

Tungsten Network Web Form Invoice Submission Guide

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Creating an Invoice/Credit Note

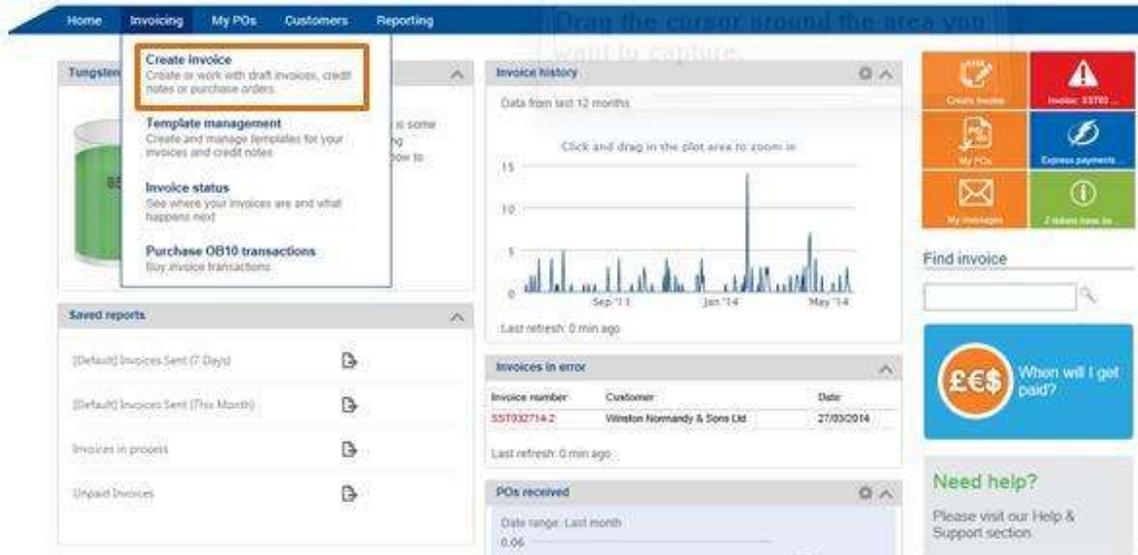
1. Log in to your Tungsten Network account at www.tungsten-network.com and click on „Login“. Enter your login credentials including your password.



The login form consists of two input fields. The first field is labeled "Email" and the second field is labeled "Password". Below the fields is a blue button with the text "Login".

[Forgot your details](#) / [Forgot your password](#)

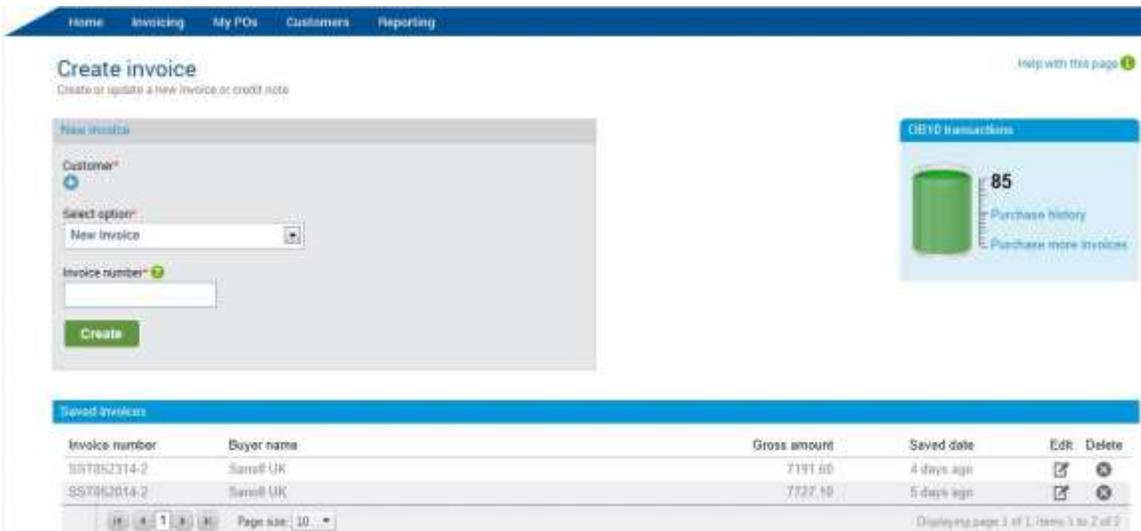
- Point on „Invoicing“ and click „Create Invoice“ from the main menu after you log in.



The screenshot shows the HP Enterprise Invoicing dashboard. The top navigation bar includes 'Home', 'Invoicing', 'My POs', 'Customers', and 'Reporting'. The 'Invoicing' menu is expanded, showing 'Create invoice' (highlighted with an orange box), 'Template management', 'Invoice status', and 'Purchase OB10 transactions'. The main content area includes a 'Create invoice' button, an 'Invoice history' chart, and a table of 'Invoices in error'.

Invoice number	Customer	Date
SS7032714-2	Winston Normandy & Sons Ltd	27/03/2014

- The screen below will be displayed.



The screenshot shows the 'Create invoice' form. The form has a 'Customer' dropdown menu, a 'Select option' dropdown menu with 'New Invoice' selected, and an 'Invoice number' input field. A 'Create' button is visible. Below the form is a table of 'Saved invoices'.

Invoice number	Buyer name	Gross amount	Saved date	Edit	Delete
SS7032314-2	Sensil UK	7191.00	4 days ago		
SS7032014-2	Sensil UK	7727.10	5 days ago		

- a. Select the correct HPE Buyer No/Sponsor Number by clicking on the plus under Customer. A new window listing all the Buyers that you have in your Tungsten Network profile will be shown. If you don't find the HPE on the list, please raise a support call with Tungsten Network directly via www.tungsten-network.com/support and request Tungsten Network to add the HPE Tungsten Network buyer number to your profile. Please refer to HPE's Tungsten Network Buyer Account Number listing (<http://www.tungsten-network.com/media/16602896/hpe-entities-on-tungsten.xlsx>) for your reference.

If you have only one Buyer Number, this will be selected as default.



Customer*
**** OBi TestBuyer **** - AAATestBuy1

- b. You can also see the number of transactions remaining on your account.



You need to purchase new transactions if there is no transaction left on your account.

- c. You can create a new invoice by selecting „New Invoice“ from the „Select Option“ field. You also need to enter the invoice number in the „Invoice Number“ field.

- d. If you have created an invoice template, you can use the template by selecting „New Invoice from Template“ from the „Select Option“ field. A new field „Select Template“ field will be populated and you will need to select the template that you wish to use. *Please note that a template can only be used for the respective Buyer Number associated with that template.* You also need to enter the invoice number in the „Invoice No“ field.

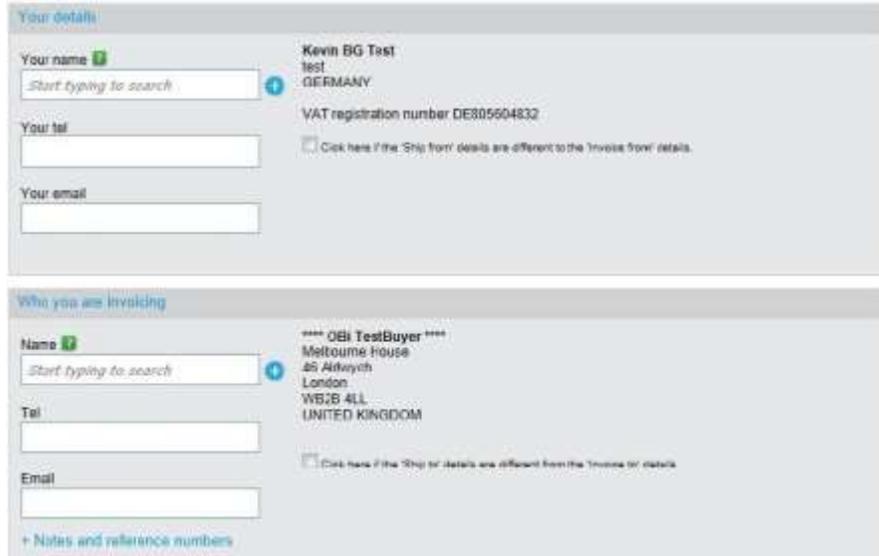


- e. If you would like to use a saved invoice as a template select the saved invoice from the „Saved Invoices“ section and click . If you use a saved invoice, a new window containing the details from the saved invoice will be displayed.

Saved invoices					
Invoice number	Buyer name	Gross amount	Saved date	Edit	Delete
06280	*** OB TestBuyer ***	3.00	5 days ago		
060000	*** OB TestBuyer ***	3.00	5 days ago		
0233	*** OB TestBuyer ***	27132.00	11 days ago		

4. Enter or update invoice data.

a. **Your details** and **Who you are invoicing**

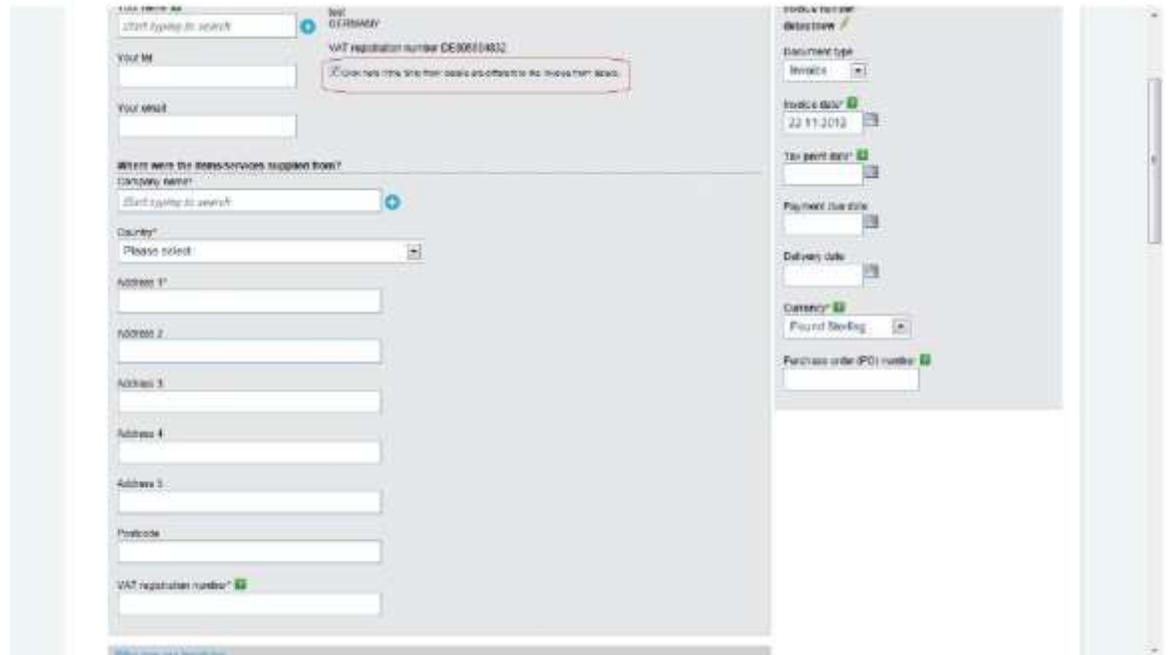


The screenshot shows two sections of a form. The top section, titled "Your details", has a header bar with the title. Below it, there are three input fields: "Your name" (with a dropdown arrow and a search placeholder "Start typing to search"), "Your tel", and "Your email". To the right of these fields, the following information is displayed: "Kevin BG Test", "test", "GERMANY", "VAT registration number DE805504832", and a checkbox labeled "Click here if the 'Ship from' details are different to the 'Invoice from' details.". The bottom section, titled "Who you are invoicing", also has a header bar. It contains three input fields: "Name" (with a dropdown arrow and a search placeholder "Start typing to search"), "Tel", and "Email". To the right, the information displayed is: "**** OBi TestBuyer ****", "Melbourne House", "45 Ainslie", "London", "W62B 4LL", "UNITED KINGDOM", and a checkbox labeled "Click here if the 'Ship to' details are different from the 'Invoice to' details.". At the bottom left of this section is a link "+ Notes and reference numbers".

Some parts of the “Your Details” and “Who you are invoicing” sections will be defaulted from your Tungsten Network profile and from HPE Tungsten Network profile. You cannot modify these sections. **It is important that you choose the correct Buyer account number from the previous step.**

Incorrect use of HPE account number may result in your invoices being returned to you and you have to resubmit to the correct HPE account.

b. **Ship To** and **Ship From**.

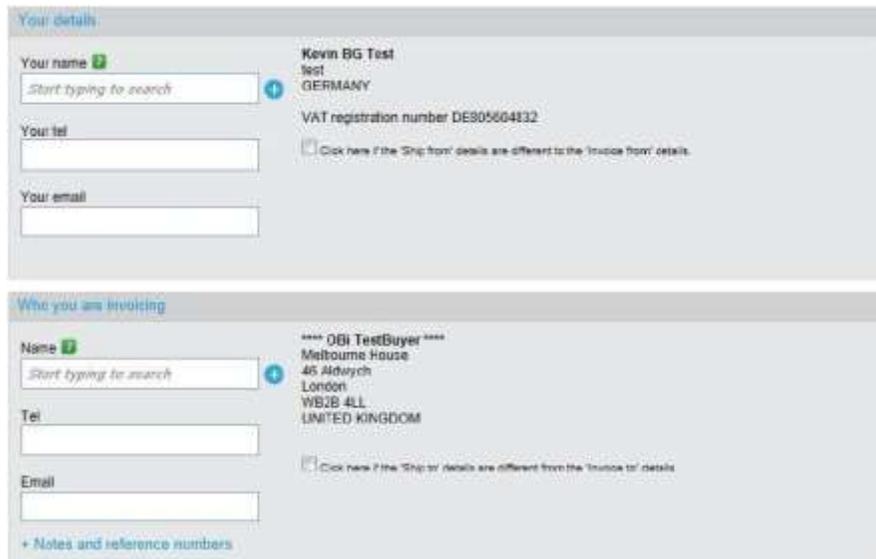


It is important that you provide the correct ship to address and ship from address. Do not default the ship to address with the invoice to address. The ship to address is where the goods/services are delivered and the ship from address is the address where the goods are shipped from. To enter the ship to address, check this box

[Click here if the Ship to details are different from the Invoice to details.](#)

For the ship to address, please refer to the purchase order that you receive from HPE. **Failure to provide the correct ship to address may result in your invoices being returned to you and you have to resubmit with the correct address.** The same condition applies to ship from address.

c. **Invoice To Contacts** and **Invoice From Contacts**.



The screenshot shows two sections of a form. The top section, titled 'Your details', contains input fields for 'Your name', 'Your tel', and 'Your email'. The 'Your name' field has a search icon and a placeholder 'Start typing to search'. To the right of these fields, the system has populated the name 'Kevin BG Test', country 'GERMANY', and VAT registration number 'DE305664832'. There is a checkbox labeled 'Click here if the 'Ship from' details are different to the 'Invoice from' details.' The bottom section, titled 'Who you are invoicing', contains input fields for 'Name', 'Tel', and 'Email'. The 'Name' field has a search icon and a placeholder 'Start typing to search'. To the right, the system has populated the name '**** OBI TestBuyer ****', address 'Melbourne House, 45 Aldwych, London, W8 2B 4LL, UNITED KINGDOM', and a similar checkbox for shipping details. A link '+ Notes and reference numbers' is located at the bottom left of this section.

Invoice to Contacts are required for non PO invoices. Enter HPE's contacts that are requesting the goods/services in this section. Failure to provide invoice to contact details for non PO invoices will result in your invoices being rejected/returned back to you. Supplier contact details that are issuing the invoice must be entered in the Invoice From Contacts Section. The contact details are used by HPE to return the invoice back to you if your invoice has issues and is rejected by HPE for payment.

d. Invoice/Credit Note Details

Invoice details

Invoice number*
detestnew 

Document type
Invoice 

Invoice date* 
22.11.2012 

Tax point date* 
 

Payment due date
 

Delivery date
 

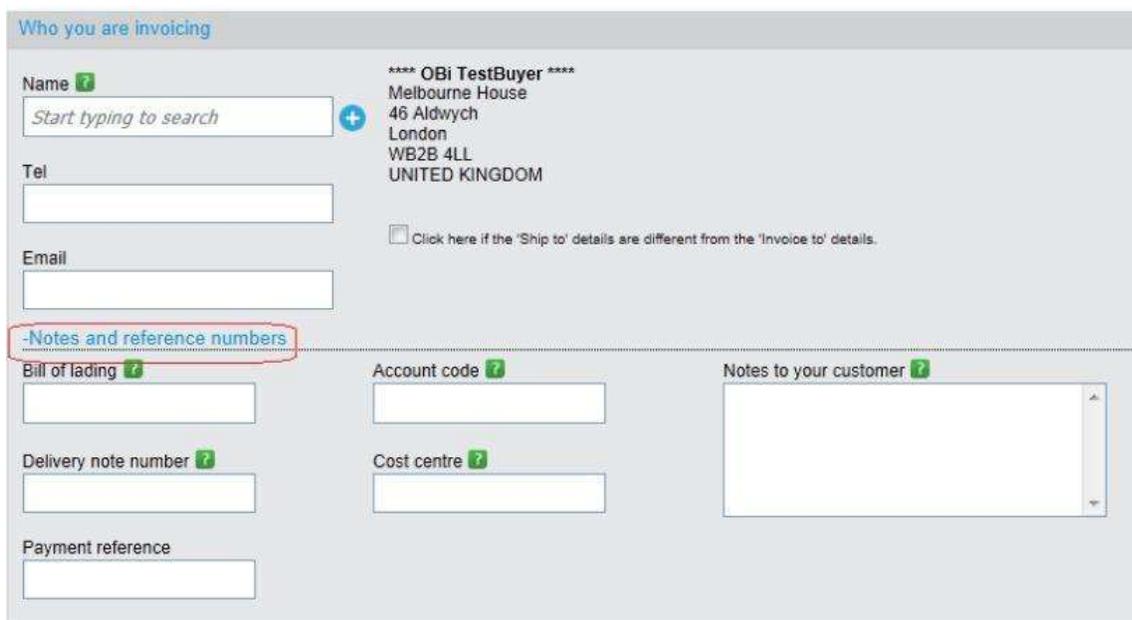
Currency* 
Pound Sterling 

Purchase order (PO) number 

- Select Invoice/Credit Note from the Document type drop down list.
 - *If credit note is selected, 'Original Invoice No' field will be populated automatically and the original invoice number associated with the credit note must be entered.*

- Enter invoice date in the invoice date field.
- Enter Purchase Order (PO) Number in the Purchase Order (PO) Number field. **Each invoice must only reference to the same Purchase Order number. You must reference to a valid HPE Purchase Order Number.** Failure to provide a valid HPE Purchase Order Number will result in your invoices being returned to you.
- Enter Tax Point Date in the Tax Point Date field. This is required in certain countries depending on the country tax requirements.
- Enter invoice number in the Invoice No field.
- Enter the invoice currency in the Currency field.

e. Additional Information



Who you are invoicing

Name  

Tel

Email

**** OBi TestBuyer ****
Melbourne House
46 Aldwych
London
WB2B 4LL
UNITED KINGDOM

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

-Notes and reference numbers

Bill of lading 

Account code 

Notes to your customer 

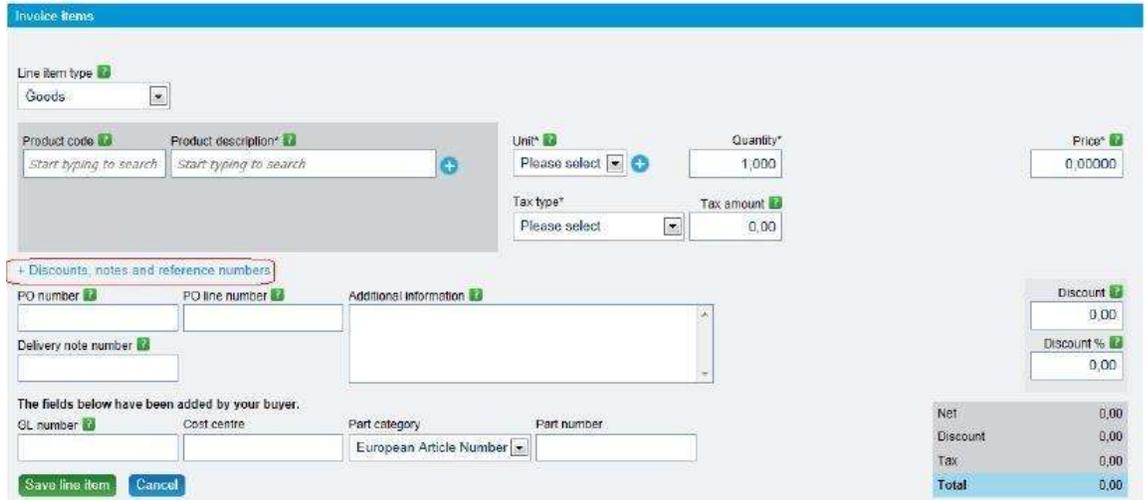
Delivery note number 

Cost centre 

Payment reference

If you have the data required by this section, please enter them in the respective fields. If not please leave them blank. **For some HPE businesses, delivery note number is required to be provided in the invoice and if this is the case you must enter the delivery note number in the Delivery Note Number field. Please check with your HPE contacts if you need to provide delivery note number in your invoice submission or not.**

f. Invoice Detail Line



The screenshot shows the 'Invoice Items' form with the following fields and values:

- 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
- Tax amount: 0,00
- PO number:
- PO line number:
- Additional information:
- Delivery note number:
- GL number:
- Cost centre:
- Part category: European Article Number
- Part number:

Summary table:

Net	0,00
Discount	0,00
Tax	0,00
Total	0,00

- Enter Quantity, Unit, Price in the respective fields
- If you have entered PO number in Invoice/Credit Note Details Section then you can leave the PO number field in this section blank. If you enter the PO number again in this section then you must ensure that the PO number is the same as the PO number in Invoice/Credit Note Details section.
- Enter the PO line number from HPE Purchase Order in the PO Line Number field.
- You can enter HPE Part Number in the Product Code field and the part number description in the Product Description field. If you don't have the HPE Part Number, you can leave the Product Code field blank and you only need to enter the description of the line item in the Product Description field.
- If your invoice has more than 1 line item, click Save Line Item and then Add to add another line item.
- To edit the line item after you save it, click on  .
- To delete the line item after you save it, click on  .

g. Invoice Attachments



Additional information

Attachments 

Withholding tax 

- File types we accept 
- Your customer allows a maximum of 1 attachments.
- The maximum file upload size is 12 MB.

To add attachments click on the Select button - browse your file and select it. On the right hand side you can see useful information what type and size of attachments is accepted. You will NOT be allowed to submit attachment at a later stage.

h. Invoice Summary



Invoice(GBP)	
Total net	<input type="text" value="0,00"/>
Total tax	<input type="text" value="0,00"/>
Undo changes	
Total gross	0,00

The „Invoice Summary“ section should be automatically calculated.

i. Send Invoice



Click on Send when you are ready to submit the invoice. Please ensure that you review the invoice details that you have entered to ensure they are correct. Once you send the invoice, the invoice will be processed by Tungsten Network. You should receive a notification from Tungsten Network informing you if the invoice has been successfully processed or rejected. If it is rejected, please ensure that you review the rejection reason and correct the invoice and resubmit. If you have any questions on the rejection notification, please raise a support call with Tungsten Network directly via the Help and Support section in the portal.

Useful Features When Creating an Invoice/Credit Note

1. Save Invoice

If for some reasons, you don't have the time to complete the invoice

submission, you can save the invoice. Click on **Save**. The data that you have entered will also be saved. You can open the saved invoice when you want to continue.

To open a saved invoice, click „Invoicing“ from the menu bar and select „Create invoice/use saved invoice“ and follow step 3e as explained above.

2. Save As Template

This option is useful if you are using the same invoice data again and again for every invoice submission. For example, if you invoice the same purchase order number with the same description for the same HPE Buyer Account Number.

You can enter the same data and leave the variable data such as invoice number, invoice date and other relevant fields blank. You can save the invoice as template and you can use this template and you only need to enter the

variable data and click **Send** when you are ready to submit the invoice. You can use the template again for future invoice submission.

To save the invoice as template click **Save as template** and the screen below will be displayed.



Save as template

Please enter template name **Save** **Cancel**

Enter the name of the template and click on **Save**

To use the template, click „Invoicing“ from the menu bar and select „Create invoice“ and follow step 3a and 3d as explained above.

Another option to retrieve the template is to select „Template management“ from the „Invoicing“ menu bar. The screen below is displayed.

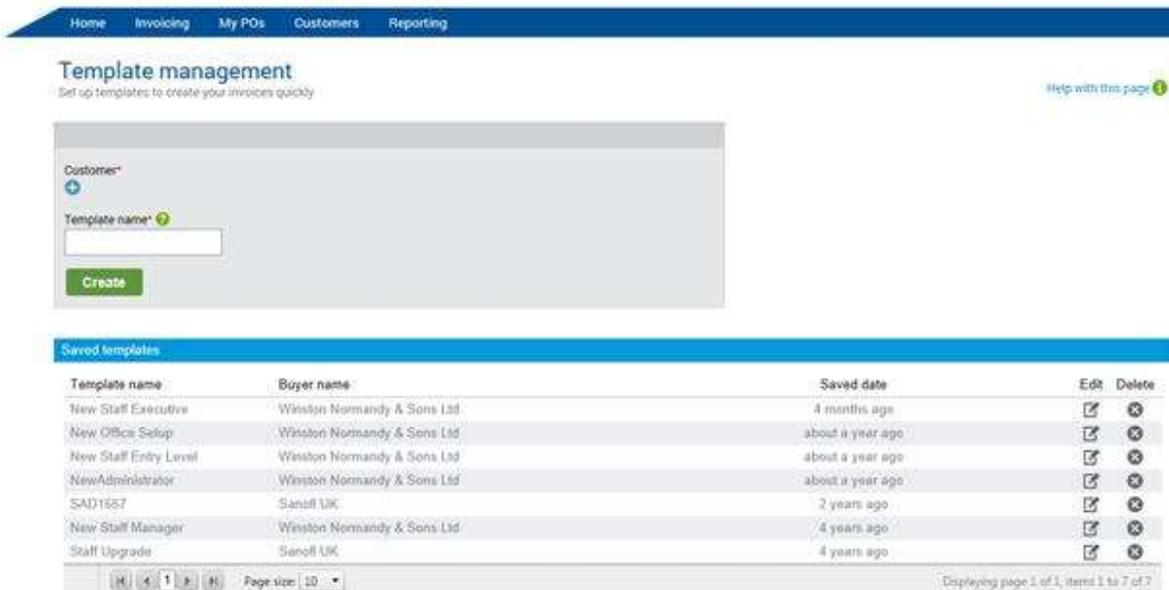


The screenshot shows a navigation menu with the following items:

- Invoicing** (selected)
- My POs
- Customers
- Rep

Under the 'Invoicing' menu, the following options are listed:

- Create invoice**
Create or work with draft invoices, credit notes or purchase orders.
- Template management** (highlighted with an orange box)
Create and manage templates for your invoices and credit notes
- Invoice status**
See where your invoices are and what happens next
- Purchase OB10 transactions**
Buy invoice transactions



The screenshot shows the 'Template management' page with the following elements:

- Navigation bar: Home, Invoicing, My POs, Customers, Reporting
- Section header: **Template management**
Set up templates to create your invoices quickly
- Help link: [Help with this page](#)
- Form area:
 - Customer* (dropdown menu)
 - Template name* (input field)
 - Create** button
- Table of saved templates:

Template name	Buyer name	Saved date	Edit	Delete
New Staff Executive	Winston Normandy & Sons Ltd	4 months ago		
New Office Setup	Winston Normandy & Sons Ltd	about a year ago		
New Staff Entry Level	Winston Normandy & Sons Ltd	about a year ago		
New Administrator	Winston Normandy & Sons Ltd	about a year ago		
SAD1657	Sanofi UK	2 years ago		
New Staff Manager	Winston Normandy & Sons Ltd	4 years ago		
Staff Upgrade	Sanofi UK	4 years ago		
- Page navigation: Page size: 10
- Footer: Displaying page 1 of 1, item 1 to 7 of 7

The template that you have created should be listed in the „Saved Templates“ Section. Select the template to be used by clicking on the edit button. The invoice template is opened. You can enter the variable data in the relevant

fields. When finished, click on 

You will be asked to enter the invoice number.



Use template now

Please enter invoice No.

Create an invoice **Cancel**

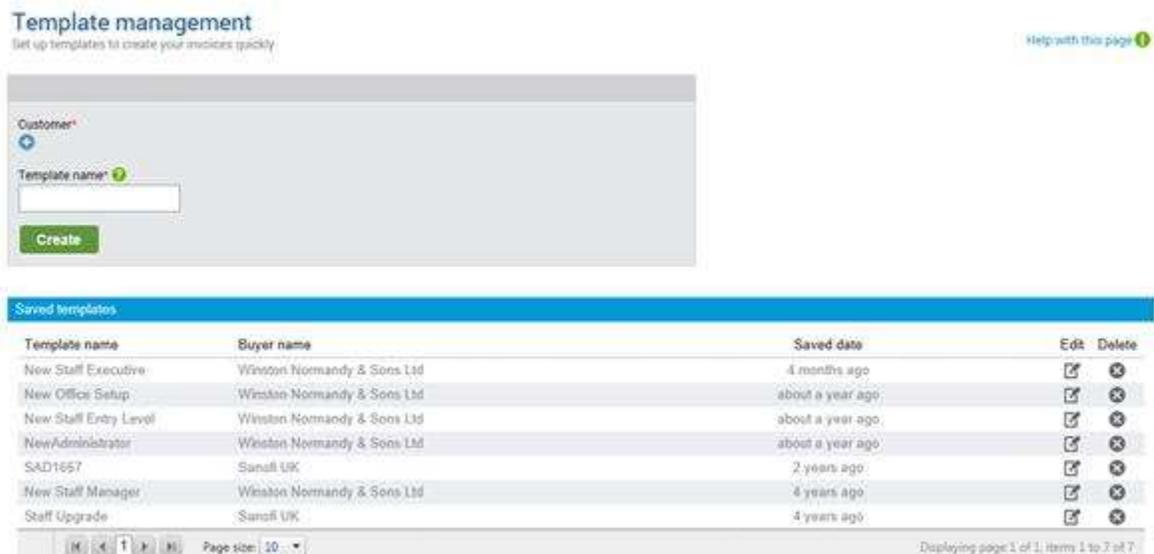
Click on Create an invoice.

Review the invoice data one more time and if you are satisfied, click on Send to submit the invoice.

Creating Invoice Templates

There are two ways to create invoice templates:

1. From the „Invoicing“ menu, select „Create invoice“ and follow the Create Invoice steps as explained above and save the invoice as template.
2. Alternatively, from the „Invoicing“ menu select „Template management“



Template management
Set up templates to create your invoices quickly

Customer*
Template name*
Create

Saved templates

Template name	Buyer name	Saved date	Edit	Delete
New Staff Executive	Winston Normandy & Sons Ltd	4 months ago		
New Office Setup	Winston Normandy & Sons Ltd	about a year ago		
New Staff Entry Level	Winston Normandy & Sons Ltd	about a year ago		
New Administrator	Winston Normandy & Sons Ltd	about a year ago		
SAD1657	Sanofi UK	2 years ago		
New Staff Manager	Winston Normandy & Sons Ltd	4 years ago		
Staff Upgrade	Sanofi UK	4 years ago		

Page size: 10
Displaying page 1 of 1, items 1 to 7 of 7

Select „Customer“ and enter template name. Click on „Create“ to continue.

The „Create Invoice“ screen is displayed. Follow the Create Invoice steps as explained above and click on „Save As Template“.

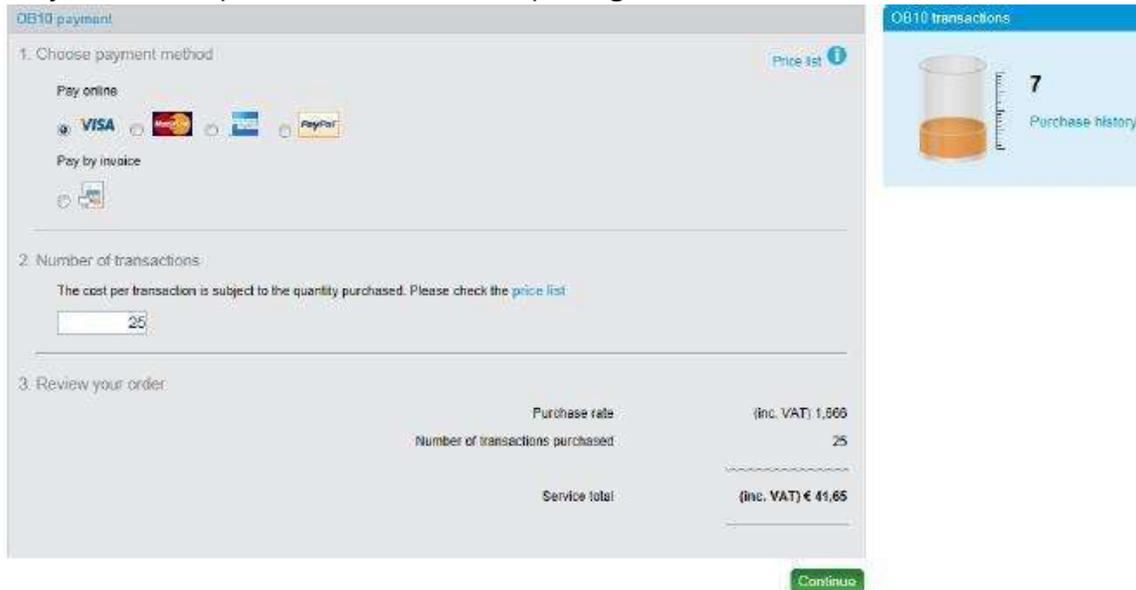
3. To use the template, please refer to Useful Features When Creating an Invoice/Credit Note in this documentation.

Purchasing More Invoices

1. To purchase more invoices, from the „Invoicing“ menu please click on „Purchase OB10 transactions“ option.



2. Select the account, method of payment and enter the number of invoices that you wish to purchase. To view the pricing, click on Price list.



The screenshot shows the 'DB10 payment' form with the following details:

1. Choose payment method

- Pay online: VISA, MasterCard, American Express, PayPal
- Pay by invoice: 

2. Number of transactions

The cost per transaction is subject to the quantity purchased. Please check the [price list](#)

Number of transactions:

3. Review your order

Purchase rate:	(inc. VAT) 1,500
Number of transactions purchased:	25
Service total:	(inc. VAT) € 41,65

[Continue](#)

- a. To pay by credit card select the credit card and click on „Continue“. You will be required to enter the information requested to complete the purchase.
- b. If you pay by Paypal you will be directed to the Paypal website to complete the purchase.
- c. If you pay by invoice, the screen below is displayed. Click on „Continue“ and you will be asked to confirm the purchase.

 The minimum invoice purchase volume for this payment method is 125 Invoices

OB10 payment

1. Choose payment method Price list 

Pay online:

VISA    PayPal

Pay by invoice



2. Number of transactions

The cost per transaction is subject to the quantity purchased. Please check the [price list](#)

3. Review your order

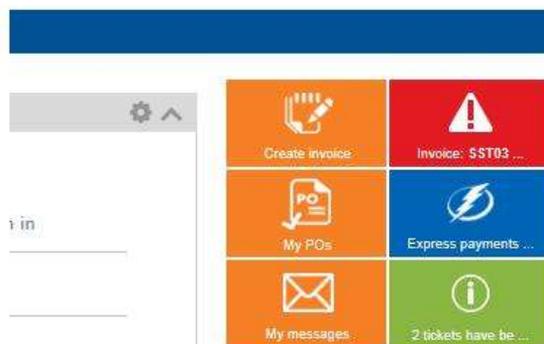
OB10 transactions

 **7**
Purchase history

My Account Menu

If you need to make changes to your Tungsten Network profile such as changing the address, adding additional users, updating remit to details you can do so using the „My Account“ menu

[Configure Home Page](#) **[My Account](#)** [Help & Support](#) [Log Out](#)



1. My profile

To update your details information, select „My profile“ option. Make the changes as required and click on „Save“.



2. My Company

From the „My Company“ menu you can change company details, add/change users, add/change contacts, and manage ticket alerts.