**Important Information**

Each Fisher Scientific entity has been assigned a Tungsten account number. Please ensure that you submit e-Invoices to the correct account as submission to the incorrect account will lead to invoice rejection by Fisher Scientific. You can easily determine the correct Fisher Scientific entity and account based on the Fisher Scientific name and VAT registration number.

Fisher Scientific will require the following information when submitting electronic invoices:

* Fisher Scientific purchase order number
* Purchase order line number for each invoice line
* Quantity of items being invoiced by line
* Unit Cost
* Unit of measure
* Invoice number
* Invoice date
* VAT amount if applicable
* Freight amount if applicable

The above data is important and is necessary for Fisher Scientific to promptly process your invoice and pay you on time. If your invoice is missing this key information, Tungsten Network will not be able to accept your invoice for delivery to Fisher Scientific but instead will return it to you along with the reason for the failure.

* Vendors are required to reference a valid PO number when submitting an invoice.
* Fisher Scientific can process only one PO per invoice through Tungsten Network at this time. If you are invoicing for multiple POs, a separate invoice must be submitted for each PO.
* Freight charges for goods/services must be submitted on the same invoice. Tungsten Network provides the ability to submit freight charges in the Special Detail Line section of the invoice.