

# TRADESHIFT

Unilever & Tradeshift

Vendor Query Portal – registration steps

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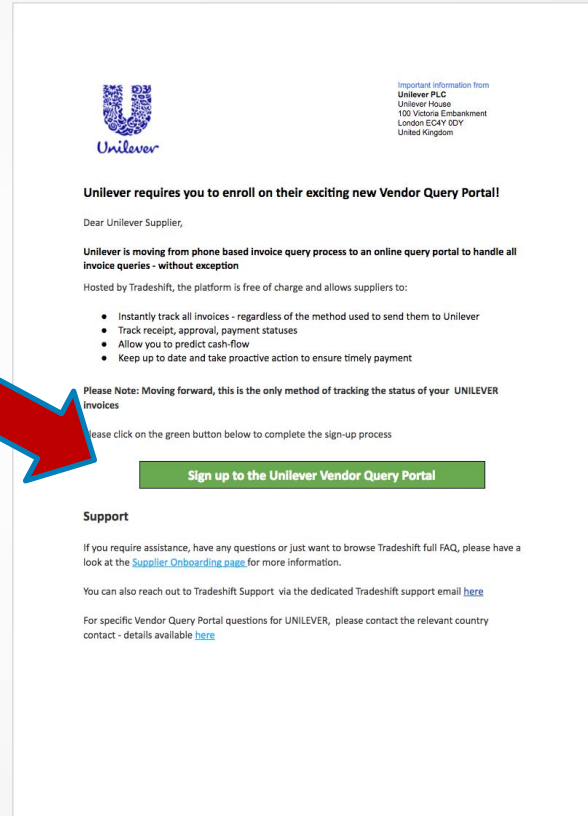
Unilever

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# Accepting the Invitation

You should have, or will shortly receive an email inviting you to activate your Tradeshift account. Click on the Green activation button




# Verify company information (1)

**Provide your company info**


BUSINESS NAME

COUNTRY/REGION




COMPANY SIZE *Optional*

INDUSTRY *Optional*

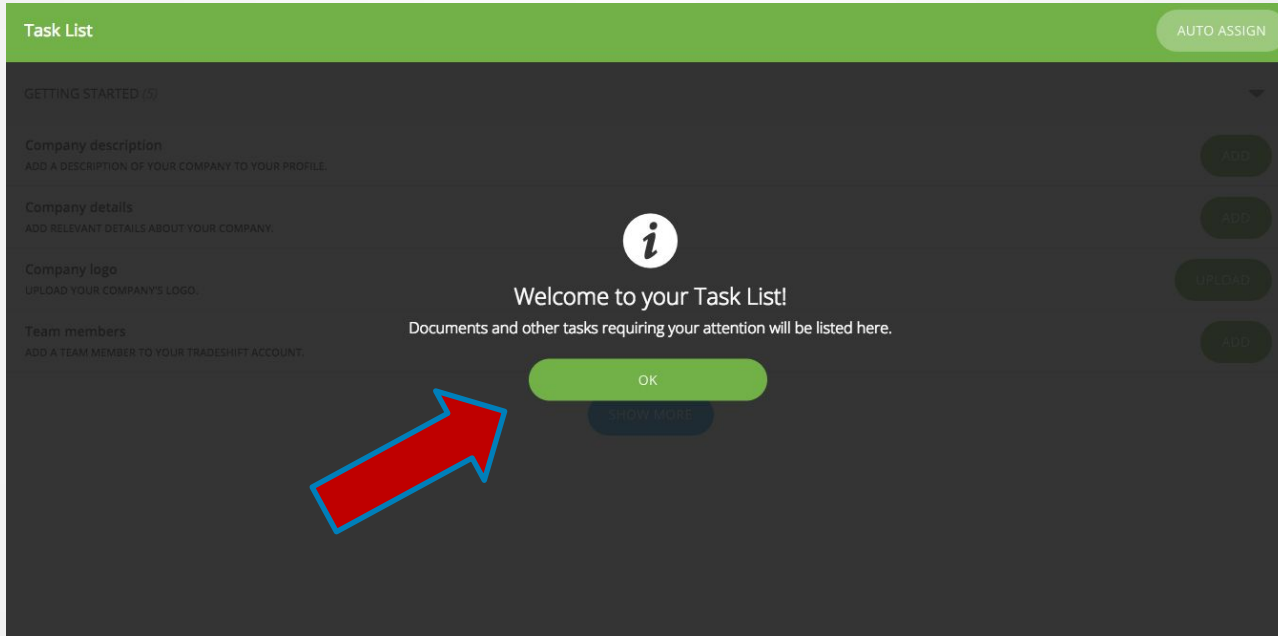
 

**CONFIRM**

# Verify company information (2)

FIRST NAME	LAST NAME
<input type="text" value="David"/>	<input type="text" value="Jones"/>
EMAIL ADDRESS	
<input type="text" value="tkn+accountcreation@tradeshift.com"/>	
PASSWORD	
<input type="password" value="....."/> 	<input type="checkbox"/> Show password
 At least 8 characters, not all lowercase	
LANGUAGE	
<input type="text" value="English (UK)"/> 	
<input type="button" value="CREATE ACCOUNT"/>	

# Now you are inside Tradeshift. Click OK...



# Next steps

Please see companion guide

For information on how to query your  
historic documents

Available on:

<http://unilever-vqp.support.tradeshift.com/>