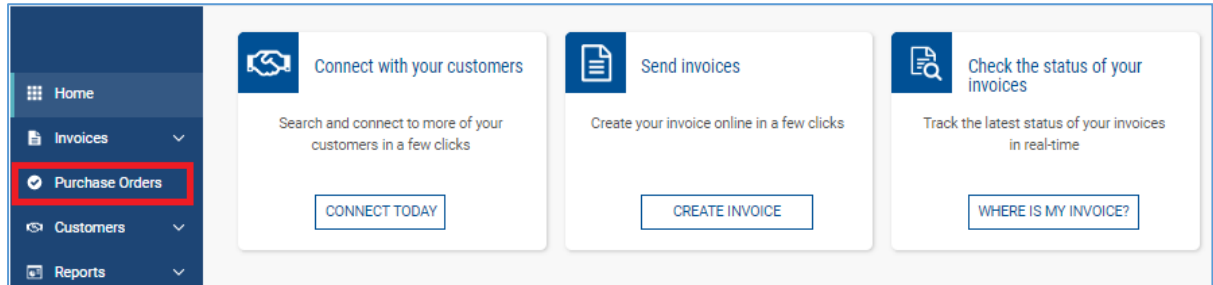


## HOW TO CONVERT YOUR PURCHASE ORDERS INTO INVOICES

1. Log on to your account at [www.tungsten-network.com](http://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 page. It includes a 'Criteria' section with dropdowns for 'Customer' (set to 'ALL'), 'Status' (set to 'Please select'), and 'PO conversion status' (set to 'All'). There is a text input for 'PO number' and a dropdown for 'Select PO date range' (set to 'Last 90 days'). A green 'GET MY POs' button is at the bottom. On the right, a 'My PO summary' table shows counts for New, Pending, Accepted, Rejected, and Archived orders, all currently at 0. A 'Refresh PO summary' checkbox is also present.

Criteria	Value
Customer	ALL
PO number	
Status	Please select
PO conversion status	All
Select PO date range	Last 90 days

My PO summary	
New	0
Pending	0
Accepted	0
Rejected	0
Archived	0

- 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
<input checked="" type="checkbox"/>	10431	11/18/2019	Conagra Brands - TEST	AAA050578806	Accepted	0	BEEF, CRUMBLES, 40% ...	1
<input checked="" type="checkbox"/>	10430	11/18/2019	Conagra Brands - TEST	AAA050578806	Accepted	0	BEEF, CRUMBLES, 40% ...	1
<input checked="" type="checkbox"/>	10429	11/18/2019	Conagra Brands - TEST	AAA050578806	Accepted	0	BEEF, CRUMBLES, 40% ...	1

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 #10430 Help with this page

Current Status: Accepted

**PO Line Details**

Line	Part code	Description	Qty	UoM	Unit price	Net amount
00010	000000000010006360	BEEF, CRUMBLES, 40% YIELD, SEA, CKD	40,000.000	Each	1.55000	62,000.00

Delivery Date 12 December 2019

Reference categories

Unit of Measure LBR

GL Num.

Buyer Cost Center

Shipped Qty 0.000

Quantity Remaining to be Delivered 40000.000

Initial Quantity 36000.000

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PO TO  
 GRAPHIC PACKAGING INTERNATIONAL INC  
 814 LIVINGSTON CT SE  
 MARIETTA  
 30067-8940  
 GA  
 United States  
 PO SHIP TO  
 540 E. BROADWAY  
 540 E. BROADWAY  
 NEWPORT

REJECT PO
ARCHIVE PO
CONVERT PO
PREVIEW
BACK

**5. 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
00040	00000000...	CTN.TLH...	113,750.000	Each	0.04928	5,605.600	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
00020	00000000...	CTN.ELH...	50,050.000	Each	0.13361	6,687.180	<input checked="" type="checkbox"/>	50,050.000	0.13361
00010	00000000...	CTN.ELS...	90,000.000	Each	0.16992	15,292.800	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

[BACK](#) [CREATE INVOICE](#)

**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
10	BEEF, CR...	40,000.000	Each	1.55000	62,000.00	62,000.00

Summary

No. of lines	1
Sub total	USD 62,000.00
Total tax	USD 0.00
Net total	USD 62,000.00

[BACK](#) [CONFIRM](#)

**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.**

**Your details**

Your name Conagra Sugar - Test  
 123 Test Ave  
 Test City  
 New York  
 12345  
 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\*   
 testinvoice35

Document type  
 Invoice

Invoice date\*

Advance payment date

Payment due date

Delivery date

Currency\*

Purchase order (PO) number

**Who you are invoicing**

Name Conagra Brands - TEST  
 11 Conagra Dr  
 Omaha  
 Nebraska  
 68102  
 UNITED STATES

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.

Where were the items/services delivered to?

Company name\*

Country\*

Street number and name\*

Address line 2

Address line 3

AdChoices

**8. If you need to add a special line (eg freight) click the Add button under 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
<input type="button" value="ADD"/>				

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

Line item type

Goods

- Normal line
- Goods
- Service
- Special line
- Admin Charge
- Advance Recycling Fee
- Carriage
- Credit / Discount
- Demurrage
- Freight**
- Fuel Surcharge
- Green Tax
- Insurance
- Packing
- Rounding Line
- Special Charge

description\*

Unit\*

Quantity\*

Price\*

such as PO/Delivery details, discounts, and other additional information

Line amount	0.00
Discount	0.00
<b>Total</b>	<b>0.00</b>

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

Line item type ?  
Freight

Description  
Freight charge

Quantity  
1.000

Price ?  
500.00000

Service delivery start date

Service delivery end date

Line amount 500.00  
Total 500.00

SAVE LINE ITEM CANCEL

**11. Scroll to the bottom of the page and click Send**

Summary

	Invoice (\$)
Total net	62,025.00
Total tax	0.00
<a href="#">Undo changes</a>	
Total gross	62,025.00

SAVE AS TEMPLATE SAVE PREVIEW SEND

**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/customer-campaigns/conagra/us/support/>

Tutorial videos: <https://www.tungsten-network.com/us/support/tutorials/>