



TUNGSTEN E-INVOICE
SUBMISSION GUIDE

OBJECTIVE

To give GSK more opportunity to pay your invoice on time, we need our supplier invoices to match with the Purchase Order (PO). This document will guide you on how you check PO details, ensure your invoice matches the PO and thereby ensures matching in GSK

Improving the rate of invoices Paid on Time

Raising an e-invoice on Tungsten portal will help speed up processing as invoices are received immediately. E-invoicing avoids postal delays of paper invoices which can be lost / sent to the incorrect place etc. Tungsten provide two methods to create an invoice in the Tungsten portal; either manually or by converting a PO into an invoice which ensures that the key fields are correct and match with Purchase Order

Key fields to ensure your invoice matches the purchase order

Unit of Measure, Line item number, GSK billing address, PO number and Currency, If all these information are correct and matched with PO, there are high probability of speedy invoice processing without any manual intervention, also ensure provided Bank account details are active correct and complete

Note – Please do not populate the GSK PO number in the “Invoice Number” field. It should be populated with your company invoice number.

OBJECTIVE

- Below topics are covered in this deck and please follow this guidance when submit your e-invoice :
 - How to check PO details in Tungsten Portal
 - How to create e-invoice – either via PO Convert or manually enter invoice details

PO Convert is the highly recommended option to be used for e-invoice – fast, accurate with minimum efforts.

A number of improvements have been made to e-invoicing process, PO Convert Option is the new and better way's of invoicing.

- This option allows you to review, accept and automatically convert the purchase order into an invoice
- Enabling faster submission and processing
- Easy to manage raising invoice with just few clicks.

How to check PO details in Tungsten Portal

Login to Tungsten Portal and Click on My POs option



Tungsten Network Analytics

See how your customers are spending your firm's money?

[START TODAY](#)



Tungsten Network Workflow

Optimise your procure-to-pay processes to achieve your business goals

[LEARN MORE](#)



Tungsten

Learn more about what's happening

[RE](#)

For your attention

Type	Count	Invoice no	Date	Customer
● Support tickets	33			



Key in respective PO number and search

Check your PO status of last 30 days



Select account
Glaxosmithkline Pharmaceutical Sdn Bhd - 000362881024 - /

Criteria

Supplier
ALL

PO number

Status
Please select [PO status definitions](#)

PO conversion status
All

Select PO date range
Last 30 days

My PO summary (Last 30 days)

New	130
Pending	3
Accepted	25
Rejected	0
Archived	0

Supplier to choose the right Buyer account
http://www.tungsten-network.com/media/16602564/gsk_live_entities.xlsx

Check the PO Billing address, PO Unit of Measurement (UOM), Line item number - you should ensure the same info to be populated if you are create your E-invoice manually



TN Buyer Number: [REDACTED]
PO Date: 24 March 2017
Currency: Malaysian Ringgit

Reference numbers

PO FROM
Glaxosmithkline Pharmaceutical Sdn Bhd
Level 6,
Quil 9 112,
Jalan Semangat
Petaling Jaya

Ordered by
GSK Pharmaceutical S/B

Billing address

PO TO
[REDACTED] SRI
DAMANSARA
PJ
52200

ADDITIONAL INFORMATION
Buyer Invoice Ref.
Supplier Tax Registration Num.
Buyer Tax Registration Num.

G-ERP
000754057216
000362881024

Unit of Measurement (UOM)

PO HEADER TEXT

Line	Part code	Description	Qty	UoM	Unit price	Net amount
00001	[REDACTED]	[REDACTED]	2,000,000	Each	1.10000	2,200.00

Line Item Number

Number of lines 1
Net total MYR 2,200.00

Net amount 1
MYR 2,200.00

TUNGSTEN
www.tungsten-network.com

Create E-Invoice via Convert PO feature

Click on create invoice

Home Invoicing My POs Customers Reporting

Invoice

Create invoice
Create or work with draft invoices, credit notes or purchase orders.

Template management
Create and manage templates for your invoices and credit notes

Invoice status
See where your invoices are and what happens next

Express Payments
Receive early payment of your invoices.

Purchase Tungsten Network transactions
Buy invoice transactions

Your details

Your name

Your tel

Your email

Who you are invoicing

Name

Tel

Email

Winston Normandy & Sons Ltd
Melbourne House
46 Aldwych Road
London
England
WC2B 4LL
UNITED KINGDOM

VAT registration number GB456234789

Click here if the 'Ship to' details are different from the 'Invoice to' details.

[Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)

Invoice details

Invoice number*
TB759003

Document type
Invoice

Invoice date*

Tax point date*

Payment due date

Delivery date

Currency*
Pound Sterling

Purchase order (PO) number

Select the option “new invoice from PO”

Create invoice

Create or update a new invoice or credit note

Help with this page

New invoice

Customer*
Winston Normandy & Sons Ltd - AAA589228154 +

Select option*

- New invoice
- New invoice from template
- New invoice from PO**
- New credit note

Create

Tungsten Network transactions

50

Purchase history

Purchase more invoices

Saved invoices

Invoice number	Buyer name	Gross amount	Saved date	Edit	Delete
TE750003	Winston Normandy & Sons Ltd	00	less than a minute ago		
56001	Winston Normandy & Sons Ltd	00	about 4 hours ago		
23032	B&B Engineering	00	3 days ago		
12006	B&B Engineering	00	6 days ago		

Click on the pending PO

Purchase orders (POs)

Review your purchase orders(POs).

Help with this page

Customer
ALL

PO number

Status
Pending [PO status definitions](#)

Select PO date range
All

My PO summary	
New	0
Pending	3
Accepted	3
Rejected	0
Archived	120

Run



Active purchase orders

Select	PO number	PO date	Customer	Status	Version	First line description	Lines	Invoices	Net value	
	SS [redacted] 4-2	23 [redacted] 14	W [redacted] mandy & Sons Ltd	Pending	0 2	[redacted] Macbook Air...	4	0	1 [redacted] 70	Preview
	SS [redacted] 4-1	23 [redacted] 14	W [redacted] mandy & Sons Ltd	Pending	0 A	[redacted] II Dual C...	4	0	2 [redacted] 64	Preview
	BM [redacted] 14-2	23 [redacted] 14	B [redacted] acturing	Pending	0 2	[redacted] GB SDRAM	3	0	[redacted] 00	Preview

Active PO will appear. Select the PO from the list at which you wish to convert it into invoice

Home Invoicing My POs Customers Reporting

Purchase orders (POs)

Review your purchase orders(POs). [Help with this page](#)

Customer: ALL

PO number:

Status: Pending [PO status definitions](#)

Select PO date range: All

Run

My PO summary

New	0
Pending	3
Accepted	3
Rejected	0
Archived	120

Active purchase orders

Select	PO number	PO date	Customer	Status	Version	First line description	Lines	Invoices	Net value	
+	S-4-2	23/06/2014	W...mandy & Sons Ltd	Pending	0	20...acbook Air...	4	0	...70	Preview <input type="checkbox"/>
+	S-4-1	23/06/2014	W...mandy & Sons Ltd	Pending	0	A...Dual C...	4	0	...64	Preview <input type="checkbox"/>
+	B-4-2	23/06/2014	B...ufacturing	Pending	0	2...SDRAM	3	0	...00	Preview <input type="checkbox"/>

After selecting the PO, click on the positive (+) blue symbol to open the PO

Customer: ALL

PO number:

Status: Pending [PO status definitions](#)

Select PO date range: All

[Run](#)

Please wait...

Active purchase orders

Select	PO number	PO date	Customer	Status	Version	First line description	Lines	Invoices	Net value	
	SS [redacted] 14-2	23/06/2014	W [redacted] y & Sons Ltd	Pending	0 2	Macbook Air...	4	0	1 [redacted]	Preview <input type="checkbox"/>
	SS [redacted] 14-1	23/06/2014	W [redacted] y & Sons Ltd	Pending	0 A	Dual C...	4	0	2 [redacted]	Preview <input type="checkbox"/>
	BN [redacted] 14-2	23/06/2014	B& [redacted]	Pending	0 2	2GB DDR3 SDRAM	3	0	[redacted]	Preview <input type="checkbox"/>

Click on preview option to see the PO preview and validate information

Block A, 3rd Floor
London
Reading
United Kingdom
W2CB 4LL
Berkshire
United Kingdom
RG1 1AX

	Gross amount
Number of lines	4
Net total	GBP 11,578.70



www.tungsten-network.com

Accept PO

Reject PO

Preview

Back

Validate PO details and Click on “Accept PO” to proceed convert this PO as invoice

Block A, 5th Floor
London
Reading
United Kingdom
W2CB 4LL
Berkshire
United Kingdom
RG1 1AX

	Gross amount
Number of lines	4
Net total	GBP 11,578.70



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Accept PO

Reject PO

Preview

Back



PO has been accepted

PO Convert #SST062414-2

[Help](#)



PO has been accepted

PO NUMBER
SST062414-2

Buyer OB10 number:
AAA589228154

PO Date: 23 June 2014

Currency: Pound Sterling

PO FROM

Winston Normandy & Sons
46 Aldwych Road
London
United Kingdom
W2CB 4LL

PO TO

Sedgewick & Sons Tecknology
101 Front Street
Castle Hill
Cambridge
United Kingdom

Reference numbers

Delivery Date:

Ship Date:

Enter the unique invoice number (this should be your company invoice number)

PO Convert #SST062414-2

Help with this page

Create invoice

Enter invoice number

TB75900

Select PO line items to use

Apply tax code to selected items Please select

Apply to selected items

No	Part code	Description	Qty	UoM	Unit price	Gross amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
1	40649	1 ...	4.000	Each	9.000	36.000	<input type="checkbox"/>			Please select
2	40635	L Cine...	4.000	Each	3.000	12.000	<input type="checkbox"/>			Please select
3	30998	H CM131...	10.000	Each	2.700	27.000	<input type="checkbox"/>			Please select
4	40625	IP 2 1...	6.000	Each	6.000	36.000	<input type="checkbox"/>			Please select

Back

Create invoice

Select the line items on which invoice needs to be created

Home Invoicing My POs Customers Reporting

PO Convert #SST062414-2

Help with this page

Create invoice

Enter invoice number
TB759003

Select PO line items to add

No	Part code	Description	Qty	UoM	Unit price	Gross amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
1	2549	each	4.000	Each	8000	32.000	<input checked="" type="checkbox"/>	4.000	8000	Please select
2	8635	0 Crk	4.000	Each	8000	32.000	<input checked="" type="checkbox"/>	4.000	8000	Please select
3	5294	CM131	10.000	Each	7000	70.000	<input checked="" type="checkbox"/>	10.000	7000	Please select
4	6425	0 2 1	6.000	Each	8000	48.000	<input checked="" type="checkbox"/>	6.000	8000	Please select

Apply tax code to selected items Please select

Apply to selected items

Back Create invoice

Select the tax code and click “Apply to selected items”

Home Invoicing My POs Customers Reporting

PO Convert #SST062414-2

Help with this page

Create invoice

Enter invoice number
TB759003

Select PO line items to use

Apply tax code to selected items VAT at 20%

Apply to selected items

No	Part code	Description	Qty	UoM	Unit price	Gross amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
1	549	...	4.000	Each	000	6.000	<input checked="" type="checkbox"/>	4.000	000	VAT at 20%
2	635	Cine...	4.000	Each	000	6.000	<input checked="" type="checkbox"/>	4.000	000	VAT at 20%
3	398	CM131...	10.000	Each	000	2.700	<input checked="" type="checkbox"/>	10.000	7000	VAT at 20%
4	425	O 2 1...	6.000	Each	000	4.000	<input checked="" type="checkbox"/>	6.000	000	VAT at 20%

[Back](#) [Create invoice](#)

Perform final review of your invoice to ensure all billing information have been populated correctly. Click on “create invoice” to complete the step.

Home Invoicing My POs Customers Reporting

PO Convert #SST062414-2

Help with this page

Create invoice

Enter invoice number
TB759003

Select PO line items to use

Apply tax code to selected items VAT at 20%

Apply to selected items

No	Part code	Description	Qty	UoM	Unit price	Gross amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
1	549	inch ...	4.000	Each	000	000	<input checked="" type="checkbox"/>	4.000	00000	VAT at 20%
2	635	D Cine...	4.000	Each	000	000	<input checked="" type="checkbox"/>	4.000	00000	VAT at 20%
3	398	CM131...	10.000	Each	000	2700	<input checked="" type="checkbox"/>	10.000	27000	VAT at 20%
4	425	D 2 1...	6.000	Each	000	000	<input checked="" type="checkbox"/>	6.000	00000	VAT at 20%

Back **Create invoice**

Your new invoice has been created. You may click on the respective invoice number to view it

Create invoice

Create or update a new invoice or credit note

[Help with this page](#)

New invoice

Customer*
Winston Normandy & Sons Ltd - AAA589228154

Select option*
New invoice from PO

PO number*
SST062414-1

Create

Tungsten Network transactions



50

Purchase history

Purchase more invoice:

Saved invoices

Invoice number	Buyer name	Gross amount	Saved date	Edit	Delete
59003	Winston Normandy & Sons Ltd	0	less than a minute ago		
391	Winston Normandy & Sons Ltd	0	about 4 hours ago		
2832	Manufacturing	0	3 days ago		
556	Manufacturing	810	6 days ago		

Page size: 10

Displaying page 1 of 1, items 1 to 4 of 4

Create E-Invoice via manual entering invoice details

Login to Tungsten Portal, Click on Invoicing

Home **Invoicing** My POs Suppliers Reporting



Tungsten Network Analytics

See how your customers are spending your firm's money?

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Tungsten Network Workflow

Optimise your procure-to-pay process to achieve your business goals

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Tungsten Reporting

Learn more about what's happening

[REPORT](#)

For your attention

Type	Count	Invoice no	Date	Customer
● Support tickets	33			

Click on create invoice

Home Invoicing My POs Customers Reporting

Invoice

Create invoice
Create or work with draft invoices, credit notes or purchase orders.

Template management
Create and manage templates for your invoices and credit notes

Invoice status
See where your invoices are and what happens next

Express Payments
Receive early payment of your invoices.

Purchase Tungsten Network transactions
Buy invoice transactions

Your details

Your name

Your tel

Your email

Who you are invoicing

Name

Tel

Email

Winston Normandy & Sons Ltd
Melbourne House
46 Aldwych Road
London
England
WC2B 4LL
UNITED KINGDOM

VAT registration number GB456234789

Click here if the 'Ship to' details are different from the 'Invoice to' details.

[Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)

Invoice details

Invoice number*
TB759003

Document type
Invoice

Invoice date*

Tax point date*

Payment due date

Delivery date

Currency*
Pound Sterling

Purchase order (PO) number

Select the Nature of billing, e.g. service/goods from the dropdown list

Product code Product description*

Start typing to search Start typing to search

Unit* Please select

Quantity* 1.000

Price* 0.00000

Tax type* 0% VAT Reverse Charge

Tax amount 0.00

Click here for additional line level information such as PO/Delivery details, discounts, and other additional information

Line amount	0.00
Discount	0.00
Tax	0.00
Total	0.00

Save line item Cancel

Additional information

Attachments

Select and upload

- File types we accept
- Your customer allows a maximum of 4 attachments.
- The maximum file upload size is 12 MB.

Withholding tax

Select goods type

The screenshot shows a web interface for creating an invoice item. A dropdown menu for 'Line item type' is open, listing various categories. The 'Goods' option is highlighted. The background form includes fields for 'Product description', 'Unit', 'Quantity', 'Price', 'Tax type', and 'Tax amount'. A summary table on the right shows 'Line amount', 'Discount', 'Tax', and 'Total' all at 0.00. At the bottom, there is an 'Attachments' section with a 'Select and upload' button and a list of instructions.

Line item type

- Goods
- Normal line**
- Goods
- Service
- Special line**
- Admin Charge
- Carriage
- Credit / Discount
- Demurrage
- Freight
- Fuel Surcharge
- Green Tax
- Insurance
- Packing
- Rounding Line
- Special Charge

Product description* Start typing to search

Unit* Please select

Quantity* 1.000

Price* 0.00000

Tax type* 0% VAT Reverse Charge

Tax amount* 0.00

Line amount	0.00
Discount	0.00
Tax	0.00
Total	0.00

Additional information

Attachments

Select and upload

- File types we accept
- Your customer allows a maximum of 4 attachments.
- The maximum file upload size is 12 MB.

withholding tax

Key in Product code and Product Description.

Invoice Items

Line item type ?
Goods

Product code ?

Product description* ?

Unit* ?

Quantity*

Price* ?

Tax type*

Tax amount ?

[Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

Line amount	0.00
Discount	0.00
Tax	0.00
Total	0.00

Additional information

Attachments ?

- File types: see account ?
- Your customer allows a maximum of 4 attachments.
- The maximum file upload size is 12 MB.

Withholding tax ?

Click on the Unit drop down list and select the appropriate Unit of measurement from the list. Ensure it is the same as GSK PO

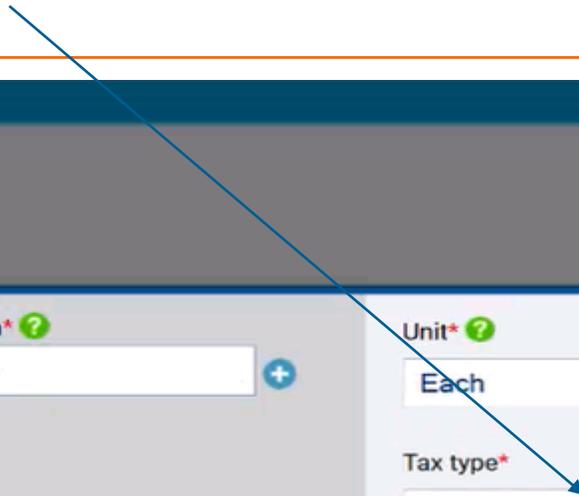


The screenshot shows a web form for adding an invoice item. The form includes fields for Product code (12-1234), Product description (Description here), Unit (Please select), Quantity (0.000), and Price (0.00000). A dropdown menu for the Unit field is open, showing various units such as '1 / square meter', '1/cubic meter', '1/minute', '10', '10 Meters', '10-Pack', 'Box', 'CARTON OF 13', 'Case', 'Copies', 'Day', 'Each', 'Hour', 'Liquid Ton', 'Megahertz', 'Packet', 'Per mille', 'Set', and 'Sheet'. A blue arrow points from the text above to the 'Please select' option in the dropdown. Two red circles highlight the 'Please select' option at the top of the dropdown and the 'Each' option further down. Below the form, there are buttons for 'Save line item' and 'Cancel', and a section for 'Attachments' with a 'Select and upload' button. A summary table on the right shows 'Line amount 0.00', 'Discount 0.00', 'Tax 0.00', and 'Total 0.00'. At the bottom, there are instructions about file uploads: 'File types we accept', 'Your customer allows a maximum of 4 attachments', and 'The maximum file upload size is 12 MB.'

Line amount	0.00
Discount	0.00
Tax	0.00
Total	0.00

- File types we accept
- Your customer allows a maximum of 4 attachments.
- The maximum file upload size is 12 MB.

Select the correct applicable tax type



Invoice Item

Line item type ?
Goods

Product code ? 12-1234	Product description* ? Description here +	Unit* ? Each +	Quantity* 100	Price* ? 0.00000
		Tax type* Please select ?	Tax amount ? 0.00	

[Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

[Save line item](#) [Cancel](#)

Line amount	0.00
Discount	0.00
Tax	0.00
Total	0.00

Additional information

Attachments ?

[Select and upload](#)

- File types we accept ?
- Your customer allows a maximum of 4 attachments
- The maximum file upload size is 12 MB



Click on Tax type drop down list and select the appropriate tax type.

The screenshot shows a software interface for adding a line item. The main form includes the following fields:

- Line item type: Goods
- Product code: 12-1234
- Product description: Description here
- Unit: Each
- Quantity: 100.000
- Price: 2.00000

The 'Tax type' dropdown menu is open, showing the following options:

- Please select
- VAT at 20%
- VAT at 11.21%
- 0% VAT Reverse Charge
- Zero Rated
- VAT Exempt
- VAT at 5%
- Sales to non-EC Customers Outside of VAT Scope
- Import/Export to non-EC Cust.
- VAT at 4%
- 15.61% VAT

The 'Tax amount' field is set to 0.00. The background also shows a summary table:

Line amount	200.00
Discount	0.00
Tax	0.00
Total	200.00

If you do not have access to enter the tax in the line level, it could be due to your company tax registration number is yet to maintain in Tungsten.



Please proceed to update the tax registration as below instruction.

The screenshot shows the 'Payment terms' section with options for early payment discount and late payment conditions. Below this is the 'Summary' section, which contains the following data:

Invoice(\$)	
Total net	407.52
Total tax	0.00
Undo changes	
Total gross	407.52

Process to update Tax registration number - My Account > Update company details > select "Yes" for VAT registered > Update registration number. Once completed, please refresh settings by logging out and re login. The tax details will then appear.

Key in line item number here. Line item number should be the same as GSK PO Line item



Line item type ?
Goods

Product code ? 12-1234 Product description* ? Description here + Unit* ? Each + Quantity* 100.000 Price* ? 2.00000

Tax type* VAT at 5% Tax amount ? 10.00

[Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

PO number ? PO line number ? Additional information ? additional information here...

Delivery note number ?

Service delivery start date 01/06/2015 Service delivery end date 05/06/2015

The fields below have been added by your buyer.

GL number ? Cost centre Part category European Article Number Part number

Save line item Cancel

Line amount	200.00
Discount	0.00
Tax	10.00
Total	210.00

If you want to add additional line item, click on the (-) box in blue. Fill the start date, end date and other details then click 'save line item'.

The screenshot displays a procurement system interface for adding a line item. At the top, a summary row shows the following details:

Line item type	Goods	Product code	12-1234	Product description	Description here	Unit	Each	Quantity	100.000	Price	2.00000
						Tax type	VAT at 5%	Tax amount	10.00		

Below this, a blue button with a minus sign (-) is labeled: "Click here for additional line level information such as PO/Delivery details, discounts, and other additional information".

The main form contains several input fields:

- PO number
- PO line number
- Additional information (text area containing "additional information here...")
- Delivery note number
- Service delivery start date: 01/06/2015
- Service delivery end date: 05/06/2015
- GL number
- Cost centre
- Part category: European Article Number
- Part number

On the right side, there are two input fields for discounts:

Discount	0.00
Discount %	0.00

At the bottom left, there are two buttons: "Save line item" (green) and "Cancel" (grey).

At the bottom right, a summary table shows the following values:

Line amount	200.00
Discount	0.00
Tax	10.00
Total	210.00

Scroll down to get Remit bank details update option

Product code Product description*

Start typing to search Start typing to search

Unit* Please select

Quantity* 1.000

Price* 0.00000

Tax type* 0% VAT Reverse Charge

Tax amount 0.00

Click here for additional line level information such as PO/Delivery details, discounts, and other additional information

Line amount	0.00
Discount	0.00
Tax	0.00
Total	0.00

Save line item Cancel

Additional information

Attachments

Select and upload

- **File types we accept**
- Your customer allows a maximum of 4 attachments.
- The maximum file upload size is 12 MB.

Withholding tax

Click on 'Manage default setting' to update the bank details

The screenshot shows a web browser window displaying the Tungsten Network Portal. The browser's address bar shows the URL <https://portal.tungsten-network.com/Forms/Invoice>. The page title is "GREY GROUP PTE LTD- TEST". The navigation menu includes "Home", "Invoicing", "My POs", "Customers", "Reporting", and "Early payment". A search bar is present with the text "Search for your invoice by invoice number, PO, trx number".

The main content area is divided into sections. The "Remit to" details section is highlighted in blue and contains the following fields:

- "Remit to" address
- "Remit to" bank
- [Manage default settings](#)

The "Summary" section is also highlighted in blue and contains the following information:

Invoice (MYR)	
Total net	9.50
Total tax	0.00
Undo changes	
Total gross	9.50

At the bottom of the page, there are four buttons: "SAVE AS TEMPLATE", "SAVE", "PREVIEW", and "SEND". The footer of the page includes the Tungsten logo and links for "Corporate headquarters", "Useful links", "Legal", and "Connect with us". The Windows taskbar at the bottom shows the system tray with the time 5:01 PM and date 4/4/2017, along with various application icons.

Click on 'Add Bank Account' if you have any new bank account number to add

GREY GROUP PTE LTD- TEST

Home Invoicing My POs Customers Reporting Early payment

Invoice foreign exchange

"Remit to" details

"Remit to" address

Summary

Remit bank

Bank accounts

Bank account details	Edit	Delete
23456 jkfk		
12345 abc		

Page size: 10 | Displaying page 1 of 1, items 1 to 2 of 2

ADD BANK ACCOUNT

Bank settings

Bank setting details	Buyer Name	Currency	Delete
23456 jkfk	ANY	ANY	

Page size: 10 | Displaying page 1 of 1, items 1 to 1 of 1

ADD BANK SETTING

Invoice (\$)

Total net 0.00

Total tax 0.00

Undo changes

75%

6:59 PM 4/11/2017

Update Bank details and click on 'Save'

The screenshot shows a web browser window with the URL <https://portal.tungsten-network.com/Forms/Invoice>. The page title is "GREY GROUP PTE LTD- TEST". The main content area is a "Remit bank" form with the following fields:

- Bank name*
- Address*
- Sort code/BIC
- Bank account number*
- Account name*
- Swift code
- IBAN
- Payee identifier reference

At the bottom of the form are two buttons: a green "SAVE" button and a grey "CANCEL" button. Blue arrows from the text above point to the "Bank name*" field and the "SAVE" button.

The background shows a navigation menu with "Home", "Invoicing", "My POs", "Customers", "Reporting", and "Early payment". There is also a search bar for invoices. The bottom of the screen shows a Windows taskbar with various application icons and a system tray with the date and time: 6:57 PM, 4/11/2017.

Select Bank account number of which this invoice will be paid to and 'Save'

(Note: only those bank account number that have been added via steps described in slide 37 & 38 will be shown)

Home Invoicing My POs Customers Reporting Early payment

SAVE LINE ITEM CANCEL

Discount 0.00
Total 0.00

Additional information

Withholding tax

Payment terms

Early payment discount
No discount for early pay
Apply a discount for early

Late payment conditions

"Remit to" details

"Remit to" address

Summary

Invoice (MYR)

Remit bank

Bank settings

Bank account details	Buyer Name	Currency	Delete
No records found.			

< < 1 > > Page size: 10 Displaying page 1 of 1, items 0 to 0 of 0

Bank account details
Please select

Buyer Name
ANY

Currency
ANY

SAVE CANCEL

After clicking the save line item tab, the invoice line item will be saved. Process is now completed and invoice has been raised

Invoice items

✔ Invoice saved

Item	Quantity / Unit	Price	Line amount	Total
01 12-1234 - Description here	100 / Each	2.00000	200.00	210.00

Add

Additional information

Attachments ?

Select and upload

- File types we accept i
- Your customer allows a maximum of 4 attachments.
- The maximum file upload size is 12 MB.

Withholding tax ?

Payment terms

Early payment discount ?

No discount for early payment

Apply a discount for early payment

Late payment conditions ?

IMPORTANT: Your E-invoice should be itemized as according to GSK PO line item

Support Contact Details

Area where help is required	Who you should contact	How
Registering for e-invoicing	Tungsten	www.tungsten-network.com/support
Connecting to a new GSK entity	Tungsten	www.tungsten-network.com/support
Creating an e-invoice	Tungsten	www.tungsten-network.com/support
Submitting an e-invoice	Tungsten	www.tungsten-network.com/support
Using the Portal	Tungsten	www.tungsten-network.com/support
Invoice Status Service	Tungsten	www.tungsten-network.com/support
Missing POs on the Portal	Tungsten	www.tungsten-network.com/support
Invoice Approval	GSK	GSK supplier contact details
Invoice Payment	GSK	GSK supplier contact details



END