



GROUPM ELECTRONIC INVOICING HOUSE PAYABLE

GUIDELINES TO SUPPORT TIMELY PAYMENT OF SUPPLIER INVOICES



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1. PURPOSE OF THIS DOCUMENT

One of the many reasons why GroupM have moved to the Tungsten Network e-Invoicing platform is to evolve and improve our existing financial practices, which will improve and expedite invoice processing and payment experience. However, GroupM cannot make this improvement without the assistance from its suppliers. This guide has therefore been created to provide our suppliers some guidelines to ensure that

- Invoices successfully pass through the automated validation steps at Tungsten Network and reach GroupM within minutes after you have created them.
- Invoices contain all information required for fast processing and approval by GroupM.
- Suppliers know what to do with the information given to them regarding the status of their invoices.

2. UNDERSTAND GROUPEM'S REQUIREMENTS

2.1. HOW DO WE BUY FROM OUR SUPPLIERS?

In the majority of cases when GroupM buy goods or services, we send a Purchase Order (PO). All GroupM Purchase Orders contain the specific information our suppliers require to fulfil the order (e.g. services or goods ordered, delivery location etc.) Additionally, GroupM POs contain a unique reference number (PO number) fitting the following characteristics:

Prefixed with **P** followed by **5 digits**.

E.G P43995, P45976

All GroupM Entities use the above format. Therefore, based on the first orders the supplier would be able to easily identify the PO number. There are exceptional cases where no Purchase Order is issued, however for these cases your GroupM contact who placed the order should make you aware and advise where and how to submit your invoice.

Before creating the invoice, we ask our suppliers to make sure they have received a PO. If no PO has been provided, you are required to direct the invoice via the email address/location provided by your GroupM contact.



Note: Please note POs will continue to be submitted via GroupM.

Example below. The order number is the PO number required



26 Red Lion Square
London
WC1R 4HQ

Purchase Order

To:

LONDON
, GB

Delivery Address **GROUPM UK LTD
26 RED LION SQUARE
LONDON WC1R 4HQ**

Delivery Date

Order Number P 00001

Order Date **12-Oct-2018**

Expense Code **SEF01E**

Expense Name **NON-CAPITALISED HARDWARE**

Buyer **SAMANTHA**

Supplier Code **SVH0001**

Details	Amount
	£ 10,000.00
Total	£ 10,000.00

Buyer's Signature

Please quote the Purchase order number above on all invoices and all correspondence.

Invoice and payment queries: @financeplus.uk.com.



2.2. HOW DO WE PROCESS SUPPLIER INVOICES?

Tungsten Network runs a series of validation steps on each invoice submitted by our suppliers

This is to ensure that all information required is present

- from a legal and tax perspective in the respective jurisdiction
- when submitted to GroupM for fast and efficient processing of the documents

The required fields are highlighted in the Tungsten Network web form (if you are using this for your invoice data input). However, there are certain validation steps which can only be performed once you have submitted the invoice. Therefore, please check the status of your invoices on a regular basis and resubmit any failed invoices/credits, once you have corrected the information which caused the failure.

Once we receive your invoice, we will match it with the Purchase Order. It will then be directed to the GroupM contact who released the order for confirmation that the goods or services have been provided, and to a satisfactory standard. **When the invoice matches the PO and approval has been obtained, we will be able to release the invoice for payment.**

2.2. WHICH GROUPM ENTITY SHOULD I INVOICE?

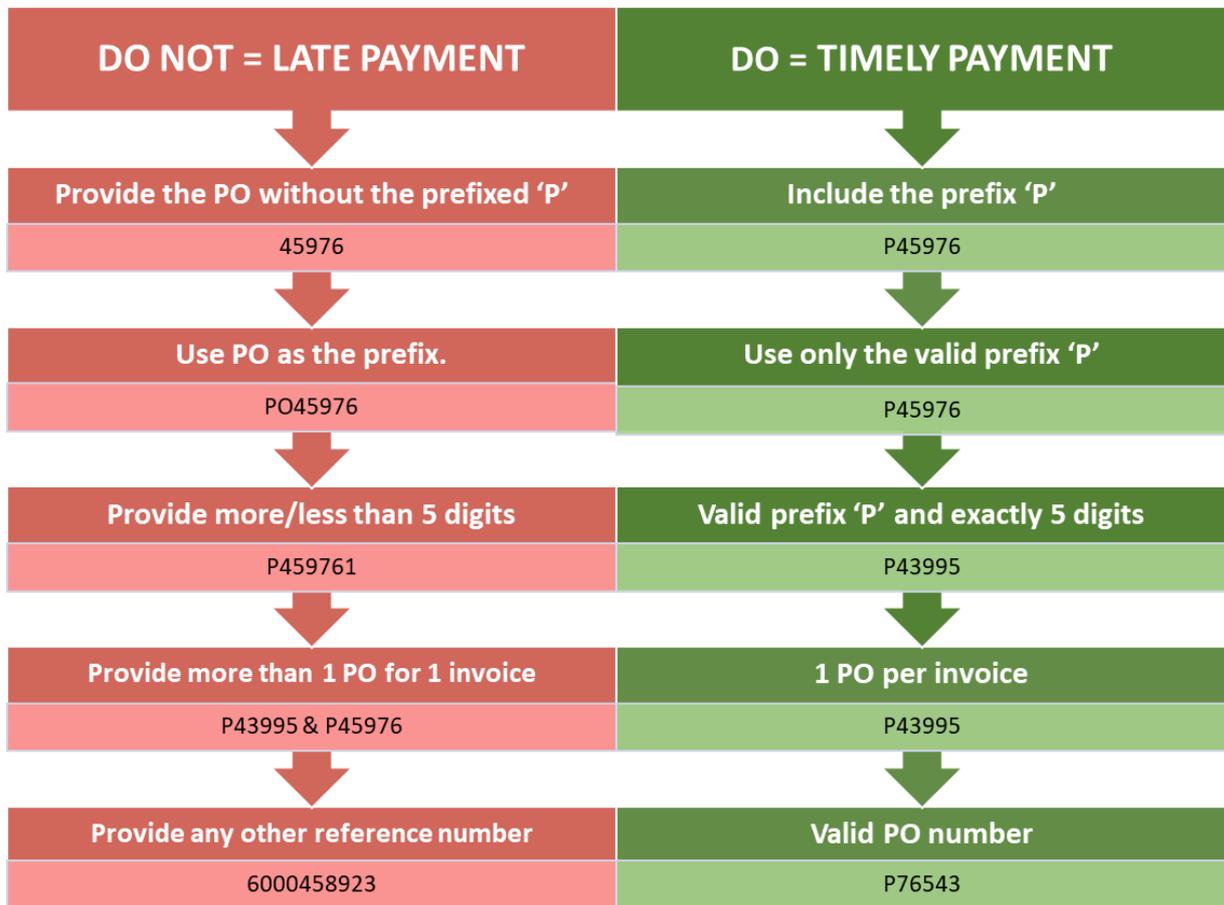
House Payables			
Entity Name	Tungsten AAA#	Address	VAT ID
Mediacom UK	AAA007568769	26-30 Uxbridge Road, W5 2AU	GB135565604
Mindshare UK	AAA495547028	26-30 Uxbridge Road, W5 2AU	GB723027665
Wavemaker UK	AAA339167454	26-30 Uxbridge Road, W5 2AU	GB512542186
Mindshare Worldwide	AAA603981523	Central Saint Giles, 1 St Giles High Street, WC2H 8AR	GB723027665
NEO	AAA645886094	Central Saint Giles, 1 St Giles High Street, WC2H 8AR	GB723027665
GroupM UK	AAA338530611	26-30 Uxbridge Road, W5 2AU	GB868111714
Motion Content Group	AAA079537890	26-30 Uxbridge Road, W5 2AU	GB512542186
Finecast	AAA458910817	26-30 Uxbridge Road, W5 2AU	GB295904364

3. TIPS & TRICKS FOR FAST INVOICE PROCESSING & PAYMENT

3.1. KNOW YOUR PURCHASE ORDER NUMBER

Please make sure you receive a PO for every GroupM order and that you use it when billing a GroupM entity.

Following the rules below will allow your invoice to pass through all validation and matching steps in a timely manner. It will also allow your invoice to avoid rejection, credit and re-issue, and will enable us to pay you on time:



Please keep in mind that the validity of the PO you provide will be verified by Tungsten, once you have submitted your invoice.

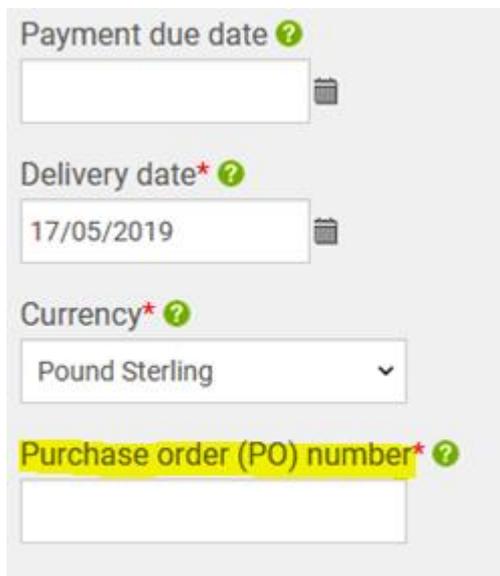
If you were not provided with a PO, please get in touch with your GroupM contact before submitting your invoice.

3.3. WHAT IF MY INVOICE/CREDIT NOTE FAILS?

The following tutorial shows you how to reactivate failed invoices: <http://www.tungsten-network.com/uk/support/tutorials/how-to-reactivate-a-failed-invoicecredit-note/>

It is important to make sure that your invoice is compliant with the below instructions.

1. Please ensure you have populated the PO number field with a valid PO.



The image shows a screenshot of a web form with the following fields:

- Payment due date**: A date input field with a calendar icon.
- Delivery date***: A date input field containing "17/05/2019" and a calendar icon.
- Currency***: A dropdown menu currently showing "Pound Sterling".
- Purchase order (PO) number***: An empty text input field, highlighted in yellow.

2. Please ensure you are billing the correct Buying Agency. The name of the entity you need to bill is in the top left corner of your purchase order.
3. Check that you are billing using only 1 PO per invoice.
4. If you are submitting a credit note
 - a. Use the PO of the original invoice you are crediting.
 - b. Quote the original invoice number

Following this if you are still having difficulty submitting invoice(s) please contact Tungsten Network's support team via one of the following methods:

- Support Line <http://www.tungsten-network.com/us/en/contact-us/contact-local-numbers/>
- Ticketing <https://www.tungsten-network.com/uk/support/>

If after 48hrs you have not received a response, please contact Karuna.Vaghela@financeplus.uk.com **with your ticket number** and she will advise you further.

3.4. HOW DO I CHECK THE STATUS OF MY INVOICES?

As a member of the Tungsten network you will have access to your invoice statuses via the Tungsten portal. In order to be sure that your invoice was received by GroupM please check the status in the dedicated portal section.

Invoice status

Access the latest information about your invoice, including what happens next.

Find invoice

Sent

You are currently viewing tracked invoices. Tracked invoices are younger than 90 days. You may mark them as untracked if you no longer want them to appear in this list or if you wish to suppress notifications of them. Invoices older than 90 days are available through reporting.

Tracked - Last 90 days

How it works

As we receive status information from some buyers but not others, invoices can follow different workflows.

This page shows your recent invoices, allowing you to understand what happens next.

- **With Tungsten Network**
Invoices in this category await buyer status updates.
- **With buyer**
- **In error**

- 1 Help with this page
- 2 How to check invoice status
- 3 Please visit our Help & Support section.

Status	Count	Percentage
With Tungsten Network	13	86.67%
Failed	1	6.67%
Delivered	1	6.67%
Accepted	13	86.67%

If your invoice fails to reach the next step then it will be one of the following states:

- Failed**
Tungsten Network attempted to process your invoice but it failed to pass our validation checks.
- On hold**
Your invoice is on hold pending the completion of a standard approval process activity by your customer. No action is required by you at this time.
- Exception**
Your customer has indicated that there may be a problem with this invoice and is investigating.
- Rejected**
The buyer has rejected your invoice.

Learn how to use this functionality by clicking on the following link: <http://www.tungsten-network.com/uk/support/tutorials/view-the-status-of-your-invoices-on-the-tungsten-network-portal/>.

3.5. WHERE WILL I FIND PAYMENT DETAILS

Payment and payment details will remain as part of the current processes that take place between the Supplier and GroupM. However, the status of your invoice will change to paid on the Tungsten Network portal, once payment has been made.

Status:
Paid

Your buyer has paid the invoice or marked the invoice for payment. The payment date indicates when payment was made.

Comment
No payment status comments at this time

Status date:
12 February 2019

Payment date
No payment date at this time.

Payment Amount
1.00

UNTRACK



Note:

Your current contact at GroupM/FinancePlus will remain as is. Tungsten will only display invoices that were submitted via Tungsten. If you have existing outstanding invoices with GroupM please contact your GroupM/Financeplus for the status of your invoice(s).