



Imperial College London

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IMPERIAL COLLEGE LONDON E-INVOICING GUIDE

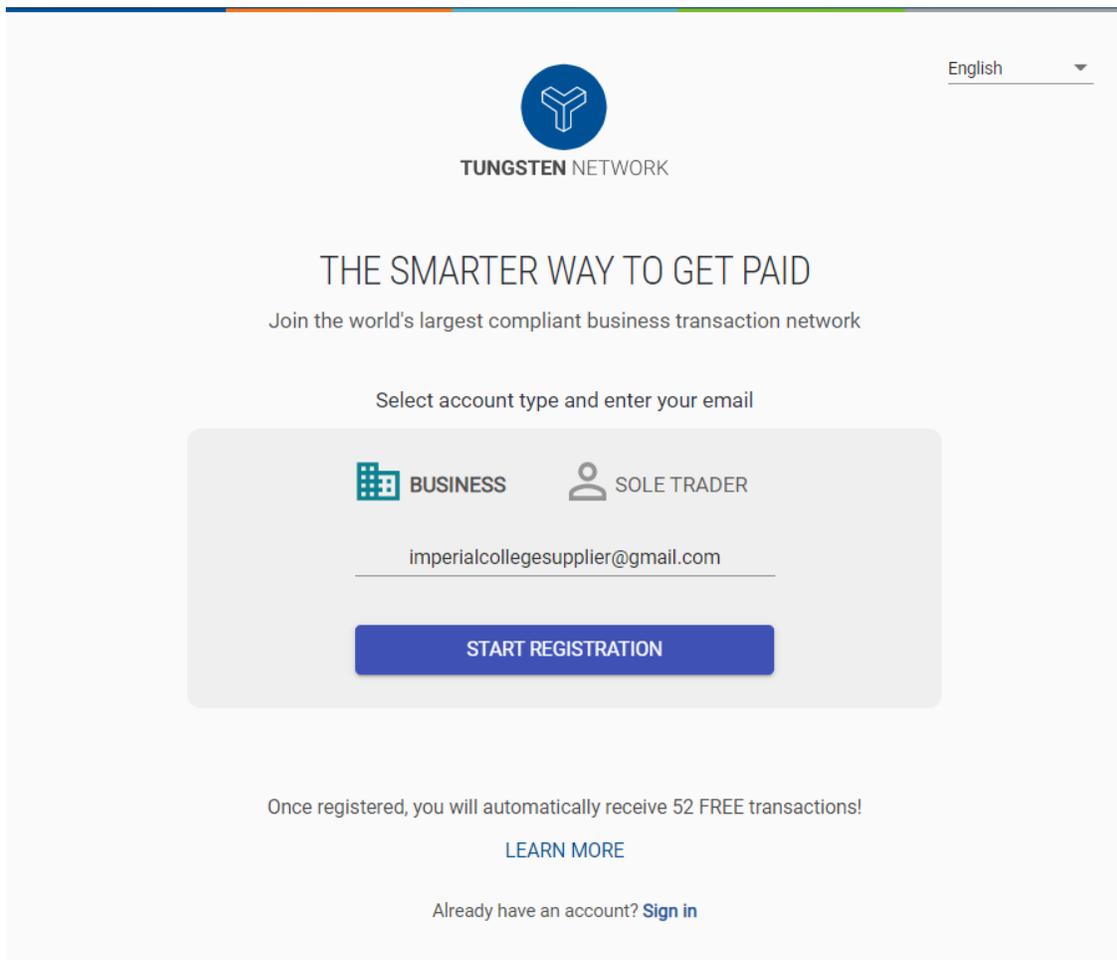
Account Registration & Portal walkthrough

1. Registration

To register, please go to: <https://registration.tungsten-network.com/start>

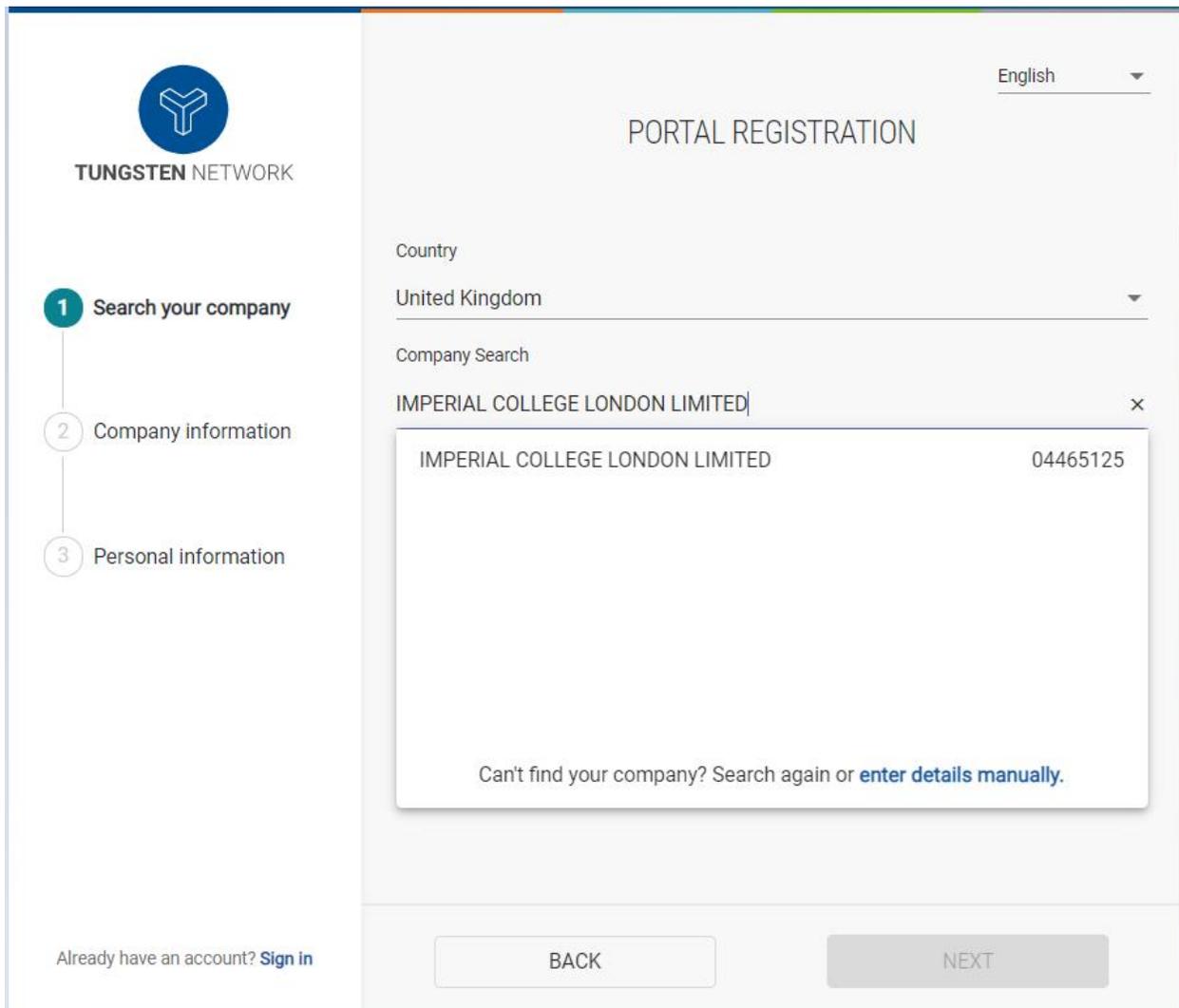
2. First Steps

Select account type (Business or Sole Trader) and enter your email in the field below. In case the email is already registered with us you should simply sign into your existing account or click on “*Forgot password*” if you do not remember your password



The screenshot shows the registration page for Tungsten Network. At the top, there is the Tungsten Network logo and the text "TUNGSTEN NETWORK". In the top right corner, there is a language dropdown menu set to "English". The main heading is "THE SMARTER WAY TO GET PAID", followed by the sub-heading "Join the world's largest compliant business transaction network". Below this, there is a prompt "Select account type and enter your email". There are two radio button options: "BUSINESS" (with a grid icon) and "SOLE TRADER" (with a person icon). An email address "imperialcollegesupplier@gmail.com" is entered in the text field. A blue "START REGISTRATION" button is positioned below the email field. At the bottom of the page, there is a promotional message: "Once registered, you will automatically receive 52 FREE transactions!" with a "LEARN MORE" link. At the very bottom, there is a link for "Already have an account? Sign in".

- On the next screen, please select your Country and Enter your business name in the Company Search field. When typing in the system will give you some suggestions and if your company is not among these, please click on the blue label “enter details manually” to continue.




TUNGSTEN NETWORK

English

PORTAL REGISTRATION

Country
United Kingdom

Company Search
IMPERIAL COLLEGE LONDON LIMITED

IMPERIAL COLLEGE LONDON LIMITED	04465125
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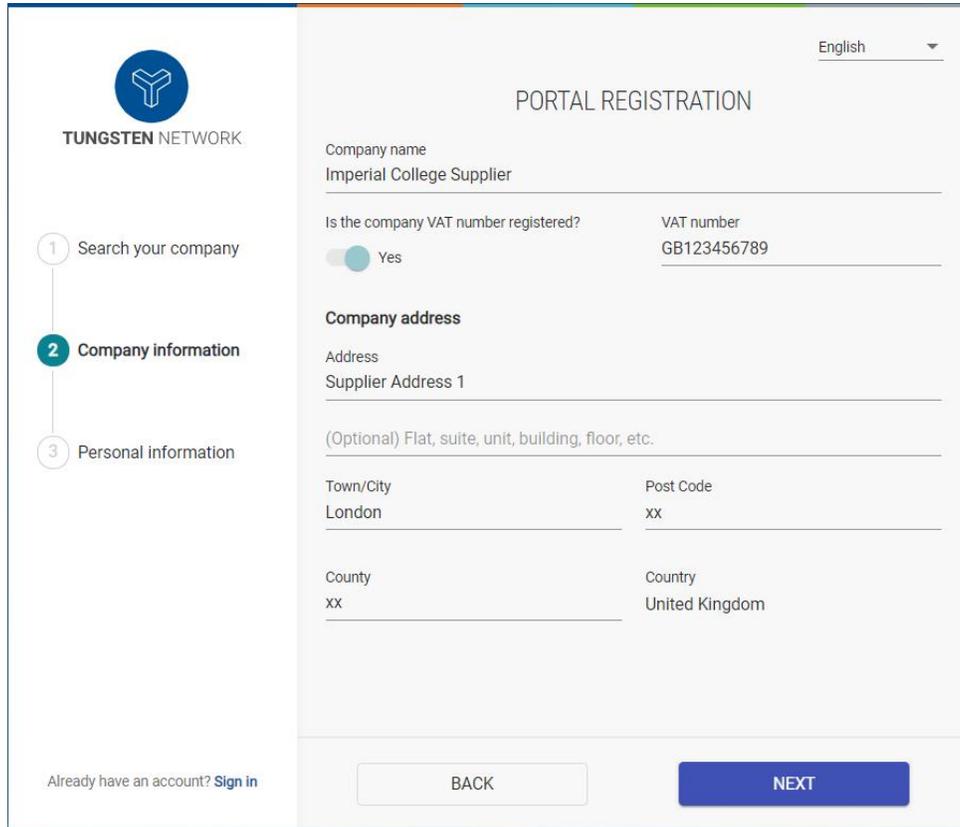
Can't find your company? Search again or [enter details manually.](#)

Already have an account? [Sign in](#)

BACK NEXT

3. Company Information

- On the next screen you will need to complete your Company information and Personal information as shown below and click on “Next”.



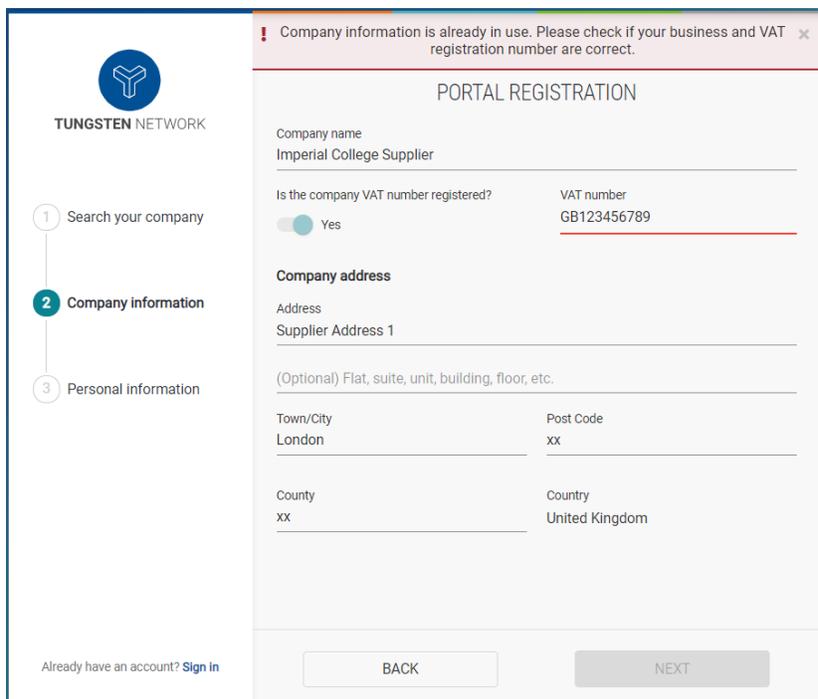
The screenshot shows the 'PORTAL REGISTRATION' form with the following fields and values:

- Company name:** Imperial College Supplier
- Is the company VAT number registered?:** Yes (checked)
- VAT number:** GB123456789
- Company address:**
 - Address:** Supplier Address 1
 - (Optional) Flat, suite, unit, building, floor, etc.:** (empty)
- Town/City:** London
- Post Code:** xx
- County:** xx
- Country:** United Kingdom

Navigation: 'BACK' button is disabled, 'NEXT' button is active. A 'Sign in' link is present at the bottom left.

*If your TAX Payer ID is already in use, the field will become **red** and you will get a notification as shown on the right.

In such cases, please contact Tungsten supplier Support Team.

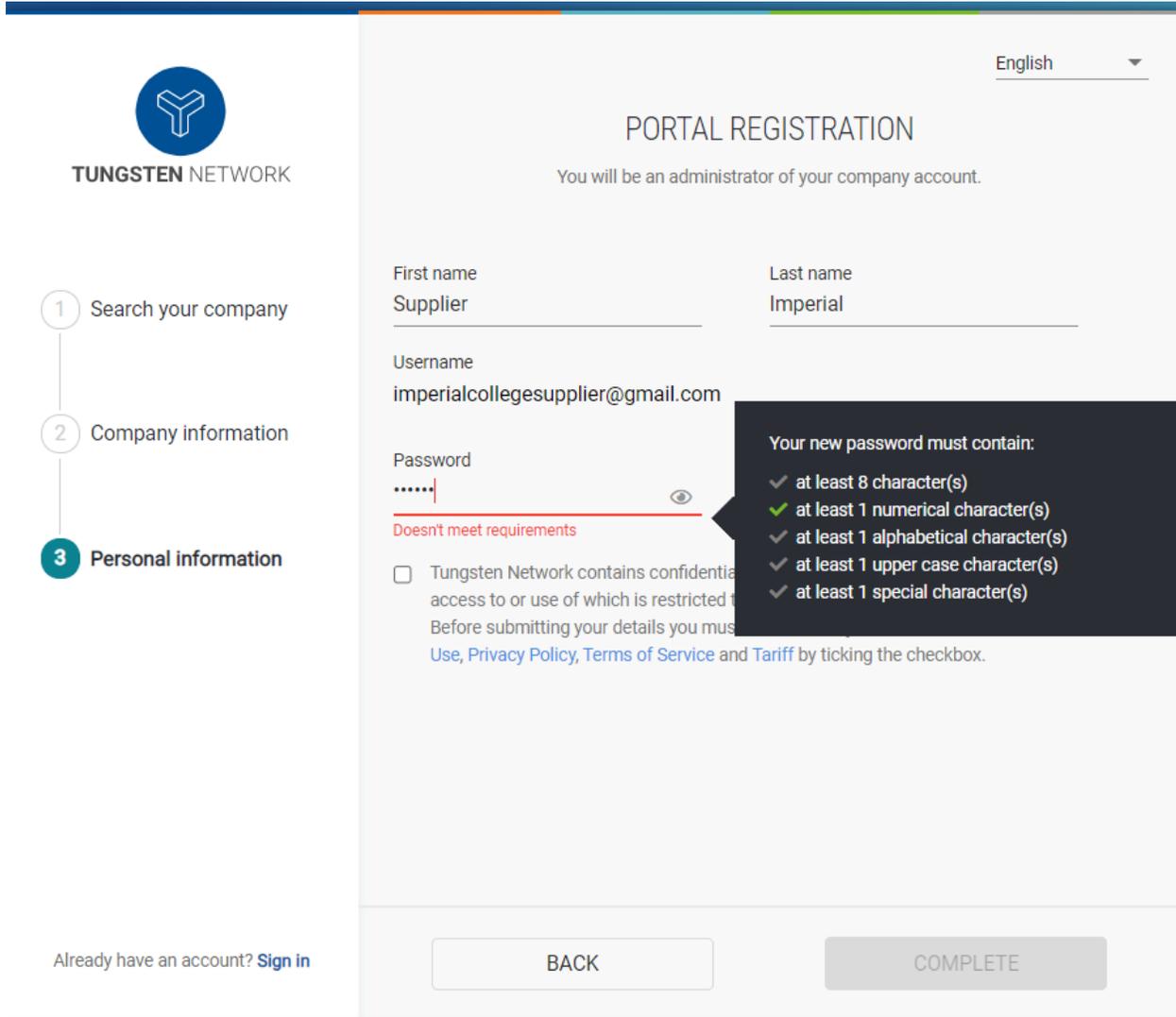


The screenshot shows the same 'PORTAL REGISTRATION' form as above, but with an error message at the top: "Company information is already in use. Please check if your business and VAT registration number are correct." The VAT number field (GB123456789) is highlighted in red. The 'NEXT' button is now disabled (greyed out).

4. Personal Information

- Please fill in the required fields.

*Keep in mind that there are password requirements to be met. If not, you will receive a notification as indicated below.



English ▾

PORTAL REGISTRATION

You will be an administrator of your company account.

First name
Supplier

Last name
Imperial

Username
imperialcollegesupplier@gmail.com

Password
.....
Doesn't meet requirements

Tungsten Network contains confidential information, access to or use of which is restricted to authorised personnel. Before submitting your details you must agree to our [Use, Privacy Policy, Terms of Service](#) and [Tariff](#) by ticking the checkbox.

1 Search your company

2 Company information

3 **Personal information**

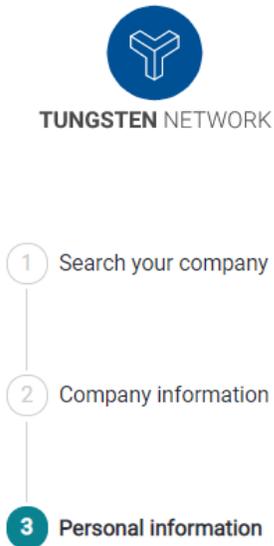
Already have an account? [Sign in](#)

BACK COMPLETE

Your new password must contain:

- ✓ at least 8 character(s)
- ✓ at least 1 numerical character(s)
- ✓ at least 1 alphabetical character(s)
- ✓ at least 1 upper case character(s)
- ✓ at least 1 special character(s)

- If you have all requirements met, and you have agreed with Terms of Service, you will be able to proceed with the registration and complete the step.



English ▾

PORTAL REGISTRATION

You will be an administrator of your company account.

First name
Supplier

Last name
Imperial

Username
imperialcollegesupplier@gmail.com

Password
[password field with eye icon]

Tungsten Network contains confidential information, access to or use of which is restricted to authorised users. Before submitting your details you must agree to our [Use, Privacy Policy, Terms of Service](#) and [Tariff](#) by ticking the checkbox.

Your new password must contain:

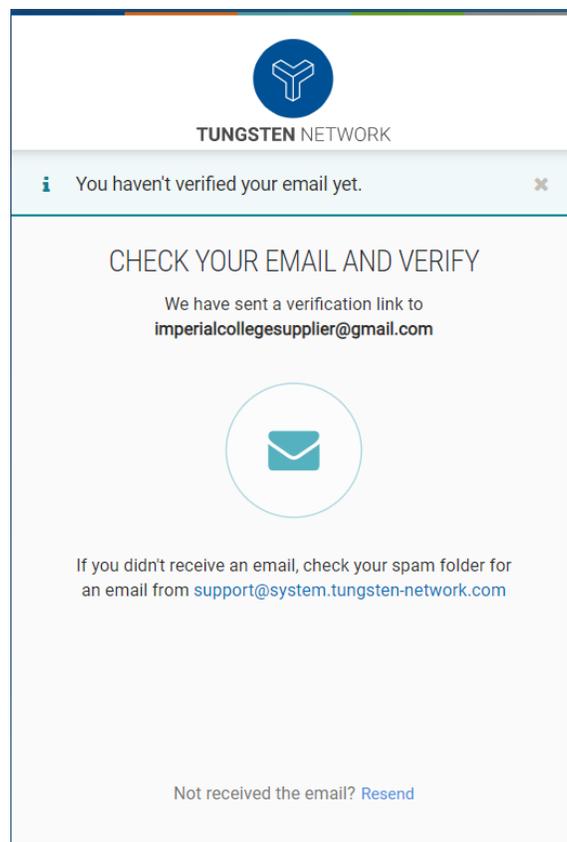
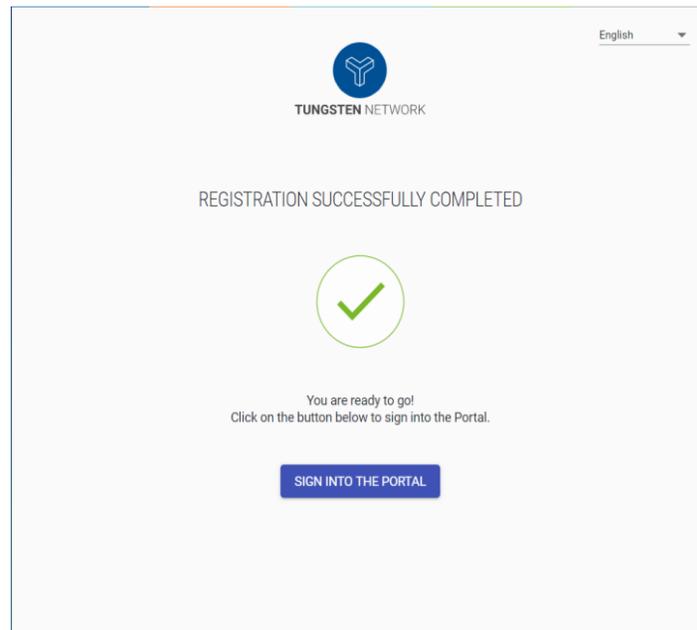
- ✓ at least 8 character(s)
- ✓ at least 1 numerical character(s)
- ✓ at least 1 alphabetical character(s)
- ✓ at least 1 upper case character(s)
- ✓ at least 1 special character(s)

Already have an account? [Sign in](#)

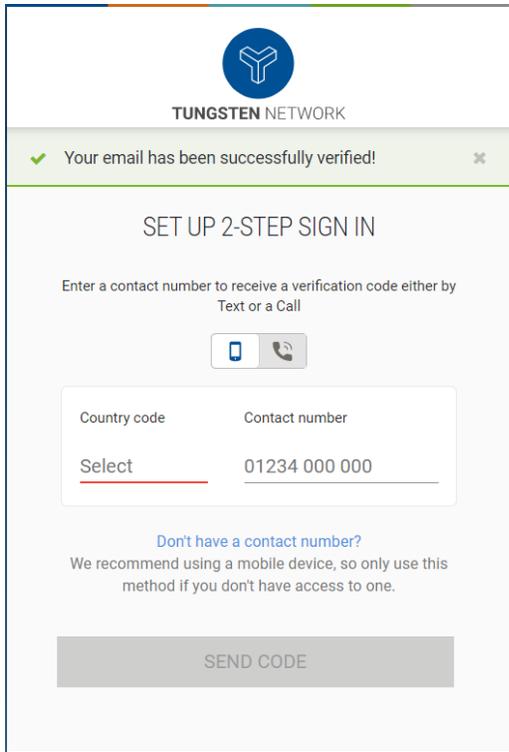
BACK COMPLETE

5. Verification

- You will then receive an email from Tungsten Network to complete your registration. To do this and get the account connected with Imperial College, please click on “SIGN INTO THE PORTAL” and log in your account with your username (your email address) and your password, after verifying your email through the verification link sent.



- Once you have verified your email successfully, you need to set up a 2-step verification for improved account security. Select to authenticate either by app or code.



TUNGSTEN NETWORK

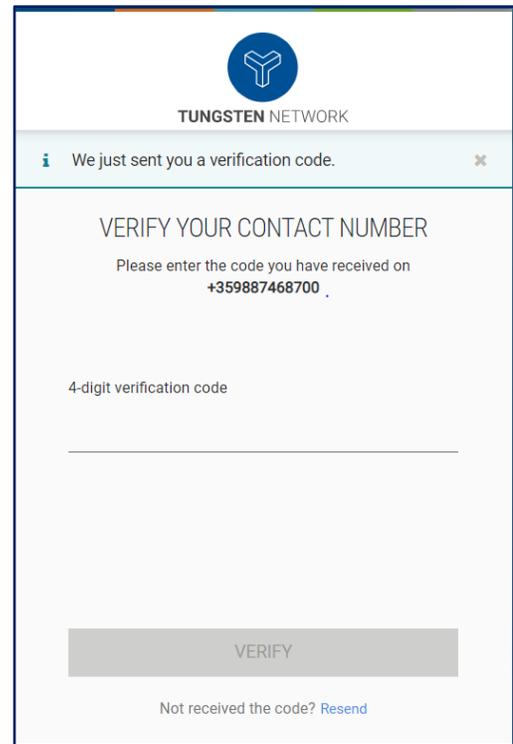
✓ Your email has been successfully verified!

SET UP 2-STEP SIGN IN

Enter a contact number to receive a verification code either by Text or a Call

Country code: Select | Contact number: 01234 000 000

SEND CODE



TUNGSTEN NETWORK

i We just sent you a verification code.

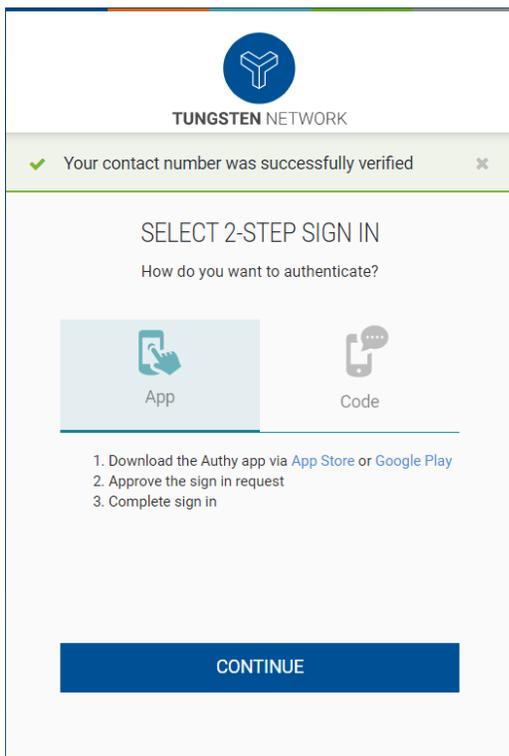
VERIFY YOUR CONTACT NUMBER

Please enter the code you have received on +359887468700

4-digit verification code

VERIFY

Not received the code? [Resend](#)



TUNGSTEN NETWORK

✓ Your contact number was successfully verified

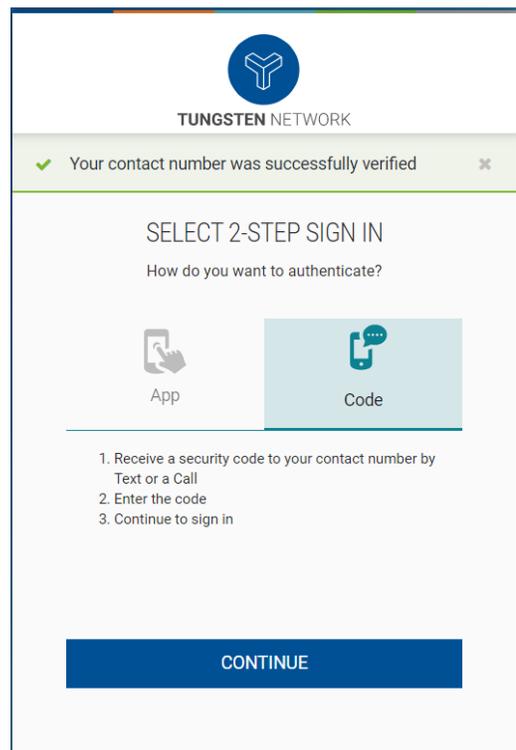
SELECT 2-STEP SIGN IN

How do you want to authenticate?

App | Code

1. Download the Authy app via [App Store](#) or [Google Play](#)
2. Approve the sign in request
3. Complete sign in

CONTINUE



TUNGSTEN NETWORK

✓ Your contact number was successfully verified

SELECT 2-STEP SIGN IN

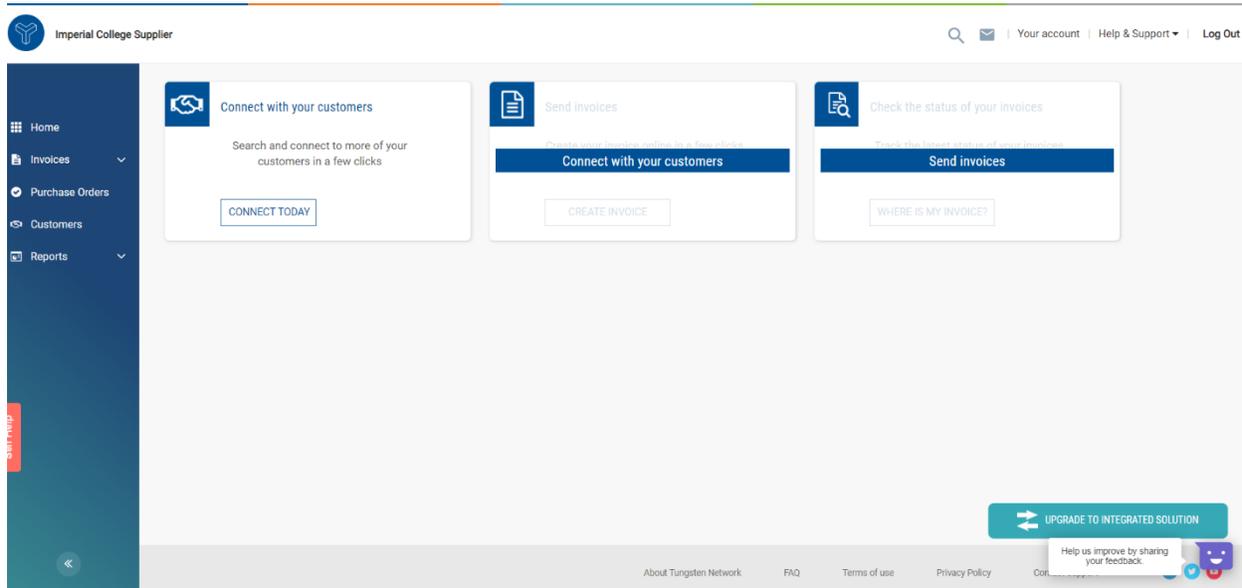
How do you want to authenticate?

App | Code

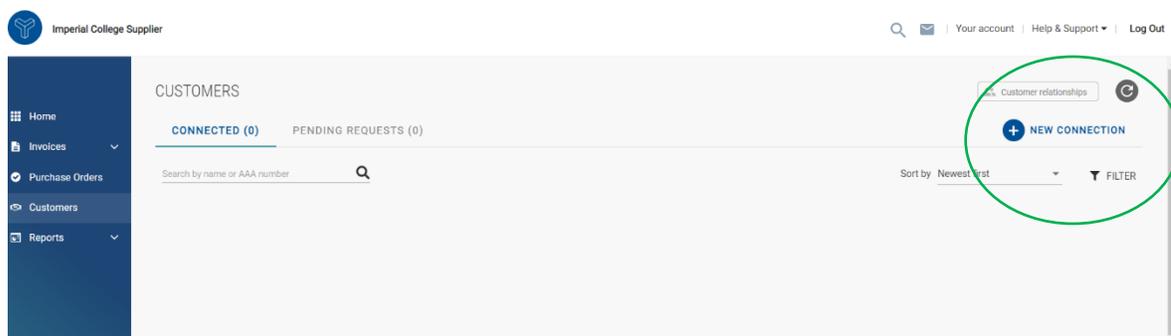
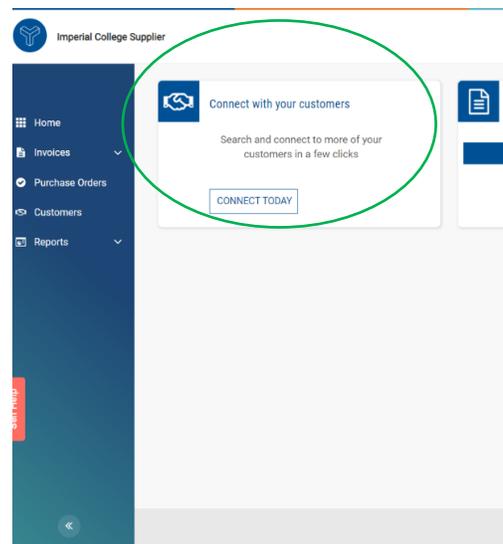
1. Receive a security code to your contact number by Text or a Call
2. Enter the code
3. Continue to sign in

CONTINUE

6. Portal walkthrough and connection request



- Once you have completed the steps, you will be logged in to your account on the Tungsten portal.
- To request a connection with Imperial College on the Tungsten portal, go to Customers and then click on “Connect Today” and “New connection” as shown below:



- In the search tab “Search by”, add the relevant Imperial College Tungsten account number as specified below:
- Imperial College London has 2 Tungsten Buyer Accounts and the PO number provided by the buyer will determine which account you need to bill in Tungsten. Please note that your company may not have access to all buyer accounts. It depends on which divisions of Imperial College you are doing business with.

LIVE ENTITIES AAA	COMPANY NAME	ADDRESS	VAT ID
AAA779983006	Imperial College	Sherfield Building, South Kensington Campus, London, SW7 2AZ	GB649926678
AAA974132409	Imperial College ThinkSpace Limited	Level 1, Faculty Building, Imperial College London, Exhibition Road, London, SW7 2AZ	GB867756168

- You will be presented with a selection page with the relevant Imperial College entities based on the search criteria you have selected.



Search and find your customer to send a new connection request

Search by

Customer name ▼

Country

United Kingdom ▼

Find a customer

imperial college ✕

Imperial College ThinkSpace Limited	AAA974132409	GB867756168
Imperial College	AAA779983006	GB649926678

Can't find your customer? Try again or search by TN number or Tax ID number

- Once you select the desired entity, you will see the following screen where you need to click on the CONFIRM button.



You've selected **Imperial College**.

Please add a **vendor code** before sending your connection request, it will speed up the process.

Customer	TN (AAA) number	Tax ID number	Vendor code ?
Imperial College Sherfield Building, South Kensington Campus, London, SW7 2AZ	AAA779983006	GB649926678	Optional <input style="width: 80px;" type="text"/>

This company is part of **IMPERIAL COLLEGE GROUP**. [SHOW GROUP](#)

SEARCH AGAIN

CONFIRM

- Last but not least you will need to attach a document showing evidence for your relationship with Imperial College and click on the SEND button. Such document could be an invoice, PO, contract, remittance, etc.

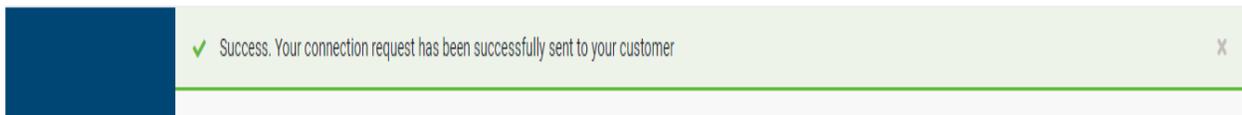


Your customer requires supporting documents

To accept your request, your customer needs supporting evidence of your relationship. This could be an invoice, PO, contract, remittance etc.

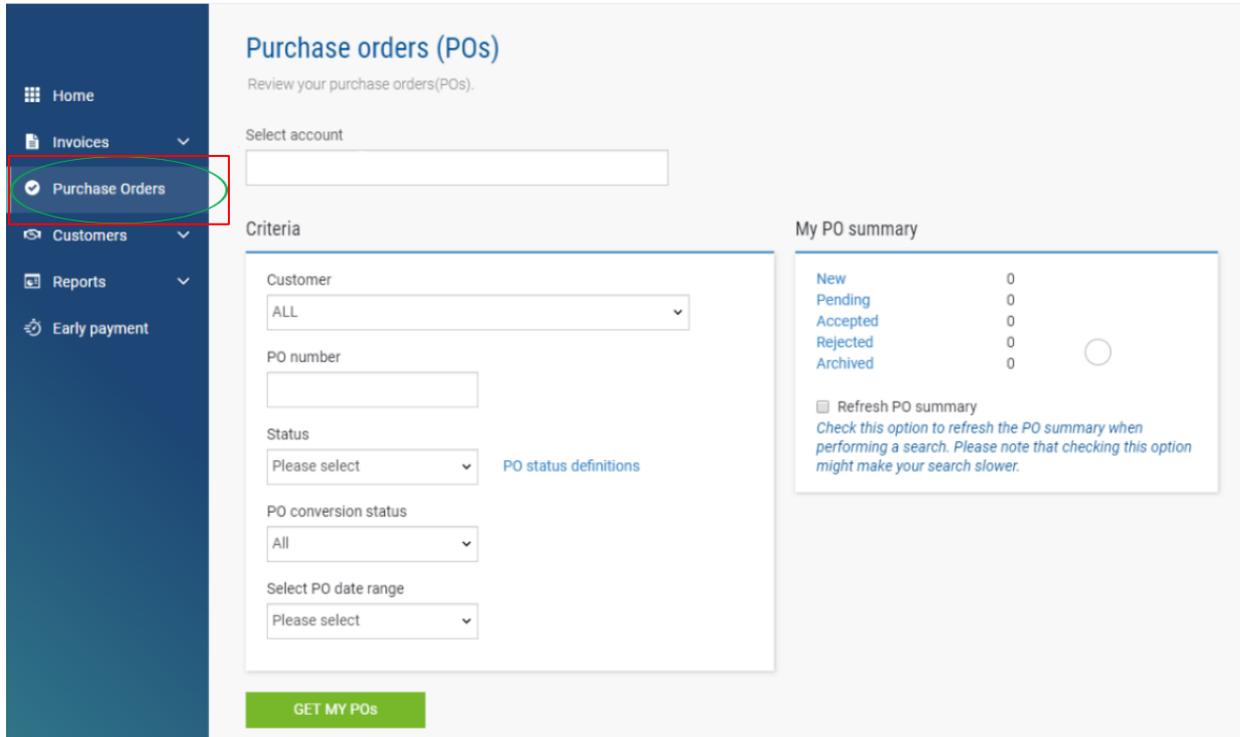
Customer	Additional Information ⓘ
Imperial College	<div style="border: 1px dashed gray; padding: 10px; text-align: center;"> Drag & Drop files here or Browse files</div>
SEND DO IT LATER DELETE	

- If everything has been completed correctly you will be presented with the screen below. The next step will be for Imperial College to review your request and approve it.



7. How to check if a PO is available in Tungsten

- Imperial College is already sending your POs to Tungsten Network, so you can find these on your Tungsten portal and directly convert them into an invoice. In order to do that, go to “Purchase Orders” and you will see the menu below:



- To find a specific PO, please use the “Select PO date range” dropdown, click “Last 12 months” or set Custom range and populate your PO in the “PO Number” field. Click on the green button “GET MY POs” and you will be presented with the relevant PO for Imperial College. You will then see your PO summary as below:

Active purchase orders

Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines	Invoices	Net value	Delivery Method
+	4500254016	3/10/2020	AAA5	16	New	0	9999568233	2	0	0.00	-

Test

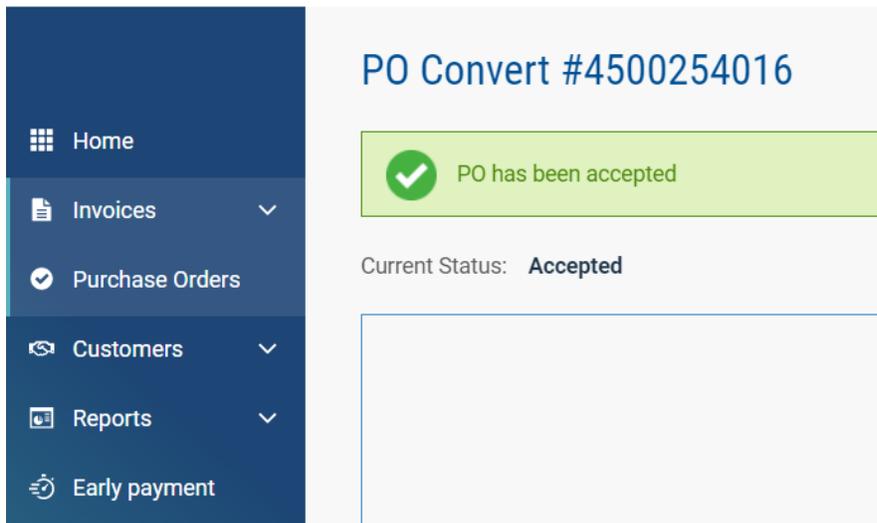
Navigation: |< < 1 > >| Page size: 10 | Displaying page 1 of 1, Items 1 to 1

Buttons: ACCEPT PO, REJECT PO, ARCHIVE PO

- You need to click on the “+” sign to open the PO. Please review it to ensure everything is as expected.

8. Accepting a PO and invoice submission

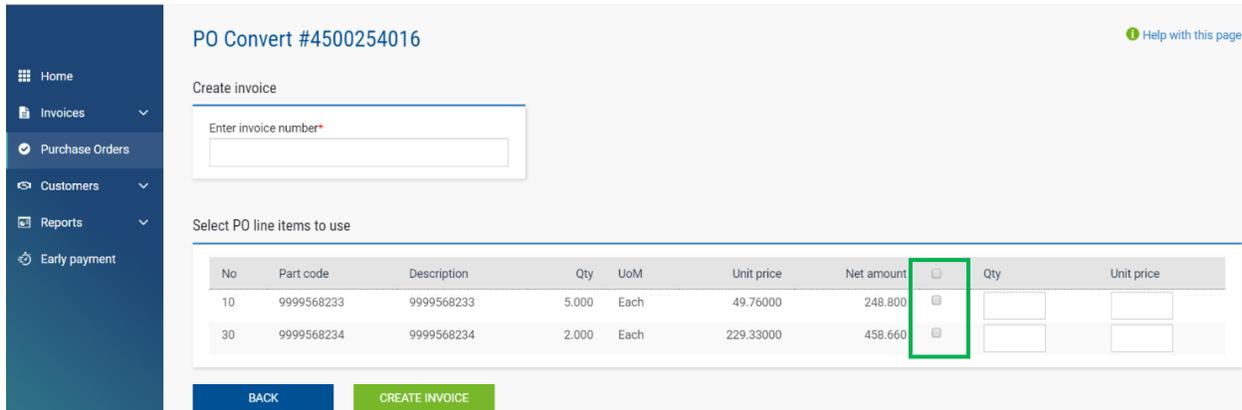
- Once the review is complete, scroll down to the bottom of the page where you can accept the PO (click on the „ACCEPT PO“ button).



- Once the PO is accepted, you will be able to convert it into an invoice. To do so, please click on the "CONVERT PO" as shown below.



- You can now select which lines from the given PO you want to invoice. Additionally, you will need to add the invoice number. Please see below:



PO Convert #4500254016 Help with this page

Create invoice

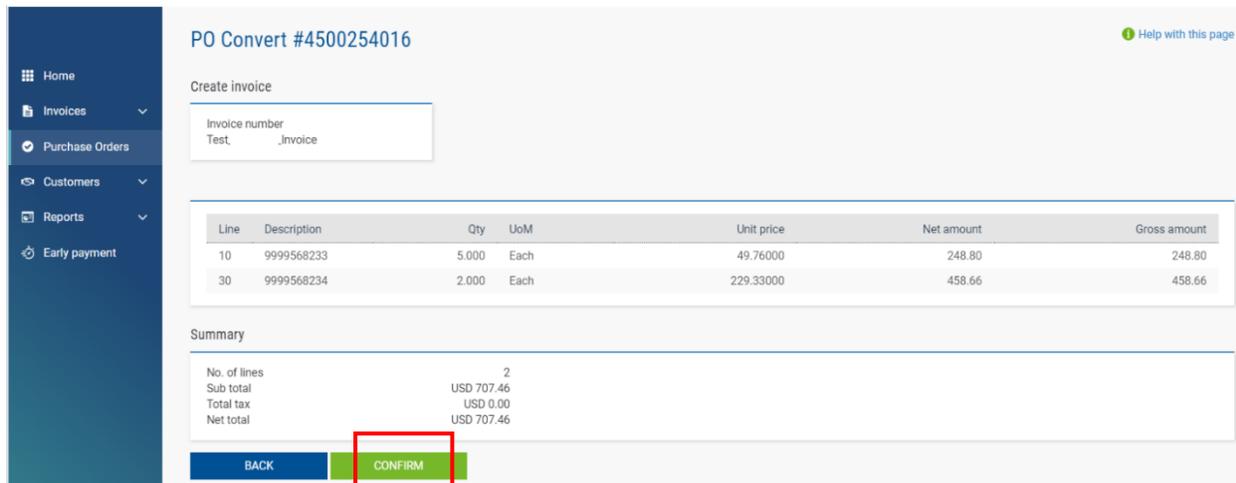
Enter invoice number*

Select PO line items to use

No	Part code	Description	Qty	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price
10	9999568233	9999568233	5.000	Each	49.76000	248.800	<input type="checkbox"/>		
30	9999568234	9999568234	2.000	Each	229.33000	458.660	<input type="checkbox"/>		

BACK CREATE INVOICE

- If you want to invoice the full amount for a specific line, tick the box next to **“Net amount”**, marked with green. If you want to invoice this line partially, you can add the relevant quantity in the **“Qty”** field. Once completed, click on the **“CREATE INVOICE”** button.
- You will once again see the details you have selected, and will need to confirm these as indicated below (**CONFIRM**):



PO Convert #4500254016 Help with this page

Create invoice

Invoice number
Test _Invoice

Line	Description	Qty	UoM	Unit price	Net amount	Gross amount
10	9999568233	5.000	Each	49.76000	248.80	248.80
30	9999568234	2.000	Each	229.33000	458.66	458.66

Summary

No. of lines	2
Sub total	USD 707.46
Total tax	USD 0.00
Net total	USD 707.46

BACK CONFIRM

- Finally, when you click the **“confirm”** button you will be redirected to a general template page for invoice submission with the information from your PO already populated on the invoice.

- You then have to start with filling in the general invoice details on the right, as shown below:

Invoice details

Invoice number*
Test_ _Invoice 

Document type
Invoice

Invoice date* 
 

Advance payment date 
 

Payment due date 
 

Delivery date 
 

Currency* 
 

Purchase order (PO) number 

- As this is a PO invoice, field "Purchase order (PO) number" is already filled in.

- You can then review “Your details” and Imperial College details under “Who you are invoicing”, which are already filled in from the PO. Please keep in mind that the details provided below are an example.

- Home
- Invoices
- Create invoice
- Template management
- Invoice status
- Purchase Orders**
- Customers
- Reports
- Early payment

Invoice #: Test Invoice

Your details

Your name ? Test Vendor

+ 123 Any Street
Dallas
Texas
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.

?

Who you are invoicing

Name ? Test

+ P.O. Box 1029
Chatsworth
Georgia
30705
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.

?

- Please fill in all fields marked with a red Asterisk. For example: City, State

- Home
- Invoices
- Create invoice
- Template management
- Invoice status
- Purchase Orders**
- Customers
- Reports
- Early payment

Where were the items/services delivered to?

Company name* +

Country*

Street number and name*

Address line 2

Address line 3

City*

State*

Zip* ?

Do you have a Tax Payer ID? ?

Yes No

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

- If you want to add additional information on Header level, you can Click on the blue “+” sign to add any information such as:

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

<p>Bill of lading ?</p> <input type="text"/>	<p>Account code ?</p> <input type="text"/>	<p>Notes to your customer ?</p> <div style="border: 1px solid #ccc; height: 40px;"></div>
<p>Delivery note number ?</p> <input type="text"/>	<p>Cost center ?</p> <input type="text"/>	
<p>Customs declaration date</p> <input type="text"/>		
<p>Customs office ?</p> <input type="text"/>		
<p>Customs declaration number ?</p> <input type="text"/>		
<p>Payment reference</p> <input type="text"/>		

- Should you wish to edit something on the Line level, you can still do it under the Invoice items section:

- Home
- Invoices
- Create invoice
- Template management
- Invoice status
- Purchase Orders
- Customers
- Reports
- Early payment

Invoice items

Item	Quantity / Unit	Price	Line amount	Total	
01 9999568233 - 9999568233	5 / Each	49.76000	248.80	248.80	
02 9999568234 - 9999568234	2 / Each	229.33000	458.66	458.66	

ADD

Additional information

Attachments ?

SELECT AND UPLOAD

File types we accept ?

Your customer allows a maximum of 1 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".

Before uploading any attachments please check that the files are not corrupt or have been write protected. If they are, your customer will not receive them.

Margin scheme ?

- Once you have edited all the necessary details on the Line level, click on “ **SAVE LINE ITEM** ”.
- Make sure that you have the relevant *Remit to address* information.
- In case you have not added the full data when you registered in Tungsten, make sure this is completed before you submit your first invoice from the menu: “*Your account*” -> “*Remit address*” -> “*Remit to address information*”.

Invoice items

Line item type ?
 Goods

Product code ? 9999568233	Product description* ? 9999568233 +	Unit* ? Each +	Quantity* 5.000	Price* ? 49.76000
---	--	---	--------------------	---

+ [Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

Line amount	248.80
Discount	0.00
Total	248.80

SAVE LINE ITEM
CANCEL

02	9999568234 - 9999568234	2 / Each	229.33000	458.66	458.66
----	----------------------------	----------	-----------	--------	--------

- Home
- Invoices
- Create invoice
- Template management
- Invoice status
- Purchase Orders**
- Customers
- Reports
- Early payment

Payment terms

Early payment discount ?
 No discount for early payment
 Apply a discount for early payment

Late payment conditions ?

Payment terms ?

"Remit to" details

"Remit to" address 12345 Any Street Dalton Georgia 12345-1234 UNITED STATES	"Remit to" bank Manage default settings
--	--

Summary

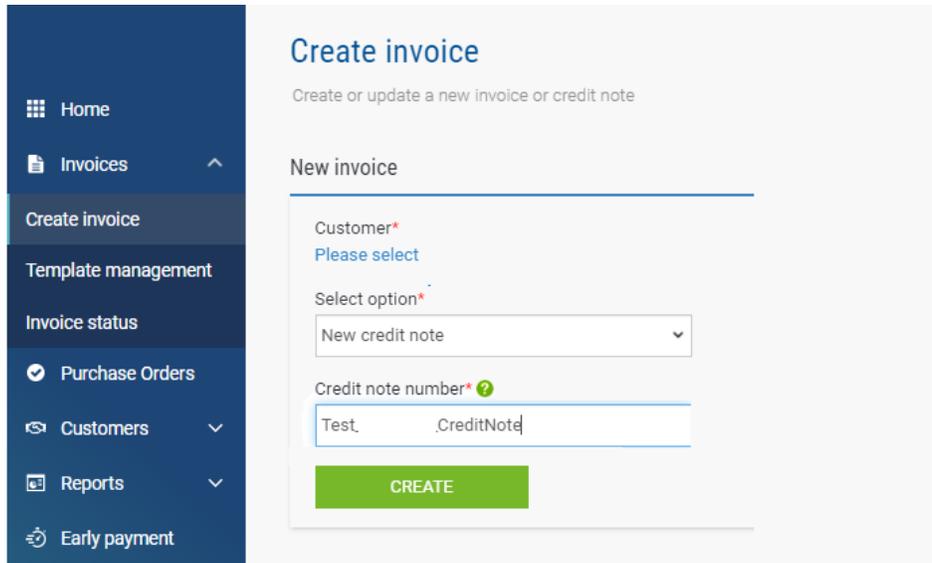
	Invoice (\$)
Total net	707.46
Total tax	0.00
	Undo changes
Total gross	707.46

SAVE AS TEMPLATE
SAVE
PREVIEW
SEND

- Now that all other details are completed, you can proceed with your final step on the Summary level. Please add your tax in the field “*Total Tax*”, if applicable. Should you wish to preview prior to sending you can do this as by pressing Preview. Once ready submit your invoice by clicking on the **SEND** button.
- You will be notified with “**Invoice submitted successfully**” notification, confirming that your invoice has been successfully submitted to Imperial College.

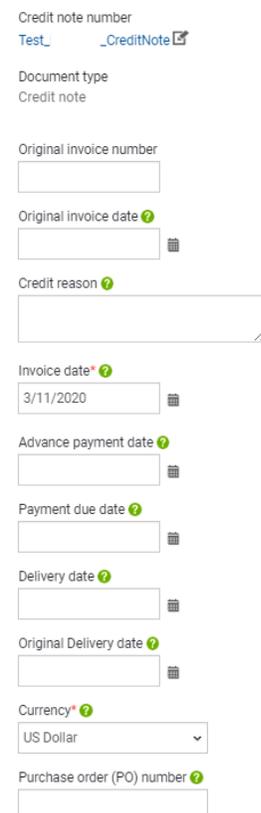
9. How to submit a Credit note

- From the general menu go to *Invoices* -> *Create invoice*.
- Click on customer and select the respective Imperial College e-Invoicing account. Then select “*New credit note*” and populate the credit note number. Once complete, click on “**CREATE**”.



- You will be presented with a general template for credit note submission where you need to add the details for your credit note submitted to Imperial College. Please start with the general invoice details on the right:

**As this is a Credit note, you must provide the original invoice number here.*



- Once completed, fill in the “Your details” and Imperial College details under “Who you are invoicing”.

- Home
- Invoices
- Create invoice
- Template management
- Invoice status
- Purchase Orders
- Customers
- Reports
- Early payment

Invoice #: Test_ _Invoice_1

Your details

Your name ?
 + 123 Any Street
 Dallas
 Texas
 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.
 ?

Who you are invoicing

Name ?
 + P.O. Box 1029
 Chatsworth
 Georgia
 30705
 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.
 ?

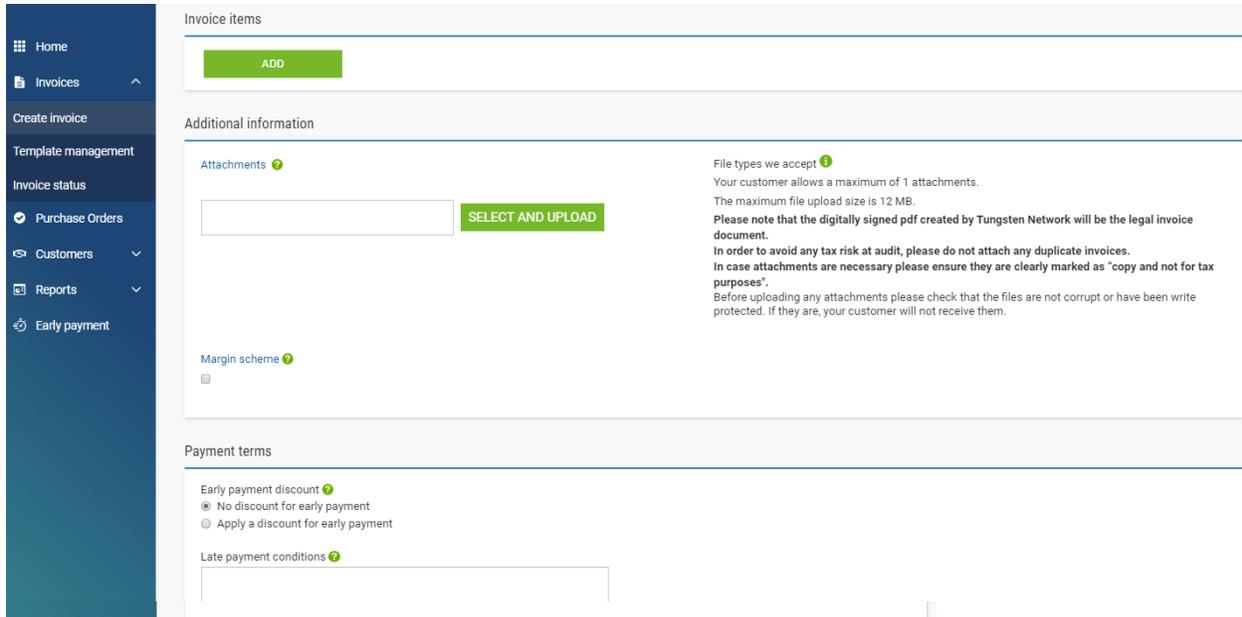
[Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)

- If you want to add some additional information on Header level. Click on the blue “+” sign to add any of the information below:

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

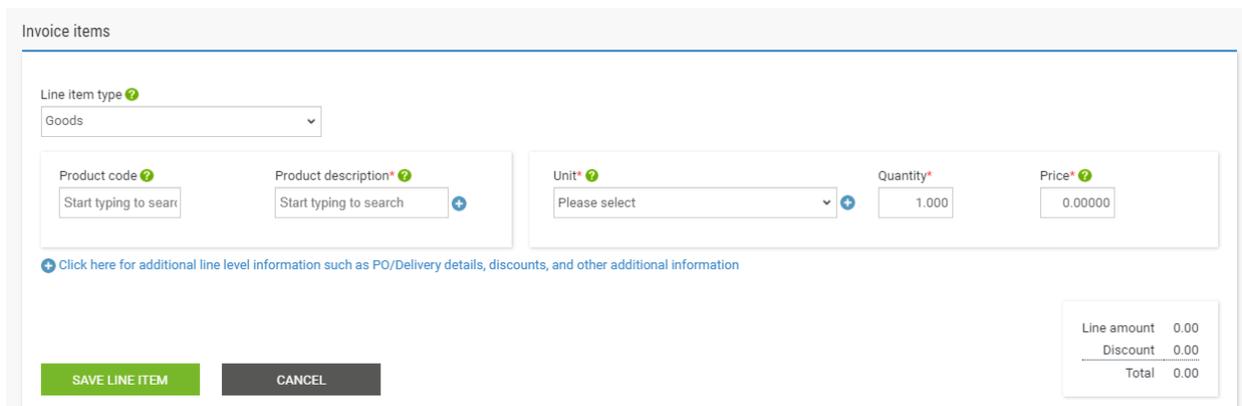
<p>Bill of lading ?</p> <input type="text"/>	<p>Account code ?</p> <input type="text"/>	<p>Notes to your customer ?</p> <div style="border: 1px solid #ccc; height: 40px;"></div>
<p>Delivery note number ?</p> <input type="text"/>	<p>Cost center ?</p> <input type="text"/>	
<p>Customs declaration date</p> <input type="text"/>		
<p>Customs office ?</p> <input type="text"/>		
<p>Customs declaration number ?</p> <input type="text"/>		
<p>Payment reference</p> <input type="text"/>		

- Now that you have completed all your data on Header level, you can move ahead and add the relevant information on Line level by clicking on the green **ADD** button under Invoice items. You can also add Additional information. For example: Attachments or payment terms if applicable.



The screenshot shows the 'Invoice items' form with a sidebar on the left containing navigation options like 'Home', 'Invoices', 'Create invoice', 'Template management', 'Invoice status', 'Purchase Orders', 'Customers', 'Reports', and 'Early payment'. The main form area is divided into three sections: 'Invoice items' with an 'ADD' button, 'Additional information' with an 'Attachments' section (including a 'SELECT AND UPLOAD' button and a 'File types we accept' note) and a 'Margin scheme' section, and 'Payment terms' with 'Early payment discount' radio buttons and a 'Late payment conditions' text field.

- Once you have clicked on **ADD** you have the option to add the relevant line details for your credit note
 - Line item type; Product code; Product description; Unit of Measurement (UoM); Quantity and Unit price.
- Under “Unit” you can find the most commonly used UoM by Imperial College suppliers. However, if you want to add more, just click on the “+” to do that.



The screenshot shows the 'Invoice items' form with the 'Line item type' dropdown set to 'Goods'. Below it are input fields for 'Product code', 'Product description', 'Unit', 'Quantity', and 'Price'. A link for additional information is present. At the bottom, there are 'SAVE LINE ITEM' and 'CANCEL' buttons, and a summary table showing 'Line amount 0.00', 'Discount 0.00', and 'Total 0.00'.

- If you want to add some additional line level information, just click on **“Click here for additional line level information such as PO/Delivery details, discounts, and other additional information”**. You will then be presented with the possibility to add the aforementioned. Please see page 23.

[Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

PO number 	PO line number 	Additional information 	Discount 
<input type="text"/>	<input type="text"/>		<input type="text" value="0.00"/>
Delivery note number 	<input type="text"/>		Discount % 
<input type="text"/>			<input type="text" value="0.00"/>
Delivery start date	Delivery end date		
<input type="text"/>	<input type="text"/>		

The fields below have been added by your buyer.

GL number 	Cost center	Part category	Part number	Line amount
<input type="text"/>	<input type="text"/>	European Article Number	<input type="text"/>	0.00
				Discount
				0.00
				Total
				0.00

[SAVE LINE ITEM](#) [CANCEL](#)

- Once you have completed all the necessary details on Line level, just click on **SAVE LINE ITEM**. You can repeat the same process to add as many invoice lines as you need. Once you have added all the lines you want to see on your credit note submitted to Imperial College, please scroll down and make sure that you have the relevant Remit to address information.
- Now that all other details are completed, you can proceed with your final step where on Summary level, you can add your tax in the field "Total Tax", if applicable. Should you wish to preview prior to sending you can do this as by pressing Preview. Once ready submit your credit note by clicking on the **SEND** button. Please see below:

"Remit to" details

"Remit to" address 12345 Any Street Dalton Georgia 12345-1234 UNITED STATES	"Remit to" bank Manage default settings
--	--

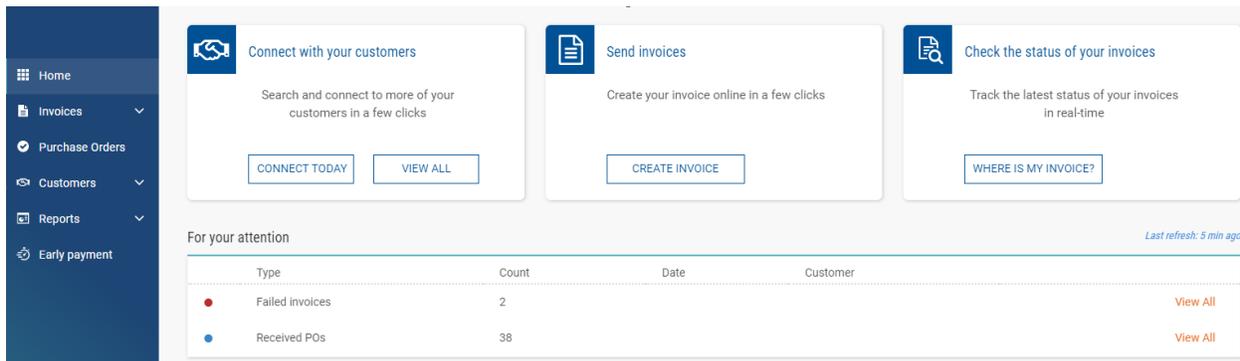
Summary

		Invoice (\$)
Total net	<input type="text" value="69.00"/>	
Total tax	<input type="text" value="0.00"/>	
		Undo changes
Total gross	<input type="text" value="69.00"/>	

[SAVE AS TEMPLATE](#) [SAVE](#) [PREVIEW](#) [SEND](#)

10. How to re-activate a failed invoice for re-submission

- There are certain validations created within Tungsten for every invoice submitted to Imperial College. These checks are in place to ensure your submitted invoices contain the required and correct information. This will contribute for a smoother approval process and avoid potential payment delays.
- In case you submit an invoice in Tungsten and it fails, you will receive a system notification email for this advising you on the failure reason.
- On your Tungsten portal home screen, you can easily find any failed invoices, under the section **“For your attention”** -> **View All** (below, **shown in red**; bottom right corner of the screenshot):



Type	Count	Date	Customer	
Failed invoices	2			View All
Received POs	38			View All

- You can view the specific failed invoice details by clicking on View details:

Document type	Document number	Document date	Customer	Amount	Submission date	Latest update	Status	View details	
Invoice	4500551176T1	2/27/2020		3762.77	2/27/2020	2/27/2020	Failed		
Invoice	4500556372T1	2/27/2020		6837.54	2/27/2020	2/27/2020	Failed		

Navigation: K < 1 > | Page size: 10 | Displaying page 1 of 1, items 1 to 2 of 2

UNTRACK

- Information about the failure reason with an option to highlight the error on the invoice itself is present once you go to **View Error**. Otherwise go straight to **Reactivate Invoice**.



Status:
Failed

The PO number referenced in your invoice does not exist in the Tungsten Network database. Please either correct the PO number, or if it is correct, please contact your customer to confirm the PO is communicated to Tungsten.

Comment
No payment status comments at this time

Status date:
27 February 2020

UNTRACK

VIEW ERROR

RAISE A TICKET

REACTIVATE INVOICE

BACK

- Once the failed invoice has been reactivated successfully, you can correct the relevant information and resubmit it, by going to **Invoices -> Create Invoice -> Saved invoices -> Edit**:

- Home
- Invoices
- Create invoice**
- Template management
- Invoice status
- Purchase Orders
- Customers
- Reports
- Early payment

Create invoice

Create or update a new invoice or credit note

New invoice

Customer*
Please select

Select option*

New invoice

Invoice number* ✔

CREATE

Tungsten Network transactions



28

[Purchase history](#)

[Purchase more invoices](#)

Saved invoices

Invoice number	Buyer name	Gross amount	Saved date	Edit	Delete
4500551176T1		3762.77	about a minute ago	✎	✕
Test_Mohawk_CreditNote		0.00	about 4 hours ago	✎	✕
Test_Mohawk_Invoice_1		0.00	about 5 hours ago	✎	✕

- The process will trigger the standard Tungsten template for invoice submission and once the relevant invoice data corrections have been made, please click on the **SEND** button to resubmit.

Summary

		Invoice (\$)
	Total net	3,762.77
	Total tax	0.00
		Undo changes
	Total gross	3,762.77

SAVE AS TEMPLATE

SAVE

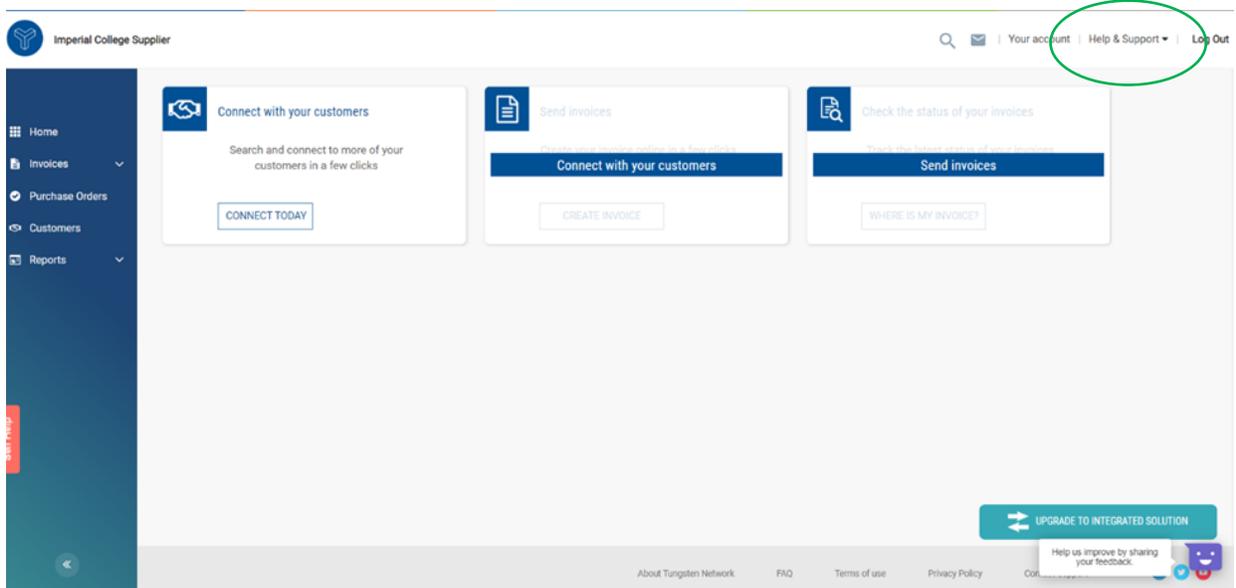
PREVIEW

SEND

Page | 25

11. Checking your supplier “AAA” number

- Your Tungsten account number is your unique identifier in Tungsten. To find it, please go to “Help&Support”. On the left side under “Useful information” you will be able to find your account number starting with AAA.



- Your Tungsten account number starts with AAA and followed by 9 digits. This can be seen in the bottom left section “Useful Information”.



TUNGSTEN NETWORK
Trusted connections. Streamlined transactions.

Help & support home

- [Getting started: Video tutorials](#)
- [Upcoming help & support webinars](#)
- > [Invoicing](#)
- > [My account](#)
- [Purchase orders](#)
- > [Customers](#)
- > [Reporting](#)
- [About Tungsten Network e-Invoicing](#)

Useful information

Your administrator is:
imperialcollegesupplier@gmail.com

It is useful to have your TN number(s) to hand when you contact our support team.
AAA912980190 - Web Form

Help & support home

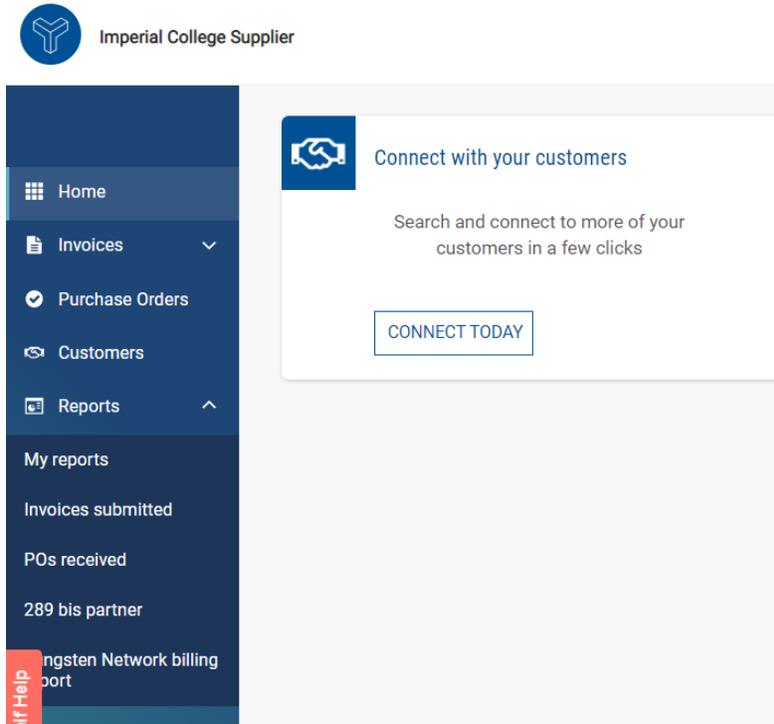
Learn more about the Tungsten Network portal, its functionality and services by brows the search tool. If you still can't find what you're looking for, please raise a support req

Browse or search for help and support for all your e-Invoicing tasks.

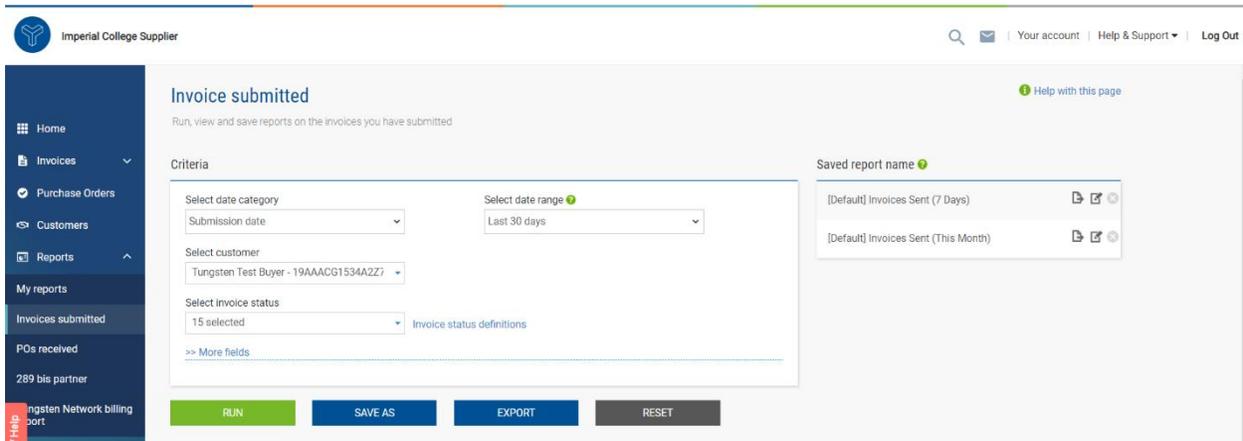
- [Getting started: Video tutorials](#)
If you're a new user, our short videos will help you get started.
- [Upcoming help & support webinars](#)
Upcoming help & support webinars
- [Invoicing](#)
All the information you need to work with invoices and check their status.
- [My account](#)
We show you how to update your profile details, company information, contact and user details, and work with your messages, alerts and invoice information.
- [Purchase orders](#)
If you're working with purchase orders, we can help you.
- [Customers](#)
Tips and guidance on managing your customer contact information.

12. Pulling reports

- In order to pull a report showing the invoices submitted, from the Home page of the portal go to **Reports -> Invoices submitted**.



- In case you need a specific report based on the criteria selected, you will be able to run this customized report at any time in the future based on the specifics you have configured. You can find all the saved reports in the menu "My reports".



- You can then select the relevant criteria settings with additional fields present, once you click on More Fields.

Imperial College Supplier

- Home
- Invoices
- Purchase Orders
- Customers
- Reports
- My reports
- Invoices submitted
- POs received
- 289 bis partner
- Tungsten Network billing report
- Self help

Criteria

Select date category

Select date range ?

Select customer

Select invoice status

 [Invoice status definitions](#)

<< Less fields

Select currency

Gross amount

Select invoice type

Invoice number

PO number

Select report content ?

RUN
SAVE AS
EXPORT
RESET

- Once you RUN the report, you can Export it.
- The same process applies to the report showing POs received:

- Home
- Invoices
- Purchase Orders
- Customers
- Reports
- My reports
- Invoices submitted
- POs received
- 289 bis partner
- Tungsten Network billing report
- Early payment

POs received

View, save and run reports on the purchase orders you have received.

Criteria

Select PO date

PO number

Select Tungsten Network accounts

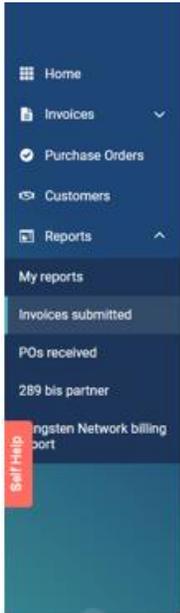
Select report content ?

Customer Name

PO status

RUN
SAVE AS
EXPORT
RESET

13. Additional help



- Please be aware that you can always find useful tips for a given page, when clicking on the " ? " when available.
- You can also use the "Self Help" – shown below in orange. This would provide you with step-by-step guidance when needed.

14. Contacting Tungsten Supplier Support team

*****Before contacting Tungsten supplier support team, please review this E-invoicing Guide as it contains the answer to almost all questions you might have when it comes to the usage of the Portal. *****

- Raise a ticket via Tungsten portal (Help & Support -> Create Ticket). You will receive a system notification when a support agent has provided an update in the ticket. Please, **DO NOT** respond to the email notification. You need to log in the portal and provide your response/update in the relevant ticket.
- Call Tungsten support team at the respective dedicated line for your country. It is highly recommended to have a ticket raised beforehand and provide it as a reference to the support agent when you call Tungsten support line. You can find a list with all the applicable helpdesk lines at <https://www.tungsten-network.com/resources/support/local-numbers/>. When calling customer support, you will be asked to provide your Tungsten account number.



**Imperial College
London**