

# TRADESHIFT

Unilever & Tradeshift eInvoicing

PO Flip - Turn a PO into an Invoice

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# Review the Purchase Order

Review the header....

...and line level detail of the order

Purchase Order received from Unilever Denmark

Received via Tradeshift — Last update: 13 days ago

Other actions

Create Invoice

Accept

PO.dat attached

Only open attachments from trusted sources. Untrustworthy attachments may be harmful to your device.

## Purchase Order

To  
[Redacted]  
Antonigade 4, 4.NULL  
1106 KØBENHAVN K  
Denmark  
AccountingSystemId : 0001022633  
CVR : [Redacted]

From  
**Unilever Danmark A/S**  
Ørestads Boulevard 73  
2300 København S  
Denmark  
CVR : DK45963128  
Branch : dk

Order number  
4510415275  
Order date  
08/05/17  
Currency  
DKK

RECEIVED

To  
[Redacted]  
Antonigade 4, 4.NULL  
1106 KØBENHAVN K  
Denmark  
AccountingSystemId : 0001022633  
CVR : [Redacted]

From  
**Unilever Danmark A/S**  
Ørestads Boulevard 73  
2300 København S  
Denmark  
CVR : DK45963128  
Branch : dk

Order number  
4510415275  
Order date  
08/05/17  
Currency  
DKK

Item ID	Description	Quantity	Unit	Unit price	Tax	Total DKK excl. taxes
	TEST_257	1	LE	1.00		1.00

Subtotal excl. taxes 1.00  
**Total DKK 1.00**  
Total taxes DKK 0.00

If you're happy, Click the green "Accept" button to accept the order.

Note: This is only internal supplier use. PO status change is not sent back to Unilever.

# Create Invoice from Purchase Order

Purchase Order received from Unilever  
Denmark

Received via Tradeshift — Last update: 13 days ago

Other actions

Create Invoice

Accept

- Reject
- Print
- Download PDF or UBL
- Archive document

To  
[Redacted]  
Antonigade 4, 4.NULL  
1106 KØBENHAVN K  
Denmark  
AccountingSystemId : 0001022633  
CVR : [Redacted]

From  
Unilever Dan  
Ørestads Boulevard  
2300 København  
Denmark  
CVR : DK45963128  
Branch : dk

Order number  
10415275  
Order date  
08/05/17

Currency  
DKK

To “flip” the Purchase Order into an Invoice simply click the “Create Invoice” button

Item ID	Description	Quantity	Unit	Unit price	Tax	Total DKK excl. taxes
	TEST_257	1	LE	1.00		1.00
Subtotal excl. taxes						1.00
<b>Total DKK</b>						<b>1.00</b>
Total taxes DKK 0.00						

# Invoice details are copied from Purchase Order

Create invoice Autocomplete from document

 This invoice has been automatically filled with information from a purchase order. Please check all details below before proceeding.

To  
**Unilever Danmark A/S**  
Ørestads Boulevard 73  
2300 København S  
Denmark  
CVR: DK45963128  
Branch: dk  
[Change recipient](#)

Invoice number Next number: 0013

Issue date \*  Currency

Purchase Order Number \*

Add optional field

Item ID	Description	Quantity	Unit	Price per unit excl. tax	Tax	Total excl. tax
 <input type="text"/>	TEST_257	1	LE	1.00	25%	1.00

Purchase Order Number \*

Purchase Order Line Number \*

Add optional field

[Add new line](#)  Add header charge, discount or tax

Subtotal excl taxes 1.00  
Moms 25% of 1.00 DKK 0.25  
**Total DKK 1.25**  
Total taxes DKK 0.25

Details, such as Quantity, Description, Purchase Order Number and Unit Price, are copied from PO and can be used to create the invoice.

Do not change recipient during PO flip . Invoice should be issued to the same UL entity for which PO is raised.

Add payment method

Save payment method for future invoices

[Set delivery address](#)

Write a message to the recipient

Save notes for future invoices

Attachments

[Choose File](#) 

max file size is 3000 kb

# Enriching the Invoice information

Create invoice Autocomplete from document

 This invoice has been automatically filled with information from a purchase order. Please check all details below before proceeding.

To  
**Unilever Danmark A/S**  
Ørestads Boulevard 73  
2300 København S  
Denmark

CVR: DK45963128  
Branch: dk  
[Change recipient](#)

Invoice number Next number: 0013

Issue date \* Currency  
30/08/17  DKK

Purchase Order Number \*  
4510415275

Add optional field

- Add optional field
- Exchange rate
- Delivery period
- Payment due date
- Delivery date
- Purchase Order Number
- Contract number
- Cost center
- Clearing Doc Number
- Scan ID
- Customer account ID
- Tax point date
- Person reference

Invoice Number

Issue date & Currency

Item ID	Description	Quantity	Unit	Price per excl. tax
<input type="text"/>	TEST_257	1	LE	1.00

Purchase

Purchase Order Line Number \*

Add optional field

Add your info

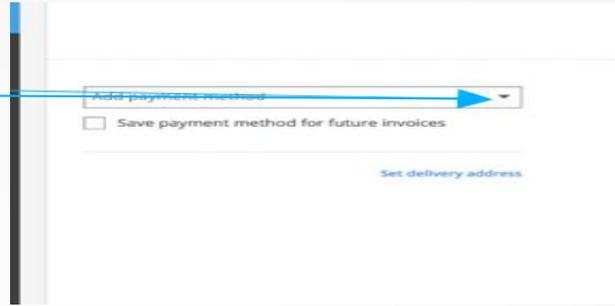
You may add additional relevant fields here (for example delivery date, Tax point etc.)

[Add new line](#)  Add header charge, discount or tax

Subtotal excl taxes	1.00
Moms 25% of 1.00 DKK	0.25
<b>Total DKK</b>	<b>1.25</b>
Total taxes DKK 0.25	

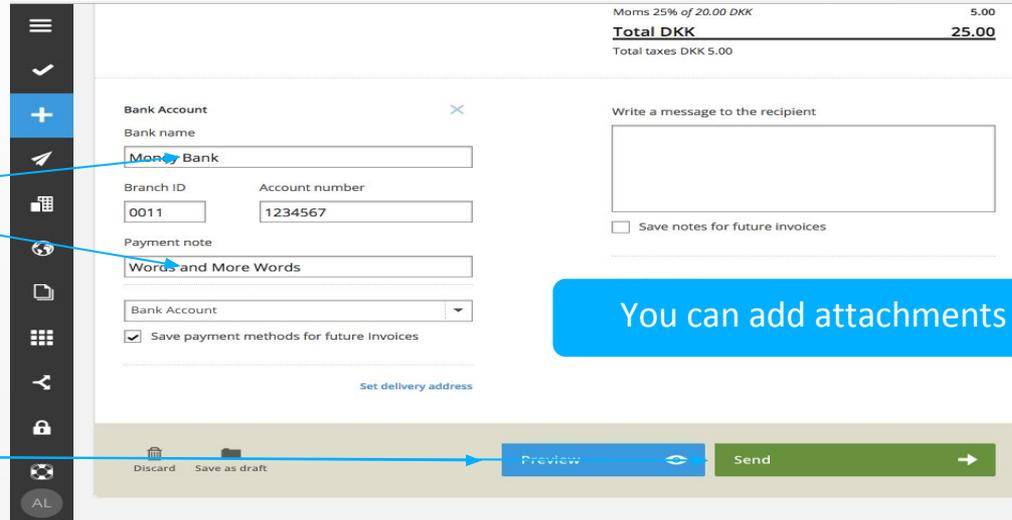
# Complete Invoice

A single payment method per invoice is a Unilever requirement.  
(Do not use cash as a Payment method)



This screenshot shows a form titled 'Add payment method'. It features a dropdown menu for selecting a payment method, a checkbox labeled 'Save payment method for future invoices', and a link at the bottom that says 'Set delivery address'.

Add payment method. You can also save the payment method for future invoices. A single payment method is mandatory



This screenshot shows a 'Bank Account' form with the following fields: 'Bank name' (Mon Bank), 'Branch ID' (0011), 'Account number' (1234567), 'Payment note' (Words and More Words), and a 'Bank Account' dropdown menu. There is a checkbox for 'Save payment methods for future Invoices' which is checked. To the right, there is a section for 'Moms 25% of 20.00 DKK' with a value of 5.00, a 'Total DKK' of 25.00, and 'Total taxes DKK 5.00'. Below this is a text area for 'Write a message to the recipient' and a checkbox for 'Save notes for future invoices'. At the bottom, there are buttons for 'Discard', 'Save as draft', 'Preview', and 'Send'.

Once all the required fields are complete you can Preview the invoice or Send it

You can add attachments here

# Complete Invoice

Item ID	Description	Quantity	Unit	Price per unit excl. tax	Tax	Total excl. tax
+ <input type="text"/>	TEST_257	1	LE <input type="text"/>	1.00	25%	1.00

Purchase Order Number \*

Purchase Order Line Number \*

Add optional field

- ✓ Add optional field
- Discount
- Charge (e.g. freight)
- Delivery Note
- GR Number
- Tax exemption reason
- Model name
- Purchase Order Number \*
- Purchase Order Line Number \*
- Cost center

Item ID	Description	Quantity	Unit	Price per unit excl. tax	Tax	Total excl. tax
+ <input type="text"/>	TEST_257	1	LE <input type="text"/>	1.00	25%	1.00

Purchase Order Number \*

Purchase Order Line Number \*

Delivery Note

GR Number

1. Provide delivery note number , wherever its relevant.
- 2.If known, enrich the invoice line level with additional information such as GR number as it helps payment on time

# Additional charges

1. Additional charges are provided only at header level.
2. DO NOT use FIXED Tax. Tax rate must be provided at each line level only.

The screenshot shows the Tradeshift invoice creation interface. A line item is added with the following details:

Item ID	Description	Quantity	Unit	Price per unit excl. tax	Tax	Total excl. tax
V2738087 - 67036937	CASE	0.5	PCS	2,500.00	0	1,250.00

Additional fields include Purchase Order Number (4510681334) and Purchase Order Line Number (20). A summary table at the bottom right of the form shows:

Subtotal excl. taxes	1,250.00
Fixed Tax of 1,250.00 AUD	0.00
<b>Total AUD</b>	<b>1,250.00</b>
Total sales AUD	0.00

This close-up shows the 'Add header charge, discount or tax' form. A 'Charge' is added with the following details:

Charge	Freight	100	AUD	0	100.00
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The summary table below shows the updated totals:

Subtotal excl. taxes	1,250.00
Charge	100.00
Fixed Tax of 1,350.00 AUD	0.00
<b>Total AUD</b>	<b>1,350.00</b>
Total taxes AUD	0.00

# Exchange Rate

https://sandbox.tradeshift.com/#/create/TradeshiftInvoiceG/create?execution=e1s1&border

Create Invoice Autocomplete from document

This invoice has been automatically filled with information from a Purchase Order. Please check all details below before proceeding.

To  
**Unilever Australia Trading Ltd**  
Level 17, 2-26 Park Street, NSW  
Sydney 2000  
Australia  
ABN: 46136885571  
[Change recipient](#)

Invoice number Next number: IN\_AU\_Bank\_2  
IN\_AU\_Bank\_2

Issue date \* Currency  
8/31/17 AUD

Purchase Order Number \*  
4510581534

**Add optional field**  
Exchange rate  
Delivery period  
Payment due date  
Delivery date  
Contract number  
Cost center  
Person reference  
Clearing Doc Number  
Scan ID  
Customer account ID  
Tax point date

Item ID	Description	Quantity	Unit	Price per ext. tax	Tax
V2743030	67036938 CASE	1	PCS	2,500.00	
V2738087	67036937 CASE	10	PCS	2,500.00	25,000.00

Purchase Order Number \*  
4510581534

Order Line Number \*  
10

Add optional field

For invoice which are issued in currency which is not a local currency of the supplier - exchange rate and value of converted Tax amount to local currency should be provided on the header

To  
**Unilever Australia Trading Ltd**  
Level 17, 2-26 Park Street, NSW  
Sydney 2000  
Australia  
ABN: 46136885571  
[Change recipient](#)

Invoice number Next number: IN\_AU\_Bank\_2  
IN\_AU\_Bank\_2

Issue date \* Currency  
8/31/17 AUD

Purchase Order Number \*  
4510581534

**Exchange rate** Currency  
| AUD

Date of exchange rate \* Converted tax total  
8/31/17

# Real time validation of invoice information

Tradeshift will highlight any corrections you need to make before sending the document

The screenshot displays the Tradeshift invoice creation interface. The recipient is 'Unilever Denmark'. The invoice number is '0012'. The issue date is '20/08/17', which is highlighted with a red box and the message 'This field is required.'. The currency is 'DKK'. The purchase order number field is empty and highlighted in red. A table below shows one line item: 'One Thing' with a quantity of 2, unit 'pcs', price per unit of 10.00, and a total of 20.00. A red error banner at the bottom right contains three messages: 'Invoice is not valid for dispatch', 'The Purchase Order line reference is mandatory and must be numeric.', and 'Providing a customer legal entity is mandatory.'. A blue callout box on the left points to the error messages.

Item ID	Description	Quantity	Unit	Price per unit excl. tax	Tax	Total excl. tax
001	One Thing	2	pcs	10.00	25%	20.00

- Invoice is not valid for dispatch
- The Purchase Order line reference is mandatory and must be numeric.
- Providing a customer legal entity is mandatory.

NB: A full list of the validation rules which apply to your invoices is available in the "Validation Rules" section of the Support page [HERE](#)

# You can check document status

You can check your document status in your **Document** tab. Click on a document to view it.

In this case, PO validation rules fails, invoice status will show as “**FAILED DELIVERY**”. Click on a document to view error message

Filtered documents	
	Unilever South Africa (Pty) Ltd FAILED DELIVERY • SALE • INVOICE #IN_SA_BANK_1 • ISSUE DATE: 30/08/17
	Unilever South Africa (Pty) Ltd SENT • SALE • INVOICE #IN_SA_BANK_2 • ISSUE DATE: 30/08/17
	Unilever South Africa (Pty) Ltd DRAFT • SALE • INVOICE #1234 • ISSUE DATE: 30/08/17
	Unilever South Africa (Pty) Ltd SENT • SALE • INVOICE #2 • ISSUE DATE: 28/08/17
	Unilever South Africa (Pty) Ltd SENT • SALE • INVOICE #1 • ISSUE DATE: 28/08/17
	Unilever France HPC Industries St Vulbas FR21 DRAFT • SALE • INVOICE #TEST • ISSUE DATE: 25/08/17
	Unilever South Africa (Pty) Ltd FAILED DELIVERY • SALE • INVOICE #DN-TEST • ISSUE DATE: 25/08/17
	Unilever South Africa (Pty) Ltd SENT • SALE • INVOICE #DN-TEST • ISSUE DATE: 25/08/17

# Invoice status updated on the document

Current status of the document is visible on the Top right corner of the invoice.

History of the invoice statuses and messages can be found in Universal Inbox. Click on "Contact buyer" and this will be displayed

Conversation

Invoice sent to Unilever Australia  
Sent via Tradeshift — Last update: under a minute ago

Other actions: Use as draft, Mark as paid

Purchase Order #4510581534 related

### Tax invoice

FOR A BETTER WORK

To: **Unilever Australia Trading Ltd**  
Level 17, 2-26 Park Street, NSW  
Sydney 2000  
Australia  
ABN : 46136885571

From: **VISY BOARD PTY LTD (HPC)**  
PRIVATE BAG 7272  
LIVERPOOL BC BC 2170  
Australia  
VAT Reg. no. : 58005787913

Invoice number: IN\_STATUS1  
Issue date: 8/31/17  
Currency: AUD  
Purchase Order Number: 4510581534

Item ID	Description	Quantity	Unit	Unit price	Tax	Total AUD excl. taxes
V2738087 - 67036937	CASE REXONA MEN ACT	0.5	pcs	2,500.00	0	1,250.00

Order/Req. no: 4510581534  
Requisition line number: 20

Subtotal excl taxes: 1,250.00  
Fixed Tax: 0.00

Conversation history:

- Purchase order sent 2 hours ago
- Purchase Order #4510581534
- TOTAL COST: ~AUD 32.5k
- SENDER: Unilever Australia Tra...
- ISSUE DATE: 17 Aug 2017
- Invoice created by and+ULsup28@tradeshift.com 6 minutes ago
- Invoice #IN\_STATUS1
- TOTAL COST: ~AUD 1.3k
- SENDER: VISY BOARD PTY LTD (...)
- ISSUE DATE: 31 Aug 2017
- Invoice #IN\_STATUS1 sent to Unilever Australia a few seconds ago

NEW MESSAGE

Contact buyer, Contact colleague

For more information, please visit:

<https://unilever.support.tradeshift.com/>