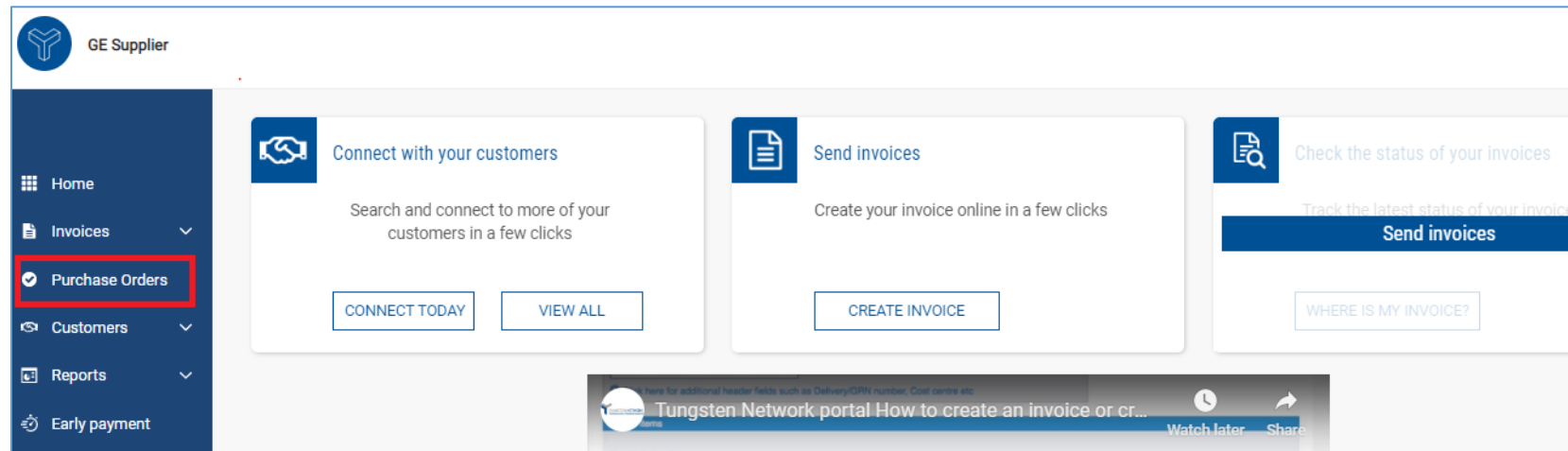**HOW TO ADD TAX TO YOUR INVOICES – US SUPPLIERS**

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.

3. 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

4. You can now select the PO which you wish to convert into a purchase order, by clicking on the blue circle with white cross

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

PO Convert #990042821

Current Status: **Pending**

PO NUMBER 990042821
TN Buyer Number:
AAA740967047
PO Date: 26 June 2018
Currency: US Dollar

PO FROM
GE OIL & GAS PRESSURE CONTROL, L.P.
4424 West Sam Houston Parkway North
Houston
TX
77041

PO TO

GE TEST SUPPLIER
1000 TEST SRIVE
OKLAHOMA CITY
OK
US
73137

Reference numbers

ADDITIONAL INFORMATION
Buyer Invoice Ref.
Transaction Type
Buyer Tax Registration Num.
Supplier Tax Registration Num.

OKLAHOMA CIT101
STANDARD
76-0382879
731374564

ACCEPT PO	REJECT PO	ARCHIVE PO	PREVIEW	BACK

6. Next Click Convert PO

    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

❶ Help with this page

ℹ️ 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*

`INV-123`

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	☐	Qty	Unit price
1	1		Amerigas...	1	3000	0	1725.18	1274.82	Each	1.00000	3,000.000	☑	1274.82	1.00000

BACK   **CREATE INVOICE**

7. Confirm the invoice items you have sellected

PO Convert #990041035

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 invoice 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

   If Ship from and Ship to details are different from Invoice From and Invoice To details please add these

9. Enter any additional Header details you wish to include

10. If you are invoicing SSS or Healthcare you may enter a freight line if required by clicking "ADD" in the Invoice items section

GE Renewable Energy buyers do not accept Freight lines and you will not have this option

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

11. 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	1,274.82
Total tax	0.00
	Undo changes
Total gross	1,274.82

SAVE   PREVIEW   SEND