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Convert purchase orders into invoices



Dear Supplier, this guide was designed to show you how easy it is to submit invoices and credit notes by utilizing the PO Convert method via the Tungsten Network portal.

To begin, click **“Purchase Orders”** located in the main menu bar at the left side of the page.

The screenshot displays the Tungsten Network portal interface. At the top left, there is a logo for 'TN Supplier Test'. On the right side of the top bar, there are navigation links: a search icon, an envelope icon, 'Your account', 'Help & Support', and 'Log Out'. A dark blue sidebar menu is on the left, containing 'Home', 'Invoices', 'Purchase Orders' (highlighted with a red border), 'Customers', and 'Reports'. The main content area features three white cards with blue headers and buttons. The first card is titled 'Connect with your customers' and includes a 'CONNECT TODAY' button. The second card is titled 'Send invoices' and includes a 'CREATE INVOICE' button. The third card is titled 'Check the status of your invoices' and includes a 'WHERE IS MY INVOICE?' button.

The “**Purchase orders**” page gives you the ability to search for purchase orders that have been delivered to Tungsten Network from your customer. You can manage your purchase orders by moving them to a different status within the “**My PO summary**” section. Updating the status of your purchase order allows you to confirm which purchase orders are open, closed, rejected or archived. When your purchase order is newly created or updated by your customer, it will appear in the new or pending status. Tungsten Network will send an email confirming the purchase order is available in the portal under the “**My PO summary**” section. After reviewing the email, you are ready to begin.

Select account
Sofia Office Test Account

Criteria

Customer
ALL

PO number

Status
Please select PO status definitions

PO conversion status
All

Select PO date range
Please select

My PO summary

New	0
Pending	0
Accepted	0
Rejected	0
Archived	0

Refresh PO summary
Check this option to refresh the PO summary when performing a search. Please note that checking this option might make your search slower.

Please search for your purchase order on the left side of the screen. Prior to completing the search, please ensure to select your customer or customers from the drop down menu. Once the report is run, all purchase orders in the status selected will be shown at the bottom of the page. You also have the ability to select the blue hyperlinked text available under **“My PO summary”** section. Once a selection is made, all purchase orders in the selected status will appear at the bottom of the page.

Criteria

Customer
ALL

PO number

Status
Please select PO status definitions

PO conversion status
All

Select PO date range
Last 30 days

GET MY POs

My PO summary

New	0
Pending	0
Accepted	0
Rejected	0
Archived	0

Refresh PO summary
Check this option to refresh the PO summary when performing a search. Please note that checking this option might make your search slower.

Select the purchase order by clicking the blue link located on the left side of the page next to the purchase order number. It's important to review the purchase order details prior to accepting your purchase order. If the purchase order contains invalid or missing information, it may be best to reject the purchase order and notify your customer. If the purchase order has been fulfilled and no longer will be used, move the purchase order to the archived status. If all purchase order details are valid, click **“Convert PO”**.

Select	PO number	PO date	Customer	Status	Version	First line description	Lines	Invoices	Net value	
+	000800000	2/9/2015	Dana Farber Cancer Institute	Accepted	0	NextSeq™ 500 High O...	1	0		Preview

Page size: 10 | Displaying page 1 of 1, items 1 to 1 of 1

PO Convert #BMM043815-2

Current Status: **Accepted**

PO Line Details

Line	Part code	Description	Qty	UoM	Unit price	Net amount
1	INSP3212	2.4 GHZ, 2GB SDRAM	6.000	Each	1,249.00000	7,494.00
2	MON-20243	21 Inch Monitor	8.000	Each	399.00000	3,192.00
3	OFF-3212	Color Laserjet Printer	10.000	Each	499.00000	4,990.00

General text

Invoice details No Partial Shipments

	Net amount
Number of lines	3
Net total	£ 15,676.00
Total tax	£ 3135.20



www.tungsten-network.com

REJECT PO

ARCHIVE PO

CONVERT PO

PREVIEW

BACK

The “**Invoice number**” field allows entry of your invoice or credit note number. Once your document’s number has been entered, tick the box located next to Net amount. This will allow you to select the PO line items you would like to include in your electronic invoice or credit note. Partial billing is accepted; please adjust the quantity only as the unit price has been fixed and should not be changed. Tungsten Network processes invoices submitted by users that span the globe. It’s important to ensure tax is referenced on your invoice correctly. If operating in a region where tax is referenced at the line item level, please select the tax type from the drop menu. Next, enter the tax amount. If operating in a region where tax is referenced at the summary level of the invoice, you will have the option to enter the tax amount prior to previewing and submitting your invoice. Tungsten Network allows you to submit invoices against the same purchase order. Please ensure to use a unique invoice or credit note number for each submission. Click “**Create invoice**” once all PO line items have been selected.

PO Convert #BMM043815-2 Help with this page

Create invoice

Enter invoice number*
INV0123

Select PO line items to use

Apply tax code to selected items
VAT at 5%

APPLY TO SELECTED ITEMS

No	Part code	Description	Qty	UoM	Unit price	Net amount	Qty	Unit price	Tax rate
1	INSP3212	2.4 GHZ...	6.000	Each	1,249.00000	7,494.000 <input checked="" type="checkbox"/>	6.000	1,249.000	VAT at 5%
2	MON-20243	21 Inch ...	8.000	Each	399.00000	3,192.000 <input checked="" type="checkbox"/>	8.000	399.000	VAT at 5%
3	OFF-3212	Color La...	10.000	Each	499.00000	4,990.000 <input type="checkbox"/>			Please select

BACK **CREATE INVOICE**

Please confirm that you have selected the correct purchase order line items to be included in your invoice or credit note. If not, please click “**Back**”. If all information shown is valid, click “**Confirm**” to proceed to the final page.

PO Convert #BMM043815-2

 Help with this page

Create invoice

Invoice number
INV0123

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	2.4 GHZ,...	6.000	Each	1,249.00000	5.00	374.70	7,494.00	7,868.70
2	21 Inch ...	8.000	Each	399.00000	5.00	159.60	3,192.00	3,351.60

Summary

No. of lines	2
Sub total	GBP 10,686.00
Total tax	GBP 534.30
Net total	GBP 11,220.30

BACK

CONFIRM

Please enter your name, phone number and email address in the “**Your details**” section. Next, enter the name, phone number and email address for your customer in the “**Who you are invoicing**” section. Tungsten also gives you the ability to save contact details within the “Create invoice” page. Please click the blue circle located in the “**Your details**” and “**Who you are invoicing**” sections. Once contact details have been entered, please exit out of the text box to continue

Your details	Invoice details
<p>Your name ⓘ Elise Sedgewick</p> <p>Your tel (978) 448-6562</p> <p>Your email adams1@aol.com</p>	<p>Invoice number* INV01222 ⓘ</p> <p>Document type Invoice ▾</p> <p>Invoice date* ⓘ 11/08/2017 ⓘ</p> <p>Tax point date* ⓘ ⓘ</p> <p>Advance payment date ⓘ ⓘ</p> <p>Payment due date ⓘ ⓘ</p> <p>Delivery date* ⓘ ⓘ</p> <p>Currency* ⓘ Pound Sterling ▾</p> <p>Purchase order (PO) number ⓘ BMM042815-2</p>
<p>Adams Office Supplies (UK) 4 St. James' Street Newcastle Upon Tyne NE1 4ST UNITED KINGDOM</p> <p>VAT registration number GB665501132</p> <p><input type="checkbox"/> Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.</p>	
<p>Who you are invoicing</p> <p>Name ⓘ Lloyd Wright</p> <p>Tel 608-453-5986</p> <p>Email l.wright@bandm.com</p>	
<p>Tungsten Network - Demo Account 1040 Crowne Point Pkwy Suite 350 Atlanta GA 30338 UNITED STATES</p> <p><input type="checkbox"/> Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.</p> <p>⊖ Click here for additional header fields such as Delivery/GRN number, Cost centre etc</p>	

If the shipping location is different from the invoice from or invoice to location, please enter the correct shipping details in the appropriate fields. If you are not shipping products, please bypass this section. To enter shipping information, tick the box. To add a shipping address to your profile to be used for future submissions, please click the blue circle located next to the “**Company name**” field. Once shipping details have been entered, please exit out of the text box to continue.

Your details		Invoice details	
Your name	<input type="text" value="Elise Sedgewick"/>	Invoice number*	<input type="text" value="INV01222"/>
Your tel	<input type="text" value="(978) 448-6562"/>	Document type	<input type="text" value="Invoice"/>
Your email	<input type="text" value="adams1@aol.com"/>	Invoice date*	<input type="text" value="11/08/2017"/>
Adams Office Supplies (UK) 4 St. James' Street Newcastle Upon Tyne NE1 4ST UNITED KINGDOM		Tax point date*	<input type="text"/>
VAT registration number GB665501132		Advance payment date	<input type="text"/>
<input type="checkbox"/> Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.		Payment due date	<input type="text"/>
		Delivery date*	<input type="text"/>
		Currency*	<input type="text" value="Pound Sterling"/>
		Purchase order (PO) number	<input type="text" value="BMM043815-2"/>
Who you are invoicing			
Name	<input type="text" value="Lloyd Wright"/>		
Tel	<input type="text" value="608-453-5986"/>		
Email	<input type="text" value="l.wright@bandm.com"/>		
Tungsten Network - Demo Account 1040 Crowne Point Pkwy Suite 350 Atlanta GA 30338 UNITED STATES			
<input type="checkbox"/> Click here if the 'Ship to' details are different from 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			
Bill of lading	Account code	Notes to your customer	

Please expand the **Additional header** field if additional header information is required by your customer. Once details such as bill of lading, delivery note number and cost centre have been entered, please move to the next section

Who you are invoicing

Name ?
Lloyd Wright +

Tel
608-453-5986

Email
l.wright@bandm.com

Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338
UNITED STATES

Click here if the 'Ship to' details are different from 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](#)

Bill of lading ? <input type="text"/>	Account code ? <input type="text"/>	Notes to your customer ? <input type="text"/>
Delivery note number ? <input type="text"/>	Cost centre ? <input type="text"/>	
Payment reference <input type="text"/>		

Advance payment date ?

Payment due date ?

Delivery date* ?

Currency* ?
Pound Sterling

Purchase order (PO) number ?
BMM043815-2

It's important to update your invoice date, payment due date and delivery date by selecting the calendar located in the **“Invoice details”** section. This will ensure your date is in the correct format upon submitting your invoice. Some regions of the world require a tax point date. If operating in one of these regions, you will be required to reference this mandatory data in the **“Tax point date”** field. Your currency and purchase order number should not be changed. The invoice or credit note will be validated against the purchase order details available in the Tungsten Network system. If header and line level details do not match the purchase order data, your invoice is subject to rejection by Tungsten Network.

The image shows a web form for creating an invoice, divided into three main sections: 'Your details', 'Who you are invoicing', and 'Invoice details'. The 'Invoice details' section is highlighted with a red border. The form includes various input fields for names, addresses, contact information, and dates, along with dropdown menus for document type, currency, and purchase order number. There are also checkboxes for shipping details and a link for additional header fields.

Your details	
Your name ⓘ	Adams Office Supplies (UK)
Elise Sedgewick ⓘ	4 St. James' Street Newcastle Upon Tyne NE1 4ST UNITED KINGDOM
Your tel	VAT registration number GB665501132
(978) 448-6562	<input type="checkbox"/> Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.
Your email	
adams1@aol.com	

Who you are invoicing	
Name ⓘ	Tungsten Network - Demo Account
Lloyd Wright ⓘ	1040 Crowne Point Pkwy Suite 350 Atlanta GA 30338 UNITED STATES
Tel	<input type="checkbox"/> Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.
608-453-5986	
Email	
l.wright@bandm.com	

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

Invoice details		
Invoice number* ⓘ	INV01222 ⓘ	
Document type	Invoice ▾	
Invoice date* ⓘ	11/08/2017 ⓘ	
Tax point date* ⓘ	ⓘ	
Advance payment date ⓘ	ⓘ	
Payment due date ⓘ	ⓘ	
Delivery date* ⓘ	ⓘ	
Currency* ⓘ	Pound Sterling ▾	
Purchase order (PO) number ⓘ	BMM043815-2 ⓘ	

Bill of lading ⓘ	Account code ⓘ	Notes to your customer ⓘ
ⓘ	ⓘ	ⓘ

If submitting a credit note, it's important to ensure your document type states "**Credit note**". If not, please select "Credit note" from the drop down menu under documents type located in the "**Invoice details**" section. Once "**Credit note**" has been selected, please ensure to provide the original invoice number, date and reason for your credit note submission. The "**Invoice items**" section does not accept negative values in the quantity or unit price fields. In other words, the system will not allow the entry of negative signs. When the line items are saved, the document will be treated as a credit note. The gross amount will not reflect a negative value.



Your details

Your name  Adams Office Supplies (UK)
Elise Sedgewick 
4 St. James' Street
Newcastle Upon Tyne
NE1 4ST
UNITED KINGDOM

Your tel (978) 448-6562
Your email adams1@aol.com
VAT registration number GB665501132


Click here if the 'Ship from' details are 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  Tungsten Network - Demo Account
Lloyd Wright 
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338
UNITED STATES


Tel 608-453-5986
Email l.wright@bandm.com


Click here if the 'Ship to' details are different from 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


Invoice details



Credit note number
INV01222 



Document type
Credit Note 



Original invoice number* 

Original invoice date 
 

Credit reason* 

Invoice date* 
03/08/2017 

Tax point date* 
04/08/2017 

Advance payment date 
05/08/2017 

It's important to note again, line items details should not be modified. These details were provided to Tungsten Network by your customer. These Good or Service lines can only be modified to provide additional information and/or a date range. For example, work performed between January 1st and January 15th. It's best to follow standard invoicing practices when referencing line item discounts and/or entering additional information at the line item level

Invoice items				
Item	Quantity / Unit	Price	Line amount	Total
01 INSP3212 - 2.4 GHZ, 2GB SDRAM	6 / Each	1,249.00000	7,494.00	7,868.70
02 MON-20243 - 21 Inch Monitor	8 / Each	399.00000	3,192.00	3,830.40

ADD

Invoice items

Line item type ?
Goods

Product code ? INSP3212 Product description ? 2.4 GHZ, 2GB SDRAM + Unit* ? Please select + Quantity* 6.000 Price* ? 1,249.0000

Tax type* VAT at 5% Tax amount ? 374.70

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

PO number ? PO line number ? 1 Additional information ?

Delivery note number ?

Delivery start date Delivery end date


Discount ? 0.00

Discount % ? 0.00

Adding Special Line items are allowed. Special line items are not listed on your purchase order. If you feel an additional normal line item should be added to your purchase order, contact your customer directly. Request that your PO is updated and resent to Tungsten Network. Once your purchase order has been updated, it will be available under “**Pending**” in the “**My PO Summary**”. If you would like assistance with updating your purchase order, please create a support ticket via the Help & Support page. Please remember to add your attachment prior to submitting your invoice or credit note. Please do not attach an additional copy of an invoice. Attachments should be used for supporting documentation only needed to approve your invoice.

Additional information


Attachments

File types we accept 

Your customer allows a maximum of 8 attachments.
The maximum file upload size is 12 MB.

Withholding tax

"Remit to" details

"Remit to" address 422 Bridge Street Glen Park Cambridge RD9 3CQ IRELAND	"Remit to" bank  Bank name: Halifax Sort code/BIC: Bank account number: 12345678 Account name: Ravi Limited Manage default settings
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The invoice summary contains the net, tax and gross. If you are in a region of the world where tax is referenced at the line level, tax type and amount were entered after the purchase order was accepted. If you are located in the region of the world where tax is referenced at the summary level only, please enter the full invoice or credit note tax amount at this time. Please **“Preview”** prior to submitting your invoice or credit note.

As you can see, converting your purchase order via **“My POs”** page is very easy. You are encouraged to use the Help & Support page if you need assistance navigating the Tungsten Network portal or are experiencing a technical issue using the site.

"Remit to" details

"Remit to" address 422 Bridge Street Glen Park Cambridge RD9 3CQ IRELAND	"Remit to" bank ⓘ Bank name Halifax Sort code/BIC Bank account number 12345678 Account name Ravi Limited Manage default settings
--	--

Summary

	Invoice (£)
Total net	10,686.00
Total tax	1,013.10
Undo changes	
Total gross	11,699.10

**For more information, and
to view more videos,
please visit:**

- **Help & Support section**
or
- **[Tungsten Network Support Hub](#)**

