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Create an invoice or credit note



Hello, this video was designed to show you how easy it is to submit invoices and credit notes via the Tungsten Network portal. To begin, click “Create invoice” from the home page. You also have the option to click “Invoicing” in the main menu bar. Next, click “Create invoice”.

Welcome Elise

My Account Help & Support Log Out

Adams Office Supplies (IT) - Test

Search for your invoice by invoice number, PO, trx number

Home Invoicing My POs Customers Reporting Early payment

Create invoice

Template management

Invoice status

Purchase Tungsten Network transactions

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?

Failed invoices View all

Number	Supplier	Buyer
ShuchitestPayment1	Adams Office Supplies (IT) - Test	Tungsten Network - Demo Account

Last refresh: 0 min ago

Saved invoices View all

Number	Buyer	Amount
1234778	AAA162858005	14.25
MYtest	AAA168149359	0.00

Last refresh: 0 min ago

To begin, select your customer by clicking the blue circle located under the customer section. Once your customer has been selected, please choose if you are submitting an invoice or credit note from the drop down menu. After entering your unique invoice or credit note number, click “Create”.

Welcome Elise

My Account Help & Support Log Out

Adams Office Supplies (IT) - Test

Search for your invoice by invoice number, PO, trx number

Home Invoicing My POs Customers Reporting Early payment

Create invoice

Create or update a new invoice or credit note

Select account

Adams Office Supplies (IT) - Test - GB999999999 - AAA8338

New invoice

Customer*

Select option*

New invoice

New invoice

New credit note

CREATE

Tungsten Network transactions

98

Purchase history

Purchase more invoices

Select Customer

All

CPW Mexico S de RL de CV - Test

AAA755782703 Boulevard Miguel de Cervantes Saavedra N. 301

CME930401H32 PB, Torre Sur

N/A Colonia Granada

Delegación Miguel Hidalgo

CDMX

11520

MEXICO

SELECT CUSTOMER

Hewlett-Packard Australia Pty Limited.

AAA269532263 353 Burwood Hwy

ABN 74 004 394 763 Forest Hill

74 004 394 763 3131 Victoria

Victoria

Australia

AUSTRALIA

SELECT CUSTOMER

Prestige Worldwide

AAA162858005 P.O. Box 446

N/A Dallas

N/A TX

50100

UNITED STATES

Tungsten Network - Demo Account

AAA168149359 1040 Crowne Point Pkwy

N/A Suite 350

N/A Atlanta



GA

30338

Please enter your name, phone number and email address in the “Your details” section. Enter the name, phone number and email address for your customer contact in the “Who you are invoicing” section.

Tungsten Network also gives you the ability to save contact details. To save a contact that will be referenced on future submissions, click the blue circle next to “Your details” and “Who you are invoicing” sections.

Your details



Your name 
Elise Sedgewick 

Your tel
(978) 448-6562

Your email
adams1@aol.com

Adams Office Supplies (UK)
4 St. James' Street
Newcastle Upon Tyne
NE1 4ST
UNITED KINGDOM
VAT registration number GB665501132
 Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.

Who you are invoicing


Name 
Lloyd Wright 


Tel
608-453-5986


Email
l.wright@bandm.com


Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338
UNITED STATES
 Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.


[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 


Payment reference


Invoice details


Invoice number*
INV01222 


Document type
Invoice


Invoice date* 
11/08/2017 


Tax point date* 

Advance payment date 




































Payment due date 

Delivery date* 

Currency* 
Pound Sterling

Purchase order (PO) number 
BMM043815-2



If shipping products, please enter the 'Ship from' and 'Ship to' address. If the 'Invoice from' and 'Ship from' addresses are the same, or you have not shipped products, do not click the box to enter the 'Ship from' address. Tungsten Network also gives you the ability to save shipping addresses. To save a shipping address for future use, please click the blue circle next to the 'Ship to' section you would like to update.

Your details	Invoice details	Your details	Invoice details
<p>Your name  Adams Office Supplies (IT) - Test 4 St. James' Street Newcastle Upon Tyne AK 07310 UNITED KINGDOM</p> <p>Your tel <input type="text"/></p> <p>Your email <input type="text"/></p> <p>VAT registration number GB999999999</p> <p><input type="checkbox"/> Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.</p>	<p>Invoice number* 789456 </p> <p>Document type Invoice </p> <p>Invoice date*  07/06/2018 </p> <p>Tax point date*  <input type="text"/> </p> <p>Advance payment date  <input type="text"/> </p> <p>Payment due date  <input type="text"/> </p> <p>Delivery date*  <input type="text"/> </p> <p>Currency*  Pound Sterling </p> <p>Purchase order (PO) number  <input type="text"/></p>	<p>Your name  Adams Office Supplies (IT) - Test 4 St. James' Street Newcastle Upon Tyne AK 07310 UNITED KINGDOM</p> <p>Your tel <input type="text"/></p> <p>Your email <input type="text"/></p> <p>VAT registration number GB999999999</p> <p><input checked="" type="checkbox"/> Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.</p> <p><u>Where were the items/services supplied from?</u></p> <p>Company name* <input type="text"/> </p> <p>Country* Please select </p> <p>Address 1* <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>Address 4 <input type="text"/></p> <p>Address 5 <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Are you VAT registered?  <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Invoice number* 789456 </p> <p>Document type Invoice </p> <p>Invoice date*  07/06/2018 </p> <p>Tax point date*  <input type="text"/> </p> <p>Advance payment date  <input type="text"/> </p> <p>Payment due date  <input type="text"/> </p> <p>Delivery date*  <input type="text"/> </p> <p>Currency*  Pound Sterling </p> <p>Purchase order (PO) number  <input type="text"/></p>

When creating an invoice or create note, it's important to ensure the document type is correct. If you would like to update the document type, please select "Invoice" or "Credit note" from the drop down menu. Please make sure the Invoice date, Payment due date and Delivery date are selected using the calendar. This will ensure your date is in the correct format upon submitting your invoice or credit note.

Your currency has been preselected for you based on the country shown in "Your details" section. If changing the currency, you must enter the currency exchange rate located at the bottom of the page. If the country shown in the invoice from address is invalid, please visit My Account located at the top of the page to update your company's 'Invoice from' address.

Your details

Your name 
Elise Sedgewick 

Your tel
(978) 448-6562



Your email
adams1@aol.com

Adams Office Supplies (UK)
4 St. James' Street
Newcastle Upon Tyne
NE1 4ST
UNITED KINGDOM

VAT registration number GB665501132

Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.

Who you are invoicing

Name 
Lloyd Wright 


Tel
608-453-5986


Email
l.wright@bandm.com


Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338
UNITED STATES


Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.


[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 



Payment reference



Invoice details



Invoice number* 
INV01222 



Document type
Invoice 



Invoice date* 
11/08/2017 


Tax point date* 
 

Advance payment date 
 

Payment due date 
 

Delivery date* 
 

Currency* 
Pound Sterling 

Purchase order (PO) number 
BMM043815-2

Invoice foreign exchange

Provide the exchange rate OR tax amount for your own tax records.

Exchange rate (LVL / £)	OR	0.00	Net (£)
<input type="text" value="0.0000000000"/>		<input type="text" value="0.00"/>	Tax (£)
		0.00	Gross (£)

Many customers receiving invoices from Tungsten Network require only one purchase order number per invoice or credit note. It's best to become familiar with your Buyer's requirement as you may have special permission to reference multiple purchase orders per invoice or credit note. If your customer does not require a purchase order number, please bypass the purchase order number field.

Your details		Invoice details
Your name Elise Sedgewick	Adams Office Supplies (UK) 4 St. James' Street Newcastle Upon Tyne NE1 4ST UNITED KINGDOM VAT registration number GB665501132	Invoice number* INV01222
Your tel (978) 448-6562	<input type="checkbox"/> Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.	Document type Invoice
Your email adams1@aol.com		Invoice date* 11/08/2017
Who you are invoicing		Tax point date*
Name Lloyd Wright	Tungsten Network - Demo Account 1040 Crowne Point Pkwy Suite 350 Atlanta GA 30338 UNITED STATES	Advance payment date
Tel 608-453-5986	<input type="checkbox"/> Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.	Payment due date
Email l.wright@bandm.com	Click here for additional header fields such as Delivery/GRN number, Cost centre etc	Delivery date*
Bill of lading	Account code	Currency* Pound Sterling
Delivery note number	Cost centre	Purchase order (PO) number BMM043815-2
Payment reference	Notes to your customer	

To enter a line item, select “Add”. Select the line item type from the drop down menu. Your first line item must be a “Good” or “Service” line item. After you have satisfied the requirement, you are allowed to enter other line item types such as Special line items. Enter the line item description and code or part number if applicable. The system requires your unit of measurement, quantity and unit price.

Your details

Your name ? Adams Office Supplies (IT) - Test
 Start typing to search +
 4 St. James' Street
 Newcastle Upon Tyne
 AK
 07310
 UNITED KINGDOM

Your tel

Your email

VAT registration number GB999999999

Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.

Invoice details

Invoice number* 789456 ?

Document type
 Invoice v

Invoice date* ?
 07/06/2018 📅

Tax point date* ?
 📅

Advance payment date ?
 📅

Payment due date ?
 📅

Delivery date* ?
 📅

Currency* ?
 Latvian Lats v

Purchase order (PO) number ?

Who you are invoicing

Name ? Winston Normandy & Sons - TEST
 Start typing to search +
 46 Aldwych Road
 test 123
 London
 WLL
 UNITED KINGDOM

Tel

Email

Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.

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

Invoice items

ADD

Invoice items

Line item type ?

Goods v

Normal line

Goods

Service

Special line

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

Unit description* ?
 Start typing to search +

Unit* ? Please select v +

Quantity* 1.000

Price* ? 0.00000

Tax type* Please select v

Tax amount ? 0.00

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

If referencing tax on your invoice or credit note, select the tax type from the drop down menu. Some users may not have the option to enter tax at the line level as they are located in a region where tax must be entered at the “Summary” level.

Select “Click here for additional line level information” if you wish to add additional information and/or a date range to your line item. Once all line item details have been entered, click “Save line item”.


It’s important to note you have the option to add additional line items or you can continue to create your invoice or credit note as the system does allow entry of multiple line items per invoice or credit note.

The screenshot shows the 'Invoice items' form with the following fields and sections:

- Line item type:** Goods
- Product code:** Start typing to search
- Product description:** Start typing to search
- Unit:** Please select
- Quantity:** 1.000
- Price:** 0.00000
- Tax type:** Please select (highlighted with a red box)
- Tax amount:** 0.00
- Click here for additional line level information such as PO/Delivery details, discounts, and other additional information** (highlighted with a red box)
- PO number:** [input field]
- PO line number:** [input field]
- Additional information:** [text area]
- Delivery note number:** [input field]
- Delivery start date:** [calendar icon]
- Delivery end date:** [calendar icon]
- Discount:** 0.00
- Discount %:** 0.00
- The fields below have been added by your buyer:**
 - GL number:** [input field]
 - Cost centre:** [input field]
 - Part category:** European Article Number
 - Part number:** [input field]
- SAVE LINE ITEM** (highlighted with a red box) and **CANCEL** buttons.
- Summary table:**

Line amount	0.00
Discount	0.00
Tax	0.00
Total	0.00

When submitting a credit note, please ensure to provide the original invoice number, original invoice date and reason for your credit note submission. In the invoice line item section, do not enter negative values in the quantity or unit price fields. The system does not allow the entry of negative signs. When the line item is saved, the document will be treated as a credit note. The gross amount will reflect as a positive value.



 Welcome Elise My Account Help & Support Log Out

Adams Office Supplies (UK) Search for your invoice by invoice number, PO, trx number

Home Invoicing My POs Customers Reporting Early payment

Invoice #: INV01222 [How to create an invoice or credit note](#)

Your details

Your name 
Elise Sedgewick 



Your tel
(978) 448-6562

Your email
adams1@aol.com

Adams Office Supplies (UK)
4 St. James' Street
Newcastle Upon Tyne
NE1 4ST
UNITED KINGDOM
VAT registration number GB665501132

Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.

Who you are invoicing

Name 
Lloyd Wright 

Tel
608-453-5986


Email
l.wright@bandm.com


Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338
UNITED STATES

Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.


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


Invoice details



Credit note number
INV01222 



Document type
Credit Note 



Original invoice number*



Original invoice date 

Credit reason* 

Invoice date* 
03/08/2017 

Tax point date* 
04/08/2017 

Advance payment date 
05/08/2017 

Payment due date 
16/08/2017 

If you have an attachment, please upload prior to submitting your invoice or credit note. The attachment option should be used for supporting documentation that is required to approve your invoice or credit note. Please do not attach an additional copy of an invoice.

If requesting early payment, click “Apply a discount for early payment” to enter your early payment terms.

Additional information

Attachments ?

SELECT AND UPLOAD

Withholding tax ?

Cash accounting ?

Margin scheme ?

File types we accept ?
Your customer allows a maximum of 4 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".

Payment terms

Early payment discount ?

No discount for early payment
 Apply a discount for early payment

Late payment conditions ?

If you would like to make changes to your remit details, please do so at this time. Prior to submitting your invoice, press “Preview” to ensure all information entered is accurate. Next click “Send” to submit your invoice or credit note. Your invoice and/or credit note has been submitted successfully.

to details

it to address

en Street

chusetts

STATES

ary

"Remit to" bank

Bank name Middlesex savings Bank
Sort code/BIC 45-1432-3243
Bank account number 961234245
Account name Adams Receivables

Manage default settings

Invoice (£)

Total net 0.00

Total tax 0.00

Undo changes

Total gross 0.00

SAVE AS TEMPLATE SAVE PREVIEW SEND

Expand

This is not a tax invoice.

Invoice from
Adams Office Supply
Pounthney Hill House
6 Laurence Pounthney Hill

EC4R 0BL
UNITED KINGDOM

VAT registration number: GB123456789

Invoice to
Demonstration Example Buyer
P.O. Box 446

St. Louis
Missouri
63166-0442
UNITED STATES

VAT registration number: N/A

Ship from
Adams Office Supply
Pounthney Hill House
6 Laurence Pounthney Hill

EC4R 0BL
UNITED KINGDOM

VAT registration number: GB123456789

Ship to
Demonstration Example Buyer
P.O. Box 446

St. Louis
Missouri
63166-0442
UNITED STATES

VAT registration number: N/A

Credit Note
10002.12

Invoice details
Original invoice number
10002.12

Original invoice date
26 January 2017

Credit reason
Payment

Invoice date
26 January 2017

Advance payment date

Tax point date
26 January 2017

Currency
GBP

Payment due date

BACK SEND

Sedgewick & Sons Technologies

Home Invoicing My POs Customers Reporting Early payment

invoice.

Invoice submitted successfully

CONTINUE

Tungsten Network allows you to track the progress of your invoice once submitted. To access invoice status go to “Invoicing” shown on the main menu and select “Invoice status”. Once you submit your invoice or credit note, it will be validated to ensure it is legally compliant and that it has all the required fields as requested by your customer. During this time, your invoice will be in a “Sent” status. Once the validation check is complete, you will receive an e-mail confirmation notifying you if the invoice has been accepted or failed, and the invoice status will be updated accordingly. If your invoice has failed, it will not be passed to your customer. It’s your responsibility to correct any errors and resubmit, if appropriate. If accepted, Tungsten Network will deliver your invoice or credit note to your customer within 24 hours and update the invoice status accordingly. Submitting invoices and credits notes via Tungsten Network is very easy. For more information, you may also visit the "Help & Support" section.

The screenshot shows the AOS web portal interface. At the top, there is a navigation bar with the AOS logo, the text "Welcome Elise", and links for "My Account", "Help & Support", and "Log Out". Below this is a header for "Adams Office Supplies (IT) - Test" with a search bar. A main menu is visible with options: Home, Invoicing, My POs, Customers, Reporting, and Early payment. The "Invoicing" menu is expanded, showing sub-options: "Create invoice", "Template management", "Invoice status" (highlighted with a red box), and "Purchase Tungsten Network transactions". Below the menu, there is a "Find invoice" search bar and a "Sent" button. A section titled "How it works" explains the invoice tracking process. A donut chart shows the status of tracked invoices, with a legend indicating "With Tungsten Network" (green), "With buyer" (blue), and "In error" (red). The chart shows 6 invoices accepted (100.00%). A "RESET" button is located at the bottom of the chart area. On the right side, there is a help section with links for "Help with this page", "How to check invoice status", and "Please visit our Help & Support section".

Adams Office Supplies (IT) - Test

Search for your invoice by invoice number, PO, trx number

Home Invoicing My POs Customers Reporting Early payment

Create invoice
Template management
Invoice status
Purchase Tungsten Network transactions

Find invoice
Invoice, transaction or POs

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

Accepted: 6 (100.00%)

RESET

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



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