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

Pay

Agenda

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

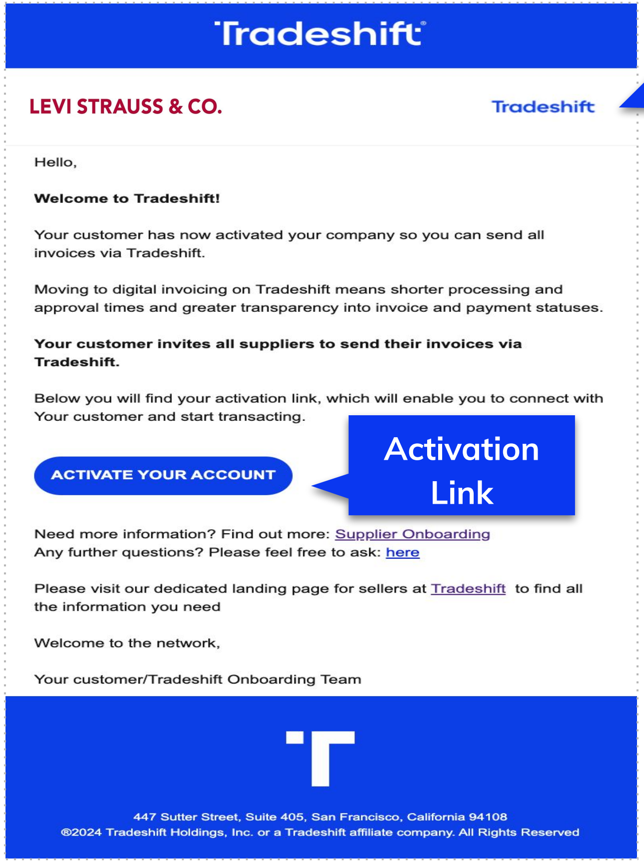
Activating the account on Tradeshift

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**



Tradeshift

LEVI STRAUSS & CO. Tradeshift

Hello,

Welcome to Tradeshift!

Your customer has now activated your company so you can send all invoices via Tradeshift.

Moving to digital invoicing on Tradeshift means shorter processing and approval times and greater transparency into invoice and payment statuses.

Your customer invites all suppliers to send their invoices via Tradeshift.

Below you will find your activation link, which will enable you to connect with Your customer and start transacting.

ACTIVATE YOUR ACCOUNT

Need more information? Find out more: Supplier Onboarding
Any further questions? Please feel free to ask: here

Please visit our dedicated landing page for sellers at Tradeshift to find all the information you need

Welcome to the network,

Your customer/Tradeshift Onboarding Team

447 Sutter Street, Suite 405, San Francisco, California 94108
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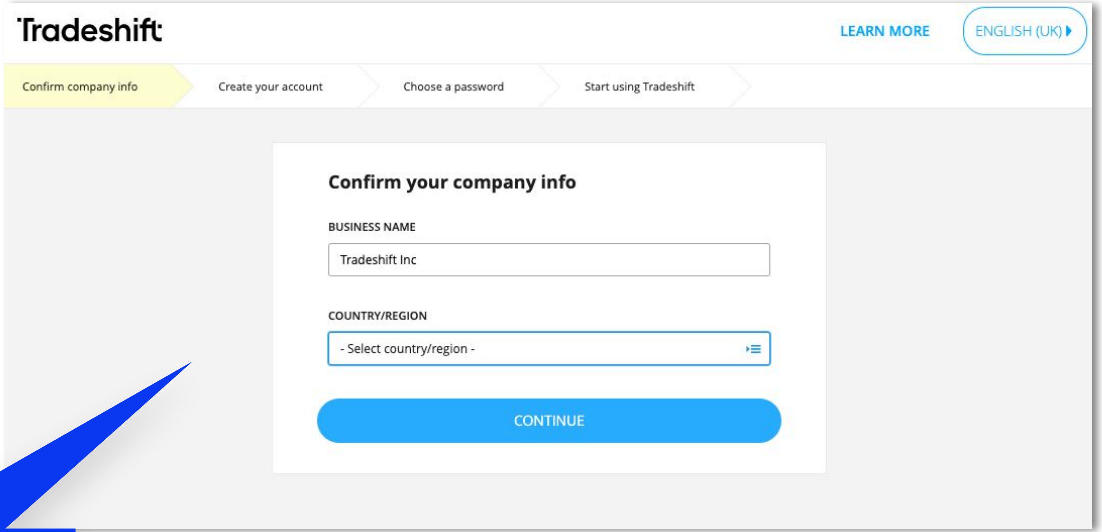
Invitation email from Tradeshift

Activation Link

Account Activation

Complete your company information during the registration of account:

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



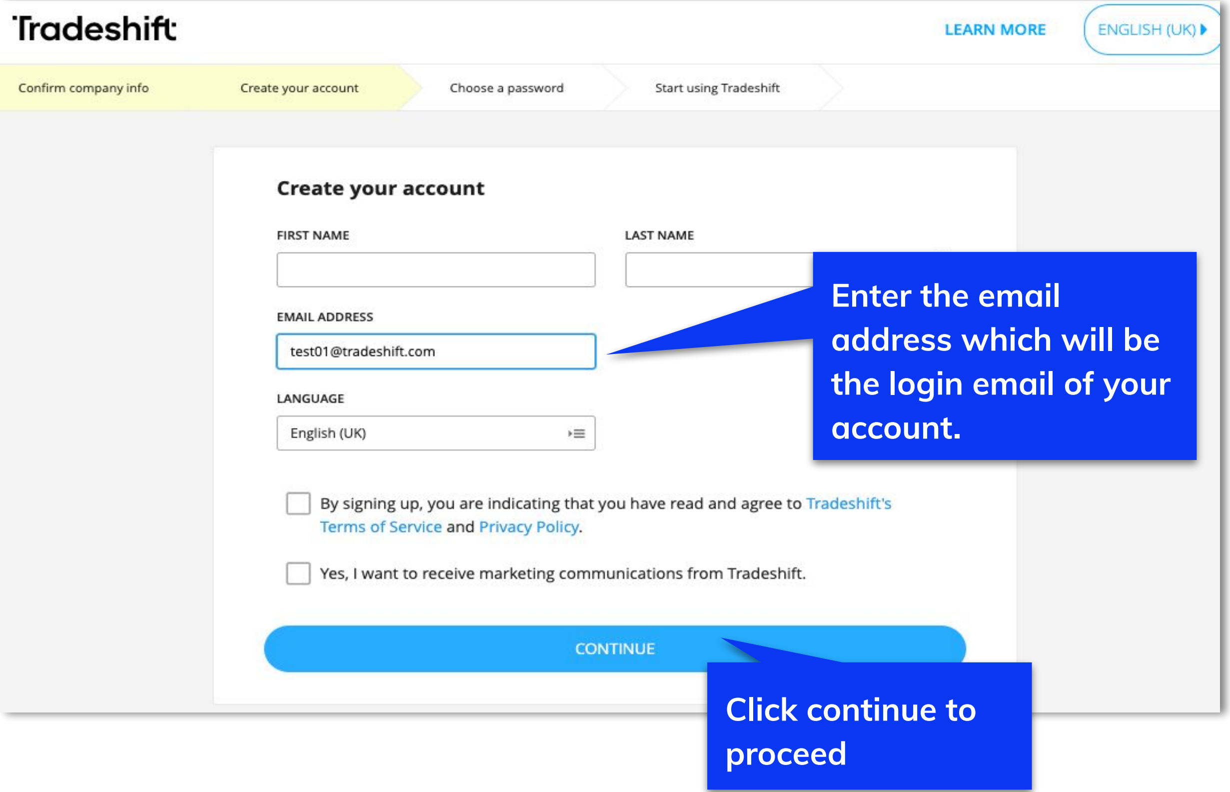
Please make sure you select the correct Country/ Region. It cannot be edited once you have registered the account.

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.

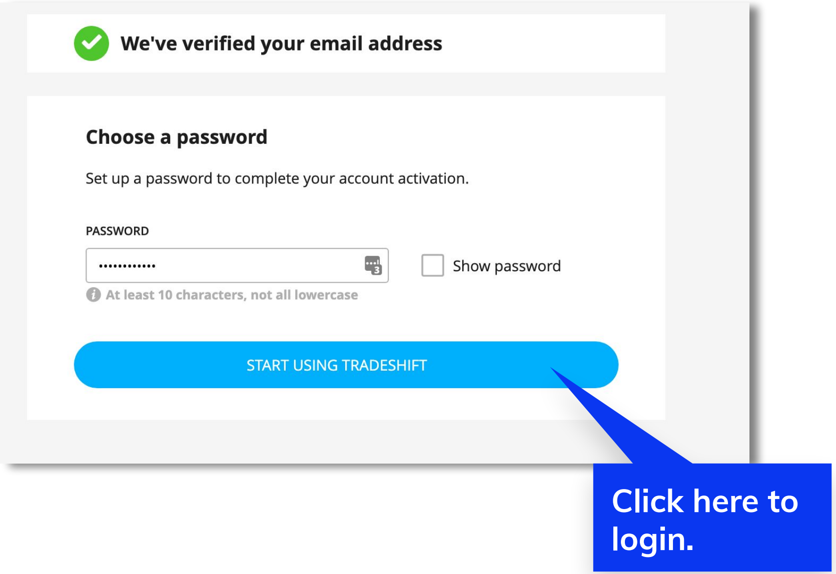


Account Activation

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

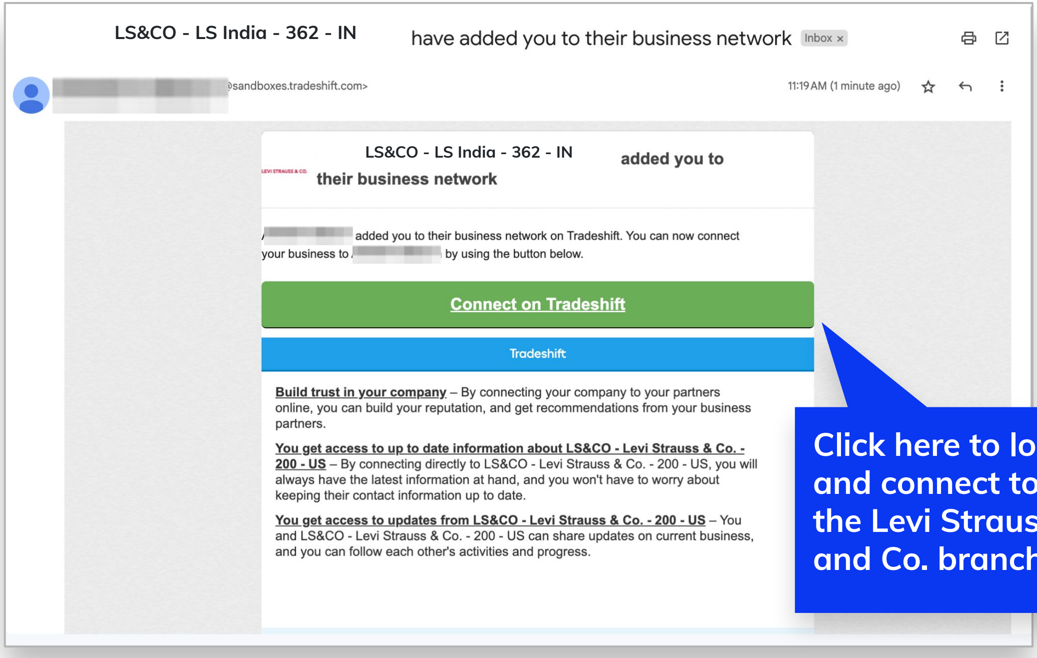
You will be able to **login to Tradeshift** with the **registered email address** and **password after this!**

Login Page: go.tradeshift.com



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

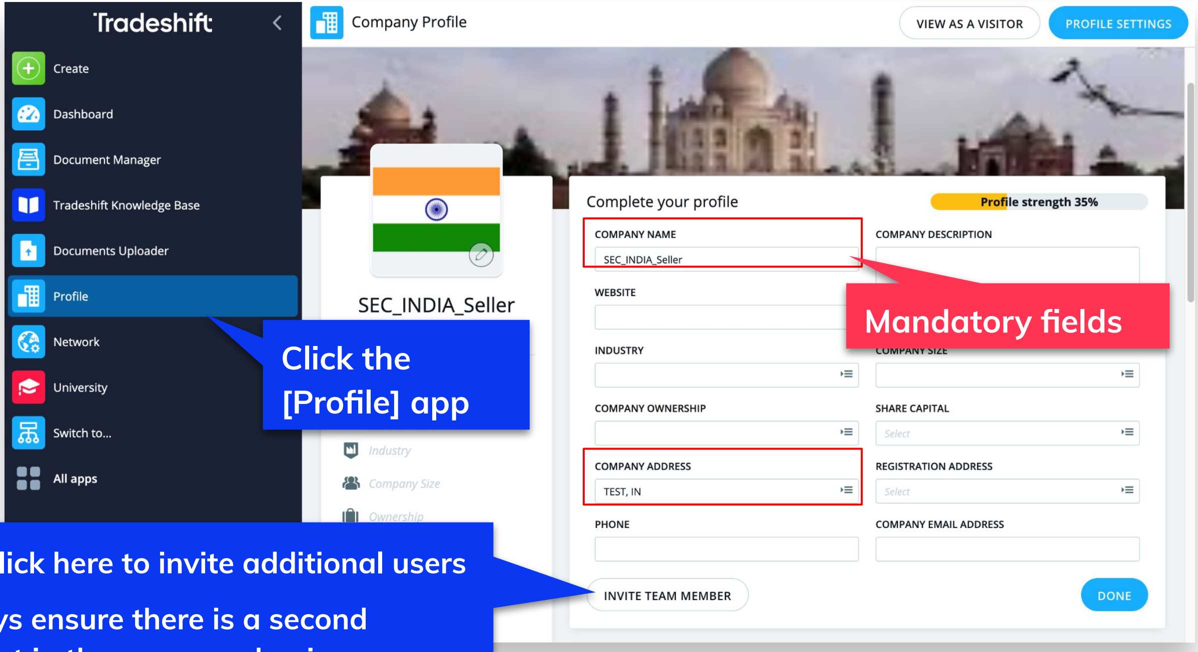
Please ensure the details in your Company Profile are updated before you kick-start the invoicing process by filling in the columns as below:

Mandatory:

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

Optional:

- Company Logo
- Industry
- Phone
- Company Email Address



Tip: Click here to invite additional users

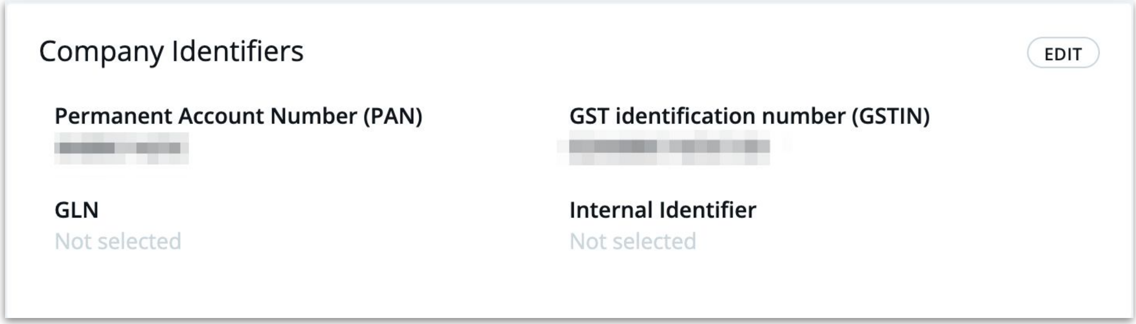
Always ensure there is a second contact in the company having access to Tradeshift

Update Company Profile

MANDATORY:

Please ensure the “Company Identifiers” is updated.

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



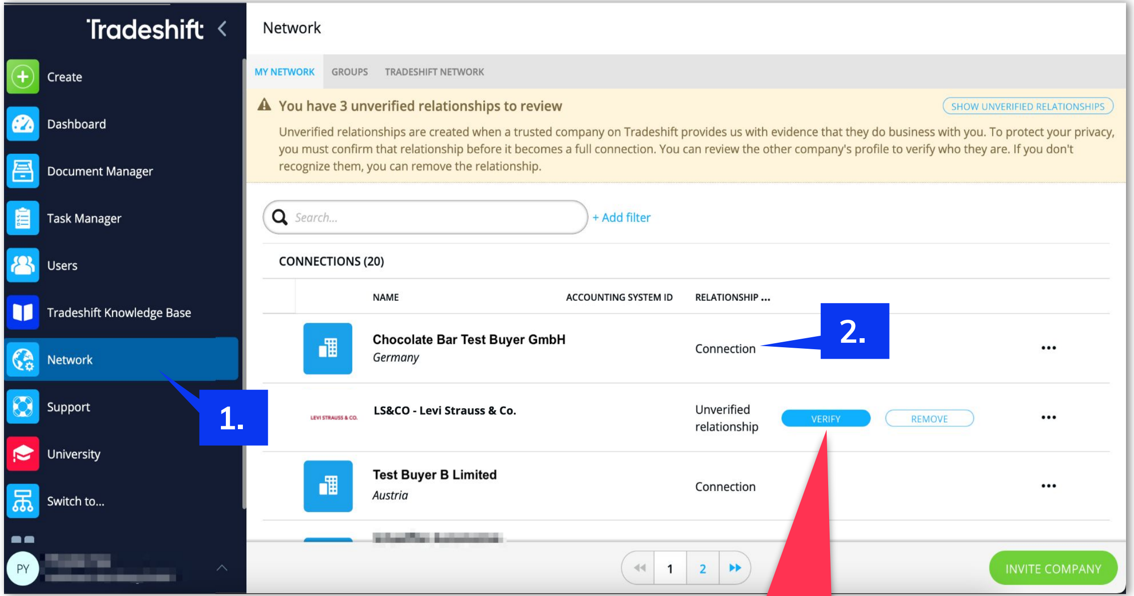
Network Connection with Your Customer

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.

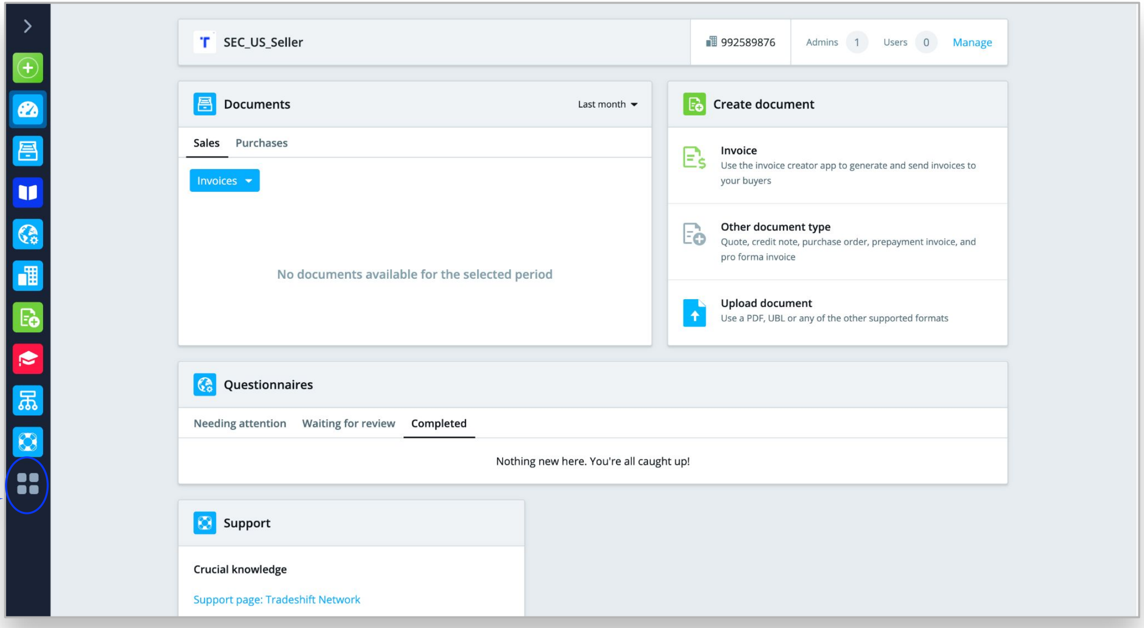
➢ If you could not see any connection, please contact our Support team via Chat or https://support.tradeshift.com/requests/new



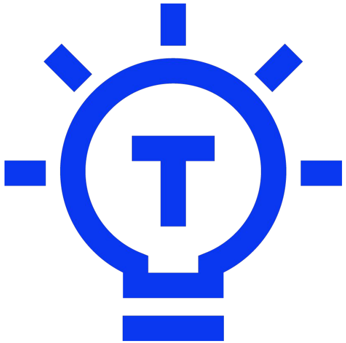
Click ‘VERIFY’ to confirm the connection request

Dashboard: Overview of Your Account

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.)

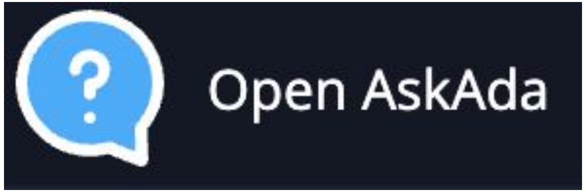
Create

- 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

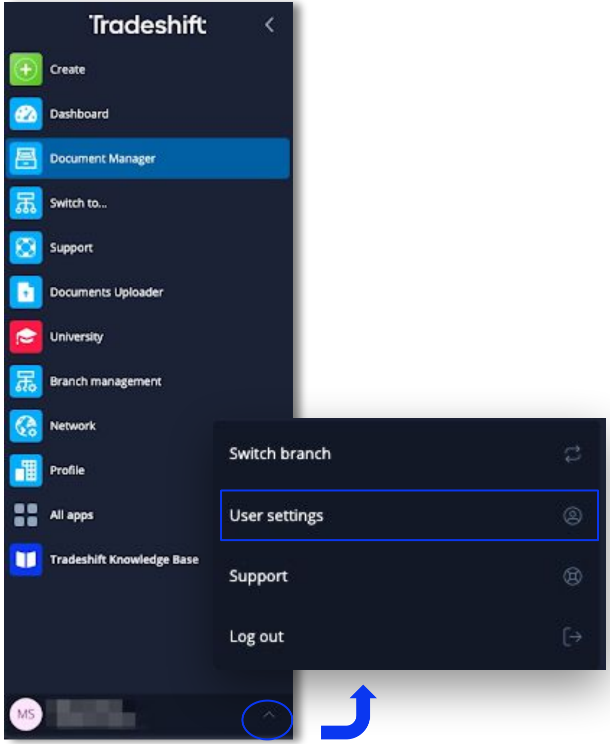
Knowledge Base

- 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

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

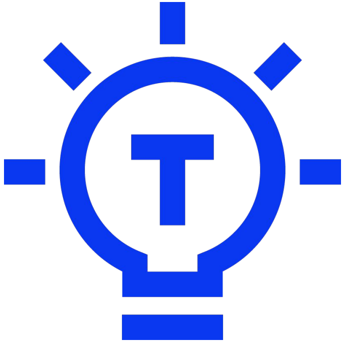
1. Go to the Indian Invoice Registration Portal - https://einvoice1.gst.gov.in/
2. Navigate to Search → e-invoice Status of Taxpayer
3. Enter the company's GSTIN (tax ID)
4. Please review the GSTIN Details section and 'Status'
    a. **NOT ENABLED**: Not in scope for the new regulations from Aug 2023 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

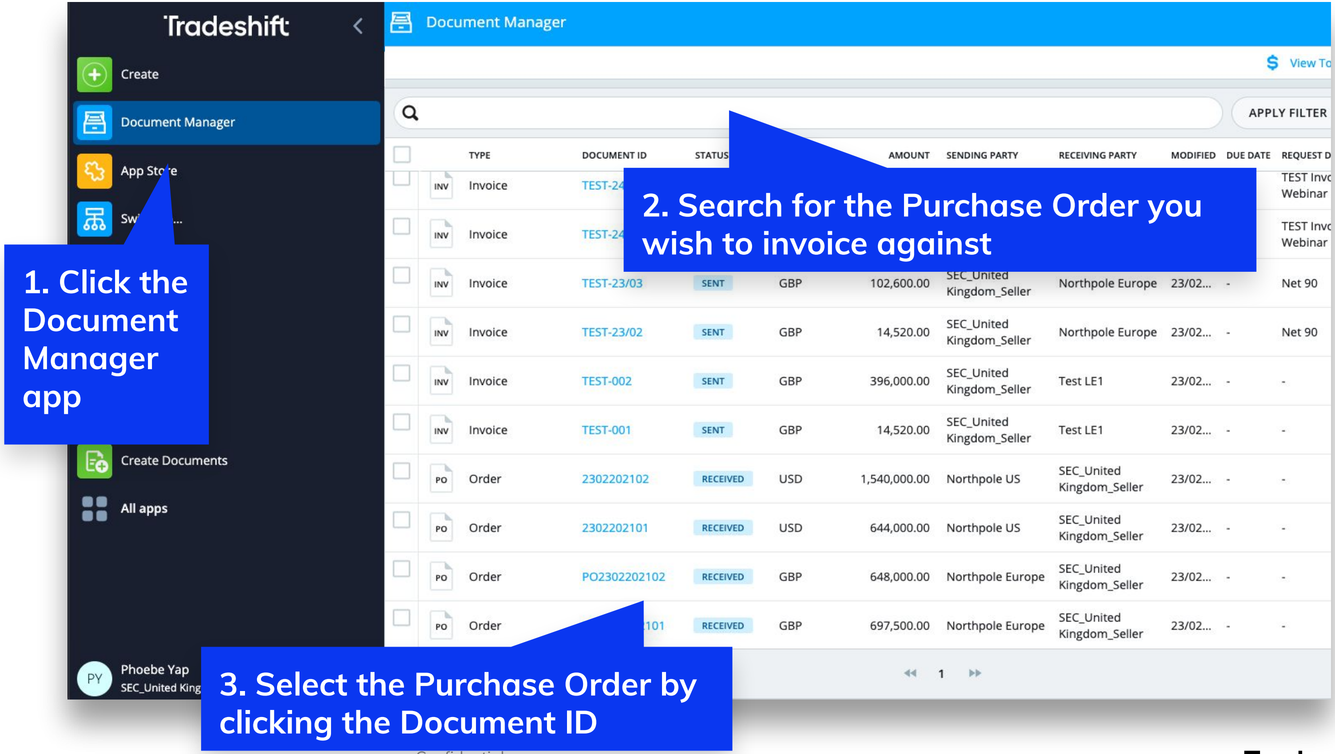
Do you know?

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.**



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.

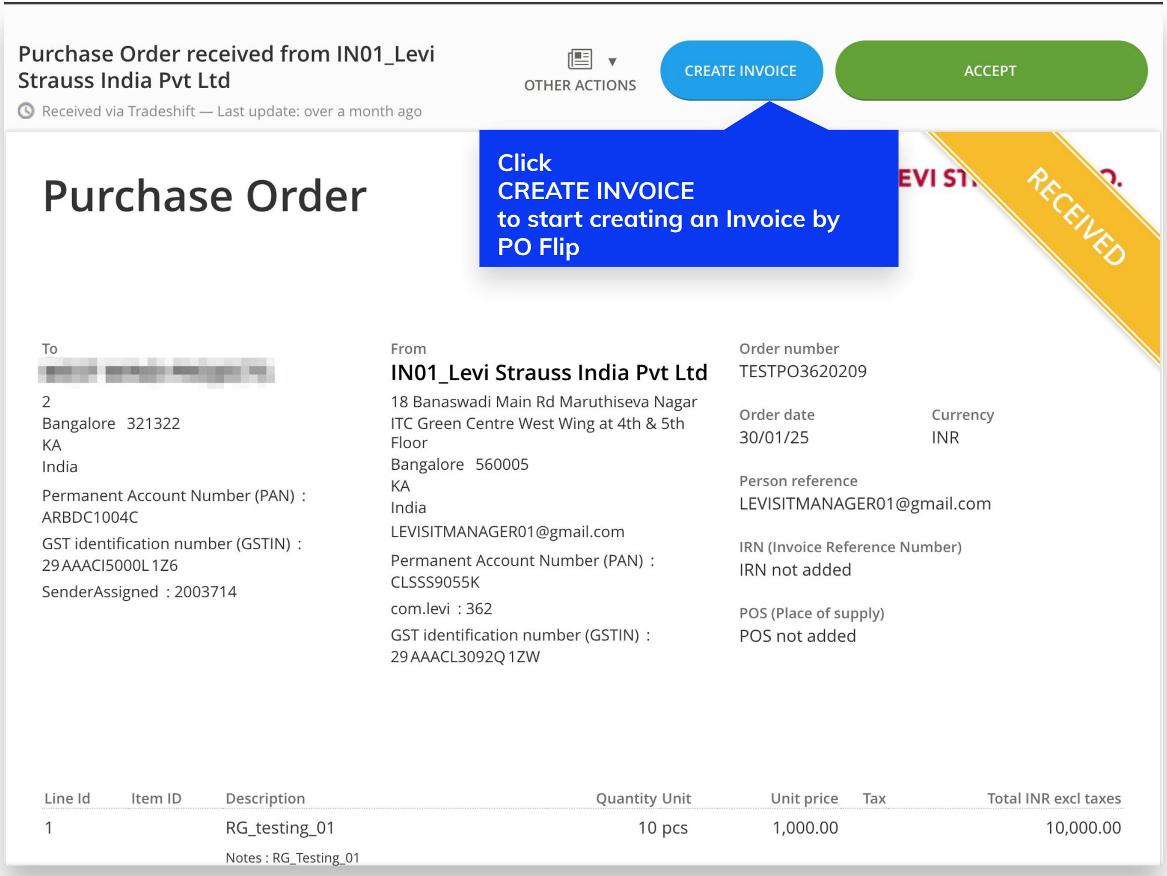
- Do not use a **REPLACED** status Purchase Order. Wait for the **Order Change (POC Icon)**

	POC	Order Change	TS-310-918.1	SENT	USD	400.00	LS&CO
	POC	Order Change	TS-310-870.1	SENT	USD	9.00	LS&CO
	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.

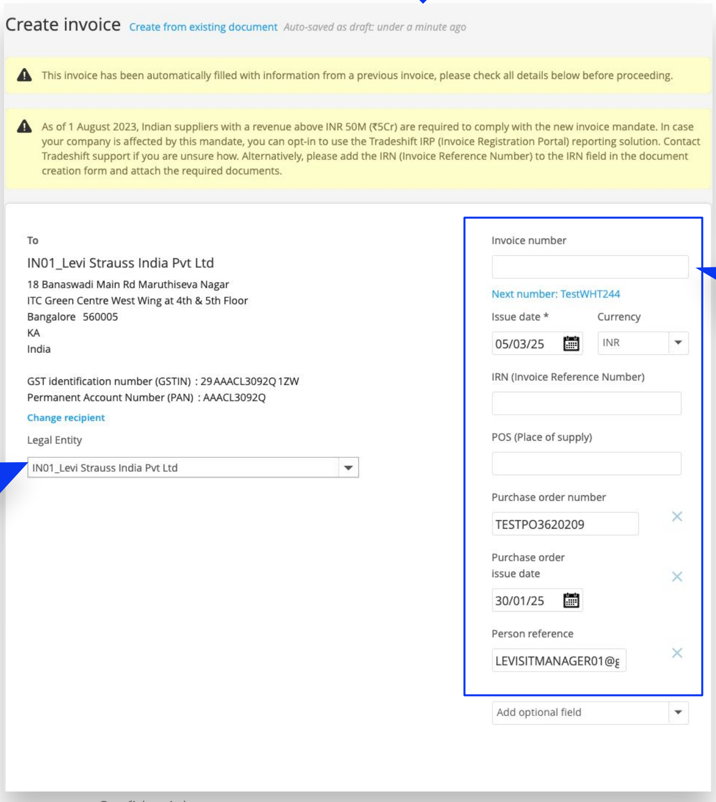


PO Flip Method

Header level details

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



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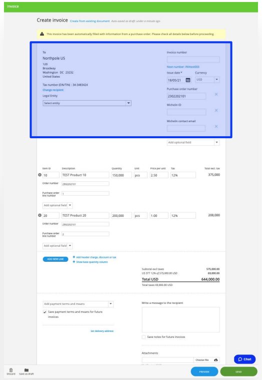
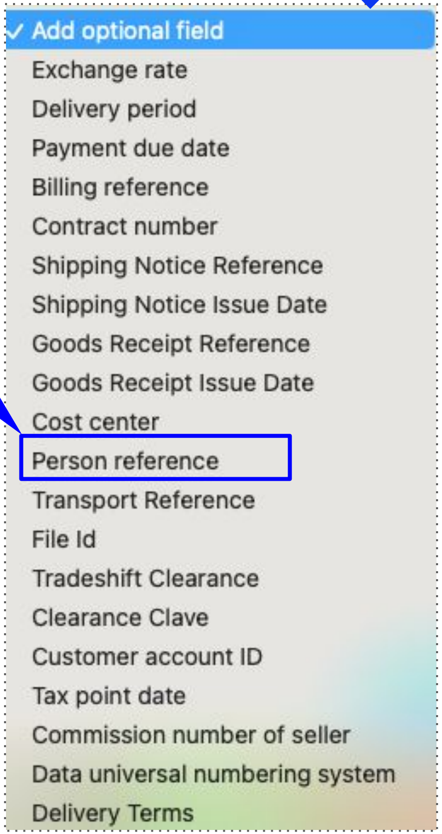


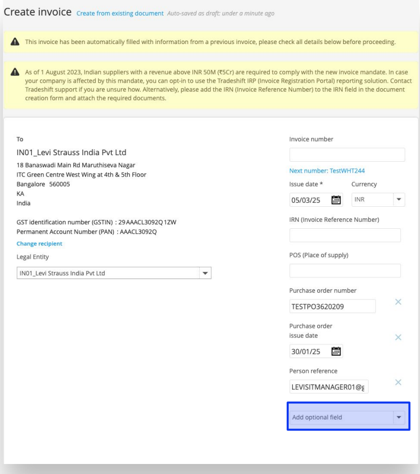
Tip: The recipient details will appear automatically

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”





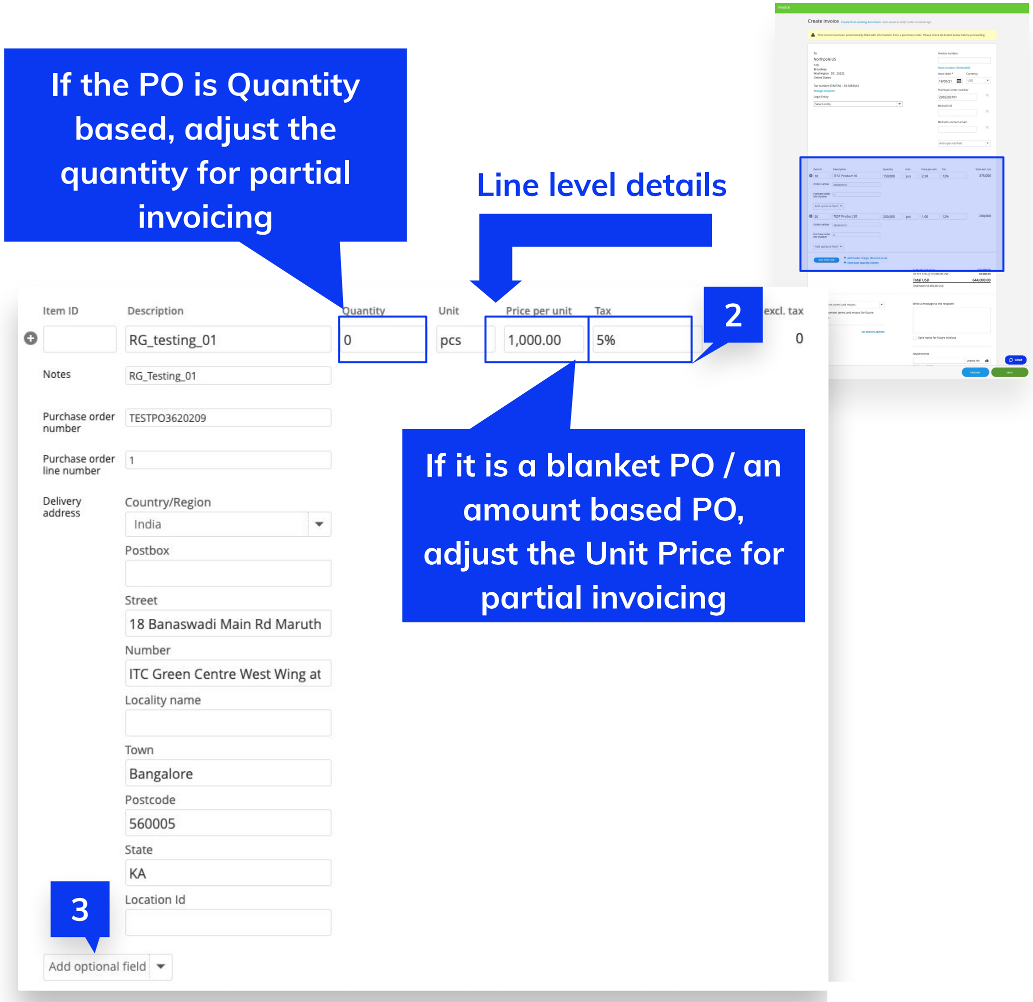
Tradeshift

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.



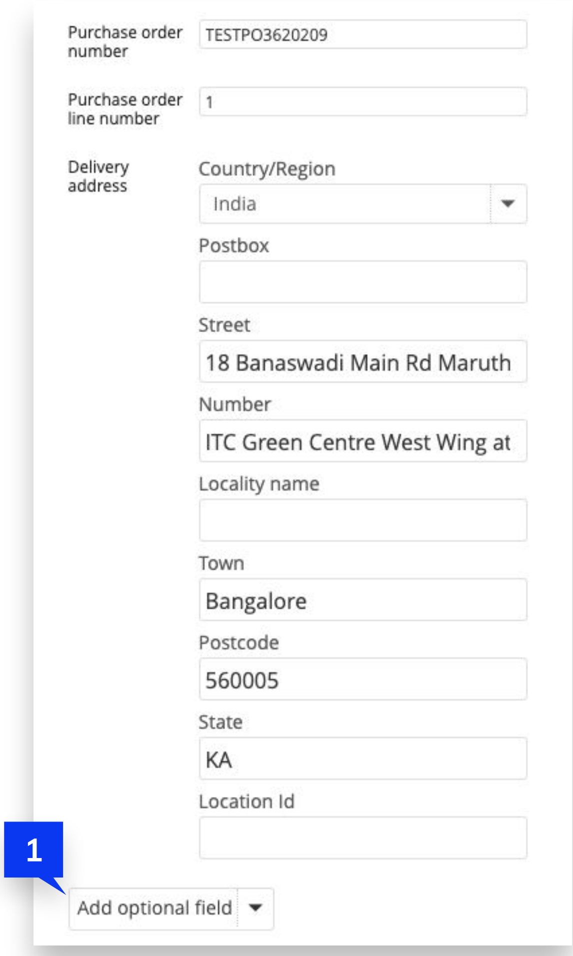
PO Flip Method - Unplanned Charges

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

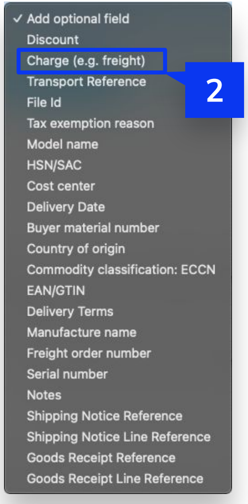
   The steps to do this are:

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

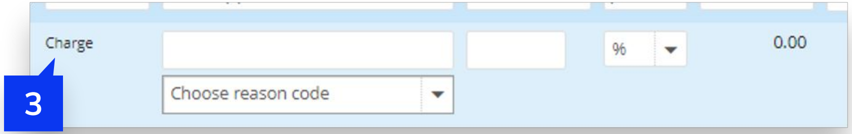


PO Flip Method - Unplanned Charges

2. Select the correct item from the list

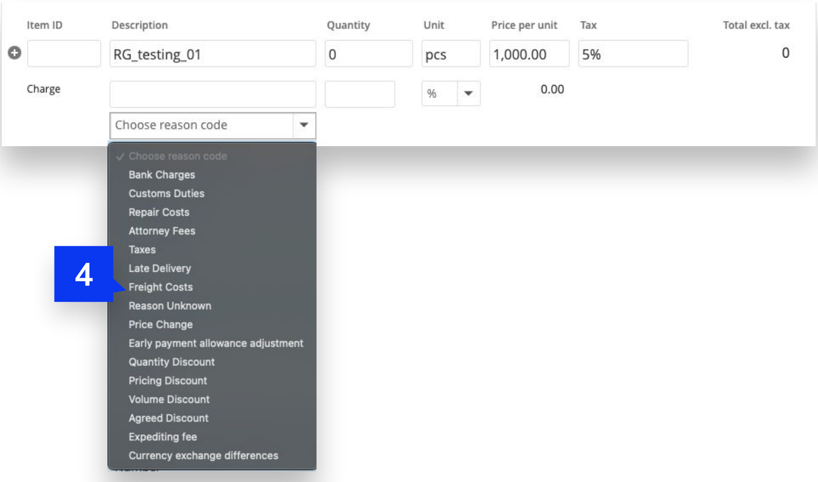


3. This will add the below to fill in



PO Flip Method - Unplanned Charges

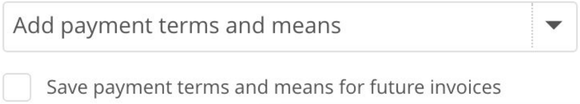
4. Use the drop down arrow to select the reason for the charge



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

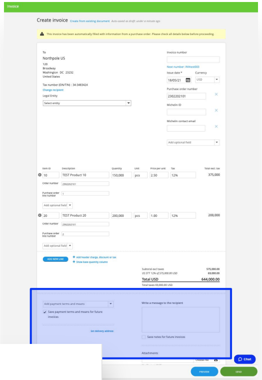
PO Flip Method

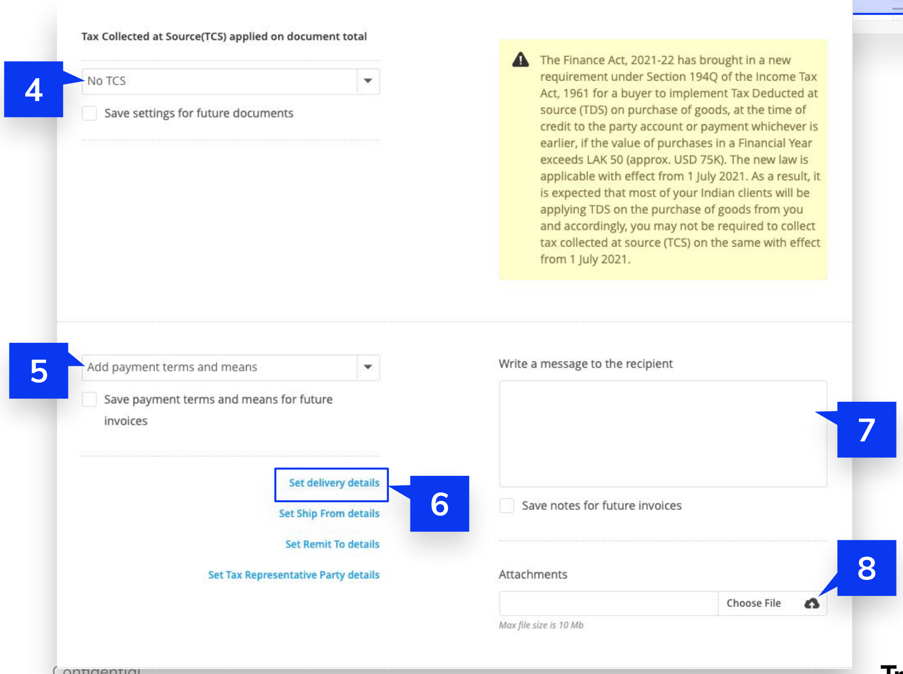
⚠️Your Bank account details are **not** required. Note that Levi Strauss & Co. already has them in their invoicing system using this information to pay your invoice.



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**

Footer level details

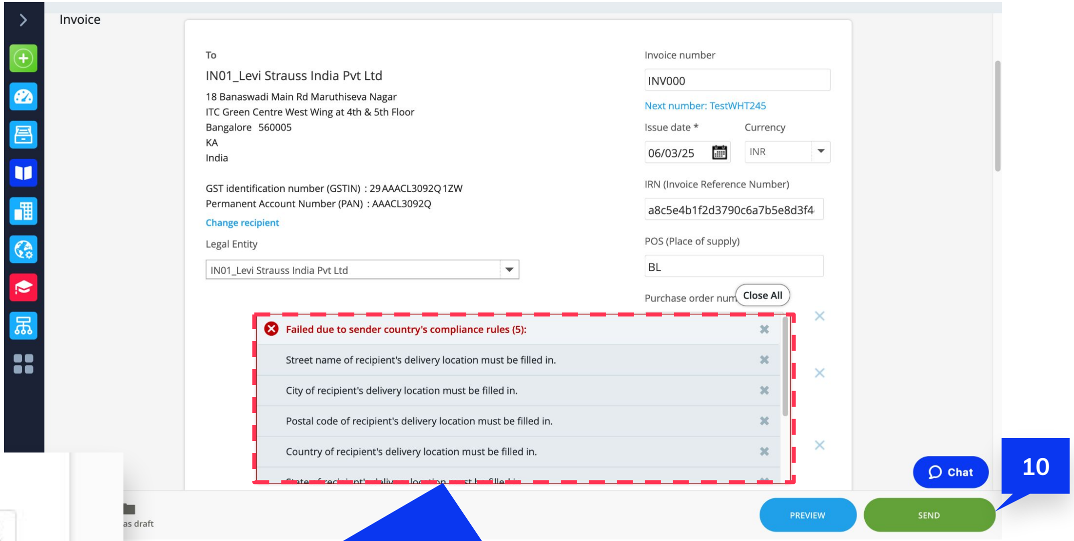




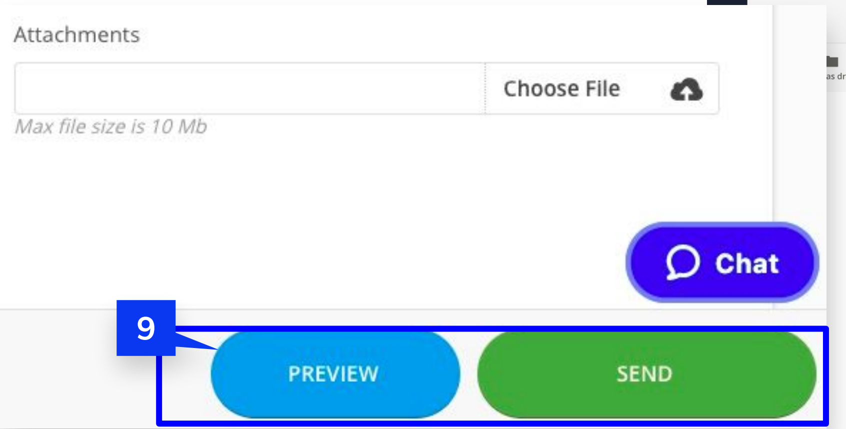
PO Flip Method

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

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



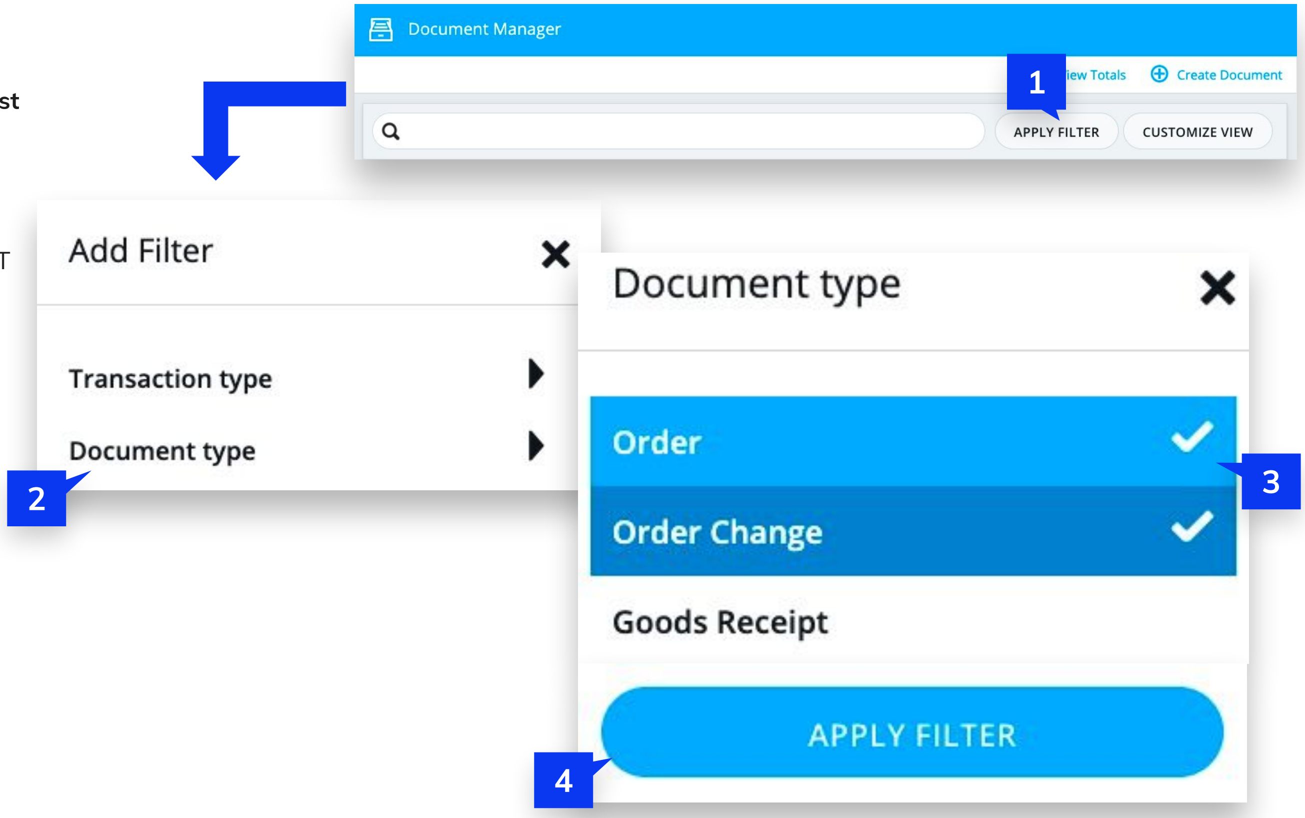
⚠️ You will see error messages in red if mandatory data is missing. Please insert / modify details accordingly



PO Flip Tips

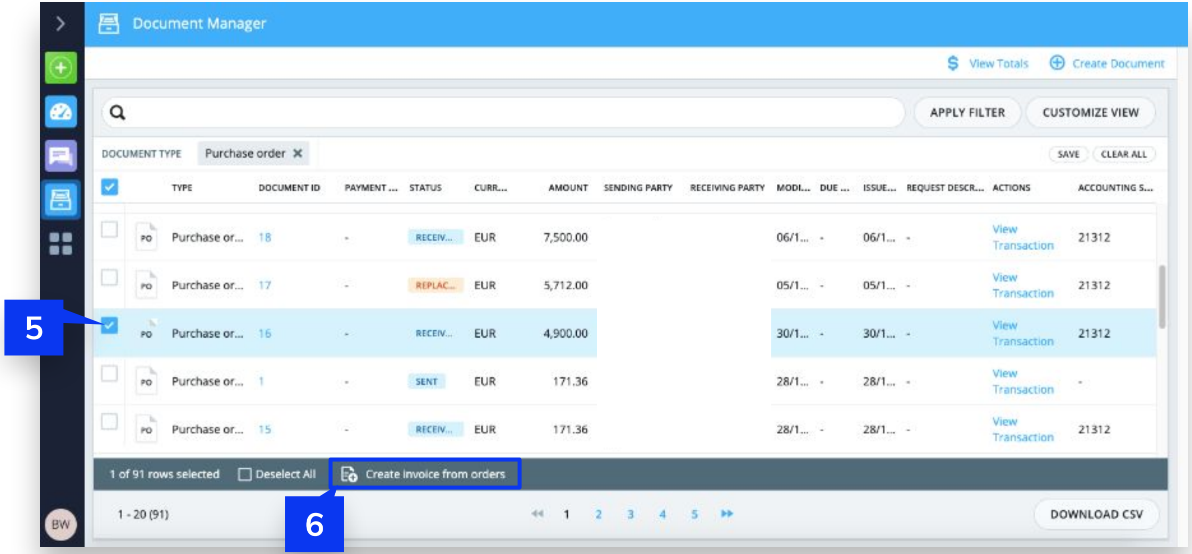
To check that you are billing against the most current PO document version,

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**



PO Flip Tips

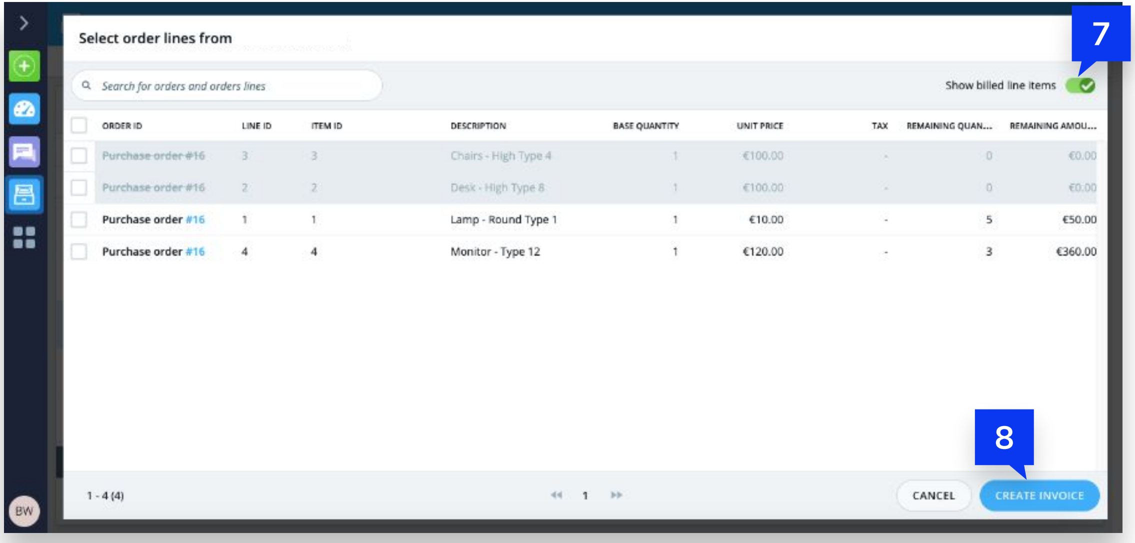
5. Select the purchase order.
6. Click on the “Create invoice from orders”.



PO Flip Tips

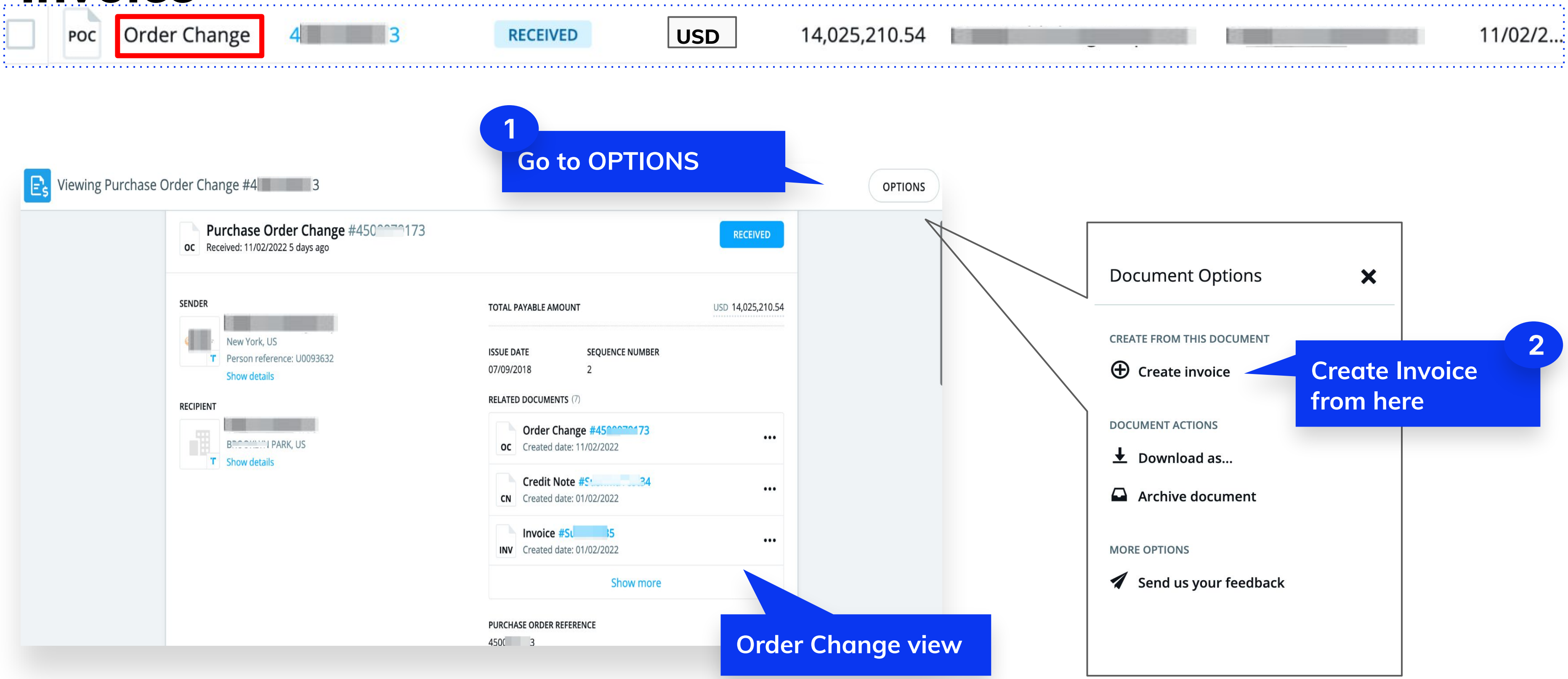
7. By sliding the button **"Show billed line items"** you see fully billed lines.

8. Click on the **CREATE INVOICE** after selecting the line with available quantity.



Order Change

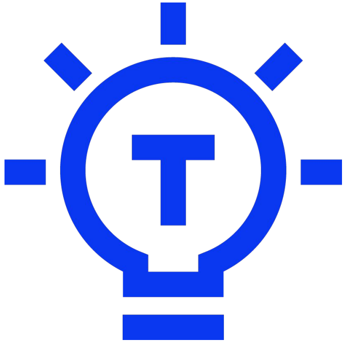
How To Flip an Order Change into an Invoice



The CREATE Launcher

Applicable for Non-PO suppliers

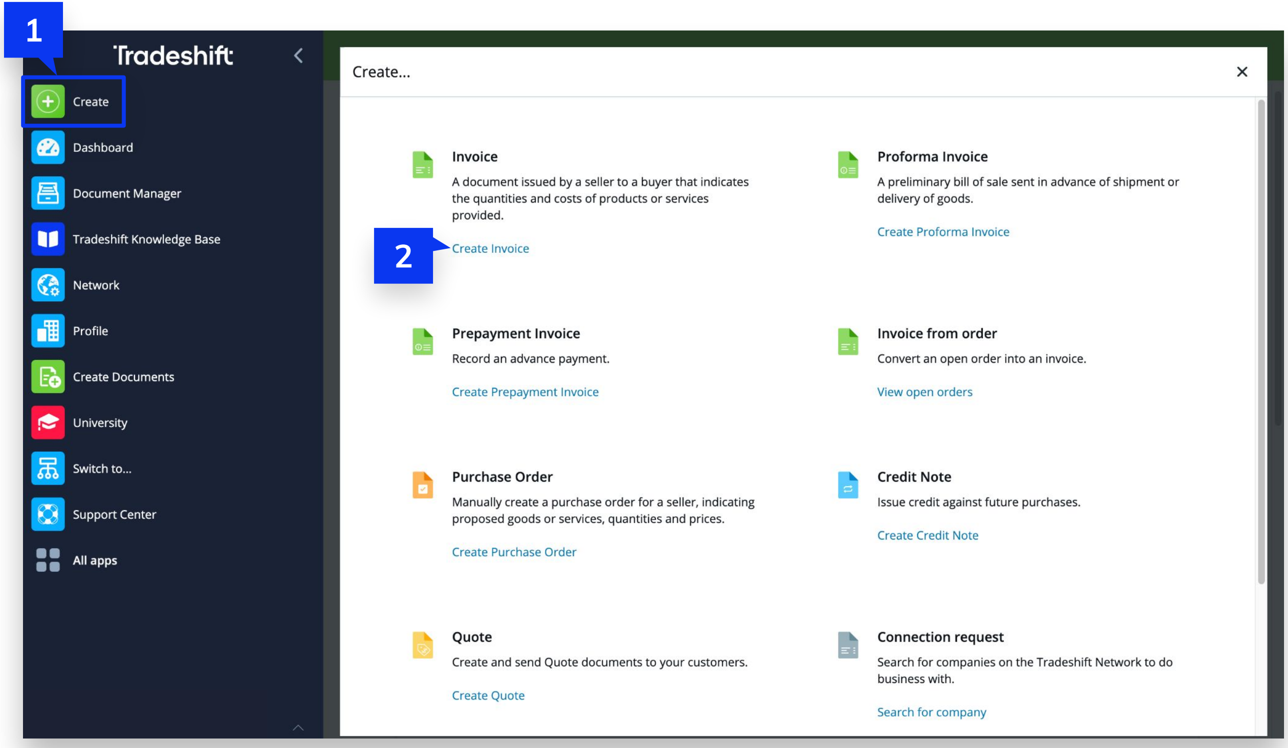
Freight Carriers, Utilities, Telecom



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:

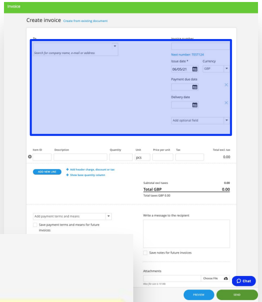
   - **Invoice Number**
   - **Issue Date**
   - **Currency**
   - **(IN only) IRN (Invoice Reference Number)**
   - **(IN only) POS (Place of supply)**
   - **E-mail of your Levi Strauss & Co. Contact Reference (@levi.com)**

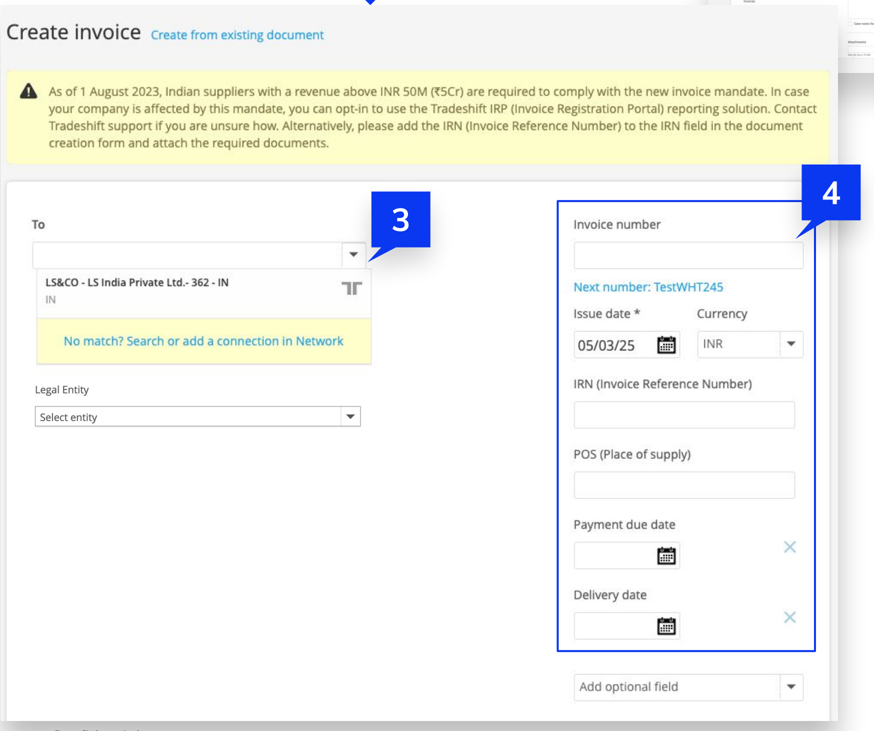
Note: Mandatory fields will reflect automatically.

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

- Add an optional field

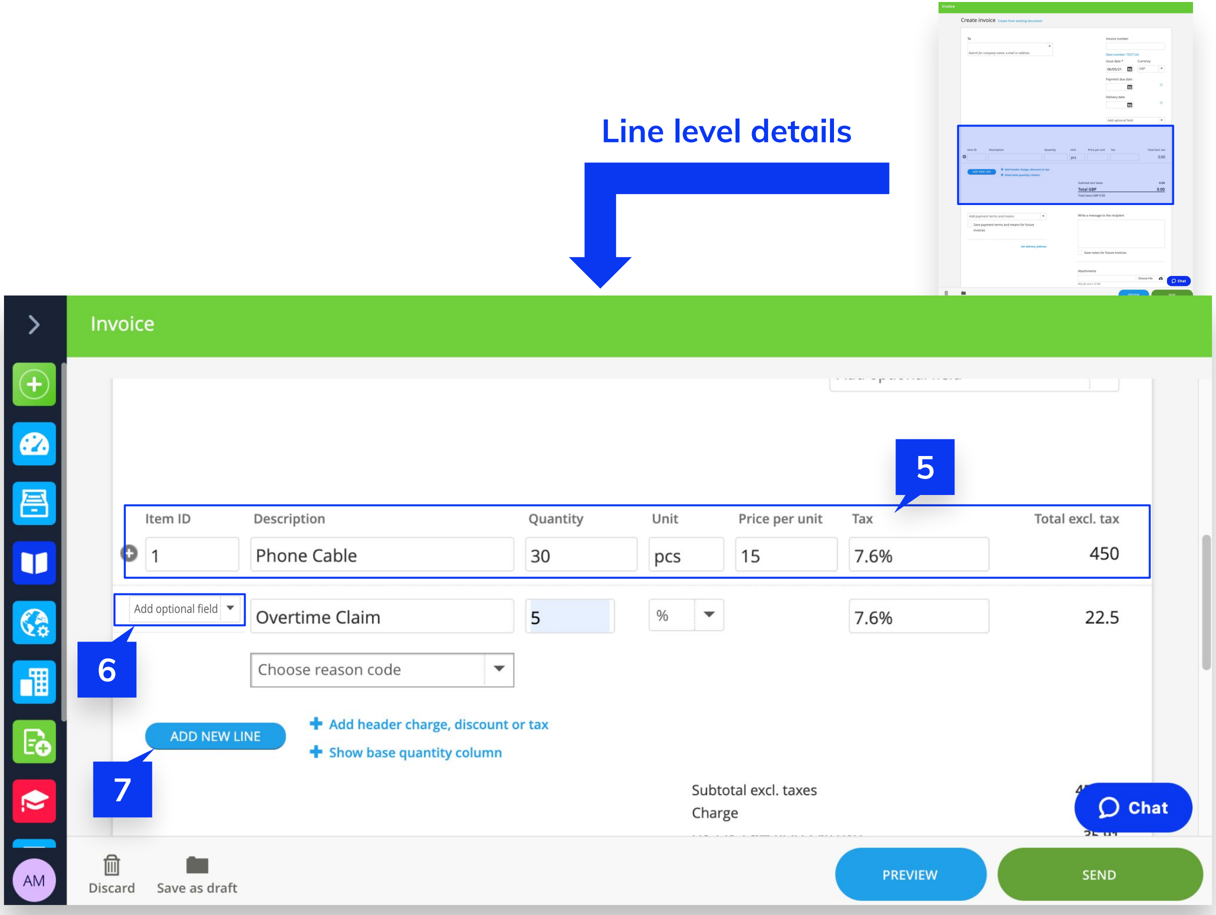
Header level details





How to invoice from the CREATE Launcher

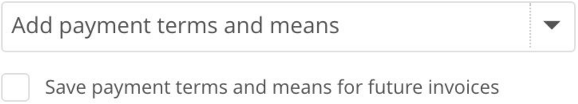
5. Fill in the line details and Tax %
6. **NOTES** for "Add optional field":
   a. **(IN only) Please include the HSN/SAC Code**
7. Click "ADD NEW LINE" for additional line item
   a. **You may add additional charges (shipping charges) in a separate line.**
   b. **Discounts would be netted with the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



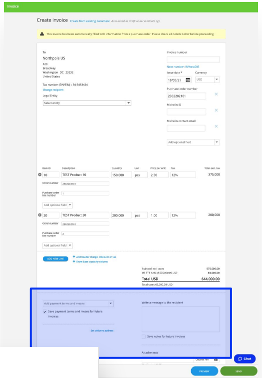
How to invoice from the CREATE Launcher

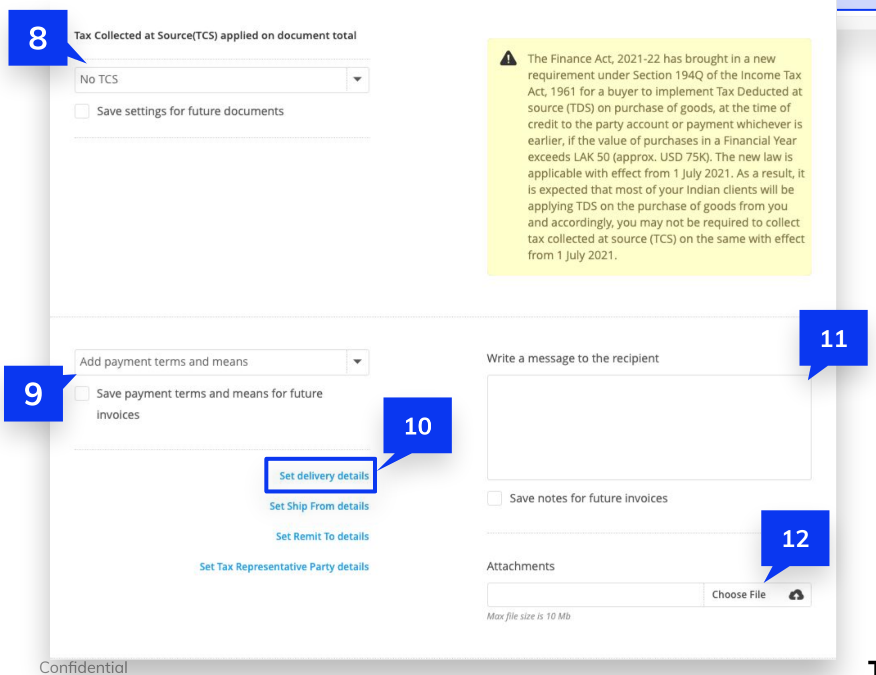
8. (Optional) Add in TCS charges is applicable
9. **Your Bank account details are not required.**
10. **(IN only)** Click to indicate the **delivery address**
11. (Optional) Leave a note for your Customer
12. **(Mandatory)** Attachment
    a. **Invoice PDF copy included with the QR Code returned by IRP**

⚠️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





How to invoice from the CREATE Launcher

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

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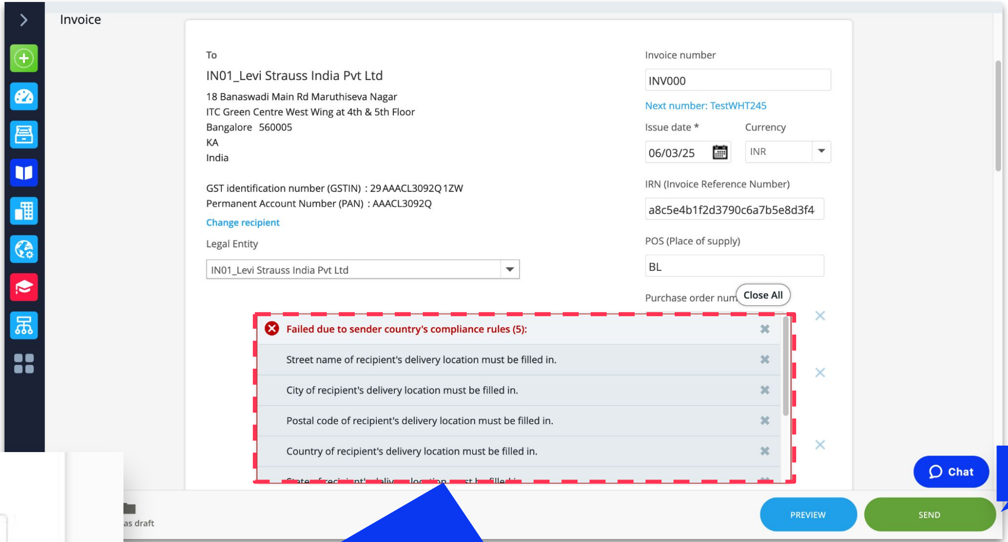
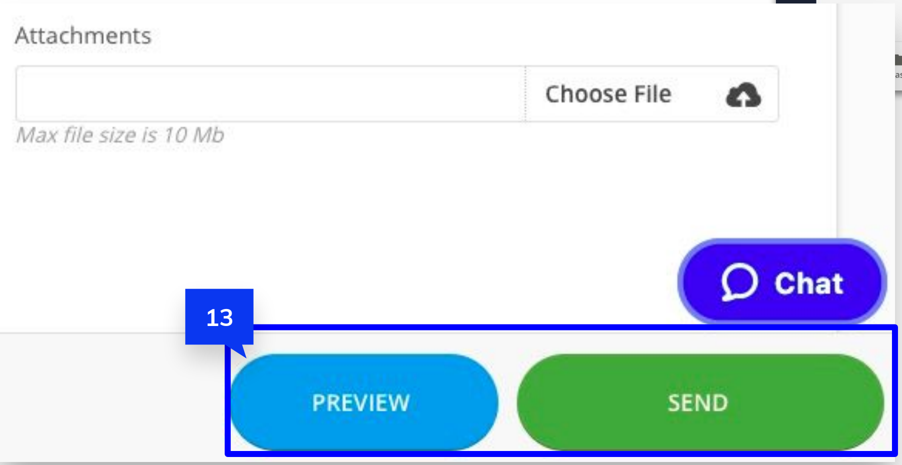


⚠️ You will see error messages in red if mandatory data is missing. Please insert / modify details accordingly

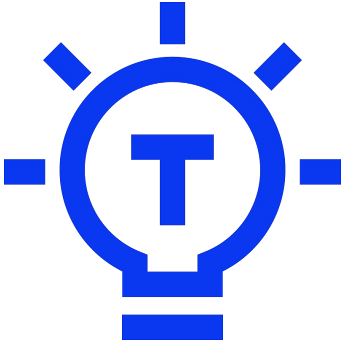


Important Notes about Invoices

- 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

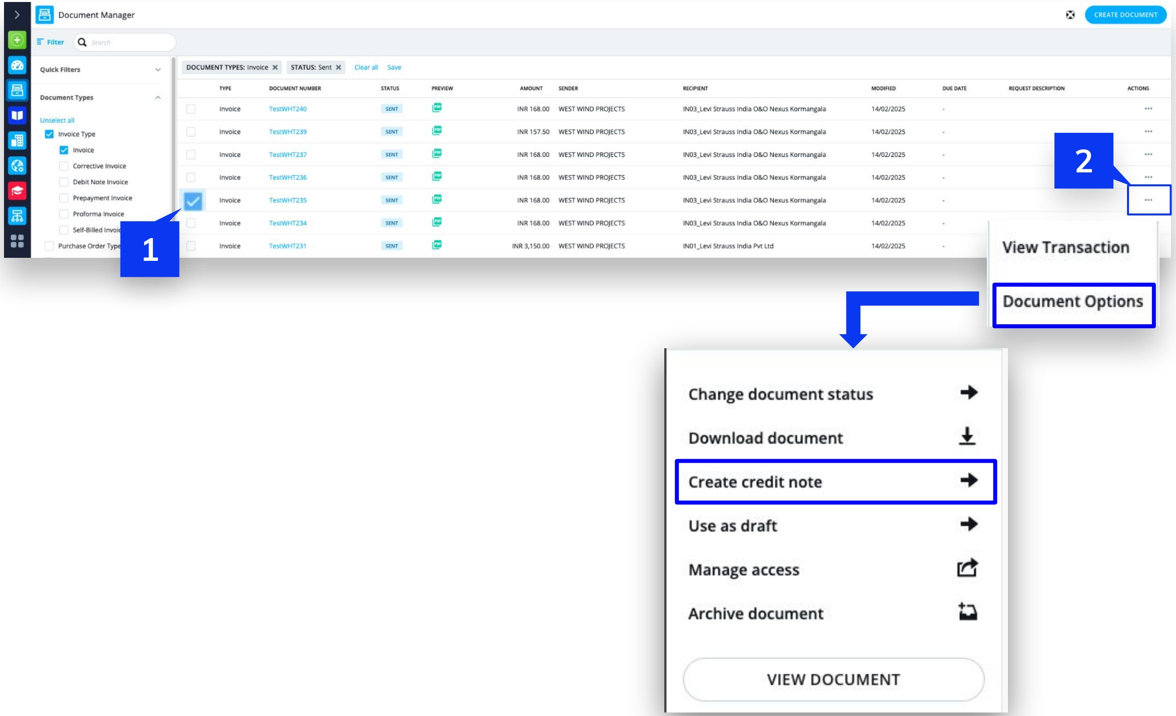
To correct a billing error or to issue a credit, generate a credit note.

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

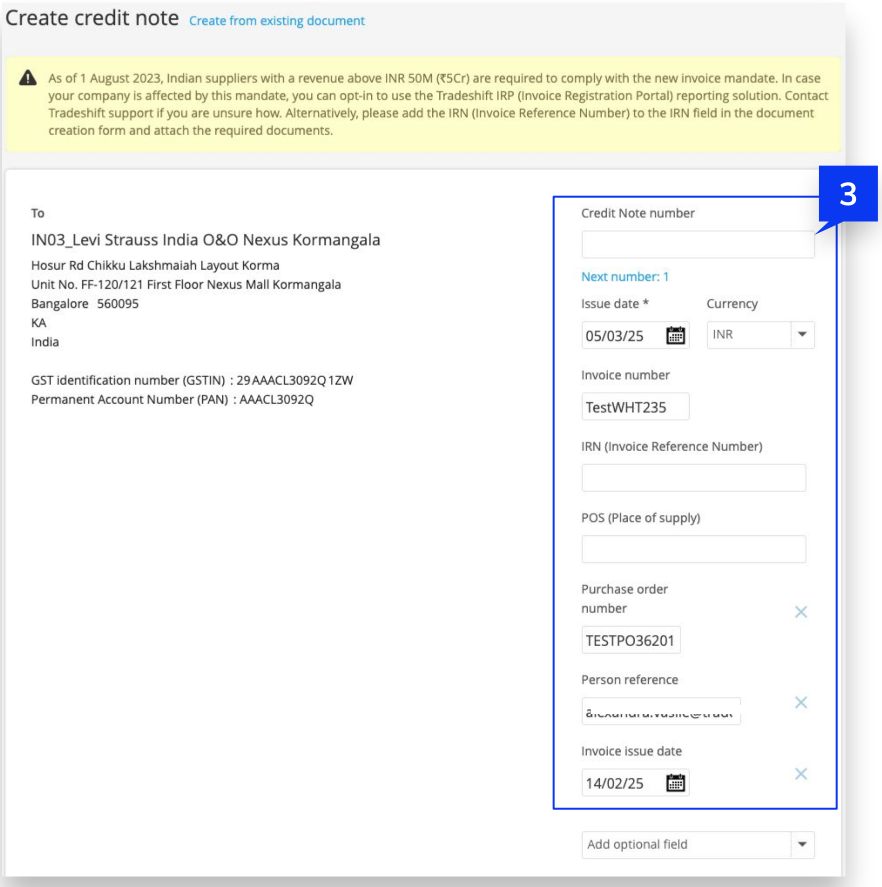
1. Select the invoice to be corrected in the "Document Manager" application.
2. Go to "Actions" and here select "Document Options". From the drop-down list click on “Create credit note”



How to create a Credit Note

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

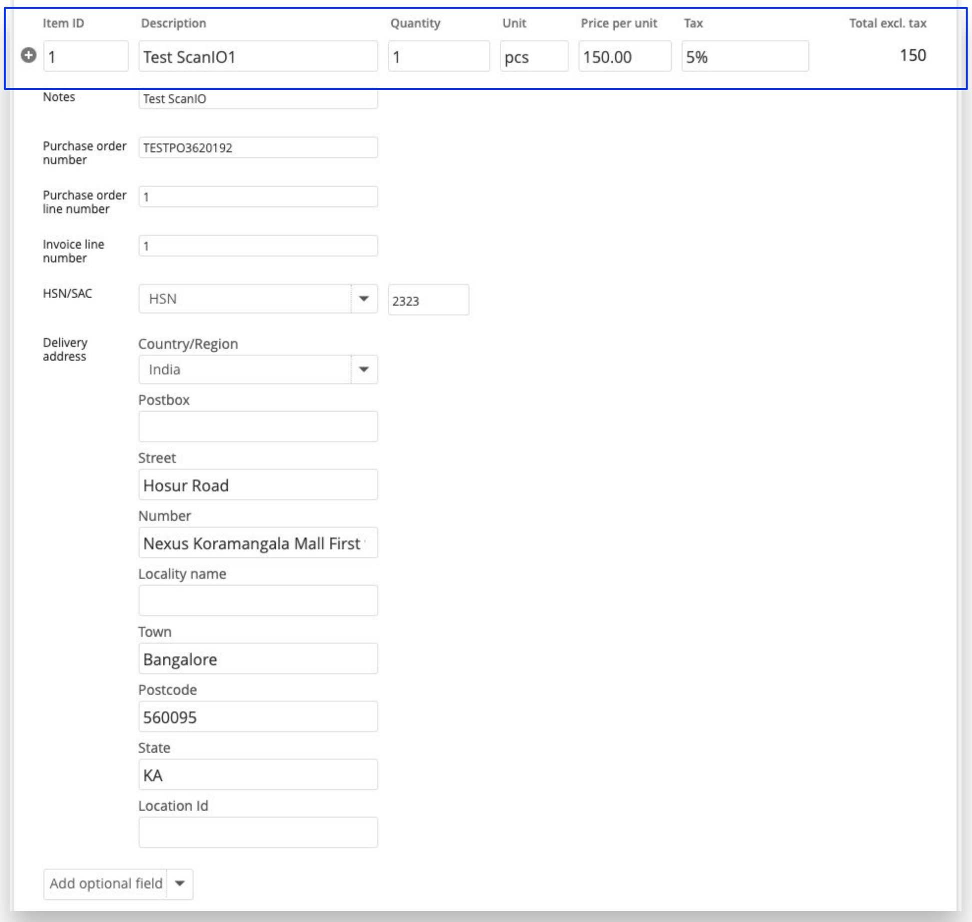
   NOTES: Credit Note number must be different from the Invoice number



How to create a Credit Note

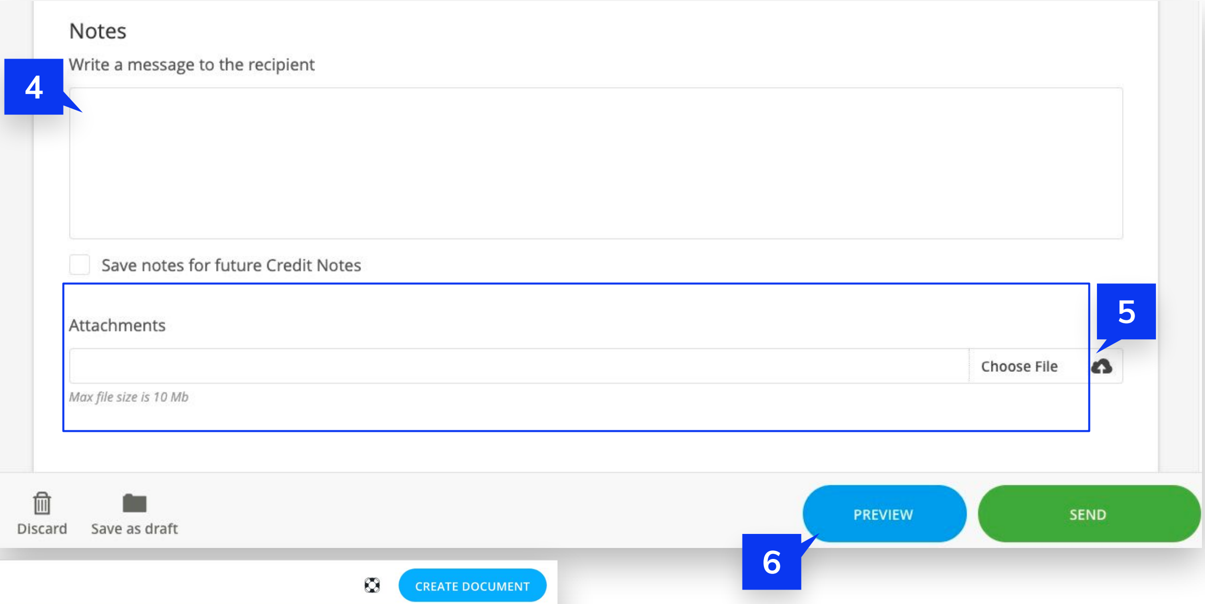
⚠️ Line details are pre-populated.

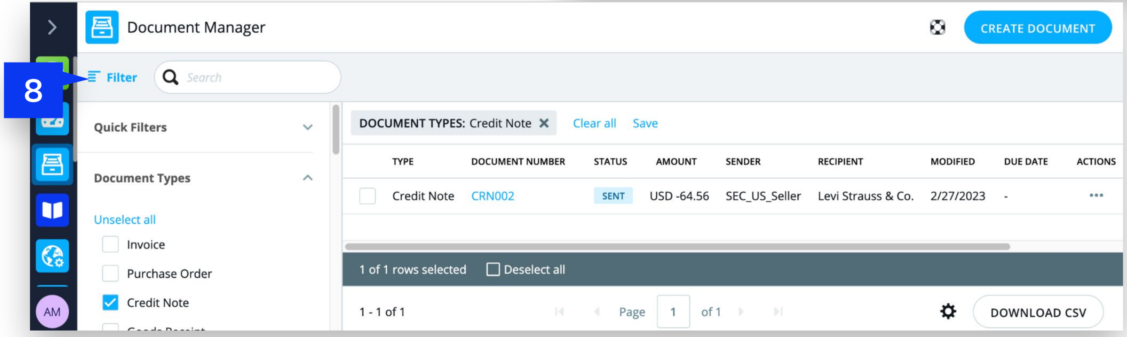
⚠️ The platform does not accept negative amounts. If the document is a credit note, this automatically implies that the full amount is to be credited to Levi Strauss & Co.



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





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.

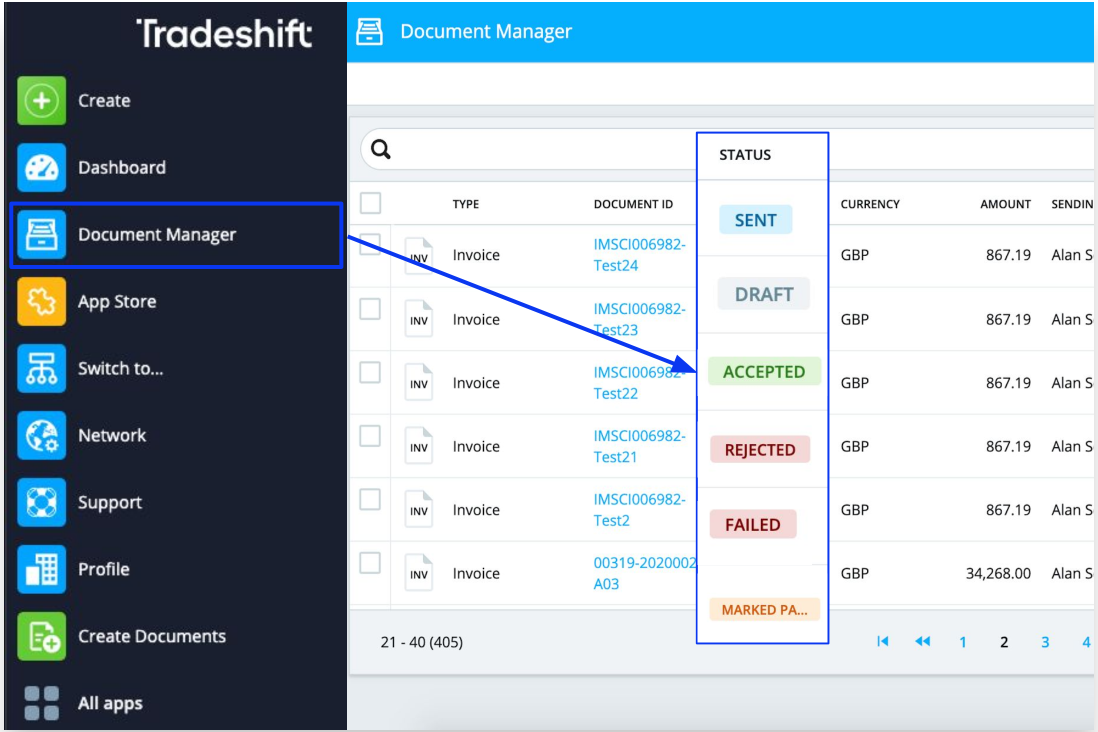
DRAFT
Invoice is created (saved as Draft), but has not been sent. A draft Invoice can be edited or discarded if required.

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.



Levi Strauss & Co.'s Landing Page

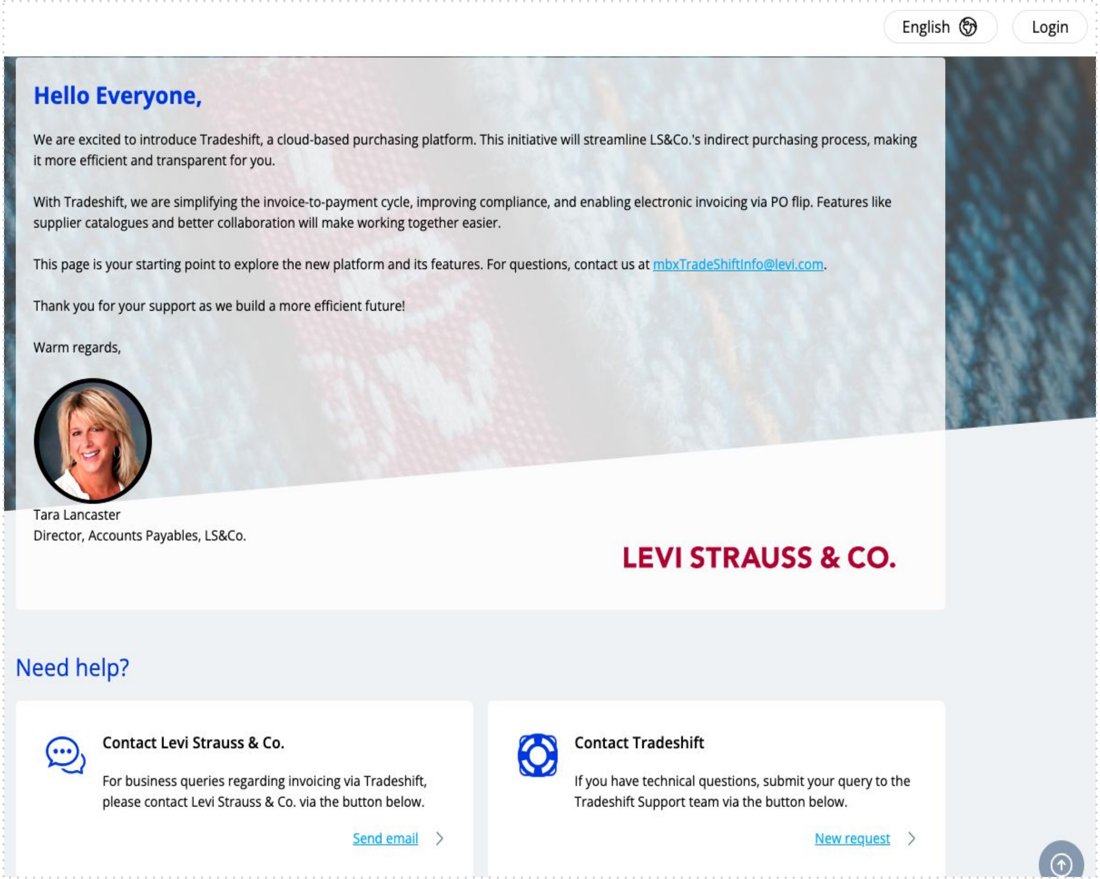
Landing page is where you will find all necessary information regarding your Customer's transition to Tradeshift.

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.

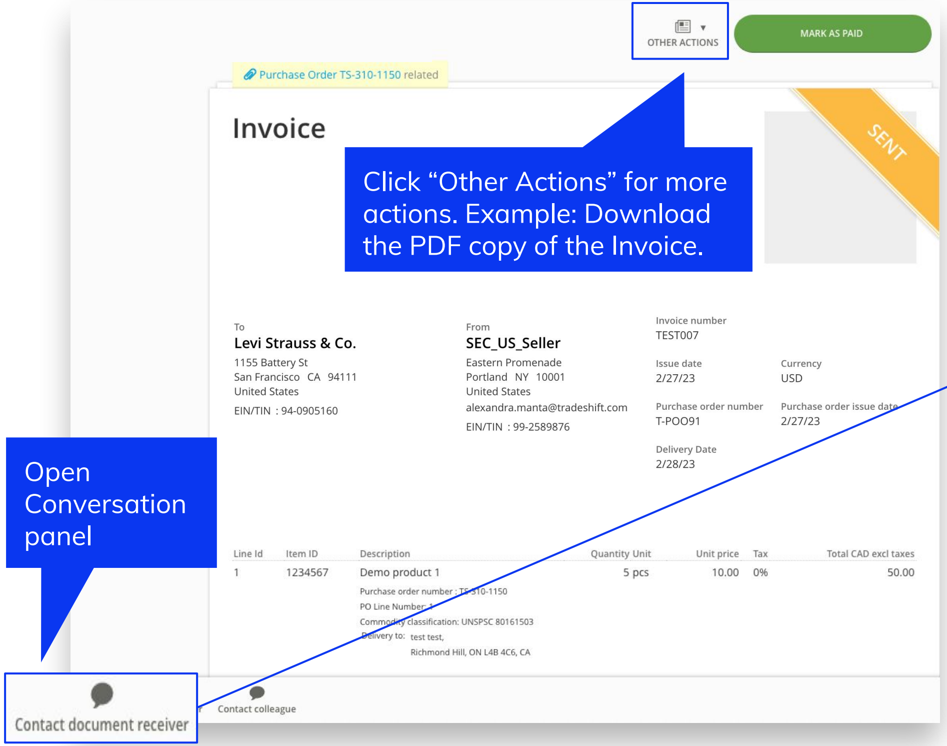
It also contains the **Invoicing Validation Rules** set by your Customer.

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

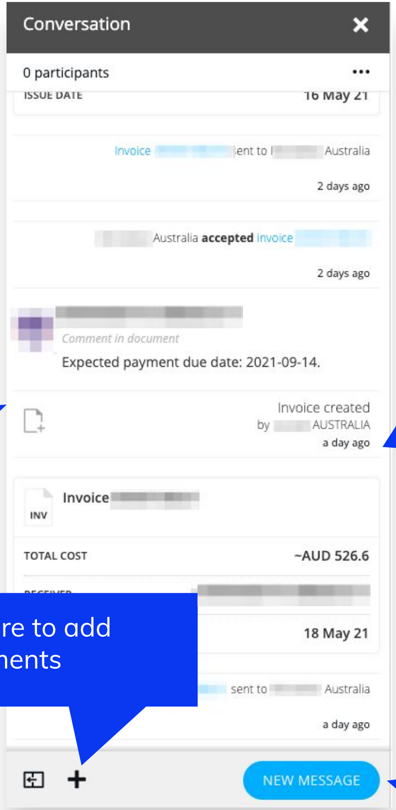


Other Features - Collaboration Tool



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

Open Conversation panel



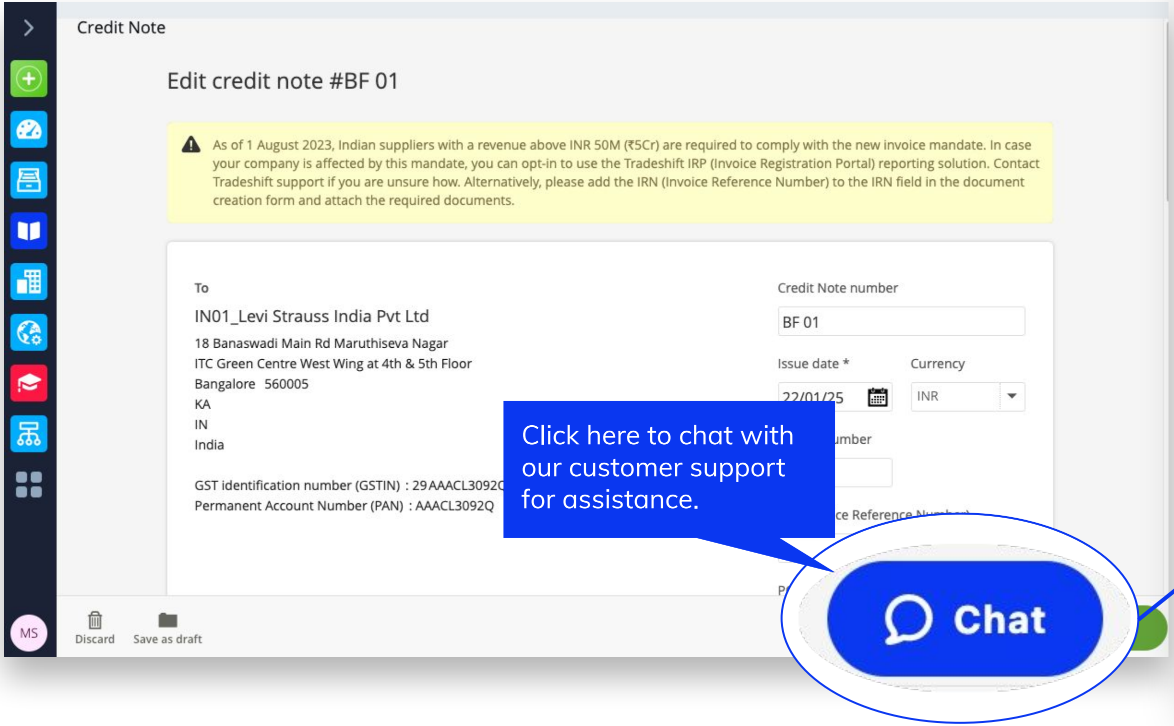
Conversation panel displays timestamped statuses and actions taken on the document such as: The document is Accepted or Rejected.

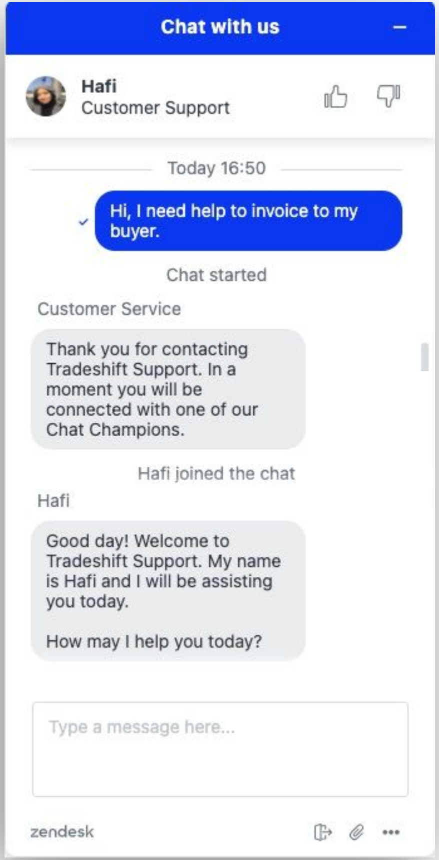
Click here to add attachments

Click here to send a message

Other Features -
Support Chat Function

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





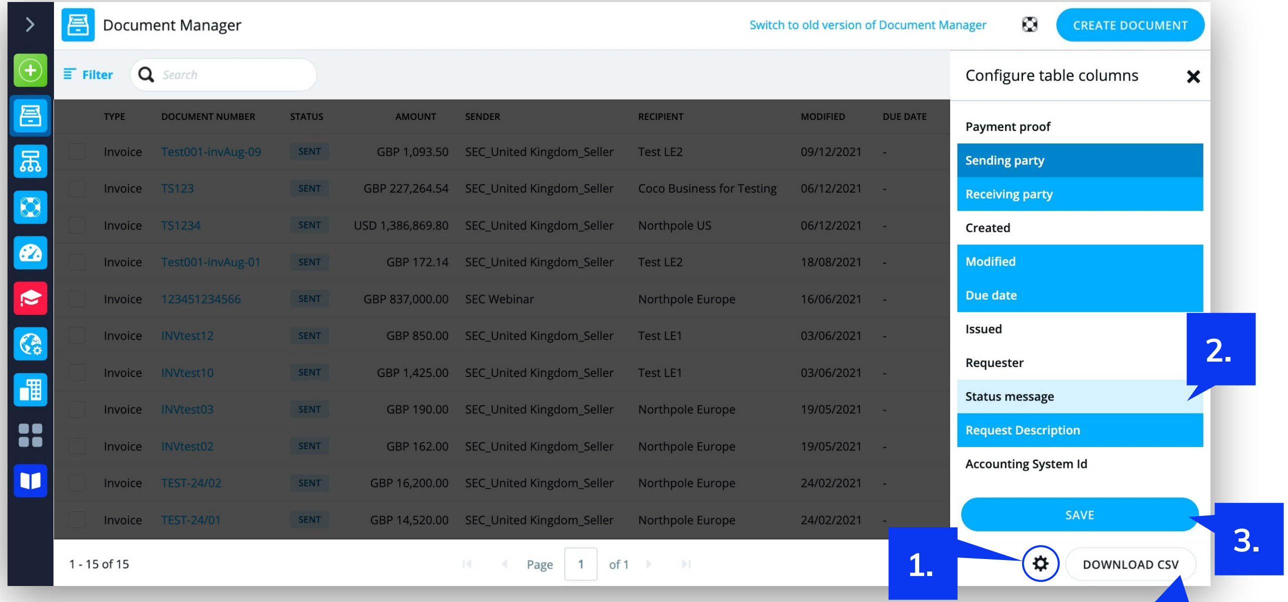
Other Features - Customizing the table

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.

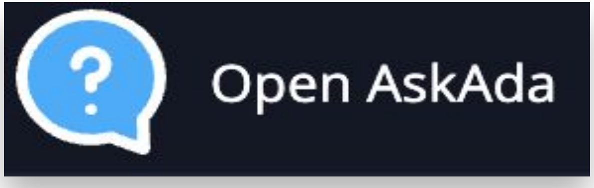
This is not enabled by default in the Document Manager app, so here is how you can make it visible.

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

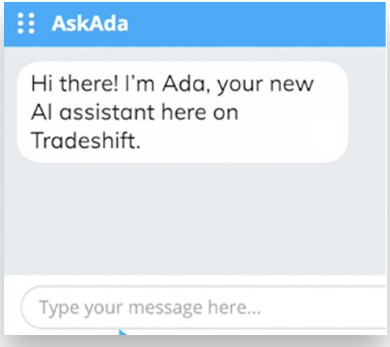


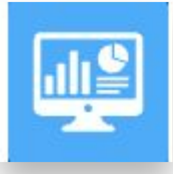
Click on **DOWNLOAD CSV** to save the report

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.**

Tradeshift

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

Tradeshift

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.