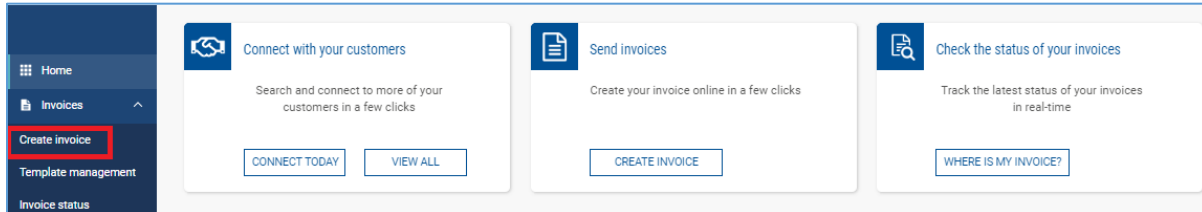
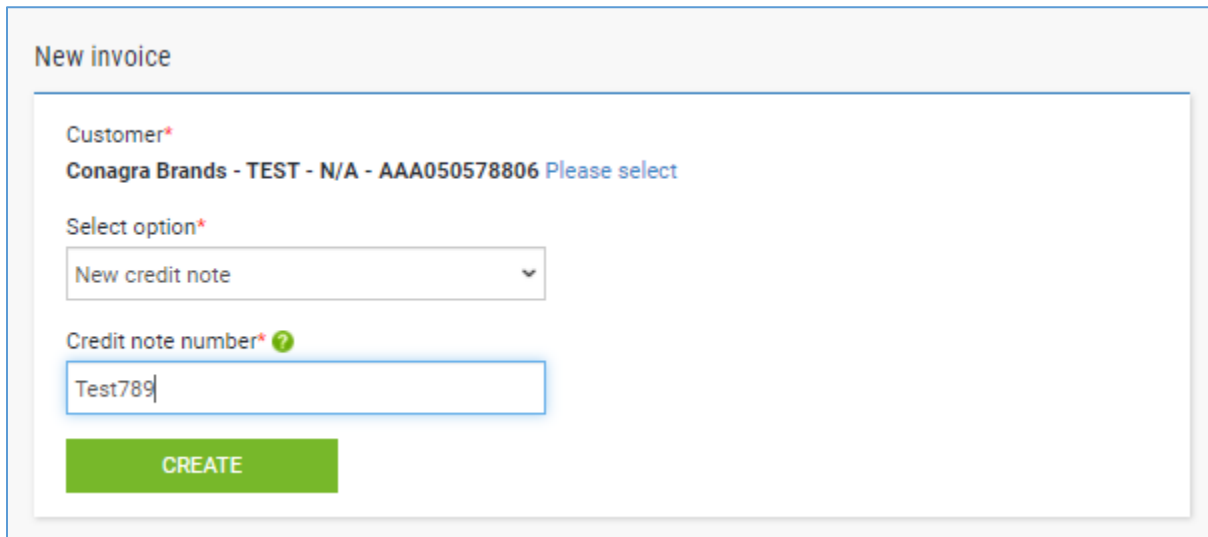


HOW TO RAISE A CREDIT NOTE

1. LOG ON TO YOUR ACCOUNT AT www.tungsten-network.com AND CLICK INVOICING → CREATE INVOICE ON THE BLUE TOOL BAR ALONG THE LEFT



2. Click on customer to select the customer you wish to invoice.
Select document type 'New credit note'
Enter your document number.
Click Create



The screenshot shows the 'New invoice' form. The form has a light gray background and a white border. It contains the following fields and elements:

- Customer***: A dropdown menu with the selected option 'Conagra Brands - TEST - N/A - AAA050578806 Please select'.
- Select option***: A dropdown menu with the selected option 'New credit note'.
- Credit note number* ?**: A text input field containing the value 'Test789'.
- CREATE**: A green button at the bottom of the form.

3. Please enter

- Your details

-The original Invoice Number which this Credit note relates to

- If this is a PO credit note please enter your PO number in the Purchase order Field

- If this is a non-PO credit note, you must include the name of your contact at Conagra and their email (containing a conagra.com domain) in the who are you Invoicing section

- Enter any other details required (e.g. delivery date)

Credit note #: Test7890 [Help with this page](#)
[How to create an invoice or credit note](#)

Your details

Your name ✔	Conagra Sugar - Test
<input type="text" value="Start typing to search"/>	123 Test Ave Test City NE 12345 NETHERLANDS
Your tel	<input type="text"/>
Your email	<input type="text"/>
Sending goods from a different address than the invoice address?	
<input type="text" value="No - They're the same"/> ✔	

Invoice details

Credit note number
Test7890 📄

Document type
Credit note

Original invoice number*

Original invoice date ✔

Credit reason ✔

Invoice date* ✔

Tax point date ✔

Advance payment date ✔

Payment due date ✔

Delivery date ✔

Original Delivery date ✔

Currency* ✔

Purchase order (PO) number ✔

Who you are invoicing

Name ✔	Conagra Brands - TEST
<input type="text" value="Start typing to search"/>	11 Conagra Dr Omaha NE 68102 UNITED STATES
Tel	<input type="text"/>
Email	<input type="text"/>
Sending goods to a different address than the invoice address?	
<input type="text" value="No - They're the same"/> ✔	

[Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)

4. Next please enter your line items

- **Select Line item type from the dropdown**
- **Enter a product description**
- **Enter a product code if applicable**
- **Select your unit of measure**
- **Enter quantity and price**
- **If you wish to add additional details, click to add additional line level information**
- **Click save Line item**
- **Add more lines as required by clicking ADD and repeating the same steps**

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

+ Click here for additional line level information such as PO/Delivery details, discounts, and other additional information

SAVE LINE ITEM CANCEL

Line amount	0,00
Discount	0,00
Total	0,00

5. Add any attachments/supporting documents if required

- **Enter withholding tax if required**
- **Add any payment terms**
- **And add your remit to details**

Additional information

Attachments ?

SELECT AND UPLOAD

Withholding tax amount ?

Cash accounting ?

Margin scheme ?

File types we accept ?

Your customer allows a maximum of 10 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".

Remit to details

Remit to address

P.O. Box 3334
Honolulu
Hawaii
96795
UNITED STATES

Remit to bank

[Manage default settings](#)

6. Finally enter any applicable tax amount in the total tax box
Click SEND to send to submit your invoice

Summary

		Invoice (€)
Total net	<input type="text" value="5.000,00"/>	
Total tax	<input type="text" value="100,00"/>	
		Undo changes
Total gross	<input type="text" value="5.100,00"/>	

Still need help?

- Please raise a ticket with Tungsten Network Support by logging in to the Tungsten Network portal and raise a ticket from within your account, instructions [here](#)
- If you can't log in, you can raise a ticket from our website [here](#)
- You can also contact Tungsten Network via phone. For local phone numbers please see the bottom right of [this page](#)

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/customercampaigns/conagra/us/support/>

FAQs : <https://us.tungsten-network.com/resources/support>