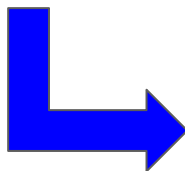


## Levi Strauss & Co. / Tradeshift – 語音解說指南

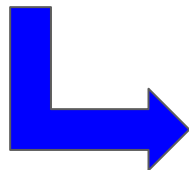
登入會議後，在我們正式開始前，您將先看到等候頁面：



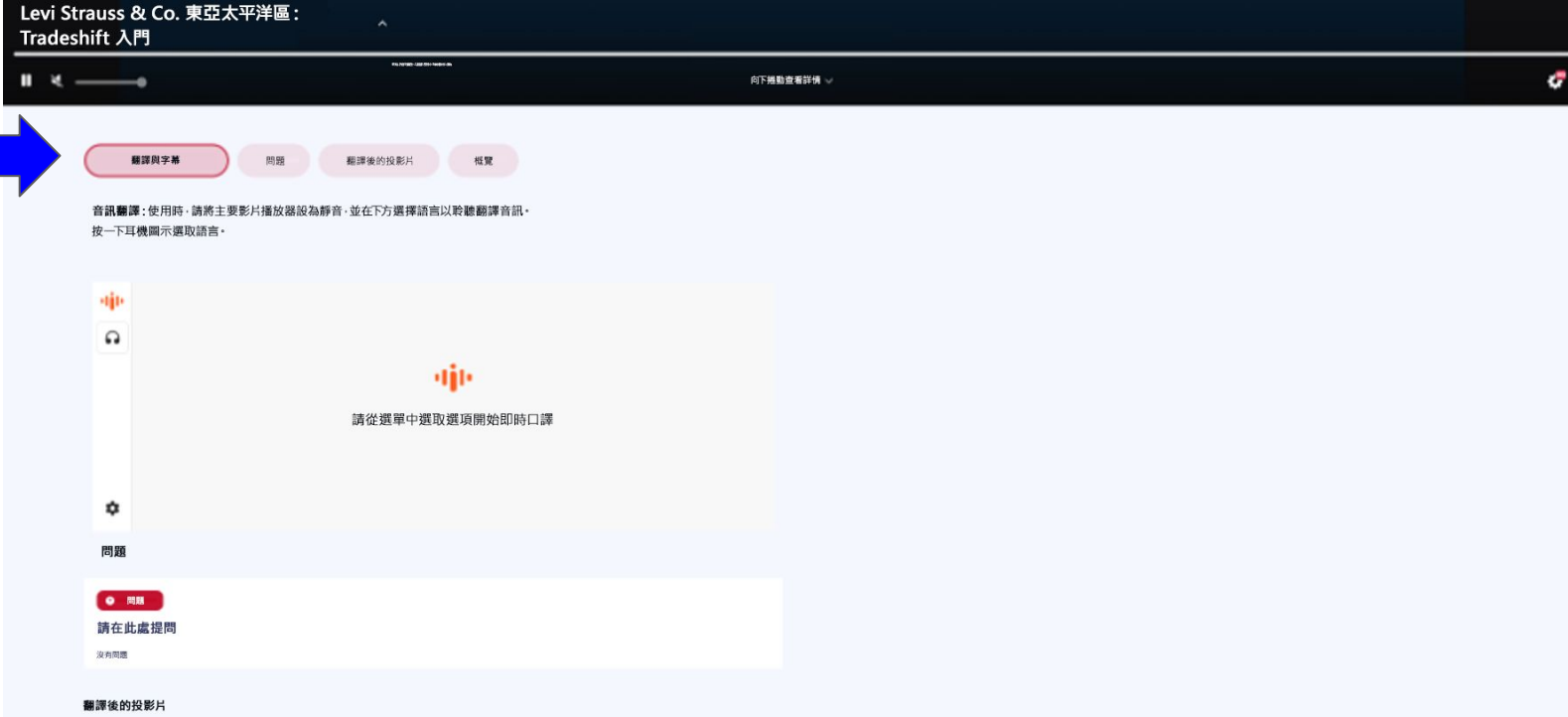
活動開始後，您將在此處觀看影片。



若要啟用語音翻譯功能，請先將游標移至影片視窗上方，待音量圖示出現後，  
按一下該圖示以靜音主會議音訊：



靜音主音頻後，向下捲動到翻譯與字幕部分：



Levi Strauss & Co. 東亞太平洋區：  
Tradeshift 入門

向下滑動查看詳情

翻譯與字幕 問題 翻譯後的投影片 概覽

音訊翻譯：使用時，請將主要影片播放器設為靜音，並在下方選擇語言以聆聽翻譯音訊。  
按一下耳機圖示選取語言。

請從選單中選取選項開始即時口譯

問題

問題

請在此處提問

沒有問題

翻譯後的投影片

## 按一下耳機圖示選取您的音訊語言：

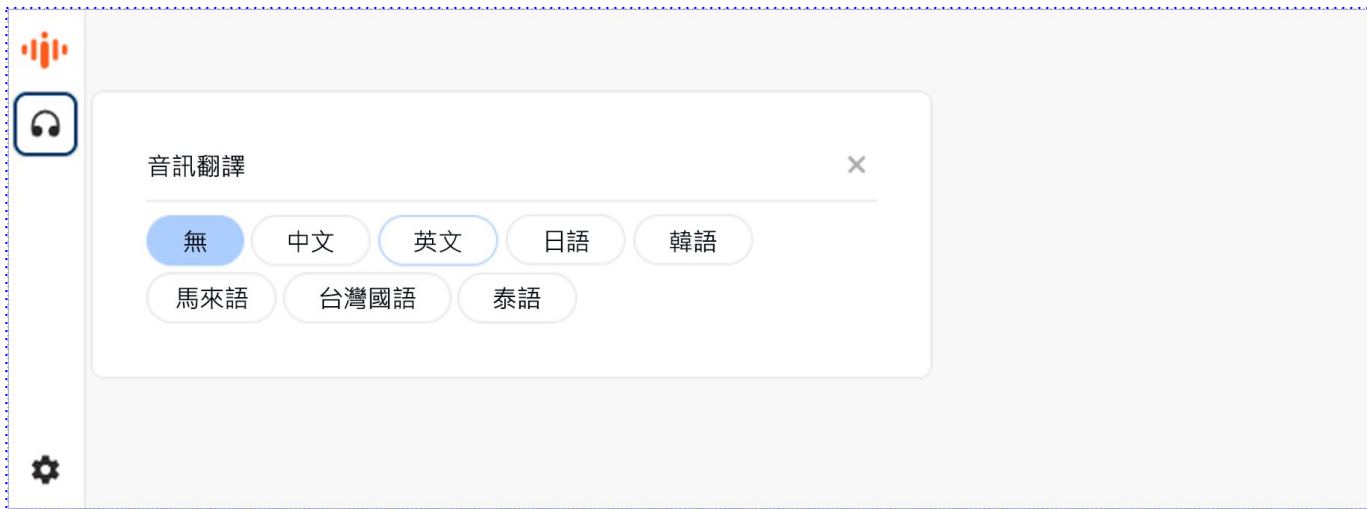
音訊翻譯：使用時，請將主要影片播放器設為靜音，並在下方選擇語言以聆聽翻譯音訊。

—按一下耳機圖示選取語言。



請從選單中選取選項開始即時口譯

請稍等幾秒鐘以便音頻開始。向上捲動頁面，即可透過語言翻譯收聽會議內容！



The screenshot shows a meeting interface with a sidebar on the left containing a microphone icon, a headset icon, and a gear icon. A central dialog box titled "音訊翻譯" (Audio Translation) is open, featuring a close button (X) in the top right corner. The dialog box contains two rows of language selection buttons: the first row includes "無" (None), "中文" (Chinese), "英文" (English), "日語" (Japanese), and "韓語" (Korean); the second row includes "馬來語" (Malay), "台灣國語" (Taiwanese Mandarin), and "泰語" (Thai). The "英文" button is currently selected and highlighted with a blue border.

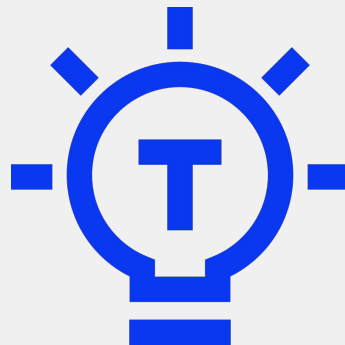


# Levi Strauss & Co. 東亞太平洋區 : Tradeshift 入門



# 議程

- Levi Strauss & Co. 東亞太平洋區誠邀您加入
- 介紹基礎知識
- 在 Tradeshift 上啟用帳戶
- 個人資料設定
  - 設定
  - 常用應用程式
- 使用 Tradeshift 入口網站與主要交易
  - PO 轉換流程
  - 訂單變更
  - 「CREATE」啟動器 - 適用於非採購訂單賣家
  - 貸項通知單
- 有用資訊
  - 文件狀態
  - Levi Strauss & Co. 公司首頁
  - 其他功能
- 常見問題



提示：按一下標題 查看相關主題

01

Levi Strauss & Co. 誠邀  
您加入

# Levi Strauss & Co. - 簡介

尊敬的供應商,

Levi Strauss & Co. 將與 Tradeshift 合作, 以簡化並提升雙方業務協作體驗。自 2026 年 4 月 15 日起, Levi Strauss & Co.將正式轉移至 Tradeshift 平台, 全面處理 **亞太地區及大中華區集群** 的所有間接採購作業。

在此日期之後, 這些實體將僅使用 Tradeshift 建立間接採購訂單並完成發票處理。

我們要求供應商在 Tradeshift 中啟用他們的帳戶。成功加入 Tradeshift 網絡後, 供應商將能夠:

- 與 Levi Strauss & Co.即時協作, 處理貿易文件(即, 採購訂單與發票)及付款管理
- 以數位方式檢視發票交易歷程記錄, 作為單一可信來源
- 透過入口網站以電子方式提交發票的功能 – 2026 年 4 月 15 日生效
- **24/7 隨時檢閱付款狀態**

感謝您致力於鞏固我們的業務關係, 並促進更穩健的協作與採購能力。

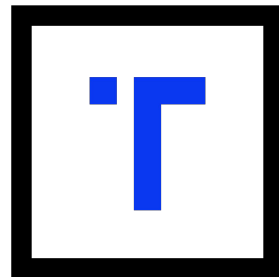
衷心感謝貴司與我們攜手合作。

Levi Strauss 應付帳款團隊

# 02

介紹基礎知識

# Tradeshift 是什麼？



Tradeshift 是一款可讓買賣雙方進行數位交易的線上平台。

可讓賣家能夠清楚掌握付款狀態、節省其行政作業時間，並更快收到款項。

# 透過 Tradeshift 使 用電子發票的 優點



簡單且快速



安全存取



發票狀態追蹤至付款完成



24/7 發票狀態



可預期付款



無需催款



建立您自己的報告



檢視全球發票狀態

# 03

在 Tradeshift 上啟用  
帳戶

# 帳戶啟用

請務必使用 啟用邀請郵件中提供的連結。

如果您在收件匣中找不到該電子郵件，請檢查垃圾郵件/垃圾訊息資料夾。

如果沒有收到電子郵件邀請，請聯繫 Levi Strauss & Co., 電子郵件地址為 [mbxTradeShiftInfo@levi.com](mailto:mbxTradeShiftInfo@levi.com)



Invitation email from Tradeshift (Tradeshift 的邀請電子郵件)

ACTIVATE YOUR ACCOUNT

Activation Link (啟用連結)

# 帳戶啟用

在註冊帳戶時完成您的公司資訊：

- 公司名稱
- 國家/地區 (稅務註冊所在地)

The screenshot shows the 'Confirm your company info' step in the Tradeshift account creation process. The page has a white header with the Tradeshift logo on the left, 'LEARN MORE' in the center, and 'ENGLISH (UK)' on the right. Below the header 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 content area is a white card with the title 'Confirm your company info'. It contains two input fields: 'BUSINESS NAME' with the value 'Tradeshift Inc' and 'COUNTRY/REGION' with a dropdown menu showing '- Select country/region -'. A blue 'CONTINUE' button is at the bottom of the card.

**Please make sure you select the correct Country/ Region. It cannot be edited once you have registered the account. (請確保選取正確的國家 /地區。註冊帳戶後無法編輯。)**

# 帳戶啟用

接下來，請填寫個人資訊與電子郵件地址（作為登入電子郵件）。

您將收到 Tradeshift 傳送的電子郵件以驗證您的帳戶。請立即進行驗證。

⚠ 如果您在郵箱中找不到該電子郵件，請查看垃圾郵件/垃圾訊息資料夾。

The screenshot shows the 'Create your account' step of the Tradeshift registration process. The page has a progress bar at the top with four steps: 'Confirm company info', 'Create your account' (highlighted in yellow), 'Choose a password', and 'Start using Tradeshift'. The main form area is titled 'Create your account' and contains the following fields and options:

- FIRST NAME** and **LAST NAME**: Two empty text input fields.
- EMAIL ADDRESS**: A text input field containing 'test01@tradeshift.com'. A blue callout box points to this field with the text: 'Enter the email address which will be the login email of your account. (輸入將作為您帳戶登入電子郵件的電子郵件地址。)'
- LANGUAGE**: A dropdown menu showing 'English (UK)' with a right-pointing arrow.
- 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**: A large blue button at the bottom of the form. A blue callout box points to it with the text: 'Click continue to proceed (按一下「CONTINUE」進行下一步)'

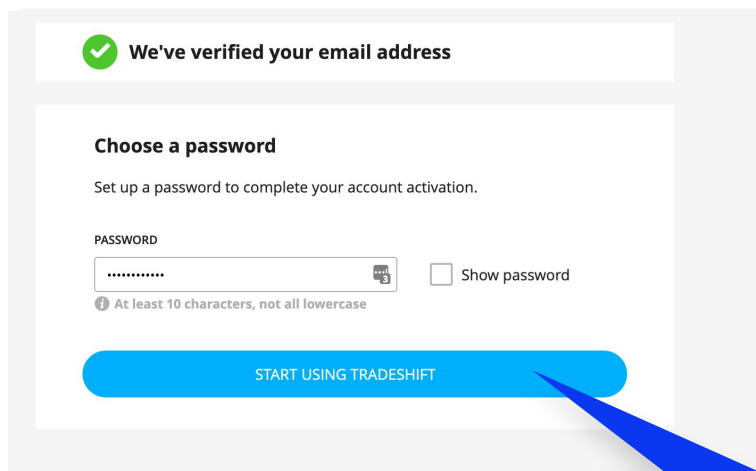
At the top right of the page, there is a 'LEARN MORE' link and a language selector for 'ENGLISH (UK)'.

# 帳戶啟用

電子郵件地址驗證完成後，就可以為帳戶建立密碼。

之後您就能夠使用**註冊電子郵件地址**與**密碼登入 Tradeshift**！

登入頁面：[go.tradeshift.com](https://go.tradeshift.com)



✓ We've verified your email address

**Choose a password**

Set up a password to complete your account activation.

PASSWORD

.....  Show password

ⓘ At least 10 characters, not all lowercase

START USING TRADESHIFT

Click here to login.  
(按一下此處登入。)

# 帳戶啟用

如果公司已擁有 Tradeshift 帳戶，  
系統會傳送連線請求，以便與  
Levi Strauss & Co. 進行交易往來。

LS&CO - LS Asia Pacific Division Pte. Ltd. (Singapore)- 361 - SG wants to connect with you on Tradeshift

Tradeshift <notifications@sandbox.tradeshift.com>  
to Tradeshift

2:09 PM (0 minutes ago) ☆ ☺ ⏪ ⋮

TRADESHIFT

**LS&CO - LS Asia Pacific Division Pte. Ltd. (Singapore)- 361 - SG wants to connect with you on Tradeshift**

LS&CO - LS Asia Pacific Division Pte. Ltd. (Singapore)- 361 - SG  
Location: Singapore

#### Why connect?

When you connect with a company you trust, you can exchange business documents and messages related to your shared transactions in Tradeshift.

Accept

This message was sent to email address  
account. We hope you found this useful.

**Click here to login and connect to the Levi Strauss and Co. branch**  
(按一下此處登入並連線至 Levi Strauss & Co. 分公司)

04

個人資料設定

# 更新公司資料

請確保在開始開具發票流程前，  
已更新公司資料，並填寫以下欄位：

## 必填項：

- 公司名稱
- 公司地址(完整)
- 公司識別碼(商業登記號碼、稅號)

## 可選項：

- 公司標識
- 行業
- 電話
- 公司電子郵件地址

The screenshot shows the 'Company Profile' page in the Tradeshift app. The form is titled 'Complete your profile' and has a 'Profile strength 35%' indicator. The form contains several input fields, some of which are highlighted with red boxes to indicate they are mandatory. A blue callout box points to the 'Profile' app icon in the sidebar, and another blue callout box provides a tip about inviting additional users. A red callout box highlights the 'Mandatory fields'.

**Click the [Profile] app (按一下「Profile」應用程式)**

**Tip: Click here to invite additional users; always ensure there is a second contact in the company having access to Tradeshift (提示: 按一下此處邀請其他使用者; 始終確保公司內有第二位聯絡人可以存取 Tradeshift)**

**Mandatory fields (必填欄位)**

COMPANY NAME: LS&CO TEST (SG)

COMPANY ADDRESS: TEST City, SG

INVITE TEAM MEMBER

DONE

# 更新公司資料

**必填項：**請確保已更新公司資料中的「Company Identifiers」部分已更新：

- 新加坡: EUN/GST
- 馬來西亞: GST/SST/BRN
- 香港: 稅號/商業登記號碼
- 台灣: TIN
- 美國: EIN/TIN
- 澳洲: ACN/ABN
- 中國: USCC
- 越南: TIN
- 孟加拉: RJSC
- 菲律賓: SEC/DTI/TIN
- 印尼: NIB/NPWP
- 日本: 公司編號
- 澳門: 主要識別號碼
- 泰國: TIN
- 韓國: BRN/公司註冊號
- 紐西蘭: NZBN
- 埃及: TIN

## Company Identifiers

UNIQUE ENTITY NO.	GST NO.
<input type="text"/>	<input type="text"/>
GLN <a href="#">What is GLN?</a>	INTERNAL IDENTIFIER
<input type="text" value="E.g. 1234567890123"/>	<input type="text"/>
Company is VAT-exempt (No VAT Registration Number) <a href="#">?</a>	<input type="checkbox"/>

[DONE](#)

# 與客戶的網路連線

下一步: 確保您的帳戶已與您的客戶連線。

1. 移至「Network」
2. 在「My Network」索引標籤下, 確保與您的客戶的關係狀態顯示為「Connection」。
  - 對於現有 Tradeshift 使用者: 如果關係狀態顯示為「Unverified relationship」, 請按一下「VERIFY」接受連線請求。
  - 如果您未看到任何連結, 請透過聊天或存取 <https://support.tradeshift.com/requests/new> 聯繫我們的支援團隊

The screenshot shows the Tradeshift Network interface. The sidebar on the left has a 'Network' menu item highlighted with a blue callout '1.'. The main content area shows a 'Network' page with a warning banner about unverified relationships. Below the banner is a search bar and a table of connections. The table has columns for NAME, ACCOUNTING SYSTEM ID, and RELATIONSHIP. The first row is for 'Chocolate Bar Test Buyer GmbH' with a 'Connection' status, highlighted with a blue callout '2.'. The second row is for 'LS&CO - Levi Strauss & Co. - 200 - US' with an 'Unverified relationship' status and a 'VERIFY' button. The third row is for 'Test Buyer B Limited' with a 'Connection' status. At the bottom right, there is an 'INVITE COMPANY' button.

Click 'VERIFY' to accept the connection request

(按一下「VERIFY」接受連線請求)

# 儀表板： 您的帳戶概覽

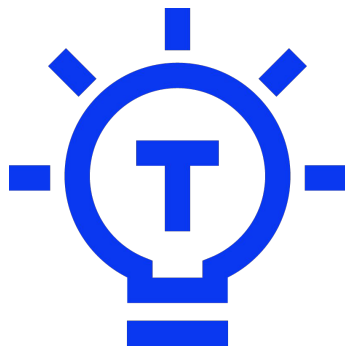
Click "All apps" to  
search for more  
applications  
(按一下「All apps」搜  
尋更多應用程式)

The screenshot displays a user dashboard for 'SEC\_US\_Seller'. At the top, there is a header with the user ID '992589876' and user counts for 'Admins' (1) and 'Users' (0), along with a 'Manage' link. The main content area is divided into several sections:

- Documents:** A section with tabs for 'Sales' and 'Purchases'. A dropdown menu is set to 'Invoices'. Below the tabs, it states 'No documents available for the selected period'.
- Create document:** A section with three options:
  - Invoice:** Use the invoice creator app to generate and send invoices to your buyers.
  - Other document type:** Quote, credit note, purchase order, prepayment invoice, and pro forma invoice.
  - Upload document:** Use a PDF, UBL or any of the other supported formats.
- Questionnaires:** A section with tabs for 'Needing attention', 'Waiting for review', and 'Completed'. Below the tabs, it states 'Nothing new here. You're all caught up!'.
- Support:** A section with the heading 'Crucial knowledge' and a link to 'Support page: Tradeshift Network'.

A vertical sidebar on the left contains various application icons. A blue callout box points to the 'All apps' icon (a grid of four squares) at the bottom of the sidebar.

# 常用應用程式



# 常用應用程式 – 交易類



## 個人資料

- 檢視與編輯公司資訊 - 公司名稱、地址、公司識別碼等。
- 新增或移除使用者



## 網路

- 檢視現有連線
- 搜尋新連線
- 接受/拒絕新的待處理網路請求/關係狀態

# 常用應用程式 – 交易型 (續)



## 文件管理員

- 檢視文件狀態
- 文件搜尋: 發票/貸項通知單
- 在此處可檢視/搜尋所有文件。



## 儀表板

- 收集關鍵資料、文件、支援與教育資源。
- 存取最常用的 Tradeshift 應用程式



## 分析應用程式

- 包含付款預測報告
- 更清楚地掌握預計收款時間

# 常用應用程式 – 交易型 (續)



## 建立

- 建立任何標準文件類型 - 發票、貸項通知單等。



## 支援

- 按主題檢視常見問題
- 自助庫
- [提交支援單](#)
- 更新公告

# 常用應用程式 – 資訊類



## [Tradeshift 大學](#)

- 搜尋更多操作與學習指南
- 瀏覽新課程



## [知識庫](#)

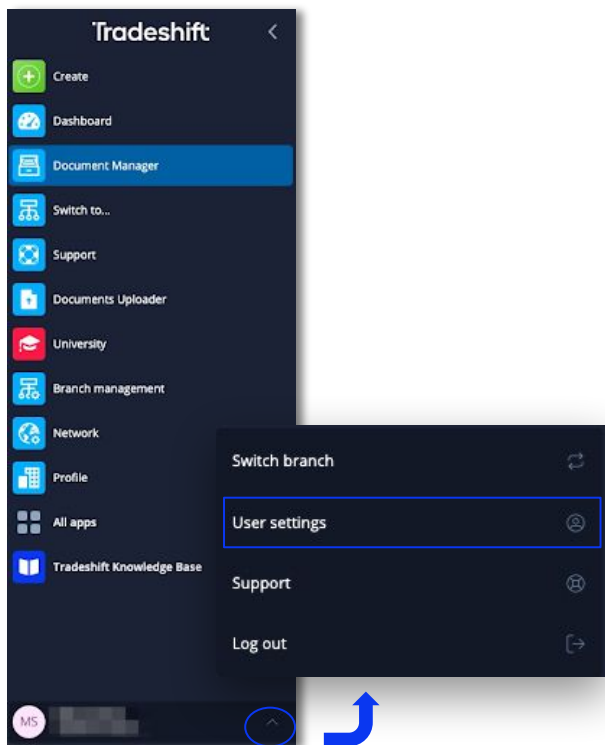
- 全程提供各階段協助
- 涵蓋多種內容形式：常見問題、  
流程指南、視訊示範等。



## [AskAda - 您的新 AI 助手](#)

- 回答平台的具體支援問題
- 快速解決問題
- 更有效率地完成平台上線導入

# 常用應用程式 – 設定



## 設定

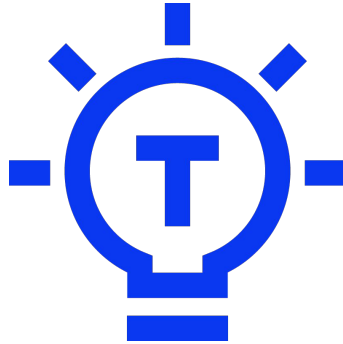
- 編輯「User Settings」: 名字、姓氏、登入電子郵件、密碼、語言等。
- 通知設定

# 05

使用 Tradeshift 入口網站  
與主要交易

# PO 轉換流程

Levi Strauss & Co. 東亞太區  
在 Tradeshift 上向您傳送訂單表單



# 如何轉換文件

您知道嗎？

搜尋採購訂單 進行 PO 轉換：

PO 轉換 表示要產生發票。

搜尋發票 進行發票轉換：

發票轉換 表示要產生貸項通知單。

**1. Click the Document Manager app (1.按一下「Document Manager」應用程式)**

**2. Search for the Purchase Order you wish to invoice against (2.搜尋要開立發票的採購訂單)**




	TYPE	DOCUMENT ID	STATUS	AMOUNT	SENDING PARTY	RECEIVING PARTY	MODIFIED	DUE DATE	REQUEST D
<input type="checkbox"/>	INV	Invoice	TEST-24						TEST Invc Webinar
<input type="checkbox"/>	INV	Invoice	TEST-24						TEST Invc Webinar
<input type="checkbox"/>	INV	Invoice	TEST-25						Net 90
<input type="checkbox"/>	INV	Invoice	TEST-23/02	SENT	GBP	14,520.00	SEC_United Kingdom_Seller	Northpole Europe	23/02... - Net 90
<input type="checkbox"/>	INV	Invoice	TEST-002	SENT	GBP	396,000.00	SEC_United Kingdom_Seller	Test LE1	23/02... - -
<input type="checkbox"/>	INV	Invoice	TEST-001	SENT	GBP	14,520.00	SEC_United Kingdom_Seller	Test LE1	23/02... - -
<input type="checkbox"/>	PO	Order	2302202102	RECEIVED	USD	1,540,000.00	Northpole US	SEC_United Kingdom_Seller	23/02... - -
<input type="checkbox"/>	PO	Order	2302202101	RECEIVED	USD	644,000.00	Northpole US	SEC_United Kingdom_Seller	23/02... - -
<input type="checkbox"/>	PO	Order	PO2302202102	RECEIVED	GBP	648,000.00	Northpole Europe	SEC_United Kingdom_Seller	23/02... - -
<input type="checkbox"/>	PO	Order	2302202101	RECEIVED	GBP	697,500.00	Northpole Europe	SEC_United Kingdom_Seller	23/02... - -

**3. Select the Purchase Order by clicking the Document ID (3.按一下「Document ID」選取該採購訂單)**

# 如何轉換文件

## 重要提示！

- 如果採購訂單的金額為零，則代表「總括採購訂單」，而 Levi Strauss & Co. 可能尚未向貴公司顯示該採購訂單的預算金額。如仍有疑問，請聯繫您的 Levi Strauss & Co. 代表。
- 請勿使用狀態為「REPLACED」的採購訂單。等待 訂單變更 (POC 圖示)

<input type="checkbox"/>		Order Change	TS-310-918.1	SENT	USD	400.00	LS&CO
<input type="checkbox"/>		Order Change	TS-310-870.1	SENT	USD	9.00	LS&CO
<input type="checkbox"/>		Order Change	TS-310-869.2	SENT	USD	4.00	LS&CO

# PO 轉換方法

轉換任何文件前，一定要確保所有細節準確無誤。

按一下「ACCEPT」確認該 PO。

Purchase Order received from LS&CO - LS Asia Pacific Division Pte. Ltd. (Singapore)- 361 - SG

OTHER ACTIONS [CREATE INVOICE](#) [ACCEPT](#)

Received via Tradeshift — Last update: over a minute ago

## Purchase Order

**Click CREATE INVOICE to start creating an Invoice by PO Flip (按一下「CREATE INVOICE」透過 PO 轉換開始建立發票)**

**RECEIVED**

To: **LS&CO TEST (SG)**  
TEST Street  
TEST City  
569933  
Singapore  
Unique Entity No. : T23LL1234B  
GST No. : 202412345M

From: **LS&CO Division 361 - SG**  
14-09  
North Buona Vista Drive 11  
Metropolis Tower 2  
Singapore  
138589  
Singapore  
Unique Entity No. : 197201078M  
GST No. : 12345129A  
com.levi : 361

03/03/26  
Currency: SGD  
Person reference: TEST@levi.com

Line Id	Item ID	Description	Quantity	Unit	Unit price	Tax	Total SGD excl taxes
1	1	Test Item 0001 Delivery to: 14-09 11 North Buona Vista Drive, Metropolis Tower 2 Singapore	1,000	EA	2.50		2,500.00

# PO 轉換方法

1. 填寫必填欄位, 比如:
  - 發票號碼
  - 開立日期 - 更新為您發票文件上的日期

附註: 會自動顯示必填欄位

**Tip: The recipient details will appear automatically**  
(提示: 會自動顯示收件者詳細資訊)

Invoice

Create invoice Create from existing document Auto-saved as draft

**⚠ This invoice has been automatically filled with information from a previous invoice.**

To  
LS Asia Pacific Division Pte. Ltd. (Singapore)  
14-09  
11 North Buona Vista Drive, Metropolis Tower 2  
Singapore  
138589  
SG  
Singapore

GST No. : 197201078M  
Unique Entity No. : 197201078M  
[Change recipient](#)

Legal Entity  
LS Asia Pacific Division Pte. Ltd. (Singapore)

Invoice number \*

Next number: TEST\_INV\_002

Issue date \*

Currency

PO Number

Purchase order issue date

Person reference

Add optional field

Discard Save as draft

PREVIEW SEND

Chat

標題層級細節

1.

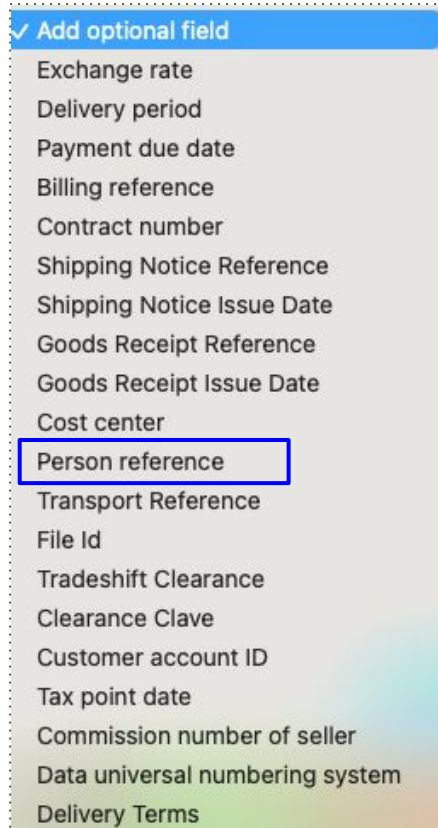
# PO 轉換方法

If applicable, click the arrow next to the ADD OPTIONAL FIELD to view drop-down lists.

For ex. “Person Reference”

(如適用, 按一下「ADD OPTIONAL FIELD」旁的箭頭檢視下拉式清單。

例如, 「Person Reference」)



# PO 轉換方法

2. 部分開票：
  - a. 基於數量的 PO - 減少部分開票的數量
  - b. 基於金額的 PO - 數量將始終為 1，減少部分開票的單位價格
3. 從下拉式清單中選擇稅率 %。請參閱第 48-50 頁，了解選取/更新稅率的更多資訊
4. 標頭層級的費用或折讓(折扣)受到限制。僅允許明細層級的費用或折讓(折扣)。

大多數明細層級詳細資訊是根據採購訂單生成。僅在必要時編輯明細詳細資訊。您必須更新 稅率 %，若為部分開票，則需修訂數量或金額。

明細層級詳細資訊

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
1	Test Item 0001	1,000	EA	2.50	7%	2,500

Purchase order number: PO3610002TEST

PO Line Number: 1

Delivery address: Singapore

Number: 14-09

Street: 11 North Buona Vista Drive, M

Locality name: Tower 2

Town: Singapore

Postcode: 138589

Location id:

Add optional field

MS Discard Save as draft PREVIEW SEND Chat

# PO 轉換方法 – 計畫外支出

1. 若開立發票之費用未包含於 PO(如運費)中, 則需於發票明細層級輸入該等項目

請勿輸入獨立明細項目並指派至 PO 明細

執行此操作的步驟為:

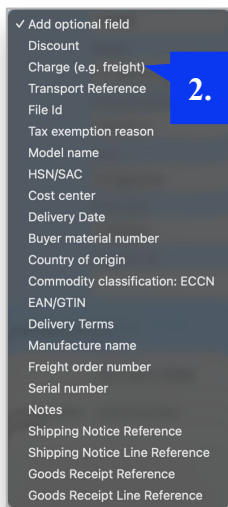
在明細層級送貨地址下, 按一下  
「Add Optional Field」下拉式選單

Item ID	Description	Quantity
+ 1	Test Item 0001	1,000
Purchase order number	PO3610002TEST	
PO Line Number	1	
Delivery address	Country/Region Singapore	
	Postbox	
	Number 14-09	
	Street 11 North Buona Vista Drive, M	
	Locality name Tower 2	
	Town Singapore	
	Postcode 138589	
	Location Id	
	Add optional field	

1.

# PO 轉換方法 – 計畫外支出

2. 從該清單中選取正確項目

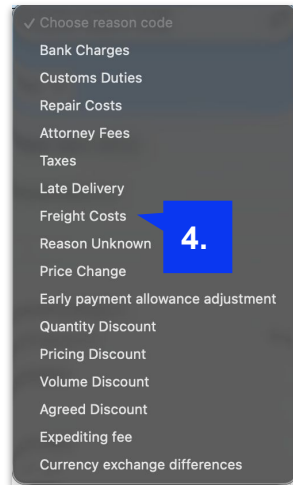


3. 這將新增以下內容以填寫

A screenshot of a form field for adding a charge. The field is labeled 'Charge' and contains a text input box, a percentage selector dropdown, and a value of '0.00'. Below the input box is a dropdown menu with the text 'Choose reason code' and a blue callout bubble containing the number '3.' pointing to it. At the bottom left of the form is an 'Add optional field' dropdown.

# PO 轉換方法 – 計畫外支出

4. 使用下拉箭頭選取費用的原因



5. 輸入費用金額並將「%」欄位變更為貨幣



# PO 轉換方法

5. 您的銀行帳戶詳細資訊不需要提供您的銀行帳戶詳細資訊。
6. 如果是在新加坡: 按一下「Set delivery details」填寫配送地址
7. (可選) 為您的客戶留言
8. (必填)

請附上由貴公司系統開立之發票 PDF 檔案。這應該與在 Tradeshift 中輸入的發票相符。

**!** 不需要提供您的銀行帳戶詳細資訊。請注意, Levi Strauss & Co. 的發票系統中已擁有這些資訊, 並會用來支付您的發票。


新增附件

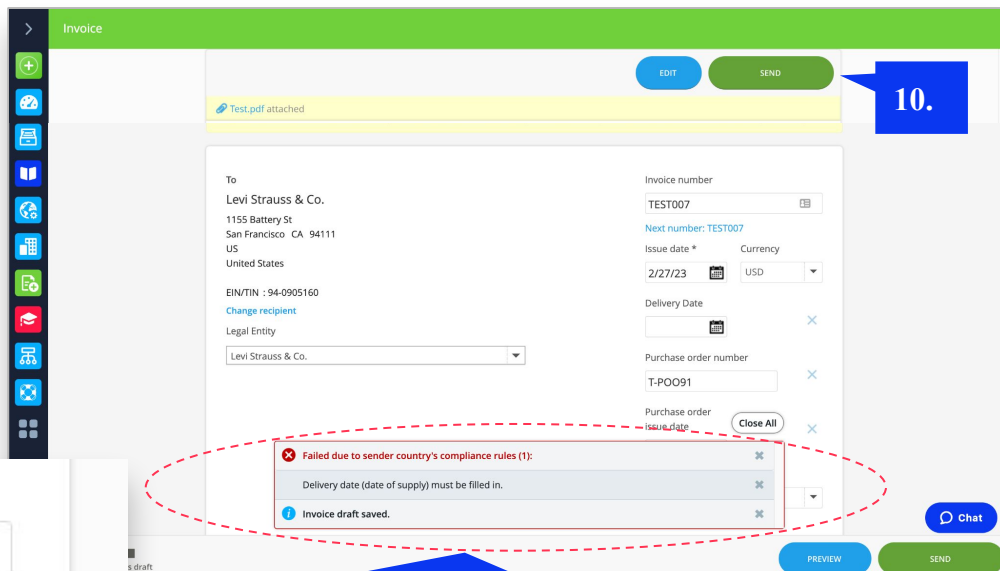
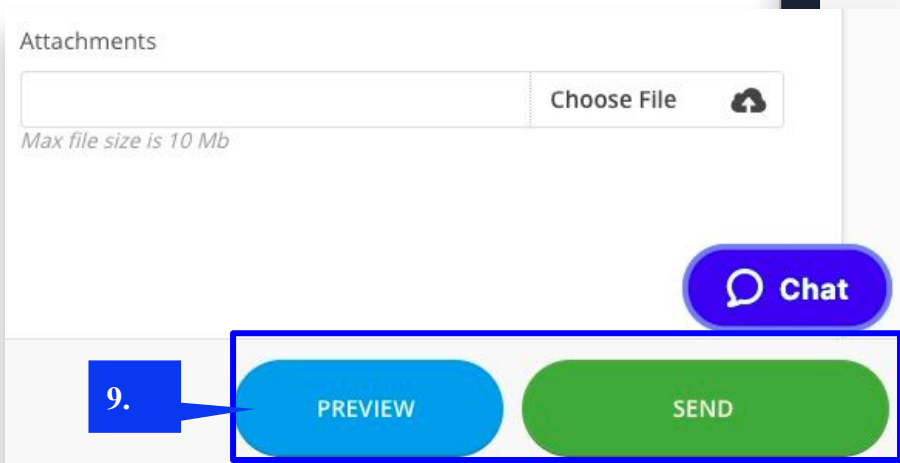
Add payment terms and means


Save payment terms and means for future invoices

The screenshot shows the 'Create Invoice' form in the Tradeshift system. It includes a sidebar with various icons, a main form area, and a bottom navigation bar. The form is titled 'Invoice' and has a green header. The main form area is divided into several sections: 'Add payment terms and means' (with a checkbox for 'Save payment terms and means for future invoices'), 'Delivery details' (with a dropdown for 'Country/Region' and a 'GLN' field), 'Write a message to the recipient' (with a checkbox for 'Save notes for future invoices'), and 'Attachments' (with a 'Choose File' button). The bottom navigation bar includes 'Discard', 'Save as draft', 'PREVIEW', and 'SEND' buttons. A 'Chat' button is also visible in the bottom right corner. Numbered callouts (5, 6, 7, 8) point to the 'Add payment terms and means' section, the 'Country/Region' dropdown, the 'Write a message to the recipient' text area, and the 'Attachments' section respectively.

# PO 轉換方法

- 按一下「PREVIEW」在傳送前檢查是否有錯誤。
- 按一下「SEND」  
 無法在傳送發票後編輯或刪除副本。



 You will see error messages in red if mandatory data is missing. Please insert / modify details accordingly  
(如果未填寫必填資料，則會看到紅色的錯誤訊息。請根據需要插入/修改詳細資訊)

# PO 轉換提示

要檢查是否根據最新的 PO 文件版本開具發票,

1. 請在「Document Manager」應用程式中, 按一下「APPLY FILTER」
2. 在「Add Filter」下, 選擇「DOCUMENT TYPE」
3. 選擇「ORDER/ ORDER CHANGE」
4. 選取「Add Filter」完成

The screenshot illustrates the steps to apply filters in the Document Manager application. At the top, the 'Document Manager' header is visible with 'View Totals' and 'Create Document' options. A search bar and 'APPLY FILTER' button are present. A blue arrow points from the 'APPLY FILTER' button in the header to the 'Add Filter' dialog box. The 'Add Filter' dialog has a close button (X) and two expandable sections: 'Transaction type' and 'Document type'. A blue callout '2.' points to the 'Document type' section. The 'Document type' sub-dialog is open, showing a list of document types: 'Order' (checked with a blue bar and a white checkmark), 'Order Change' (checked with a blue bar and a white checkmark), and 'Goods Receipt'. A blue callout '3.' points to the 'Order' and 'Order Change' items. At the bottom of the 'Document type' dialog is a large blue 'APPLY FILTER' button, with a blue callout '4.' pointing to it.

# PO 轉換提示

5. 選取採購訂單。
6. 按一下「Create invoice from orders」。

The screenshot shows the Document Manager interface with a table of purchase orders. The table has columns for TYPE, DOCUMENT ID, PAYMENT, STATUS, CURR, AMOUNT, SENDING PARTY, RECEIVING PARTY, MODL, DUE, ISSUE, REQUEST DESCR, ACTIONS, and ACCOUNTING S. The third row is selected, and the 'Create invoice from orders' button is highlighted.

TYPE	DOCUMENT ID	PAYMENT	STATUS	CURR	AMOUNT	SENDING PARTY	RECEIVING PARTY	MODL	DUE	ISSUE	REQUEST DESCR	ACTIONS	ACCOUNTING S
po	Purchase or... 18	-	RECEV...	EUR	7,500.00	Green... Inc.	J.K. 06/1...	-	06/1...	-		View Transaction	21312
po	Purchase or... 17	-	REPLAC...	EUR	5,712.00	Green Inc.	J.K. 05/1...	-	05/1...	-		View Transaction	21312
po	Purchase or... 16	-	RECEV...	EUR	4,900.00	Green Inc.	J.K. 30/1...	-	30/1...	-		View Transaction	21312
po	Purchase or... 1	-	SENT	EUR	171.36	Bluet	S 28/1...	-	28/1...	-		View Transaction	-
po	Purchase or... 15	-	RECEV...	EUR	171.36	Green Inc.	J.K. 28/1...	-	28/1...	-		View Transaction	21312

1 of 91 rows selected  Deselect All **Create invoice from orders**

1 - 20 (91) 3 4 5 >>> DOWNLOAD CSV

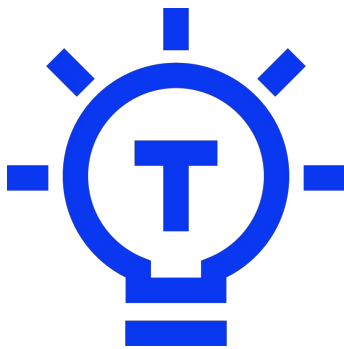
# PO 轉換提示

7. 滑動按鈕「Show billed line items」即可看到已全數開票之明細項目。
8. 選取有可開票數量之明細後，按一下「CREATE INVOICE」。

The screenshot displays a web interface for managing purchase orders. At the top, it says 'Select order lines from Gre s Inc.' with a search bar and a 'Show billed line items' toggle switch. Below this is a table with columns: ORDER ID, LINE ID, ITEM ID, DESCRIPTION, BASE QUANTITY, UNIT PRICE, TAX, REMAINING QUAN..., and REMAINING AMO... The table contains four rows of data. A blue callout box with the number '7.' points to the 'Show billed line items' toggle. At the bottom right, a blue callout box with the number '8.' points to a 'CREATE INVOICE' button.

ORDER ID	LINE ID	ITEM ID	DESCRIPTION	BASE QUANTITY	UNIT PRICE	TAX	REMAINING QUAN...	REMAINING AMO...
Purchase order #16	3	3	Chairs - High Type 4	1	€100.00	-	0	€0.00
Purchase order #16	2	2	Desk - High Type 8	1	€100.00	-	0	€0.00
Purchase order #16	1	1	Lamp - Round Type 1	1	€10.00	-	5	€50.00
Purchase order #16	4	4	Monitor - Type 12	1	€120.00	-	3	€360.00

# 訂單變更



# 如何將訂單變更轉換為發票



1 **Go to OPTIONS (移至「OPTIONS」)**

2 **Create Invoice from here (在此處建立發票)**

**Order Change view (訂單變更檢視)**

Document Options

- CREATE FROM THIS DOCUMENT
  - +** Create invoice
- DOCUMENT ACTIONS
  - Download as...
  - Archive document
- MORE OPTIONS
  - Send us your feedback

Purchase Order Change #4500000173  
Received: 11/02/2022 5 days ago

SENDER: New York, US  
Person reference: U0093632

RECIPIENT: BROOKLYN PARK, US

TOTAL PAYABLE AMOUNT: USD 14,025,210.54

ISSUE DATE: 07/09/2018, SEQUENCE NUMBER: 2

RELATED DOCUMENTS (7)

- Order Change #4500000173 (OC) Created date: 11/02/2022
- Credit Note #5000000034 (CN) Created date: 01/02/2022
- Invoice #5000000015 (INV) Created date: 01/02/2022

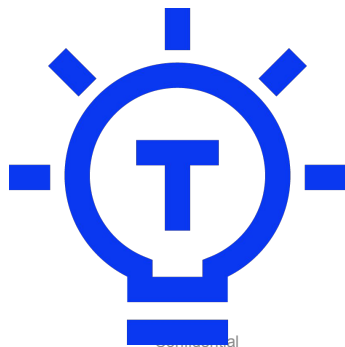
PURCHASE ORDER REFERENCE: 4500000173

# CREATE 啟動器

適用於非採購訂單供應商

貢獻、補助、捐款、公營事業

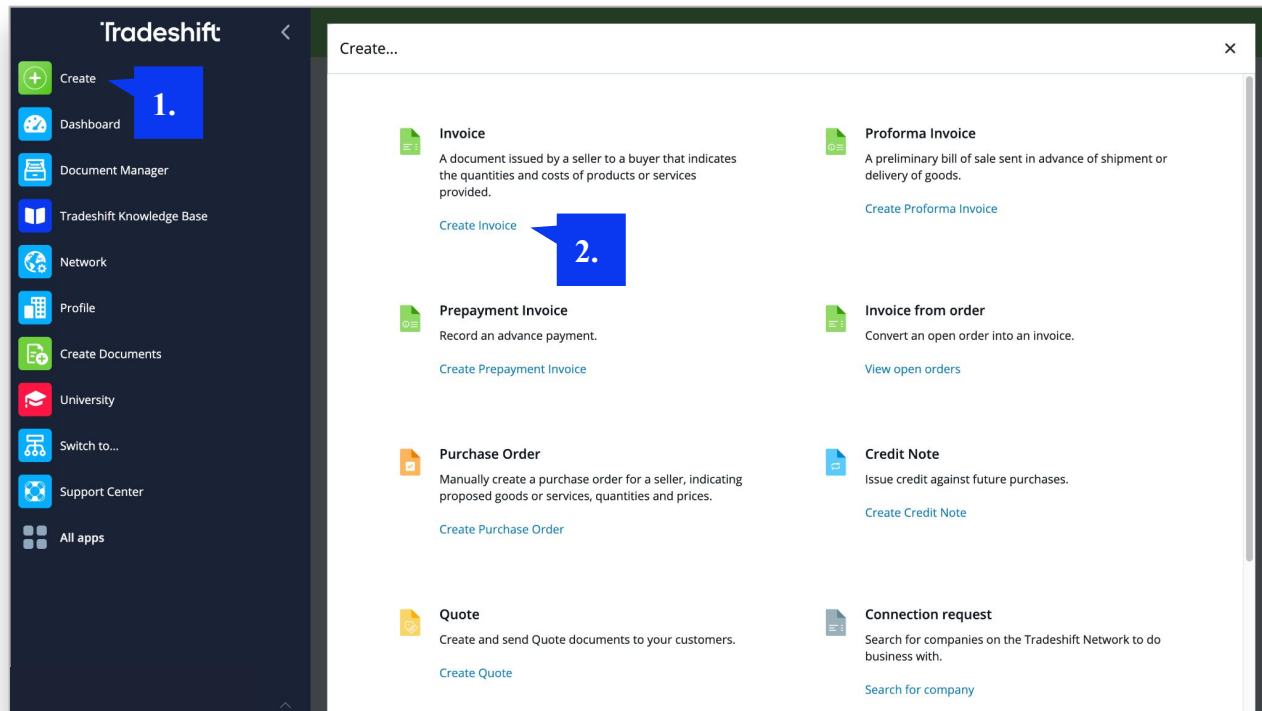
Levi Strauss & Co. 不會在 Tradeshift 上向您傳送採購訂單



# 如何使用 CREATE 啟動器開立發票

如果 Levi Strauss & Co. 已將貴司標示為非採購訂單供應商，貴司可透過 CREATE 啟動器 建立無需 PO 之發票。

1. 按一下「CREATE」應用程式
2. 按一下「Create Invoice」



# 如何使用 CREATE 啟動器開立發票

3. 搜尋您的客戶名稱, 然後選擇法律實體。
4. 請填寫**必填欄位**, 比如:
  - 發票號碼
  - 發票日期
  - 貨幣
  - 人員參考: 您的 Levi Strauss & Co. 聯絡人電子郵件 (@levi.com)

如適用於與 Levi Strauss & Co. 的業務情境

- 新增可選欄位

標題層級細節

Invoice

Create invoice Create from existing document

To

Search for company name, e-mail or address

LS&CO - LS Asia Pacific Division Pte. Ltd. (Singapore)- 361 - SG

No match? Search or add a connection in Network

Invoice number \*

Next number: TEST\_INV\_003

Issue date \* Currency

03/03/26 SGD

PO Number

Person reference

Add optional field

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
			EA			0.00

Discard Save as draft

PREVIEW SEND

Chat

# 如何使用 CREATE 啟動器開立發票

5. 填寫明細內容與稅率 %
6. 標頭層級的費用或折讓(折扣)受到限制。僅限明細層級。允許收費或折讓(折扣)。
7. 按一下「ADD NEW LINE」新增額外明細項目

明細層級詳細資訊

5.

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
1	Phone Cable	30	pcs	15	7.6%	450
	Overtime Claim	5	%		7.6%	22.5

6.

7.

ADD NEW LINE

+ Add header charge, discount or tax

+ Show base quantity column

Subtotal excl. taxes

Charge

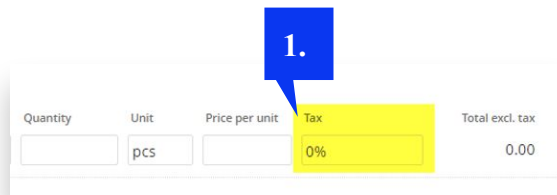
Chat

PREVIEW SEND

Discard Save as draft

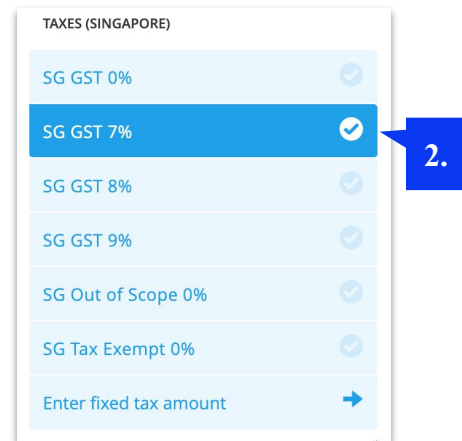
## 如何使用 CREATE 啟動器開立發票 - 在發票中新增稅金

1. 填寫完發票明細後，務必按一下「Tax」欄位，並選取對應的稅率



Quantity	Unit	Price per unit	Tax	Total excl. tax
<input type="text"/>	pcs	<input type="text"/>	0%	0.00

2. 螢幕右側會出現一個快顯視窗您應在首次開放面板時看到以下內容。



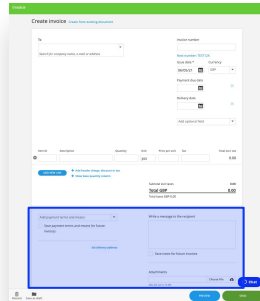
TAXES (SINGAPORE)

- SG GST 0%
- SG GST 7%
- SG GST 8%
- SG GST 9%
- SG Out of Scope 0%
- SG Tax Exempt 0%
- Enter fixed tax amount

# 如何使用 CREATE 啟動器開立發票

8. 不需要您的銀行帳戶詳細資訊
9. 如果是在新加坡: 按一下「Set delivery details」填寫配送地址
10. (可選) 給您的客戶留言
11. [強制] 上傳文件作為附加參考

**!** 不需要您的銀行帳戶詳細資訊。請注意, Levi Strauss & Co. 的發票系統中已擁有這些資訊, 並會用來支付您的發票。



Add payment terms and means

8.

Save payment terms and means for future invoices

新增附件



9.

Set delivery address

Delivery address

Country/Region

France

Write a message to the recipient

Save notes for future invoices

Attachments

Choose File

Max file size is 10 Mb

10.

11.

Delivery address	Country/Region
	Canada
	Postbox
	Number
	1725 16th Ave
	Street
	200
	Locality name
	City
	Richmond Hill
	State
	ON
	Postal/ZIP
	L4B 4C6

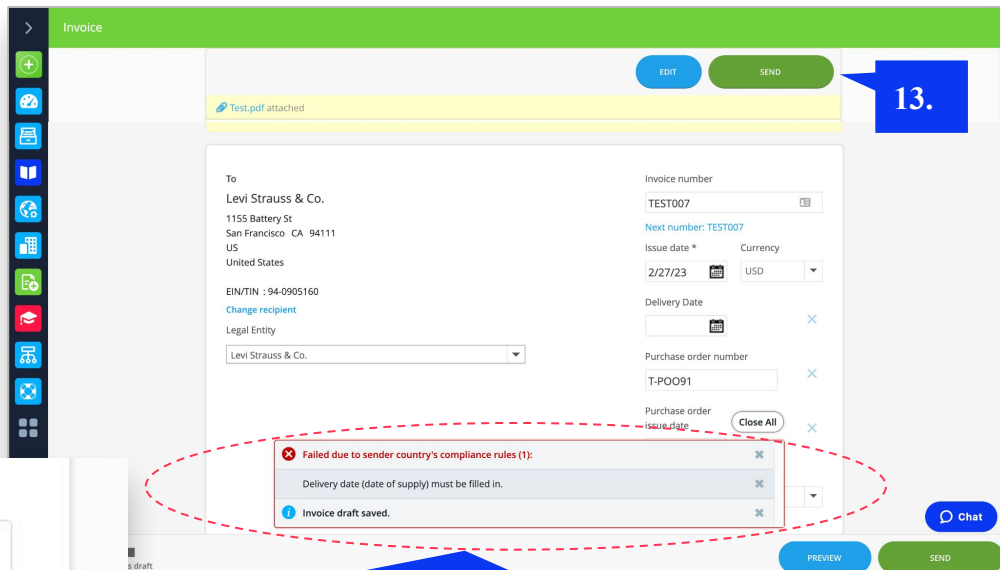
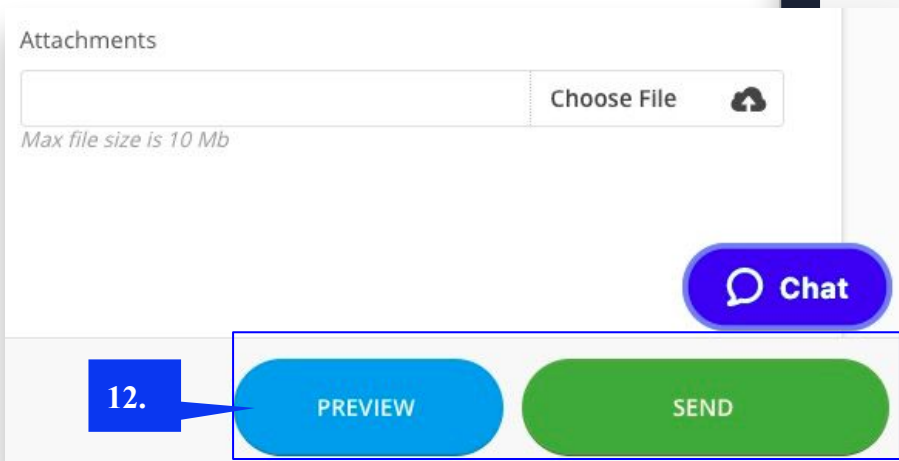
**Tip: If you are modifying the ship to information, please ensure that you enter the 2-character state/region ISO code and do not spell out the region name. I.e. ON versus Ontario**

# 如何使用 CREATE 啟動器開立發票

12. 按一下「PREVIEW」在傳送前檢查是否有錯誤。

13. 按一下「SEND」

⚠️ 無法在傳送發票後編輯或刪除副本。



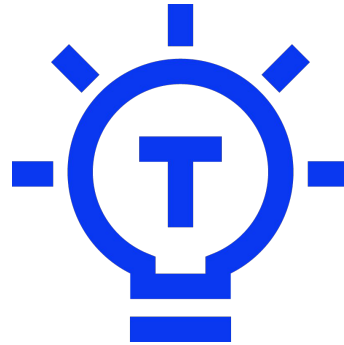
⚠️ You will see error messages in red if mandatory data is missing. Please insert / modify details accordingly

(如果未填寫必填資料，則會看到紅色的錯誤訊息。請根據需要插入/修改詳細資訊)

# 有關發票的重要說明

- 如果您在「Document Manager」中收到 Levi Strauss & Co.的採購訂單，建議直接在 Tradeshift 建立發票。這是發立發票(連同採購訂單)的最快且最有效的方法，同時也能減少錯誤。
- 如果不確定 Levi Strauss & Co.要求的詳細資訊，比如法律實體、聯絡人、合同號碼，請參考現有合同或直接聯繫他們：[mbxTradeShiftInfo@levi.com](mailto:mbxTradeShiftInfo@levi.com)

# 貸項通知單



# 建立貸項通知單

要修正請款錯誤或開立折讓，請產生貸項通知單。

## 前提條件：

您先前已向 Levi Strauss & Co. 開立發票，目前尚有貸項需處理。請注意，貸項通知單係與發票文件編號綁定。

# 如何建立貸項通知單

1. 在「Document Manager」應用程式中選取要更正的發票。
2. 移至「Actions」，然後選取「Document Options」。從下拉式清單中按一下「Create credit note」

The screenshot displays the 'Document Manager' application interface. On the left, a sidebar contains navigation icons and a 'Filter' search bar. Below the search bar, there are sections for 'Quick Filters' and 'Document Types'. Under 'Document Types', the 'Invoice Type' is selected, with a sub-list including 'Invoice', 'Corrective Invoice', 'Debit Note Invoice', 'Prepayment Invoice', 'Proforma Invoice', and 'Self-Billed Invoice'. The main area shows a table of documents with columns for TYPE, DOCUMENT NUMBER, STATUS, PREVIEW, AMOUNT, SENDER, RECIPIENT, MODIFIED, and DUE D. ACTIONS. A table row is visible for an 'Invoice' with document number 'TEST\_INV\_001', status 'SENT', amount 'SGD 2,808.75', sender 'LS&CO TEST (SG)', and recipient 'LS Asia Pacific Division Pte. Ltd. (S...'. A context menu is open over the 'SENT' status, listing actions: 'Change document status', 'Download document', 'Create credit note', 'Use as draft', 'Manage access', and 'Archive document'. A 'VIEW DOCUMENT' button is at the bottom of the menu. A blue callout box with the number '1.' points to the 'Document Options' label in the top right corner of the table row. Another blue callout box with the number '2.' points to the 'Create credit note' option in the context menu.

TYPE	DOCUMENT NUMBER	STATUS	PREVIEW	AMOUNT	SENDER	RECIPIENT	MODIFIED	DUE D.	ACTIONS
Invoice	TEST_INV_001	SENT		SGD 2,808.75	LS&CO TEST (SG)	LS Asia Pacific Division Pte. Ltd. (S...	03/03/2026	-	View Transaction Document Options

# 如何建立貸項通知單

3. 填寫貸項編號，其他詳細信息已預先填入

Create Tax Creditnote [Create from existing document](#)

To  
LS Asia Pacific Division Pte. Ltd. (Singapore)  
14-09  
11 North Buona Vista Drive, Metropolis Tower 2  
Singapore  
138589  
Singapore

GST No. : 197201078M  
Unique Entity No. : 197201078M  
[Change recipient](#)

Legal Entity  
LS Asia Pacific Division Pte. Ltd. (Singapore)

Credit Note number

Next number: 1

Issue date \*

Invoice number  
TEST\_INV\_001

Invoice issue date  
03/03/26

Purchase order number  
PO3610001TE

Person Reference  
TEST@levi.com

Add optional field

3.

# 如何建立貸項通知單

⚠ 已預先填入明細項目詳情。

⚠ 平台不接受負金額。若該文件為貸項通知單，即自動表示全額將貸記至 Levi Strauss & Co.

⚠ 如果是部分貸項，請透過調整數量或金額更新明細層級詳情。

Credit Note

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
1	Test Item 001	1,000	EA	2.50	7%	2,500

Purchase order number: PO3610001TEST

Purchase order line number: 1

Invoice line number: 1

Delivery address

Country/Region: Singapore

Postbox:

Number: 14-09

Street: 11 North Buona Vista Drive, M

Locality name: Tower 2

Town: Singapore

Postcode: 138589

Location Id:

MS Discard Save as draft PREVIEW SEND

# 如何建立貸項通知單

4. 可以為收件者留言
5. (強制) 附上 pdf 版本的貸項通知單。
6. 按一下「Preview」查看詳情, 然後按一下「Send」
7. 在「Document manager」中使用貸項通知單文件類型篩選器查找貸項通知單

Notes

Write a message to the recipient

Save notes for future Credit Notes

Attachments

Choose File

Max file size is 10 Mb

Discard Save as draft

PREVIEW SEND

Document Manager

Filter Search

Quick Filters

Document Types

Unselect all

Invoice Type

Purchase Order T

Credit Note

DOCUMENT TYPES: Credit Note x Clear all Save

TYPE	DOCUMENT NUMBER	STATUS	PREVIEW	AMOUNT	SENDER	RECIPIENT	MODIFIED	ACTIONS
<input type="checkbox"/> Credit Note	TEST_CRN_001	SENT		SGD -2,675.00	LS&CO TEST (SG)	LS Asia Pacific Division Pte. Ltd. (S...	03/03/2026	...

CREATE DOCUMENT

06

有用資訊

# 如何解讀文件狀態

可以透過 [Document Manager] 應用程式追蹤即時文件狀態。

## SENT

已將文件成功提交給客戶。

## DRAFT

已建立發票(儲存為草稿), 但尚未傳送。可以根據需要編輯或刪除草稿發票。

## ACCEPTED

客戶已接受文件, 並正在處理中。

## REJECTED

客戶已拒絕該文件。請直接聯繫客戶以詢問拒絕的原因。

## FAILED

發票傳送失敗。請按一下該文件查看錯誤訊息並重新傳送。

## MARKED PAID

發票已由客戶付款。

The screenshot shows the Tradeshift Document Manager interface. On the left is a dark sidebar with various navigation options. The 'Document Manager' option is highlighted with a blue box. A blue arrow points from this box to a dropdown menu that is open over the table, showing status options: SENT, DRAFT, ACCEPTED, REJECTED, FAILED, and MARKED PAID. The table below shows a list of invoices with columns for TYPE, DOCUMENT ID, STATUS, CURRENCY, AMOUNT, and SENDIN.

	TYPE	DOCUMENT ID	STATUS	CURRENCY	AMOUNT	SENDIN
<input type="checkbox"/>	INV	Invoice	IMSCI006982-Test24	SENT	GBP	867.19 Alan S
<input type="checkbox"/>	INV	Invoice	IMSCI006982-Test23	DRAFT	GBP	867.19 Alan S
<input type="checkbox"/>	INV	Invoice	IMSCI006982-Test22	ACCEPTED	GBP	867.19 Alan S
<input type="checkbox"/>	INV	Invoice	IMSCI006982-Test21	REJECTED	GBP	867.19 Alan S
<input type="checkbox"/>	INV	Invoice	IMSCI006982-Test2	FAILED	GBP	867.19 Alan S
<input type="checkbox"/>	INV	Invoice	00319-2020002 A03	MARKED PAID	GBP	34,268.00 Alan S

# Levi Strauss & Co. 公司首頁


可在公司首頁中查閱所有關於客戶轉換至 Tradeshift 系統的必要資訊。

您可以在此瀏覽我們提供的選項，  
並在 Tradeshift  
平台上選擇最符合您要求的開立發票方式。

它還包含客戶設定的[發票驗證規則](#)。

您客戶的公司首頁將透過邀請電子郵件分享給您 -  
<https://levis.support.tradeshift.com/>

不過，您可以參考此處獲取一般資訊  
：[support.tradeshift.com](https://support.tradeshift.com)

English  Login

## Hello Everyone,


We are excited to introduce Tradeshift, a cloud-based purchasing platform. This initiative will streamline LS&Co.'s indirect purchasing process, making it more efficient and transparent for you.

With Tradeshift, we are simplifying the invoice-to-payment cycle, improving compliance, and enabling electronic invoicing via PO flip. Features like supplier catalogues and better collaboration will make working together easier.

This page is your starting point to explore the new platform and its features. For questions, contact us at [mbxTradeshiftinfo@levi.com](mailto:mbxTradeshiftinfo@levi.com).

Thank you for your support as we build a more efficient future!


Warm regards,



Tara Lancaster  
Director, Accounts Payables, LS&Co.


## LEVI STRAUSS & CO.

### Need help?

**Contact Levi Strauss & Co.**


For business queries regarding invoicing via Tradeshift, please contact Levi Strauss & Co. via the button below.

[Send email](#) >

**Contact Tradeshift**

If you have technical questions, submit your query to the Tradeshift Support team via the button below.

[New request](#) >



# 其他功能

Click "Other Actions" for more actions. Example: Download the PDF copy of the Invoice. (按一下「Other Actions」查看更多動作。範例：下載發票的PDF 副本。)

Open Conversation panel (開啟「Conversation」面板)

Contact document receiver

Invoice

Purchase Order TS-310-1150 related

MARK AS PAID

OTHER ACTIONS

SENT

Strauss & Co  
Battery St  
San Francisco CA 94111  
United States  
EIN : 94-0905160

alexandra.manta@tradeshift.com  
EIN/TIN : 99-2589876

Purchase order number T-POO91  
Purchase order issue date 2/27/23

Currency USD

Delivery Date 2/28/23

Item ID	Description	Quantity	Unit	Unit price	Tax	Total CAD excl taxes
1	Demo product 1	5	pcs	10.00	0%	50.00

Purchase order number: TS-310-1150  
PO Line Number:  
Commodity Classification: UNSPSC 80161503  
Delivery to: test test,  
Richmond Hill, ON L4B 4C6, CA

Conversation

0 participants

ISSUE DATE 16 May 21

Invoice sent to [redacted] Australia  
2 days ago

Australia accepted Invoice  
2 days ago

Comment in document  
Expected payment due date: 2021-09-14.

Invoice created by [redacted] AUSTRALIA  
a day ago

Invoice [redacted]  
INV

-AUD 526.6

18 May 21

sent to [redacted] Australia  
a day ago

NEW MESSAGE

Conversation panel displays timestamped statuses and actions taken on the document such as: The document is Accepted or Rejected. (「Conversation」面板顯示文件的時間戳記狀態與執行過的動作，比如：已被接受或拒絕文件。)

Click here to add attachments (按一下此處新增附件)

Click here to send a message (按一下此處傳送訊息)

## 其他功能 - 支援聊天功能

工作日 (週一至週五) 提供即時聊天支援

The screenshot shows the 'Edit Invoice' page in a web application. A blue callout box points to a 'Chat' button in the bottom right corner. The callout contains the text: 'Click here to chat with our customer support for assistance. (按一下此處與我們的客戶支援聊天以獲取幫助。)'

**Invoice**

### Edit Invoice

To: Levi Strauss & Co.  
1155 Battery St  
San Francisco CA 94111  
US  
United States  
EIN/TIN : 94-0905160  
[Change recipient](#)  
Legal Entity: Levi Strauss & Co.

Invoice number: TEST009  
Next number: TEST009  
Currency: USD

Item ID	Description	Quantity	Unit	Price per unit	Tax
---------	-------------	----------	------	----------------	-----

Discard Save as draft

The screenshot shows a chat window titled 'Chat with us' for 'Hafi Customer Support'. The chat history includes:

- Today 16:50
- Hi, I need help to invoice to my buyer.
- Chat started
- Customer Service: Thank you for contacting Tradeshift Support. In a moment you will be connected with one of our Chat Champions.
- Hafi joined the chat
- Hafi: Good day! Welcome to Tradeshift Support. My name is Hafi and I will be assisting you today.
- How may I help you today?

Type a message here...

zendesk

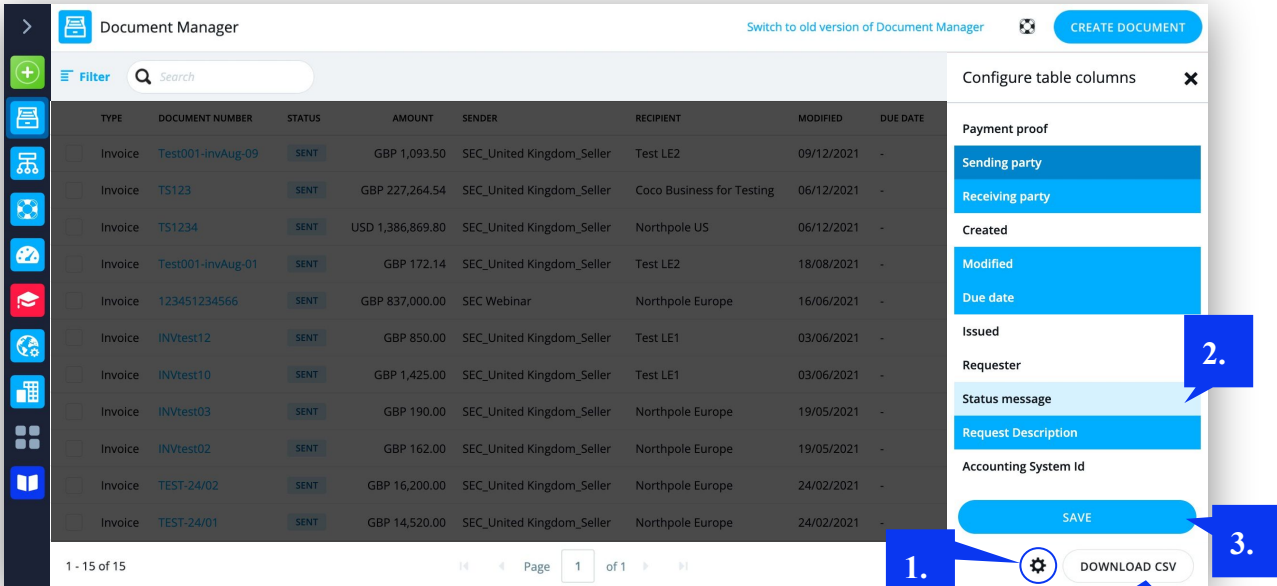
# 自訂表格

如何檢查發票或付款狀態？

也可以在「Status Message」欄中查看文件狀態詳情。

Document Manager 應用程式默認未啟用此功能，以下是啟用此功能的方法。

1. 按一下  圖示
2. 選取「Status Message」
3. 按一下「Save」



Document Manager

Switch to old version of Document Manager

CREATE DOCUMENT

Filter Search

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	-

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

1. 2. 3.

Click on **DOWNLOAD CSV** to save the report  
(按一下「**DOWNLOAD CSV**」儲存報告)



# 高級供應商訂閱

## 模型與目標受眾

- 分級訂閱透過確保服務品質提供價值。
- 目標：所有買方加總後，每季度處理 31 張以上發票的供應商。

## 包含與不包含的內容

- 訂閱涵蓋服務；技術使用（例如，電子發票）仍然免費。
- 無訂閱：[我們保留移除服務的權利](#)（例如，帳戶支援、整合維護）。

## 更多資源

- 所有使用者均可使用 [知識庫](#) 與 [Tradeshift 大學](#)。
- 更多資訊：[Tradeshift 供應商訂閱頁面](#)

# What do you get with a subscription?

Access to unparalleled value.



Document Storage



Reduced Costs



Integration Updates and Maintenance



Improved Cash Flows



Accelerated Digital Transformation & Support



Collaborative Tools

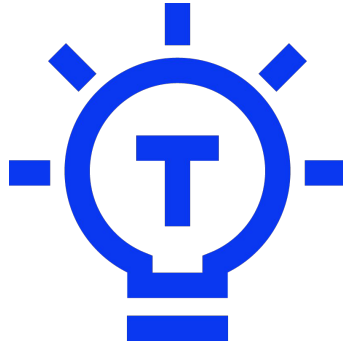
## 其他功能 - 常見錯誤與解決方案

錯誤訊息	原因	解決方案
Supplier Party tax identifier is mandatory.	公司設定檔中缺少供應商 VAT	請在您的公司設定檔的「Company Identifiers」部分更新稅號/VAT 詳情。
The invoice number allows maximum 16 alphanumeric characters except spaces and special characters	「Document ID」超過允許的最大長度或為空 或者 「Document ID」包含不接受的特殊字元，如 !@#\$%^&*() 或空格	「Invoice Number」必須符合字母/數字格式，且不包含特殊字元。
Issue Date is mandatory and can't be in the future	「Issue Date」缺失或超出允許的範圍	「Issue Date」不能是今天以後的日期。
It appears that you are not yet set up to send documents to this particular client organisation [...]	連線屬性不完整	請透過建立支援單聯繫我們的 <a href="#">支持團隊</a> 。

## 其他功能 - 常見錯誤與解決方案

錯誤訊息	原因	解決方案
Company identifier has already been used	有 1 個以上帳戶使用相同的公司 VAT。這將導致發票錯誤。	請建立支援單，我們的 <a href="#">支持團隊</a> 將協助確認處理。
Error - Activating Profile 'A company of that country/region already exists'	平台中已存在該啟用連結所登記的公司名稱。	請建立支援單，我們的 <a href="#">支持團隊</a> 將協助確認處理。
Unable to change company name	該公司名稱已被使用。	您可以新增任意特殊字元，讓公司名稱成為唯一值。
Unable to invite user	使用者帳號可能在我方系統中被鎖定。	請建立支援單，我們的 <a href="#">支持團隊</a> 將協助確認處理。

# Tradeshift 平台操作導覽



## 2026 年 4 月 15 日上線項目：

- LS&CO - LS Australia Pty.Ltd. - 341 - AU
- LS&CO - LS Global Trading Company II, Ltd- 461 - VN
- LS&CO - LS Commerce (Shanghai) Limited- 375 - CN
- LS&CO - LS Global Trading Company II, Ltd- 451 - BD
- LS&CO - Hong Kong Ltd.- 258 - HK
- LS&CO - LS Philippines Inc.II- 364 - PH
- LS&CO - LS Global Trading Company II, Ltd - 459 - PH
- LS&CO - LS Asia Pacific Division Pte.Ltd.(Singapore)- 361 - SG
- LS&CO - PT LS Indonesia - 350 - ID
- LS&CO - LS Japan K.K.- 353 - JP
- LS&CO - LS Global Trading Company II, Ltd- 458 - PK
- LS&CO - LS Global Trading Company II, Ltd- 460 - TR
- LS&CO - LS USA, LLC.(Taiwan Branch)- 366 - TW

## 2026 年 4 月 15 日上線項目：

- LS&CO - LS Global Trading Company II, Ltd- 450 - HK
- LS&CO - LS RETAIL (MACAU) LIMITED- 480 - MO
- LS&CO - Levi Strauss (Thailand) Ltd - 349 - TH
- LS&CO - LS New Zealand Ltd.- 356 - NZ
- LS&CO - LS Retail (Malaysia) Sdn.Bhd.- 358 - MY
- LS&CO - LS Malaysia Sdn.Bhd.- 357 - MY
- LS&CO - LS Korea Ltd.- 354 - KR
- LS&CO - LS Global Trading Company II, Ltd- 457 - MX
- Levi Strauss Global Trading Company II Limited (Foreign Branch)- 462 - EG
- LS&CO - LS Global Trading Co. Ltd.- 369 - HK

## Levi Strauss & Co. entities already LIVE with Tradeshift

- LS&CO - Beyond Yoga - 220 - US
- LS&CO - LS Middle East Readymade Garments Trading L.L.C - 367 - AE
- LS&CO - LS Continental, S.A.(Paris branch)- 271/ France
- LS&CO - Paris O. L.S. Sarl- 475/ France
- Levi Strauss de Mexico, S.A. de C.V. - 333 - MX
- LS&CO - Levi Strauss & Co. - 200 - US
- LS&CO - Levi's Only Stores, Inc. - 207 - US
- LS&CO Canada Inc. - 310
- LS&CO - LS India Private Ltd.- 362 - IN
- LS&CO- LS South Africa (Pty) Ltd - 208 - ZA
- LS&CO - LS Pakistan (Private) Ltd.- 363 - PK
- LS&CO - LS Istanbul Konfeksiyon Sanayi Ve Ticaret A.S. - 264 - TR

07

常見問題

# 常見問題

1. 如果我在網路研討會後需要支援，該如何聯繫 Tradeshift 獲得進一步的協助？

您可以透過

<https://levis.support.tradeshift.com/requests/new>

建立支援單聯繫我們。我們的支援團隊將通過電子郵件與您聯繫。

另外，我們可透過  在平台上提供協助。

您可以嘗試 AskAda ，我們全新的 AI 助手 — 24/7 隨時可用。

不過，如果您對付款或合約相關/PO 相關查詢，請直接聯繫 Levi Strauss & Co.。

2. 我該如何從 Tradeshift 取得包含啟用連結的邀請郵件？

您將會收到 Tradeshift 或您的客戶的邀請電子郵件。如果您在信箱中未找到，請檢查垃圾郵件資料夾。如果尚未收到邀請電子郵件，請聯繫

Levi Strauss & Co. : [mbxTradeShiftInfo@levi.com](mailto:mbxTradeShiftInfo@levi.com)。

# 常見問題

3. 發票在透過 Tradeshift 傳送後，還必須另外以電子郵件或郵寄方式送出嗎？

不用，但您必須在提交電子發票時附上系統產生的 PDF 發票以供參考。

4. 我在「Document manager」應用程式中找不到訂單表單。請問接下來該如何處理？

請與 Levi Strauss & Co. 確認您的採購訂單是否由 Tradeshift 傳送。

如果您的客戶確認，那麼您應該在[此處](#)聯繫支援團隊



**Shift: happens.**