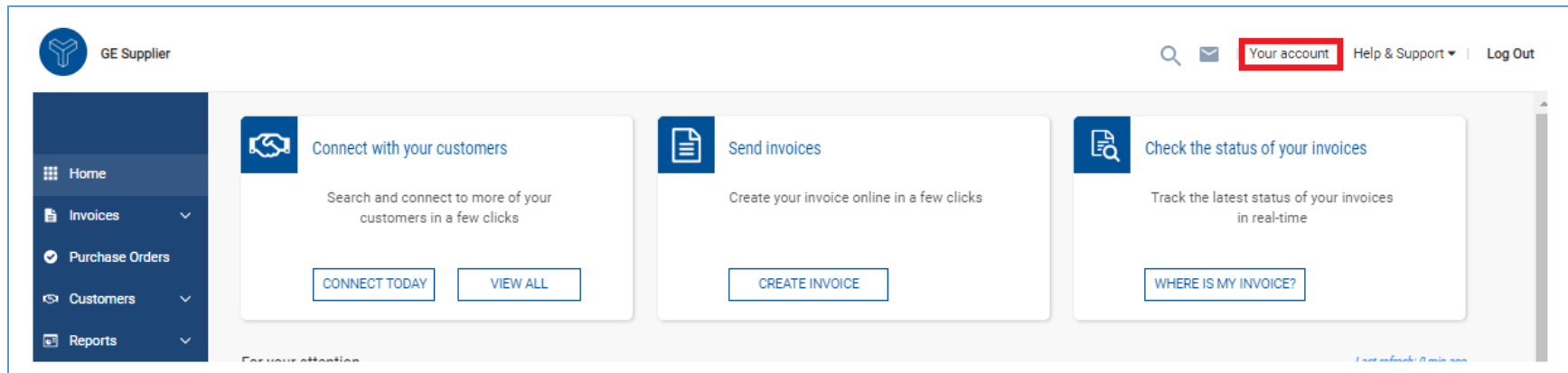


## HOW TO ADD TAX TO YOUR INVOICES – CANADIAN SUPPLIERS

Canada-Based suppliers need to ensure that they have set up all their tax codes on the Tungsten Network portal.

1. Log on to the Tungsten Network Portal at [www/tungsten-network.com/login](http://www/tungsten-network.com/login)
2. To enter tax as a Canadian supplier you must have your Canadian Tax rates set in your account. To do this click on 'Your account' on the top right hand side of the page



The screenshot displays the Tungsten Network portal for a GE Supplier. The top navigation bar includes a search icon, an email icon, a red-bordered button labeled "Your account", and links for "Help & Support" and "Log Out". The left sidebar contains a menu with "Home", "Invoices", "Purchase Orders", "Customers", and "Reports". The main content area is divided into three sections: "Connect with your customers" (with "CONNECT TODAY" and "VIEW ALL" buttons), "Send invoices" (with a "CREATE INVOICE" button), and "Check the status of your invoices" (with a "WHERE IS MY INVOICE?" button).

### 3. Select Tax rates under the Invoice Information section

Your Company

<p>Company information</p> <ul style="list-style-type: none"><li>- Update company details</li><li>- Manage security settings</li><li>- Upload a company logo</li><li>- Your Tungsten account</li><li>- Purchase Tungsten Network transactions</li></ul>	<p>Contacts</p> <ul style="list-style-type: none"><li>- View and manage your contacts</li></ul>
<p>Users</p> <ul style="list-style-type: none"><li>- View your users and their rights</li></ul>	<p>Alerts &amp; notifications</p> <ul style="list-style-type: none"><li>- Support ticket alerts</li><li>- Invoices</li></ul>
<p>Invoice information</p> <ul style="list-style-type: none"><li>- Product information</li><li>- Tax rates</li><li>- Ship from details</li><li>- Remit details</li><li>- Static data</li><li>- Units of measurement</li></ul>	

4. Click on add new VAT code

Registration number	Description	Edit	Delete
No records found.			
<a href="#">ADD NEW VAT CODE</a>			

5. Select the tax category and enter the tax registration number applicable to the category. Click Save

### Tax rate

Your account > Invoice information: Tax rates

Select account

GE Supplier - N/A\_PLACEHOLDER - AAA363494402

#### Add New VAT Code Details

Tax registration number	<input type="text"/>
Tax code type	<ul style="list-style-type: none"><li>Goods and Services tax</li><li><b>Goods and Services tax</b></li><li>Provincial Sales Tax</li><li>Retail Sales Tax</li><li>Harmonised Sales Tax</li><li>Quebec Sales Tax</li></ul>

[SAVE](#) [CANCEL](#)

- Click Add New VAT Code to add another tax rate to your account if applicable. Repeat these steps until you have added all your applicable tax codes to your account

**Tax rate** Help with this page

Your account > Invoice information: Tax rates

✔ VAT codes updated successfully.

Select account

GE Supplier - N/A - AAA363494402

Registration number	Description	Edit	Delete
PST1234-5678	Provincial Sales Tax		

ADD NEW VAT CODE

**Tax rate** Help with this page

Your account > Invoice information: Tax rates

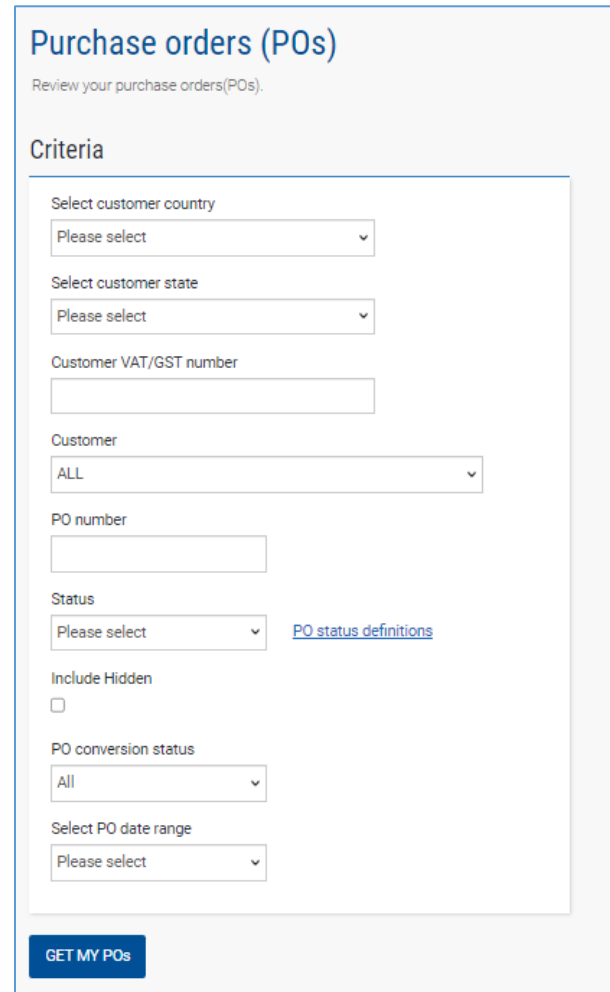
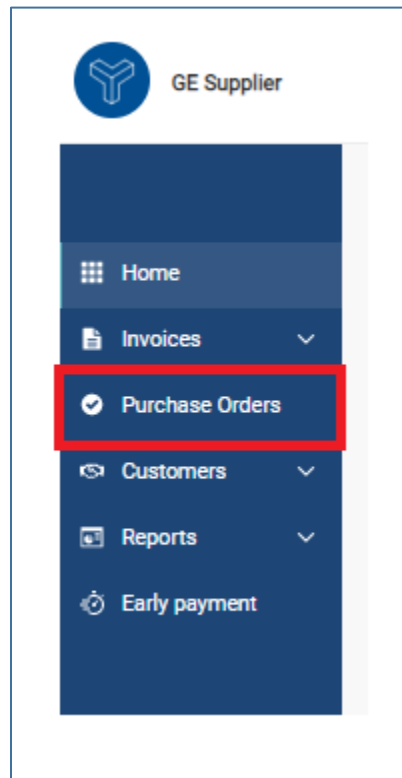
✔ VAT codes updated successfully.

Select account

GE Supplier - N/A - AAA363494402

Registration number	Description	Edit	Delete
1234567898TQ1234	Quebec Sales Tax		
PST1234-5678	Provincial Sales Tax		
123456789RT0001	Goods and Services tax		
123456789RT0001	Harmonised Sales Tax		
1234567898TQ1234	Retail Sales Tax		

- Now you can convert your POs into invoices and add applicable tax to each line. Click on Purchase Orders on the left side of the screen. Enter your search criteria and click Get My POs (Hint: Tick Include hidden in case you have previously selected to Hide a PO)



The image shows a search criteria form titled 'Purchase orders (POs)'. Below the title is the subtitle 'Review your purchase orders(POs)'. The form contains several fields for filtering search results:

- Criteria**
- Select customer country: Please select (dropdown)
- Select customer state: Please select (dropdown)
- Customer VAT/GST number: (text input)
- Customer: ALL (dropdown)
- PO number: (text input)
- Status: Please select (dropdown) with a link to [PO status definitions](#)
- Include Hidden:
- PO conversion status: All (dropdown)
- Select PO date range: Please select (dropdown)

At the bottom of the form is a blue button labeled 'GET MY POs'.

8. You can now select the PO which you wish to convert into a purchase order, by clicking on the purchase order number

### Active purchase orders

PO number	Updated PO date	Customer	Customer TN Number	Status	First line description	Lines	Invoices	Net value
<a href="#">350005000</a>	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SHELL, TOP SECTION, GE...	4	<u>1</u>	1,480,000.00
<a href="#">350004999</a>	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SURGE SUPPRESSOR, 24V...	4	<u>1</u>	650,000.00
<a href="#">350004998</a>	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SURGE SUPPRESSOR, 24V...	2	<u>2</u>	100,000.00
<a href="#">350005001_1</a>	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	CABLE HARNESS, 6KV S...	1	<u>1</u>	500,000.00
<a href="#">350004997</a>	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SURGE SUPPRESSOR, 24V...	2	<u>2</u>	50,000,000.00
<a href="#">350005001_2</a>	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	FLOOR PANEL, CONTROLL...	1	<u>1</u>	2,500,000.00
<a href="#">350003428</a>	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 AURA-Phase1 - BOLK...	1	<u>0</u>	336,500.00
<a href="#">350004027</a>	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 Storblaliden 2 Ext...	1	<u>1</u>	53,100.00
<a href="#">350003386</a>	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 AURA-Phase1 - BOLK...	1	<u>1</u>	68,825.00
<a href="#">350003427</a>	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 AURA - BOLK SWEDEN...	1	<u>0</u>	6,332,250.00

**SHOW** [How To?](#)

9. You can now review the PO details. To proceed click on Convert PO.

**ADDITIONAL INFORMATION**

Buyer Invoice Ref.	104
Transaction Type	STANDARD
Buyer Tax Registration Num.	SE556102932202
Supplier Tax Registration Num.	SE559155263201

[CONVERT PO](#) [DOWNLOAD](#) [BACK](#) [HIDE](#)

10. Enter your invoice Number. Tick the line you wish to convert into an invoice. Scroll to the right to add tax. You can add up to two tax rates per line by using the two drop downs

## PO Convert #360000498

[Help with this page](#)

**i** To start invoicing, please select the desired PO lines from the lines shown below. Some lines may be unavailable for invoicing depending on whether the goods/services have been received or not. For lines available for invoicing, please enter the quantity and price for the invoice line (less than, or equal to 'Qty available' and 'Price'), and choose the appropriate tax rate.

### Create invoice

Enter invoice number\*

Test90

### Select PO line items to use

Apply tax code to selected items

Please select

Please select

**APPLY TO SELECTED ITEMS**

Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate	Tax amount
1	10	0	0	10	Each	10.00000	100.000	<input checked="" type="checkbox"/>	10	10.00000	Please select	1. <input type="text"/>
											Please select	2. <input type="text"/>

BACK

CREATE INVOICE



11. When you have selected your tax rate add the amount. Click Create Invoice

Select PO line items to use

Apply tax code to selected items

Please select

Please select

**APPLY TO SELECTED ITEMS**

Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate	Tax amount
1	10	0	0	10	Each	10.00000	100.000	<input checked="" type="checkbox"/>	<input type="text" value="10"/>	<input type="text" value="10.00000"/>	Please select	1. <input type="text"/> 2. <input type="text"/>

←

**BACK** **CREATE INVOICE**

- Please select
- Quebec Sales Tax
- Provincial Sales Tax
- Goods and Services tax
- Harmonised Sales Tax
- Retail Sales Tax
- QST Exempt
- PST Exempt
- GST Exempt
- HST Exempt
- RST Exempt

Select PO line items to use

Apply tax code to selected items

Please select

Please select

**APPLY TO SELECTED ITEMS**

Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate	Tax amount
1	10	0	0	10	Each	10.00000	100.000	<input checked="" type="checkbox"/>	<input type="text" value="10"/>	<input type="text" value="10.00000"/>	Quebec Sales Tax	1. 10 2. 5

←

**BACK** **CREATE INVOICE**

12. Review the Invoice details and click confirm to proceed or Back to make a change

### PO Convert #360000498 Help with this page

Create invoice

Invoice number  
Test90

Line	PO line reference	Description	Shipment No.	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	1	BATTERY,...	1	10.000	Each	10.00000	Quebec Sales Tax Harmonised Sales Tax	10.00 5.00	100.00	115.00

Summary

No. of lines	1
Sub total	EUR 100.00
Total tax	EUR 15.00
Net total	EUR 115.00

BACK
CONFIRM

13. Add any additional details to your invoice

**Invoice #: Test90** [Help with this page](#)  
[How to create an invoice or credit note](#)

---

**Your details**

<p>Your name <span style="color: green;">?</span></p> <input type="text" value="Start typing to search"/> <span style="color: blue;">+</span> <p>Your tel</p> <input type="text"/> <p>Your email</p> <input type="text"/>	<p>GE Supplier 1 Smith Street Vancouver British Columbia V6K 2N2 CANADA</p> <p>Sending goods from a different address than the invoice address?</p> <p>No - They're the same <span style="color: green;">?</span></p>
---	---

**Invoice details**

Invoice number  
Test90

Document type  
Invoice

Invoice date  
2020-03-10

Tax point date ?

 📅

Delivery date ?

 📅

Currency  
Euro

Purchase order (PO) number\*  
360000498

---

**Who you are invoicing**

<p>Name <span style="color: green;">?</span></p> <input type="text" value="Start typing to search"/> <span style="color: blue;">+</span> <p>Tel</p> <input type="text"/> <p>Email</p> <input type="text"/>	<p>GE Wind France SAS 11 rue Arthur III Nantes 44200 FRANCE VAT registration number FR58451479208</p> <p>Sending goods to a different address than the invoice address?</p> <p>No - They're the same <span style="color: green;">?</span></p>
--	---

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

---

Bill of lading <span style="color: green;">?</span>	Account code <span style="color: green;">?</span>	Notes to your customer <span style="color: green;">?</span>
<input type="text"/>	<input type="text"/>	
Delivery note number <span style="color: green;">?</span>	Cost centre <span style="color: green;">?</span>	
<input type="text"/>	<input type="text"/>	
Customs declaration date		
<input type="text"/> <span style="color: gray;">📅</span>		
Customs office <span style="color: green;">?</span>		
<input type="text"/>		
Customs declaration number <span style="color: green;">?</span>		
<input type="text"/>		

> AdChoices

14. If you are invoicing SSS, Healthcare or Grid you may enter a freight line if required by clicking “ADD” in the Invoice items section  
**GE Renewable Energy Onshore-Offshore Wind does not accept Freight lines and you will not have this option.**  
 Enter your Freight details and click Save Line Item.

Invoice items

Item	Quantity / Unit	Price	Line amount	Total
01 Dear Team, I had to cancel again the former AMS PO based on the supplier reque...	350,000 / Each	1.00000	350,000	367,500

Line item type ?  
 Freight

Description

Quantity: 1.000

Price ?: 0.00000

Service delivery start date:

Service delivery end date:

Tax type\*: Please select


Tax amount ?: 0


Line amount 0  
 Tax 0  
 Total 0

SAVE LINE ITEM CANCEL

15. Upload any relevant attachments and enter any further details which are relevant to your invoice

Additional information


Attachments 


File types we accept 

Your customer allows a maximum of 5 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".

Cash accounting 

Margin scheme 

Payment terms

Late payment conditions 

Payment terms 

"Remit to" details

"Remit to" address

"Remit to" bank

[Manage default settings](#)

## 16. Review and Click Send

Summary

		Invoice (€)
Total net	<input type="text" value="100.00"/>	100.00
Total tax	<input type="text" value="15.00"/>	15.00
		<a href="#">Undo changes</a>
Total gross		115.00