

How to... register for Tungsten Network

STEP 1: Getting started - register



- Requirement(s):
- Click 'Register'

Welcome to Tungsten Network. The instructions within this guide will assist you to register for an e-invoicing or Invoice Status Service account with Tungsten Network.

To begin, please click the 'Register' button at the top of the page.

Input the following sections:

- Your language
- Country
- Company name

The company search function was designed to expedite the registration process.

If your company details are found, please move to STEP 3 in this guide.

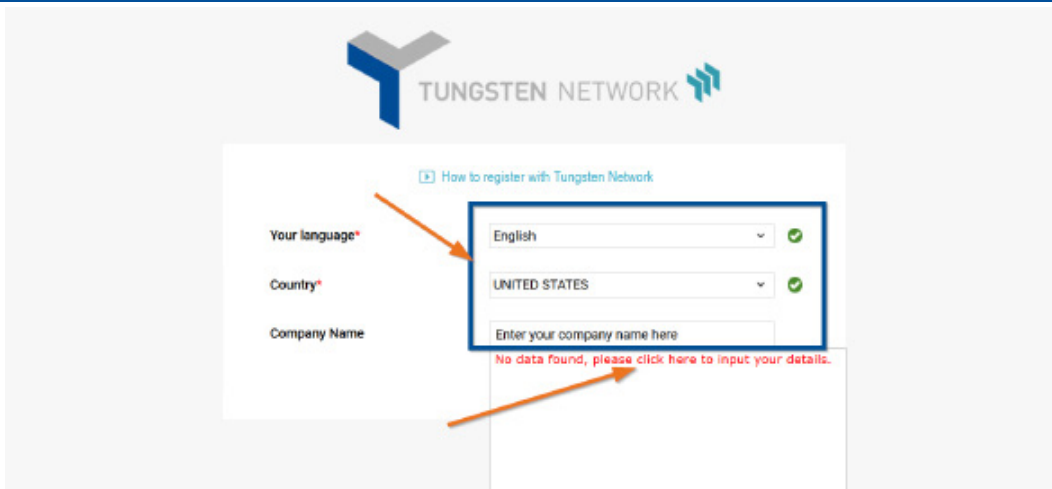
If your company details are NOT found:

1) Click 'No data found, please click here to input your details'

2) Enter 'company name' or 'your full name if you are an independent contactor'

Once completed the system will search for your company name in our database. This step will ensure multiple accounts for the same legal entity are not created on the Tungsten Network.

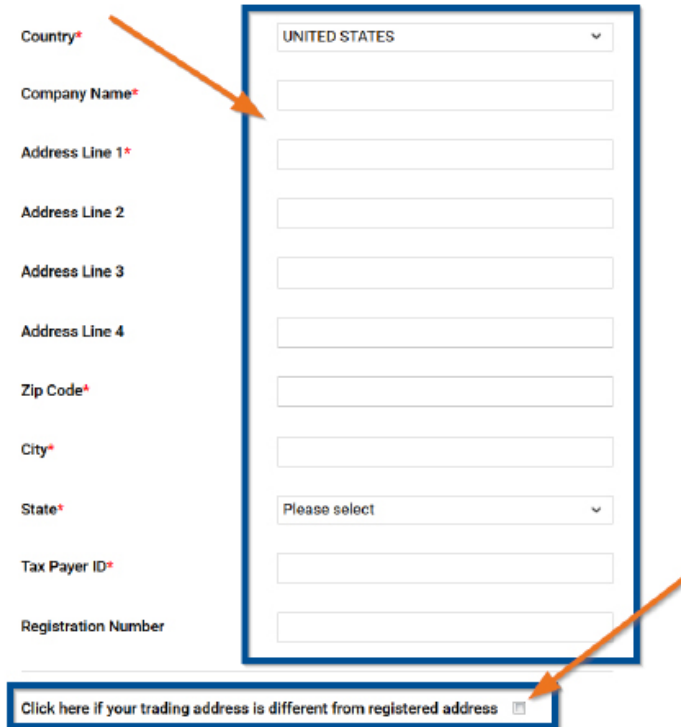
STEP 2: Company search



- Requirement(s):
- Complete all mandatory fields as indicated

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STEP 3: Enter company details



Country* UNITED STATES

Company Name*

Address Line 1*

Address Line 2

Address Line 3

Address Line 4

Zip Code*

City*

State* Please select

Tax Payer ID*

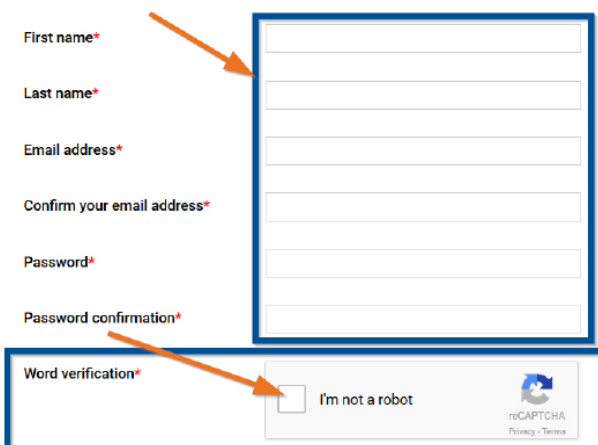
Registration Number

Click here if your trading address is different from registered address

Requirement(s):

- Complete all mandatory fields as indicated

STEP 4: Enter user details



First name*

Last name*

Email address*

Confirm your email address*

Password*

Password confirmation*

Word verification* I'm not a robot

reCAPTCHA
Privacy - Terms

Requirement(s):

- Complete all mandatory fields as indicated
- Tick 'I'm not a robot' checkbox

Complete all mandatory fields as indicated on the registration page.

It's important to note - providing Tax ID/VAT registration number may expedite the approval process for electronic invoices submitted via Tungsten Network.

If your trading address is different from registered address, please tick the box.

1) Enter your user details as requested.

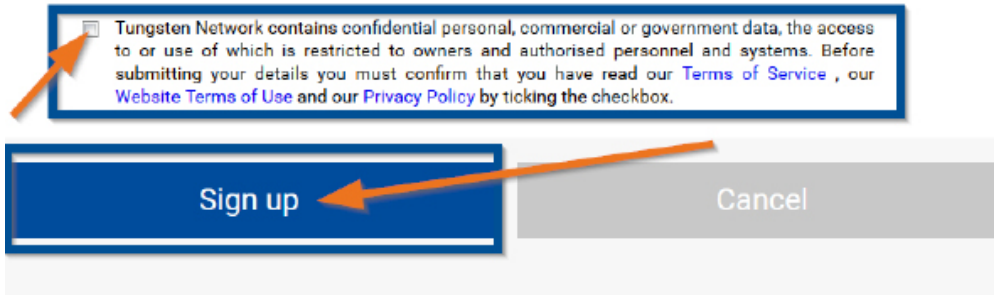
Remember to make a note of your username (email address) and password as you will need it to access the site for all future invoice & credit note submissions and to check the status of invoices and/or credit notes submitted directly to your customer (paper invoice) or sent electronically via Tungsten Network .

1) Tick 'I'm not a robot' checkbox

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STEP 5: Sign up



Tungsten Network contains confidential personal, commercial or government data, the access to or use of which is restricted to owners and authorised personnel and systems. Before submitting your details you must confirm that you have read our [Terms of Service](#) , our [Website Terms of Use](#) and our [Privacy Policy](#) by ticking the checkbox.

Sign up Cancel

Requirement(s):

- Tick 'Tungsten Network contains confidential...'
- Click 'Sign up'

STEP 6: Terms of service

Terms of Service

Your access to the Tungsten Network Portal and use of Portal Services and Integrated Solution Services in relation to your new account are governed by the Tungsten Network Terms of Service shown below.

 Portal and Integrated Solution Terms - US (English) v Nov 2014

Applicable companies:

- Tungsten Demo Supplier Account
- AAA563751163

I hereby confirm that:

1. I am authorised to accept the Tungsten Network Terms of Service (as indicated above) on behalf of my organisation.
2. I have read and accept the Tungsten Network Terms of Service (as indicated above) on behalf of my organisation and, where relevant, on my own behalf.

Accept Cancel

Requirement(s):

- Tick 'Tungsten Demo Supplier Account' checkbox
- Tick 'I hereby confirm that:' checkbox
- Click 'Accept'

Please review the following:

- Terms of service
- Website terms of use
- Privacy policy

Once the information has been reviewed, please tick the checkbox.

Once all mandatory information has been entered, click 'Sign up'

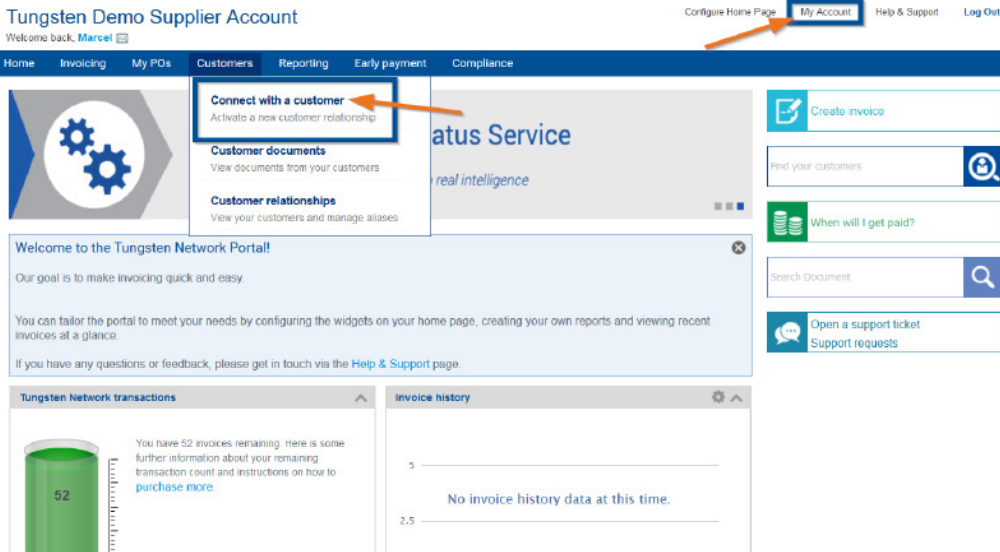
It's important to review Tungsten Network's 'Terms of service' and 'Portal and Integrated Solution Terms'.

To complete the registration process:

- 1) Tick 'Tungsten Demo Supplier Account' checkbox
- 2) Tick 'I hereby confirm that:' checkbox.
- 3) Click 'Accept'

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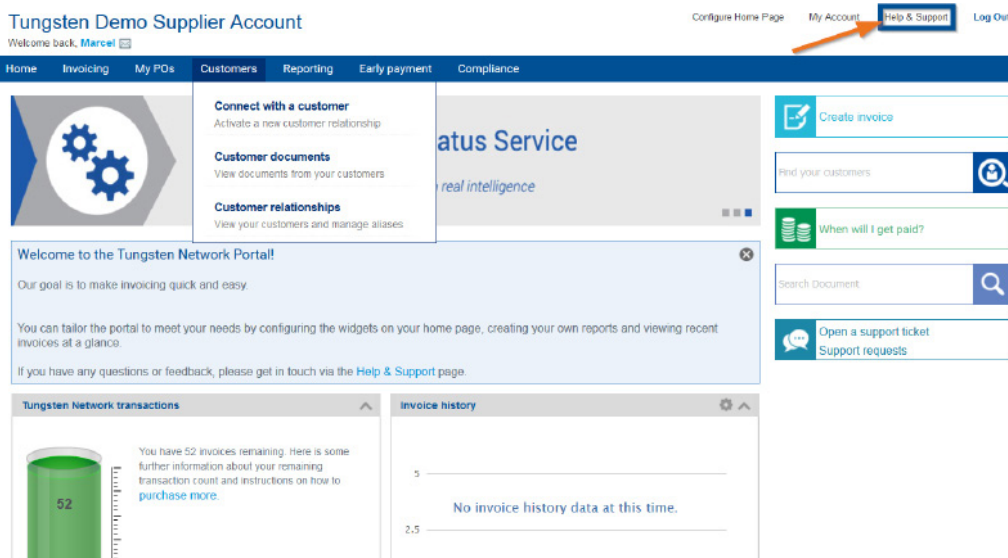
STEP 7: Registration complete



Requirement(s):

- Click 'Connect with a customer'
- Click 'My Account'

STEP 8: Help & Support



Requirement(s):

- Click 'Help & support'

Congratulations, you have successfully completed your registration with Tungsten Network.

It's important to:

- Connect with your customer
- Confirm your company details

Customer Connect allows you to find which of your customer(s) are actively accepting invoices/credit notes electronically from Tungsten Network.

'My Account' allows you to update your company details to ensure the most up to date information is hardcoded to all delivered electronic invoices/credits notes.

1) Click 'Help & support' to view how to guides or video tutorial in relation to:

- Customer connect
- Updating your company details
- Invoice Status Service
- Invoice/credit note submission