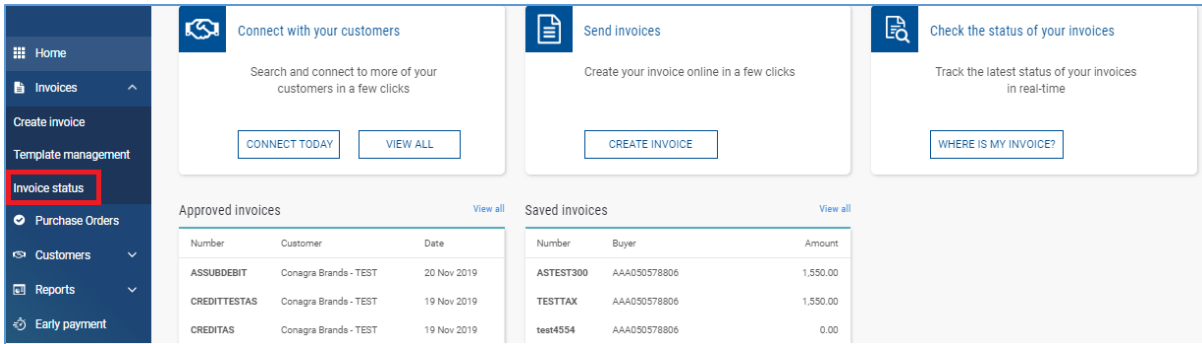# HOW TO VIEW THE STATUS OF YOUR INVOICES ON THE TUNGSTEN NETWORK PORTAL

1. **Log on to your account at www.tungsten-network.com and click Invoicing on the blue ribbon across the top, then click on Invoice Status**
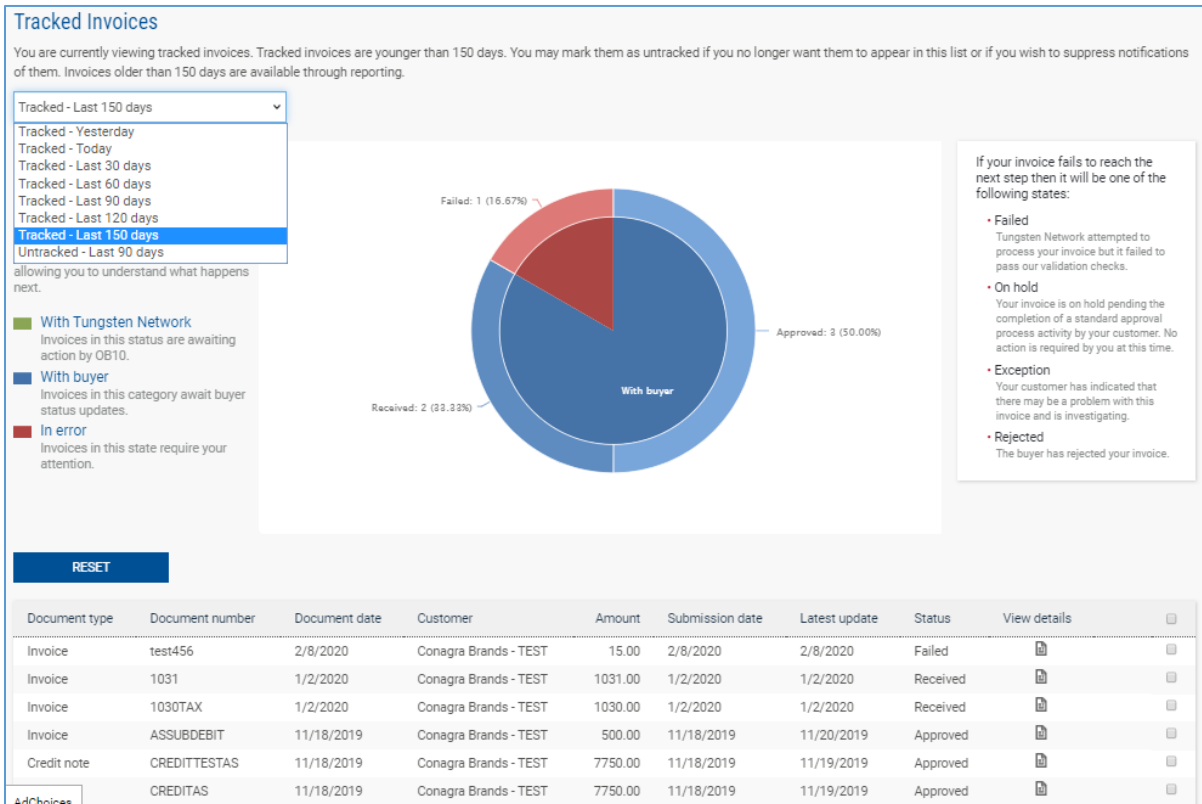

2. **You can select how many days back you wish to track your invoice statuses from the drop down on the top left**

3. The pie chart shows the status breakdown for the period you have selected

4. The pie chart is interactive so if you click on one section of it, the list of invoices below that chart will be limited to those in that status. You can click the blue reset button to reset the chart.

5. **You can also search for a specific invoice number using the Find box along the top of the page. Enter an invoice number, transaction number or PO number to search**

Invoice status

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

Find invoice ❓

| Invoice, transaction or PO# | 🔍 |

6. **You can view the details of an invoice by clicking on the View details button next to each record in the list**

Document type	Document number	Document date	Customer	Amount	Submission date	Latest update	Status	View details	
Invoice	INV086630	6/27/2019	Conagra Brands	2849.65	8/15/2019	10/22/2019	Paid	📄	

7. **Once you are in the invoice record you can see the invoice details, including status, document date, PO number, status date and any comments. If the invoice was submitted via the Tungsten Network as an electronic invoice, you can view the invoice image by clicking on the PDF icon. If the record indicates that there are no attachments this means the status you are viewing is for an invoice you submitted to Conagra in paper form.**

CREDITAS   Invoice

From
Conagra Sugar - Test
123 Test Ave

To
Conagra Brands - TEST
11 Conagra Dr

Document date
18 November 2019

Submission date
18 November 2019

Test City
NY
12345

Omaha
NE
68102

Transaction number
AAA000182332460

PO number
10430

Attachments
AAA000182332460.pdf 📄 📋

Total with tax $ 7,750.00

Status:
Approved
Your customer has approved this document.

Comment
Your invoice has been approved

Status date:
19 November 2019

Payment due date
No payment due date at this time.

UNTRACK

8. **If the invoice you are viewing is in status failed, this means it has not passed the Tungsten Network validations and has not reached Conagra. The invoice record will indicate the reason the invoice failed. You can click View Error to see the error, or if you require assistance in correcting the issue click on Raise a Ticket, which will allow you to contact the Tungsten Network support team**

Further resources for Conagra suppliers using Tungsten Network:

Conagra's microsite on the Tungsten Network: https://www.tungsten-network.com/conagra/

Tungsten Network support phone numbers: https://www.tungsten-network.com/customer-campaigns/conagra/us/support/

Tutorial videos: https://www.tungsten-network.com/us/support/tutorials/