

# e-Invoicing and an overview of your options

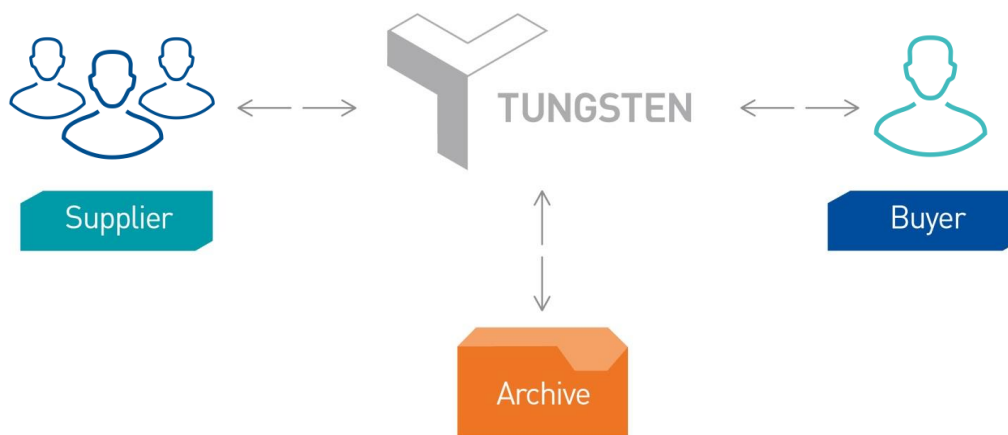
## Join the Tungsten Network and benefit from:

- **Secure and guaranteed invoice delivery:** no more paper invoices getting lost in the mail
- **On-time payment:** your customers can process your invoices faster
- **No more delays:** invoices cannot be sent with missing information, cannot land on the wrong desk and do not need manual intervention
- **Secure online connection:** send invoices easily with no need for additional software or hardware
- **24/7 access and reporting:** enjoy higher processing transparency and better cash-flow management
- **Tax compliance:** we enable compliant e-Invoicing
- **Easy and cost-efficient** invoicing at any time

Tungsten offers two primary methods for sending invoice and credit transactions. You can either send a data file directly to the Tungsten Network using our Integrated Solution or create invoices online using the Web Form through the Portal.

This document explains how e-Invoicing works and the options available to you.

## How it works



By checking invoices for duplicates and ensuring they contain the information required by your customer, we ensure automated, straight-through processing and enable on-time payment. Through the Portal you have access to the invoice archive and a number of reporting functions.

Please read this document thoroughly before deciding whether **Integrated Solution** or **Web Form** submission through the Portal is the best option for your company.

## 1. Integrated Solution: sending an extracted data file

The Integrated Solution gives you a fully automated process where invoice data is extracted directly from your billing system and delivered directly into your buyers' finance systems. This means:

- We process invoices in any consistent data file format and handle the data transformation based on your customers' requirements
- No need to install additional software or hardware
- You can send one consolidated data file for all your invoices
- Once on the network, you can easily connect and send invoices to other customers

## Costs for the Integrated Solution

Every Integrated Solution account receives **520 free invoice transactions** per year. Once you have used these transactions, the prices below will apply. We will replenish the free invoices back to 520 on your renewal date.

Annual membership	£900*
1-520	Free
Per invoice transaction costs for additional invoices	
1 – 20 invoices per month	£0.69
21 – 250 invoices per month	£0.57
251 – 1000 invoices per month	£0.42
1001 – 5,000 invoices per month	£0.31
5001 + invoices per month	£0.23

\* Buyer connection fees will apply. The annual fee covers the creation and maintenance of your account for a single tax entity. Please note: transactions are charged on a monthly basis according to volume.

## Getting started with the Integrated Solution

Once your customer invites you to join the Tungsten Network, one of our onboarding experts will walk you through the registration process.

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## 2. Web Form: sending electronic invoices using the Portal

The Web Form is designed for companies who send a low volume of invoices to their customers each year. The Portal offers you a secure connection and guarantees delivery of your invoice to your customers within hours, which allows them to process your invoice and pay you promptly.

### Costs for the Web Form

Once registered, all new suppliers using this option automatically receive 52 free transactions. At the end of your first anniversary (one year after registration), we will replenish your account, at no charge, back to 52 free invoices for you to use during the next 12 months.

If you use all 52 free invoices and need more during this 12-month period, you will be required to purchase additional transactions (minimum 25 invoices), priced at £1.50 per invoice. You can purchase transactions as you need them. Any unused, paid-for invoice transactions will expire 12 months from the date of purchase. If you have paid credit on your account you will still receive 52 free invoices at each anniversary

#### Annual per-invoice transaction costs

1 – 52 invoices per year	Free
Each invoice (minimum purchase of 25)	1.50£

\* Payment options: You can pay by PayPal or credit card. We accept Visa, MasterCard and Visa Debit. You can also pay by direct debit.

### Getting started with the Web Form submission through the Portal

As part of your invitation to join the network, you will receive an email with instructions on how to register. Once your registration is complete, we will send you your login credentials by e-mail so you can start sending electronic invoices via the Tungsten Network.

For more information on Tungsten, e-Invoicing and the options available to you, visit [www.tungsten-network.com](http://www.tungsten-network.com) or email us at [info@tungsten-network.com](mailto:info@tungsten-network.com).