



Dear Department of Veterans Affairs National Cemetery Administration supplier,

You are now receiving your *PO's with Contract Line Item Number (CLIN). **Starting November 9, 2020, you are required to populate PO Line/CLIN field when raising invoices, for the VA to process your payments.** If you are not using the PO convert option available to you and entering invoices manually, please populate the PO Line/CLIN field with up to 5 numeric characters.

Line item type			
Goods			
Product code	Product description*		
123	test		
Unit*	Quantity*	Price*	
Hour	1.000	50.00000	
Click here for additional line level information such as PO/Delivery details, discounts, and other additional information			
PO number	CLIN / PO line	Additional information	
Delivery note number			
Delivery start date	Delivery end date		
The fields below have been added by your buyer.			
GL number	Cost center	Part category	Part number
		European Article Number	
		Line amount 50.00	
		Discount 0.00	
		Total 50.00	
SAVE LINE ITEM		CANCEL	

This information is also included in the rendered VA image

CLIN / PO Line	Description	Quantity	Unit	Unit Price	Total	Discount %	Discount	Amount
	Line Item	1	Box	1.00		0.00	0.00	1.000
	Start typing to search	Start typing to search						

**Note: If you are using the PO convert feature this field will be populated automatically and there is no action needed from you.*

Should you have additional questions, comments, or concerns please raise them via the Tungsten support process with a Ticket.

Sincerely,
Tungsten Support |VA's FSC