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Document Manager (1)

1. Navigate to apps

2. Click on Document Manager
You can use filters within the Document Manager to make the management of documents easier…
Applied filters can be removed here
Document Manager (5)

1. Available columns can be adjusted
2. The current filtered view can be downloaded (max 10,000 records)
## Document Manager (6)

### Documents

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DOCUMENT ID</th>
<th>STATUS</th>
<th>RECEIVING PARTY</th>
<th>STATUS MESSAGE</th>
<th>ACTIONS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV</td>
<td>Invoice Copy</td>
<td>PAID</td>
<td>Unilever Singapore Private L...</td>
<td>-</td>
<td>-</td>
<td>7168.25</td>
</tr>
</tbody>
</table>

Click on a document to view
Viewing documents

Current document status
Retrieving comments and recent actions

Click on “Contact Buyer”
Latest comments and recent actions

Comments include the date of the comment
Important - Contacting Unilever

**Important Note** - Unilever do not respond directly to messages in the comments and status sections. However, if you have a query for Unilever, you can register your query via the dedicated Unilever owned web portal - available when clicking on the following link. The link appears when you attempt to send a message.

Click on the link to log query with Unilever.
Summary information on invoices

Only Summary invoice information is passed by Unilever to the Tradeshift platform.
Remittance advice information

Details: 1. Remittance advice number, 2. Related invoice numbers, 3. Payment details.

1. Remittance advice number
2. Invoice numbers
3. Payment details
Additional Information

Further information can be found on the Dedicated Unilever and Tradeshift Supplier Support Portal: unilever-vqp.support.tradeshift.com

Alternatively, you can log a support ticket with Tradeshift support at: https://unilever-vqp.support.tradeshift.com/requests/new