



A Step by step guide to: **converting  
purchase orders to invoices** on  
the Tungsten Network Portal.

Follow this step by step guide to utilize the PO Convert function of the portal.

- This is available to you if your customer send POs to the network and has enabled you to use the convert function.
- To begin, click “Purchase Orders” located in the main menu bar on the left side of the page.

Adams Office Supplies (UK) - Test

Home  
Invoices  
**Purchase Orders**  
Customers  
Reports  
Early payment  
Analytics

**Connect with your customers**  
Search and connect to more of your customers in a few clicks  
[CONNECT TODAY](#) [VIEW ALL](#)

**Send invoices**  
Create your invoice online in a few clicks  
[CREATE INVOICE](#)

**Check the status of your invoices**  
Track the latest status of your invoices in real-time  
[WHERE IS MY INVOICE?](#)

For your attention Last refresh: 3 min ago

Type	Count	Date	Customer
Failed invoices	1		<a href="#">View</a>

**Failed invoices** [View all](#)

Number	Supplier	Buyer
89800902	Adams Office Supplies (UK) - Test	Hewlett-Packard Australia Pty Limited.


**Saved invoices** [View all](#)

Number	Buyer	Amount
invoice 123	AAA269532263	1.10
rockwell	AAA168149359	0.00

AdChoices

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 a purchase order is available in the portal under the “My PO summary” section. After reviewing the email, you are ready to begin.

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Home

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Purchase orders (POs)

Review your purchase orders(POs).

Select account

Adams Office Supplies (UK) - Test - FR12345678987 - AAA83

Criteria

Customer

ALL

PO number

Status

Please select

PO status definitions

PO conversion status


All

Select PO date range

Please select

GET MY POs

Active purchase orders

Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines	In
	AdChoices								

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My PO summary

New	0
Pending	0
Accepted	0
Change Requested	
Rejected	0
Archived	0
Pending Acceptance	
Acknowledgement pending	

☐ 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.



1. Search for your purchase order on the left side of the screen.
  - **N.B. before searching** please ensure to select the PO date range from the drop down menu.
2. Once the search has run, all purchase orders in the status selected will be shown at the bottom of the page.
3. You also have the ability to select the blue hyperlinked text available under “My PO summary” section.
4. Once a selection is made, all purchase orders in the selected status will appear at the bottom of the page.

Adams Office Supplies (UK) - Test

### Purchase orders (POs)

Review your purchase orders(POs).

Select account  
Adams Office Supplies (UK) - Test - FR12345678987 - AAA83

**Criteria**

Customer  
ALL

PO number

Status  
Please select [PO status definitions](#)

PO conversion status  
All

Select PO date range  
Please select  
Please select  
Today  
Last 7 days  
Last 30 days  
Last 90 days  
Last 6 months  
Last 12 months  
Custom

**My PO summary**

New	0
Pending	0
Accepted	0
Change Requested	0
Rejected	0
Archived	0
Pending Acceptance	0
Acknowledgement pending	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	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines
--------	-----------	-----------------	----------	--------------------	--------	---------	------------------------	-------

AdChoices

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5. Select the purchase order by clicking the blue link located on the left side of the page next to the purchase order number.

6. The purchase order will open and, then you need to press the “Acknowledge” at the bottom of the page.

CBTestP013

02/08/2018

Tungsten

AAA168149359

Pending

1

2.4 GHZ, 2GB

3

0

-

Pre

Network - Demo

Account

AOS

Adams Office Supplies (UK) - Test

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PO Convert #CBTestP013

Current Status: Pending

PO FROM

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

PO TO

Adams Office Supplies (IT) - Test  
4 St. James' Street  
James' House  
Newcastle Upon Tyne  
EC2B 0BL

Reference numbers

Delivery Date: 18 July 2018  
Ship Date: 18 July 2018

ADDITIONAL INFORMATION

Supplier Tax Registration Num.  
Supplier Company Registration Number  
Buyer Tax Registration Num.

GB 123 4567 89  
12345678  
27-1234567


ACKNOWLEDGE

PREVIEW

BACK

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 TUNGSTEN  
NETWORK



7. On the next page it's important to review the purchase order details prior to accepting your purchase order.
- **N.B.** If the purchase order contains invalid or missing information, it may be best to reject or request a change from your customer.
8. If all purchase order details are valid, select the "Accept" option from the drop-down menu and then "Save".

Adams Office Supplies (UK) - Test

### PO Convert #CBTestP013

Current Status: Pending

Acknowledgement Type

- Please select
- Accept**
- Change Requested
- Reject

**PO NUMBER CBTestP013**  
TN Buyer Number: AAA168149359  
PO Date: 18 July 2018  
Currency: US Dollar

**PO FROM**  
Tungsten Network - Demo Account  
1040 Crowne Point Pkwy  
Suite 350  
Atlanta  
GA  
30338

**PO TO**  
Adams Office Supplies (IT) - Test  
4 St. James' Street  
James' House  
Newcastle Upon Tyne  
EC2B 0BL

**Reference numbers**  
Delivery Date: 18 July 2018  
Ship Date: 18 July 2018

**ADDITIONAL INFORMATION**  
Supplier Tax Registration Num. GB 123 4567 89

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9. The current status of your purchase order will be changed to "Accepted".
10. If all purchase order details are valid, click "Convert PO".
11. If the purchase order has been fulfilled and will no longer be used, move the purchase order to the archived status by pressing the "Archive PO" button.

The screenshot displays the 'Adams Office Supplies (UK) - Test' web application. On the left is a blue sidebar with navigation links: Home, Invoices, Purchase Orders (selected), Customers, Reports, Early payment, and Analytics. The main content area has a green header bar with a checkmark icon and the text 'Acknowledgement request sent.' Below this, the 'Current Status' is 'Accepted'. The main content area is divided into three sections: 'PO FROM' (Tungsten Network - Demo Account, 1040 Crowne Point Pkwy, Suite 350, Atlanta, GA, 30338), 'PO TO' (Adams Office Supplies (IT) - Test, 4 St. James' Street, James' House, Newcastle Upon Tyne, EC2B 0BL), and 'Reference numbers' (PO NUMBER CBTestPO13, TN Buyer Number: AAA168149359, PO Date: 18 July 2018, Currency: US Dollar). Below these is the 'ADDITIONAL INFORMATION' section with fields for Supplier Tax Registration Num., Supplier Company Registration Number, and Buyer Tax Registration Num. At the bottom, there are four buttons: 'ARCHIVE PO', 'CONVERT PO', 'PREVIEW', and 'BACK'. The 'ARCHIVE PO' and 'CONVERT PO' buttons are highlighted with a red box. The footer contains links for 'About Tungsten Network', 'FAQ', 'Terms of use', and 'Privacy policy'.

Adams Office Supplies (UK) - Test

Home  
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Acknowledgement request sent.

Current Status: Accepted

**PO FROM**  
Tungsten Network - Demo Account  
1040 Crowne Point Pkwy  
Suite 350  
Atlanta  
GA  
30338

**PO TO**  
Adams Office Supplies (IT) - Test  
4 St. James' Street  
James' House  
Newcastle Upon Tyne  
EC2B 0BL

**Reference numbers**  
PO NUMBER CBTestPO13  
TN Buyer Number:  
AAA168149359  
PO Date: 18 July 2018  
Currency: US Dollar

**ADDITIONAL INFORMATION**  
Supplier Tax Registration Num. GB 123 4567 89  
Supplier Company Registration Number 12345678  
Buyer Tax Registration Num. 27-1234567

ARCHIVE PO CONVERT PO PREVIEW BACK

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12. The “Invoice number” field allows entry of your invoice 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.

- **N.B.** Partial billing is accepted; please adjust the quantity only as the unit price has been fixed and should not be changed.

13. Next, enter the tax amount.

- If operating in a region where tax is referenced at the line item level, please select the individual tax rate from the drop menu.
- 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.

14. Click “Create invoice” once all PO line items have been selected.

- **N.B.** You can submit invoices against the same purchase order. Please ensure to use a unique invoice number for each submission.

Adams Office Supplies (UK) - Test

### PO Convert #CBTestP013

Create invoice

Enter invoice number\*

test12345

Select PO line items to use

Apply tax code to selected items

20% VAT

APPLY TO SELECTED ITEMS


No	Part code	Description	Qty	UoM	Unit price	Net amount	<input checked="" type="checkbox"/>	Qty	Unit price	Tax rate
1	INSP3212	2.4 GHZ...	1,000	Each	1 249,00000	1 249,000	<input checked="" type="checkbox"/>	1,000	1 249,0000	20% VAT
2	MON20243	21 Inch ...	1,000	Each	399,00000	399,000	<input checked="" type="checkbox"/>	1,000	399,00000	20% VAT
3	OFF3212	Color La...	1,000	Each	499,00000	499,000	<input checked="" type="checkbox"/>	1,000	499,00000	20% VAT

BACK CREATE INVOICE

AdChoices



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

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Home

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PO Convert #CBTestP013

Help with this page

Create invoice

Invoice number  
test12345

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	2.4 GHZ...	1,000	Each	1 249,00000	20,00	249,80	1 249,00	1 498,80
2	21 Inch ...	1,000	Each	399,00000	20,00	79,80	399,00	478,80
3	Color La...	1,000	Each	499,00000	20,00	99,80	499,00	598,80

Summary

No. of lines	3
Sub total	USD 2 147,00
Total tax	USD 429,40
Net total	USD 2 576,40

BACKCONFIRM

AdChoices

UPGRADE TO INTEGRATED SOLUTION

Waiting for L.co...




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Contact Support



16. You can further review, edit and/or add details on your invoice.
17. Enter your company 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.
18. You can save contact details by clicking the blue + circle located in the “Your details” and “Who you are invoicing” sections. This will mean you won’t have to add them again.
19. Once contact details have been entered, exit out of the text box to continue.

Adams Office Supplies (UK) - Test

Invoice #: test12345

Help with this page  
How to create an invoice or credit note

**Your details**

Your name Adams Office Supplies (UK) - Test  
4 St James St  
Ryadh  
Toulouse  
Haute Pyrenees  
20122  
FRANCE  
VAT registration number FR12345678987  
Sending goods from a different address than the invoice address?  
No - They're the same

**Who you are invoicing**

Name Tungsten Network - Demo Account  
1040 Crowne Point Pkwy  
Suite 350  
Atlanta  
GA  
a9a 9a9  
BULGARIA  
Sending goods to a different address than the invoice address?  
No - They're the same

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

**Invoice details**

Invoice number\*  
test12345

Document type  
Invoice

Invoice date\*   
17/02/2020

Tax point date

Advance payment date

Payment due date\*

Delivery date\*

Currency\*   
US Dollar

Purchase order (PO) number   
CBTestPO13

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20. If the shipping details you're sending from differ from your Invoice address details, please select the "Yes – Add a 'ship from' address" from the drop-down menu. **N.B.** You can also bypass this section if it doesn't apply to you.

- To enter shipping information, choose "Yes – Add a 'ship from' address" and new fields will appear for population.
- To save a shipping address to your profile to be used for future submissions, 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.

Adams Office Supplies (UK) - Test

Invoice #: test12345

How to create an invoice or credit note

**Your details**

Your name Adams Office Supplies (UK) - Test  
Start typing to search

Your tel  
Toulouse  
Haute Pynerees  
20122  
FRANCE

Your email  
VAT registration number FR12345678987

Where were the items/services supplied from?  
Sending goods from a different address than the invoice address?  
Yes - Add a 'ship from' address   
No - They're the same  
Yes - Add a 'ship from' address  
N/A - Leave 'ship from' blank

Company name\*  
Start typing to search

Country\*  
Please select

Address 1\*  
Address 2  
Address 3

AdChoices

**Invoice details**

Invoice number\*  
test12345

Document type  
Invoice

Invoice date\*   
17/02/2020

Tax point date

Advance payment date

Payment due date\*


Delivery date\*

Currency\*   
US Dollar

Purchase order (PO) number   
CBTestPO13

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**N.B.** If additional header information is required by your customer, expand this section and complete the details. If you're unsure if this applies to you, please ask your customer or raise a ticket for assistance. Once the details, bill of lading, delivery note number and cost centre have been populated, please move to the next section.

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Your details

Your name ?

Start typing to search +

Your tel

Your email

Adams Office Supplies (UK) - Test

4 St James St

Ryadh

Toulouse

Haute Pynerees

20122

FRANCE

VAT registration number FR12345678987

Sending goods from a different address than the invoice address?

No - They're the same ?

Who you are invoicing

Name ?

Start typing to search +

Tel

Email

Tungsten Network - Demo Account

1040 Crowne Point Pkwy

Suite 350

Atlanta

GA

a9a 9a9

BULGARIA

Sending goods to a different address than the invoice address?

No - They're the same ?

Click here for additional header fields such as Delivery/GRN number, Cost centre etc

Bill of lading ?

Account code ?

Notes to your customer ?

Delivery note number ?

Cost centre ?

Invoice details

Invoice number\*

test12345

Document type

Invoice

Invoice date\* ?

17/02/2020

Tax point date ?

Advance payment date ?

Payment due date\* ?

Delivery date\* ?

Currency\* ?

US Dollar

Purchase order (PO) number ?

CBTestPO13

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21. In the “Invoice details” section add your invoice date, payment due date and delivery date by selecting the calendar icon, this will ensure your date is in the correct format for submission.

- *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.*

22. Your currency and purchase order number should not be changed. The invoice will be validated against the purchase order details available in the system. If header and line level details do not match the purchase order data, your invoice is subject to rejection by Tungsten Network.

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Your details

Your name

Start typing to search

Adams Office Supplies (UK) - Test

4 St James St

Ryadh

Toulouse

Haute Pynerees

20122

FRANCE

Your tel

Your email

VAT registration number FR12345678987

Sending goods from a different address than the invoice address?

No - They're the same

Who you are invoicing

Name

Start typing to search

Tungsten Network - Demo Account

1040 Crowne Point Pkwy

Suite 350

Atlanta

GA

a9a 9a9

BULGARIA

Tel

Email

Sending goods to a different address than the invoice address?

No - They're the same

Click here for additional header fields such as Delivery/GRN number, Cost centre etc

Bill of lading

Account code

Notes to your customer

Delivery note number

Cost centre

AdChoices

Invoice details

Invoice number

test12345

Document type

Invoice

Invoice date

17/02/2020

Tax point date

Advance payment date

Payment due date

Delivery date

Currency

US Dollar

Purchase order (PO) number

CBTestPO13

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TUNGSTEN  
NETWORK




23. It's important to note again, line items details should not be modified. These details were provided to Tungsten Network by your customer.

- *The Goods or Service lines should 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.*
- *If you need to edit any line items, click on the edit icon on the right side of the line item you would like to modify. You can expand the additional line level information for more options.*

Invoice items					
Item	Quantity / Unit	Price	Line amount	Total	
01 INSP3212 - 2.4 GHZ, 2GB SDRAM	1 / Each	1 249,00000	1 249,00	1 498,80	 
02 MON20243 - 21 Inch Monitor	1 / Each	399,00000	399,00	478,80	 
03 OFF3212 - Color Laserjet Printer	1 / Each	499,00000	499,00	598,80	 

ADD

 Adams Office Supplies (UK) - Test

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Invoice items

Line item type 


Goods

Product code

INSP3212

Product description


2.4 GHZ, 2GB SDRAM

Unit\* 

Each

Quantity\*


1,000

Price\* 

1 249,00000


Tax type\*

20% VAT


Tax amount 

249,80


Click here for additional line level information such as PO/Delivery details, discounts, and other additional information


PO number 

CBTestP013

PO line number 


1

Additional information 


Delivery note number 

Delivery start date

Delivery end date


Discount 

0,00

Discount % 

0,00

The fields below have been added by your buyer.

GL number 

Cost centre

Part category

European Article Number

Part number

Line amount

1 249,00

Discount

0,00

Tax

249,80

Total

1 498,80

AdChoices

SAVE LINE ITEM

CANCEL

AdChoices

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
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## 24. You can add Special Line Items. These

are items such as fuel charges, freight, admin charges, green tax etc

- To add special line items that are not already listed on your purchase order click "Add" under the 'Invoice items' section and select the special line type from the drop-down menu.
- **N.B.** If you feel an additional 'normal line item' should be added to your purchase order instead, contact your customer directly.
- Request that your PO is updated and resent to Tungsten. Once your purchase order has been updated, it will be available under "Pending" in the "My PO summary".

Invoice items					
Item	Quantity / Unit	Price	Line amount	Total	
01 INSP3212 - 2.4 GHZ, 2GB SDRAM	1 / Each	1 249,00000	1 249,00	1 498,80	 
02 MON20243 - 21 Inch Monitor	1 / Each	399,00000	399,00	478,80	 
03 OFF3212 - Color Laserjet Printer	1 / Each	499,00000	499,00	598,80	 
<div>ADD</div>					

Invoice items					
Item	Quantity / Unit	Price	Line amount	Total	
01 INSP3212 - 2.4 GHZ, 2GB SDRAM	1 / Each	1 249,00000	1 249,00	1 498,80	
02 MON20243 - 21 Inch Monitor	1 / Each	399,00000	399,00	478,80	
03 OFF3212 - Color Laserjet Printer	1 / Each	499,00000	499,00	598,80	

Line item type ?

Goods

Normal line

Special line

Freight

Fuel Surcharge

Green Tax

Insurance

Packing

Rounding Line

Special Charge

description

Unit\* ?

Please select

Quantity\*

1,000

Price\* ?

0,00000

Tax type\*

Please select

Tax amount ?

0,00

such as PO/Delivery details, discounts, and other additional information

SAVE LINE ITEM

CANCEL

Line amount 0,00

Discount 0,00


Tax 0,00

Total 0,00


26. If you have attachments to send with your invoice, add these prior to submitting your invoice.

- **N.B.** 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 


SELECT AND UPLOAD

File types we accept 

Your customer allows a maximum of 8 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".

"Remit to" details

"Remit to" address	"Remit to" bank 	
422 Bridge Street	Bank name	Norwich & Peterborough Building Society
Glen Park	Sort code	434-45321
Cambridge	Bank account number	43945992934
RD9 3CQ	Account name	Sedgewick & Sons
IRELAND		

[Manage default settings](#)

Summary

	Invoice (\$)
Total net	2 147,00
Total tax	429,40
<a href="#">Undo changes</a>	
Total gross	2 576,40

27. 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 tax amount at this time.

28. Please "Preview" your invoice prior to submitting it. If all the details are correct, press "Send" at the bottom of the page to submit your invoice. You're now done.

"Remit to" details

"Remit to" address

422 Bridge Street  
Glen Park  
Cambridge  
RD9 3CQ  
IRELAND

"Remit to" bank ?

Bank nameNorwich & Peterborough Building Society

Sort code434-45321

Bank account number43945992934

Account nameSedgewick & Sons

Manage default settings

Summary

Invoice (\$)

Total net2 147,00

Total tax429,40

Undo changes

Total gross2 576,40


SAVE AS TEMPLATE

SAVE

PREVIEW

SEND

17

 TUNGSTEN  
NETWORK

## Purchase Orders

Converting a purchase order to an invoice is simple, but if you get stuck let us know so we can try to improve your experience.

## PO Convert

We encourage you to use the [Help & Support](#) page if you need assistance navigating the portal

## Invoice

[Raise support ticket](#) if you experience a technical issue using the site

## Invoice Status Service

OR send feedback to improve the usability of the portal, via the feedback ribbon on the page you're working on



A man and a woman are smiling and looking at a computer screen in a modern office setting. The man is wearing glasses and a light blue sweater, and the woman is wearing a grey t-shirt. They are both looking at the screen with interest and joy. The background is a bright, modern office with large windows and a blurred view of the city outside.

**Have a good day**