

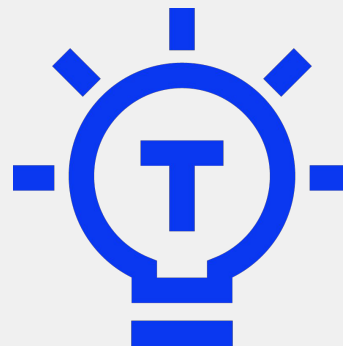


WEBINAR for suppliers.
Levi Strauss & Co. SAMEA (2025) :
Getting started with Tradeshift



Agenda

- The invitation from Levi Strauss & Co.
- Covering the Basics
- Activating the account on Tradeshift
- Profile Setup
 - Setting up
 - Frequently Used Applications
- Indian Clearance Solution
- 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
 - Premium Seller Portfolio
- FAQs



Tips: Click on the title to view the relevant topic

01

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

Levi Strauss & Co. - Introduction

Dear Supplier,

We are seeing great progress and positive feedback with our suppliers using the Tradeshift platform and see the numbers rising with inquiries. Suppliers are stating how easy it is to get status updates 24/7 without waiting for a response from LS&Co. It is even proactive seeing issues quickly without waiting for suppliers to follow up after invoices have long aged. With the overall positive feedback and ease of the Tradeshift platform, we are re-engaging our suppliers with a stronger mandate to utilize Tradeshift for the following tasks:

- 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
- Submit invoices electronically via the portal

After the scheduled webinars, messages that come via email will be redirected to the Tradeshift platform.

For seamless invoice processing and timely payments, please be advised that all Levi Strauss & Co. partners are required to use the Tradeshift platform for invoice submission. Invoices submitted outside of the Tradeshift platform will require manual processing, which may lead to payment delays.

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

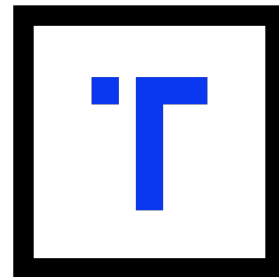
We sincerely appreciate your partnership.

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

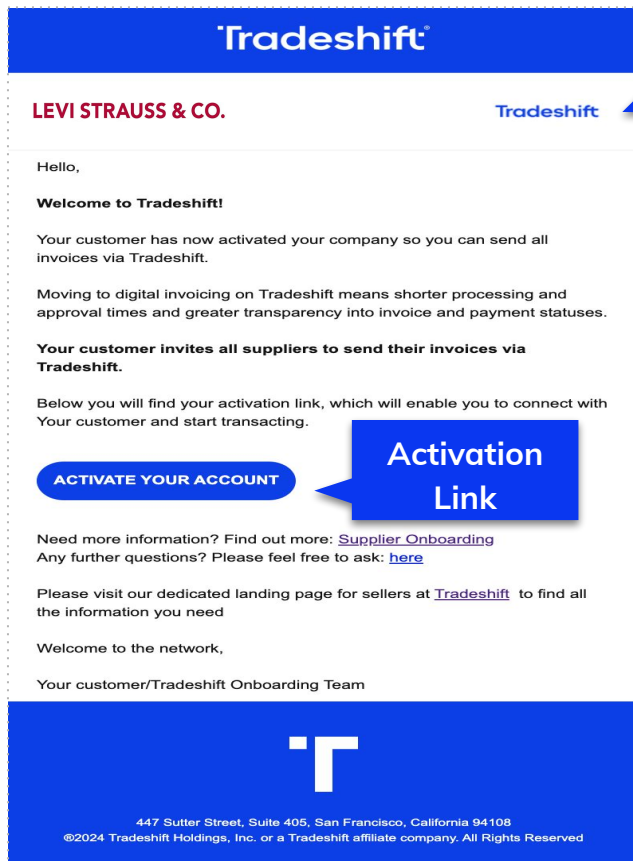
**Activating the
account on
Tradeshift**

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



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 of the form.

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' page on the Tradeshift website. The page has a header with the Tradeshift logo, a 'LEARN MORE' link, and a language selector for 'ENGLISH (UK)'. A progress bar at the top indicates the current step is 'Create your account', with previous steps being 'Confirm company info' and 'Choose a password', and the next step being 'Start using Tradeshift'. The main form area is titled 'Create your account' and contains the following fields: 'FIRST NAME' and 'LAST NAME' (both empty), 'EMAIL ADDRESS' (containing 'test01@tradeshift.com'), and 'LANGUAGE' (a dropdown menu showing 'English (UK)'). Below the fields are two checkboxes: the first is unchecked and links to 'Tradeshift's Terms of Service and Privacy Policy'; the second is also unchecked and is for 'marketing communications from Tradeshift'. A large blue 'CONTINUE' button is at the bottom of the form. Two blue callout boxes are overlaid on the image: one points to the email address field with the text 'Enter the email address which will be the login email of your account.', and the other points to the 'CONTINUE' button with the text 'Click continue to proceed'.

Tradeshift

LEARN MORE

ENGLISH (UK) ▶

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

Create your account

FIRST NAME

LAST NAME

EMAIL ADDRESS

test01@tradeshift.com

LANGUAGE

English (UK) ▶

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

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

CONTINUE

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

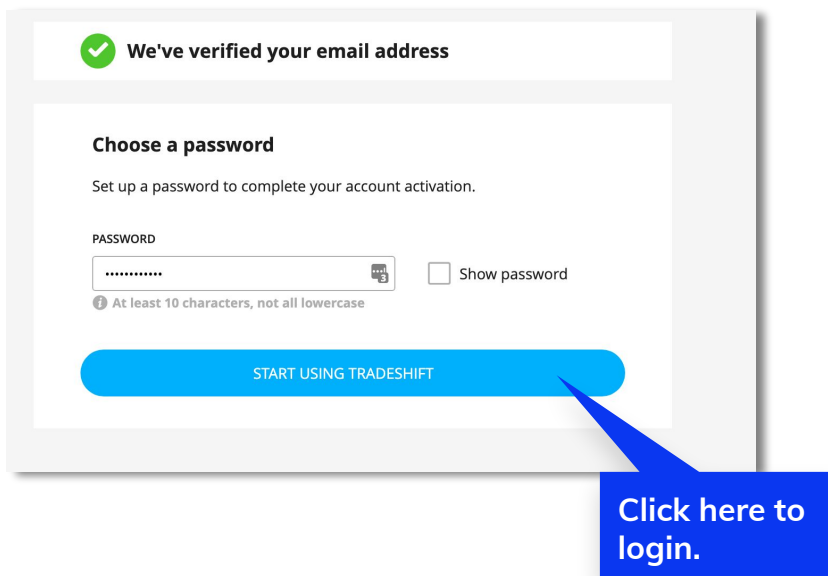
Click continue to proceed

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!**

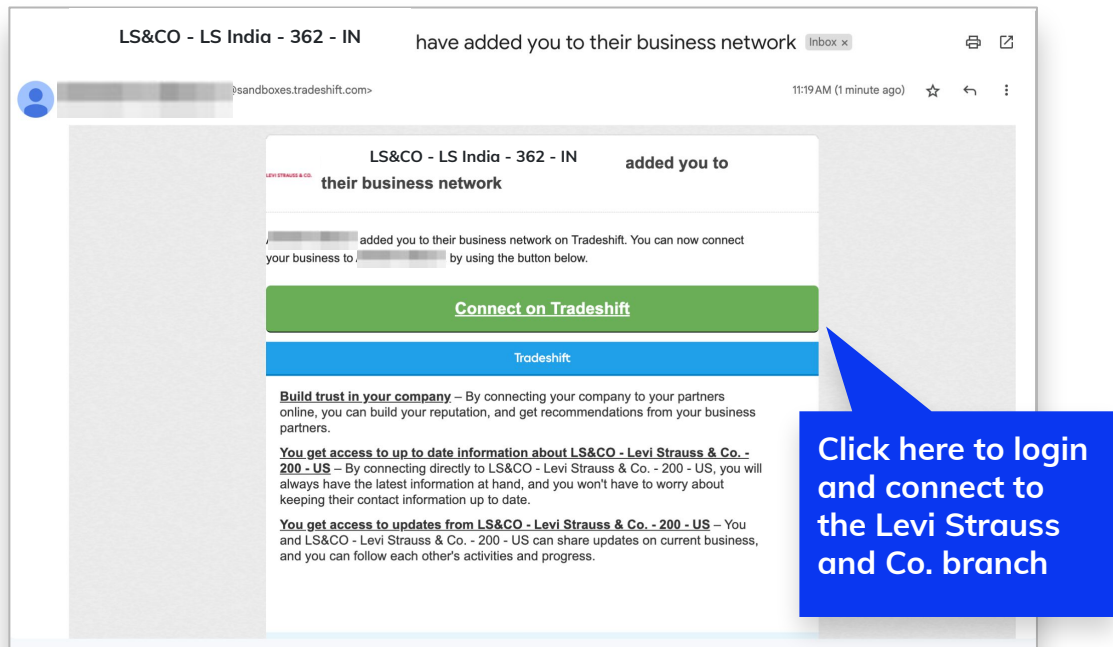
Login Page: go.tradeshift.com



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 section is titled "Choose a password". Underneath the title, it says "Set up a password to complete your account activation." There is a label "PASSWORD" above a text input field containing ten dots. To the right of the input field is a small icon of a person with a lock. Further right is a checkbox labeled "Show password". Below the input field, there is a small information icon 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 bubble 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.



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

Profile strength 35%

Complete your profile

COMPANY NAME
SEC_INDIA_Seller

COMPANY DESCRIPTION

WEBSITE

INDUSTRY

COMPANY OWNERSHIP

COMPANY ADDRESS
TEST, IN

PHONE

INVITE TEAM MEMBER

COMPANY SIZE

SHARE CAPITAL

REGISTRATION ADDRESS

COMPANY EMAIL ADDRESS

DONE

Click the [Profile] app

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

Mandatory fields

Update Company Profile

MANDATORY:

Please ensure the “Company Identifiers” is updated.

- For Indian, **PAN** and **GSTIN**
- For South Africa, **VAT**
- For Pakistan, **NTN** and **STRN**

Company Identifiers

EDIT

Permanent Account Number (PAN) [REDACTED]	GST identification number (GSTIN) [REDACTED]
GLN Not selected	Internal Identifier Not selected

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 confirm 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. The list has columns for NAME, ACCOUNTING SYSTEM ID, and RELATIONSHIP. The first entry is 'Chocolate Bar Test Buyer GmbH' with a 'Connection' status, highlighted with a blue callout '2.'. The second entry is 'LS&CO - Levi Strauss & Co.' with an 'Unverified relationship' status and a 'VERIFY' button. The third entry is 'Test Buyer B Limited' with a 'Connection' status. A red callout points to the 'VERIFY' button for the second entry.

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

Click 'VERIFY' to confirm the connection request

Dashboard: Overview of Your Account

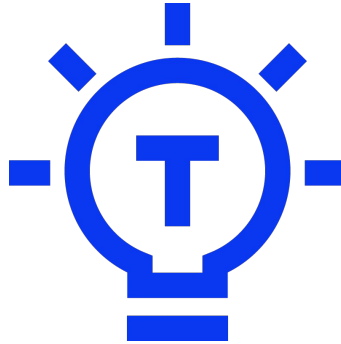
Click "All apps" to
search for more
applications

The screenshot displays the SEC_US_Seller dashboard interface. At the top, the user is identified as SEC_US_Seller with a profile icon, and account statistics show 992589876, 1 Admin, and 0 Users, with a Manage link. The dashboard is organized into several sections:

- Documents:** A section with tabs for Sales and Purchases. Under Sales, the Invoices tab is selected. A message states: "No documents available for the selected period". A "Last month" filter is visible.
- Create document:** A sidebar on the right with options: "Invoice" (with a description: "Use the invoice creator app to generate and send invoices to your buyers"), "Other document type" (with a description: "Quote, credit note, purchase order, prepayment invoice, and pro forma invoice"), and "Upload document" (with a description: "Use a PDF, UBL or any of the other supported formats").
- Questionnaires:** A section with tabs for "Needing attention", "Waiting for review", and "Completed". The "Completed" tab is active, showing a message: "Nothing new here. You're all caught up!".
- Support:** A section titled "Crucial knowledge" with a link to "Support page: Tradeshift Network".

A vertical sidebar on the left contains various application icons. The icon at the bottom, representing "All apps", is highlighted with a blue circle and a callout box.

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



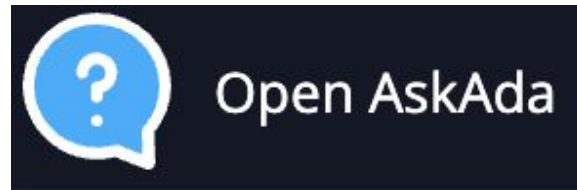
[Tradeshift University](#)

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



[Knowledge Base](#)

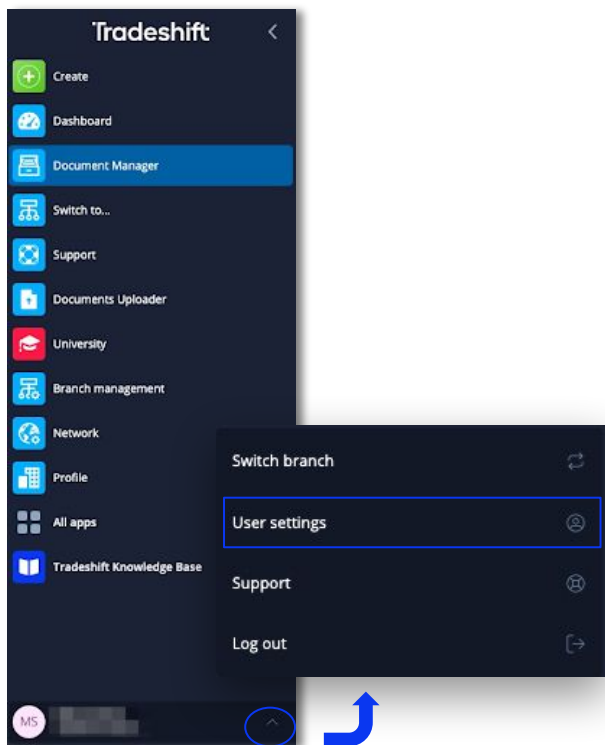
- All assistance in every step
- Encompass many forms of content: FAQs, Process Guides, Video demonstrations etc.



[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

Indian Clearance Solution

Registration for the Indian Clearance Solution

*Applicable for Sellers with an annual turnover above ₹5 crore are mandated to opt-in by the August 1, 2023

How to Check Your E-Invoicing Status

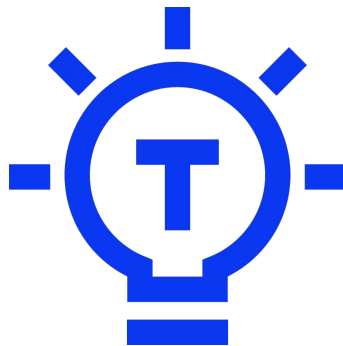
1. Go to the Indian Invoice Registration Portal - <https://einvoice1.gst.gov.in/>
2. Navigate to Search → e-invoice Status of Taxpayer
3. Enter the company's GSTIN (tax ID)
4. Please review the GSTIN Details section and 'Status'
 - a. **NOT ENABLED**: Not in scope for the new regulations from Aug 2023 and can continue invoicing. No action required from the buyer or seller
 - b. **ENABLED**: You need to include - TCS Charges (if applicable), IRN Number and QR Code on the invoices

06

Using the Tradeshift Portal and Key Transactions

PO Flip process

**Levi Strauss & Co.
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' button. The main area displays a table of documents. Three blue callout boxes provide instructions:




1. Click the Document Manager app
2. Search for the Purchase Order you wish to invoice against
3. Select the Purchase Order by clicking the Document ID

	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"/>	 POC	Order Change	TS-310-918.1	SENT	USD	400.00	LS&CO
<input type="checkbox"/>	 POC	Order Change	TS-310-870.1	SENT	USD	9.00	LS&CO
<input type="checkbox"/>	 POC	Order Change	TS-310-869.2	SENT	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 IN01_Levi Strauss India Pvt Ltd

Received via Tradeshift — Last update: over a month ago

OTHER ACTIONS

CREATE INVOICE

ACCEPT

Purchase Order

Click
CREATE INVOICE
to start creating an Invoice by
PO Flip

RECEIVED

To

2

Bangalore 321322

KA

India

Permanent Account Number (PAN) : ARBDC1004C

GST identification number (GSTIN) : 29AAACI5000L1Z6

SenderAssigned : 2003714

From

IN01_Levi Strauss India Pvt Ltd

18 Banaswadi Main Rd Maruthiseva Nagar
ITC Green Centre West Wing at 4th & 5th
Floor

Bangalore 560005

KA

India

LEVISITMANAGER01@gmail.com

Permanent Account Number (PAN) : CLSSS9055K

com.levi : 362

GST identification number (GSTIN) : 29AAACL3092Q1ZW

Order number

TESTPO3620209

Order date

30/01/25

Currency

INR

Person reference

LEVISITMANAGER01@gmail.com

IRN (Invoice Reference Number)

IRN not added

POS (Place of supply)

POS not added

PO Flip Method

1. Fill in the mandatory fields such as:

- Invoice Number
- Issue date
- **(IN only)** IRN (Invoice Reference Number)
- **(IN only)** POS (Place of supply)

Note: Mandatory fields will reflect automatically

Tip: The recipient details will appear automatically

Header level details

Create invoice [Create from existing document](#) Auto-saved as draft: under a minute ago

⚠ This invoice has been automatically filled with information from a previous invoice, please check all details below before proceeding.

⚠ As of 1 August 2023, Indian suppliers with a revenue above INR 50M (₹5Cr) are required to comply with the new invoice mandate. In case your company is affected by this mandate, you can opt-in to use the Tradeshift IRP (Invoice Registration Portal) reporting solution. Contact Tradeshift support if you are unsure how. Alternatively, please add the IRN (Invoice Reference Number) to the IRN field in the document creation form and attach the required documents.

To
IN01_Levi Strauss India Pvt Ltd
18 Banaswadi Main Rd Maruthiseva Nagar
ITC Green Centre West Wing at 4th & 5th Floor
Bangalore 560005
KA
India

GST identification number (GSTIN) : 29AAACL3092Q12W
Permanent Account Number (PAN) : AAACL3092Q
[Change recipient](#)
Legal Entity
IN01_Levi Strauss India Pvt Ltd

Invoice number
Next number: TestWHT244
Issue date * 05/03/25 Currency INR
IRN (Invoice Reference Number)
POS (Place of supply)
Purchase order number TESTPO3620209
Purchase order issue date 30/01/25
Person reference LEVISITMANAGER01@g
Add optional field

Create invoice

Invoice number
Next number: TestWHT244
Issue date * 05/03/25 Currency INR
IRN (Invoice Reference Number)
POS (Place of supply)
Purchase order number TESTPO3620209
Purchase order issue date 30/01/25
Person reference LEVISITMANAGER01@g
Add optional field

PO Flip Method

Add optional field

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

Create invoice [Create from existing document](#) Auto-saved as draft, under a minute ago

⚠ This invoice has been automatically filled with information from a previous invoice, please check all details before proceeding.

⚠ As of 1 August 2023, Indian suppliers with a turnover above INR 50M (₹50Cr) are required to comply with the new invoice mandate. In case your company is affected by this mandate, you can sign in to use the Tradeshift BP (Invoice Registration Portal) reporting solution. Contact Tradeshift support if you are unsure how. Alternatively, please add the IRN (Invoice Reference Number) to the IRN field in the document creation form and attach the required documents.

To
IN01_Levi Strauss India Pvt Ltd
18 Baranawadi Main Rd Marathihalli Nagar
ITC Green Centre West Wing at 4th & 5th Floor
Bangalore - 560005
KA
India

Invoice number
Next number: TEST01H7244
Issue date * 05/03/25 Currency INR
IRN (Invoice Reference Number)
POS (Place of supply)
Purchase order number
TESTPO3620209
Purchase order
Issue date 30/01/25
Person reference
LEVISITMANAGER0181

⚙ Add optional field

PO Flip Method

2. Choose tax % from the drop down list.
3. **NOTES** for “Add optional field”:
 - a. **Only Line level Charges are allowed.**
 - b. **(IN only) Please include the HSN/SAC Code**

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.

NOTE: Any discounts should be reflected in the line amount.

If the PO is Quantity based, adjust the quantity for partial invoicing

Line level details

Item ID	Description	Quantity	Unit	Price per unit	Tax	excl. tax
	RG_testing_01	0	pcs	1,000.00	5%	0

Notes: RG_Testing_01

Purchase order number: TESTPO3620209

Purchase order line number: 1

Delivery address:

Country/Region: India

Postbox:

Street: 18 Banaswadi Main Rd Maruth

Number: ITC Green Centre West Wing at

Locality name:

Town: Bangalore

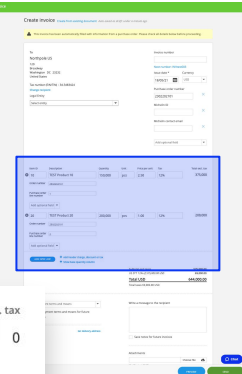
Postcode: 560005

State: KA

Location Id:

Add optional field

If it is a blanket PO / an amount based PO, adjust the Unit Price for partial invoicing



PO Flip Method

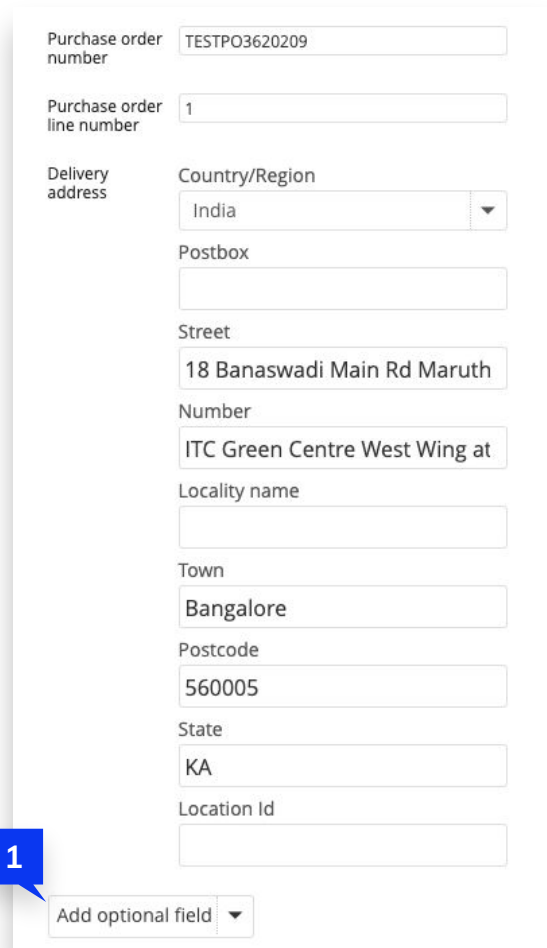
- Unplanned Charges

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



Purchase order number: TESTPO3620209

Purchase order line number: 1

Delivery address

Country/Region: India

Postbox:

Street: 18 Banaswadi Main Rd Maruth

Number: ITC Green Centre West Wing at

Locality name:

Town: Bangalore

Postcode: 560005

State: KA

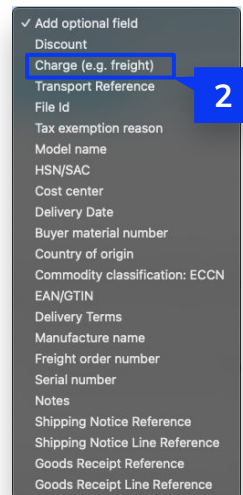
Location Id:

1 Add optional field

PO Flip Method

- Unplanned Charges

2. Select the correct item from the list



3. This will add the below to fill in

A screenshot of a form for adding a charge. The form has a light blue background. It contains a 'Charge' label, a text input field, a percentage dropdown menu, and a '0.00' value. Below the text input field is a dropdown menu labeled 'Choose reason code'. A blue callout bubble with the number '3' is positioned to the left of the form.

Charge

Choose reason code

% 0.00

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 INR

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
+ <input type="text"/>	<input type="text" value="RG_testing_01"/>	<input type="text" value="0"/>	<input type="text" value="pcs"/>	<input type="text" value="1,000.00"/>	<input type="text" value="5%"/>	<input type="text" value="0"/>
Charge	<input type="text"/>	<input type="text"/>	<input type="text" value="%"/>	<input type="text" value="0.00"/>		
	<input type="text" value="Choose reason code"/>					

4

- ✓ Choose reason code
- Bank Charges
- Customs Duties
- Repair Costs
- Attorney Fees
- Taxes
- Late Delivery
- Freight Costs
- Reason Unknown
- Price Change
- Early payment allowance adjustment
- Quantity Discount
- Pricing Discount
- Volume Discount
- Agreed Discount
- Expediting fee
- Currency exchange differences

Charge	<input type="text" value="Freight Costs"/>	<input type="text" value="15"/>	<input type="text" value="%"/>	<input type="text" value="0.00"/>
	<input type="text" value="Freight Costs"/>		<input type="text" value="✓ %"/>	
			<input type="text" value="INR"/>	

5

PO Flip Method

4. (Optional) Add in TCS charges is applicable
5. Your Bank account details are not required.
6. **(IN only)** Click to indicate the **delivery address**
7. (Optional) Leave a note for your Customer
8. **(Mandatory)** Attachment
 - a. Invoice PDF copy included with the QR Code returned by IRP

⚠️ 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.

Footer level details

Add payment terms and means

☐ Save payment terms and means for future invoices

4

Tax Collected at Source(TCS) applied on document total

No TCS

☐ Save settings for future documents

5

Add payment terms and means

☐ Save payment terms and means for future invoices

Set delivery details

Set Ship From details

Set Remit To details

Set Tax Representative Party details

6

⚠️ The Finance Act, 2021-22 has brought in a new requirement under Section 194Q of the Income Tax Act, 1961 for a buyer to implement Tax Deducted at source (TDS) on purchase of goods, at the time of credit to the party account or payment whichever is earlier, if the value of purchases in a Financial Year exceeds LAK 50 (approx. USD 75K). The new law is applicable with effect from 1 July 2021. As a result, it is expected that most of your Indian clients will be applying TDS on the purchase of goods from you and accordingly, you may not be required to collect tax collected at source (TCS) on the same with effect from 1 July 2021.

7

Write a message to the recipient

☐ Save notes for future invoices

8

Attachments

Choose File


Max file size is 10 Mb

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

 Chat

9

PREVIEW **SEND**

Invoice

To
IN01_Levi Strauss India Pvt Ltd
18 Banaswadi Main Rd Maruthiseva Nagar
ITC Green Centre West Wing at 4th & 5th Floor
Bangalore 560005
KA
India

GST identification number (GSTIN) : 29AAACL3092Q1ZW
Permanent Account Number (PAN) : AAACL3092Q
[Change recipient](#)

Legal Entity
IN01_Levi Strauss India Pvt Ltd

Invoice number
INV000
[Next number: TestWHT245](#)

Issue date *
06/03/25

Currency
INR


IRN (Invoice Reference Number)
a8c5e4b1f2d3790c6a7b5e8d3f4

POS (Place of supply)
BL

Purchase order num. Close All

❌ Failed due to sender country's compliance rules (5):

- Street name of recipient's delivery location must be filled in.
- City of recipient's delivery location must be filled in.
- Postal code of recipient's delivery location must be filled in.
- Country of recipient's delivery location must be filled in.

 Chat

PREVIEW **SEND**

⚠ 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 screenshot illustrates the steps to filter documents in the Document Manager. At the top, the 'Document Manager' header is visible. A blue arrow points from the 'APPLY FILTER' button in the top right (labeled 1) to the 'Add Filter' dialog box (labeled 2). In the 'Add Filter' dialog, 'Document type' is selected (labeled 3). The 'Document type' dialog shows 'Order' and 'Order Change' selected with checkmarks (labeled 3), and 'Goods Receipt' is unselected. A blue arrow points from the 'APPLY FILTER' button in the 'Document type' dialog (labeled 4) back to the 'APPLY FILTER' button in the top right of the Document Manager.

Document Manager

1 View Totals Create Document

Q

APPLY FILTER CUSTOMIZE VIEW

Add Filter

Transaction type

Document type

2

Document type

Order

Order Change

Goods Receipt

3

APPLY FILTER

4

PO Flip Tips

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

The screenshot shows the 'Document Manager' interface with a table of purchase orders. The table has columns: TYPE, DOCUMENT ID, PAYMENT, STATUS, CURR, AMOUNT, SENDING PARTY, RECEIVING PARTY, MODL, DUE, ISSUE, REQUEST DESCR, ACTIONS, and ACCOUNTING S. The third row is highlighted in blue, and its checkbox is selected. A blue callout '5' points to this checkbox. At the bottom of the table, there is a button labeled 'Create invoice from orders' with a document icon. A blue callout '6' points to this button. The interface also includes a search bar, filters, and pagination controls.

TYPE	DOCUMENT ID	PAYMENT	STATUS	CURR	AMOUNT	SENDING PARTY	RECEIVING PARTY	MODL	DUE	ISSUE	REQUEST DESCR	ACTIONS	ACCOUNTING S
PO	Purchase or... 18	-	RECEIV...	EUR	7,500.00			06/1...	-	06/1...	-	View Transaction	21312
PO	Purchase or... 17	-	REPLAC...	EUR	5,712.00			05/1...	-	05/1...	-	View Transaction	21312
PO	Purchase or... 16	-	RECEIV...	EUR	4,900.00			30/1...	-	30/1...	-	View Transaction	21312
PO	Purchase or... 1	-	SENT	EUR	171.36			28/1...	-	28/1...	-	View Transaction	-
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) 1 2 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.

Select order lines from

Search for orders and orders lines

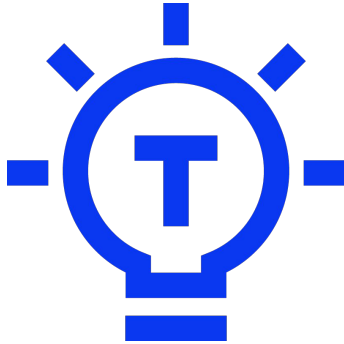
Show billed line items ☒

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

1 - 4 (4)

CANCEL CREATE INVOICE

Order Change



How To Flip an Order Change into an Invoice

☐ poc **Order Change** 4 [redacted] 3 RECEIVED USD 14,025,210.54 [redacted] [redacted] 11/02/2...

1 Go to OPTIONS

Viewing Purchase Order Change #4[redacted]3

Purchase Order Change #450[redacted]173 RECEIVED

OC Received: 11/02/2022 5 days ago

SENDER

[redacted] New York, US
Person reference: U0093632
[Show details](#)

RECIPIENT

[redacted] BROADWAY PARK, US
[Show details](#)

TOTAL PAYABLE AMOUNT USD 14,025,210.54

ISSUE DATE 07/09/2018 **SEQUENCE NUMBER** 2

RELATED DOCUMENTS (7)

[redacted] Order Change #450[redacted]173	...
OC Created date: 11/02/2022	
[redacted] Credit Note #5[redacted]24	...
CN Created date: 01/02/2022	
[redacted] Invoice #5[redacted]15	...
INV Created date: 01/02/2022	

[Show more](#)

PURCHASE ORDER REFERENCE 450[redacted]3

Order Change view

Document Options ✕

CREATE FROM THIS DOCUMENT

⊕ Create invoice **2** Create Invoice from here

DOCUMENT ACTIONS

⬇ Download as...

🗄 Archive document

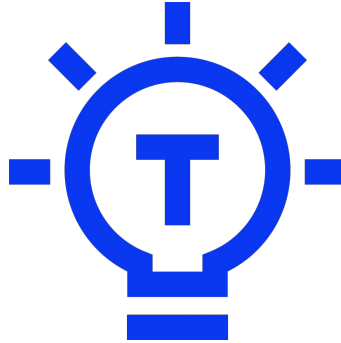
MORE OPTIONS

🚩 Send us your feedback

The CREATE Launcher

Applicable for Non-PO suppliers

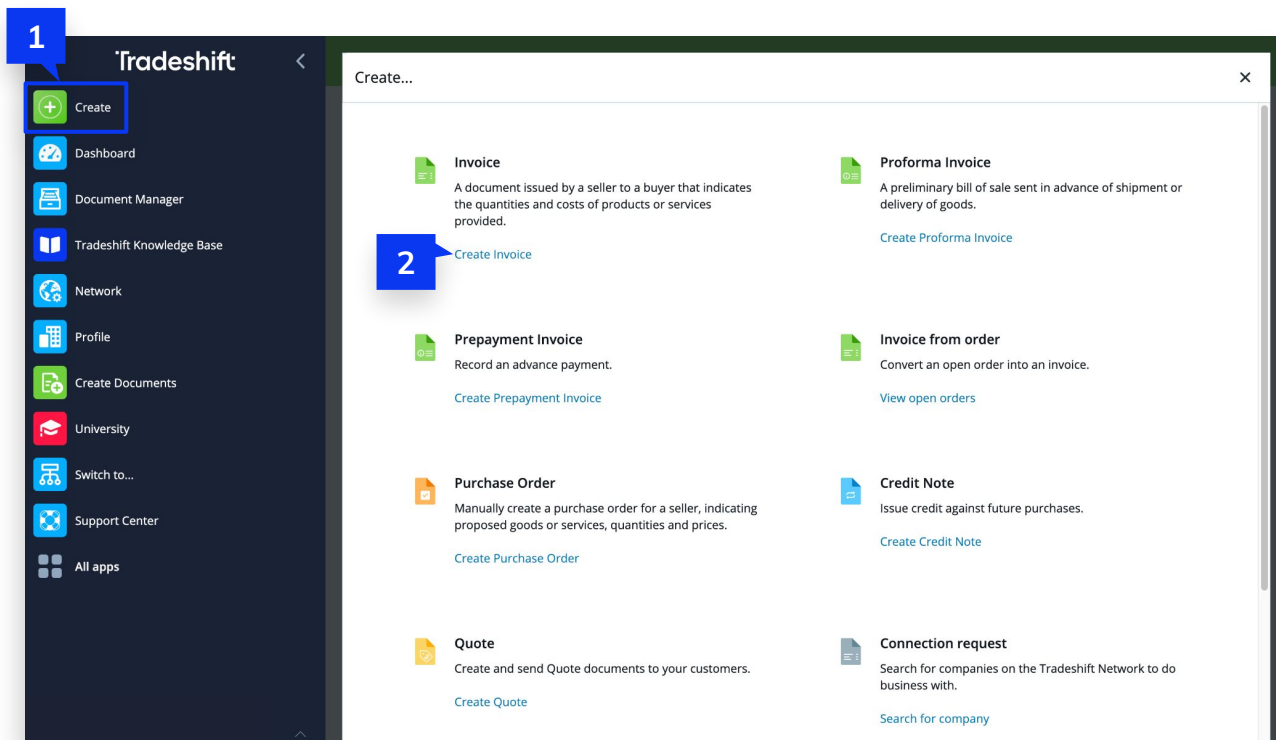
Freight Carriers, Utilities, Telecom



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
 - (IN only) IRN (Invoice Reference Number)
 - (IN only) POS (Place of supply)
 - E-mail of your Levi Strauss & Co. Contact Reference (@levi.com)

Note: Mandatory fields will reflect automatically.

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

- Add an optional field

Header level details

Create invoice [Create from existing document](#)

⚠ As of 1 August 2023, Indian suppliers with a revenue above INR 50M (₹5Cr) are required to comply with the new invoice mandate. In case your company is affected by this mandate, you can opt-in to use the Tradeshift IRP (Invoice Registration Portal) reporting solution. Contact Tradeshift support if you are unsure how. Alternatively, please add the IRN (Invoice Reference Number) to the IRN field in the document creation form and attach the required documents.

To

LS&CO - LS India Private Ltd.- 362 - IN

[No match? Search or add a connection in Network](#)

Legal Entity

Select entity

Invoice number

Next number: TestWHT245

Issue date *

05/03/25

Currency

INR

IRN (Invoice Reference Number)

POS (Place of supply)

Payment due date

Delivery date

Add optional field

How to invoice from the CREATE Launcher

5. Fill in the line details and Tax %
6. **NOTES** for “Add optional field”:
 - a. (IN only) Please include the HSN/SAC Code
7. Click “ADD NEW LINE” for additional line item
 - a. You may add additional charges (shipping charges) in a separate line.
 - b. Discounts would be netted with the line amount.

Line level details

The screenshot shows the 'Invoice' screen in the CREATE Launcher. A blue arrow points from the 'Line level details' text to the first line item. Three numbered callouts highlight specific features:

- 5**: Points to the first line item details.
- 6**: Points to the 'Add optional field' dropdown.
- 7**: Points to the 'ADD NEW LINE' button.

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

Below the table, there is a 'Choose reason code' dropdown and an 'ADD NEW LINE' button. To the right of the button are two links: '+ Add header charge, discount or tax' and '+ Show base quantity column'.

At the bottom right, there is a 'Chat' button and a 'SEND' button. The bottom left has 'Discard' and 'Save as draft' buttons.

How to invoice from the CREATE Launcher

8. (Optional) Add in TCS charges is applicable
9. **Your Bank account details are not required.**
10. **(IN only)** Click to indicate the **delivery address**
11. (Optional) Leave a note for your Customer
12. **(Mandatory)** Attachment
 - a. **Invoice PDF copy included with the QR Code returned by IRP**

! 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.

Footer level details

The screenshot shows the 'CREATE INVOICE' interface. A blue arrow points from the 'Footer level details' text to the bottom section of the form. Numbered callouts highlight specific steps:

- 8:** Points to the 'Tax Collected at Source(TCS) applied on document total' section, which includes a dropdown menu set to 'No TCS' and a checkbox for 'Save settings for future documents'.
- 9:** Points to the 'Add payment terms and means' dropdown menu and the 'Save payment terms and means for future invoices' checkbox.
- 10:** Points to the 'Set delivery details' link, which is highlighted with a blue box. Below it are links for 'Set Ship From details', 'Set Remit To details', and 'Set Tax Representative Party details'.
- 11:** Points to the 'Write a message to the recipient' text area.
- 12:** Points to the 'Attachments' section, which includes a 'Choose File' button and a note 'Max file size is 10 Mb'.


A yellow warning box on the right side of the form states: 'The Finance Act, 2021-22 has brought in a new requirement under Section 194Q of the Income Tax Act, 1961 for a buyer to implement Tax Deducted at source (TDS) on purchase of goods, at the time of credit to the party account or payment whichever is earlier, if the value of purchases in a Financial Year exceeds LAK 50 (approx. USD 75K). The new law is applicable with effect from 1 July 2021. As a result, it is expected that most of your Indian clients will be applying TDS on the purchase of goods from you and accordingly, you may not be required to collect tax collected at source (TCS) on the same with effect from 1 July 2021.'

How to invoice from the CREATE Launcher

- Click on **PREVIEW** to check for errors before sending.
- Click **SEND**

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

Attachments

Choose File 

Max file size is 10 Mb

13

PREVIEW **SEND**

Chat

Invoice

To
IN01_Levi Strauss India Pvt Ltd
18 Banaswadi Main Rd Maruthiseva Nagar
ITC Green Centre West Wing at 4th & 5th Floor
Bangalore 560005
KA
India

Invoice number
INV000

Next number: TestWHT245

Issue date * 06/03/25 Currency INR

IRN (Invoice Reference Number)
a8c5e4b1f2d3790c6a7b5e8d3f4

GST identification number (GSTIN) : 29AAACL3092Q1ZW
Permanent Account Number (PAN) : AAACL3092Q
[Change recipient](#)

Legal Entity
IN01_Levi Strauss India Pvt Ltd

POS (Place of supply)
BL

Purchase order num. Close All

❌ Failed due to sender country's compliance rules (5):

- Street name of recipient's delivery location must be filled in.
- City of recipient's delivery location must be filled in.
- Postal code of recipient's delivery location must be filled in.
- Country of recipient's delivery location must be filled in.

PREVIEW **SEND**

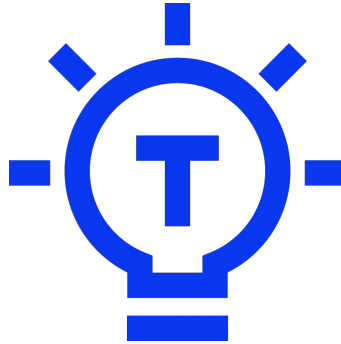
Chat 14

⚠ 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

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 shows the Document Manager interface. On the left, a sidebar contains 'Quick Filters' and 'Document Types'. The main area displays a table of invoices. A blue box labeled '1' points to the 'Invoice' type filter in the sidebar. Another blue box labeled '2' points to the 'Actions' column in the table. A dropdown menu is open, showing 'Document Options' and 'Create credit note'.

TYPE	DOCUMENT NUMBER	STATUS	PREVIEW	AMOUNT	SENDER	RECIPIENT	MODIFIED	DUE DATE	REQUEST DESCRIPTION	ACTIONS
Invoice	TestWHT240	SENT	[icon]	INR 168.00	WEST WIND PROJECTS	INR03_Levi Strauss India O&O Nexus Kormangala	14/02/2025	-	-	...
Invoice	TestWHT239	SENT	[icon]	INR 157.50	WEST WIND PROJECTS	INR03_Levi Strauss India O&O Nexus Kormangala	14/02/2025	-	-	...
Invoice	TestWHT227	SENT	[icon]	INR 168.00	WEST WIND PROJECTS	INR03_Levi Strauss India O&O Nexus Kormangala	14/02/2025	-	-	...
Invoice	TestWHT236	SENT	[icon]	INR 168.00	WEST WIND PROJECTS	INR03_Levi Strauss India O&O Nexus Kormangala	14/02/2025	-	-	...
Invoice	TestWHT229	SENT	[icon]	INR 168.00	WEST WIND PROJECTS	INR03_Levi Strauss India O&O Nexus Kormangala	14/02/2025	-	-	...
Invoice	TestWHT234	SENT	[icon]	INR 168.00	WEST WIND PROJECTS	INR03_Levi Strauss India O&O Nexus Kormangala	14/02/2025	-	-	...
Invoice	TestWHT231	SENT	[icon]	INR 3,150.00	WEST WIND PROJECTS	INR01_Levi Strauss India Pvt Ltd	14/02/2025	-	-	...

Document Options

- Change document status →
- Download document ↓
- Create credit note →
- Use as draft →
- Manage access ↗
- Archive document 📁

VIEW DOCUMENT

How to create a Credit Note

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

NOTES: Credit Note number must be different from the Invoice number

Create credit note

Create from existing document

As of 1 August 2023, Indian suppliers with a revenue above INR 50M (₹5Cr) are required to comply with the new invoice mandate. In case your company is affected by this mandate, you can opt-in to use the Tradeshift IRP (Invoice Registration Portal) reporting solution. Contact Tradeshift support if you are unsure how. Alternatively, please add the IRN (Invoice Reference Number) to the IRN field in the document creation form and attach the required documents.

To

IN03_Levi Strauss India O&O Nexus Kormangala
Hosur Rd Chikku Lakshmaiah Layout Korma
Unit No, FF-120/121 First Floor Nexus Mall Kormangala
Bangalore 560095
KA
India

GST identification number (GSTIN) : 29AAACL3092Q 1ZW
Permanent Account Number (PAN) : AAACL3092Q

Credit Note number

Next number: 1

Issue date *
05/03/25

Currency
INR

Invoice number
TestWHT235

IRN (Invoice Reference Number)

POS (Place of supply)

Purchase order number
TESTPO36201

Person reference
6xcmnrtvz3mcdvdr

Invoice issue date
14/02/25

Add optional field

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.

Item ID	Description	Quantity	Unit	Price per unit	Tax	Total excl. tax
+ 1	Test ScanIO1	1	pcs	150.00	5%	150

Notes
Test ScanIO

Purchase order number
TESTPO3620192

Purchase order line number
1

Invoice line number
1

HSN/SAC
HSN 2323

Delivery address
Country/Region
India

Postbox

Street
Hosur Road

Number
Nexus Koramangala Mall First

Locality name

Town
Bangalore

Postcode
560095

State
KA

Location Id

Add optional field

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

☐ 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

☐ Purchase Order

☒ Credit Note

DOCUMENT TYPES: Credit Note X Clear all Save

	TYPE	DOCUMENT NUMBER	STATUS	AMOUNT	SENDER	RECIPIENT	MODIFIED	DUE DATE	ACTIONS
<input type="checkbox"/>	Credit Note	CRN002	SENT	USD -64.56	SEC_US_Seller	Levi Strauss & Co.	2/27/2023	-	...

1 of 1 rows selected ☐ Deselect all

1 - 1 of 1 Page 1 of 1

DOWNLOAD CSV

07

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 mid 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.

Tradeshift

+

Create

Dashboard

Document Manager

App Store

Switch to...

Network

Support

Profile

Create Documents

All apps

Document Manager

Q

	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	00319-2020002A03	MARKED PA...	GBP	34,268.00	Alan S

21 - 40 (405)

1

2

3

4

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

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.

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 - Collaboration Tool

Open Conversation panel

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

Contact document receiver

Invoice

Purchase Order TS-310-1150 related

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

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

Contact colleague

Click here to add attachments

Click here to send a message

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

Other Features - Support Chat Function

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

Credit Note

Edit credit note #BF 01

⚠ As of 1 August 2023, Indian suppliers with a revenue above INR 50M (₹5Cr) are required to comply with the new invoice mandate. In case your company is affected by this mandate, you can opt-in to use the Tradesift IRP (Invoice Registration Portal) reporting solution. Contact Tradesift support if you are unsure how. Alternatively, please add the IRN (Invoice Reference Number) to the IRN field in the document creation form and attach the required documents.

To

IN01_Levi Strauss India Pvt Ltd
18 Banaswadi Main Rd Maruthiseva Nagar
ITC Green Centre West Wing at 4th & 5th Floor
Bangalore 560005
KA
IN
India

GST identification number (GSTIN) : 29AAACL3092Q
Permanent Account Number (PAN) : AAACL3092Q

Credit Note number

BF 01

Issue date *

22/01/25

Currency

INR

Number

Invoice Reference Number

Discard Save as draft

MS

Click here to chat with our customer support for assistance.

Chat

Chat with us

Hafi
Customer Support

Today 16:50

Hi, I need help to invoice to my buyer.

Chat started

Customer Service

Thank you for contacting Tradesift Support. In a moment you will be connected with one of our Chat Champions.

Hafi joined the chat

Hafi

Good day! Welcome to Tradesift Support. My name is Hafi and I will be assisting you today.

How may I help you today?

Type a message here...


zendesk

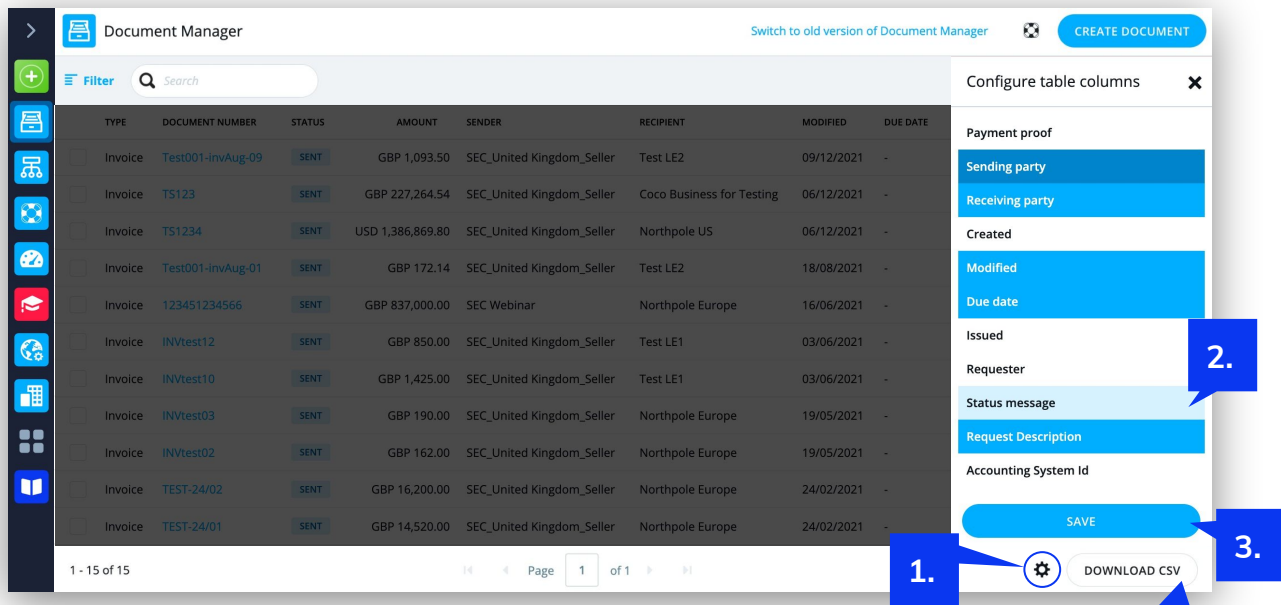
Other Features - Customizing the table

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

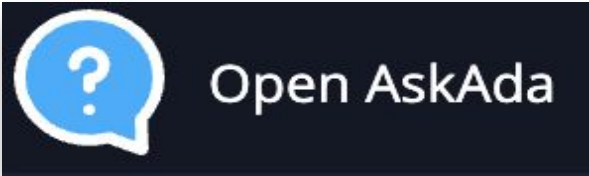
Accounting System Id

SAVE

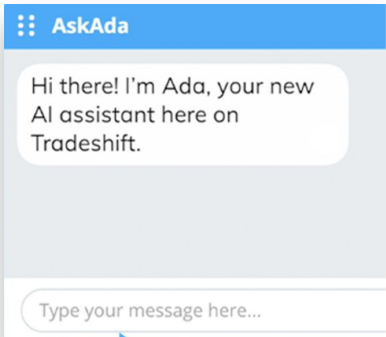
DOWNLOAD CSV

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 select 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](#)



Premium Seller Subscription

The subscription model from Tradeshift delivers value and ensures quality of service.

Every seller transacting 601 invoices or more per year, aggregated across all Buyers they do business with, will be in a paid subscription tier.

Kindly be aware that opting for the subscription is entirely voluntary. You will still be able to upload invoices on the platform. It's just that we are limiting our services.

What does this mean? [We reserve the right to remove services](#), such as account support and integration support.

Nonetheless, you retain complete access to our knowledge base and Tradeshift University content for any assistance you may need.

You may find more information from the [Tradeshift Supplier Subscription](#) page.

If you have any questions, you can reach out to subscription@tradeshift.com.

Seller Subscription Plans

Service	Startup	Business *	Growth *	Enterprise *
Invoice Submission and Order Capture	✓	✓	✓	✓
Ticket System Support	✓	✓	✓	✓
Live Chat Support	✓	✓	✓	✓
Integration Support	✗	✓	✓	✓

*How we Calculate

Tradeshift Network Subscription plans to use transaction volumes (invoices and credit notes, not POs) to calculate tiers. Companies with less than 600 transactions will be in the Startup tier. Between 601 and 3000 transactions per year is for the Business tier, and the Growth Subscription supports those within the 3001 to 12,000 transaction band. Enterprise is the top tier for companies with more than 12,000 transactions. In addition to Transaction volumes, sellers will only qualify for a paid tier if their total spend is above \$100,000 in the past 12 months.

What do we get for the subscription fee?

With your subscription, you gain access to unparalleled value.



Document Storage



Integration Updates and Maintenance



Accelerated Digital Transformation & Support



Reduce Costs



Improve Cash Flows



Collaborative Tools

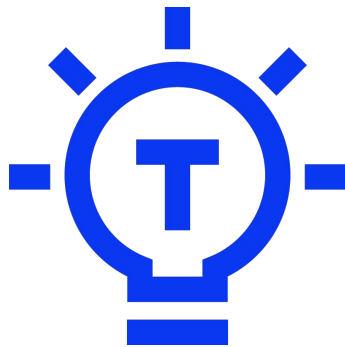
Other Features - Common Error and Solutions

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 Alphabetical/Number and special characters are 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 Support team 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 Support team 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 Support team 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 Support team needs to check on it.

Tradeshift Platform Walkthrough



April 16th, 2025 - Go-Live for:

- 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

Levi Strauss & Co. entities already LIVE with Tradeshift

- 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

08

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.

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.

FAQs

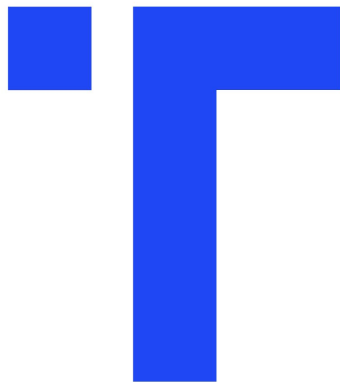
3. The invoice must always be sent by email or post after sending by Tradeshift?

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.