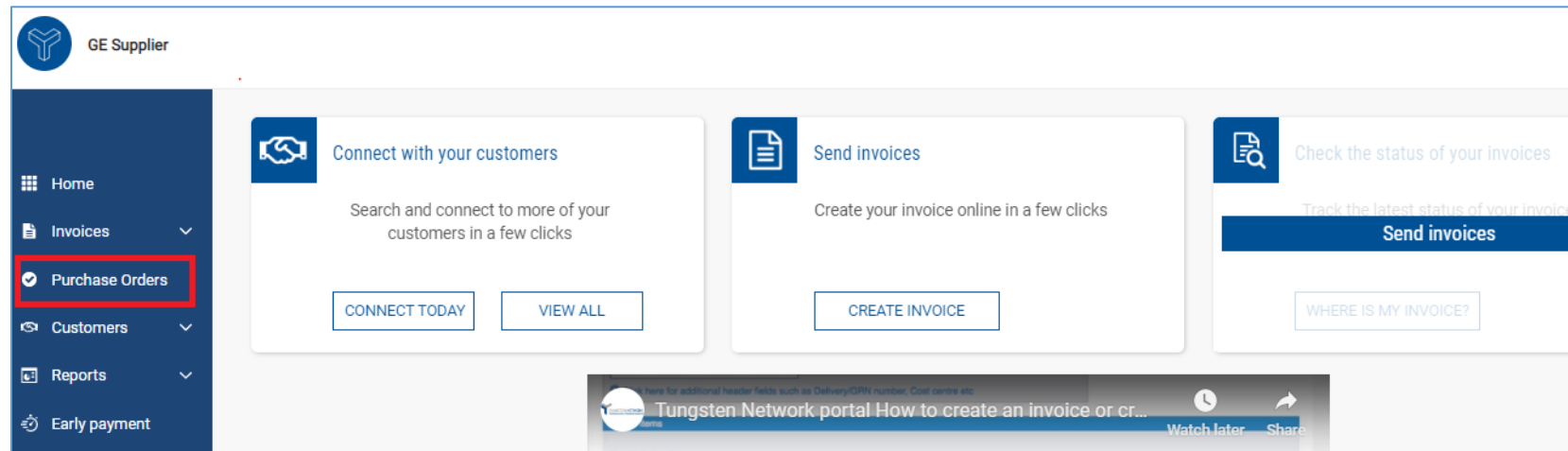


HOW TO ADD TAX TO YOUR INVOICES – US SUPPLIERS

US-Based suppliers can add tax at the last step of the PO conversion in the “Total tax” field, before clicking on the “Submit” button.

Please follow these steps

1. Log on to the Tungsten Network Portal at www/tungsten-network.com/login
2. Once you have logged in click on Purchase Orders on the left side of the screen.



You can now search for your GE POs. You may search for an individual PO or for several POs by customizing your search criteria. Once you have entered your criteria click Get My POs. (Hint: Click include hidden in case you have previously selected to Hide a PO)

Purchase orders (POs)

Review your purchase orders(POs).

Criteria

Select customer country
Please select ▼

Select customer state
Please select ▼

Customer VAT/GST number

Customer
ALL ▼

PO number

Status
Please select ▼ [PO status definitions](#)

Include Hidden

PO conversion status
All ▼

Select PO date range
Please select ▼

GET MY POs

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

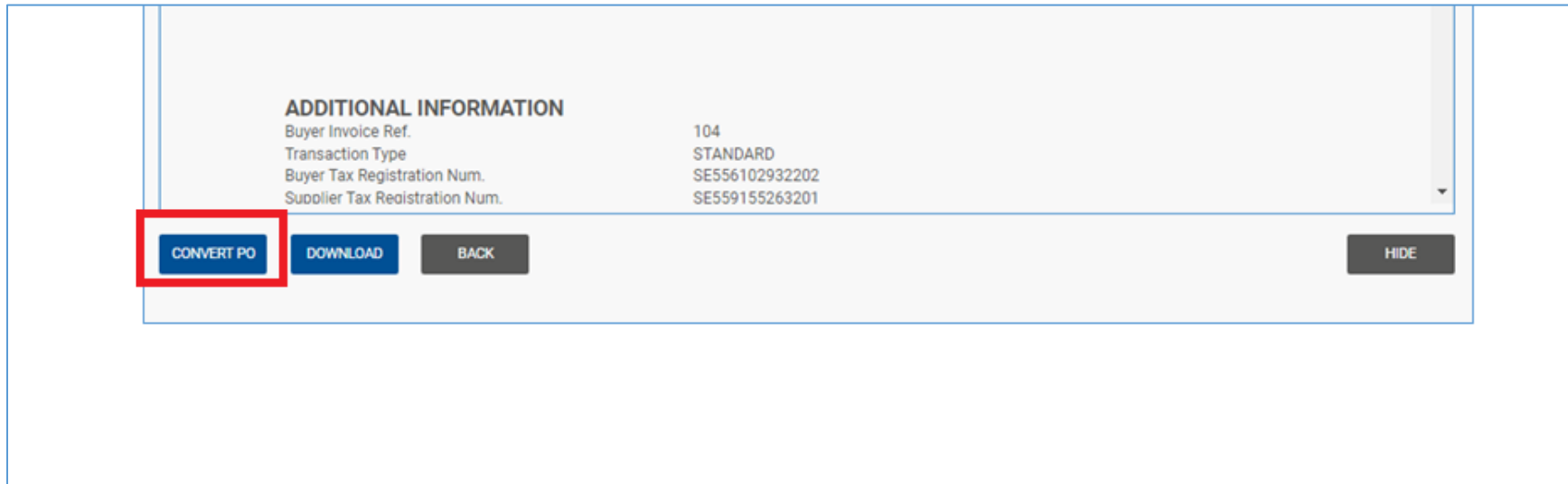
Active purchase orders

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

|< < 1 > >| Page size: 10 ▾ Displaying page 1 of 1, item

[SHOW](#) How To?

4. You can now review your PO details. To proceed click 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](#)

- Now you will be able to input your invoice number and choose the items that are to be invoiced by selecting the checkbox next to the lines you wish to invoice
 Some lines may be unavailable for invoicing depending on whether the goods / services have been received or not. Lines which are unavailable for invoicing will be greyed out
 For lines which are available to invoice, if you choose to amend to Unit price and quantity please ensure they are equal or less than the quantity and unit price on the PO.
 After selecting the items that are to be invoiced, click 'create Invoice'

PO Convert #990041035 [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*

Select PO line items to use

No	PO line reference	Part code	Description	Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price
1	1		Amerigas...	1	3000	0	1725.18	1274.82	Each	1.00000	3,000.000	<input checked="" type="checkbox"/>	<input type="text" value="1274.82"/>	<input type="text" value="1.00000"/>

BACK
CREATE INVOICE

6. Confirm the invoice items you have selected

PO Convert #990041035 Help with this page

Create invoice

Invoice number
INV-123

Line	PO line reference	Description	Shipment No.	Qty	UoM	Unit price	Net amount	Gross amount
1	1	Amerigas...	1	1,274.820	Each	1.00000	1,274.82	1,274.82









Summary

No. of lines	1
Sub total	USD 1,274.82
Total tax	USD 0.00
Net total	USD 1,274.82

BACK
CONFIRM

8. Enter any additional Header details you wish to include


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


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

9. 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

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](#)

10. You may add the applicable tax in the summary section of the invoice in the Total Tax field. When you are finished Click Send to submit the invoice

Summary

		Invoice (\$)
Total net	<input type="text" value="1,274.82"/>	1,274.82
Total tax	<input type="text" value="0.00"/>	0.00
		Undo changes
Total gross		1,274.82

SAVE

PREVIEW

SEND