

First steps with Tradeshift -Registration-



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1 Registration

Please register on the Tradeshift portal using the following link:

<https://go.tradeshift.com/register>

Provide your company info

BUSINESS NAME

COUNTRY/REGION

COMPANY SIZE

Optional

INDUSTRY


Optional

CONFIRM

2 Account Creation

Please fill in the given fields and then confirm with "Create account"

Create your account

 Continue with Google

OR

FIRST NAME

LAST NAME


EMAIL ADDRESS

example@example.com


PASSWORD

.....|

☐ Show password

 At least 10 characters, not all lowercase

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.

CREATE ACCOUNT

3 Account Verrification

After this you will receive an e-mail to activate your account on Tradeshift.

You're almost there!

Please check your inbox and verify the email address you provided (knde-einvoicing@kuhne-nagel.com) to finish setting up your account.

If you don't see the email, please check your spam folder.

TRADE SHIFT

Please activate your Tradeshift account

Your account is almost ready! Simply click the link below to confirm.

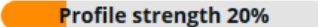
[Activate my account now](#)

If you **did not** create a Tradeshift account, please disregard this email.

4 Complete Company Profile

You can now complete the details of your company and update your profile.

Your company profile is incomplete

 Profile strength 20%

Update your profile below and make sure you're putting your best face forward!

COMPANY NAME

This is a test

WEBSITE

Add URL

INDUSTRY

Animal care



COMPANY OWNERSHIP

Select



COMPANY EMAIL ADDRESS

Add company email

COMPANY DESCRIPTION

Tell the Tradeshift network about your company and attract more business

COMPANY SIZE

2-15 employees



PHONE








Add phone

NO THANKS

UPDATE PROFILE

5 Company Details / TAX Identification Numbers

If necessary, please complete your missing information under "Company description" (click add).

GETTING STARTED (6)	
Company description Add a description of your company to your profile.	 
Company details Add relevant details about your company.	
Company logo Upload your company's logo.	
Team members Add a team member to your Tradeshift account.	
Test invoice Create & send a test invoice.	
Join the Tradeshift community Connect with other Tradeshift buyers and sellers.	

Please enter your tax number or sales tax number (VAT number) under "Company identifiers".

Company Identifiers

TAX ID TYPE

VAT NUMBER

- Please enter the **VAT number** as follows:

TAX ID TYPE	VAT NUMBER
VAT	DExxxxxxxx

Choose from among **TAX ID TYPE → VAT** and enter the correct **VAT NUMBER** (for Germany i.e. starting with „DE“)

- Please enter the **Tax number** as follows:

TAX ID TYPE	TAX NUMBER
TAX	

Choose from among **TAX ID TYPE → TAX** and enter the correct **TAX NUMBER**.

CAUTION: Without a VAT number or a Tax Number, invoices **cannot** be sent to Kuehne + Nagel (AG & Co.) KG.

Once you have completed your registration, you can immediately start sending invoices to Kuehne + Nagel.

6 *Your Contact*

Kühne + Nagel (AG & Co.) KG

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Kühne + Nagel (AG & Co.) KG
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