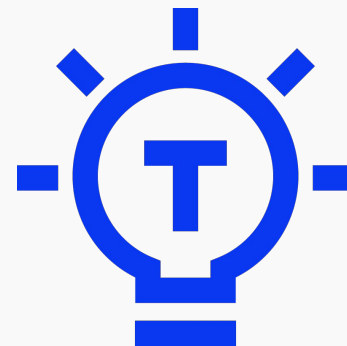




Marketplace Seller Onboarding - Content Upload Guide

Agenda

1. Covering the Basics
2. Tradeshift registration flow and process
3. Navigating through the apps
4. Seller Marketplace Manager and Marketplace Seller Fees Application
5. Products & Offers MANUAL Upload
 - a. MANUAL Product Upload
 - b. MANUAL Offer Upload
6. Products & Offers FILE UPLOAD
 - a. Importing Products via V2 Content Template
 - b. Product - FILE UPLOAD
 - c. Offer - FILE UPLOAD
7. Content Quality
8. Document Manager App
9. Useful Information
10. FAQs



Note: Click on the title to view the relevant topic

01

**Covering
the Basics**

Tradeshift

... is the platform that **redefines** the way
buyers and suppliers connect, transact
and grow.

Vision

To connect every company in the world,
creating economic opportunity for all.



Mission

We build technologies that help businesses grow by giving them access to compliant e-invoices, better working capital financing, increased efficiency, and digital global trade.

Connecting every company in the world
and creating economic opportunity for all.

1M

Onboarded suppliers

+\$1T

Transaction value

500+

Global customers

190

Countries active

Visionary clients who
partner with us include



KUEHNE+NAGEL

AIRFRANCE

NHS

Shared Business Services

Axfood

DHL

SCHAEFFLER

AVR

Levi's



HSBC

Disneyland
PARIS



OTIS

cencora

Unilever

virgin atlantic





Why Tradeshift Marketplaces?

More powerful and sustainable than any stand alone marketplace platform!



Bring Your
Best in Class



Transform
Quickly



Grow Your
Value

02

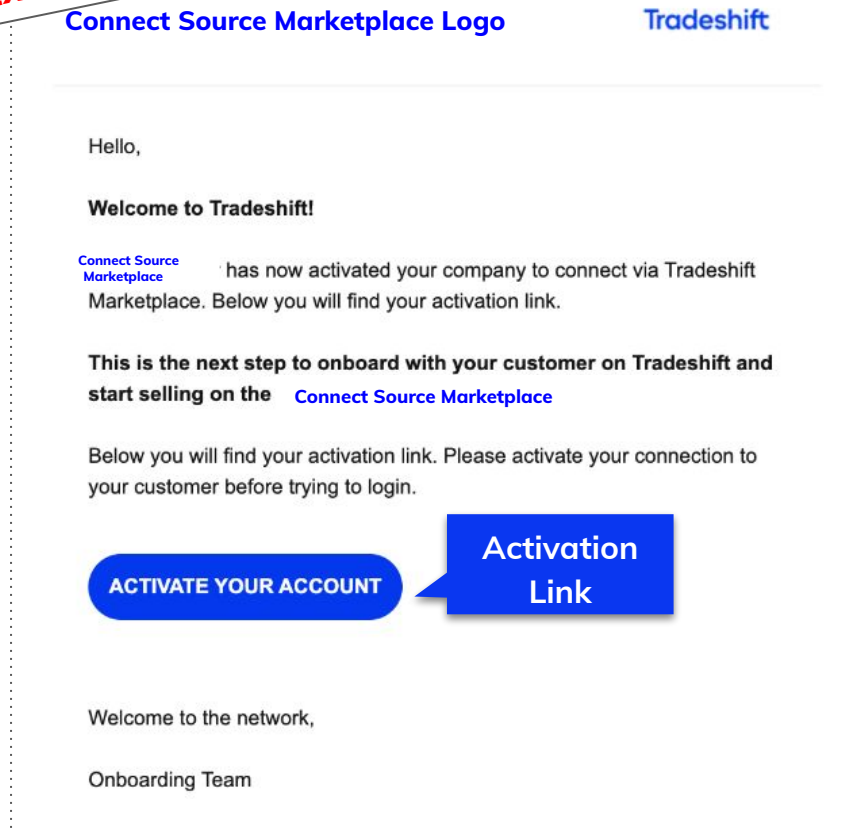
Registration flow and process

Account Activation

Please ensure the sellers activate their account via the Activation Link shared in the invitation email.

- If the seller could not find the email, search in the junk/spam mailbox.
- Invitation email: supplierinvitation@tradeshift.com
- Make sure all sellers **whitelist tradeshift.com** and mark **tradeshift.com as a trusted sender** to their mailbox to ensure they can receive the verification/ notification emails from Tradeshift.

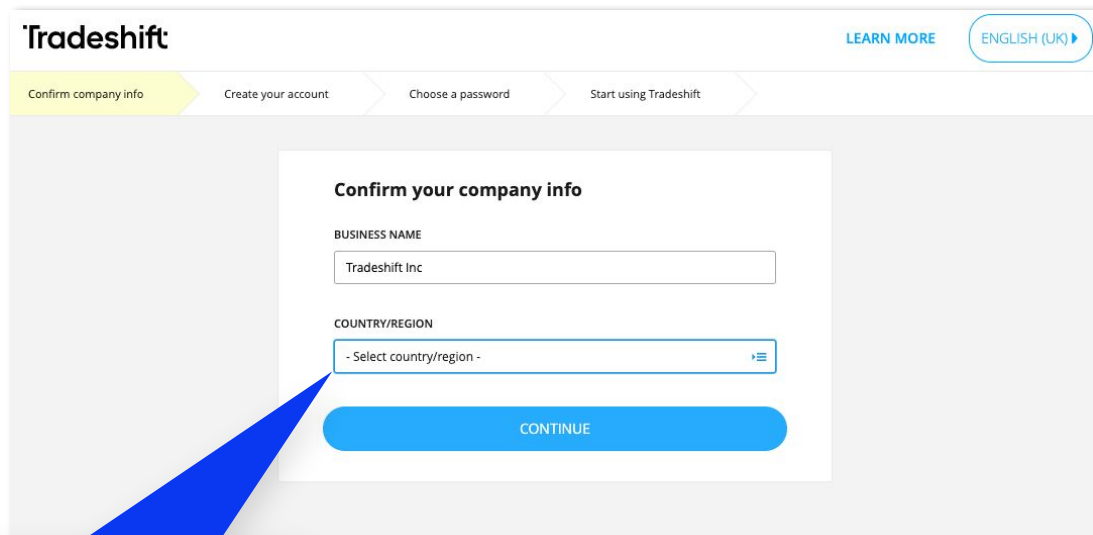
Example



Account Activation

Complete the company information during the registration of account:

- Business Name
- Country/ Region (where your company is tax registered)



The screenshot shows the Tradeshift account activation process. At the top, the Tradeshift logo is on the left, and 'LEARN MORE' and 'ENGLISH (UK)' links are on the right. Below the logo is a progress bar with four steps: 'Confirm company info' (highlighted in yellow), 'Create your account', 'Choose a password', and 'Start using Tradeshift'. The main form area is titled 'Confirm your company info'. It contains two input fields: 'BUSINESS NAME' with the text 'Tradeshift Inc' and 'COUNTRY/REGION' with a dropdown menu showing '- Select country/region -'. A blue 'CONTINUE' button is at the bottom of the form. A blue callout bubble points to the 'COUNTRY/REGION' dropdown menu.

Please make sure to select the correct Country/ Region. It cannot be edited once the account is registered.

Account Activation

Next, complete the personal information and email address (as the login email).

You will receive an email from Tradeshift to verify your account.
Please proceed with the verification immediately.

⚠ If you could not find the email in the mailbox, please look through the junk/ spam folder.

The screenshot shows the 'Create your account' page on the Tradeshift website. The page has a header with the Tradeshift logo, a 'LEARN MORE' link, and a language selector for 'ENGLISH (UK)'. A progress bar at the top indicates the current step is 'Create your account', with previous steps being 'Confirm company info' and 'Choose a password', and the next step being 'Start using Tradeshift'. The main form area is titled 'Create your account' and contains the following fields: 'FIRST NAME' and 'LAST NAME' (both empty), 'EMAIL ADDRESS' (containing 'test01@tradeshift.com'), and 'LANGUAGE' (set to 'English (UK)'). Below the fields are two checkboxes: 'By signing up, you are indicating that you have read and agree to Tradeshift's Terms of Service and Privacy Policy.' and 'Yes, I want to receive marketing communications from Tradeshift.' At the bottom of the form is a large blue 'CONTINUE' button. Two blue callout boxes are overlaid on the image: one pointing to the email address field with the text 'Enter the email address which will be the login email of your Tradeshift account.' and another pointing to the 'CONTINUE' button with the text 'Click continue to proceed'.

Tradeshift

LEARN MORE

ENGLISH (UK)

Confirm company info Create your account Choose a password Start using Tradeshift

Create your account

FIRST NAME LAST NAME

EMAIL ADDRESS

test01@tradeshift.com

LANGUAGE

English (UK)

☐ By signing up, you are indicating that you have read and agree to [Tradeshift's Terms of Service](#) and [Privacy Policy](#).

☐ Yes, I want to receive marketing communications from Tradeshift.

CONTINUE

Enter the email address which will be the login email of your Tradeshift account.

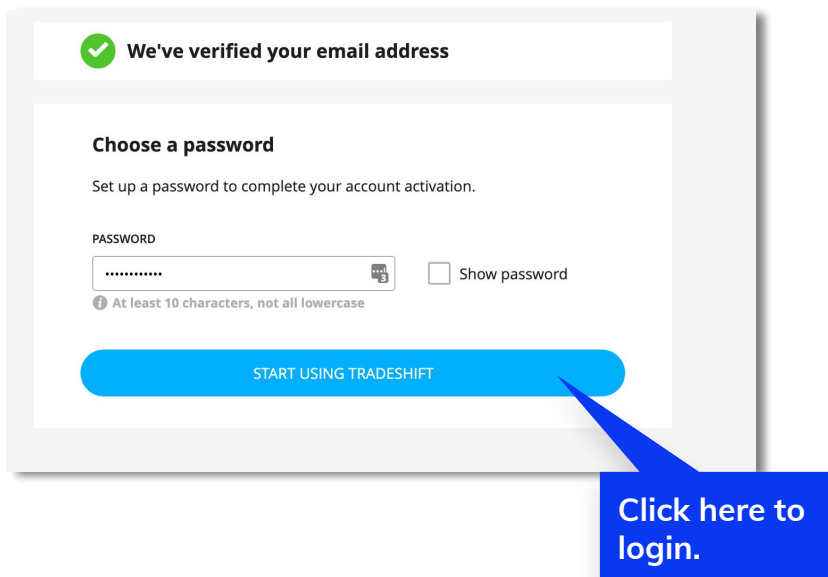
Click continue to proceed

Account Activation

Once the email address is verified, the next step is to **create a password for login**.

You will be able to login to Tradeshift with the **registered email address** and **password after this!**

Login Page: go.tradeshift.com



The screenshot shows a web interface for account activation. At the top, a green checkmark icon is followed by the text "We've verified your email address". Below this, the heading "Choose a password" is displayed, followed by the instruction "Set up a password to complete your account activation." A password input field is shown with the label "PASSWORD" and a masked password "*****". To the right of the input field is a checkbox labeled "Show password". Below the input field, a small information icon is followed by the text "At least 10 characters, not all lowercase". A large blue button with the text "START USING TRADESHIFT" is positioned below the password field. A blue callout box with a white arrow points to the button, containing the text "Click here to login."

Quick Tips

I forgot my password. How do I reset it?

- From the [login](#) page, click on the "Forgot your password?" link.
- You will be taken to the "Forgot your password?" page. enter your Email address in the field and click "Send Instructions".

The screenshot shows the Tradeshift login interface. At the top, the 'TRADESHIFT' logo is on the left, and 'LEARN MORE' and 'ENGLISH (US)' are on the right. The main content area is titled 'Login'. It features a 'Continue with Google' button with the Google logo. Below this is an 'OR' separator. There are two input fields: 'SIGN IN' (with a user icon) and 'PASSWORD' (with a key icon). A red box highlights the 'Forgot your password?' link located below the password field. A blue callout bubble points to this link with the text 'Click "Forgot your Password?"'. At the bottom of the login form is a large blue 'CONTINUE' button. Below the button, it says 'Don't have an account? [Sign up](#)'.

Update Company Profile

Please ensure the details in your Company Profile are updated before you kick-start the invoicing process by filling in the columns as below:

Mandatory:

- Company Name
- Company Address (Full)
- Company Identifiers (Business registration number, Tax/ VAT ID)

Optional:

- Company Logo
- Industry
- Phone
- Company Email Address

The screenshot shows the Tradeshift mobile app interface. On the left is a dark sidebar with icons for 'Create', 'Dashboard', 'Document Manager', 'App Store', 'Switch to...', 'Network', 'Support', 'Profile' (highlighted), 'Create Documents', and 'All apps'. The main screen is titled 'Company Profile' and shows a profile for 'SEC_United Kingdom_Seller'. The 'Complete your profile' section includes a 'Profile strength 35%' indicator and several input fields: 'COMPANY NAME' (containing 'SEC_United Kingdom_Seller'), 'WEBSITE', 'INDUSTRY', 'COMPANY OWNERSHIP', 'COMPANY ADDRESS' (containing 'London, GB'), 'PHONE', 'DEFAULT PAYMENT TERMS', 'COMPANY DESCRIPTION', 'COMPANY SIZE', 'SHARE CAPITAL', 'REGISTRATION ADDRESS', and 'COMPANY EMAIL ADDRESS'. At the bottom are buttons for 'INVITE TEAM MEMBER' and 'DONE'. Three callouts are present: a blue one pointing to the 'Profile' app icon in the sidebar, a blue one pointing to the 'INVITE TEAM MEMBER' button, and a red one pointing to the 'COMPANY NAME' and 'COMPANY ADDRESS' fields, which are highlighted with red boxes.

Click the [Profile] app

Tip: Click here to invite additional users

Mandatory fields

Update Company Profile

Please ensure the “Company Identifiers” section in your Company Profile is updated

Company Identifiers

EDIT

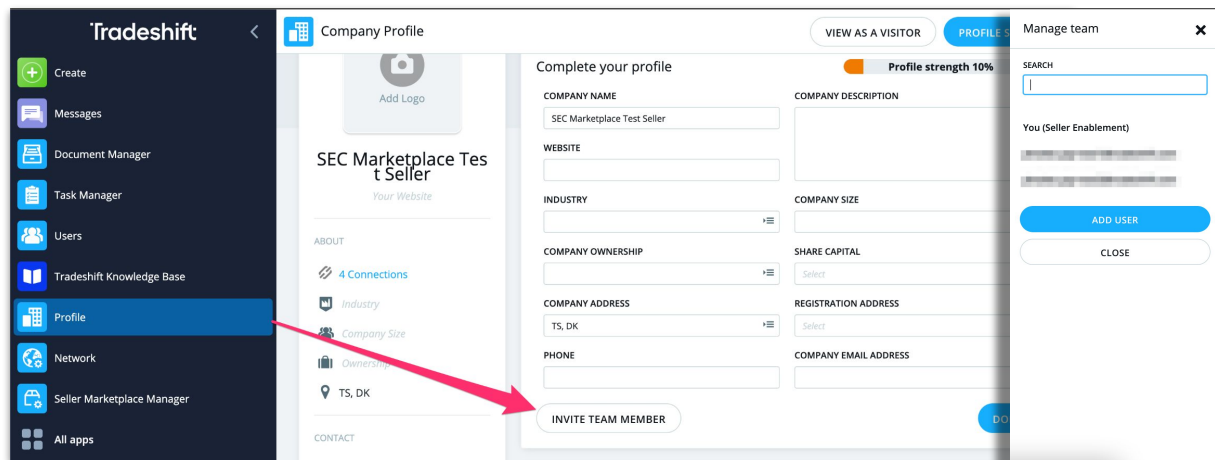
Company ID type	Company ID/Number
Tax ID type	VAT ID/Number

Depending on your registered country, the **Company ID (Business Registration Number)** and/ or **VAT ID** must be updated in the Company Profile.

Does your company already have an account?

Even easier! If you have access to your company account, just make sure that you are connected to the Marketplace/ Customer. You can verify the connection via the “Network” app.

If you do not have access to your Tradeshift company account, request your colleague who does to add you as a user from the ‘Profile’ app.



Network Connection with Existing Sellers

If you are an existing user of Tradeshift, there will be a connection enabled automatically:

1. Go to 'Network'
2. Under 'My Network' tab check on the connection status and if necessary click 'VERIFY' to confirm the connection with Connect Source Marketplace.

The screenshot shows the Tradeshift user interface. On the left is a dark sidebar with a menu. The 'Network' option is highlighted in blue, and a blue callout bubble with the number '1.' points to it. The main content area is titled 'Network' and has tabs for 'MY NETWORK', 'GROUPS', and 'TRADESHIFT NETWORK'. A yellow warning banner at the top states: 'You have 3 unverified relationships to review' with a link 'SHOW UNVERIFIED RELATIONSHIPS'. Below this is a search bar and a table of connections. The table has columns for 'NAME', 'ACCOUNTING SYSTEM ID', and 'RELATIONSHIP ...'. It lists three entries: 'Chocolate Bar Test Buyer GmbH' (Germany, Connection), 'Test Buyer A Limited' (United Kingdom, Unverified relationship), and 'Test Buyer B Limited' (Austria, Connection). For the 'Unverified relationship' entry, there are 'VERIFY' and 'REMOVE' buttons. A blue callout bubble with the number '2.' points to the 'VERIFY' button. At the bottom right is a green 'INVITE COMPANY' button.

NAME	ACCOUNTING SYSTEM ID	RELATIONSHIP ...
Chocolate Bar Test Buyer GmbH Germany		Connection
Test Buyer A Limited United Kingdom		Unverified relationship VERIFY REMOVE
Test Buyer B Limited Austria		Connection

03

**Navigating
through the
apps**

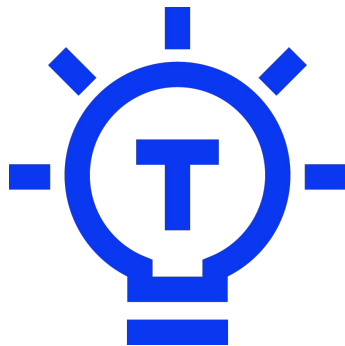
Managing your Tradeshift Account

Click on the arrow to open and close the sidebar

The screenshot displays the Tradeshift application interface. On the left is a dark sidebar with the 'Tradeshift' logo and a collapse arrow. The sidebar contains the following menu items: 'Create' (with a plus icon), 'Dashboard' (highlighted in blue), 'Messages', 'Document Manager', 'Profile', 'Support Center', 'Network', 'Seller Marketplace Manager', and 'All apps' (with a grid icon). The main content area has a header for 'SEC Marketplace Test Seller 1' with a user ID '11231234' and counts for 'Admins: 1' and 'Users: 2', with a 'Manage' link. Below the header, the 'Documents' section is active, showing tabs for 'Sales' and 'Purchases', and a sub-tab for 'Invoices'. It displays the message 'No documents available for the selected period'. To the right of the main content is a 'Create document' panel with three options: 'Invoice' (with a document icon), 'Other document type' (with a document icon and a plus sign), and 'Upload document' (with an upload icon). The 'Support' section at the bottom left of the main content area includes 'Crucial knowledge' and links to 'Support page: Tradeshift Network' and 'Knowledge Base'.

Click "All apps" to search for more applications

Frequently Used Applications



Frequently Used Applications



Profile

- View and edit company information - Company Name, Address, Company Identifiers etc.
- Add or remove a user (Primary User, Company Admin)



Network

- View existing connections
- Search for new connections
- Accept/Reject new pending network request(s)



Document Manager

- Search for a PO
- Create Invoices
- View Document status

Frequently Used Applications



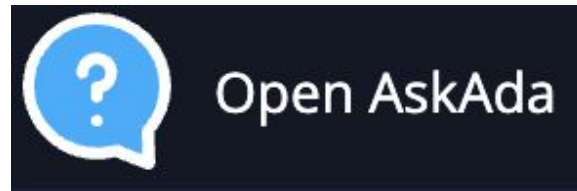
[Seller Marketplace Manager](#)

- Also known as the SMM app
- Downloadable from the App Store
- Create, edit and view catalog content (product details)
- [Submit Offer](#) to the Marketplace/buyers



[Support Center](#)

- Updated announcement
- Access to Knowledge Base articles
- Landing Pages
- [Raise a Support Ticket](#)



[AskAda - Your New AI Assistant](#)

- Answering platform-specific support questions
- Resolving issues quickly
- Platform onboarding more effectively

Frequently Used Applications



Tradeshift University

- Search for more how-to and learning guides and browse for new courses
- Only available to login users
- [Course: Upload products via File Upload](#)
- [Course: Seller Marketplace Manager - Creating an Offer](#)



Knowledge Base

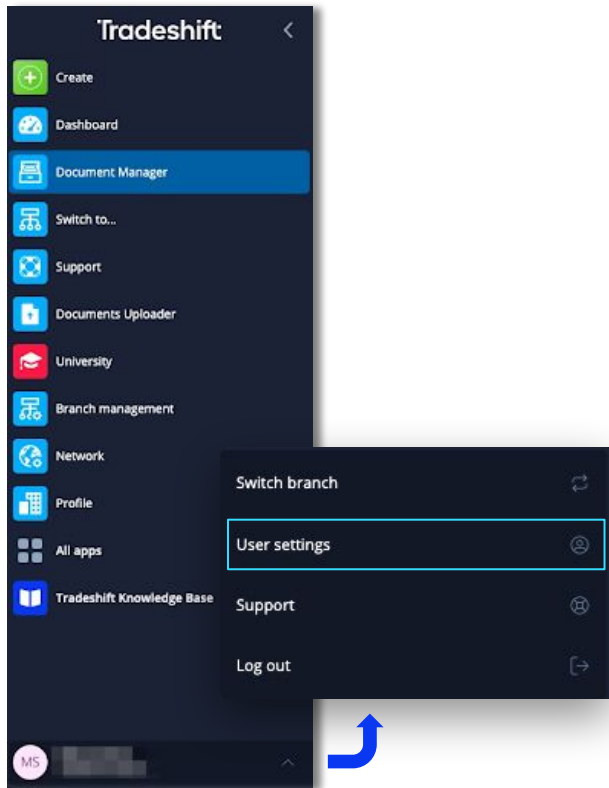
- All assistance in every step, refer here for the collection of articles about selling on Tradeshift
- Encompass many forms of content: FAQs, Process Guides, Video demonstrations etc.



Dashboard

- Gathers key data, documents, support, and educational resources.
- Access to some of the most used Tradeshift apps

Frequently Used Applications



Settings

- Edit User's Settings: First Name, Last Name, Login Email, Password, Language etc.
- [Notification setting](#)

04

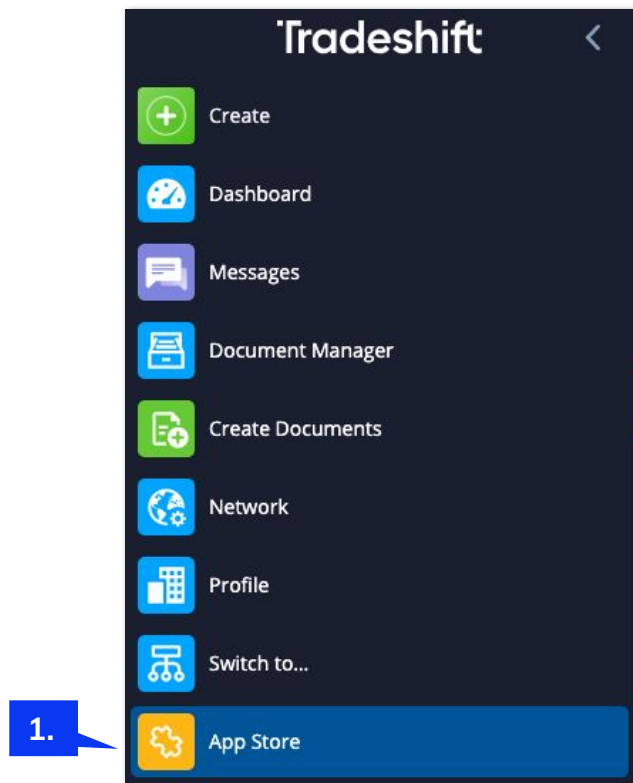
**Seller Marketplace
Manager &
Marketplace Seller
Fees App**

Seller Marketplace Manager App



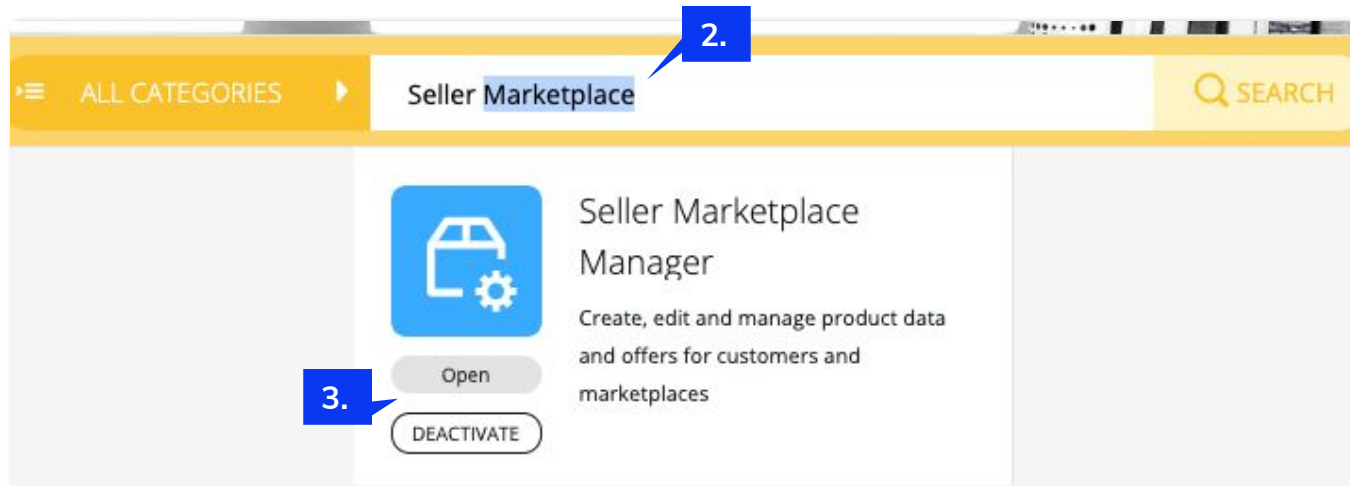
Seller Marketplace Manager App

1. Download the Seller Marketplace Manager app from “App Store”

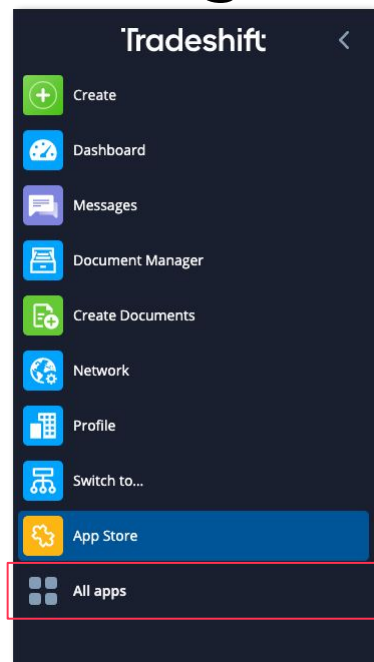


Seller Marketplace Manager App

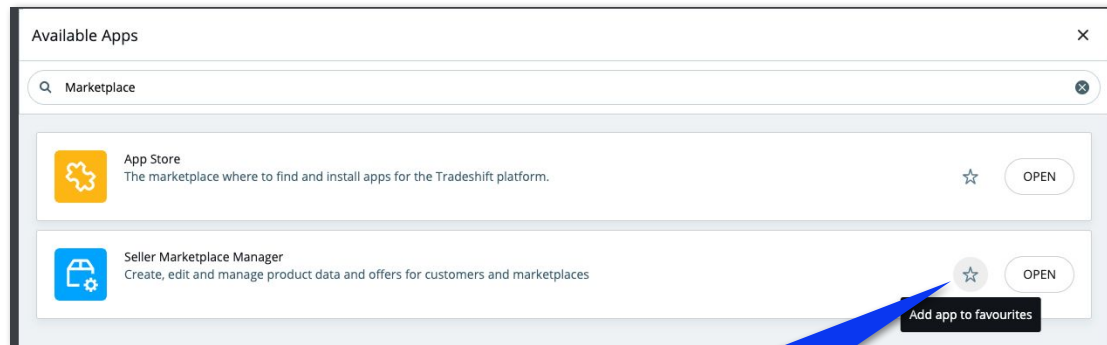
2. Search for "Marketplace"
3. Activate the Seller Marketplace Manager App



Seller Marketplace Manager App



Seller Marketplace Manager app is now added onto the left menu and can be found under “All apps”

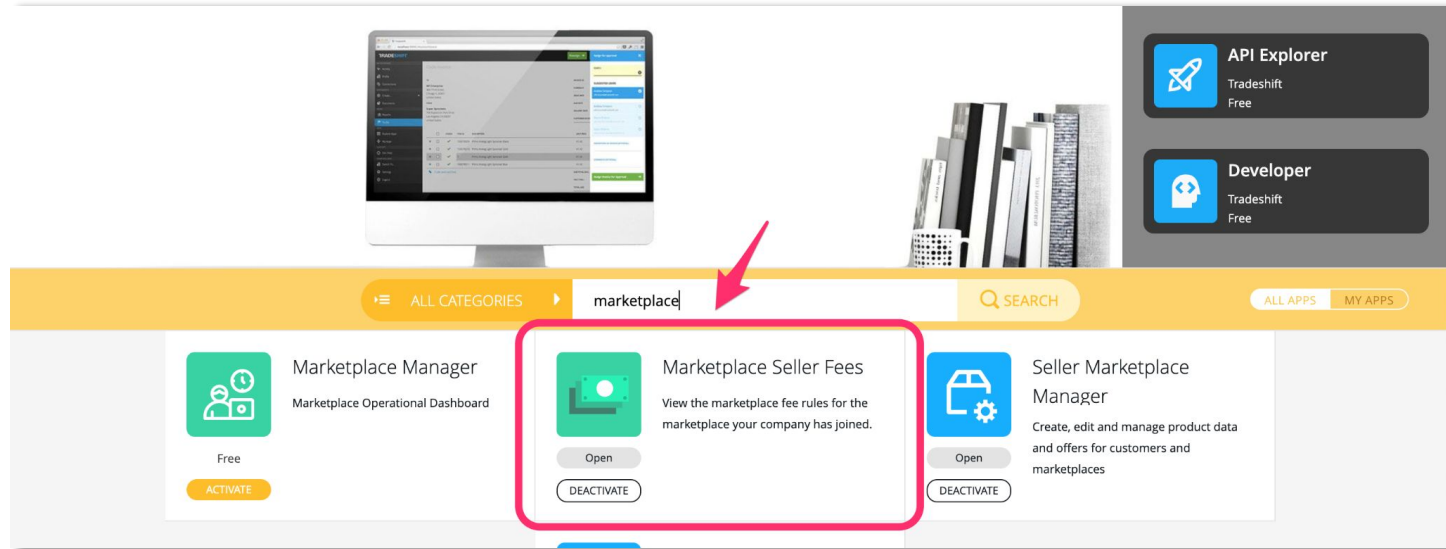


For easy access, you can add the Seller Marketplace Manager app as favorite onto the menu from ‘All apps’

Marketplace Seller Fees App



Marketplace Seller Fees



Sellers must activate the [**Marketplace Seller Fees**] app from the App Store, as shown above to see the subscription fees in place between the seller and the Marketplace.

Marketplace Seller Fees

Sellers can access the Network app to view the subscription fees which are based on the delivery country.

The screenshot displays the Tradeshift Network app interface. On the left is a dark sidebar with a menu. A blue callout box with the number '1.' points to the 'Network' menu item. The main content area is titled 'Network' and shows a table of connections. A blue callout box with the number '2.' points to the 'Tradeshift Marketplace' entry in the table. On the right is a 'Company' panel for 'Tradeshift Marketplace'. A blue callout box with the number '3.' points to the 'View marketplace fees & discounts' option in this panel.

1. Network

2. Tradeshift Marketplace

3. View marketplace fees & discounts

NAME	ACCOUNTING SYSTEM ID	RELATIONSHIP ...
United States		Connection
Tradeshift Marketplace United States		Connection

Company: Tradeshift Marketplace
SAN FRANCISCO, CA, UNITED STATES

- View company profile
- Create document
- View company details
- Categorize as
- Properties
- View marketplace fees & discounts
- Admin
- REMOVE FROM MY NETWORK

Marketplace Seller Fees

Sellers will receive Invoice of the seller fees from the Marketplace via the Document Manager app.

The screenshot shows the Tradeshift Document Manager interface. The left sidebar contains navigation options: Create, Dashboard, Messages, Document Manager (highlighted with a blue callout '1.'), Support, Profile, Network, Seller Marketplace Manager, University, and All apps. The main area displays a list of documents with columns: TYPE, DOCUMENT NUMBER, STATUS, AMOUNT, SENDER, RECIPIENT, and ACTIONS. The list includes several documents, with one 'Invoice #' document highlighted by a blue callout '2.'. The bottom of the interface shows pagination (1 - 11 of 11) and a 'DOWNLOAD CSV' button.

TYPE	DOCUMENT NUMBER	STATUS	AMOUNT	SENDER	RECIPIENT	ACTIONS
☐ Order	8	RECEIVED	USD 57.00	buyer test branch		...
☐ Invoice	#		GBP 50.25	marketplace supplier test		...
☐ Invoice	4		GBP 0.00	marketplace supplier test		...
☐ Invoice	3	SENT	USD 59.85	marketplace supplier test		...
☐ Order	7	RECEIVED	USD 57.00	buyer test branch		...
☐ Invoice	2	SENT	USD 1,105.65	marketplace supplier test		...
☐ Invoice	1	DRAFT	USD 1,053.00	marketplace supplier test		...
☐ Order	6	RECEIVED	USD 1,053.00	buyer test branch		...
☐ Order	1	RECEIVED	USD 383.71	Buyer Test Branch -1		...
☐ Order	4	RECEIVED	USD 5.00	buyer test branch		...
☐ Order	4	RECEIVED	USD 383.71			...

05

Products & Offers MANUAL UPLOAD

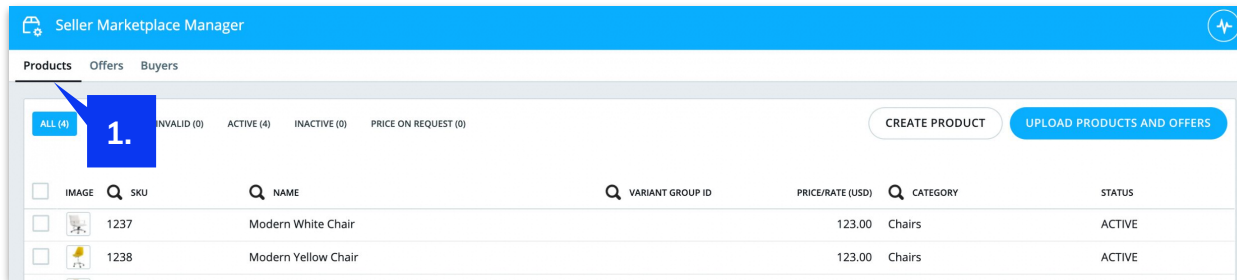
Product & Offer Upload Options

Upload contents and offers:

- Manual product and offer upload via Web User Interface(UI)
- Upload Product and Offers via file upload

Product vs. Offer Upload Concept

1. **Products:** Generic product/service information and standard pricing. (The products/services are only visible for those who have user access on supplier side. **Not yet visible to the Marketplace/ Buyer**)
2. **Offers:** Customized offering directed to a Marketplace



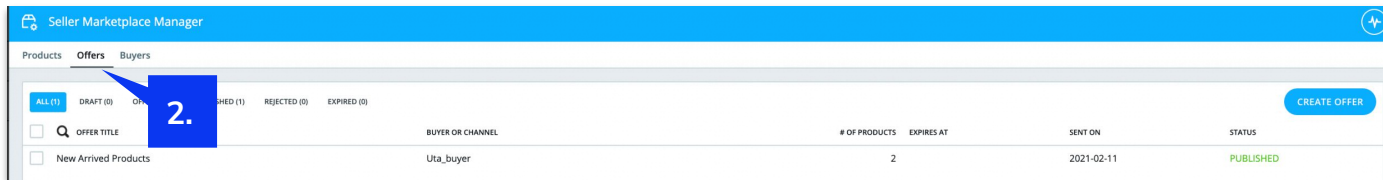
Seller Marketplace Manager

Products Offers Buyers

ALL (4) INVALID (0) ACTIVE (4) INACTIVE (0) PRICE ON REQUEST (0)

CREATE PRODUCT UPLOAD PRODUCTS AND OFFERS

IMAGE	SKU	NAME	VARIANT GROUP ID	PRICE/RATE (USD)	CATEGORY	STATUS
	1237	Modern White Chair		123.00	Chairs	ACTIVE
	1238	Modern Yellow Chair		123.00	Chairs	ACTIVE



Seller Marketplace Manager

Products Offers Buyers

ALL (1) DRAFT (0) ON HOLD (1) REJECTED (0) EXPIRED (0)

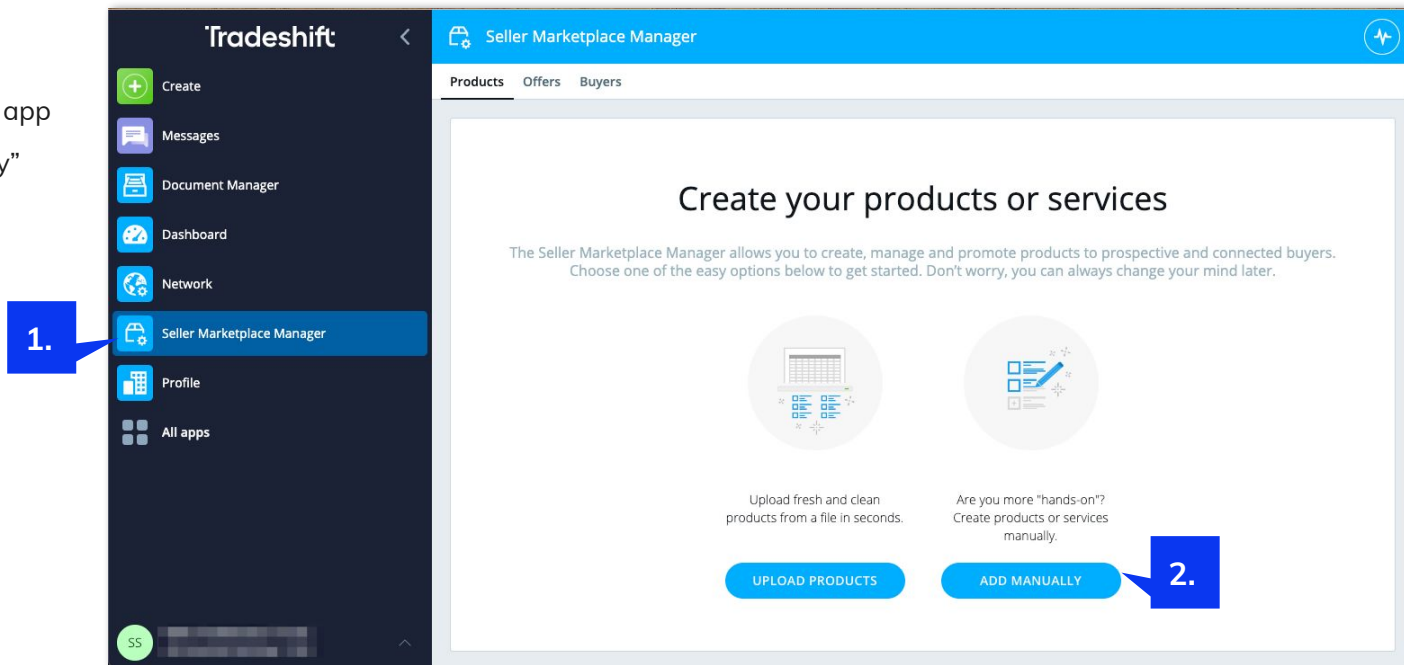
CREATE OFFER

OFFER TITLE	BUYER OR CHANNEL	# OF PRODUCTS	EXPIRES AT	SENT ON	STATUS
New Arrived Products	Uta_buyer	2		2021-02-11	PUBLISHED

MANUAL Product Upload

Manual Product Upload

1. Access the Seller Marketplace Manager app
2. Click on "Add Manually"



Manual Product Upload

>

Create Product

X

+
+
+
+
+
+
+
+
+
+

Details

NAME *

Modern White Chair

DESCRIPTION (OPTIONAL)

The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.

SKU *

1239

UNSPSC COMMODITY CODE *

Chairs

HARMONIZED SYSTEM CODE (OPTIONAL)

YOUR CATEGORY NAME (OPTIONAL)

PricingPrice on Request

BASE PRICE (RON) *

123

PER BASE QUANTITY *

1

UNIT OF MEASURE *

1 Each

Lot Size

Users can order this product in lots of 1 Each

EDIT

Minimum Order Quantity

EDIT

CT

CANCEL

SAVE

Here you add
all the product
mandatory
information.

Manual Product Upload

Fill in the product details (mandatory fields *):

1. **NAME***: Enter the product name here
2. **DESCRIPTION**: Enter the product description such as specifications for better illustration
3. **ID***: Select a relevant product ID which refers to the your product number, then enter the product number
4. **UNSPSC COMMODITY CODE***: search and select a relevant category commodity code for the product.

The screenshot shows a 'Create Product' form with two main sections: 'Details' and 'Pricing'. The 'Details' section contains several input fields, four of which are highlighted with blue callout boxes numbered 1 through 4. Callout 1 points to the 'NAME *' field. Callout 2 points to the 'DESCRIPTION (OPTIONAL)' text area. Callout 3 points to the 'ID *' field. Callout 4 points to the 'UNSPSC COMMODITY CODE *' field. Other fields in the 'Details' section include 'HARMONIZED SYSTEM CODE (OPTIONAL)' and 'YOUR CATEGORY NAME (OPTIONAL)'. The 'Pricing' section includes fields for 'BASE PRICE (MYR) *', 'PER BASE QU...' (set to 1), and 'UNIT OF MEASURE *' (set to 'each'). It also features sections for 'Lot Size' and 'Minimum Order Quantity', both with 'EDIT' buttons. At the bottom right, there are 'CANCEL' and 'SAVE' buttons. A 'Price on Request' toggle is visible in the top right of the 'Pricing' section.

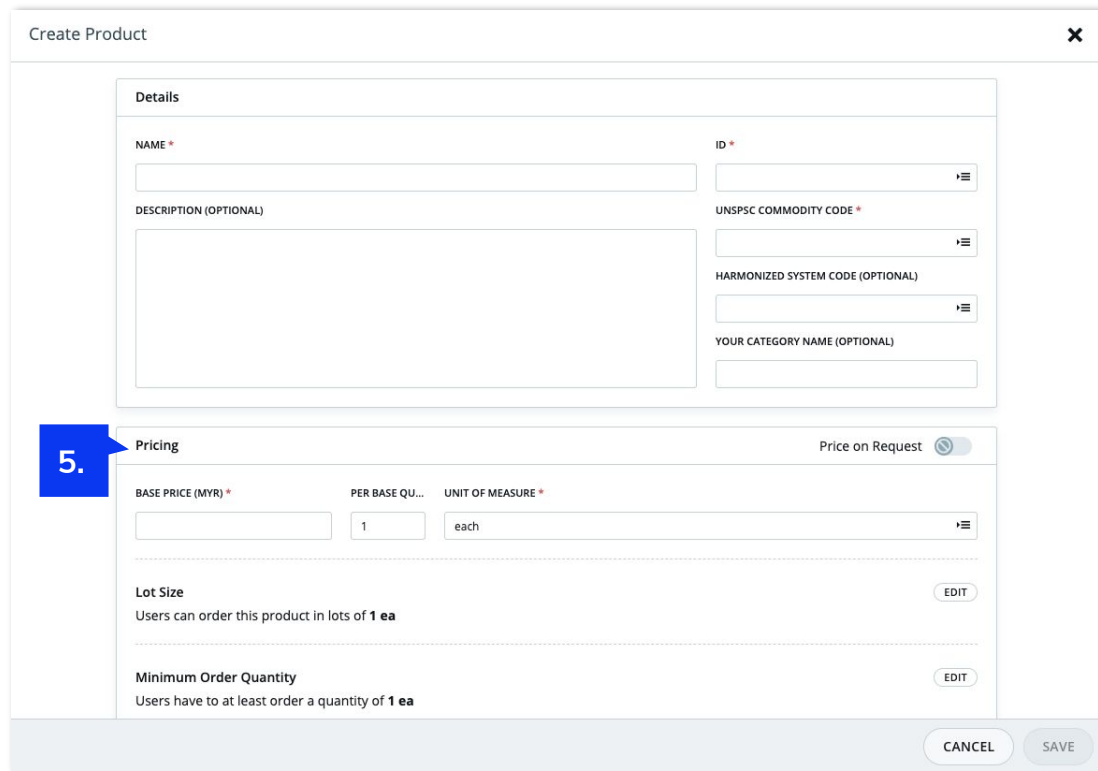
Manual Product Upload

Fill in the product details (mandatory fields *):

5. **Pricing:** Enter the BASE PRICE* and select a UNIT OF MEASURE*. The base price currency is not amendable from the UI, to upload products with a different currency, please use the upload file option.

 If you offer products in multiple currencies, please submit one separate offer for each currency. This will help ensure accurate and efficient offer management.

6. Other optional fields such as Lot Size, Min Order Qty, Lead Time, Images and Additional Information are highly recommended to fill in



Create Product

Details

NAME * ID *

DESCRIPTION (OPTIONAL) UNSPSC COMMODITY CODE *

HARMONIZED SYSTEM CODE (OPTIONAL)

YOUR CATEGORY NAME (OPTIONAL)

5. Pricing Price on Request

BASE PRICE (MYR) * PER BASE QU... UNIT OF MEASURE *

Lot Size Users can order this product in lots of 1 ea

Minimum Order Quantity Users have to at least order a quantity of 1 ea

CANCEL SAVE

Manual Product Upload

The created products will be visible under the Products Tab

Click [CREATE PRODUCT] to create more products via UI manually

The screenshot displays the 'Seller Marketplace Manager' interface. At the top, there's a navigation bar with 'Products', 'Offers', and 'Buyers' tabs. Below this, a filter bar shows 'ALL (4)' selected, with other filters for 'VALID (4)', 'INVALID (0)', 'ACTIVE (4)', 'INACTIVE (0)', and 'PRICE ON REQUEST (0)'. To the right of the filters are two buttons: 'CREATE PRODUCT' and 'UPLOAD PRODUCTS AND OFFERS'. The main area contains a table with columns: IMAGE, SKU, NAME, VARIANT GROUP ID, PRICE/RATE (USD), CATEGORY, and STATUS. The table lists four products: 'Modern Brown Chair' (SKU 1248), 'Modern White Chair' (SKU 1237), 'Modern Yellow Chair' (SKU 1238), and 'Modern Black Chair' (SKU 1247). The first two products are selected, indicated by blue checkmarks in the first column. At the bottom, a status bar shows 'Showing 1 - 4 of 4 (2 selected)' and a row of action buttons: 'Edit UNSPSC code', 'Manage Forms', 'Download', 'Deactivate', and 'Delete'.

IMAGE	SKU	NAME	VARIANT GROUP ID	PRICE/RATE (USD)	CATEGORY	STATUS
☒	1248	Modern Brown Chair		123.00	Chairs	ACTIVE
☒	1237	Modern White Chair		125.00	Chairs	ACTIVE
☐	1238	Modern Yellow Chair		123.00	Chairs	ACTIVE
☐	1247	Modern Black Chair		123.00	Chairs	ACTIVE

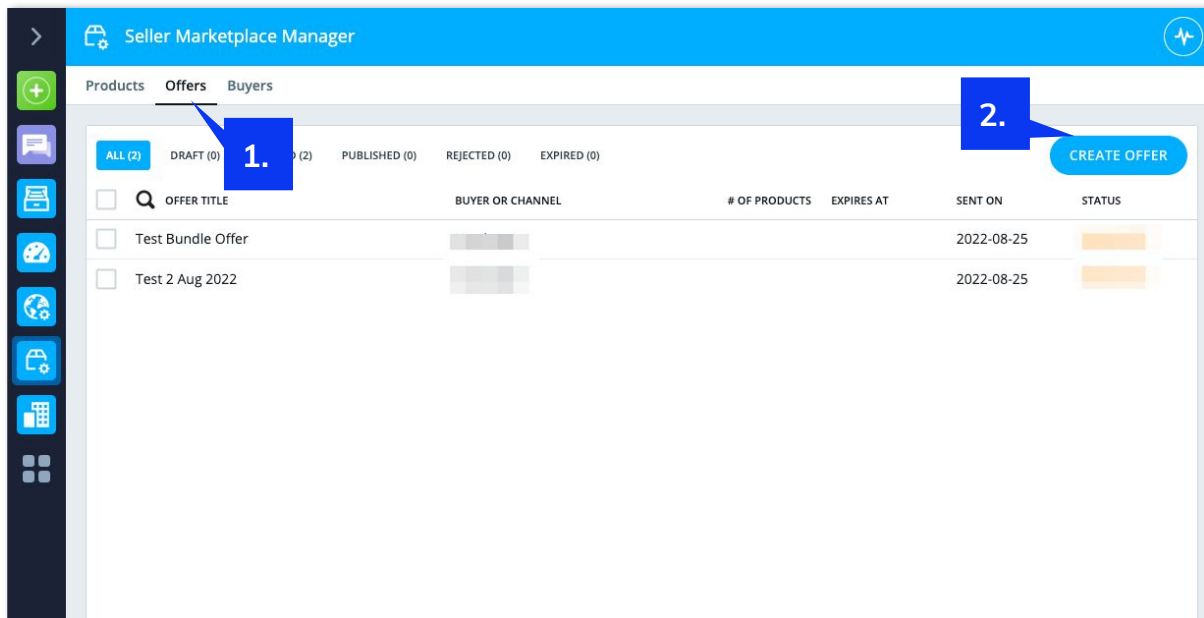
Showing 1 - 4 of 4 (2 selected) | Edit UNSPSC code | Manage Forms | Download | Deactivate | Delete

You can perform multiple actions for one or more products by selecting them and choosing the right task

MANUAL Offer Upload

Manual Offer Upload

1. Under the [Offers] section, you can create new offers and manage existing offers.
2. Click [Create Offer] to start creating new Offer.



Manual Offer Upload

You can create an Offer within 4 steps.

Step 1: Choose the Marketplace to which the products/ services shall be offered.

A drop-down list will reflect the Marketplace(s) which you are already connected with.

The screenshot shows a 'New offer' dialog box with a title bar containing a blue icon and the text 'New offer'. The main content area is light blue and displays 'Step 1 of 4' and 'Choose Company'. A white rectangular box in the center contains the text 'Who is this offer for?' followed by a smaller line of text: 'Please choose which company should receive this offer. If the company is not yet available on the Tradeshift Network you will be available to invite them.' Below this text is a blue square with the number '1.' and a blue rounded rectangle button labeled 'CHOOSE COMPANY'. At the bottom right of the dialog box is a grey button labeled 'PROCEED'.

Manual Offer Upload

Step 2:

- TITLE: Insert the Offer title which will be visible to the Marketplace Operator
- Upload a Banner Image (if any)
- Leave a message in the MESSAGE column which will be visible to the Marketplace Operator
- Select the validity (Valid From, Expires At) - if any
- Select Target Markets (based on Buyer country). In default, the Offer is offered worldwide.

 New offer ✕

Step 2 of 4
Offer Details and Availability

TITLE *

BANNER IMAGE (OPTIONAL)



UPLOAD IMAGE

The banner image will be included in the notification email to the buyer.

MESSAGE (OPTIONAL)

Hello Uta_buyer,

... Go ahead and write a personal message to the receiver of this offer.

Best regards
Seller Enablement TS SEC
Coco Business Sdn Bhd - TEST

This message will be included in the notification email for the receiver of this offer.

VALID FROM

2022-11-14 

EXPIRES AT (OPTIONAL)



BACK

PROCEED

Manual Offer Upload

Step 3:

- Add selected products to the offer, OR
- Add the offer by uploading the Content Upload template file

 If you offer products in multiple currencies, please submit one separate offer for each currency. This will help ensure accurate and efficient offer management.

Step 3 of 4

Offer Products



Offer all products or a selected group

Simply offer all available products in this offer or hand pick which products go into this offer.

[Add Selected Products](#)

ADD ALL (8031) PRODUCTS



Upload offer file

If you already have the offer file in XLS or CSV format, you can upload it directly. For XML files, go to Products page and use the "Upload products and offers" button.

[Download XLS template](#)

UPLOAD FILE

Manual Offer Upload

Still on Step 3:

1. When selecting products, you may click into each product to update/ amend the details.
2. Then click [Add to offer]
3. You may click [OFFER ALL PRODUCTS] to include all the products uploaded to the Offer.

The screenshot shows a web interface for selecting products for an offer. The title bar is blue and says 'Choose Products and/or Services for "OFFER"'. Below the title bar are two tabs: 'Not in Offer' and 'In Offer'. The main area is a table with columns: IMAGE, SKU, NAME, VARIANT GROUP ID, CATEGORY, and PRICE/RATE (RON). The table lists four products: Modern Yellow Chair (SKU 1238), Modern Brown Chair (SKU 1248), Modern Black Chair (SKU 1247), and Modern White Chair (SKU 1237). The first two products are selected with checkboxes. A blue callout '1.' points to the first two rows. A blue callout '2.' points to the 'Add to offer' button at the bottom. A blue callout '3.' points to the 'OFFER ALL (4) PRODUCTS' button in the top right corner. The bottom of the interface shows 'Showing 1 - 4 of 4 (2 selected)' and a 'CLOSE' button.

IMAGE	SKU	NAME	VARIANT GROUP ID	CATEGORY	PRICE/RATE (RON)
☒	1238	Modern Yellow Chair		Chairs	123.00 (USD)
☒	1248	Modern Brown Chair		Chairs	123.00 (USD)
☐	1247	Modern Black Chair		Chairs	123.00 (USD)
☐	1237	Modern White Chair		Chairs	123.00 (USD)

Manual Offer Upload

Step 4:

Review the Offer details and then click [SEND]

You can always click [BACK] to the previous steps or click the [PRODUCT OFFER VALIDATION] to amend details before sending the Offer.

If you did not click [SEND], this Offer will be created as a draft and saved under the [Offers] section of Seller Marketplace Manager app.

The screenshot shows the 'New offer' form in the Seller Marketplace Manager app, specifically Step 4 of 4: Review & Send. The form is titled 'test' and has a 'DRAFT' status. It is divided into several sections:

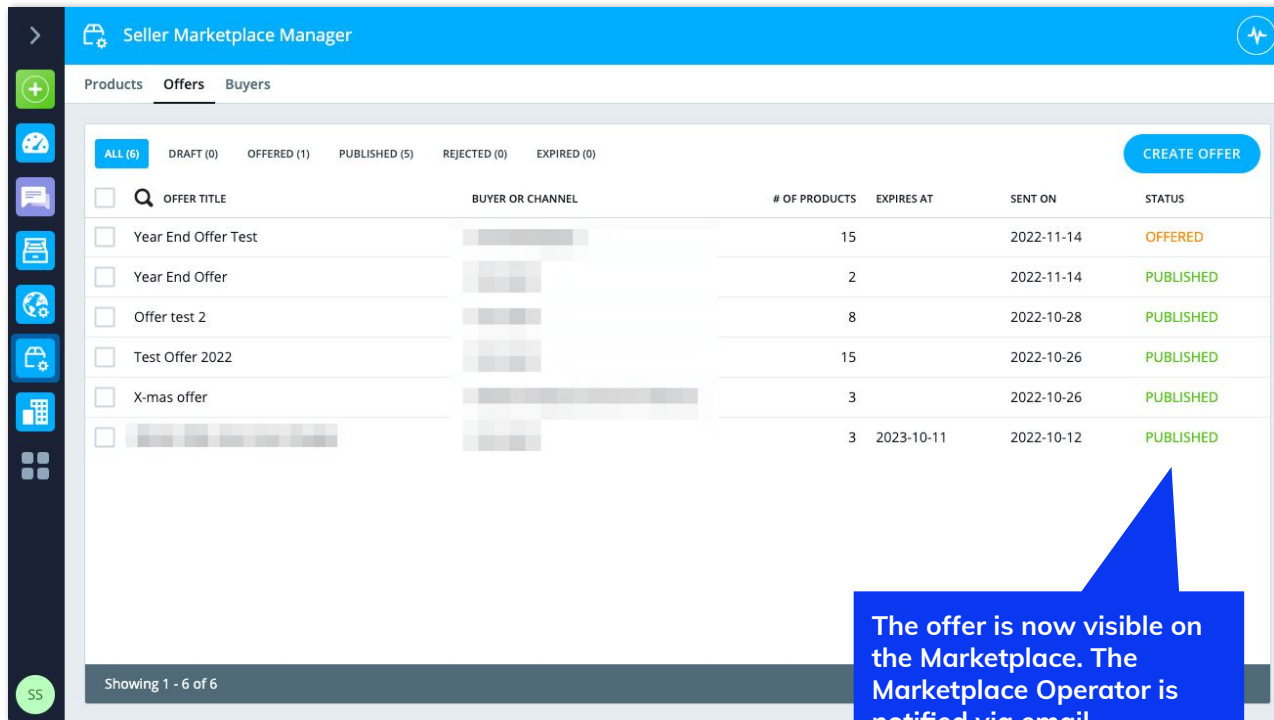
- RECEIVER:** Uta_buyer, CITY, SWEDEN, 100-249 EMPLOYEES, Connected.
- MESSAGE:** Hello Uta_buyer, ... Go ahead and write a personal message to the receiver of this offer. Best regards, Seller Enablement TS SEC, Coco Business Sdn Bhd - TEST.
- VALID FROM:** November 14, 2022.
- EXPIRES AT:** Not set.
- PRODUCT OFFER VALIDATION:** 15 products.
- TARGET MARKETS:** Offer products worldwide.

At the bottom of the form, there are three buttons: BACK, DELETE OFFER, and SEND. The SEND button is highlighted in blue.

Manual Offer Upload

Once the Offer is submitted, you will see the status of the Offer as **OFFERED**.

Once the Marketplace Operator has approved your Offer, the status will be updated to **PUBLISHED**



The screenshot displays the 'Seller Marketplace Manager' interface. The top navigation bar is blue with the title 'Seller Marketplace Manager' and a user icon. Below the bar, there are tabs for 'Products', 'Offers', and 'Buyers'. The 'Offers' tab is active, showing a list of offers. The list has columns for 'OFFER TITLE', 'BUYER OR CHANNEL', '# OF PRODUCTS', 'EXPIRES AT', 'SENT ON', and 'STATUS'. The offers are listed as follows:

OFFER TITLE	BUYER OR CHANNEL	# OF PRODUCTS	EXPIRES AT	SENT ON	STATUS
Year End Offer Test	[REDACTED]	15		2022-11-14	OFFERED
Year End Offer	[REDACTED]	2		2022-11-14	PUBLISHED
Offer test 2	[REDACTED]	8		2022-10-28	PUBLISHED
Test Offer 2022	[REDACTED]	15		2022-10-26	PUBLISHED
X-mas offer	[REDACTED]	3		2022-10-26	PUBLISHED
[REDACTED]	[REDACTED]	3	2023-10-11	2022-10-12	PUBLISHED

A blue callout box points to the 'OFFERED' status of the first offer, containing the text: 'The offer is now visible on the Marketplace. The Marketplace Operator is notified via email.'

Manual Offer Upload

- Update Offer

If you must update the offer with either new products or new pricing, it can be done with the following steps:

1. Go to the Seller Marketplace Manager app and go to [Offers] tab
2. Select the offer that needs to be updated
3. Click on the “products offered”
4. Click into one of the products to update the details
 - You may edit the Offered Price directly from the list
 - Price reflects the original base price of the product. **Price** and **Offered Price** can be maintained separately.

The image shows two overlapping screenshots from the Seller Marketplace Manager app. The top screenshot, titled 'PRODUCT OFFER VALIDATION', displays a list of offer statuses: 'products offered' (15), 'awaiting acceptance' (15), 'published products', 'rejected products', 'requested price changes', and 'price in wrong currency'. A red box highlights the 'products offered' and 'awaiting acceptance' items, with a large red arrow pointing from this box to the bottom screenshot. The bottom screenshot shows the 'Choose Products and/or Services for "Year End Offer Test"' screen. It features a table with columns for product details and pricing. A blue callout bubble with the number '4.' points to the 'OFFERED PRICE' column. A warning message at the top states: 'Your offer includes products/services with the "Price on Request" setting active. Buyers must contact you for a quote before placing an order.'

PRODUCT OFFER VALIDATION

products offered	15
awaiting acceptance	15
published products	
rejected products	
requested price changes	
price in wrong currency	

Choose Products and/or Services for "Year End Offer Test"

Not in Offer | In Offer

Your offer includes products/services with the "Price on Request" setting active. Buyers must contact you for a quote before placing an order.

TOTAL (119)	TO BE SENT (0)	PENDING (15)	PUBLISHED (0)	REJECTED (0)	REQUESTED PRICE CHANGES (0)	PRICE ON REQUEST (1)		
IMAGE	SKU	NAME	VARIANT GR...	CATEGORY	CURRENCY	PRICE	OFFERED PRICE	PRICE ...
	0012	Test product red		Desktop comp...	DKK	10.00	10.00	
	0003	White Board		Office supplies	USD	10.00	10.00	
	tshirt5	Blue T-Shirt XL size	Tshirt	Sport uniform	USD	12.00	12.00	
	tshirt2	Red T-Shirt L size	Tshirt	Sport uniform	USD	11.00	11.00	
	0002	Red Round Table		Desktop comp...	DKK	Price on Requ...	Price on Requ...	
	0001	Yellow Round Chair		Office supplies	USD	35.00	35.00	
	tshirt8	Blue T-Shirt S size	Tshirt	Sport uniform	USD	10.00	10.00	
	tshirt1	Red T-Shirt XL size	Tshirt	Sport uniform	USD	12.00	12.00	
	tshirt6	Blue T-Shirt M size	Tshirt	Sport uniform	USD	11.00	11.00	

Showing 1 - 9 of 15 | Remove from Offer

1 2

CLOSE

Manual Offer Upload - Update Offer

5. Click on [Not in Offer] to select products to add to the existing Offer

5.

Choose Products and/or Services for "New Arrived Products"

Not in Offer

In Offer

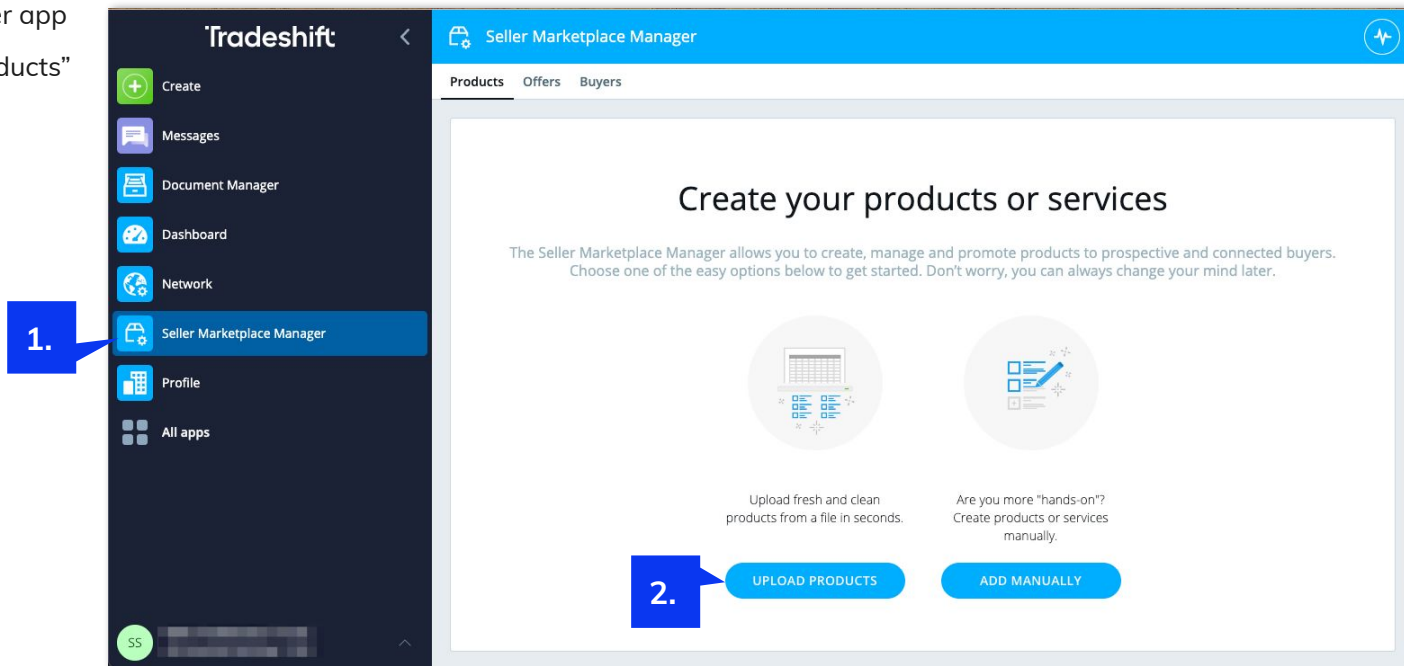
TOTAL (2)		PRICE ON REQUEST (2)				OFFER ALL (2) PRODUCTS	
☐	IMAGE	SKU	NAME	VARIANT GROUP ID	CATEGORY	PRICE/RATE	(RON)
☐		1247	Modern Black Chair		Chairs	123.00	(USD)
☐		1237	Modern White Chair		Chairs	123.00	(USD)

06

Products & Offers FILE UPLOAD

Importing Products via V2 Content Template

1. Access the Seller Marketplace Manager app
2. Click on "Upload Products"



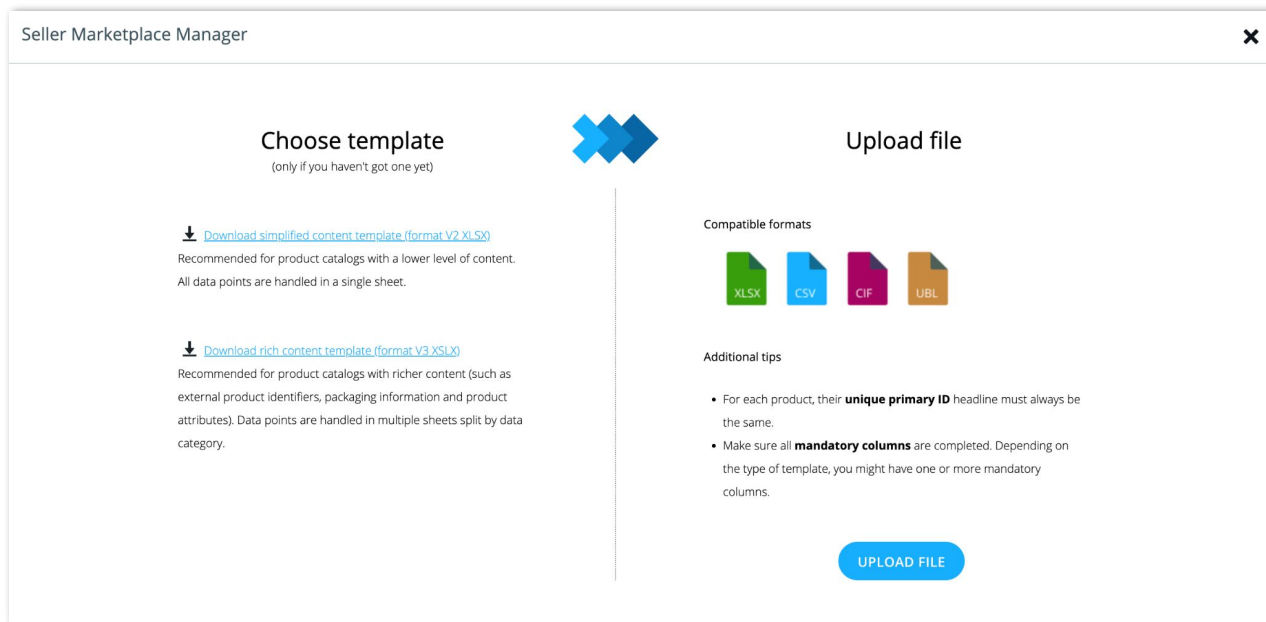
Importing Products via V2 Content Template

There are two types of templates:

1. Simplified content template (format V2 XLSX)
2. Rich Content Template (format V3 XSLX)

⚠ Important:

We suggest sellers to download and utilise the **V2 simplified content template** which is a standard template with complete functionalities. We are currently updating and improving the V3 rich content template.



Importing Products via V2 Content Template

Header level

- You can choose the Upload Mode

Content Upload

- This is where you fill in your product information

Tradeshift									
1									
2									
3	Upload Mode	UPDATE PRODUCTS							
4	Offer Title								
5	Message								
6	Receiver Name								
7	Valid from								
8	Expires at								
9	Country								
10	US State								
11									
12									
13	Mandatory	Mandatory	Mandatory	Mandatory	Optional	Mandatory	Optional	Optional	Optional
14	SKU	Language	Name	Description	Unit of Measure	Category	Keywords	Lead time (days)	Image1
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									

Required fields per Upload Mode

- Based on the upload mode, the fields are either mandatory, optional or should not be changed (Do not use)

Upload: The section where you fill in your product information

General Instructions about how to use the template: Instructions and information about the template

Attributes tab: Here you can find a brief explanation on how to fill in each field

Code Lists: Here you will find supported UOM codes, certificates and languages code

Example and Quality Tips: Some examples showing how the product information should be filled in

Importing Products via V2 Content Template

There are 5 different ways you can upload your content (based on the **Upload Mode**):

1. UPDATE PRODUCTS

- Add or update list of available Products. This mode is not connected to any offer and thus DO NOT need to provide the Offer Title.
- An offer needs to be submitted separately via Seller Marketplace Manager app once the products are uploaded.

2. ADD NEW OFFER **

- Create a new offer
- New products will be created, where new offer items will be added
- Changes to existing offer items will be updated



**** Offer Title and Receiver Name are mandatory** when uploading a file under Offer modes.

Offer Title : The name of the Offer

Receiver Name : Enter the name of the receiving party, ie. Marketplace name (case sensitive)

Importing Products via V2 Content Template

3. UPDATE OFFER **

- Updates an existing offer
- New products will be created, where new offer items will be added
- Changes to existing offer items will be updated, missed offer items will be kept

4. REPLACE OFFER **

- Similar to UPDATE OFFER, but offer items which are not included will be deleted

5. DELETE OFFER **

- An offer identified by the Offer Title will be withdrawn - Offer and Offer items are deleted

The screenshot shows the Tradeshift interface with a dropdown menu open for 'Upload Mode'. The menu options are: ADD NEW OFFER, UPDATE PRODUCTS (highlighted in green), UPDATE OFFER, ADD NEW OFFER, REPLACE OFFER, and DELETE OFFER. To the right of the menu, there are mandatory and optional fields with their respective instructions.

Field	Requirement	Instructions
Offer Title	MANDATORY	This title needs to be unique among the available offers in Tradeshift
Message	OPTIONAL	
Receiver Name	MANDATORY	Name of the receiving company (Offer modes only) case sensitive
Valid from	OPTIONAL	Format: YYYY-MM-DD
Expires at	OPTIONAL	Format: YYYY-MM-DD
Country	OPTIONAL	Enter the country code of your target markets, if several codes are to be entered, then separate them by comma.
US State	OPTIONAL	Enter the US state code, if several codes are to be entered, then separate them by comma



**** Offer Title and Receiver Name are mandatory** when uploading a file under Offer modes.

Offer Title : The name of the Offer

Receiver Name : Enter the name of the receiving party, ie. Marketplace name (case sensitive)

Product FILE UPLOAD

Importing Products via V2 Content Template

Upload Mode: UPDATE PRODUCTS

This mode is not connected to any offer and no offer Title should be provided.

- Column A: Select a relevant ID for your product number. (ie. SKU)
- Insert all the mandatory information highlighted in red.
- Content quality is important - description should therefore provide relevant information.
- Column F: Category refers to the UNSPSC commodity code. The code can be selected from the full list of version 19.0501.
- The Units of Measure supported can be found under the Code Lists tab. If the field is left empty, EA will be taken as the default UoM automatically.

Mandatory	Mandatory	Mandatory	Mandatory	Optional	Mandatory	Optional	Optional	Optional
SKU	Language	Name	Description	Unit of Measure	Category	Keywords	Lead Time (days)	Image1
1237	en	Modern White Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/f3vkhw7gfgq3uyceof.jpg
1247	en	Modern Black Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/teurkowdK0kyutmoipr.jpg
1238	en	Modern Yellow Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/chyoura gmjvzke0lou.jpg
1248	en	Modern Brown Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/tcilepkqns6qoy5y7ppo.jpg

- Even though not mandatory - Keywords are helpful to insure the visibility of your product, when the client is searching for a specific item. Words included in the name and description are already considered keywords.
- Images of the products must be provided in URLs which are publicly accessible.

Importing Products via V2 Content Template

Price Break

You can offer discounts by utilising the Price Break columns. There are two (2) different Price Break types (based on Quantity):

- Volume**: Depending on the selected quantity, the price changes for all ordered items.
- Tiered**: There are different prices applied to specific quantity, the price change is based on tiering.

'Price Break1' defines the initial price for the first price break quantity. If ordering up to a certain amount of items, the initial price applies. In this case **'Price Break1'** should be the **initial price**. **'Price Break Quantity1'** should always be zero. The initial price applies up to 'Price Break Quantity2'. The buyer will be allowed to order at least the minimum order quantity defined.

T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Price	Currency	Base Quantity	Min Order Quantity	Lot Size	Price Break Type	Price Break1	Price Break Quantity1	Price Break2	Price Break Quantity2	Price Break3	Price Break Quantity3
123.00	USD	1.00	1.000		TIERED	123.00	0.000	120.00	10	110.00	30
123.00	USD	1.00	1.000		TIERED	123.00	0.000	120.00	10	110.00	30
123.00	USD	1.00	1.000		TIERED	123.00	0.000	120.00	10	110.00	30
123.00	USD	1.00	1.000		TIERED	123.00	0.000	120.00	10	110.00	30

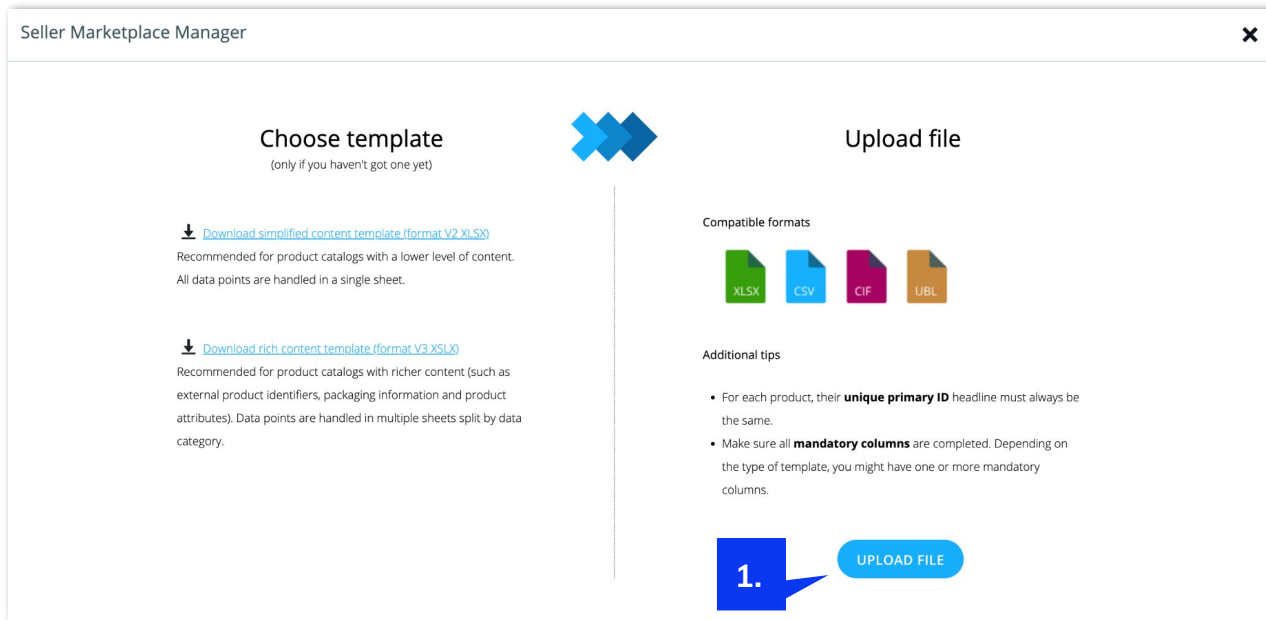
'Price Break2' and above define the price per item if ordering above a defined quantity. The price per item will change (differ from initial price).

If there is a minimum quantity applies for ordering, you can add it under the column **'Min Order Quantity'**.

Sellers can add up to 15 price breaks by simply adding new columns to the file with the correct column name, ie. Price Break6, Price Break Quantity6; Price Break7, Price Break Quantity7 etc.

Importing Products via V2 Content Template

1. Once you have finished filling in the product details, go to the **Seller Marketplace Manager** app, select “Upload Products (and Offers)” - if this is not your first upload) then click on “UPLOAD FILE” to upload your content template.
2. After the catalog file has been selected, the system will map the fields accordingly. If all columns are mapped correctly, click on “Import Now” to proceed.



Importing Products via V2 Content Template

- When uploading the products, the platform will reflect the status of the import, whether they are imported successfully/ partially imported/ failed to import.
- In this example there is one product that could not be completely imported due to missing fields. You can click [View error report] to find out the reason. You may then correct the error either manually by clicking on the product or by re-submitting the file.
- All products uploaded will be reflected under the “Products” tab.

Update finished with errors

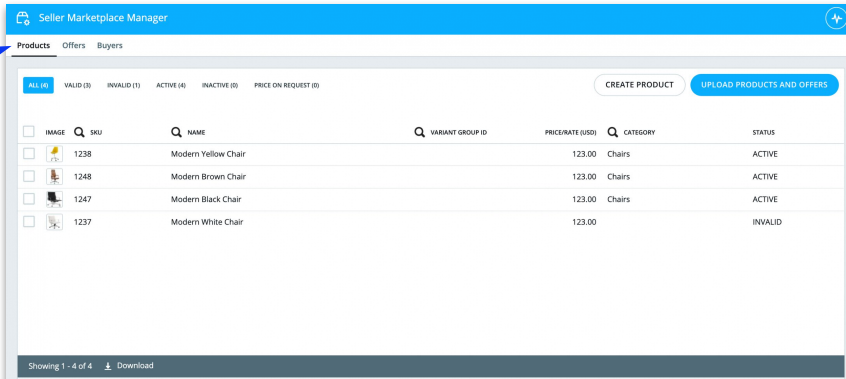
Your uploaded file contains some values that we could not recognize. To see the rows with errors please download the error report.

3.  3 rows imported successfully.

 1 row partially imported. 4.

[GO TO SELLER MARKETPLACE MANAGER](#)

[View error report](#)

5. 

The screenshot shows the Seller Marketplace Manager interface. The 'Products' tab is selected, displaying a table of imported products. The table has columns for IMAGE, SKU, NAME, VARIANT GROUP ID, PRICE/RATE (USD), CATEGORY, and STATUS. The products listed are:

IMAGE	SKU	NAME	VARIANT GROUP ID	PRICE/RATE (USD)	CATEGORY	STATUS
	1238	Modern Yellow Chair		123.00	Chairs	ACTIVE
	1248	Modern Brown Chair		123.00	Chairs	ACTIVE
	1247	Modern Black Chair		123.00	Chairs	ACTIVE
	1237	Modern White Chair		123.00		INVALID

Showing 1 - 4 of 4 [Download](#)

Offer FILE UPLOAD

Add New Offer & Products via V2 Content Template

Upload Mode: ADD NEW OFFER

Create a new offer where new offer items will be added.

Offer Title and Receiver Name are Mandatory.

Message (optional): will be visible in the notification sent to the Marketplace.

Receiver Name: This field is case sensitive, make sure to check the Receiver Name (ie. Marketplace name) via the Network application. The offer valid date is optional.

If you decide on adding an expiration date to your offer, the offer will be removed and deleted on that date.

If you decide on adding a **target market**, please add the codes under the Country field. For US please add the states as well.

“Do not use” columns: If the products have already been uploaded to the product master, you do not need to fill in all information, just insert the product number (Column A).

Tradeshift									
Upload Mode	ADD NEW OFFER	MANDATORY							
Offer Title	New offer 2021-02-19	MANDATORY This title needs to be unique among the available offers in Tradeshift							
Message	Please find our new offer attached	OPTIONAL							
Receiver Name	Uta_Buyer	MANDATORY Name of the receiving company (Offer modes only) case sensitive MANDATORY							
Valid from	2021-02-19	OPTIONAL Format: YYYY-MM-DD							
Expires at		OPTIONAL Format: YYYY-MM-DD							
Country	OK, DE, AT	OPTIONAL Enter the country code of your target markets, if several codes are to be entered, then separate them by comma.							
US State		OPTIONAL Enter the US state code, if several codes are to be entered, then separate them by comma							
SKU	Language	Name	Description	Unit of Measure	Category	Keywords	Lead Time (days)	Image1	
1237	en	Modern White Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/ibkxw7efage3oycof1.jpg	
1247	en	Modern Black Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/baukowd0fyaymmpg.jpg	
1238	en	Modern Yellow Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/kyhouangmyvkvndlou.jpg	
1248	en	Modern Brown Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/ztclqpkqns6qny5v7ppo.jpg	

Upload

General instructions about the

Attributes

Code Lists

Example and Quality Tips

+



If you offer products in multiple currencies, please submit one separate offer for each currency. This will help ensure accurate and efficient offer management.

Add New Offer & Products via V2 Content Template

Upload Mode: **ADD NEW OFFER**

New offer 2021-02-19 DRAFT

RECEIVER

Uta_buyer
CITY, SWEDEN
100-249 EMPLOYEES
Connected

MESSAGE
Please find our new offer attached

VALID FROM
February 19, 2021

EXPIRES AT
Not set

Products in this offer

4 products

TARGET MARKETS
Europe: Austria, Switzerland, Germany

BACK DELETE OFFER SEND

Tradeshift

Upload Mode	ADD NEW OFFER	MANDATORY
Offer Title	New offer 2021-02-19	MANDATORY This title needs to be unique among the available offers in Tradeshift
Message	Please find our new offer attached	OPTIONAL
Receiver Name	Uta_buyer	MANDATORY Name of the receiving company (Offer modes only) case sensitive MANDATORY
Valid from	2021-02-19	OPTIONAL Format: YYYY-MM-DD
Expires at		OPTIONAL Format: YYYY-MM-DD
Country	CH, DE, AT	OPTIONAL Enter the country code of your target markets, if several codes are to be entered
US State		OPTIONAL Enter the US state code, if several codes are to be entered, then separate them by a comma

Mandatory	Do not use	Do not use	Do not use
SKU	Language	Name	Description
1237	en	Modern White Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.
1247	en	Modern Black Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.
1238	en	Modern Yellow Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.
1248	en	Modern Brown Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.

Upload General instructions about the Attributes Code Lists Example a

Update Offer & Products via V2 Content Template

Upload Mode: **UPDATE OFFER**

Updates an existing offer.

Cannot be used to create a new offer.

New products will be created to the product master info.

New offer items will be added, changes to existing offer items will be updated, missed offer items will be kept.

Offer Title and Receiver Name are Mandatory.

[illegible]

Upload Mode: **UPDATE OFFER**

Upload Mode: **UPDATE OFFER**

- The screenshot shows the 'Offer' page in the SAP Ariba system. The page is divided into several sections:

 - RECEIVER:** Uta buyers, CITY, SWEDEN, 100-249 EMPLOYEES, Connected.
 - VALID FROM:** February 19, 2021.
 - EXPIRES AT:** Not set.
 - Products in this offer:** A table showing the status of products offered, awaiting acceptance, published products, rejected products, and requested price changes.
 - OFFER UPDATES (NOT SENT TO THE BUYER YET):** A table showing new products added.
 - TARGET MARKETS:** Europe: Austria, Switzerland, Germany.
 - ACTIVITY LOG:** 02/22/2021 - Offer sent (an hour ago).

Blue arrows point from the text on the left to specific elements on the page:

 - Offer → Offer title
 - Products → Products in this offer
 - Accepted → awaiting acceptance
 - Rejected → rejected products
 - Offer sent → Offer sent (an hour ago)

Activity Log

02/22/2021 - Offer sent (an hour ago)

Replace Offer & Products via V2 Content Template

Upload Mode: REPLACE OFFER

Similar to UPDATE OFFER, but offer items which are not included will be deleted.

Cannot be used to create a new offer.

New products will be created to the product master info.

New offer items will be added, changes to existing offer items will be updated, missed offer items will be deleted.

Offer Title and Receiver Name are Mandatory.

Tradeshift									
Upload Mode	REPLACE OFFER	MANDATORY							
Offer Title	New offer 2021-02-19	MANDATORY This title needs to be unique among the available offers in Tradeshift							
Message	Please find the changes to our	OPTIONAL							
Receiver Name	Uta_buyer	MANDATORY Name of the receiving company (Offer modes only) case sensitive MANDATORY							
Valid from	2021-02-19	OPTIONAL Format: YYYY-MM-DD							
Expires at		OPTIONAL Format: YYYY-MM-DD							
Country	CH, DE, AT	OPTIONAL Enter the country code of your target markets, if several codes are to be entered, then separate them by comma.							
US State		OPTIONAL Enter the US state code, if several codes are to be entered, then separate them by comma							
Mandatory	Do not use	Do not use	Do not use	Do not use	Do not use	Do not use	Do not use	Do not use	Do not use
SKU	Language	Name	Description	Unit of Measure	Category	Keywords	Lead Time (days)	Image1	
1250	en	Modern Pink Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/4clegkxns6qov5y7ppo.jpg	
1237	en	Modern White Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/3vxxw7gfeg3uyccof.jpg	
1247	en	Modern Black Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/eurkowdkOdkyutmoopp.jpg	
1251	en	Modern Beige Chair	The Modern Office Chair offers unique design and comfort all in one package, making it a must-have for your contemporary office. Modern Office Chair looks great in the modern office or home based workstation. This contemporary chair is perfect for any office environment.	EA	56101504	furniture, business, back, sit,	1	http://res.cloudinary.com/tradeshift-test/image/upload/v1491317752/eurkowdkOdkyutmoopp.jpg	

Upload

General instructions about the

Attributes

Code Lists

Example and Quality Tips

+

Replace Offer & Products via V2 Content Template

Upload Mode: **REPLACE OFFER**

1. The new message will be visible for you Buyer
2. The products not added in the offer update, have been deleted.
3. For new products added to the updated Offer, they will be under 'awaiting acceptance' status where approval from the Marketplace Operator is required.
4. By clicking on "Products Offered" -> In Offer Tab you can see all the products included in the offer (including the price changes if applicable). **The product 'Price' and 'Offered Price' can be maintained separately.**
5. By clicking on "Products Offered" - Not In Offer Tab you can see all the products aren't part of the offer.

New offer 2021-02-19 PUBLISHED

RECEIVER: Uta_buyer
1 CITY SWEDEN
100 249 EMPLOYEES
Connected

MESSAGE: Please find the changes to our offer from Feb. 19. The items out of stock have been removed.

VALID FROM: February 19, 2021 EXPIRES AT: Not set

Products in this offer

products offered	4
awaiting acceptance	—
published products	3
rejected products	—
requested price changes	—

OFFER UPDATES (NOT SENT TO THE BUYER YET)

new products added	1
--------------------	---

TARGET MARKETS
Europe: Austria, Switzerland, Germany

ACTIVITY LOG
02/22/2021 - Offer sent (2 hours ago)

Not in Offer In Offer

TOTAL (2) PRICE ON REQUEST (0)

☐	IMAGE	SKU	NAME
☐		1238	Modern Yellow Chair
☐		1248	Modern Brown Chair

Not in Offer In Offer

TOTAL (4) TO BE SENT (1) PENDING (0) PUBLISHED (3) REJECTED (0) REQUESTED PRICE CHANGES (0) PRICE ON REQUEST (0)

☐	IMAGE	SKU	NAME
☐		1251	Modern Beige Chair
☐		1250	Modern Pink Chair
☐		1237	Modern White Chair
☐		1247	Modern Black Chair

Upload Mode: **DELETE OFFER**

Offer and Offer items are deleted

No product details need to be filled in

**Offer Title and Receiver Name
are Mandatory.**

Tradeshift

07

Content Quality

Content Quality Example

Poor Quality Content

Dell ReadyRails Sliding Rails 1U - Kit
MSC03 (IBM Seller)

GBP 43.93 / PC

QUANTITY

[ADD TO BASKET](#)

[EXPRESS CHECKOUT](#)

[Add to your favorites](#)
[View Company Profile](#)
[Contact](#)

Description

Dell ReadyRails Sliding Rails 1U - Kit

Specifications

Lead Time (days)	4
Manufacturer	Dell
Manufacturer Item ID	770-12972
Main ID	212934
UNSPSC Category	43201537 - Print servers
Customer Category	PN16010300 - Printer Accessories

Bad Content

Rich Quality Content

**MacBook Pro 13 inch**
Haucon

USD 1,499.00 / Each

QUANTITY

[ADD TO BASKET](#)

[EXPRESS CHECKOUT](#)

[Add to your favorites](#)
[View Company Profile](#)
[Contact](#)

Description

1.4GHz Quad-Core Processor with Turbo Boost up to 3.9GHz
256GB Storage
Touch Bar and Touch ID

1.4GHz quad-core 8th-generation Intel Core i5 processor
Turbo Boost up to 3.9GHz
Intel Iris Plus Graphics 645
8GB 2133MHz LPDDR3 memory
256GB SSD storage¹
Retina display with True Tone
Touch Bar and Touch ID
Two Thunderbolt 3 ports

Specifications

Brand	Apple
Country of origin	United States
Lead Time (days)	3
Manufacturer	Apple
Manufacturer Item ID	MBP005
Main ID	hacn-mba011
UNSPSC Category	43211503 - Notebook computers

Certifications

 **Ethical Trade Initiative**
Classification code: DfH2s

 **Recycled Content**
Classification code: RCL

Quality Content

Content Quality Example



MacBook Pro 13 inch

Haucom

USD 1,499.00 / Each

QUANTITY

[ADD TO BASKET](#)

[EXPRESS CHECKOUT](#)

[Add to your favorites](#)

[View Company Profile](#)

[Contact](#)

Description

1.4GHz Quad-Core Processor with Turbo Boost up to 3.9GHz
256GB Storage
Touch Bar and Touch ID

1.4GHz quad-core 8th-generation Intel Core i5 processor
Turbo Boost up to 3.9GHz
Intel Iris Plus Graphics 645
8GB 2133MHz LPDDR3 memory
256GB SSD storage¹
Retina display with True Tone
Touch Bar and Touch ID
Two Thunderbolt 3 ports

Specifications

Brand	Apple
Country of origin	United States
Lead Time (days)	3
Manufacturer	Apple
Manufacturer item ID	MBP005
Main ID	hacn-mba011
UNSPSC Category	43211503 - Notebook computers

- Intuitive **product name**
- High quality **images** bring life to the shop and add a layer of professionalism
- Clear and detailed **product description**
- Product **attributes** available at a glance
- **Keywords** will make it easier for requesters to find items

Attributes adding content quality

Attributes will be published in section with the same name, sorted in alphabetical order.

There are two types of attributes, fixed and customizable.

Fixed attributes:

- Category (UNSPSC Commodity Code)
- Lead Time
- Brand
- Manufacturer & Manufacturer Item ID
- Country of Origin
- Certificate

Custom attributes:

- Description: Free text field to define the attribute
- Add additional attributes or details which are not captured by fixed attributes. For example color or weight. Refer to [this article](#) or [Tradeshift University video](#) about how to add variant attributes to your products (make sure you are logged in to your Tradeshift account to access the materials).

08

Document Manager App

Document Manager

Access the Document Manager application from the left taskbar.

Tradeshift Document Manager

CREATE DOCUMENT

Filter Search

Quick Filters

To create a Quick Filter, apply your filter criteria and choose 'Save'.

Document Types

Status

Date Issued

Date Created

Transaction Type

Sender

Recipient

DOCUMENT TYPES: Order X Clear all Save

	TYPE	DOCUMENT NUMBER	STATUS	AMOUNT	SENDER	ACTIONS
☐	Order	01236	SENT	GBP 18,720.00	*SEC_United Kingdom_Seller*	...
☐	Order	01235	SENT	GBP 12,000.00	*SEC_United Kingdom_Seller*	...
☐	Order	PO-00041-Test	ACCEPTED	GBP 20,340.00	Northpole Europe	...
☐	Order	PO-00034-Test	ACCEPTED	GBP 7,740.00	Northpole Europe	...
☐	Order	PO-00032-Test	ACCEPTED	GBP 20,340.00	Northpole Europe	...
☐	Order	PO-00030-Test	ACCEPTED	GBP 1,740.00	Northpole Europe	...
☐	Order	PO-00027-Test	ACCEPTED	GBP 20,340.00	Northpole Europe	...
☐	Order	PO-00025-Test	ACCEPTED	GBP 3,360.00	Northpole Europe	...
☐	Order	PO-00023-Test	ACCEPTED	GBP 6,000.00	Northpole Europe	...
☐	Order	PO-00021-Test	ACCEPTED	GBP 10,680.00	Northpole Europe	...

1 - 20 of 22 Page 1 of 2 DOWNLOAD CSV

Document Manager - Customized View

Customisable Layout

Document Manager offers the feature for a user to customize the layout of the document list based on your preference as required.

1. Click on ⚙ icon
2. Choose a table column
3. Click on SAVE

You can click on 'DOWNLOAD CSV' to view the list of documents available.

The screenshot shows the Document Manager interface. At the top, there's a header with 'Document Manager', a link to 'Switch to old version of Document Manager', and a 'CREATE DOCUMENT' button. Below the header is a sidebar with various icons. The main area displays a table of invoices with columns: TYPE, DOCUMENT NUMBER, STATUS, AMOUNT, SENDER, RECIPIENT, MODIFIED, and DUE DATE. A configuration sidebar on the right allows customizing table columns. Numbered callouts indicate the steps: 1. Click on the gear icon (bottom right), 2. Choose a table column (e.g., 'Requester'), and 3. Click on the 'SAVE' button (bottom right).

TYPE	DOCUMENT NUMBER	STATUS	AMOUNT	SENDER	RECIPIENT	MODIFIED	DUE DATE
Invoice	Test001-invAug-09	SENT	GBP 1,093.50	SEC_United Kingdom_Seller	Test LE2	09/12/2021	-
Invoice	TS123	SENT	GBP 227,264.54	SEC_United Kingdom_Seller	Coco Business for Testing	06/12/2021	-
Invoice	TS1234	SENT	USD 1,386,869.80	SEC_United Kingdom_Seller	Northpole US	06/12/2021	-
Invoice	Test001-invAug-01	SENT	GBP 172.14	SEC_United Kingdom_Seller	Test LE2	18/08/2021	-
Invoice	123451234566	SENT	GBP 837,000.00	SEC Webinar	Northpole Europe	16/06/2021	-
Invoice	INVtest12	SENT	GBP 850.00	SEC_United Kingdom_Seller	Test LE1	03/06/2021	-
Invoice	INVtest10	SENT	GBP 1,425.00	SEC_United Kingdom_Seller	Test LE1	03/06/2021	-
Invoice	INVtest03	SENT	GBP 190.00	SEC_United Kingdom_Seller	Northpole Europe	19/05/2021	-
Invoice	INVtest02	SENT	GBP 162.00	SEC_United Kingdom_Seller	Northpole Europe	19/05/2021	-
Invoice	TEST-24/02	SENT	GBP 16,200.00	SEC_United Kingdom_Seller	Northpole Europe	24/02/2021	-
Invoice	TEST-24/01	SENT	GBP 14,520.00	SEC_United Kingdom_Seller	Northpole Europe	24/02/2021	-

1 - 15 of 15

Page 1 of 1

Configure table columns

- Payment proof
- Sending party
- Receiving party
- Created
- Modified
- Due date
- Issued
- Requester
- Status message
- Request Description
- Accounting System Id

SAVE

DOWNLOAD CSV

Click on **DOWNLOAD CSV** to save the report

Document Manager

- Search

You can easily search for a document by:

1. Applying filter(s)
2. Inserting the document number/ Buyer name/ item description/ amount on the search bar

The screenshot shows the Document Manager search interface. A search bar at the top contains the text '01236'. A blue callout '2.' points to the search bar. On the left, a sidebar contains a list of document types. A blue callout '1.' points to the 'Order' option, which is selected. The main area displays a table of search results.

TYPE	DOCUMENT NUMBER	STATUS	AMOUNT	SENDER
☐ Order	01236	SENT	GBP 18,720.00	*SEC_United Kingdom_Seller*

How to receive Purchase Orders from Buyers?

How to receive Purchase Orders from buyer?

As a seller, once you have an Offer published on Tradeshift platform, **when buyer places a Purchase Order:**

- **You will receive the digital Purchase Order via the [Document Manager app](#) on Tradeshift.** You can view or download the Purchase Order from the platform.
- If your email address is registered in your account to receive a notification email from Tradeshift (refer to [next page about setting notification email](#)), you will also receive the attachment of the PDF of the Purchase Order together with the notification. Refer to [how to change the notification settings](#) for more information about the notification settings.

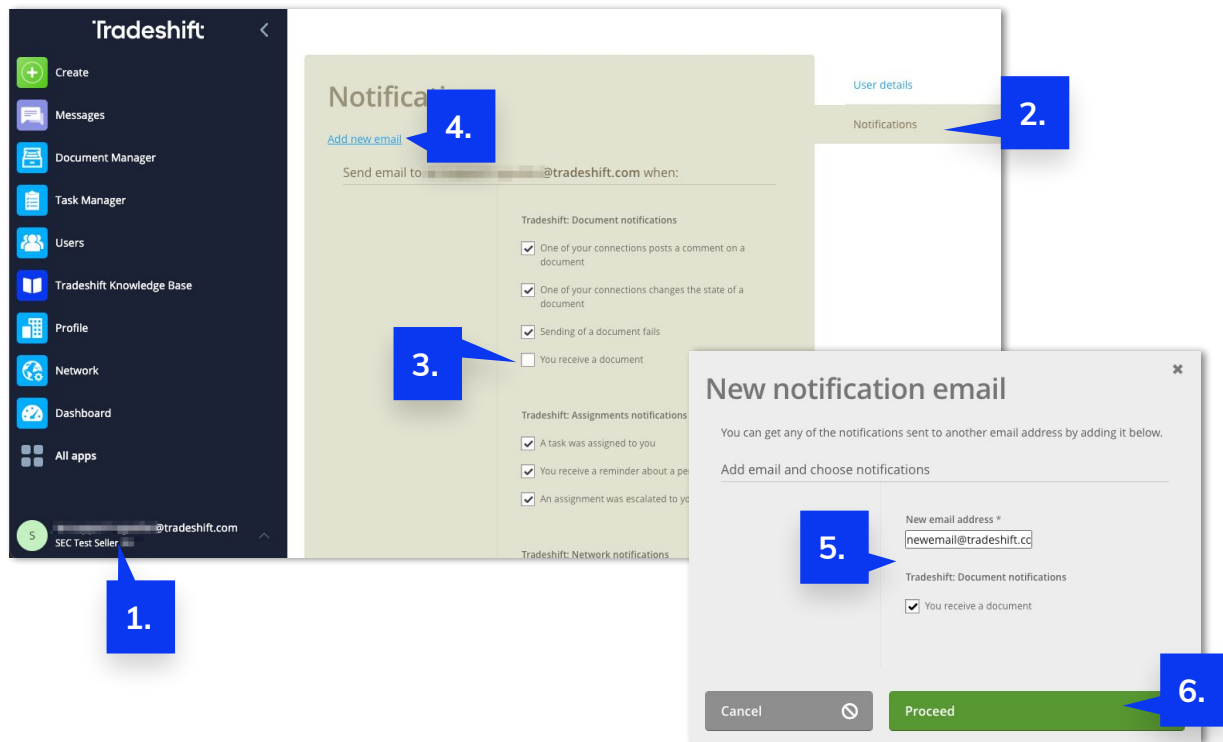
Receiving Orders via email notification from Tradeshift

Primary user who registered for the account will receive document notification (Orders).

To change the email address receiving the document notification:

1. Go to User Settings
2. Click [Notifications]
3. Uncheck 'You receive a document' from the original email setting (primary user)
4. Click [Add new email]
5. Insert new email address then check the box 'You receive a document'
6. Click [Proceed]

⚠ You can only select a notification type for one email address. In other words, each box can only be ticked under one email address in the setting.



09

Useful Information

Tradeshift Landing Page

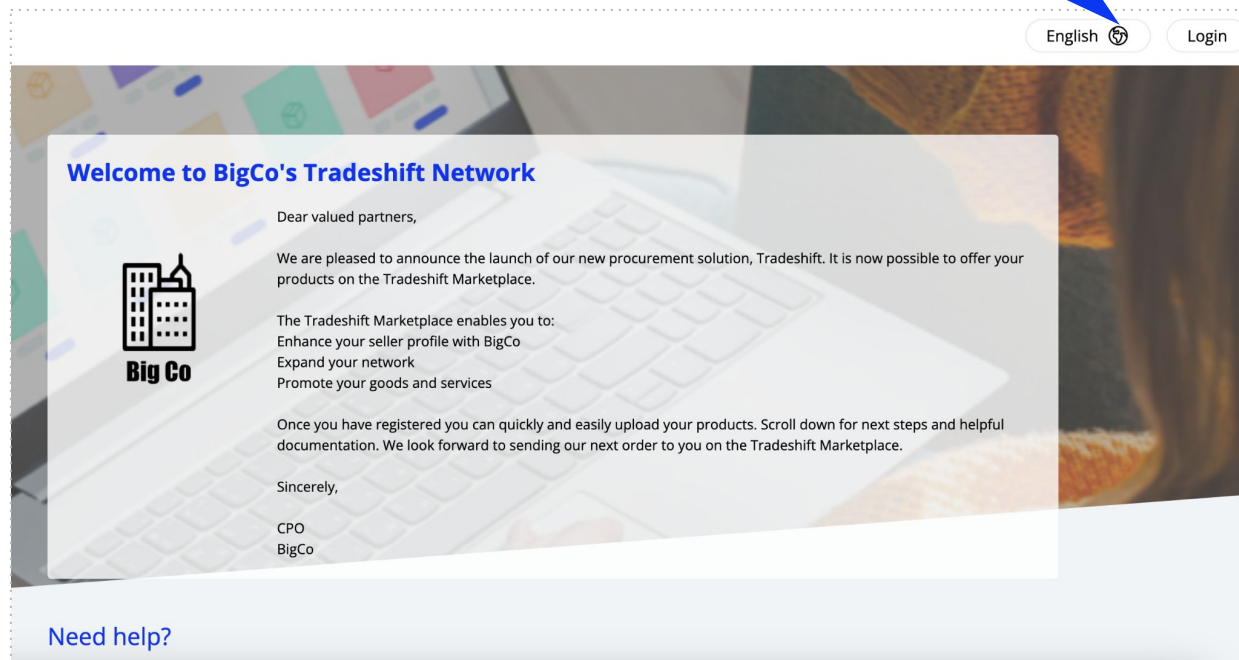
The Landing Page is where you will find all the necessary information regarding your Customer's or Marketplace's transition to Tradeshift, latest announcements and support information.

The Landing Page will be shared to you via the invitation email.

Nevertheless, you may refer to the general information here:

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

Click here for other language options



Support Information

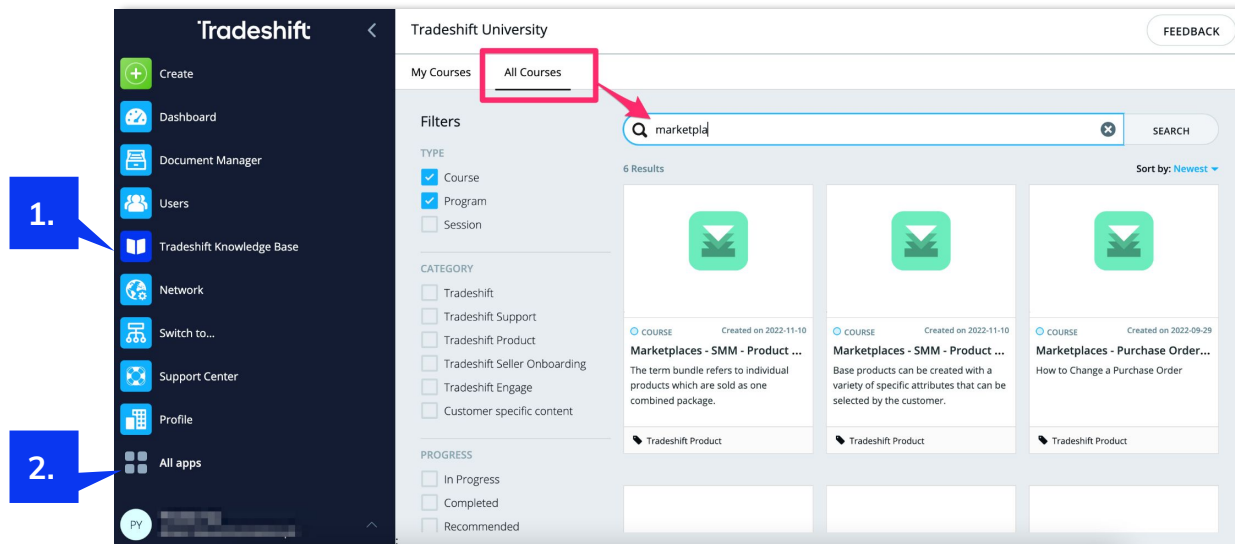
We encourage sellers to utilise the support information available on the platform, such as

1. [Knowledge Base](#) (articles)
2. [Tradeshift University](#) (videos)

You can easily browse for relevant articles or videos to learn about how to navigate through the platform.



The University app **can be accessed only after logging in to the platform**. Go to 'All apps' to search for the app, you may look for the relevant video by inserting the keywords/ topic on the search bar (as shown in the screenshot)

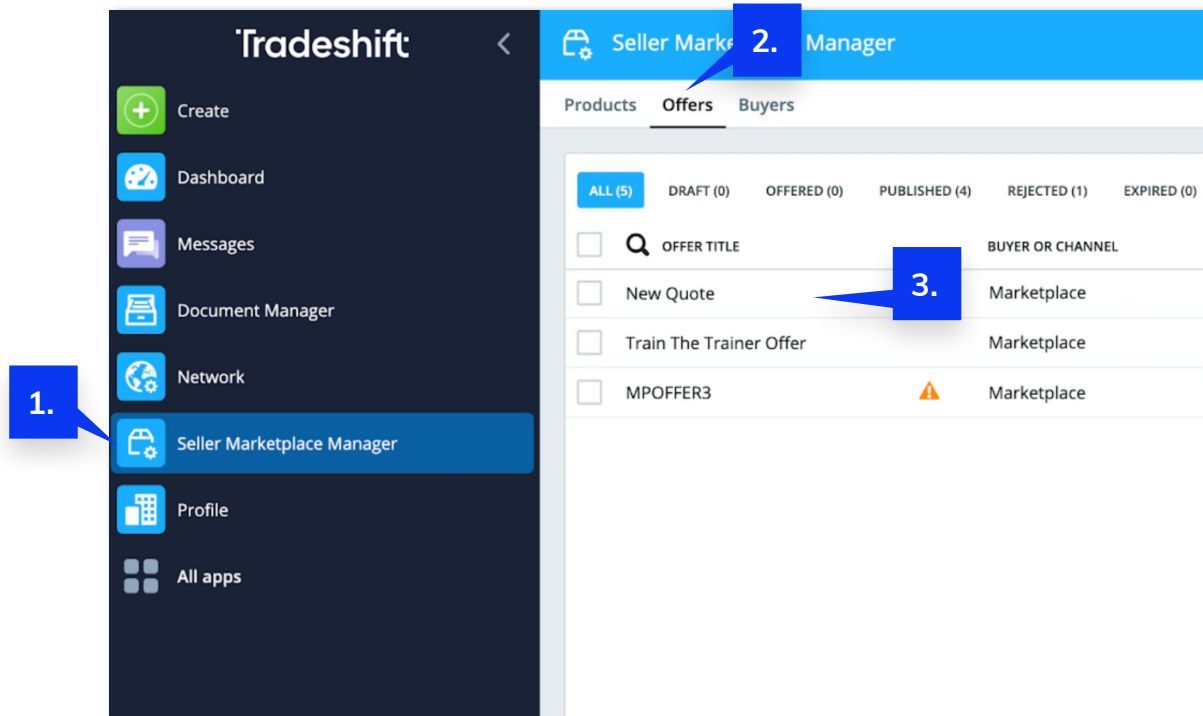


How Sellers Collaborate with Marketplace Operator

1. Go to the [Seller Marketplace Manager] app
2. Go to [Offers] tab
3. Select a **submitted Offer**

Note:

Collaboration helps users collaborate on documents and tasks. Collaboration can be initiated from a **submitted Offer** or a **submitted/ received document** (ie. PO, Invoice). If the Offer is yet to be submitted (under status 'DRAFT', seller will not be able to start the conversation.



How Sellers Collaborate with Marketplace Operator

The screenshot displays two overlapping windows from the Tradeshift platform. The left window, titled 'Conversation', shows a chat interface with a header '2 participants (1 outside your company)'. The main content area contains a placeholder for a chat with a blurred name, followed by a date separator '3 Nov 2022'. Below this, two messages from 'Seller Enablement' are visible. The first message states: 'from SEC Marketplace Test Seller 1 joined the conversation'. The second message states: 'from SEC Marketplace Test Seller 1 Referenced an offer Hi, this is a new offer for 2022 Year end clearance'. At the bottom of the chat window is a text input field labeled 'Type message here' and a button with a plus sign and a paper plane icon. A green callout bubble labeled '5.' points to this button, with the text 'Click here to add an attachment'. The right window, titled 'Offer details', shows the details for 'Offer test 2', which is marked as 'PUBLISHED'. The offer details include a 'RECEIVER' section with a blurred name, location 'CITY, SWEDEN', and '100-249 EMPLOYEES', and a status 'Connected'. The 'MESSAGE' section contains the text: 'Hello [blurred name] ... Go ahead and write a personal message to the receiver of this offer. Best regards Seller Enablement SEC Marketplace Test Seller'. Below this, the 'VALID FROM' date is 'October 28, 2022' and the 'EXPIRES AT' date is 'Not set'. The 'PRODUCT OFFER VALIDATION' section shows 'products offered' as '8'. At the bottom of the offer details window is a bar with 'Open Collaboration' and buttons for 'WITHDRAW OFFER' and 'DOWNLOAD OFFER'. A green callout bubble labeled '4.' points to the 'Open Collaboration' button.

5. Click here to add an attachment

4. Click here to send message

10

FAQs

FAQs

1. How do I obtain the Activation Link from Tradeshift?

You will receive the Activation Link via invitation email from Tradeshift or your customer. If you could not find the invitation in your inbox, please check the junk/spam folder. Contact your Marketplace Operator/Customer if you did not receive it.

2. How to add additional users to access my company account?

You can add more users via the Profile app, refer to [this article](#) for details

3. I need to add a form for my product. Can I do that?

Of course! You just need to activate the [Formbuilder app](#) from the App Store [to create a form](#). After creating a form, simply attach it to an item via Seller Marketplace Manager App.

4. Can I offer product bundles?

Yes, you simply need to fill in the specific columns in your file in order to create a bundle. Refer to [this article here](#) or access the [Tradeshift University video - Product Bundles](#) to learn about it

FAQs

5. What Units of Measures are supported by Tradeshift?

Tradeshift supports a specific [Unit of Measure \(UoM\) which can be found here](#). If the UoM is not provided when uploading products, the platform will utilise 'Each' or 'EA' as the default UoM.

You can also find the UoM supported by the platform in the Content Upload Template sheet -> "Code List" tab.

6. I have a product with different attributes (ie. different sizes, colors). How can I enable the selection based on the attributes?

Yes, you can add a Variant Group for a product with different attribute options. Refer to [this article](#) or [Tradeshift University video](#) about how to add variant attributes to your products.

Thank you!

Tradeshift BUY | WEBUI