

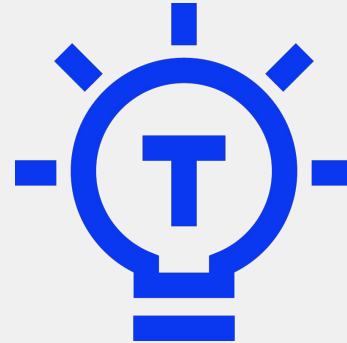


# Levi Strauss & Co. East Asia Pacific: Getting started with Tradeshift



# Agenda

- The invitation from Levi Strauss & Co. East Asia Pacific
- Covering the Basics
- Activating the account on Tradeshift
- Profile Setup
  - Setting up
  - Frequently Used Applications
- Using the Tradeshift Portal and Key Transactions
  - PO Flip Process
  - Order Change
  - The “CREATE” Launcher - Applicable to Non-PO sellers
  - Credit Notes
- Useful Information
  - Document Status
  - Levi Strauss & Co. Landing page
  - Other Features
- FAQs



Tips: Click on the title to view the relevant topic

01

**The invitation from  
Levi Strauss & Co.**

# Levi Strauss & Co. - Introduction

Dear Supplier,

**Levi Strauss & Co. is partnering with Tradeshift** to simplify and enhance how we do business together. Starting from April 15, 2026, Levi Strauss & Co. will transition to the Tradeshift platform for all indirect purchasing across **East Asia Pacific and Greater China** cluster.

After this date, these entities will exclusively use Tradeshift to create indirect purchase orders and process invoices.

We ask that suppliers activate their accounts in Tradeshift. Once fully onboarded to the Tradeshift network, our suppliers will be able to:

- Collaborate in real-time on trading documents (i.e., purchase orders and invoices) and payment management with **Levi Strauss & Co.**
- View invoice transaction history digitally as a single source of truth
- The ability to submit invoices electronically through the portal – effective **April 15, 2026**
- **Review payment status 24/7**

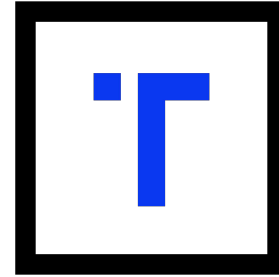
Thank you for your commitment to strengthening our business relationship and enabling more robust collaboration and purchasing capabilities.

We sincerely appreciate your partnership.  
Levi Strauss Accounts Payable team

# 02

**Covering the Basics**

# Who is Tradeshift ?



**Tradeshift is an online platform that enables buyers and sellers to transact digitally.**

We give sellers transparency on payments status, save them time on admin, and get them paid faster.

# Benefits of E-invoicing via Tradeshift



Simple and fast



Secure access



Invoice status until payment



24/7 invoice status



Predictable payments



No chasing payments



Create your own reports



View status of global invoices

# 03

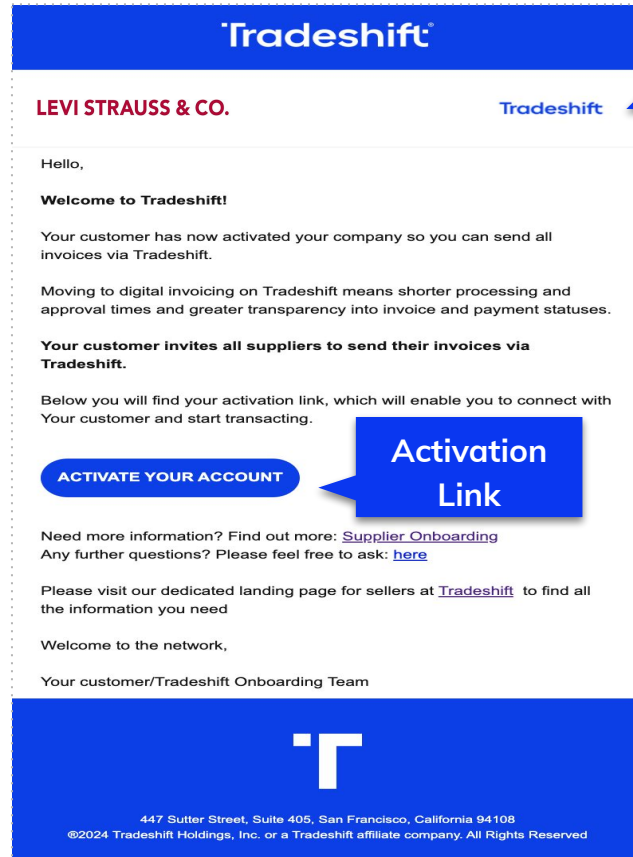
**Activating the  
account on  
Tradeshift**

# Account Activation

Be sure to use the link provided in the email with the activation invitation.

If you can't find the email in your inbox, also check for junk / spam.

If you did not receive the email invitation, contact Levi Strauss & Co. at [mbxTradeShiftInfo@levi.com](mailto:mbxTradeShiftInfo@levi.com)



Invitation email from Tradeshift

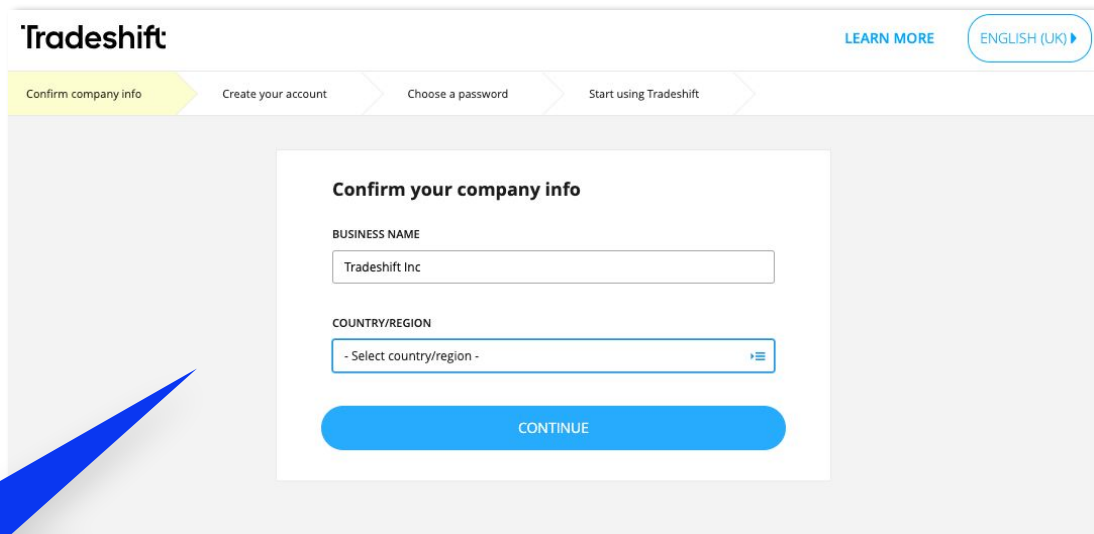
Activation Link

# Account Activation

Complete your company information during the registration of account:

- Business Name
- Country/ Region (where you are tax registered)

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



The screenshot shows the Tradeshift account activation process. At the top, the Tradeshift logo is on the left, and 'LEARN MORE' and 'ENGLISH (UK)' 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 content 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.

# Account Activation

Next, complete your 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' step of the Tradeshift registration process. The page has a white background with a light blue header. The Tradeshift logo is in the top left, and 'LEARN MORE' and 'ENGLISH (UK)' are in the top right. A progress bar at the top shows 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:

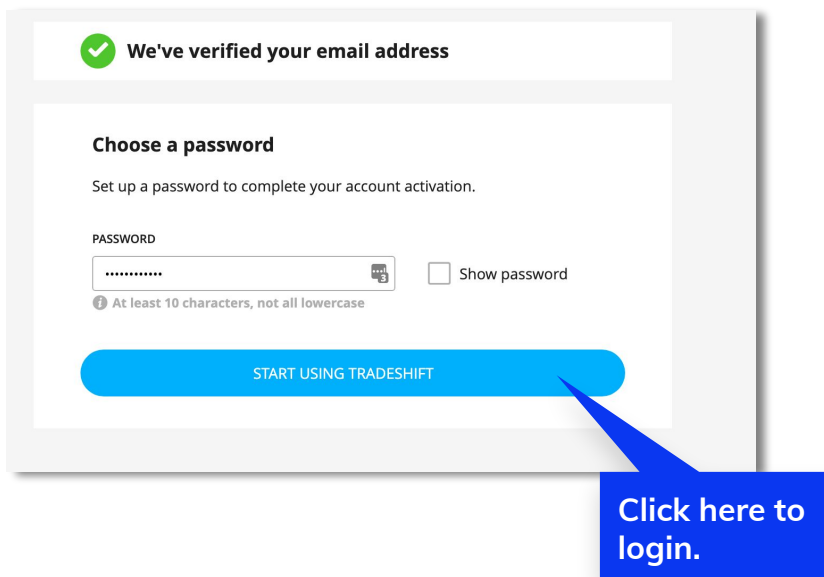
- FIRST NAME**: An empty text input field.
- LAST NAME**: An empty text input field.
- EMAIL ADDRESS**: A text input field containing 'test01@tradeshift.com'. A blue callout bubble points to this field with the text: 'Enter the email address which will be the login email of your account.'
- LANGUAGE**: 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.
- A large blue 'CONTINUE' button at the bottom. A blue callout bubble points to it with the text: 'Click continue to proceed'.

# Account Activation

Once the email address is verified, you can then create the password for your account.

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

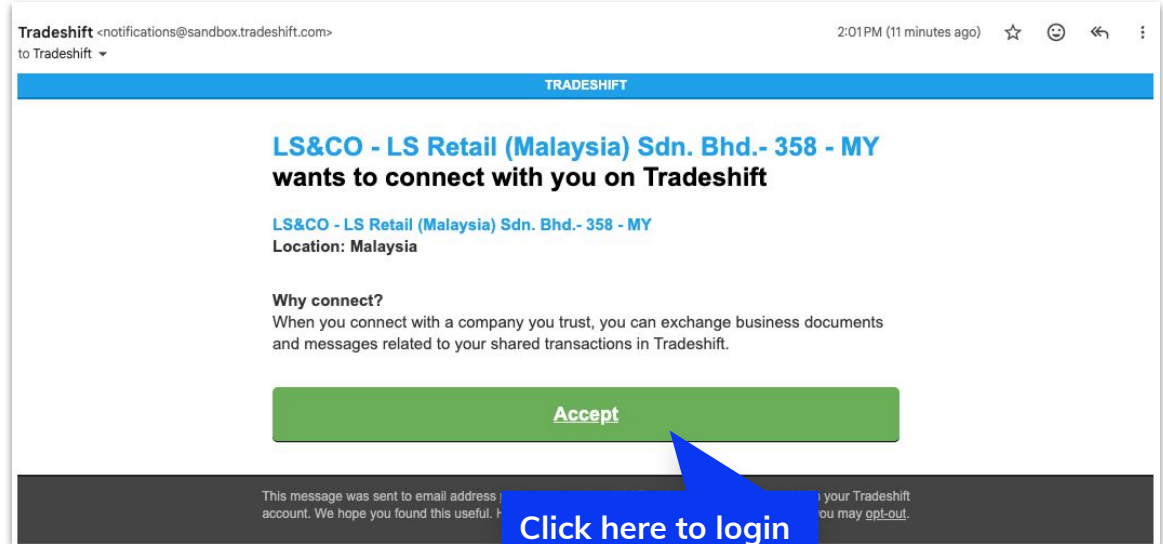
Login Page: [go.tradeshift.com](https://go.tradeshift.com)



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." There is a "PASSWORD" label above a text input field containing a series of dots. To the right of the input field is a "Show password" checkbox. Below the input field, a small information icon is followed by the text "At least 10 characters, not all lowercase". At the bottom of the form is a large blue button with the text "START USING TRADESHIFT". A blue callout box with a white border points to the button, containing the text "Click here to login."

# Account Activation

For companies that have an existing Tradeshift account, you will be sent a connection request to transact with Levi Strauss & Co.



Click here to login and connect to the Levi Strauss and Co. branch

# 04

## Profile Setup

# 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 ID)

## Optional:

- Company Logo
- Industry
- Phone
- Company Email Address

**Tradeshift** Company Profile VIEW AS A VISITOR PROFILE SETTINGS

Complete your profile Profile strength 35%

**COMPANY NAME** (Mandatory field)  
LS&CO TEST (MY)

**COMPANY DESCRIPTION**

**WEBSITE**

**INDUSTRY**

**COMPANY SIZE**

**COMPANY OWNERSHIP**

**SHARE CAPITAL**

**COMPANY ADDRESS** (Mandatory field)  
TEST City, MY

**REGISTRATION ADDRESS**

**PHONE**

**INVITE TEAM MEMBER** DONE

**Mandatory fields**

**Tip: Click here to invite additional users; always ensure there is a second contact in the company having access to Tradeshift**

# Update Company Profile

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

- MY: GST/SST/BRN

### Company Identifiers

<b>MALAYSIAN GST</b>	<b>SALES &amp; SERVICES TAX (SST)</b>
<input type="text" value="000123456789"/>	<input type="text" value="A10180832000001"/>
<b>MALAYSIAN BRN</b>	<b>GLN</b> <a href="#">What is GLN?</a>
<input type="text" value="1312525-A"/>	<input type="text" value="E.g. 1234567890123"/>
<b>TOURISM TAX IDENTIFIER (TTX)</b>	<b>TAX IDENTIFICATION NUMBER (MALAYSIA)</b>
<input type="text" value="E.g. 123-4567-8901234567"/>	<input type="text" value="E.g. AA1234567890"/>
<b>INTERNAL IDENTIFIER</b>	
<input type="text"/>	

**Company is VAT-exempt (No VAT Registration Number) ?**

**DONE**

# Network Connection with Your Customer

Next step: Make sure your account is connected to your Customer.

1. Go to 'Network'
2. Under 'My Network' tab, make sure the Relationship Status with your Customer is reflected as 'Connection'.
  - For existing Tradeshift users: if the Relationship Status is reflected as 'Unverified relationship', click **VERIFY** to accept the connection request.
  - If you could not see any connection, please contact our Support team via Chat or <https://support.tradeshift.com/requests/new>

The screenshot shows the Tradeshift 'Network' page. The left sidebar has a 'Network' menu item highlighted with a blue callout '1.'. The main content area shows a list of connections under the 'MY NETWORK' tab. A yellow warning banner at the top states 'You have 3 unverified relationships to review'. The list includes:

NAME	ACCOUNTING SYSTEM ID	RELATIONSHIP ...
Chocolate Bar Test Buyer GmbH Germany		Connection
LS&CO - Levi Strauss & Co. - 200 - US United States		Unverified relationship
Test Buyer B Limited Austria		Connection

A red callout points to the 'VERIFY' button next to the 'Unverified relationship' entry.

Click 'VERIFY' to accept the connection request

# Dashboard: Overview of Your Account

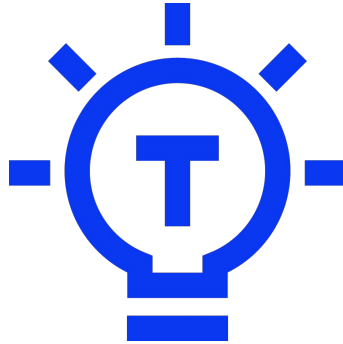
Click "All apps" to  
search for more  
applications

The dashboard is for user **SEC\_US\_Seller** (ID: 992589876). It features a top navigation bar with 'Admins 1' and 'Users 0' counts, and 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'. A message states: "No documents available for the selected period".
- Create document:** A sidebar 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'. A message states: "Nothing new here. You're all caught up!".
- Support:** A section with the heading 'Crucial knowledge' and a link: "Support page: [Tradeshift Network](#)".

A vertical sidebar on the left contains various application icons. The bottom-most icon, representing 'All apps', is highlighted with a blue callout bubble that says "Click 'All apps' to search for more applications".

# Frequently Used Applications



# Frequently Used Applications – Transactional



## Profile

- View and edit Company Information - Company Name, Address, Company Identifiers etc.
- Add or Remove a user



## Network

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

# Frequently Used Applications – Transactional (cont.)



## Document Manager

- View Document Status
- Document search: Invoice/Credit Note
- All documents can be viewed/searched from here.



## Dashboard

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



## Analytics app

- Payment Predictor report included
- Greater visibility into when to expect payments

# Frequently Used Applications – Transactional (cont.)



## Create

- Create any of the standard document types - Invoice, Credit Note etc.



## Support

- FAQs by theme
- Self-help Library
- [Raise a Support Ticket](#)
- Updated announcement

# Frequently Used Applications – Informational



## Tradeshift University

- Search for more how-to and learning guides
- Browse for new courses



## Knowledge Base

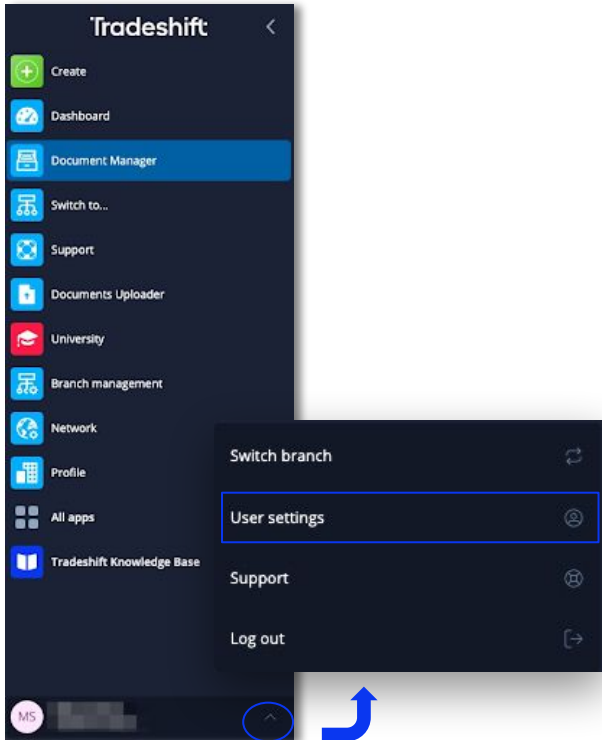
- All assistance in every step
- Encompass many forms of content: FAQs, Process Guides, Video demonstrations etc.



## AskAda - Your New AI Assistant

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

# Frequently Used Applications – Settings



## Settings

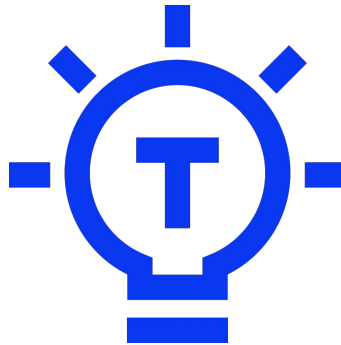
- Edit User's Settings: First Name, Last Name, Login Email, Password, Language etc.
- [Notification setting](#)

# 05

## Using the Tradeshift Portal and Key Transactions

# PO Flip process

**Levi Strauss & Co. East Asia Pacific  
sends you order forms on Tradeshift**



# How to Flip Documents

Do you know?

Search a **Purchase Order** for **PO flip**:

**PO flip** means that you are generating an Invoice.

Search an **Invoice** for **Invoice flip**:

**Invoice flip** means that you are generating a **Credit Note**.




The screenshot shows the Tradeshift Document Manager interface. On the left is a dark sidebar with a 'Document Manager' icon. A blue callout box points to this icon with the text: '1. Click the Document Manager app'. The main area displays a table of documents. A blue callout box points to the search bar with the text: '2. Search for the Purchase Order you wish to invoice against'. Another blue callout box points to the 'DOCUMENT ID' column of a row with the text: '3. Select the Purchase Order by clicking the Document ID'. The table contains the following data:

	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-23/03	SENT	GBP	102,600.00	SEC_United Kingdom_Seller	Northpole Europe	23/02... - 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	101	RECEIVED	GBP	697,500.00	Northpole Europe	SEC_United Kingdom_Seller	23/02... - -

# How to Flip Documents

## Important!

- For zero-amount **Purchase Orders**, this indicates a “**Blanket PO**” and **Levi Strauss & Co.** may have not made the PO budgeted amount visible to your organization. If you have further questions please reach out to your Levi Strauss and Co. representative.
- Do not use a **REPLACED** status Purchase Order. Wait for the **Order Change ( POC Icon)**

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

# PO Flip Method

Always ensure all details are accurate before flipping any documents.

Click **ACCEPT** as confirmation of the PO.

Purchase Order received from LS&CO - LS Retail (Malaysia) Sdn. Bhd.- 358 - MY

Received via Tradeshift — Last update: 23 minutes ago

OTHER ACTIONS **CREATE INVOICE** **ACCEPT**

## Purchase Order

Click **CREATE INVOICE** to start creating an Invoice by PO Flip

**RECEIVED**

To: **LS&CO TEST (MY)**  
TEST Street  
54100 TEST City  
TEST  
Malaysia  
Sales & Services Tax (SST) :  
A10-1808-32000001  
Business Registration Number :  
1312525-A  
Malaysian GST : MY000123456789

From: **LS&CO - LS Retail (Malaysia) Sdn. Bhd.- 358 - MY**  
1 Jalan SS21/58 Damansara Uptown  
501A Level 5 Uptown 1  
47400 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia  
Business Registration Number :  
201101021898  
com.Levi : 358  
Tax Identification Number (Malaysia) :  
C21659508080

Order number  
PO3610101TEST

Order date  
04/03/26

Currency  
MYR

Person reference  
TEST@levi.com

Line Id	Item ID	Description	Quantity	Unit	Unit price	Tax	Total MYR excl taxes
1	1	Test Item 0001	1,000	EA	2.50		2,500.00

Deliver to: LS Retail (Malaysia) Sdn. Bhd. 1 Jalan SS21/58 Damansara Uptown 501A Level 5 Uptown 1 47400 Petaling Jaya

# PO Flip Method

1. Fill in the mandatory fields such as:
  1. Invoice Number
  2. Issue date - **update to the date on your invoice document**
  3. IRBM Unique Identifier Number (if applicable)
  4. Payment date
  5. Delivery date

Note: Mandatory fields will reflect automatically

**Tip: The recipient details will appear automatically**

Header level details

The screenshot displays the 'Invoice' creation screen. The recipient details are pre-filled with information for LS Retail (Malaysia) Sdn. Bhd. A blue callout box highlights the recipient details, stating: 'Tip: The recipient details will appear automatically'. On the right, a 'Header level details' panel is shown, with a blue arrow pointing to it from the text above. This panel contains the following fields: Invoice number (empty), Next number: TEST\_INV\_0002, Issue date \* (04/03/26), Currency (MYR), IRBM Unique Identifier Number (empty), Payment due date (empty), Delivery date (empty), Purchase order number (PO3610101TEST), Purchase order issue date (04/03/26), and Person reference (TEST@levi.com). A blue callout box with the number '1.' is positioned over the 'Issue date' field. At the bottom of the form are 'PREVIEW' and 'SEND' buttons, and a 'Chat' button.

# PO Flip Method

If applicable, click the arrow next to the ADD OPTIONAL FIELD to view drop-down lists.  
For ex. "Person Reference"

- ✓ Add optional field
- Exchange rate
- Delivery period
- Payment due date
- Billing reference
- Contract number
- Shipping Notice Reference
- Shipping Notice Issue Date
- Goods Receipt Reference
- Goods Receipt Issue Date
- Cost center
- Person reference
- Transport Reference
- File Id
- Tradeshift Clearance
- Clearance Clave
- Customer account ID
- Tax point date
- Commission number of seller
- Data universal numbering system
- Delivery Terms

# PO Flip Method

2. For partial invoicing:
  - a. Quantity based PO - reduce the quantity for partial invoicing
  - b. Amount based PO - the quantity will always be 1, reduce the price per unit for partial invoicing
3. Choose tax % from the drop down list. Please read more details about how to select/ update the tax percentage on slides 48-50
4. Header level Charges or Allowance (Discounts) are restricted. **Only Line level Charges or Allowance (Discounts) are allowed.**

The majority of line level details are generated based on the purchase order. Only edit line details where necessary. You must update tax % and in cases of partial billing, revise the quantity or amount.

Line level details

The screenshot shows the 'Invoice' creation screen. A table at the top lists the invoice items. Callout 2 points to the 'Quantity' field (1,000), callout 3 points to the 'Price per unit' field (2.50), and callout 4 points to the 'Delivery address' field (501A Level 5 Uptown 1).

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
1	Test Item 0001	1,000	EA	2.50	10%	2,500

Delivery address: 501A Level 5 Uptown 1

# PO Flip Method

## - Unplanned Charges

1. If you are invoicing for charges not included on the PO such as shipping you will need to enter those at the line level of the invoice

Please do not enter a separate line item and assign to a PO line

The steps to do this are:

Under the ship to address at the line level click on the drop down for Add Optional field

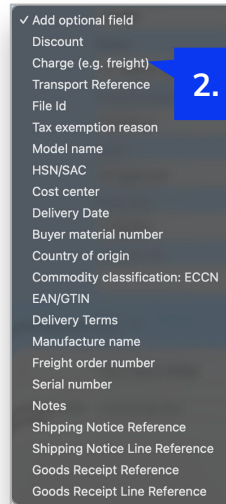
Item ID	Description	Quantity
+ 1	Test Item 0001	1,000
Purchase order number	PO3610101TEST	
Purchase order line number	1	
Delivery address	Country/Region Malaysia	
	Postbox LS Retail (Malaysia) Sdn. Bhd.	
	Number 1 Jalan SS21/58 Damansara Up	
	Street 501A Level 5 Uptown 1	
	Locality name	
	Postcode 47400	
	Town Petaling Jaya	
	State Selangor Darul Ehsan	
	Location Id	
	Add optional field	

1.

# PO Flip Method

## - **Unplanned Charges**

2. Select the correct item from the list



3. This will add the below to fill in

Charge  % 0.00

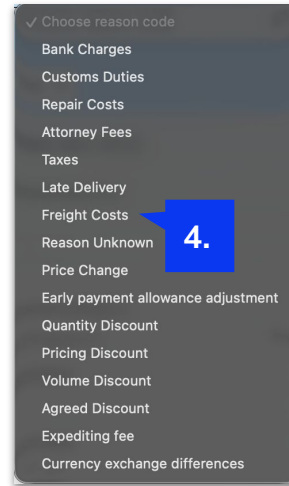
Choose reason code

Add optional field

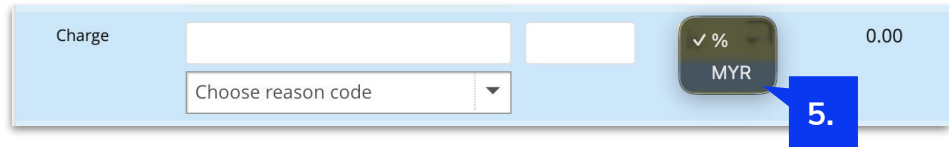
# PO Flip Method

## - **Unplanned Charges**

4. Use the drop down arrow to select the reason for the charge



5. Enter the amount of the charge and change the % field to the currency



# PO Flip Method

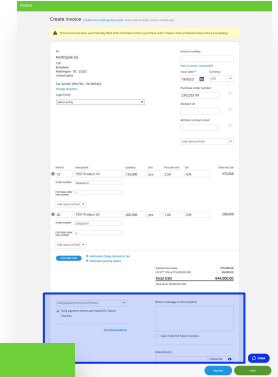
⚠️ Your Bank account details are not required. Note that Levi Strauss & Co. already has them in their invoicing system using this information to pay your invoice.

Add attachments



Add payment terms and means

Save payment terms and means for future invoices



5. Your Bank account details are not required
6. Click on “Set delivery details” to indicate the delivery address
7. (Optional) Leave a note for your Customer
8. (Mandatory)

Attach the invoice PDF copy as issued from your system. This should match the invoice as entered in Tradeshift.

# PO Flip Method

9. Click on **PREVIEW** to check for errors before sending.

10. Click **SEND**

⚠ You **CANNOT** edit or delete the copy after sending the invoice.

Attachments

Choose File

Max file size is 10 Mb

**9.** **PREVIEW** **SEND** **Chat**

Invoice

Test.pdf attached

**10.** **EDIT** **SEND**

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  
TEST007  
Next number: TEST007  
Issue date \* 2/27/23 Currency USD  
Delivery Date  
Purchase order number  
T-POO91  
Purchase order issue date **Close All**

Failed due to sender country's compliance rules (1):  
Delivery date (date of supply) must be filled in.  
Invoice draft saved.

**PREVIEW** **SEND** **Chat**

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

# PO Flip Tips

To check that you are billing against the most current PO document version,

1. In Document Manager Apps, click on APPLY FILTER
2. Under Add Filter, choose DOCUMENT TYPE
3. Choose ORDER/ ORDER CHANGE
4. Complete with APPLY FILTER

The image shows a sequence of UI elements from the Document Manager application. At the top is a blue header bar with the text 'Document Manager' and two links: 'View Totals' and 'Create Document'. Below the header is a search bar with a magnifying glass icon and a search button labeled 'APPLY FILTER'. A blue callout box with the number '1.' points to the 'APPLY FILTER' button. Below the search bar is a white 'Add Filter' dialog box with a close button (X). It has two expandable sections: 'Transaction type' and 'Document type'. A blue callout box with the number '2.' points to the 'Document type' section. The 'Document type' section is expanded, showing a list of options: 'Order' (highlighted in blue with a checkmark), 'Order Change' (highlighted in blue with a checkmark), and 'Goods Receipt'. A blue callout box with the number '3.' points to the 'Order' option. At the bottom of the 'Add Filter' dialog is a large blue button labeled 'APPLY FILTER'. A blue callout box with the number '4.' points to this button.

# PO Flip Tips

5. Select the purchase order.
6. Click on the “Create invoice from orders”.

Document Manager

View Totals Create Document

Q APPLY FILTER CUSTOMIZE VIEW

DOCUMENT TYPE Purchase order X SAVE CLEAR ALL

<input checked="" type="checkbox"/>	TYPE	DOCUMENT ID	PAYMENT ...	STATUS	CURR...	AMOUNT	SENDING PARTY	RECEIVING PARTY	MODL...	DUE ...	ISSUE...	REQUEST DESCR...	ACTIONS	ACCOUNTING S...
<input type="checkbox"/>	po	Purchase or...	18	-	RECEIV...	EUR	7,500.00			06/1...	-	06/1...	-	View Transaction 21312
<input type="checkbox"/>	po	Purchase or...	17	-	REPLAC...	EUR	5,712.00			05/1...	-	05/1...	-	View Transaction 21312
<input checked="" type="checkbox"/>	po	Purchase or...	16	-	RECEIV...	EUR	4,900.00			30/1...	-	30/1...	-	View Transaction 21312
<input type="checkbox"/>	po	Purchase or...	1	-	SENT	EUR	171.36			28/1...	-	28/1...	-	View Transaction -
<input type="checkbox"/>	po	Purchase or...	15	-	RECEIV...	EUR	171.36			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 Flip Tips

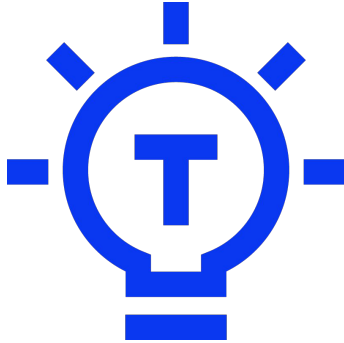
7. By sliding the button **“Show billed line items”** you see fully billed lines.
8. Click on the **CREATE INVOICE** after selecting the line with available quantity.

The screenshot shows a web application 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. The toggle is currently turned on, indicated by a green checkmark. Below the search bar is a table with the following 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:

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

At the bottom of the interface, there is a "CREATE INVOICE" button. A blue callout box with the number "7." points to the "Show billed line items" toggle, and another blue callout box with the number "8." points to the "CREATE INVOICE" button.

# Order Change



# How To Flip an Order Change into an Invoice



1 Go to OPTIONS

Viewing Purchase Order Change #4500000173

Purchase Order Change #4500000173 RECEIVED

RECEIVED

Document Options

2 Create Invoice from here

Order Change view

Document Options

CREATE FROM THIS DOCUMENT

- Create invoice

DOCUMENT ACTIONS

- Download as...
- Archive document

MORE OPTIONS

- Send us your feedback

SENDER

New York, US

Person reference: U0093632

Show details

RECIPIENT

BROOKLYN PARK, US

Show details

TOTAL PAYABLE AMOUNT USD 14,025,210.54

ISSUE DATE 07/09/2018

SEQUENCE NUMBER 2

RELATED DOCUMENTS (7)

- Order Change #4500000173
- Credit Note #5000000024
- Invoice #5000000015

Show more

PURCHASE ORDER REFERENCE 4500000173

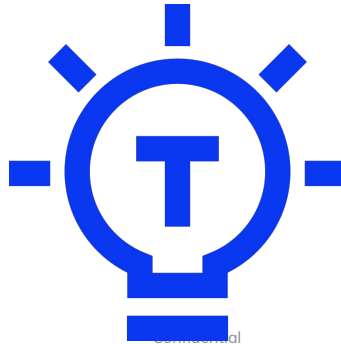
Order Change view

# The CREATE Launcher

Applicable for Non-PO suppliers

Contributions, Grants, Donations, Utilities

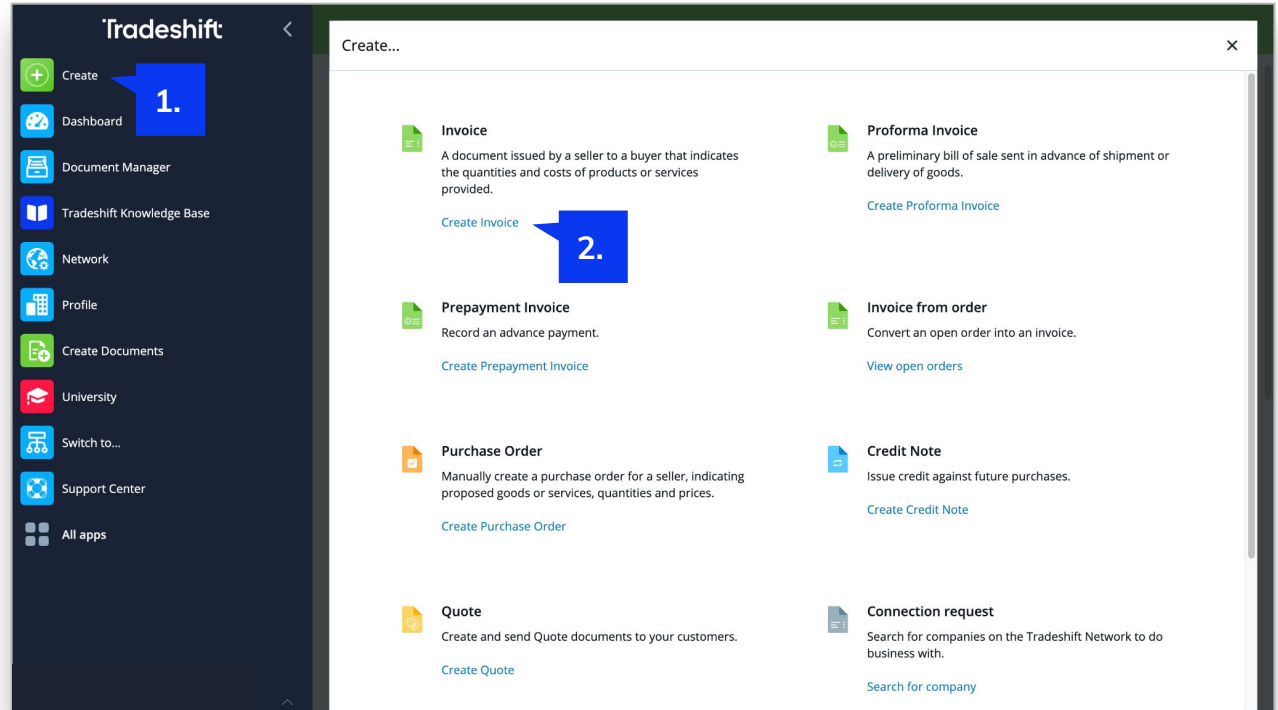
Levi Strauss & Co. does not send you purchase orders on Tradeshift



# How to invoice from the CREATE Launcher

If Levi Strauss & Co. has you indicated as a Non-PO seller, you can create an invoice without a PO via the create launcher.

1. Click the **Create** app
2. Click on “Create Invoice”



# How to invoice from the CREATE Launcher

3. Search your Customer's name, then choose the Legal Entity.

4. Fill in the **mandatory fields** such as:

- Invoice Number
- Issue Date
- Currency
- IRBM Unique Identifier Number (if applicable)
- Payment Due Date
- Delivery Date
- Person reference: E-mail of your Levi Strauss & Co. Contact Reference (@levi.com)

If applicable to the business scenarios with Levi Strauss & Co.

- Add an optional field

The screenshot shows the 'Create invoice' interface. A blue arrow labeled 'Header level details' points to a callout box containing the following fields:

- Invoice number:
- Next number: TEST\_INV\_0003
- Issue date \*: 04/03/26
- Currency: MYR
- IRBM Unique Identifier Number:
- Payment due date:
- Delivery date:
- Add optional field:

Callout 3 points to the search field for the customer name, which shows a search result for 'LS&CO - LS Retail (Malaysia) Sdn. Bhd. - 358 - MY' and a message 'No match? Search or add a connection in Network'.

Callout 4 points to the 'Add optional field' dropdown menu.

The main interface includes a sidebar with various icons, a 'Discard' and 'Save as draft' button at the bottom left, and 'PREVIEW' and 'SEND' buttons at the bottom right.

# How to invoice from the CREATE Launcher

5. Fill in the line details and Tax %
6. Header level Charges or Allowance (Discounts) are restricted. Only Line level. Charges or Allowance (Discounts) are allowed.
7. Click "ADD NEW LINE" for additional line item

Line level details

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

ADD NEW LINE

+ Add header charge, discount or tax  
+ Show base quantity column

Subtotal excl. taxes  
Charge

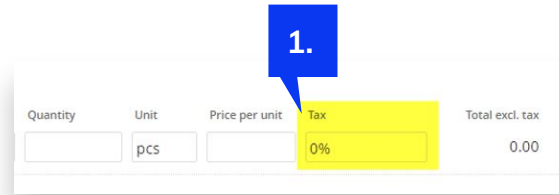
Chat

PREVIEW SEND

Discard Save as draft

# How to invoice from the CREATE Launcher - Adding taxes to an invoice

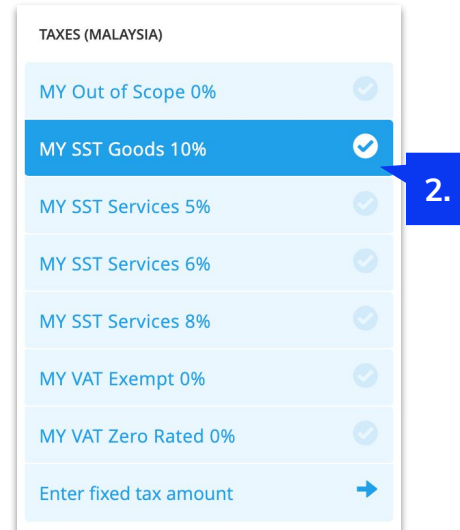
1. Once the line details are filled in for your invoice you must click in the tax field and select the appropriate tax rate



A screenshot of an invoice line item form. The fields are: Quantity (empty), Unit (pcs), Price per unit (empty), Tax (0%), and Total excl. tax (0.00). A blue callout box with the number '1.' points to the Tax field, which is highlighted in yellow.

Quantity	Unit	Price per unit	Tax	Total excl. tax
	pcs		0%	0.00

2. A pop-up will appear to the right of the screen. You should see the below the first time you open the panel.



A screenshot of a tax selection pop-up titled 'TAXES (MALAYSIA)'. It lists several tax options with checkboxes. The 'MY SST Goods 10%' option is selected and highlighted in blue. A blue callout box with the number '2.' points to this selected option.

TAXES (MALAYSIA)	Selected
MY Out of Scope 0%	<input type="checkbox"/>
MY SST Goods 10%	<input checked="" type="checkbox"/>
MY SST Services 5%	<input type="checkbox"/>
MY SST Services 6%	<input type="checkbox"/>
MY SST Services 8%	<input type="checkbox"/>
MY VAT Exempt 0%	<input type="checkbox"/>
MY VAT Zero Rated 0%	<input type="checkbox"/>
Enter fixed tax amount	<input type="button" value="→"/>

# How to invoice from the CREATE Launcher

8. Your Bank account details are not required
9. Click on “Set delivery details” to indicate the delivery address
10. (Optional) Leave a note to your Customer
11. **[Mandatory]** Upload a document as additional reference

⚠️ Your Bank account details are **not** required. Note that Levi Strauss & Co. already has them in their invoicing system using this information to pay your invoice.

Add payment terms and means

Save payment terms and means for future invoices

8.

Add attachments

9.

Set delivery address

Delivery address

Country/Region

France

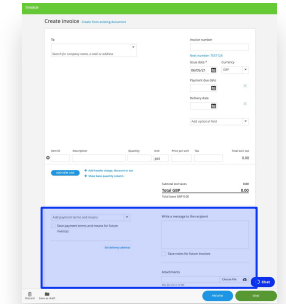
Write a message to the recipient

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


# How to invoice from the CREATE Launcher

- 12. Click on **PREVIEW** to check for errors before sending.
- 13. Click **SEND**  
 You **CANNOT** edit or delete the copy after sending the invoice.

Attachments

Choose File 

Max file size is 10 Mb

 Chat

12. **PREVIEW** **SEND**

Invoice

Test.pdf attached


13. **SEND**


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  
TEST007  
Next number: TEST007  
Issue date \* 2/27/23  
Currency USD  
Delivery Date  
Purchase order number  
T-POO91  
Purchase order issue date

Failed due to sender country's compliance rules (1):  
Delivery date (date of supply) must be filled in.  
Invoice draft saved.

**PREVIEW** **SEND**

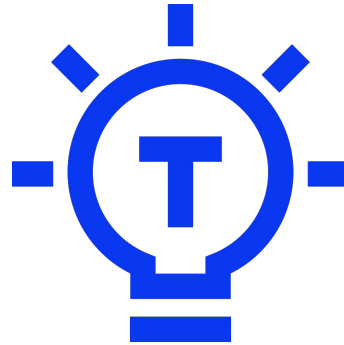
 Chat

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

# Important Notes about Invoices

- If you receive purchase orders from Levi Strauss & Co. in the “Document Manager”, it is preferred to create invoices directly in Tradeshift. This is the fastest and most efficient way to issue an invoice (along with a purchase order) because it also reduces errors.
- If you are unsure of the details requested by Levi Strauss & Co., such as legal entity, person reference, contract number, please refer to the existing contract or contact them directly: [mbxTradeShiftInfo@levi.com](mailto:mbxTradeShiftInfo@levi.com)

# CREDIT NOTES



# Creating a Credit Note

To correct a billing error or to issue a credit, generate a credit note.

## **Prerequisites:**

**You have previously invoiced Levis Strauss & Co. and owe a credit. Note that credit notes are tied to an invoice document number.**

# How to create a Credit Note

1. Select the invoice to be corrected in the "Document Manager" application.
2. Go to "Actions" and here select "Document Options". From the drop-down list click on "Create credit note"

The screenshot displays the Document Manager application interface. On the left, a sidebar contains a 'Filter' search bar and a 'Document Types' list. Under 'Document Types', 'Invoice Type' is selected, and 'Invoice' is checked. The main area shows a table of documents with columns: TYPE, DOCUMENT NUMBER, STATUS, PREVIEW, AMOUNT, SENDER, RECIPIENT, MODIFIED, and DUE D. A single row is visible for 'Invoice TEST\_INV\_001' with status 'SENT' and amount 'SGD 2,808.75'. A dropdown menu is open over the document row, listing actions: 'Change document status', 'Download document', 'Create credit note' (highlighted with a blue box and labeled '2.'), 'Use as draft', 'Manage access', and 'Archive document'. A 'VIEW DOCUMENT' button is at the bottom of the menu. A 'Document Options' button is also visible on the right side of the document row, labeled '1.'

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

# How to create a Credit Note

3. Fill in the credit number, the other details are pre-filled

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.

# How to create a Credit Note

- ⚠ Line details are pre-populated.
- ⚠ The platform does not accept negative amounts. If the document is a credit note, this automatically implies that the full amount is to be credited to Levi Strauss & Co.
- ⚠ If it is a partial credit update the line level details by adjusting the **quantity** or **amount**.

The screenshot displays the 'Credit Note' creation interface. At the top, a table lists the line items. Below the table, there is a form for delivery address details. The interface includes a sidebar with navigation icons and a bottom bar with 'Discard' and 'Save as draft' buttons. A 'PREVIEW' button and a 'SEND' button are located at the bottom right.

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
1	Test Item 0001	10	EA	2.55	10%	25.5

Purchase order number: PO3610201TEST

Purchase order line number: 1

Invoice line number: 1

Delivery address:

Country/Region: Malaysia

Postbox: LS Retail (Malaysia) Sdn. Bhd.

Number: 1 Jalan SS21/58 Damansara Up

Street: 501A Level 5 Uptown 1

Locality name:

Postcode: 47400

Town: Petaling Jaya

State: Selangor Darul Ehsan

Location Id:

Add optional field

MS Discard Save as draft PREVIEW SEND

# How to create a Credit Note

4. You can leave a message for the recipient
5. **(Mandatory)** Attach the pdf credit note.
6. Click on "Preview" to check the details and then on "Send"
7. Find the credit note in the "Document manager" using the credit note document type filter

Notes

Write a message to the recipient

4.

Save notes for future Credit Notes

Attachments

Choose File

Max file size is 10 Mb

5.

6.

PREVIEW

SEND

Discard Save as draft

Document Manager

Filter Search

Quick Filters

Document Types

Unselect all

- Invoice Type
- Purchase Ord
- Credit Note

7.

DOCUMENT TYPES: Credit Note x Clear all Save

TYPE	DOCUMENT NUMBER	STATUS	PREVIEW	AMOUNT	SENDER	RECIPIENT	MODIFIED	DUE DATE	ACTIONS
<input type="checkbox"/> Credit Note	TEST_CRN_0001	SENT		MYR -28.05	LS&CO TEST (MY)	LS Retail (Malaysia) Sdn. Bhd.	04/03/2026	-	...

06

**Useful information**

# How to Read Document Status

You can track the real-time Document Status by referring to the [Document Manager] app.

## SENT

Document is submitted to Customer successfully.

## DRAFT

Invoice is created (saved as Draft), but has not been sent. A draft Invoice can be edited or discarded if required.

## ACCEPTED

Customer has accepted the document and in the middle of processing it.

## REJECTED

Customer has rejected the document. Please contact your Customer directly to enquire about the rejection.

## FAILED

Invoice is failed to send through. Please click into the document to check the error messages and resend it.

## MARKED PAID

Invoice has been paid by Customer.

The screenshot shows the Tradeshift Document Manager interface. On the left is a dark sidebar with various app icons. The 'Document Manager' icon is highlighted with a blue box. A blue arrow points from this icon to a dropdown menu that lists document statuses: SENT, DRAFT, ACCEPTED, REJECTED, FAILED, and MARKED PAID. The main area shows a table of invoices with columns for TYPE, DOCUMENT ID, STATUS, CURRENCY, AMOUNT, and SENDIN.

TYPE	DOCUMENT ID	STATUS	CURRENCY	AMOUNT	SENDIN
INV	IMSC1006982-Test24	SENT	GBP	867.19	Alan S
INV	IMSC1006982-Test23	DRAFT	GBP	867.19	Alan S
INV	IMSC1006982-Test22	ACCEPTED	GBP	867.19	Alan S
INV	IMSC1006982-Test21	REJECTED	GBP	867.19	Alan S
INV	IMSC1006982-Test2	FAILED	GBP	867.19	Alan S
INV	00319-2020002 A03	MARKED PAID	GBP	34,268.00	Alan S

# Levi Strauss & Co.'s Landing Page


Landing page is where you will find all necessary information regarding your Customer's transition to Tradeshift.

You will be able to read through the options we have and decide on the most suitable invoicing method on Tradeshift which meets your billing scenario.

It also contains the [Invoicing Validation Rules](#) set by your Customer.

Your Customer's Landing Page will be shared to you via the invitation email - <https://levis.support.tradeshift.com/>

Nevertheless, you may refer here for general information: [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](#) >



# Other Features

Purchase Order TS-310-1150 related

**Invoice**

Click "Other Actions" for more actions. Example: Download the PDF copy of the Invoice.

OTHER ACTIONS MARK AS PAID

SENT

To **Levi Strauss & Co.**  
1155 Battery St  
San Francisco CA 94111  
United States  
EIN/TIN : 94-0905160

From **SEC\_US\_Seller**  
Eastern Promenade  
Portland NY 10001  
United States  
alexandra.manta@tradeshift.com  
EIN/TIN : 99-2589876

Invoice number TEST007  
Issue date 2/27/23  
Currency USD  
Purchase order number T-POO91  
Purchase order issue date 2/27/23  
Delivery Date 2/28/23

Line Id	Item ID	Description	Quantity	Unit	Unit price	Tax	Total CAD excl taxes
1	1234567	Demo product 1	5	pcs	10.00	0%	50.00

Line 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

Contact document receiver Contact colleague

Open Conversation panel

Contact document receiver

Conversation

0 participants

ISSUE DATE 16 May 21

Invoice sent to Australia 2 days ago

Australia accepted Invoice 2 days ago

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

Invoice created by AUSTRALIA a day ago

Invoice INV

TOTAL COST -AUD 526.6

18 May 21

sent to Australia a day ago

NEW MESSAGE

Conversation panel displays timestamped statuses and actions taken on the document such as: Accepted or Rejected.

Click here to add attachments

Click here to send a message

# Other Features - Support Chat Function

Live Chat support is available on working days (Monday ~ Friday)

The screenshot shows the 'Edit Invoice' page in a software application. A blue callout box with white text points to a blue 'Chat' button in the bottom right corner of the interface. The callout text reads: 'Click here to chat with our customer support for assistance.' The invoice form contains the following information:

- 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](#)
- Issue date:** 2/27/23. **Currency:** USD
- Delivery Date:** [Calendar icon]

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

Buttons at the bottom: Discard, Save as draft.

The screenshot shows a chat window titled 'Chat with us' with a user profile 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...


The Zendesk logo and icons for help, edit, and close are visible at the bottom.

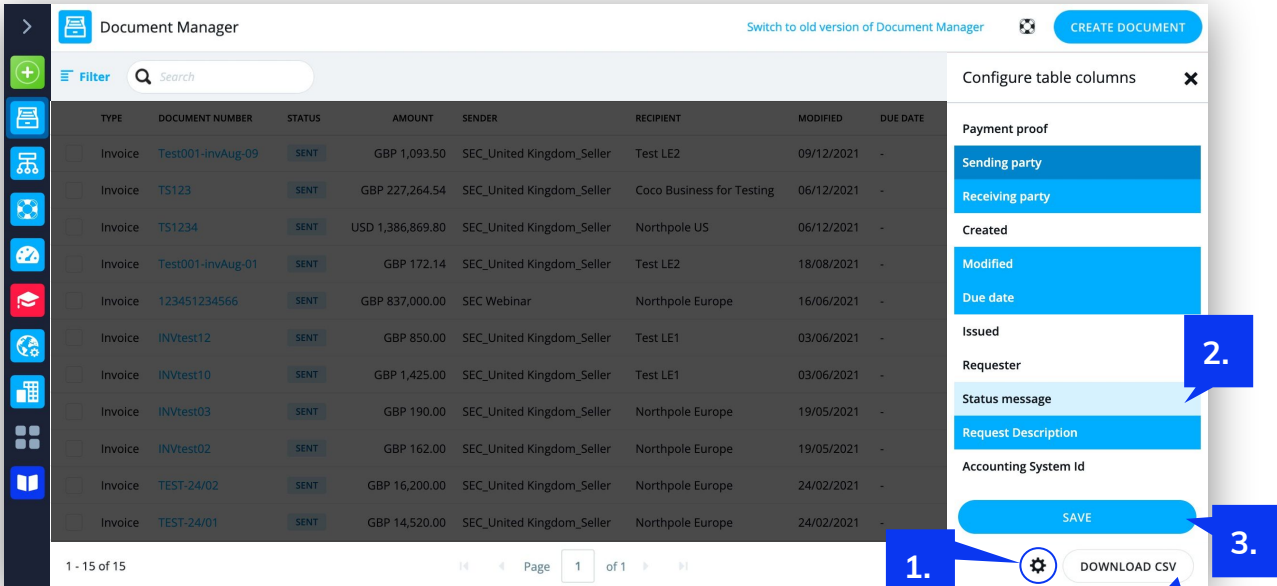
# Customizing the table

How can I check the status of my invoice or payment?

You can also see more details about your document status in the Status Message column.

This is not enabled by default in the Document Manager app, so here is how you can make it visible.

1. Click on  icon
2. Choose Status Message
3. Click on 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	-

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

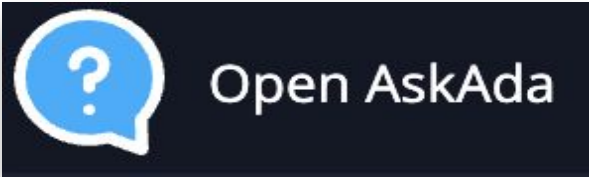
SAVE

DOWNLOAD CSV

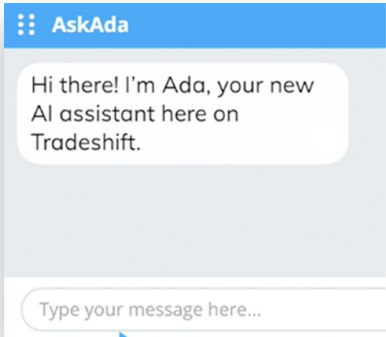
1. 2. 3.

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

# New on Tradeshift



- [AI assistant on Tradeshift](#)
- Get answers in seconds
- Supports multiple languages
- Accessible to [paid subscribers](#) and a group of seller users in a BETA version
- How to access it:
  - Click on the “AskAda” icon
  - Write your questions in the chat window



## [Payment Predictor within the Analytics App](#)

- Machine Learning-powered report
- Forecasts when your invoices are likely to be paid (within 15 days, within 30 days)
- To access the Payment Predictor report:
  - Hold a paid [Tradeshift subscription](#)
  - Enable the Analytics app
  - Check out your eligibility with our [Assistance Team](#)

Tradeshift Payment Predictor for Sellers

**New**

### Know exactly when you'll get paid, before it even happens.

The dashboard displays a "PREDICTED PAYMENT" table with columns for invoice dates and predicted payment dates. It also includes a "CATEGORY" table with columns for payment timing and confidence levels. A "Watch Later" button and a "Share" icon are visible in the top right corner. A large "USD 3.34M" balance is shown on the left side of the dashboard.

Confidential

# Premium Supplier Subscription

## The Model & Target Audience

- Tiered subscription delivers value through ensured quality of service.
- Target: Suppliers transacting 31+ invoices per quarter, aggregated across all Buyers.

## What's Included vs. Not Included

- Subscription covers services; technology usage (e.g., e-invoicing) remains free.
- Without subscription: **We reserve the right to remove services** (e.g., account support. Integration maintenance).

## Further Resources

- **Knowledge Base** and **Tradeshift University** remains available for all users.
- More information: **Tradeshift Supplier Subscription** page

# 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

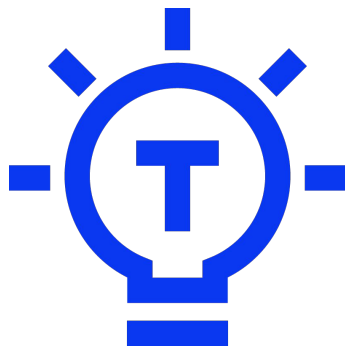
## Other Features - Common Error and Solutions

Error message	Cause	Solution
Supplier Party tax identifier is mandatory.	Supplier VAT is missing on company profile	Kindly update the Tax ID/ VAT details under the “Company Identifiers” section in your Company Profile.
The invoice number allows maximum 16 alphanumeric characters except spaces and special characters	Document ID is either longer than the allowed maximum or is empty OR Document ID contains special characters, like !@#\$%^&*() or a space which is not acceptable	The Invoice Number must be in the format of <b>Alphabetical/Number</b> and <b>no special characters are</b> included.
Issue Date is mandatory and can't be in the future	Issue date is missing or outside the allowed period	The Invoice Date cannot be beyond today's date.
It appears that you are not yet set up to send documents to this particular client organisation [...]	Incomplete connection properties	Please contact our <a href="#">Support team</a> by raising a Support ticket.

## Other Features - Common Error and Solutions

Error message	Cause	Solution
Company identifier has already been used	There is more than 1 account using the same company VAT. This will lead to invoice error.	Please raise a Support ticket as our <a href="#">Support team</a> needs to check on it.
Error - Activating Profile 'A company of that country/region already exists'	The company name initiated for that activation link already exist in the platform.	Please raise a Support ticket as our <a href="#">Support team</a> needs to check on it.
Unable to change company name	The company name has been used.	You can add any special character to make the Company Name unique.
Unable to invite user	The user probably locked on our side.	Please raise a Support ticket as our <a href="#">Support team</a> needs to check on it.

# Tradeshift Platform Walkthrough



## April 15th, 2026 - Go-Live for:

- 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

## April 15th, 2026 - Go-Live for:

- 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

FAQ's


# FAQs


1. If I require support after the Webinar, how can I reach Tradeshift for further assistance?

You can reach our Support team by raising a Support ticket via

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

Our Support team will reach you via email.

Alternatively, We offer assistance via  on the platform.

Or, you can try **AskAda** , our brand-new AI assistant — available 24/7.

Nevertheless, if you have payment-related or contract/PO-related enquiries, please contact Levi Strauss & Co. directly.

2. How do I obtain the invitation email with Activation Link from Tradeshift?

You will receive the invitation email from Tradeshift or your Customer via email. If you could not find it in the mailbox, please check the junk/spam folder. If you have yet to receive the invitation email, please contact Levi Strauss & Co.: [mbxTradeShiftInfo@levi.com](mailto:mbxTradeShiftInfo@levi.com).

# FAQs

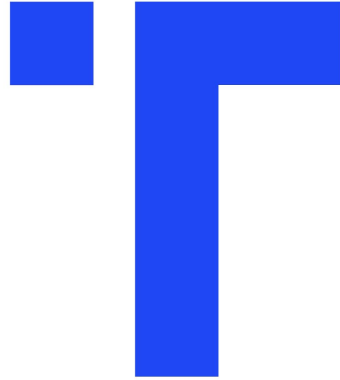
3. **The invoice must always be sent by email or post after sending by Tradeshift?**

No. However, you have to attach the system generated PDF invoice during the submission of e-invoice for reference.

4. **I can't find the order form in the "Document manager" apps. How to proceed?**

Please check with Levi Strauss & Co. that your purchase orders are sent by Tradeshift.

If your customer confirms it then you should contact the Support team [HERE](#)



**Shift: happens.**