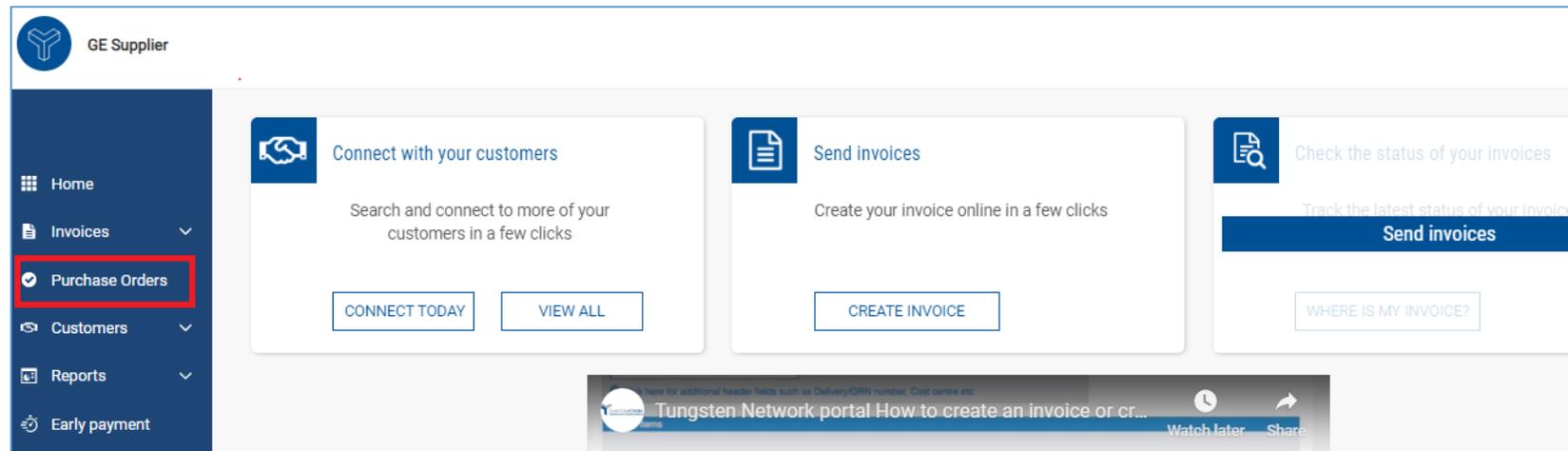


## HOW TO ADD TAX TO YOUR INVOICES – US SUPPLIERS

US-Based suppliers can add tax at the last step of the PO conversion in the “Total tax” field, before clicking on the “Submit” button.

Please follow these steps

1. Log on to the Tungsten Network Portal at [www.tungsten-network.com/login](http://www.tungsten-network.com/login)
2. Once you have logged in click on Purchase Orders on the left side of the screen.



3. You can now search for your GE POs. You may search for an individual PO or for several POs by customizing your search criteria. Once you have entered your criteria click Get My POs

### Purchase orders (POs)

Review your purchase orders(POs).

Criteria

Customer  
GE OIL & GAS PRESSURE CONTROL, L.P. - AAA740967047

PO number

Status  
Please select [PO status definitions](#)

PO conversion status  
All

Select PO date range  
Custom

PO date from  To

**GET MY POs**

4. You can now select the PO which you wish to convert into a purchase order, by clicking on the blue circle with white cross

Active purchase orders

Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines	Invoices	Net value	Delivery Method	
	990040199	5/28/2019	GE OIL & GAS PRESSURE CONTROL, L.P.	AAA740967047	New	8	M00628 Closing Unit ...	1	1	14587.95	-	<a href="#">Prev</a>
	990040839	5/28/2019	GE OIL & GAS PRESSURE CONTROL, L.P.	AAA740967047	New	4	Accumulator Repair/R...	1	1	3969.00	-	<a href="#">Prev</a>
	990041043	5/28/2019	GE OIL & GAS PRESSURE CONTROL, L.P.	AAA740967047	New	4	Accumulator Repair/R...	1	1	1251.50	-	<a href="#">Prev</a>
	990037703	5/28/2019	GE OIL & GAS PRESSURE CONTROL, L.P.	AAA740967047	New	6	Closing Unit Repair ...	1	1	710.00	-	<a href="#">Prev</a>
	990040571	5/28/2019	GE OIL & GAS PRESSURE CONTROL, L.P.	AAA740967047	New	4	Accumulator Repair/C...	1	1	1311.50	-	<a href="#">Prev</a>
	990039304	5/28/2019	GE OIL & GAS PRESSURE CONTROL, L.P.	AAA740967047	New	6	Accumulator Repair/R...	1	1	1523.00	-	<a href="#">Prev</a>
	990040840	5/27/2019	GE OIL & GAS PRESSURE CONTROL, L.P.	AAA740967047	New	4	Accumulator Repair/R...	1	0	875.04	-	<a href="#">Prev</a>
	990042821	5/27/2019	GE OIL & GAS PRESSURE CONTROL, L.P.	AAA740967047	New	4	Accumulator Repair/R...	3	1	4988.50	-	<a href="#">Prev</a>


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

5. You can now review your POs details. To proceed click Accept PO

### PO Convert #990042821 Help with this page

Current Status: **Pending**

<b>PO FROM</b> GE OIL & GAS PRESSURE CONTROL, L.P. 4424 West Sam Houston Parkway North Houston TX 77041	<b>PO TO</b> GE TEST SUPPLIER 1000 TEST SRIVE OKLAHOMA CITY OK US 73137	<b>PO NUMBER 990042821</b> TN Buyer Number: AAA740967047 PO Date: 26 June 2018 Currency: US Dollar
--	---	--

**Reference numbers**

<b>ADDITIONAL INFORMATION</b> Buyer Invoice Ref. Transaction Type Buyer Tax Registration Num. Supplier Tax Registration Num.	OKLAHOMA CIT101 STANDARD 76-0382879 731374564
--	--

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

6. Next Click Convert PO

Now you will be able to input your invoice number and choose the items that are to be invoiced by selecting the checkbox next to the lines you wish to invoice

Some lines may be unavailable for invoicing depending on whether the goods / services have been received or not. Lines which are unavailable for invoicing will be greyed out

For lines which are available to invoice, if you choose to amend to Unit price and quantity please ensure they are equal or less than the quantity and unit price on the PO.

After selecting the items that are to be invoiced, click 'create Invoice'

### PO Convert #990041035 Help with this page

**i** To start invoicing, please select the desired PO lines from the lines shown below. Some lines may be unavailable for invoicing depending on whether the goods/services have been received or not. For lines available for invoicing, please enter the quantity and price for the invoice line (less than, or equal to 'Qty available' and 'Price'), and choose the appropriate tax rate.

**Create invoice**

Enter invoice number\*

**Select PO line items to use**

No	PO line reference	Part code	Description	Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price
1	1		Amerigas...	1	3000	0	1725.18	1274.82	Each	1.00000	3,000.000	<input checked="" type="checkbox"/>	<input type="text" value="1274.82"/>	<input type="text" value="1.00000"/>

BACK

CREATE INVOICE

7. Confirm the invoice items you have selected

**PO Convert #990041035** [Help with this page](#)

Create invoice

Invoice number  
INV-123

Line	PO line reference	Description	Shipment No.	Qty	UoM	Unit price	Net amount	Gross amount
1	1	Amerigas...	1	1,274.820	Each	1.00000	1,274.82	1,274.82

Summary

No. of lines	1
Sub total	USD 1,274.82
Total tax	USD 0.00
Net total	USD 1,274.82

BACK
CONFIRM

8. Enter invoice details

Any fields with a red asterisk are mandatory and should be entered e.g. tax point date

Enter your contact details as well as your clients contact details

If Ship from and Ship to details are different from Invoice From and Invoice To details please add these

Invoice #: INV-123

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

**Your details**

Your name ?

 +

Your tel

**GE TEST SUPPLIER**

1000 TEST SRIVE  
OKLAHOMA CITY  
OK  
US  
73137

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.

No - They're the same ?

**Who you are invoicing**

Name ?

 +

Tel

**GE OIL & GAS PRESSURE CONTROL, L.P.**

4424 West Sam Houston Parkway North  
Houston  
Texas  
77041  
UNITED STATES  
Tax payer ID 76-0382879

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.

No - They're the same ?

**Invoice details**

Invoice number  
INV-123

Document type  
Invoice

Invoice date  
3/2/2020

Delivery date ?

 🗑️

Currency  
US Dollar

Purchase order (PO) number\*  
990041035

9. Enter any additional Header details you wish to include

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

---

Bill of lading 	Account code 	Notes to your customer 
<input type="text"/>	<input type="text"/>	
Delivery note number 	Cost centre 	<input type="text"/>
<input type="text"/>	<input type="text"/>	
Customs declaration date		
<input type="text"/> 		
Customs office 		
<input type="text"/>		
Customs declaration number 		
<input type="text"/>		
Payment reference		
<input type="text"/>		

10. If you are invoicing SSS or Healthcare you may enter a freight line if required by clicking “ADD” in the Invoice items section

**GE Oil & Gas and GE Renewable Energy do not accept Freight lines and you will not have this option**

Upload any relevant attachments and enter any further details which are relevant to your invoice

Additional information

Attachments 

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".

Cash accounting 

Margin scheme 

Payment terms

Late payment conditions 

Payment terms 

"Remit to" details

"Remit to" address

"Remit to" bank

[Manage default settings](#)

11. You may add the applicable tax in the summary section of the invoice in the Total Tax field. When you are finished Click Send to submit the invoice

Summary

		Invoice (\$)
Total net	<input type="text" value="1,274.82"/>	1,274.82
Total tax	<input type="text" value="0.00"/>	0.00
		<a href="#">Undo changes</a>
Total gross		1,274.82

SAVE

PREVIEW

SEND