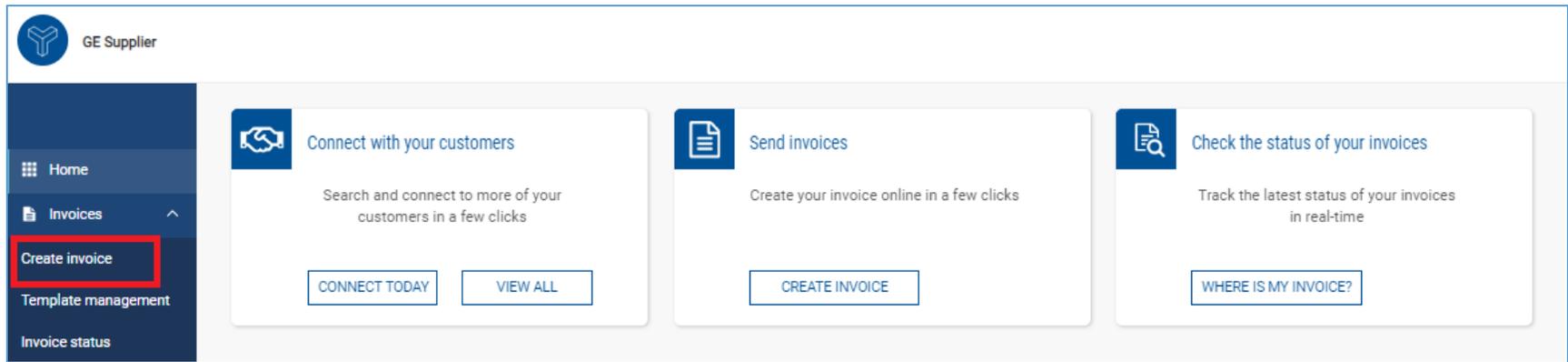


HOW TO RAISE A PO CREDIT NOTE

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



3. Select your customer

New invoice

Customer*
Please select

4. If you are wanting to issue a credit against a PO which is still open please select “New Credit note from PO”. Then click on the blue circle with white cross next to the PO Number field, to find and select your PO. All your open POs will appear in the list. Select the PO number you wish to raise a credit against by clicking on the blue circle with white cross. Click Create

New invoice

Customer*
GE Wind Denmark, Fifial as Ge Wind France SAS - DK37116610 - AAA004696456 Please select

Select option*
New credit note from PO

PO number*
 +

CREATE

PO number	
+	3660000061
+	3660000065
+	3660000066
+	3660000067
+	3660000068
+	3660000070
+	3660000072
+	3660000074
+	3660000075
+	3660000076

Page size: 10

5. You can now review your POs details. To proceed click Accept PO

PO Convert #3660000065 Help with this page

Current Status: **Pending**

PO FROM GE Wind Denmark, Fifial as Ge Wind France SAS Langelinie Alle 17 Copenhagen	PO TO Alpha Offshore Service A/S Farvervej 1 Struer Midtjylland DK 7600	PO NUMBER 3660000065 TN Buyer Number: AAA004696456 PO Date: 15 January 2020 Currency: Danish Kroner
ADDITIONAL INFORMATION Buyer Invoice Ref. 101 Transaction Type STANDARD Buyer Tax Registration Num. DK37116610 Supplier Tax Registration Num. DK30493311		Reference numbers

ACCEPT PO **REJECT PO** **ARCHIVE PO** **PREVIEW** **BACK**

6. Next Click Convert PO

Now you will be able to input your invoice number, choose the items that are to be credited and select applicable VAT rates (scroll to the right to select VAT using the scroll bar). You can select all items on the PO or in the event of a partial shipment, only the items that are being invoiced.

After selecting the items that are to be invoiced, click 'create Invoice'.

PO Convert #3660000065 [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 credit note

Enter credit note number*

Select PO line items to use

Apply tax code to selected items

APPLY TO SELECTED ITEMS

Description	Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
3... MILAN RE...	1	5	5	2	3	Each	10.00000	50.000	<input checked="" type="checkbox"/>	<input type="text" value="2"/>	<input type="text" value="10.00000"/>	<input type="text" value="25% VAT"/>

BACK
CREATE INVOICE

7. Confirm the items that have been selected

Create credit note

Credit note number
test credit

Line	PO line reference	Description	Shipment No.	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	1	MILAN RE...	1	2.000	Each	10.00000	25.00	5.00	20.00	25.00

Summary

No. of lines	1
Sub total	DKK 20.00
Total tax	DKK 5.00
Net total	DKK 25.00

[BACK](#) [CONFIRM](#)

8. Enter credit note details. Any fields with a red asterisk are mandatory and should be entered e.g. tax point date
Enter your contact details as well as your clients contact details. Please do enter the original invoice number you are crediting

Credit note #: test credit [Help with this page](#)
[How to create an invoice or credit note](#)

<p>Your details</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Your name ? Alpha Offshore Service A/S <input type="text" value="Start typing to search"/> + Farvervej 1 Struer DK 7600 DENMARK</p> <p>Your tel VAT registration number DK30493311 <input type="text"/></p> <p>Your email Sending goods from a different address than the invoice address? <input type="text"/> No - They're the same ?</p> </div>	<p>Invoice details</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Credit note number test credit</p> <p>Document type Credit note</p> <p>Original invoice number <input type="text"/></p> <p>Original invoice date ? <input type="text"/> 📅</p> <p>Credit reason* ? <input type="text"/></p> <p>Invoice date 17/03/2020</p> <p>Tax point date* ? <input type="text"/> 📅</p> <p>Delivery date ? <input type="text"/> 📅</p> <p>Original Delivery date ? <input type="text"/> 📅</p> <p>Currency Danish Kroner</p> <p>Purchase order (PO) number 3660000065</p> </div>
--	--

Who you are invoicing

Name ? GE Wind Denmark, Fifial as Ge Wind France SAS
 + Langelinie Alle 17
Copenhagen
2100
DENMARK
VAT registration number DK37116610

Tel Sending goods to a different address than the invoice address?
 No - They're the same ?

Email -

[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"/>	

9. 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"/>		

10. 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 [?](#)

11. Review & click send.

Summary

Invoice (DKK)	
Total net	<input type="text" value="20.00"/>
Total tax	<input type="text" value="5.00"/>
Undo changes	
Total gross	25.00