Hewlett Packard Enterprise

Best Practices for keying in PO Number in Tungsten Network Invoice

- Objectives

- Importance of keying in the correct Purchase Order information

- Types of Invalid information in the PO field

- Points to be noted while providing Purchase order information on Tungsten Network invoice

Objectives:

- To *highlight the importance* of entering the correct information in the data file provided to Tungsten Network and Web Form invoice template.
- To *explain* invoice fallouts at HPE caused by incorrect information in the Purchase Order field.
- To *avoid delay* in processing and payment of your invoices.

Importance of Correct PO Number Information:

Tungsten Network invoices are *routed to Accounts Payable* teams based on Purchase Order numbers.
Wrong information or unnecessary details *increase the time* it takes to process invoices.
  ➢ Can delay invoice payment.
  ➢ Can result in your invoices being rejected by HPE

Types of invalid information	Examples
Invoice number; Cost location, "NON PO" explanation etc	1 AAA24569087523 2 Disb. Voucher 3 00C7369—00601 4 EA#083304 5 Mail 150896 6 NON PO REQUEST ACCOUNT 7 NON-PO 8 NON PO PROCESS 9 N/A
Text and Special characters prefixed or suffixed to the Purchase Order Number Please indicate the purchase order number, without prefix or suffix of additional data or special characters 1. SBY34567 2. SBE87234 3. SBA09834	1 P.O. SBA76549 2 P.O.# SBE786540 3 P.O.SBY24987—V3 4 PSA SBY78542 5 Purchase Order No SB 6 RS. PONB 7 PO NO SBY45687-V3 8 PO# SBY4576—V4 9 SB29360 [] 10 SBY 498765

HPE Contact or Requestor Name in the Purchase Order field.	1 MANNY LAPORTE 2 McBride 3 MIKE MAGEE 4 MIKE MAGEE

If the Invoice is a **NON PO invoice**, Please leave the **PO Field blank**. The HPE Invoice Requestor"s name and email address should be provided in the „Invoice To Contacts" fields in the Tungsten Network Web Form invoice template. For **Tungsten Network Integrated Solution suppliers**, please include the HPE contact details in your invoice file and request Tungsten Network to map to the "Invoice To Contact" fields so they will be shown in the invoice image.

Purchase Requisition (PR) number	1 PR7653098 2 PR397120 3 PR71309-V2 4 PR0451960

Typo errors, such as reversing or omitting characters, will also cause invoice fallout.

Points to be noted while providing Purchase Order Numbers in Tungsten Network invoices:

Do's	Don'ts
• Please **check for typo errors** before submitting the invoice on Tungsten Network. • Please enter the purchase order number as is **without altering** the sequence of the characters in the PO number. Example of correct PO number is sequence is SBY12345. • In case of a **NON PO invoice**, please mention the **HPE requestor/HPE Contact information** in the free text field or customer contact field available on Tungsten Network invoice. • One invoice for one single PO number • You only need to provide the PO number at the header level. If you provide the PO number at the line item level, please ensure the PO number at the line item level is the same as the PO number at the header.	• Include **special characters** such as "#", ".", ",", "-", "/" etc • **Prefix/Suffix** the PO number with any other data • Input **invalid/irrelevant** numbers in the purchase order field. • Input **requestor/HPE contact information** in the Purchase Order number field. • Input **Purchase Requisition Number** instead of the PO number