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Convert purchase orders into invoices



This presentation was designed to show you how easy it is to submit invoices by utilizing the PO Convert method via the Tungsten Network portal.

To begin, click “Purchase Orders” located in the main menu bar on the left side of the page.

Adams Office Supplies (UK) - Test

Home
Invoices
Purchase Orders
Customers
Reports
Early payment
Analytics

Connect with your customers
Search and connect to more of your customers in a few clicks
CONNECT TODAY VIEW ALL

Send invoices
Create your invoice online in a few clicks
CREATE INVOICE

Check the status of your invoices
Track the latest status of your invoices in real-time
WHERE IS MY INVOICE?

For your attention *Last refresh: 3 min ago*

Type	Count	Date	Customer
Failed invoices	1		View

Failed invoices [View all](#)

Number	Supplier	Buyer
89800902	Adams Office Supplies (UK) - Test	Hewlett-Packard Australia Pty Limited.

Saved invoices [View all](#)

Number	Buyer	Amount
invoice 123	AAA269532263	1.10
rockwell	AAA168149359	0.00

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The “Purchase Orders” page gives you the ability to search for purchase orders that have been delivered to Tungsten Network from your customer. You can manage your purchase orders by moving them to a different status within the “My PO summary” section. Updating the status of your purchase order allows you to confirm which purchase orders are open, closed, rejected or archived. When your purchase order is newly created or updated by your customer, it will appear in the new or pending status. Tungsten Network will send an email confirming the purchase order is available in the portal under the “My PO summary” section. After reviewing the email, you are ready to begin.

Adams Office Supplies (UK) - Test

Purchase orders (POs)

Review your purchase orders(POs).

Select account
Adams Office Supplies (UK) - Test - FR12345678987 - AAA83

Criteria

Customer: ALL

PO number: []

Status: Please select [PO status definitions](#)

PO conversion status: All

Select PO date range: Please select

GET MY POs

My PO summary

New	0
Pending	0
Accepted	0
Change Requested	
Rejected	0
Archived	0
Pending Acceptance	
Acknowledgement pending	

Refresh PO summary
Check this option to refresh the PO summary when performing a search. Please note that checking this option might make your search slower.

Active purchase orders

Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines	In
<input type="checkbox"/>	AdChoices					?			

AdChoices

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Please search for your purchase order on the left side of the screen. Prior to completing the search, please ensure to select the PO date range from the drop down menu. Once the report is run, all purchase orders in the status selected will be shown at the bottom of the page.

You also have the ability to select the blue hyperlinked text available under “My PO summary” section. Once a selection is made, all purchase orders in the selected status will appear at the bottom of the page.

Purchase orders (POs)
Review your purchase orders(POs).

Select account
Adams Office Supplies (UK) - Test - FR12345678987 - AAA83

Criteria

Customer: ALL

PO number: []

Status: Please select PO status definitions

PO conversion status: All

Select PO date range: [Please select] (dropdown menu open with options: Please select, Today, Last 7 days, Last 30 days, Last 90 days, Last 6 months, Last 12 months, Custom)

My PO summary

New	0
Pending	0
Accepted	0
Change Requested	0
Rejected	0
Archived	0
Pending Acceptance	0
Acknowledgement pending	0

Refresh PO summary
Check this option to refresh the PO summary when performing a search. Please note that checking this option might make your search slower.

Active purchase orders

Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines
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Select the purchase order by clicking the blue link located on the left side of the page next to the purchase order number.

The purchase order will open and, then you need to press the “Acknowledge” at the bottom of the page.

CBTestP013 02/08/2018 Tungsten AAA168149359 Pending 1 2.4 GHZ, 2GB SDRAM 3 0 - Pre

Network - Demo Account

AOS Adams Office Supplies (UK) - Test

PO Convert #CBTestP013

Current Status: Pending

PO NUMBER CBTestP013
TN Buyer Number: AAA168149359
PO Date: 18 July 2018
Currency: US Dollar

PO FROM
Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338

PO TO
Adams Office Supplies (IT) - Test
4 St. James' Street
James' House
Newcastle Upon Tyne
EC2B 0BL

Reference numbers
Delivery Date: 18 July 2018
Ship Date: 18 July 2018

ADDITIONAL INFORMATION
Supplier Tax Registration Num. GB 123 4567 89
Supplier Company Registration Number 12345678
Buyer Tax Registration Num. 27-1234567

ACKNOWLEDGE **PREVIEW** **BACK**

AdChoices

On the next page it's important to review the purchase order details prior to accepting your purchase order. If the purchase order contains invalid or missing information, it may be best to reject the purchase order and notify your customer. If all purchase order details are valid, select the "Accept" option from the drop-down menu and then "Save".

AOS Adams Office Supplies (UK) - Test

PO Convert #CBTestP013

Current Status: **Pending**

Acknowledgement Type

- Please select
- Accept**
- Change Requested
- Reject

PO NUMBER CBTestP013
TN Buyer Number: AAA168149359
PO Date: 18 July 2018
Currency: US Dollar

PO FROM
Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338

PO TO
Adams Office Supplies (IT) - Test
4 St. James' Street
James' House
Newcastle Upon Tyne
EC2B 0BL

Reference numbers
Delivery Date: 18 July 2018
Ship Date: 18 July 2018

ADDITIONAL INFORMATION
Supplier Tax Registration Num. GB 123 4567 89

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The current status of your purchase order will be changed to “Accepted”.

If all purchase order details are valid, click “Convert PO”.

If the purchase order has been fulfilled and no longer will be used, move the purchase order to the archived status by pressing the “Archive PO” button.

AOS Adams Office Supplies (UK) - Test

Home
Invoices
Purchase Orders
Customers
Reports
Early payment
Analytics

Acknowledgement request sent.

Current Status: **Accepted**

PO NUMBER CBTestPO13
TN Buyer Number: AAA168149359
PO Date: 18 July 2018
Currency: US Dollar

Reference numbers
Delivery Date: 18 July 2018
Ship Date: 18 July 2018

PO FROM
Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338

PO TO
Adams Office Supplies (IT) - Test
4 St. James' Street
James' House
Newcastle Upon Tyne
EC2B 0BL

ADDITIONAL INFORMATION
Supplier Tax Registration Num. GB 123 4567 89
Supplier Company Registration Number 12345678
Buyer Tax Registration Num. 27-1234567

ARCHIVE PO **CONVERT PO** **PREVIEW** **BACK**

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The “Invoice number” field allows entry of your invoice number. Once your document’s number has been entered, tick the box located next to Net amount. This will allow you to select the PO line items you would like to include in your electronic invoice.

Partial billing is accepted; please adjust the quantity only as the unit price has been fixed and should not be changed.

Tungsten Network processes invoices submitted by users that span the globe. It’s important to ensure tax is referenced on your invoice correctly. If operating in a region where tax is referenced at the line item level, please select the tax type from the drop menu. Next, enter the tax amount. If operating in a region where tax is referenced at the summary level of the invoice, you will have the option to enter the tax amount prior to previewing and submitting your invoice.

Tungsten Network allows you to submit invoices against the same purchase order. Please ensure to use a unique invoice number for each submission.

Click “Create invoice” once all PO line items have been selected.

Adams Office Supplies (UK) - Test

PO Convert #CBTestP013

Create invoice

Enter invoice number*
test12345

Select PO line items to use

Apply tax code to selected items
20% VAT

APPLY TO SELECTED ITEMS

No	Part code	Description	Qty	UoM	Unit price	Net amount	<input checked="" type="checkbox"/>	Qty	Unit price	Tax rate
1	INSP3212	2.4 GHZ...	1,000	Each	1 249,00000	1 249,000	<input checked="" type="checkbox"/>	1,000	1 249,00000	20% VAT
2	MON20243	21 Inch ...	1,000	Each	399,00000	399,000	<input checked="" type="checkbox"/>	1,000	399,00000	20% VAT
3	OFF3212	Color La...	1,000	Each	499,00000	499,000	<input checked="" type="checkbox"/>	1,000	499,00000	20% VAT

BACK CREATE INVOICE

AdChoices

Please confirm that you have selected the correct purchase order line items to be included in your invoice. If not, please click “Back”. If all information shown is valid, click “Confirm” to proceed to the final page.

Adams Office Supplies (UK) - Test

PO Convert #CBTestPO13

Create invoice

Invoice number: test12345

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	2.4 GHZ...	1,000	Each	1 249,00000	20,00	249,80	1 249,00	1 498,80
2	21 inch ...	1,000	Each	399,00000	20,00	79,80	399,00	478,80
3	Color La...	1,000	Each	499,00000	20,00	99,80	499,00	598,80

Summary

No. of lines	3
Sub total	USD 2 147,00
Total tax	USD 429,40
Net total	USD 2 576,40

BACK CONFIRM

UPGRADE TO INTEGRATED SOLUTION

AdChoices

Waiting for t.co...

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On this page you can further review, edit and/or add details on your invoice.

You can enter your name, phone number and email address in the “Your details” section. Next, enter the name, phone number and email address for your customer in the “Who you are invoicing” section.

Tungsten also gives you the ability to save contact details within the “Create invoice” page. Please click the blue circle located in the “Your details” and “Who you are invoicing” sections. Once contact details have been entered, please exit out of the text box to continue.

Adams Office Supplies (UK) - Test

Invoice #: test12345

Help with this page
[How to create an invoice or credit note](#)

Your details

Your name   Adams Office Supplies (UK) - Test
4 St James St
Ryadh
Toulouse
Haute Pynerees
20122
FRANCE

Your tel

Your email

VAT registration number FR12345678987

Sending goods from a different address than the invoice address?
No - They're the same 

Who you are invoicing

Name   Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
a9a 9a9
BULGARIA

Tel

Email

Sending goods to a different address than the invoice address?
No - They're the same 

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

Invoice details

Invoice number*  test12345 

Document type
Invoice

Invoice date*  

Tax point date  

Advance payment date  

Payment due date*  

Delivery date*  

Currency* 

Purchase order (PO) number 

AdChoices

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If the shipping location is different from the invoice or vice versa, please select the “Yes – Add a ‘ship from’ address” from the drop-down menu. If you are not shipping products, please bypass this section.

To enter shipping information, after selecting the “Yes – Add a ‘ship from’ address” option, new fields will appear. To add a shipping address to your profile to be used for future submissions, please click the blue circle located next to the “Company name” field. Once shipping details have been entered, please exit out of the text box to continue.

Adams Office Supplies (UK) - Test

Invoice #: test12345

How to create an invoice or credit note

Your details

Your name Adams Office Supplies (UK) - Test
Start typing to search

Your tel
Ryadh
Toulouse
Haute Pynerees
20122
FRANCE

Your email
VAT registration number FR12345678987

Where were the items/services supplied?
Sending goods from a different address than the invoice address?
Yes - Add a 'ship from' address
No - They're the same
Yes - Add a 'ship from' address
N/A - Leave 'ship from' blank

Company name*
Start typing to search

Country*
Please select

Address 1*
Address 2
Address 3

Invoice details

Invoice number*
test12345

Document type
Invoice

Invoice date*
17/02/2020

Tax point date

Advance payment date

Payment due date*

Delivery date*

Currency*
US Dollar

Purchase order (PO) number
CBTestPO13

AdChoices

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Please expand the Additional header field if additional header information is required by your customer. Once details such as bill of lading, delivery note number and cost centre have been entered, please move to the next section.

Adams Office Supplies (UK) - Test

Your details

Your name [?](#) Adams Office Supplies (UK) - Test
Start typing to search [+](#)
4 St James St
Ryadh
Toulouse
Haute Pyneeres
20122
FRANCE

Your tel

Your email

VAT registration number FR12345678987

Sending goods from a different address than the invoice address?
No - They're the same [?](#)

Who you are invoicing

Name [?](#) Tungsten Network - Demo Account
Start typing to search [+](#)
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
a9a 9a9
BULGARIA

Tel

Email

Sending goods to a different address than the invoice address?
No - They're the same [?](#)

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

Bill of lading [?](#)

Account code [?](#)

Notes to your customer [?](#)

Delivery note number [?](#)

Cost centre [?](#)

Invoice details

Invoice number* [?](#) test12345 [✎](#)

Document type
Invoice

Invoice date* [?](#) 17/02/2020 [🗑](#)

Tax point date [?](#) [🗑](#)

Advance payment date [?](#) [🗑](#)

Payment due date* [?](#) [🗑](#)

Delivery date* [?](#) [🗑](#)

Currency* [?](#) US Dollar [▼](#)

Purchase order (PO) number [?](#) CBTestPO13

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It's important to update your invoice date, payment due date and delivery date by selecting the calendar located in the "Invoice details" section. This will ensure your date is in the correct format upon submitting your invoice. Some regions of the world require a tax point date. If operating in one of these regions, you will be required to reference this mandatory data in the "Tax point date" field. Your currency and purchase order number should not be changed. The invoice will be validated against the purchase order details available in the Tungsten Network system. If header and line level details do not match the purchase order data, your invoice is subject to rejection by Tungsten Network.

Adams Office Supplies (UK) - Test

Your details

Your name: Adams Office Supplies (UK) - Test
4 St James St
Ryadh
Toulouse
Haute Pynerees
20122
FRANCE

Your tel: [input]
Your email: [input]
VAT registration number: FR12345678987

Sending goods from a different address than the invoice address?
No - They're the same

Who you are invoicing

Name: Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
a9a 9a9
BULGARIA

Tel: [input]
Email: [input]
Sending goods to a different address than the invoice address?
No - They're the same

Click here for additional header fields such as Delivery/GRN number, Cost centre etc

Bill of lading: [input] Account code: [input] Notes to your customer: [input]
Delivery note number: [input] Cost centre: [input]

Invoice details

Invoice number*: test12345
Document type: Invoice
Invoice date*: 17/02/2020
Tax point date: [input]
Advance payment date: [input]
Payment due date*: [input]
Delivery date*: [input]
Currency*: US Dollar
Purchase order (PO) number: CBTestPO13

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It's important to note again, line items details should not be modified. These details were provided to Tungsten Network by your customer. These Goods or Service lines can only be modified to provide additional information and/or a date range. For example, work performed between January 1st and January 15th. It's best to follow standard invoicing practices when referencing line item discounts and/or entering additional information at the line item level.

If you need to edit any line items, click on the edit icon on the right side of the line item you would like to modify. You can expand the additional line level information for more options.

Invoice items

Item	Quantity / Unit	Price	Line amount	Total
01 INSP3212 - 2.4 GHZ, 2GB SDRAM	1 / Each	1 249,00000	1 249,00	1 498,80
02 MON20243 - 21 Inch Monitor	1 / Each	399,00000	399,00	478,80
03 OFF3212 - Color Laserjet Printer	1 / Each	499,00000	499,00	598,80

ADD

Adams Office Supplies (UK) - Test

Invoice items

Line item type: Goods

Product code: INSP3212 | Product description: 2.4 GHZ, 2GB SDRAM

Unit: Each | Quantity: 1,000 | Price: 1 249,00000

Tax type: 20% VAT | Tax amount: 249,80

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

PO number: CBTestPO13 | PO line number: 1

Additional information: [Text Area]

Discount: 0,00

Discount %: 0,00

Delivery note number: [Text Field]

Delivery start date: [Calendar Icon] | Delivery end date: [Calendar Icon]

The fields below have been added by your buyer.

GL number: [Text Field] | Cost centre: [Text Field] | Part category: European Article Number | Part number: [Text Field]

Line amount: 1 249,00
Discount: 0,00
Tax: 249,80
Total: 1 498,80

AdChoices | **EDIT LINE ITEM** | CANCEL

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Adding Special Line items are allowed. Special line items are not listed on your purchase order. To add a special line, press the “Add” button under the Invoice items section and select the special line type from the drop-down menu.

If you feel an additional normal line item should be added to your purchase order, contact your customer directly. Request that your PO is updated and resent to Tungsten Network. Once your purchase order has been updated, it will be available under “Pending” in the “My PO summary”.

Invoice items

Item	Quantity / Unit	Price	Line amount	Total	
01 INSP3212 - 2.4 GHZ, 2GB SDRAM	1 / Each	1 249,00000	1 249,00	1 498,80	☑ ☒
02 MON20243 - 21 Inch Monitor	1 / Each	399,00000	399,00	478,80	☑ ☒
03 OFF3212 - Color Laserjet Printer	1 / Each	499,00000	499,00	598,80	☑ ☒

ADD

Invoice items

Item	Quantity / Unit	Price	Line amount	Total
01 INSP3212 - 2.4 GHZ, 2GB SDRAM	1 / Each	1 249,00000	1 249,00	1 498,80
02 MON20243 - 21 Inch Monitor	1 / Each	399,00000	399,00	478,80
03 OFF3212 - Color Laserjet Printer	1 / Each	499,00000	499,00	598,80

Line item type ⓘ

Goods

Normal line

- Goods
- Service

Special line

- Admin Charge
- Advance Recycling Fee
- Carriage
- Credit / Discount
- Demurrage
- Freight**
- Fuel Surcharge
- Green Tax
- Insurance
- Packing
- Rounding Line
- Special Charge

description

Unit* ⓘ

Please select

Quantity*

1,000

Price* ⓘ

0,00000

Tax type*

Please select

Tax amount ⓘ

0,00

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

Please remember to add your attachment prior to submitting your invoice. Please do not attach an additional copy of an invoice. Attachments should be used for supporting documentation only needed to approve your invoice.

Additional information

Attachments 

[SELECT AND UPLOAD](#)

File types we accept 
Your customer allows a maximum of 8 attachments.
The maximum file upload size is 12 MB.
Please note that the digitally signed pdf created by Tungsten Network will be the legal invoice document.
In order to avoid any tax risk at audit, please do not attach any duplicate invoices.
In case attachments are necessary please ensure they are clearly marked as "copy and not for tax purposes".

The invoice summary contains the net, tax and gross. If you are in a region of the world where tax is referenced at the line level, tax type and amount were entered after the purchase order was accepted. If you are located in the region of the world where tax is referenced at the summary level only, please enter the full invoice tax amount at this time.

"Remit to" details

"Remit to" address 422 Bridge Street Glen Park Cambridge RD9 3CQ IRELAND	"Remit to" bank  Bank name Sort code Bank account number Account name Manage default settings	Norwich & Peterborough Building Society 434-45321 43945992934 Sedgewick & Sons
---	---	---

Summary

Invoice (\$)	
Total net	<input type="text" value="2 147,00"/>
Total tax	<input type="text" value="429,40"/>
Undo changes	
Total gross	2 576,40

Please “Preview” your invoice prior to submitting it. If all the details are correct, press the “Send” button at the bottom of the page to submit your invoice.

As you can see, converting your purchase order via the “Purchase orders” page is very easy. You are encouraged to use the Help & Support page if you need assistance navigating the Tungsten Network portal or are experiencing a technical issue using the site.

"Remit to" details

"Remit to" address 422 Bridge Street Glen Park Cambridge RD9 3CQ IRELAND	"Remit to" bank  Bank name Sort code Bank account number Account name Manage default settings	Norwich & Peterborough Building Society 434-45321 43945992934 Sedgewick & Sons
---	---	---

Summary

	Invoice (\$)
Total net	2 147,00
Total tax	429,40
	Undo changes
Total gross	2 576,40

[SAVE AS TEMPLATE](#) [SAVE](#) [PREVIEW](#) [SEND](#)



For more information,
and to view more
videos, please visit the
Help & Support section