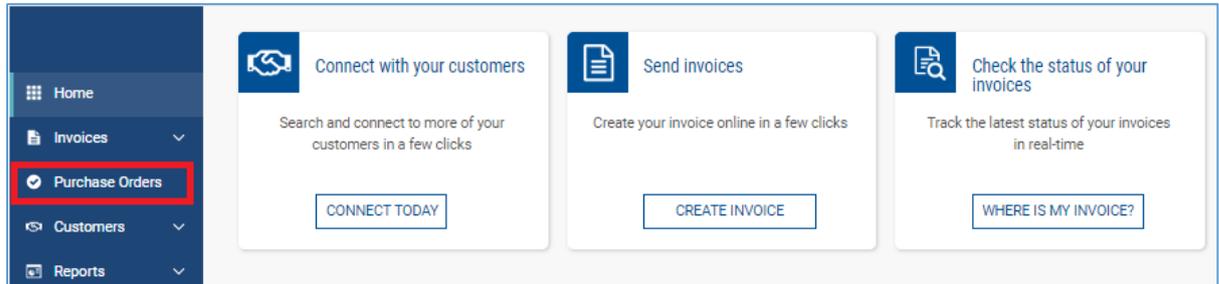


HOW TO CONVERT YOUR PURCHASE ORDERS INTO INVOICES

1. Log on to your account at www.tungsten-network.com and click Purchase Orders on the tool bar on the left side of the Screen



2. You can now search for the Purchase order you wish to convert into an invoice
Either enter a specific PO number or search for POs within a date range
Once you have entered your search criteria click Get My POs

The screenshot shows the 'Purchase orders (POs)' search interface. The title is 'Purchase orders (POs)' with a 'Help with this page' link. Below the title is the text 'Review your purchase orders(POs)'. The interface is divided into two main sections: 'Criteria' and 'My PO summary'. The 'Criteria' section contains several search filters: 'Customer' (dropdown menu set to 'ALL'), 'PO number' (text input field), 'Status' (dropdown menu set to 'Please select' with a link to 'PO status definitions'), 'PO conversion status' (dropdown menu set to 'All'), and 'Select PO date range' (dropdown menu set to 'Last 90 days'). At the bottom of the 'Criteria' section is a green 'GET MY POs' button. The 'My PO summary' section shows a table with the following data:

New	0
Pending	0
Accepted	0
Rejected	0
Archived	0

Below the table is a checkbox labeled 'Refresh PO summary' with the following text: 'Check this option to refresh the PO summary when performing a search. Please note that checking this option might make your search slower.'

- The search results will now appear at the bottom of the screen. Once you have located the PO you wish to convert into an invoice, click on the blue circle with white cross, next to the PO number

Active purchase orders

Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines	Invoices	Net value	Delivery Method
	PO12710772	19/09/2021	Unilever Finland Oy	AAA107275661	New	0	TAG TV adaption FIN	1	0	223.72	-
	PO12349794	04/08/2021	Unilever Finland Oy	AAA107275661	New	1	Tag delivering open ...	1	0	113.33	-
	PO12409114	04/08/2021	Unilever Finland Oy	AAA107275661	Accepted	1	Bio Luvil asset adad...	1	1	4,208.47	-

- You can now review the PO. Use the scroll bar on the right to review the details. Click Accept PO, in the next screen, which appears. Next click convert PO. (If you have previously accepted the PO, you will automatically proceed to the screen asking you to Convert the PO)

Buyer Tax Registration Num. FI01419073
Supplier Tax Registration Num. GB662774703

PO HEADER TEXT

PO Line Details

Line	Part code	Description	Qty	UoM	Unit price	Net amount
10		TAG TV adaption FIN	223.720	Each	1.00000	223.72

Net amount

Number of lines 1

Net total £ 223.72


www.tungsten-network.com

ACCEPT PO **REJECT PO** **ARCHIVE PO** **PREVIEW** **BACK**

ADDITIONAL INFORMATION

Buyer Tax Registration Num. FI01419073
Supplier Tax Registration Num. GB662774703

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

5. Enter your invoice number

Select which lines of the PO you wish to invoice by ticking the checkbox. You can partially invoice a PO by amending the Qty per line but please do not exceed the quantity on the PO

Enter the applicable tax for each line using the dropdown menu

Click create invoice

PO Convert #PO12710772 Help with this page

Create invoice

Enter invoice number*

Test3

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	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
10		TAG TV a...	223.720	Each	1.00000	223.720	<input checked="" type="checkbox"/>	223.720	1.00000	VAT at 20%

BACK CREATE INVOICE

6. Review the details you are invoicing

If you need to make any changes click back otherwise click confirm

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
10	TAG TV a...	223.720	Each	1.00000	20.00	44.74	223.72	268.46

Summary

No. of lines	1
Sub total	GBP 223.72
Total tax	GBP 44.74
Net total	GBP 268.46

BACK CONFIRM

7. Enter any additional details you wish to add to your invoice e.g. your details or the details of who you re invoicing, shipping details etc.

Invoice #: Test3 [Help with this page](#)
[How to create an invoice or credit note](#)

Your details

Your name ? + Tag Europe Limited
1-5 Poland Street
Soho
London
W1F 8PR
UNITED KINGDOM

Your tel

Your email

VAT registration number GB662774703

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

Invoice details

Invoice number* ✎

Document type
Invoice

Invoice date* ? ✎

Tax point date* ?

Advance payment date ?

Payment due date ?

Delivery date* ?

Currency* ?

Purchase order (PO) number* ?

Who you are invoicing

Name ? + Unilever Finland Oy
PL 4701
Helsinki
Finland

Tel

Email

00002
FINLAND
VAT registration number FI01419073

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](#)

8. If you need to add a special line (eg freight) click the Add button under invoice items

Invoice items

Item	Quantity / Unit	Price	Line amount	Total	
01 TAG TV adaption FIN	223.720 / Each	1.00000	223.72	268.46	✎ ✕
ADD					

9. Select line type and then add all required details. For example if you need to add freight, please select Freight from the dropdown

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* ? + Quantity* Price* ?

Tax type* Tax amount ?

such as PO/Delivery details, discounts, and other additional information

Line amount 0.00

10. Click Save Line item when you have finished entering the additional line details

Line item type 

Freight

Description

Quantity

Price 

Service delivery start date

Service delivery end date

Tax type*

Tax amount 

SAVE LINE ITEM **CANCEL**

Line amount	500.00
Tax	100.00
Total	600.00

11. Add any supporting documents you wish to include with your invoice

Additional information

Attachments 

SELECT AND UPLOAD

File types we accept 

Your customer allows a maximum of 5 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".

12. Please always ensure to include your Remit to details. If these are not already populated, click on manage default settings to set up your Remit details

"Remit to" details

"Remit to" address

"Remit to" bank

Manage default settings

13. Scroll to the bottom of the page and click Send.

Summary

		Invoice (€)
Total net	<input type="text" value="723.72"/>	
Total tax	<input type="text" value="144.74"/>	
		Undo changes
Total gross	<input type="text" value="868.46"/>	

SAVE AS TEMPLATE **SAVE** **PREVIEW** **SEND**

Further resources for Unilever suppliers using Tungsten Network:

Unilever's microsite on the Tungsten Network: <https://www.tungsten-network.com/unilever/>

Further guides for Unilever suppliers: <https://www.tungsten-network.com/customer-campaigns/Unilever/faqs-and-documentation/>

Tungsten Network support phone numbers: <https://www.tungsten-network.com/customer-campaigns/unilever/support/>

Tungsten Network FAQ's: <https://www.tungsten-network.com/faqs/>