



Tradeshift®

**Levi Strauss & Co.
Supplier Invoicing Policies**



Introduction

This document describes Levi Strauss & Co. invoicing policies that you as a supplier will follow. These policies have been put in place to ensure both the quality and speed of invoice processing.

Levi's invoices are processed only once a supplier provides the required information.

Tradeshift is our service provider for receiving and processing invoices. Levi Strauss & Co. has requested that Tradeshift enforce our policies and any invoices that are not compliant will be rejected. [More information here.](#)

The policies in this document relate to invoices and credit notes received by Levi Strauss & Co. through Tradeshift.

Highlighted policies

All policies are listed in the following sections, but we would like to highlight the following :

- The Document Id needs to be unique per Seller/Buyer relation, and should not be more than 16 characters long.
- Purchase Order Number and Order Line Number are **required** on the Invoices at Header and Line level.
- The Purchase Order Number used in the Invoice must exist in the Tradeshift platform before the Invoice can be sent to Levi's due to PO matching validation.
- Invoice Currency and Unit of Measure (UOM) must match the Purchase Order currency.



Required information for invoices

| Rule # | Mandated Information | Description |
|---------------|----------------------------------|--|
| 01 | Invoice Number | An identifier for the Invoice assigned by the vendor. |
| 02 | Invoice Date | The date assigned by the vendor on which the Invoice was issued. |
| 03 | Invoice Currency Code | The currency in which the Document is presented. |
| 04 | Invoice Sender Party ID | The ID of the invoice sender (seller). |
| 05 | Invoice Sender Party ID Scheme | The scheme for the ID of the invoice sender (seller). |
| 06 | Invoice Sender Party Name | The Name of the invoice sender (seller). |
| 07 | Invoice Sender Country Code | An identifier for the Country (seller). |
| 08 | Invoice Receiver Party ID | The ID of the invoice receiver (buyer). |
| 09 | Invoice Receiver Party ID Scheme | The scheme for the ID of the invoice receiver (buyer). |
| 10 | Invoice Receiver Party Name | The Name of the invoice receiver (buyer). |
| 11 | Invoice Receiver Country Code | An identifier for the Country (buyer). |
| 12 | Invoice Total Tax Amount | The total tax amount for a tax type; the sum of each of the tax subtotals for each tax category within the tax type. |



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| 13 | Invoice Sub-Total Taxable Amount | The net amount to which the tax percent (rate) is applied to calculate the tax amount. |
| 14 | Invoice Sub-Total Tax Amount | The amount of tax stated explicitly. |
| 15 | Invoice Sub-Total Tax Category ID | Identifies the tax category. |
| 16 | Invoice Sub-Total Tax Category Percent | The tax rate for the category, expressed as a percentage. |
| 17 | Invoice Sub-Total Tax Scheme ID | Identifies the tax scheme. |
| 18 | Invoice Total Line Amount | The total of line amounts net of tax and settlement discounts. |
| 19 | Invoice Tax Total | The total tax amount of the invoice. |
| 20 | Invoice Total | The total amount to be paid. |
| 21 | Invoice Payable Amount | The total amount to be paid. |

Line level required information

| Rule # | Mandated Information | Description |
|--------|-------------------------------|--|
| 22 | Invoice Line ID | Identifies the Invoice Line. |
| 23 | Invoice Line Quantity | The quantity (of Items) on the Invoice Line. |
| 24 | Invoice Line Unit Code | The unit code related to the quantity. |
| 25 | Invoice Line Extension Amount | The total amount for the Invoice Line, including Allowance and Charges but net of taxes. |
| 26 | Invoice Line Total Tax Amount | The total tax amount for a tax type; the sum of each of the tax subtotals for each tax category within the tax type. |

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| 27 | Invoice Line Sub-Total Taxable Amount | The net amount to which the tax percent (rate) is applied to calculate the tax amount. |
| 28 | Invoice Line Sub-Total Tax Amount | The amount of tax stated explicitly. |
| 29 | Invoice Line Sub-Total Tax Category ID | Identifies the tax category. |
| 30 | Invoice Line Sub-Total Tax Category Percent | The tax rate for the category, expressed as a percentage. |
| 31 | Invoice Line Sub-Total Tax Scheme ID | Identifies the tax scheme. |
| 32 | Invoice Line Item Description | Free-form field that can be used to give a text description of the item. |
| 33 | Invoice Line Unit Price | The unit price of the item, including Allowance and Charges but net of taxes. |
| 34 | Invoice Line Base Quantity Unit Code | The Unit Code related to the quantity. |



Required information on credit notes

| Rule # | Mandated Information | Description |
|---------------|---------------------------------------|--|
| 01 | Credit Note Number | An identifier for the Credit Note assigned by the Creditor. |
| 02 | Credit Note Date | The date assigned by the Creditor on which the Credit Note was issued. |
| 03 | Credit Note Currency Code | The currency in which the Document is presented. |
| 04 | Credit Note Sender Party ID | The ID of the Credit Note sender (seller). |
| 05 | Credit Note Sender Party ID Scheme | The scheme for the ID of the Credit Note sender (seller). |
| 06 | Credit Note Sender Party Name | The Name of the Credit Note sender (seller). |
| 07 | Credit Note Sender Country Code | An identifier for the Country(seller). |
| 08 | Credit Note Receiver Party ID | The ID of the Credit Note receiver (buyer). |
| 09 | Credit Note Receiver Party ID Scheme | The scheme for the ID of the Credit Note receiver (buyer). |
| 10 | Credit Note Receiver Party Name | The Name of the Credit Note receiver (buyer). |
| 11 | Credit Note Receiver Country Code | An identifier for the Country(buyer). |
| 12 | Credit Note Total Tax Amount | The total tax amount for a tax type; the sum of each of the tax subtotals for each tax category within the tax type. |
| 13 | Credit Note Sub- Total Taxable Amount | The net amount to which the tax percent (rate) is applied to calculate the tax amount. |

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|----|-------------------------------------|--------------------------------------|
| 14 | Credit Note Sub-Total Tax Amount | The amount of tax stated explicitly. |
|----|-------------------------------------|--------------------------------------|



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|----|---|--|
| 15 | Credit Note Sub-Total Tax Category ID | Identifies the tax category. |
| 16 | Credit Note Sub-Total Tax Category Percent | The tax rate for the category, expressed as a percentage. |
| 17 | Credit Note Sub-Total Tax Scheme ID | Identifies the tax scheme. |
| 18 | Credit Note Total Line Amount | The total of line amounts net of tax and settlement discounts. |
| 19 | Credit Note Tax Total | The total tax amount of the Credit Note. |
| 20 | Credit Note Total | The total amount to be paid. |
| 21 | Credit Note Payable Amount | The total amount to be paid. |

Line level required information

| Rule # | Mandated Information | Description |
|--------|---|--|
| 22 | Credit Note Line ID | Identifies the Credit Note Line. |
| 23 | Credit Note Line Quantity | The quantity (of Items) on the Credit Note Line. |
| 24 | Credit Note Line Unit Code | The unit code related to the quantity. |
| 25 | Credit Note Line Extension Amount | The total amount for the Credit Note Line, including Allowance and Charges but net of taxes. |
| 26 | Credit Note Line Total Tax Amount | The total tax amount for a tax type; the sum of each of the tax subtotals for each tax category within the tax type. |
| 27 | Credit Note Line Sub Total Taxable Amount | The net amount to which the tax percent (rate) is applied to calculate the tax amount. |

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| 28 | Credit Note Line Sub Total Tax Amount | The amount of tax stated explicitly. |
| 29 | Credit Note Line Sub-Total Tax Category ID | Identifies the tax category. |
| 30 | Credit Note Line Sub-Total Tax Category Percent | The tax rate for the category, expressed as a percentage. |
| 31 | Credit Note Line Sub-Total Tax Scheme ID | Identifies the tax scheme. |
| 32 | Credit Note Line Item Description | Free-form field that can be used to give a text description of the item. |
| 33 | Credit Note Line Unit Price | The unit price of the item, including Allowance and Charges but net of taxes. |
| 34 | Credit Note Line Base Quantity | The actual quantity to which the price applies, defaults to 1. |
| 35 | Credit Note Line Base Quantity Unit Code | The unit code related to the quantity. |
| 36 | Invoice Line Orderable Unit Factor Rate | The factor by which the base price unit can be converted to the orderable unit, defaults to 1. |



Other requirements

Consistency requirements

Single order reference allowed per Invoice

Invoice total amount cannot be < or = \$0

Attachment is required as the PDF image of the Invoice

Order reference is required at header and line level.

- Quantity has a maximum of 12 digits and 2 decimals places.
- Line level Item Id have character limitations of maximum 18 characters.
- Line level Item Descriptions have character limitations of maximum 50 characters. Additional characters will be truncated by the system.
- Invoice issue date longer than 9 months before current date will not be allowed.
- the tax categories exempt and zero rated are only accepted for lines with a 0% tax.
- Pre-payment Invoices must be tax exempted 0%.
- Header level Charges or Allowance (Discounts) are restricted. Only Line level Charges or Allowance (Discounts) are allowed.
- Invoice Currency and Unit of Measure (UOM) must match the Purchase Order currency
- Proforma type document not allowed