



What are the basic rules for a smooth invoicing?

To ensure your invoices are processed and approved as quickly as possible, please take extra care to adhere to the following rules:

General principles:

NO more paper invoice:

- As soon as you are ready to transact, **DO NOT** send paper invoices/credit notes anymore. Process your invoices/credit notes through Tungsten network
- Don't send paper invoices in addition to your e-invoices (as it will generate a duplicate, both the e-invoice and the related paper invoice will be blocked)

Maintain your Tungsten Master data with up-to-date data:

- Any change to your basic data (like Company name, VAT/Tax n°, Bank details, address,...) **MUST BE**
 - **FIRST** sent to our GSK Vendor management team (Vendor-Finance@GSK.com)
 - **THEN** updated in your Tungsten master data

You are responsible for issuing your invoices with accurate, compliant and up-to-date data! (Ensure that your Tax data is correct and up-to-date)

Purchase orders:

- **NO** purchase order = No payment
- In addition to the official Purchase order sent by Email or fax, Purchase orders are sent on Tungsten Network portal in order to allow e-invoicing and follow-up.
- We won't accept invoices **WITHOUT** a valid Purchase order number. (Purchase order number is a mandatory field when creating your invoice. Your invoice will be validated by Tungsten at creation and if the Purchase order number is not valid, you will be advised by email that the submission of your invoice has failed and you will have to correct and reprocess your invoice)
- If a Purchase order is missing on Tungsten portal, please contact [GSK Biologicals call center](#)

Invoices:

If you have any concerns or questions regarding "HOW TO" create an invoice, please [ONLY contact TUNGSTEN NETWORK support line](#). Tutorials are also available on [Tungsten Network portal](#)



- When creating your invoice, ensure that Purchase order number is always 10 digits long. If the Purchase order number you received is shorter, apply leading Zero, otherwise the submission of your invoice will fail (e.g. 123456 must be entered as 0000123456)
- One invoice must refer to one and only one Purchase order
- Each invoice item must refer to the correct GSK purchase order item number.
- Invoice item unit of measure should be the same as the unit of measure of the referenced purchase order item
- Any invoice that doesn't match the delivery or service you provide will have to be corrected by issuing a credit note. If the error is from a wrong input while creating your invoice/credit note (Web form only) meaning that the Tungsten invoice/Credit note is different from the invoice/credit note you issued from your accounting system, please contact GSK for guidelines

TIPS: by converting your PO into an invoice, you will speed up the creation and ensure that data is accurate (like PO number, PO item number, Unit of Measure,...). Nevertheless, in any case, check quantities, unit price, gross amount and net price. Refer to Tutorials available on [Tungsten Network portal](#).

Tax compliance:

- As soon as you are registered to the Tax authorities, your tax/VAT number(s) must be available on your e-invoice (Please direct your enquiries to Tungsten support line for assistance for the maintenance of your Tax/Vat data)
- If you are a supplier registered in Europe, the VAT number of the GSK Biological entity must be available on the e-invoice.
- In the context of goods purchase-orders issued by GSK Biologicals SA (Belgian company) with deliveries required at our local warehouses outside of Belgium (Germany, France, Canada, USA, Hungary, Singapore) our local VAT number and warehouse address must be included on any invoices you issue, allowing you to apply local tax and be tax compliant.
- You are billing our [Marietta, PA, USA site](#) (Client #AAA697557171): For PA Sales & Use Tax purposes, all PO's issued through the Marietta, PA site require invoice detail and/or original invoice be attached to your Tungsten invoice submissions. We also encourage you to add comments regarding dates of service if not present in the detail provided.
- You are billing our Canada site (Client #AAA807700687): Your tax registration numbers for GST/HST and QST/PST must appear on your Tungsten invoice in their designated fields. GST/HST and QST/PST values must appear separately on your Tungsten invoice.

Invoice status and approval:

GSK Vaccines provides online updates on the progress of your electronic invoice. Please view the status of your invoice through your TUNGSTEN Portal account. This eliminates the need for you to



contact GSK Vaccines Finance Services either by phone or email. Moreover a supplier statement is sent to you every two weeks.

- All our Service invoices require an internal approval by the requester before payment. You are able to follow the status of your invoices on Tungsten portal
- Invoice with a different price from the purchase order comes to an exception and cannot be paid until a credit note is received or price mismatch approved by the requester. Once again, you are able to follow the status of your invoices on Tungsten portal
- An invoice with status “Approved” will be paid in the next payment run (according to due date)

Attachments:

- Attachments must be in PDF format
- ALL additional documents (Timesheets, worklist, detailed documentation,...) requested by the requester of the purchase MUST be attached to the invoice before submitting your invoice. (Tungsten help desk will guide you on this task)
- For any attachment, the PDF must comply with the following rules:
 - Do not lock your PDF file with a password. This prevents Tungsten to send us the file.
 - Do not encrypt or “Write-protect” your PDF files (full permission is required).
 - Make sure not to attach corrupted files.
 - Do not attach files saved in different PDF versions to the same invoice.
 - Make sure that your PDF file allows assembly.
 - Do not use too many characters in file-name (maximum 45).
 - Do not manually rename a file to “.PDF” when in fact it isn’t a PDF.
 - Avoid spacing and special characters in the file name.

Kind Regards,
Finance Services