

REGISTERING AND CONNECTING ONTO TUNGSTEN NETWORK

Dear Valued Supplier,

Please find below useful information about **FAQs** related to submitting your electronic invoices to Sopra Steria via Tungsten Network:

- **Learn more about Sopra Steria e-invoicing initiative with our partner Tungsten Network by visiting [Sopra Steria e-invoicing microsite](#)**
- **Understand more about Tungsten Network enrolment options applicable pricing and registration process:**
 - [Web form](#)
 - [Integrated Solution](#)
- **How to contact Tungsten Network Sales team?** - Please call any of the [local phone numbers](#), then press **option 1** from the automatic menu.
- **[How to REGISTER on Tungsten Network?](#)**
- **[How to LOG INTO Tungsten Network portal?](#)** – After you have completed your registration, please use this link to log into Tungsten Network portal
- **CONNECT with Sopra Steria**

The Sopra Steria Group is made up of the following companies: Sopra Steria Limited (AAA741317309), Shared Services Connected Ltd (AAA663382240), NHS Shared Business Services Limited (AAA566600987). Please take note of which you have been approved to trade with.

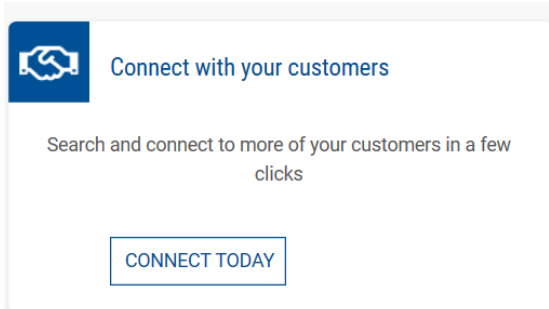
- **N.B Very Important** before **CONNECTING**

Please be clear which Sopra Steria companies you are about to trade with or request a confirmation email from ProcurementCentralBackOffice@soprasteria.com. Wrong Connection may result in subsequent delay in invoice payment.

- **Making a CONNECTION**

- After you have Registered your account, in order to start submitting transactions to Sopra Steria, you should request to CONNECT with the respective Sopra Steria account following the below steps:

- Please log into your [Tungsten Network](#) portal account
- Click on “*Connect Today*” and search for Sopra Steria by name, VAT number or Tungsten AAA account number (AAAXXXXXXXXX) listed above.




- Enter your Sopra Steria vendor code number (optional) and upload a supporting document which will enable our Accounts team correctly identify your company. Examples of supporting documents include:

- A formal document containing your VAT or Company registration number
- An image of a previous invoice to Sopra Steria
- An image of previously received Purchase Order from Sopra Steria

You've selected **Shared Services Connected Ltd.**

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 
Shared Services Connected Ltd <small>Three Cherry Trees Lane, Hemel Hempstead , HP2 7AH</small>	AAA663382240	GB171798078	<u>Optional</u>

- Once you submit your request, it will be sent directly to Sopra Steria for their approval. Upon completion of Sopra Steria verification process, you will receive confirmation that the connection has been set up or provided additional details are required.

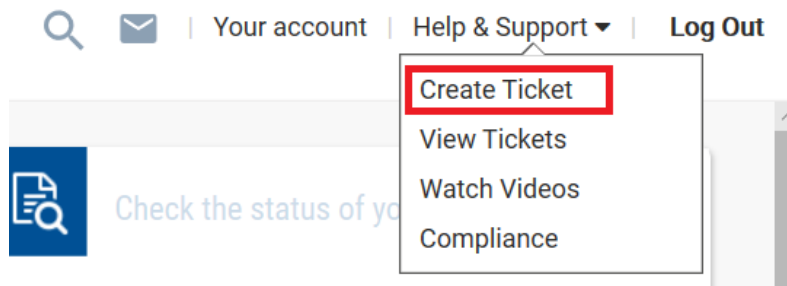
- **How to receive support in case of a query?**

1. Visit [Tungsten Network Support Hub](#) which includes the following useful information on:

- FAQs
- Video tutorials
- Raising a support ticket

2. Contact **Tungsten Network support team**:

- By **raising a ticket** from your Tungsten Network portal. Please log into your Tungsten account, go to section **Help and Support** → **Create a ticket**



- By **calling** on any of the [local support phone numbers](#)