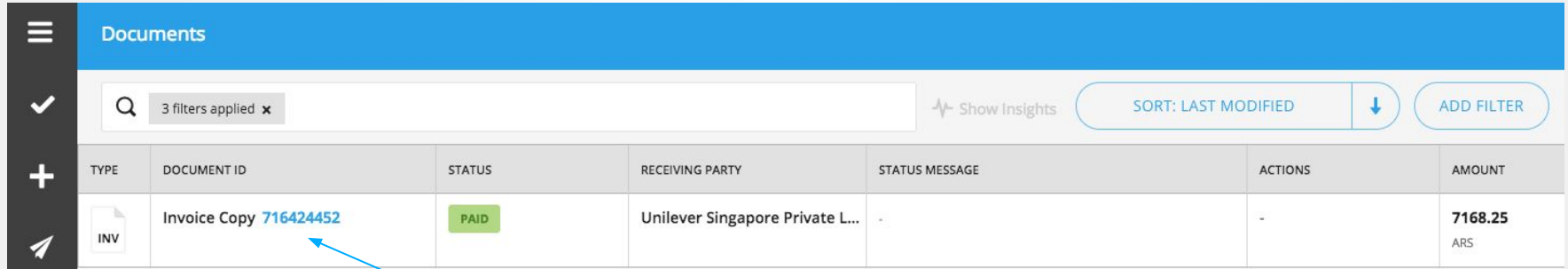
### Configure table columns

- Modified
- Due date
- Sending party
- Receiving party
- Status message

SAVE

EXPORT VIEW AS CSV

# Document Manager (6)



The screenshot shows a 'Documents' interface with a table of document entries. The table has columns for TYPE, DOCUMENT ID, STATUS, RECEIVING PARTY, STATUS MESSAGE, ACTIONS, and AMOUNT. A blue callout box points to the document ID '716424452' in the first row.

TYPE	DOCUMENT ID	STATUS	RECEIVING PARTY	STATUS MESSAGE	ACTIONS	AMOUNT
INV	Invoice Copy <a href="#">716424452</a>	PAID	Unilever Singapore Private L...	-	-	7168.25 ARS

Click on a  
document  
to view



# Viewing documents

## Current document status

Current document status

Unilever Singapore marked this Invoice as paid  
Marked as paid — Last update: 9 days ago

Other actions Use as draft Confirm payment ✓

### Invoice copy

⚠ This invoice is a representation of the original document and may be simplified. This document is shown so you can track its status.

**MARKED PAID**

To	From	Invoice number	
<b>Unilever Singapore Private Limited</b>	[REDACTED]	716424452	
06-22 Mapletree Business City, 20 Pasir Panjang Road	Singapore	Issue date	Currency
SINGAPORE	577177	06/07/17	ARS
117439	Singapore	Payment due date	Clearing Doc Number
Singapore	VAT Reg. no. : A	22/07/17	1830009972
Unilever Company Number : sg		Scan ID	
VAT Reg. no. : -0012168-6		20170616_LSQ2LRN342	

Total ARS 7,168.25

Notes

Purchase Order: DO10965466

Current document status

# Retrieving comments and recent actions

Click on "Contact Buyer"

Unilever Singapore marked this Invoice as paid  
Marked as paid — Last update: 9 days ago

Other actions: Use as draft Confirm payment ✓

### Invoice copy

⚠ This invoice is a representation of the original document and may be simplified. This document is shown so you can track its status.

**MARKED PAID**

<b>To</b> <b>Unilever Singapore Private Limited</b> 06-22 Mapletree Business City, 20 Pasir Panjang Road SINGAPORE 117439 Singapore Unilever Company Number : sg VAT Reg. no. : -0012168-6	<b>From</b> [Redacted] Singapore 571177 Singapore VAT Reg. no. : A	<b>Invoice number</b> 716424452 <b>Issue date</b> 06/07/17 <b>Payment due date</b> 22/07/17 <b>Scan ID</b> 20170616_LSQ2LRN342	<b>Currency</b> ARS <b>Clearing Doc Number</b> 1830009972
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**Total ARS 7,168.25**

Notes  
Purchase Order: DO10965466

TK Contact buyer Contact colleague

Click here

# Latest comments and recent actions

Comments include the date of the comment

The screenshot displays a 'Conversation' window for invoice #716424452. The interface includes a sidebar with navigation icons, a main chat area with messages, and a detailed invoice view on the right. A blue callout box points to a comment in the chat area.

**Conversation Summary:**

- Invoice #716424452**
- TOTAL COST:** ~ARS 7.2k
- ISSUE DATE:** 06 Jul 2017

**Comments:**

- Unilever Singapore (US): 26 July 2017 - Your document has been paid. .
- Unilever Singapore (US): 26 July 2017 - Your document has been paid. .

**Invoice Details:**

**Unilever Singapore marked this Invoice as paid**  
Marked as paid — Last update: 9 days ago

**Invoice copy**

⚠ This invoice is a representation of the original document and may be simplified. This document is shown so you can track its status.

**To:** Unilever Singapore Private Limited  
06-22 Mapletree Business City, 20 Pasir Panjang Road  
SINGAPORE 117439  
Singapore  
Unilever Company Number : sg  
VAT Reg. no. : -0012168-6

**From:** [Redacted]  
Singapore 577177  
Singapore  
VAT Reg. no. : A

**Invoice number:** 716424452  
**Issue date:** 06/07/17  
**Payment due date:** 22/07/17  
**Scan ID:** 20170616\_LSQ2LRN342

**Currency:** ARS  
**Clearing Doc Number:** 1830009972

**Total ARS:** 7,168.25

**Notes:** Purchase Order: DO10965466

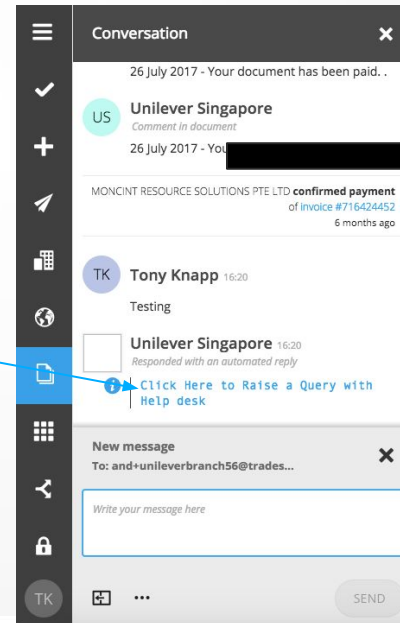
**Actions:** Use as draft, Confirm payment

**Callout:** Comments including date

# Important - Contacting Unilever

**Important Note** - Unilever do not respond directly to messages in the comments and status sections. However, if you have do have a query for Unilever, you can register your query via the dedicated Unilever owned web portal - available when clicking on the following link. The link appears when you attempt to send a message

Click on the link  
to log query  
with Unilever




# Summary information on invoices

Only Summary invoice information is passed by Unilever to the Tradeshift platform

## Invoice copy

⚠ This invoice is a representation of the original document and may be simplified.  
This document is shown so you can track its status.



<b>To</b> <b>Unilever Singapore Private Limited</b> 06-22 Mapletree Business City, 20 Pasir Panjang Road SINGAPORE 117439 Singapore Unilever Company Number : sg VAT Reg. no. : -0012168-6	<b>From</b> [REDACTED] Singapore 577177 Singapore VAT Reg. no. : A	<b>Invoice number</b> 716424452 <b>Issue date</b> 06/07/17 <b>Payment due date</b> 22/07/17 <b>Scan ID</b> 20170616_LSQ2LRN342	<b>Currency</b> ARS <b>Clearing Doc Number</b> 1830009972
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**Total ARS** 7,168.25

Notes

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Purchase Order: DO10965466

# Remittance advice information

Details: 1.Remittance advice number, 2.Related invoice numbers, 3.Payment details.  
date

**Remittance Advice**

**RECEIVED**

To: [Redacted]  
Singapore  
577177  
Singapore  
AccountingSystemId : 0000555716  
VAT Reg. no. : A

From: **Unilever Singapore Private Limited**  
06-22 Mapletree Business City, 20 Pasir Panjang Road  
SINGAPORE  
117439  
Singapore  
Unilever Company Number : sg

Remittance advice number: 183000033  
Issue date: 07/08/17  
Payment due date: 14/08/17  
Currency: SGD

Type	No.	Note	Issued Amount	Discount	Reason	Payment
		Paid on 07 August 2017 to				
Invoice	808993391	Singapore's National Bank ,XXXXXXXXXXXX6230	10361.93	0		10361.93
		Paid on 07 August 2017 to				
Invoice	834393257	Singapore's National Bank ,XXXXXXXXXXXX6230	2811.76	0		2811.76
Total Credit Amount						-13,173.69
<b>Total Payment Amount SGD</b>						<b>13,173.69</b>

Notes  
Total payment amount as displayed above is excluding any deductions due withholding tax or any other deductions

1. Remittance advice number

2. Invoice numbers

3. Payment details

# Additional Information

Further information can be found on the Dedicated Unilever and Tradeshift Supplier Support Portal:  
[unilever-vqp.support.tradeshift.com](https://unilever-vqp.support.tradeshift.com)

Alternatively, you can log a support ticket with Tradeshift support at:  
<https://unilever-vqp.support.tradeshift.com/requests/new>