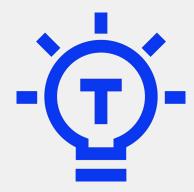


Agenda

- 1) The invitation from Levi Strauss & Co. US
- 2) <u>Covering the Basics</u>
- 3) Activating the account on Tradeshift
- 4) Profile Setup
 - a) <u>Setting up</u>
 - b) Frequently Used Applications
- 5) <u>Using the Tradeshift Portal and Key Transactions</u>
 - a) PO Flip Process
 - b) Order Change
 - c) The "CREATE" Launcher Applicable to Non-PO sellers
 - d) Credit Notes
- 6) <u>Useful Information</u>
 - a) <u>Document Status</u>
 - b) <u>Levi Strauss & Co. Landing page</u>
 - c) Other Features





Tips: Click on the title to view the relevant topic



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



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



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

Invitation email from 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: <u>Supplier Onboarding</u>
Any further questions? Please feel free to ask: <u>here</u>

Please visit our dedicated landing page for sellers at <u>Tradeshift</u> 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

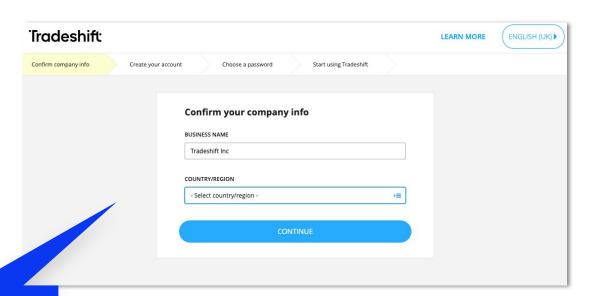
@2024 Tradeshift Holdings, Inc. or a Tradeshift affiliate company. All Rights Reserved

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.

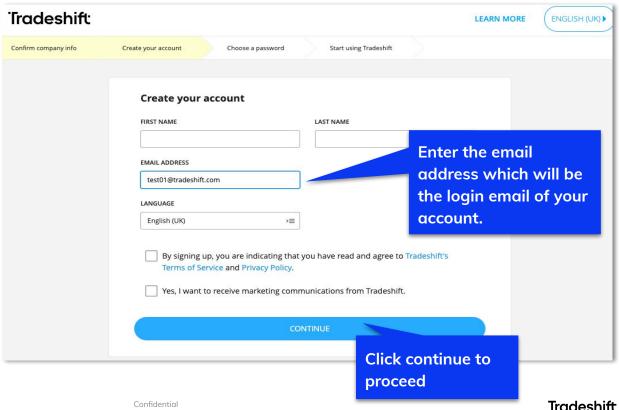


Account **Activation**

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.

1 If you could not find the email in the mailbox, please look through the junk/ spam folder.

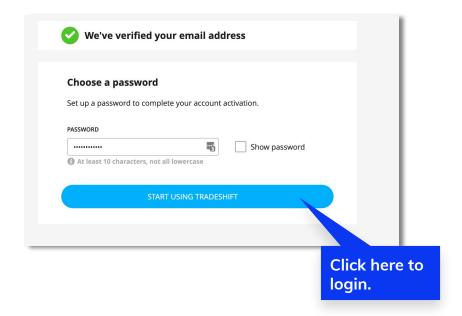


Account Activation

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

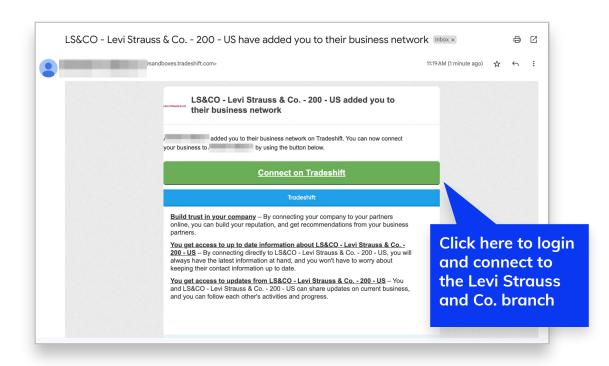
You will be able to **login to Tradeshift** with the **registered email address** and **password after this!**

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.





Profile Setup

Update Company Profile

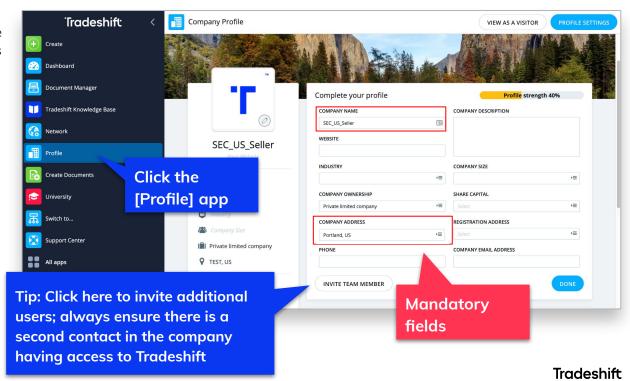
Please ensure the details in your Company Profile are updated before you kick-start the invoicing process by filling in the columns as below:

Mandatory:

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

Optional:

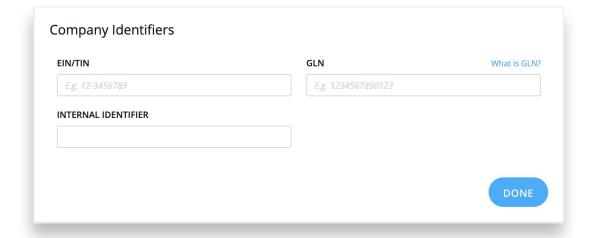
- Company Logo
- Industry
- Phone
- Company Email Address



Update Company Profile

MANDATORY: Please ensure the "Company Identifiers" section in your Company Profile is updated:

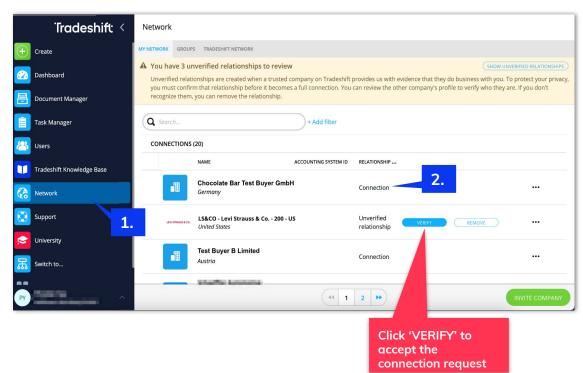
- For US: **EIN/TIN**
- For CA: GST number including the RTXXX suffix



Network Connection with Your

Customer account is connected to your Customer.

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

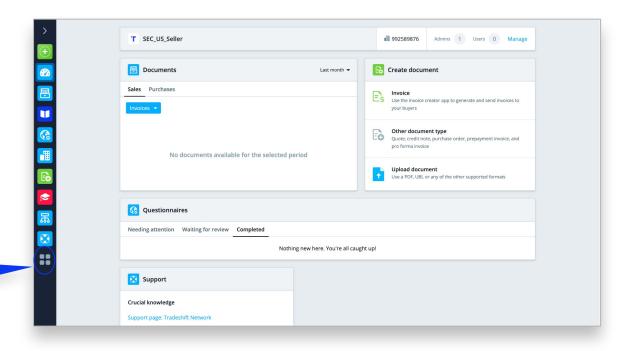


LEVI STRAUSS & CO.

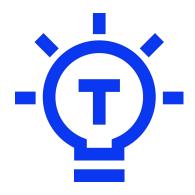
Tradeshift

Dashboard: Overview of Your Account

> Click "All apps" to search for more applications



Frequently Used Applications



Frequently Used Applications – Transactional





- 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.



<u>Dashboard</u>

- 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



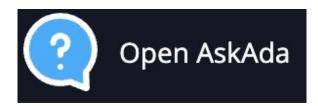
Tradeshift University

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



Knowledge Base

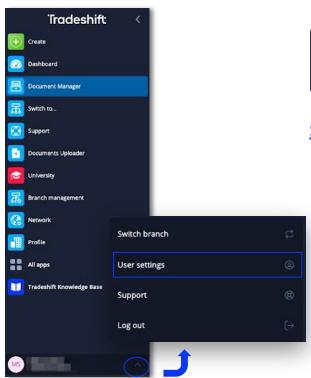
- All assistance in every step
- Encompass many forms of content: FAQs, Process
 Guides, Video
 demonstrations etc



AskAda - Your New Al Assistant

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

Frequently Used Applications – Settings





Settings

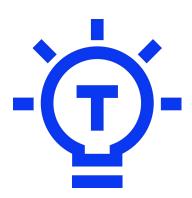
- Edit User's Settings: First Name, Last Name, Login Email, Password, Language etc.
- Notification setting



Using the Tradeshift Portal and Key Transactions

PO Flip process

Levi Strauss & Co. US sends you order forms on Tradeshift



How to Flip Documents

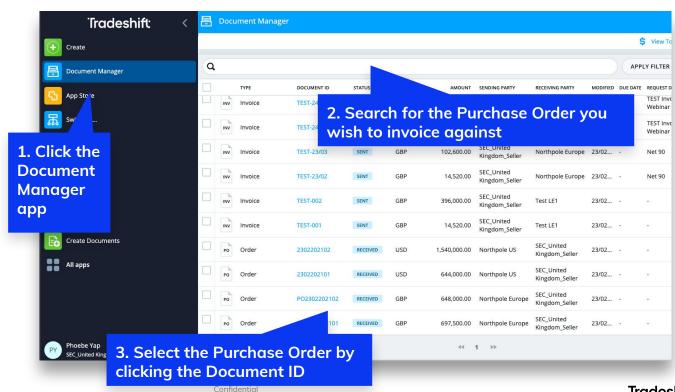
Do you know?

Search a Purchase Order for PO flip:

PO flip means that you are generating an Invoice.

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

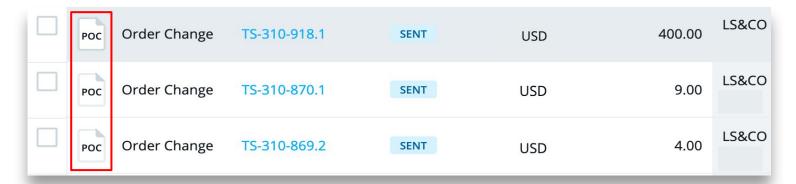
Invoice flip means that you are generating a Credit Note.



How to Flip Documents

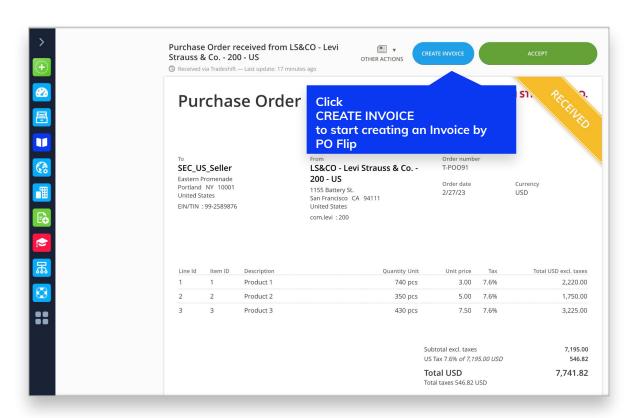
Important!

- 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)



Always ensure all details are accurate before flipping any documents.

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



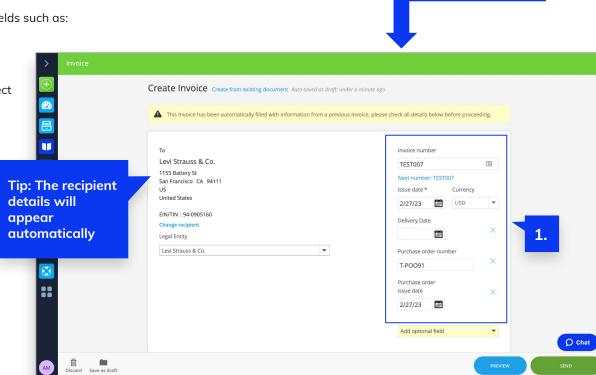
L. Fill in the mandatory fields such as:

• Invoice Number

Issue date

• Delivery Date

Note: Mandatory fields will reflect automatically



Header level details



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

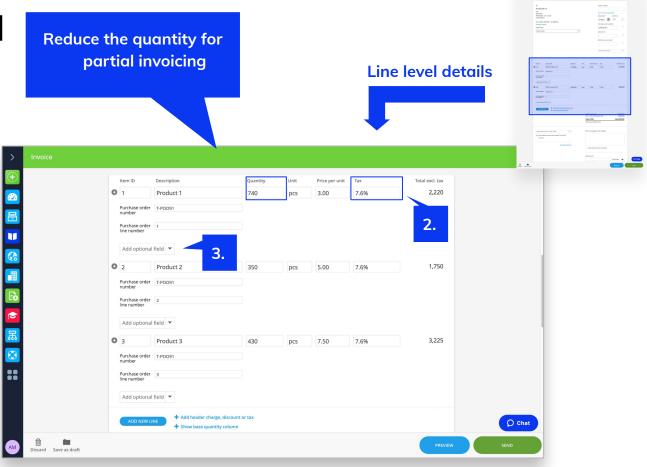
Commission number of seller

Data universal numbering system

Delivery Terms

- Choose tax % from the drop down list. Please read more details about how to select/ update the tax percentage on slides 48-50
- Header level Charges or Allowance (Discounts) are restricted. Only Line level Charges or Allowance (Discounts) are allowed.

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



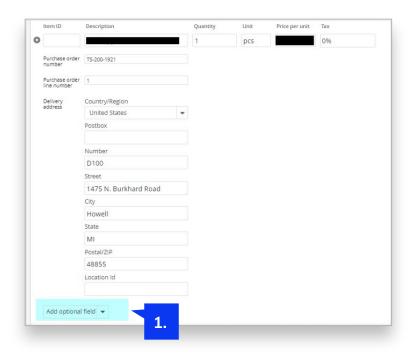
PO Flip Method - Unplanned Charges

 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:

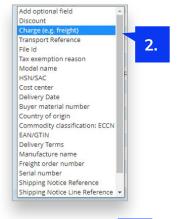
Under the ship to address at the line level click on the drop down for Add Optional field



PO Flip Method - Unplanned

Charges

Select the correct item from the list

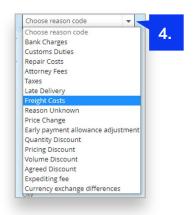


This will add the below to fill in



PO Flip Method - Unplanned Charges

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

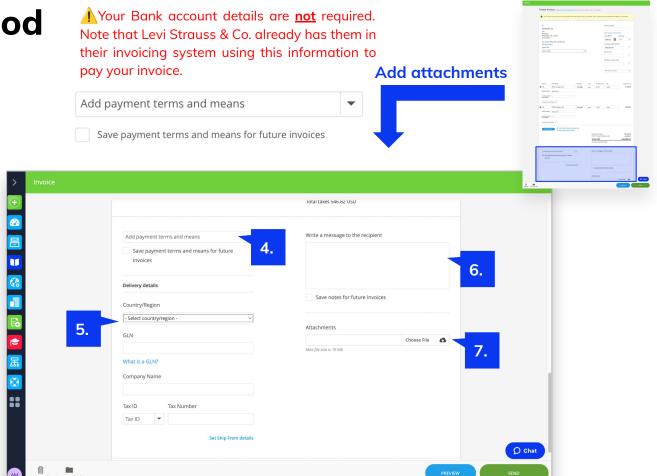


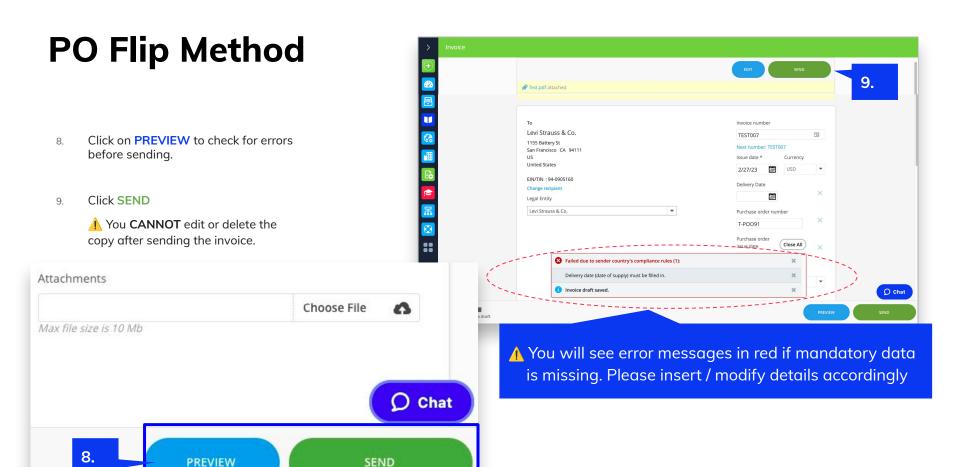
5. Enter the amount of the charge and change the % field to USD



- Your Bank account details are not required.
- (Optional) Click to indicate the delivery address
- (Optional) Leave a note for your Customer
- 7. (Mandatory)

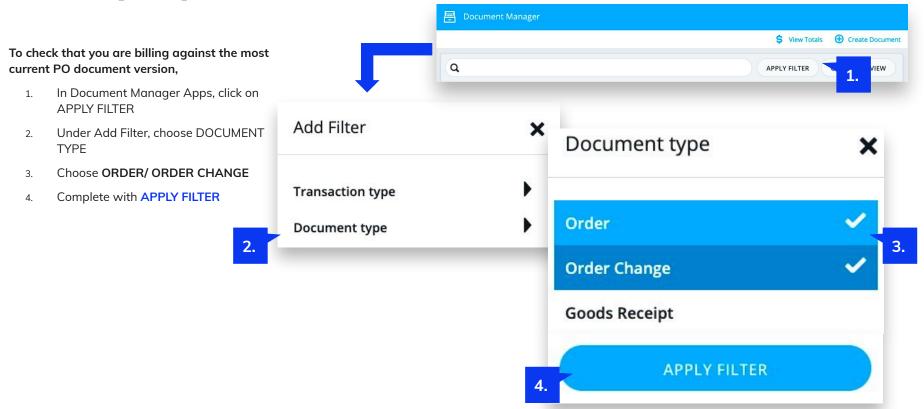
Attach the invoice PDF copy as issued from your system. This should match the invoice as entered in Tradeshift.





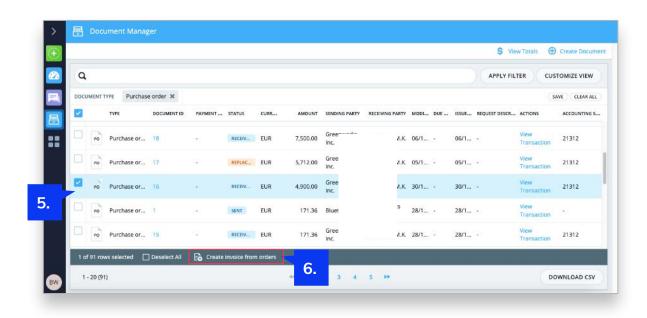
37 LEVI STRAUSS & CO. Confidential Tradeshift

PO Flip Tips



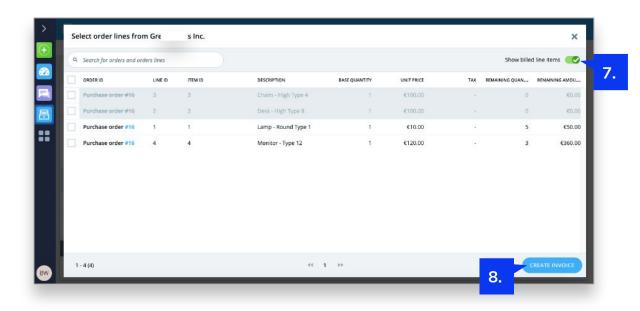
PO Flip Tips

- 5. Select the purchase order.
- 6. Click on the "Create invoice from orders".

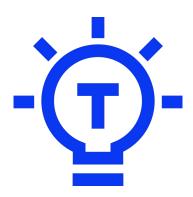


PO Flip Tips

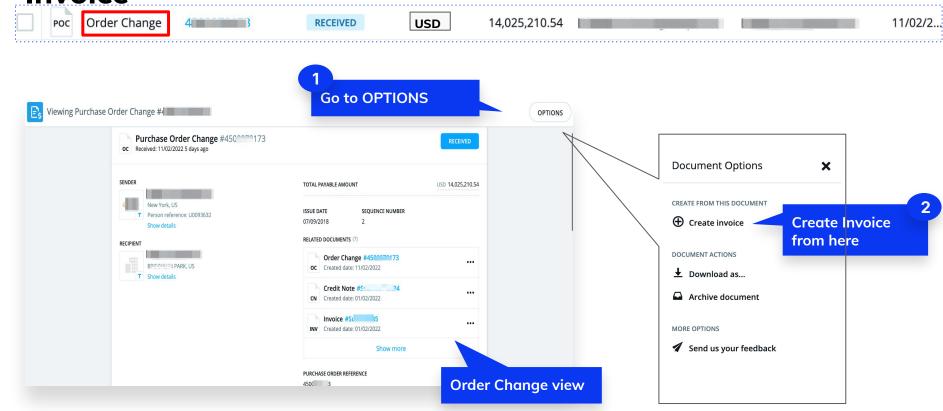
- By sliding the button "Show billed line items" you see fully billed lines.
- Click on the CREATE INVOICE after selecting the line with available quantity.



Order Change



How To Flip an Order Change into an Invoice

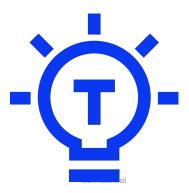


The CREATE Launcher

Applicable for Non-PO suppliers

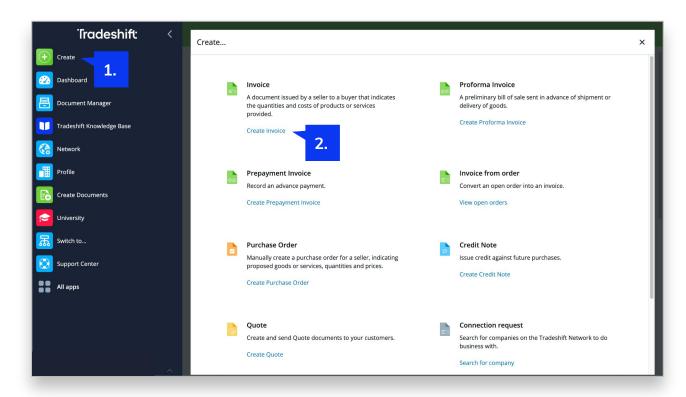
Contributions, Grants, and Donations

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



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

- Click the Create app
- Click on "Create Invoice"

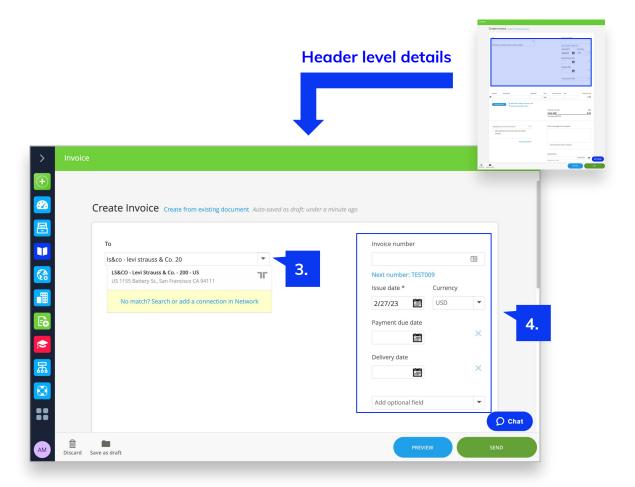


- 3. Search your Customer's name, then choose the Legal Entity.
- 4. Fill in the **mandatory fields** such as:
 - Invoice Number
 - Issue Date
 - Currency
 - Delivery Date
 - E-mail of your Levi Strauss & Co. Contact Reference (@levi.com)

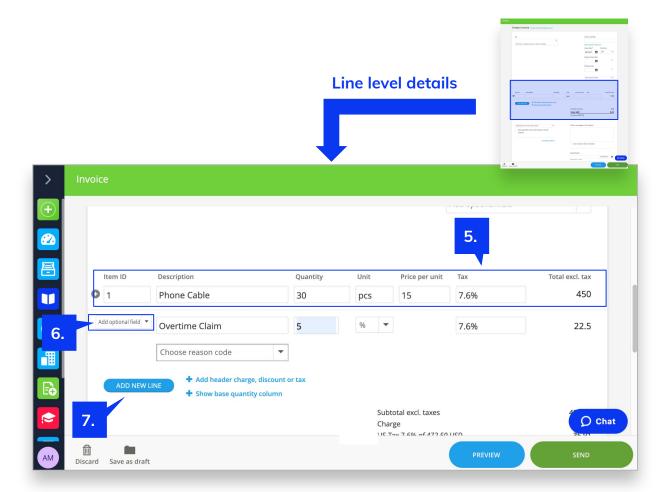
Note: Mandatory fields will reflect automatically.

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

Add an optional field



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



Adding taxes to an invoice

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



 A pop-up will appear to the right of the screen. You should see the below the first time you open the panel if you are a US based supplier.



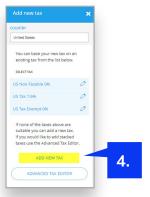
Adding taxes to an invoice

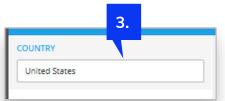
If you are located outside of the US the panel you see will reflect taxes for your country. You must be sure to always select a US tax rate even if you are not located in the US

If you are charging sales tax on your invoice and it is other than the above or you are based outside of the US, you need to click on the Add new tax button

3. For vendors outside the US you will need to click in the country box and type in United States to get the list of US tax rates

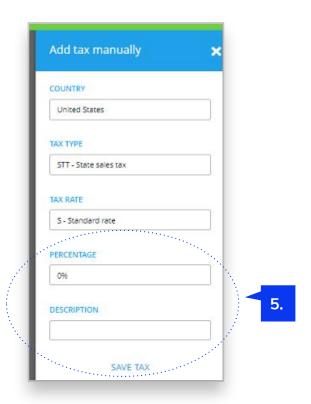
4. Then click on ADD NEW TAX





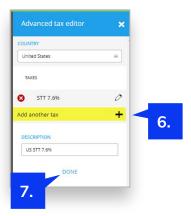
Adding taxes to an invoice

 Enter the correct percentage and a description if it does not auto populate, click on Save Tax



Adding taxes to an invoice

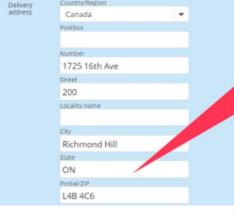
6. If you have multiple tax rates to charge you can do so by using the Advance Tax Editor option. In the advance tax editor you can add a tax and then click on the Add another tax option. Continue to repeat for as many rates as you may have.



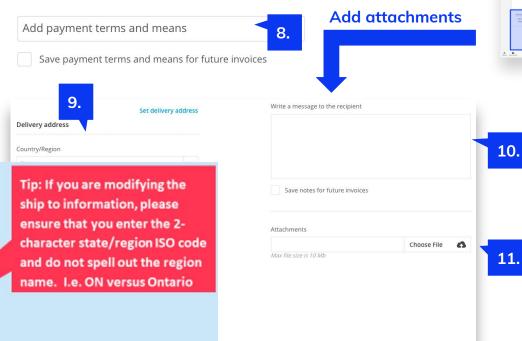
7. Click on Done once all tax rates are added. Verify that the invoice total is correct and agrees to your invoice

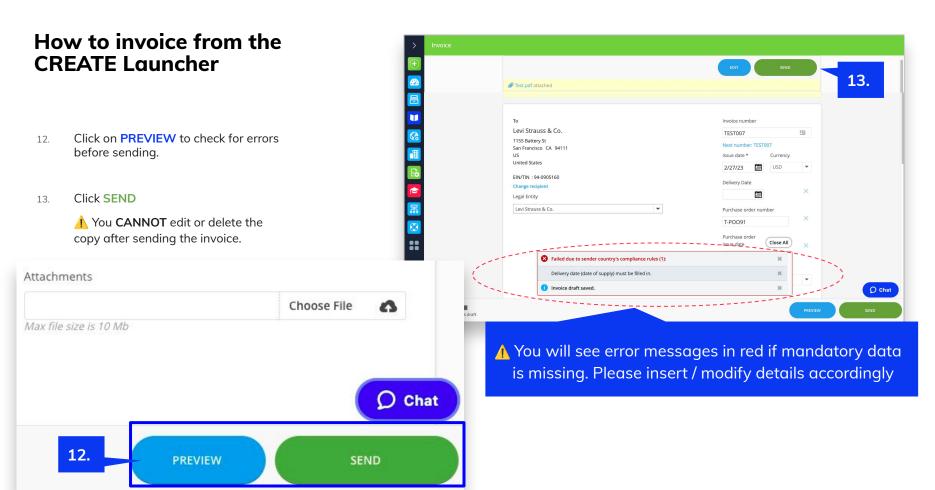


- 8. Your Bank account details are not required
- 9. (Optional) Click here to insert the Delivery Address
- 10. (Optional) Leave a note to your Customer
- 11. [Mandatory] Upload a document as additional reference



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

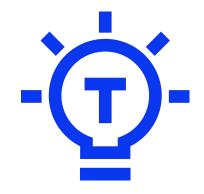




Important Notes about Invoices

- 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



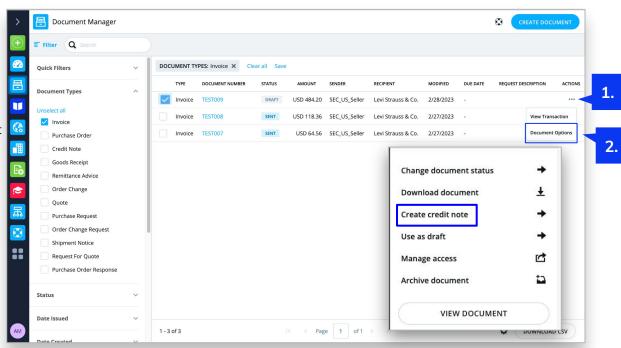
Creating a Credit Note

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

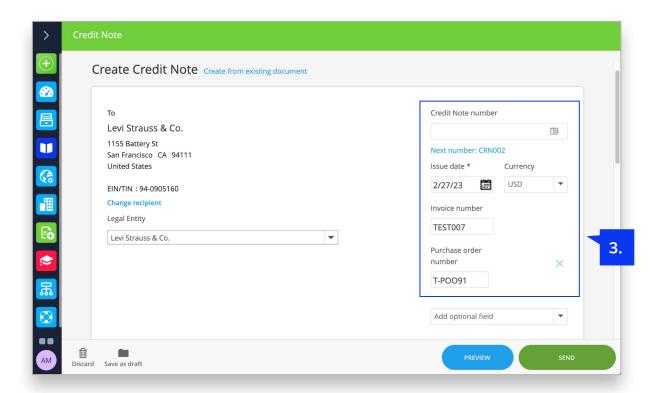
Prerequisites:

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

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

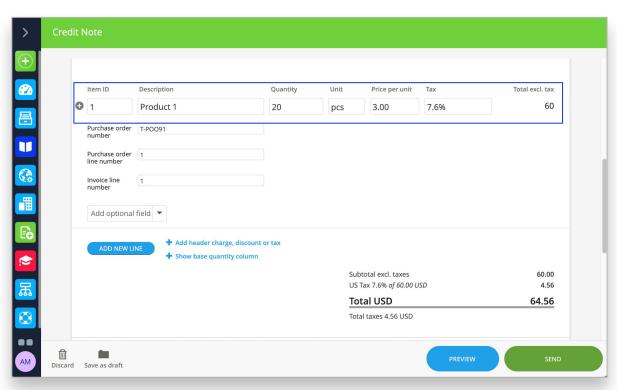


3. Fill in the credit number, the other details are pre-filled

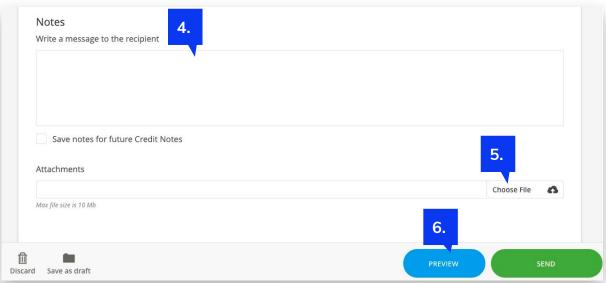


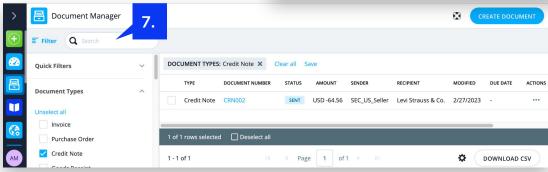
1 Line details are pre-populated.

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.



- 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







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

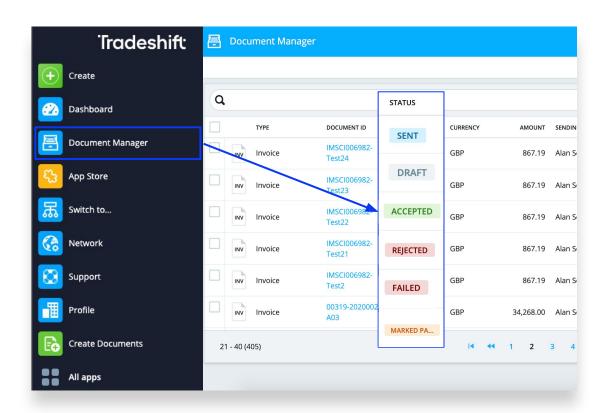
Customer has rejected the document. Please contact your Customer directly to enquire about the rejection.

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

Levi Strauss & Co.'s Landing Page

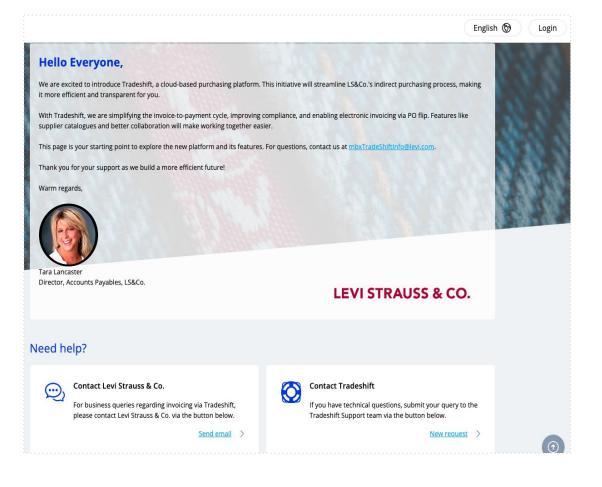
Landing page is where you will find all necessary information regarding your Customer's transition to Tradeshift.

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.

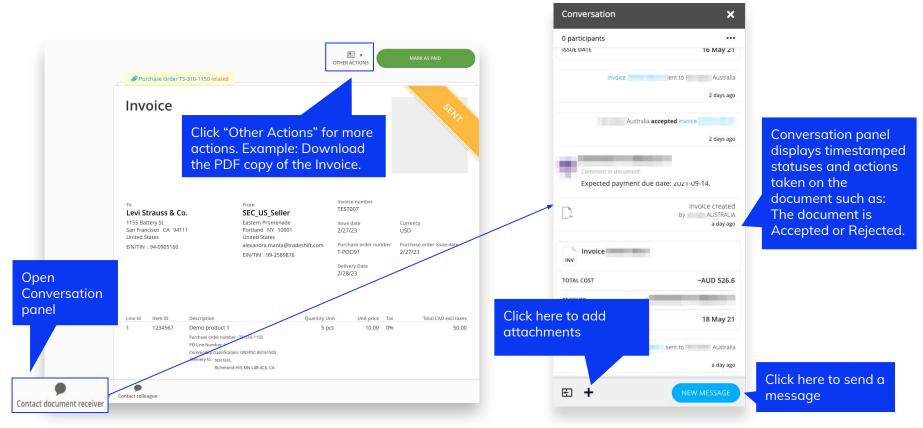
It also contains the **Invoicing Validation Rules** set by your Customer.

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

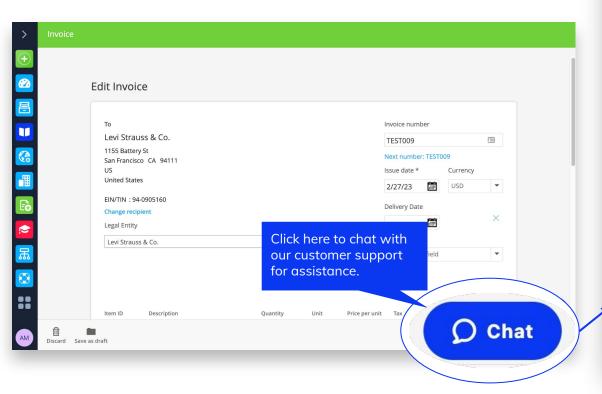


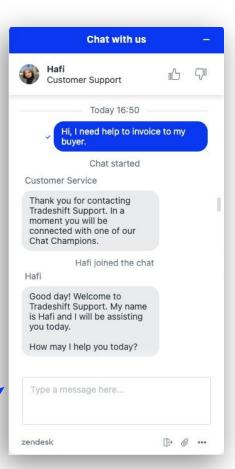
Other Features



Other Features -Support Chat Function

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





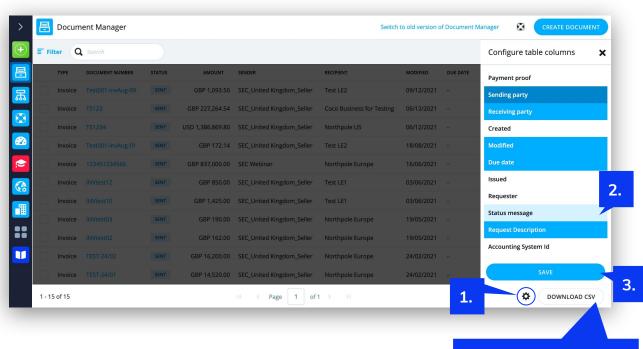
Customizing the table

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.

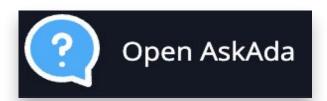
This is not enabled by default in the Document Manager app, so here is how you can make it visible.

- 1. Click on 🌣 icon
- 2. Choose Status Message
- Click on SAVE



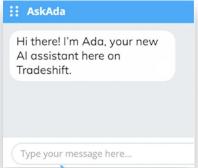
Click on **DOWNLOAD CSV** to save the report

New on Tradeshift



- Al assistant on Tradeshift
- Get answers in seconds
- Supports multiple languages
- Accessible to <u>paid subscribers</u> and a group of seller users in a BETA version
- How to access it:
 - Click on the "AskAda" icon
 - Write your questions in the chat

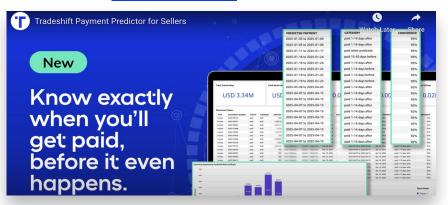
window





Payment Predictor within the Analytics App

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



Confidenti

Premium Seller Subscription

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

Every seller transacting 601 invoices or more per vear, 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	4	-	-	4
Ticket System Support	4	*	*	4
Live Chat Support	~	*	*	~
Integration Support	×	•	*	4

*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

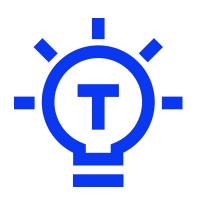
Other Features -Common Error and Solutions

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 no 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 <u>Support team</u> 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 <u>Support team</u> 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 <u>Support team</u> 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 <u>Support team</u> 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



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

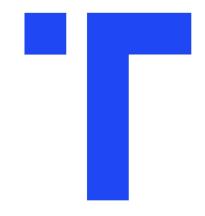
3. The invoice must always be sent by email or post after sending by Tradeshift?

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.