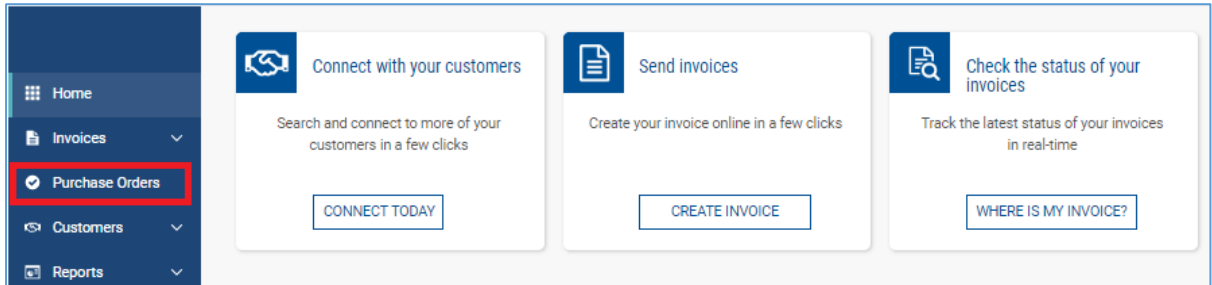


HOW TO CONVERT YOUR PURCHASE ORDERS INTO INVOICES

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. At the top right is a 'Help with this page' link. Below the title is the subtitle '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'). A green 'GET MY POs' button is located at the bottom left. The 'My PO summary' section displays a table of PO counts:

New	0
Pending	0
Accepted	0
Rejected	0
Archived	0

Below the table is a checkbox for 'Refresh PO summary' with a note: '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 valu
<input checked="" type="checkbox"/>	6600742973	6/30/2022	GSK CH (UK) Trading Ltd	AAA075458158	Accepted	1	CB Insights Subscrip...	3	1	85,000.0
<input checked="" type="checkbox"/>	6600740720	6/23/2022	GSK CH (UK) Trading Ltd	AAA075458158	New	0	CB Insights Subscrip...	3	0	85,000.0
<input checked="" type="checkbox"/>	6600740686	6/23/2022	GSK CH (UK) Trading Ltd	AAA075458158	New	0	CB Insights Subscrip...	3	0	85,000.0

Page size: 10

- 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 click convert PO. (If you have previously accepted the PO, you will automatically proceed to the screen asking you to Convert the PO)

PO Convert #6600742973 [Help with this page](#)

Current Status: Accepted

PO HEADER TEXT

PO Line Details

Line	Part code	Description	Qty	UoM	Unit price	Net amount
00010		CB Insights Subscription	1.000	Activity Unit	51,000.00000	51,000.00
00020		CB Insights Subscription	1.000	Activity Unit	17,000.00000	17,000.00
00030		CB Insights Subscription	1.000	Activity Unit	17,000.00000	17,000.00

Net amount

Number of lines	3
Net total	\$ 85,000.00

TUNGSTEN
www.tungsten-network.com

- 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.
Click create invoice

Select PO line items to use

No	Part code	Description	Qty	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price
00010		CB Insig...	1.000	Activity Unit	51,000.00000	51,000.000	<input checked="" type="checkbox"/>	<input type="text" value="1.000"/>	<input type="text" value="51,000.000"/>
00020		CB Insig...	1.000	Activity Unit	17,000.00000	17,000.000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
00030		CB Insig...	1.000	Activity Unit	17,000.00000	17,000.000	<input checked="" type="checkbox"/>	<input type="text" value="1.000"/>	<input type="text" value="17,000.000"/>

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	Net amount	Gross amount
00010	CB Insig...	1.000	Activity Unit	51,000.00000	51,000.00	51,000.00
00030	CB Insig...	1.000	Activity Unit	17,000.00000	17,000.00	17,000.00

Summary

No. of lines	2
Sub total	USD 68,000.00
Total tax	USD 0.00
Net total	USD 68,000.00

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

Your details

Your name ?
 + Test Supplier
 123 Test Street
 New York
 United States

Your tel

Your email

Are 'Ship from' details the same or different to the 'Invoice from' details? Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.
 ?

Invoice details

Invoice number*
 TEST ?

Document type
 Invoice

Invoice date* ?
 ?

Advance payment date ?

Payment due date ?

Delivery date ?

Currency* ?

Purchase order (PO) number* ?

Who you are invoicing

Name ?
 + GSK CH (UK) Trading Ltd
 980 Great West Road
 Middlesex
 GB
 Brentford
 TW8 9GS
 UNITED KINGDOM
 Tax payer ID GB217928976

Tel

Email

Are 'Ship to' details the same or different to 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](#)

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 00000000010006360 - BEEF, CRUMBLES, 40% YIELD, SEA, CKD	40,000 / Each	1.55000	62,000.00	62,000.00

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

The screenshot shows a web form for adding a line item. A dropdown menu for 'Line item type' is open, showing options under 'Normal line', 'Special line', and 'Freight'. 'Freight' is highlighted. The main form fields include 'description*', 'Unit*', 'Quantity' (set to 1.000), and 'Price*' (set to 0.00000). A summary table in the bottom right shows 'Line amount 0.00', 'Discount 0.00', and 'Total 0.00'.

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

The screenshot shows the 'Save Line Item' form. The 'Line item type' dropdown is set to 'Freight'. The 'Description' field contains 'Freight charge'. The 'Quantity' is 1.000 and the 'Price' is 500.00000. There are also fields for 'Service delivery start date' and 'Service delivery end date'. At the bottom, there are 'SAVE LINE ITEM' and 'CANCEL' buttons. A summary table shows 'Line amount 500.00' and 'Total 500.00'.

11. Scroll to the end of the page and click Send

The screenshot shows the 'Summary' section of the form. It displays the following invoice totals:

Invoice (\$)	
Total net	62,025.00
Total tax	0.00
Undo changes	
Total gross	62,025.00

At the bottom, there are four buttons: 'SAVE AS TEMPLATE', 'SAVE', 'PREVIEW', and 'SEND'.

Further resources for suppliers using Tungsten Network:

GSK microsite: <https://www.tungsten-network.com/customer-campaigns/gsk/>

Contact support: <https://www.tungsten-network.com/resources/support/> (scroll to the end of the page)

Tutorials: <https://www.tungsten-network.com/resources/support/>