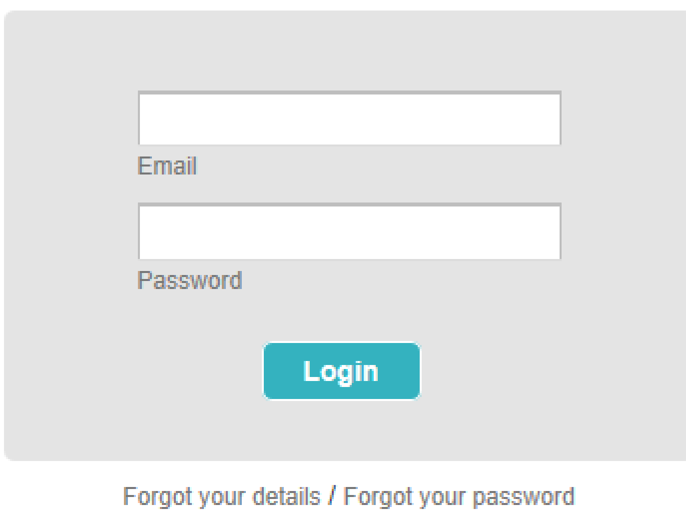
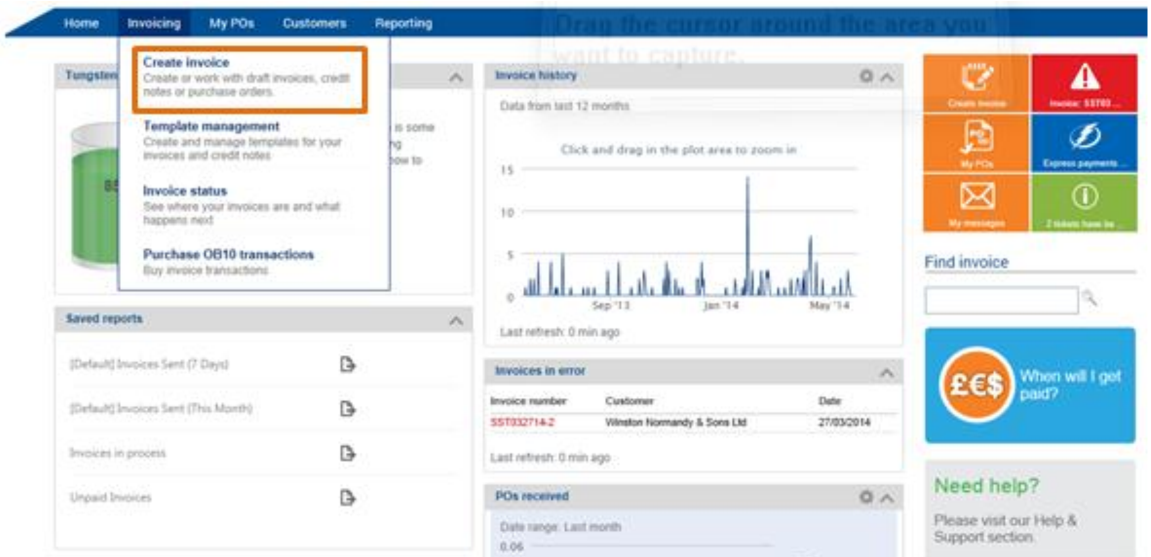
Tungsten Network Web Form
Invoice Submission Guide

Creating an Invoice/Credit Note

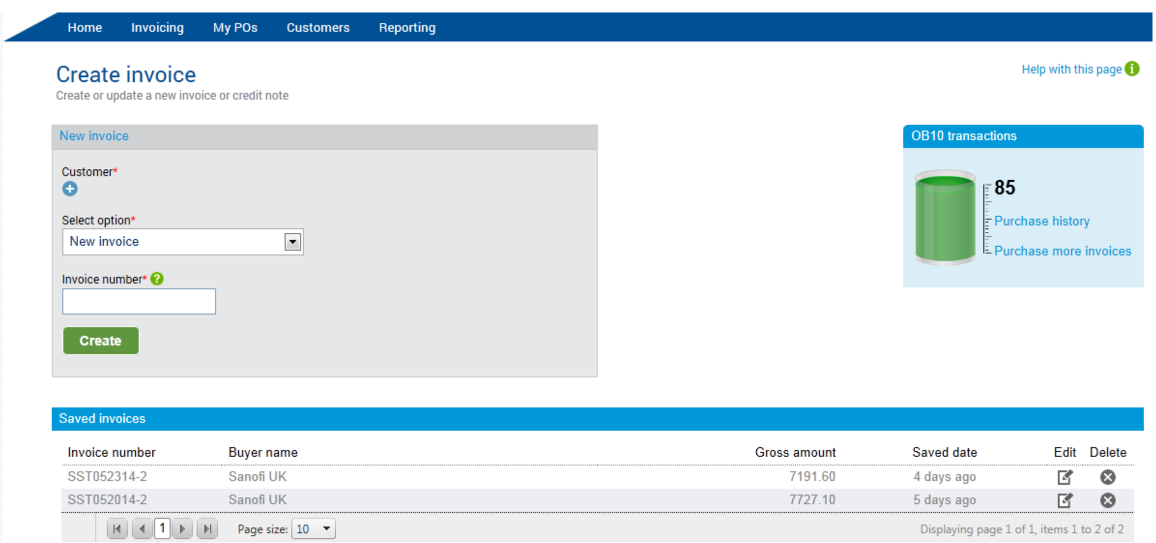
1. Log in to your Tungsten Network account at www.tungsten-network.com and click on „Login". Enter your login credentials including your password.



2. Point on „Invoicing“ and click „Create Invoice“ from the main menu after you log in.

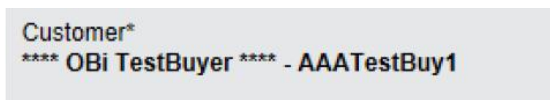


3. The screen below will be displayed.



a. Select the correct HP Inc Buyer No/Sponsor Number by clicking on the plus under Customer. A new window listing all the Buyers that you have in your Tungsten Network profile will be shown. If you don't find the HP Inc on the list, please raise a support call with Tungsten Network directly via www.tungsten-network.com/support and request Tungsten Network to add the HP Inc Tungsten Network buyer number to your profile. Please refer to HP's Tungsten Network Buyer Account Number listing (http://www.tungsten-network.com/media/16602896/HP Inc-entities-on-tungsten.xlsx) for your reference.

If you have only one Buyer Number, this will be selected as default.

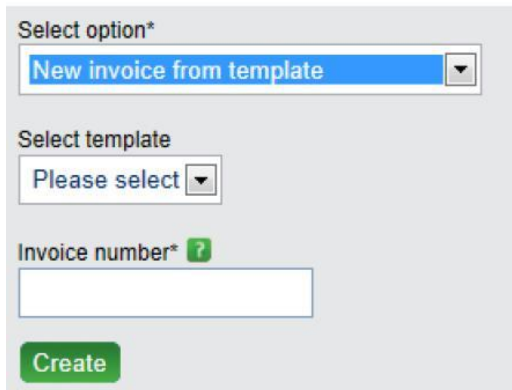


b. You can also see the number of transactions remaining on your account.

You need to purchase new transactions if there is no transaction left on your account.

c. You can create a new invoice by selecting „New Invoice" from the „Select Option" field. You also need to enter the invoice number in the „Invoice Number" field.

d. If you have created an invoice template, you can use the template by selecting „New Invoice from Template" from the „Select Option" field. A new field „Select Template" field will be populated and you will need to select the template that you wish to use. *Please note that a template can only be used for the respective Buyer Number associated with that template*. You also need to enter the invoice number in the „Invoice No" field.



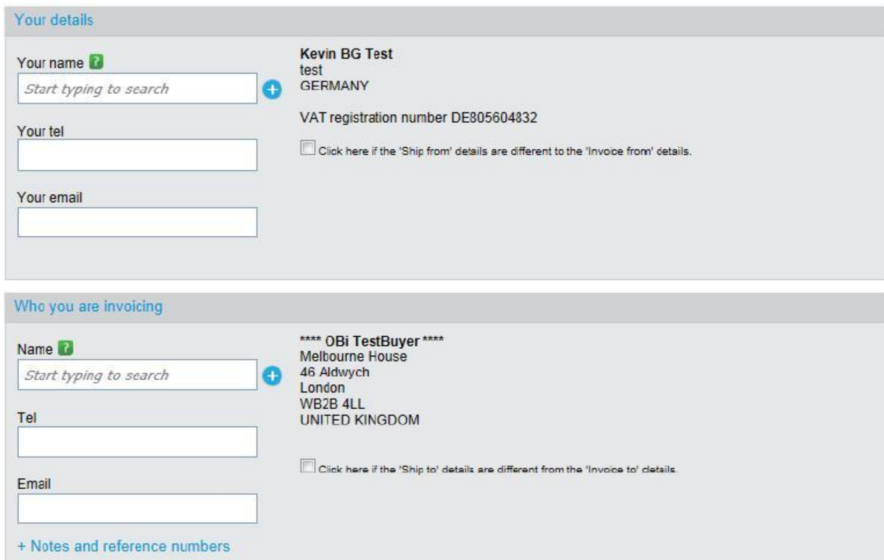
e. If you would like to use a saved invoice as a template select the saved invoice from the „Saved Invoices" section and click . If you use a saved invoice, a new window containing the details from the saved invoice will be displayed.


Saved invoices

Invoice number	Buyer name	Gross amount	Saved date	Edit	Delete
de2new	**** OBi TestBuyer ****	0,00	5 days ago		
detestnew	**** OBi TestBuyer ****	0,00	5 days ago		
DE33	**** OBi TestBuyer ****	27132,00	11 days ago		

4. Enter or update invoice data.

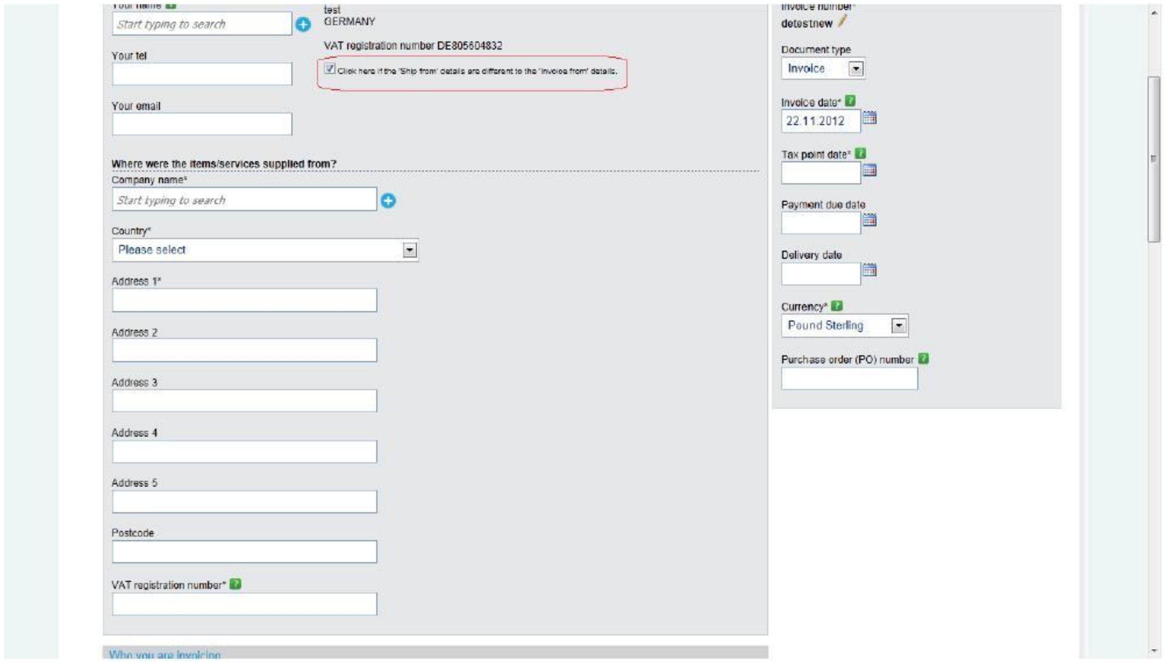
a. **Your details** and **Who you are invoicing**



Some parts of the "Your Details" and "Who you are invoicing" sections will be defaulted from your Tungsten Network profile and from HPI Tungsten Network profile. You cannot modify these sections. **It is important that you choose the correct Buyer account number from the previous step.**

Incorrect use of HP Inc account number may result in your invoices being returned to you and you have to resubmit to the correct HP Inc account.

b. **Ship To** and **Ship From**.

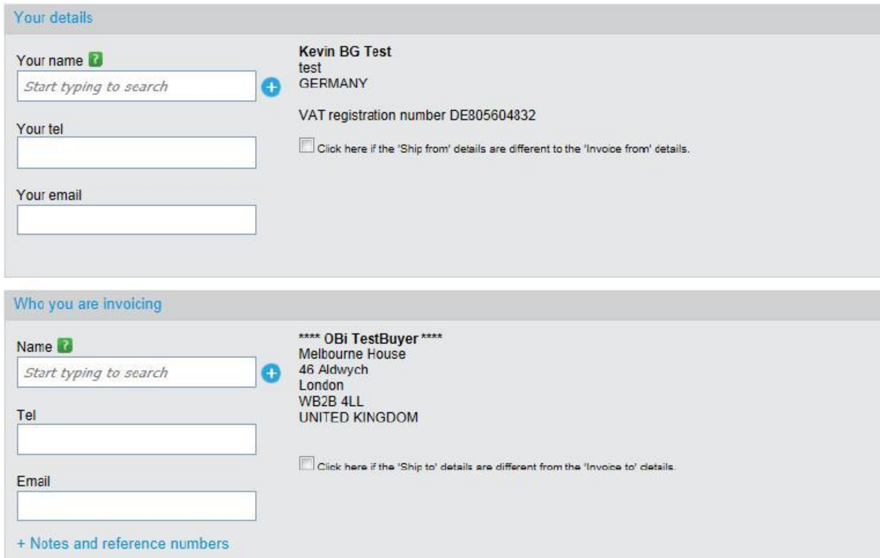


It is important that you provide the correct ship to address and ship from address. Do not default the ship to address with the invoice to address. The ship to address is where the goods/services are delivered and the ship from address is the address where the goods are shipped from. To enter the ship to address, check this box

☐ Click here if the Ship to details are different from the Invoice to details.

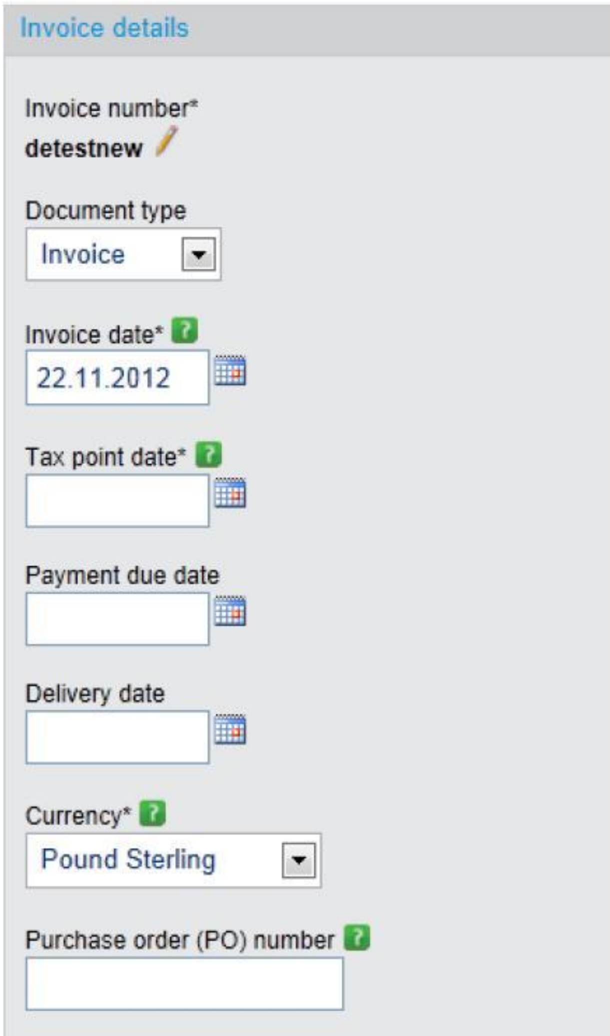
For the ship to address, please refer to the purchase order that you receive from HP Inc. **Failure to provide the correct ship to address may result in your invoices being returned to you and you have to resubmit with the correct address.** The same condition applies to ship from address.

c. **Invoice To Contacts** and **Invoice From Contacts**.

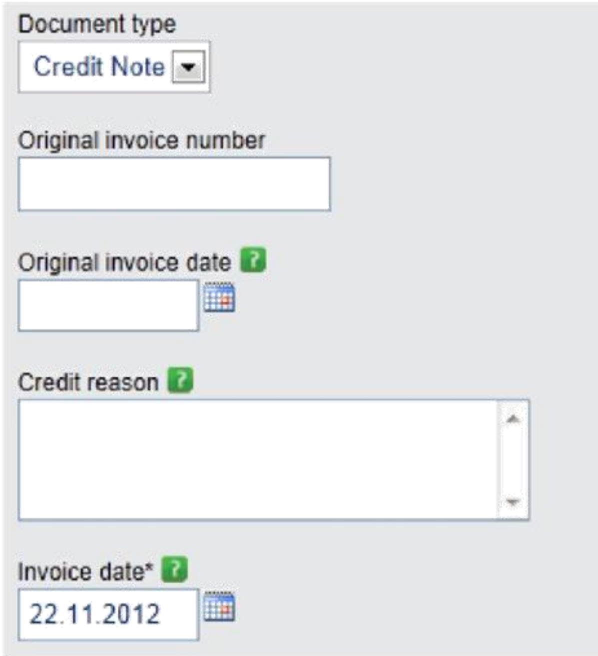


Invoice to Contacts are required for non PO invoices. Enter HP Inc's contacts that are requesting the goods/services in this section. Failure to provide invoice to contact details for non PO invoices will result in your invoices being rejected/returned back to you. Supplier contact details that are issuing the invoice must be entered in the Invoice From Contacts Section. The contact details are used by HP Inc to return the invoice back to you if your invoice has issues and is rejected by HP Inc for payment.

d. **Invoice/Credit Note Details**

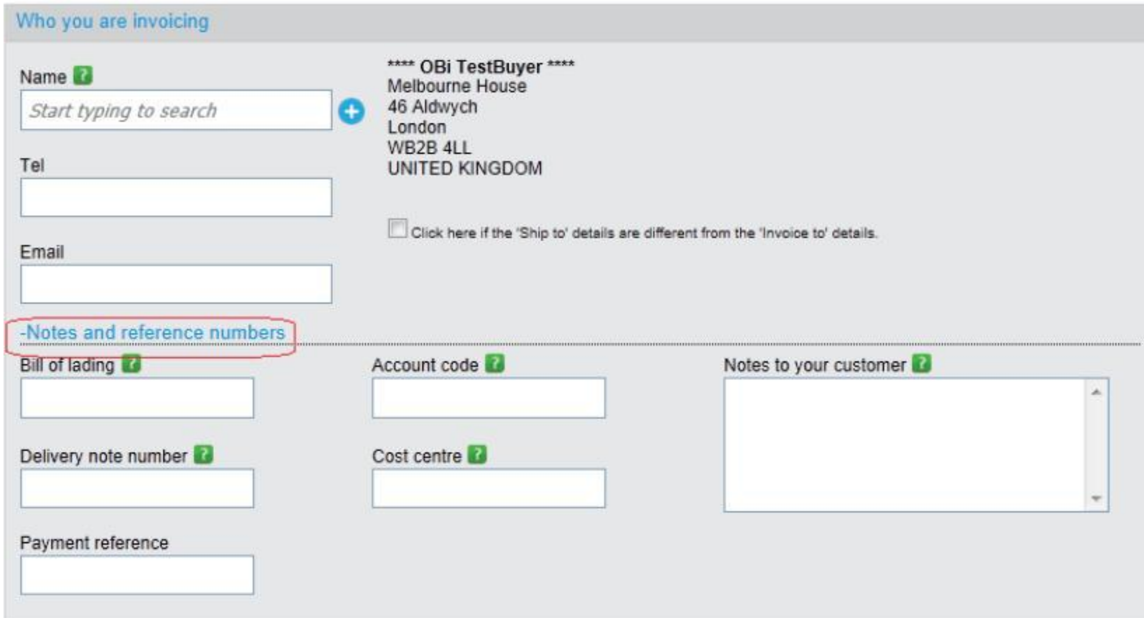


- Select Invoice/Credit Note from the Document type drop down list.
    - *If credit note is selected, 'Original Invoice No' field will be populated automatically and the original invoice number associated with the credit note must be entered.*



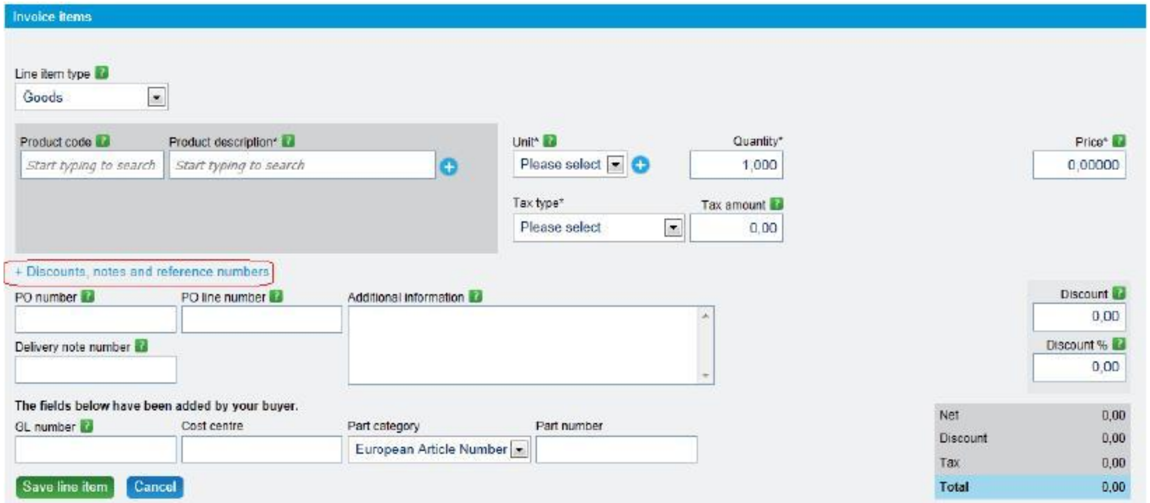
- Enter invoice date in the invoice date field.
- Enter Purchase Order (PO) Number in the Purchase Order (PO) Number field. **Each invoice must only reference to the same Purchase Order number. You must reference to a valid HP Inc Purchase Order Number.** Failure to provide a valid HP Inc Purchase Order Number will result in your invoices being returned to you.
- Enter tax point Date in the Tax Point Date field. This is required in certain countries depending on the country tax requirements.
- Enter invoice number in the Invoice No field.
- Enter the invoice currency in the Currency field.

e. **Additional Information**



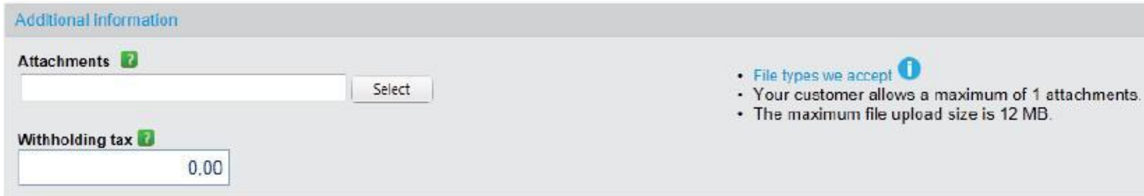
If you have the data required by this section, please enter them in the respective fields. If not please leave them blank. **For some HP Inc businesses, delivery note number is required to be provided in the invoice and if this is the case you must enter the delivery note number in the Delivery Note Number field. Please check with your HP Inc contacts if you need to provide delivery note number in your invoice submission or not.**

f. **Invoice Detail Line**



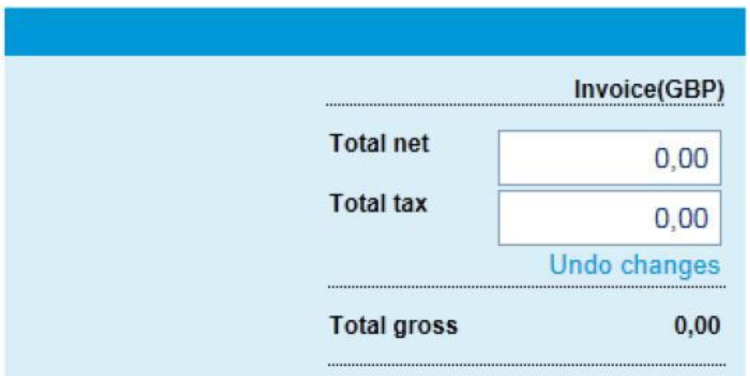
- Enter Quantity, Unit, Price in the respective fields
- If you have entered PO number in Invoice/Credit Note Details Section then you can leave the PO number field in this section blank. If you enter the PO number again in this section then you must ensure that the PO number is the same as the PO number in Invoice/Credit Note Details section.
- Enter the PO line number from HP Inc Purchase Order in the PO Line Number field.
- You can enter HP Inc Part Number in the Product Code field and the part number description in the Product Description field. If you don‟t have the HP Inc Part Number, you can leave the Product Code field blank and you only need to enter the description of the line item in the Product Description field.
- If your invoice has more than 1 line item, click Save Line Item and then Add to add another line item.
- To edit the line item after you save it, click on .
- To delete the line item after you save it, click on .

g. **Invoice Attachments**



To add attachments click on the Select button - browse your file and select it. On the right hand side you can see useful information what type and size of attachments is accepted. You will NOT be allowed to submit attachment at a later stage.

h. **Invoice Summary**



The „Invoice Summary‟ section should be automatically calculated.

i. **Send Invoice**

Click on Send when you are ready to submit the invoice. Please ensure that you review the invoice details that you have entered to ensure they are correct. Once you send the invoice, the invoice will be processed by Tungsten Network. You should receive a notification from Tungsten Network informing you if the invoice has been successfully processed or rejected. If it is rejected, please ensure that you review the rejection reason and correct the invoice and resubmit. If you have any questions on the rejection notification, please raise a support call with Tungsten Network directly via the Help and Support section in the portal.

Useful Features When Creating an Invoice/Credit Note

1. **Save Invoice**

If for some reasons, you don't have the time to complete the invoice submission, you can save the invoice. Click on Save . The data that you have entered will also be saved. You can open the saved invoice when you want to continue.

To open a saved invoice, click „Invoicing" from the menu bar and select „Create invoice/use saved invoice" and follow step 3e as explained above.

2. **Save As Template**

This option is useful if you are using the same invoice data again and again for every invoice submission. For example, if you invoice the same purchase order number with the same description for the same HP Inc Buyer Account Number.

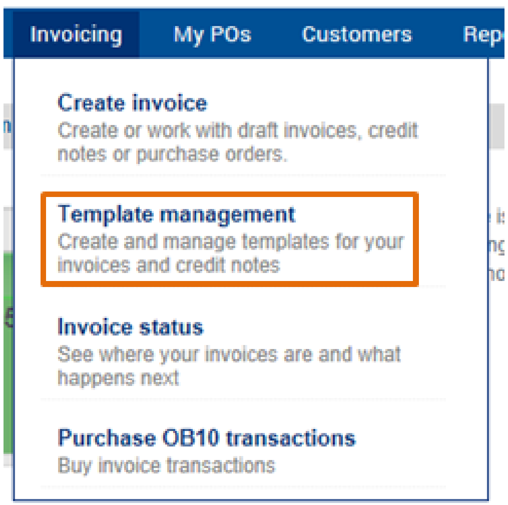
You can enter the same data and leave the variable data such as invoice number, invoice date and other relevant fields blank. You can save the invoice as template and you can use this template and you only need to enter the variable data and click Send when you are ready to submit the invoice. You can use the template again for future invoice submission.

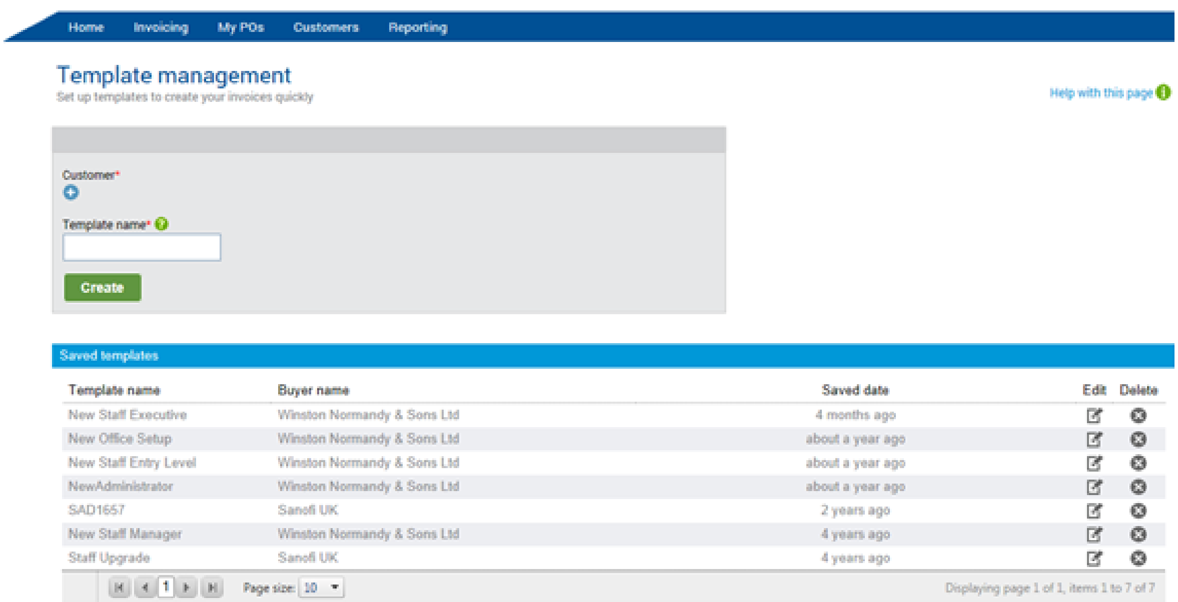
To save the invoice as template click Save as template and the screen below will be displayed.

Enter the name of the template and click on Save

To use the template, click „Invoicing" from the menu bar and select „Create invoice" and follow step 3a and 3d as explained above.

Another option to retrieve the template is to select „Template management" from the „Invoicing" menu bar. The screen below is displayed.





The template that you have created should be listed in the „Saved Templates" Section. Select the template to be used by clicking on the edit button. The invoice template is opened. You can enter the variable data in the relevant

fields. When finished, click on 

You will be asked to enter the invoice number.

Click on Create an invoice.

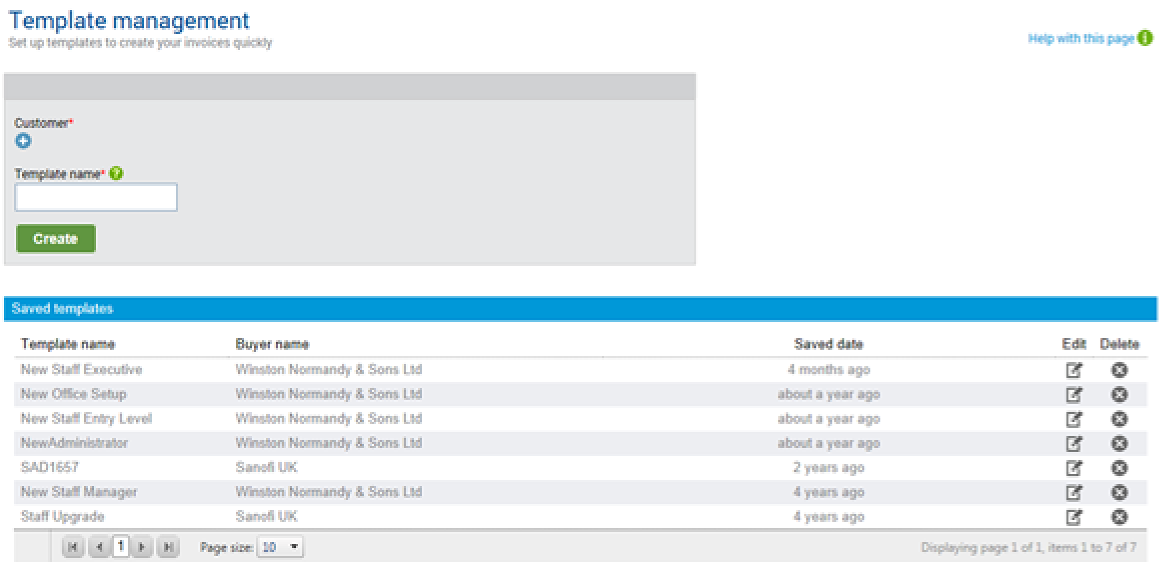
Review the invoice data one more time and if you are satisfied, click on Send to submit the invoice.

Creating Invoice Templates

There are two ways to create invoice templates:

1. From the „Invoicing" menu, select „Create invoice" and follow the Create Invoice steps as explained above and save the invoice as template.

2. Alternatively, from the „Invoicing" menu select „Template management"



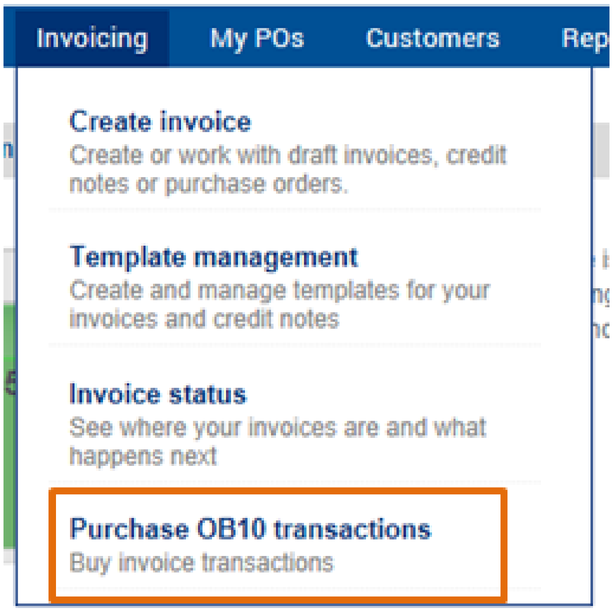
Select „Customer" and enter template name. Click on „Create" to continue.

The „Create Invoice" screen is displayed. Follow the Create Invoice steps as explained above and click on „Save As Template".

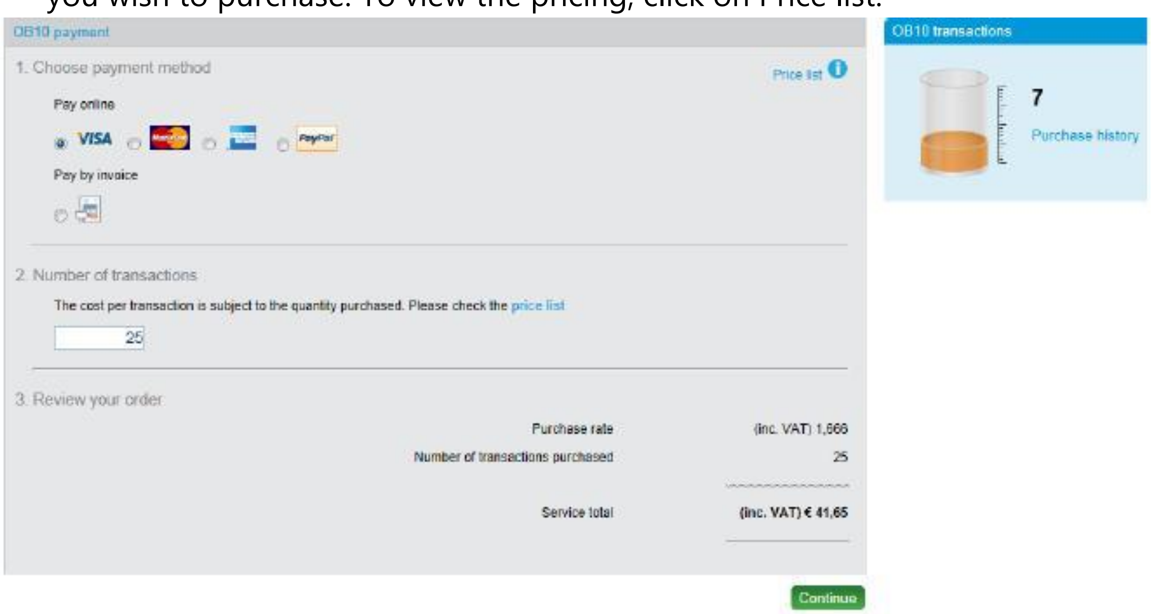
3. To use the template, please refer to Useful Features When Creating an Invoice/Credit Note in this documentation.

Purchasing More Invoices

1. To purchase more invoices, from the „Invoicing" menu please click on „Purchase OB10 transactions" option.



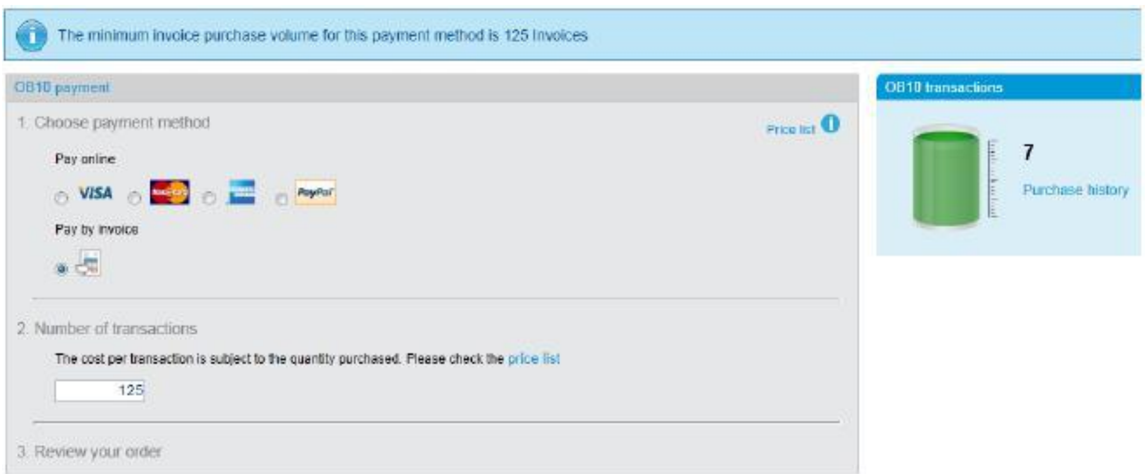
2. Select the account, method of payment and enter the number of invoices that you wish to purchase. To view the pricing, click on Price list.



a. To pay by credit card select the credit card and click on „Continue‟. You will be required to enter the information requested to complete the purchase.

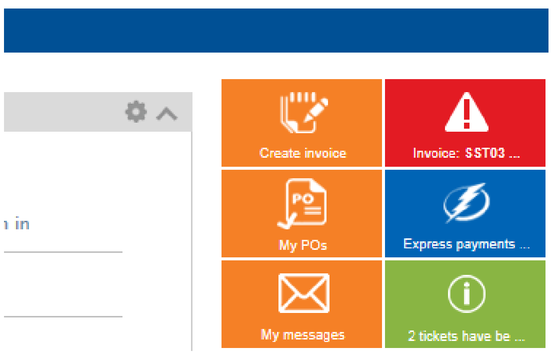
b. If you pay by Paypal you will be directed to the Paypal website to complete the purchase.

c. If you pay by invoice, the screen below is displayed. Click on „Continue‟ and you will be asked to confirm the purchase.



My Account Menu

If you need to make changes to your Tungsten Network profile such as changing the address, adding additional users, updating remit to details you can do so using the „My Account" menu



1. My profile

To update your details information, select „My profile" option. Make the changes as required and click on „Save".

2. My Company

From the „My Company" menu you can change company details, add/change users, add/change contacts, and manage ticket alerts.