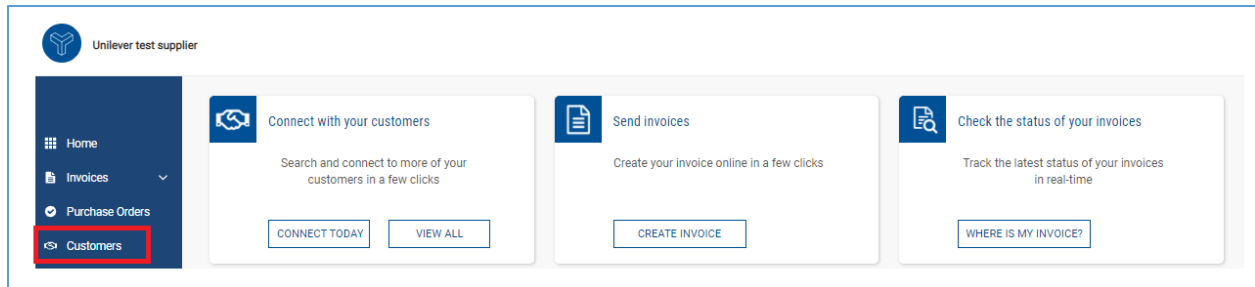
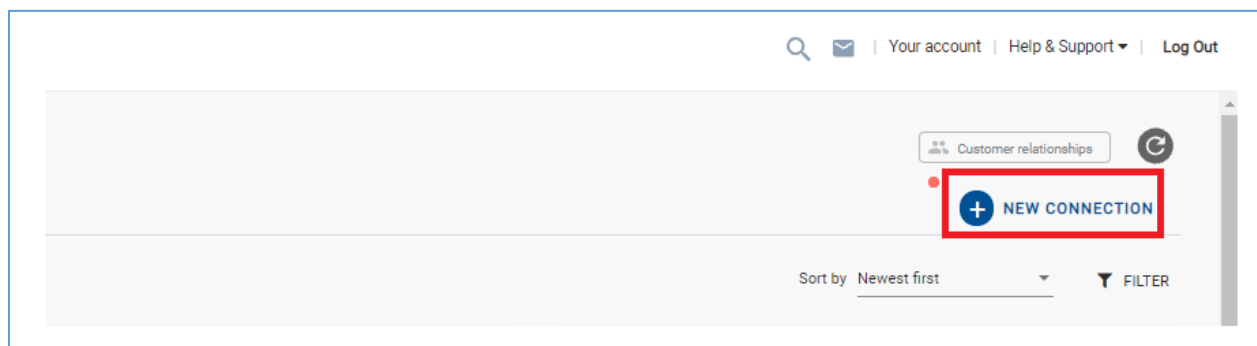


HOW TO CONNECT TO YOUR CUSTOMERS ON THE TUNGSTEN NETWORK PORTAL

1. Log on to your account at www.tungsten-network.com and click Customers on the blue ribbon across the left



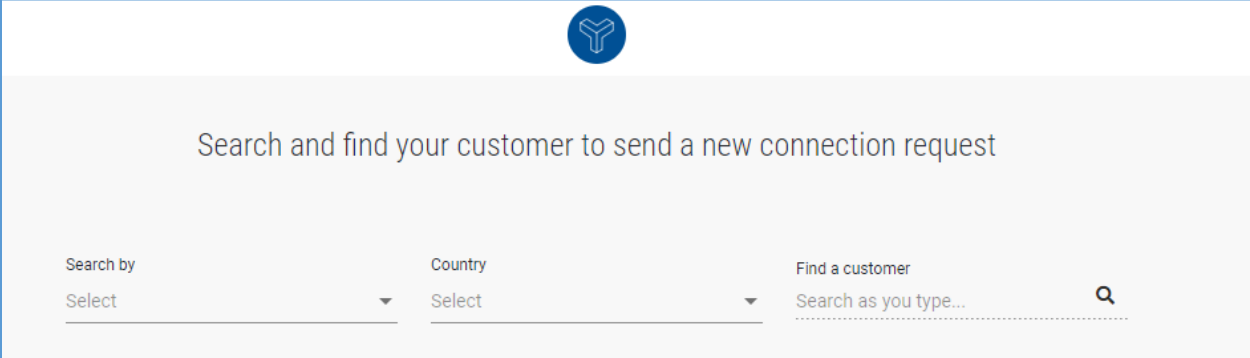
2. You will now be able to see your existing and pending buyer connections. Click on any of the 'name cards' to see the address details of your buyer. Click on +NEW CONNECTION on the top right hand side of the page to add new buyers.




3. You can search for your customer by

- their Tungsten Number (this always starts with AAA, and you can review all Unilever entities [here](#))
- their tax ID
- their company name


Once you have selected your search criteria, also select your customer's country and start typing in the search field



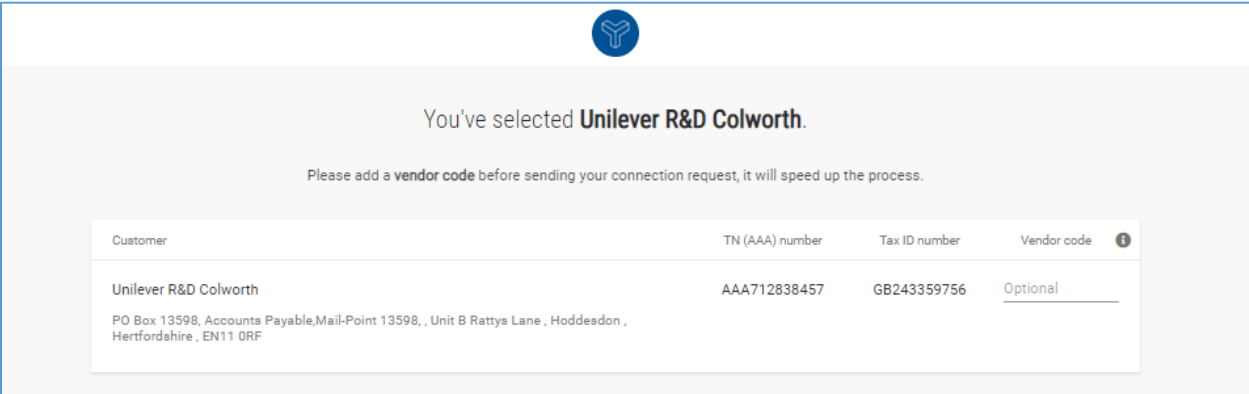



Search and find your customer to send a new connection request

Search by Country Find a customer

Select Select Search as you type... 


4. Once you have selected the buyer you wish to connect to, if you know your vendor code add it in the vendor code field, but this is not mandatory. Click Confirm






You've selected **Unilever R&D Colworth**.

Please add a **vendor code** before sending your connection request, it will speed up the process.


Customer	TN (AAA) number	Tax ID number	Vendor code 
Unilever R&D Colworth <small>PO Box 13598, Accounts Payable, Mail-Point 13598, Unit B Rattys Lane, Hoddesdon, Hertfordshire, EN11 0RF</small>	AAA712838457	GB243359756	Optional <input style="width: 80px;" type="text"/>

- You must now include supporting documentation for your buyer to easily locate you in their system e.g. Purchase Order, contract, remittance etc. Once you have added your attachment click Send**



Your customer requires supporting documents

To accept your request, your customer needs supporting evidence of your relationship. This could be an invoice, PO, contract, remittance etc.

Customer	Additional Information ⓘ
Unilever R&D Colworth	<div style="border: 1px dashed gray; padding: 10px; text-align: center;"> Drag & Drop files here or Browse files</div>

SEND DO IT LATER DELETE

- Your request has now been sent directly to Unilever to review. Once your customer approves the connection this will be added and you will receive a notification. Once connected to Unilever you will be able to view your POs, submit invoices and view the status of your invoices to Unilever.**

✓ Success. Your connection request has been successfully sent to your customer

CUSTOMERS

CONNECTED (0)

PENDING REQUESTS (1)

Search by name or AAA number



Unilever R&D Colworth



Country
UNITED KINGDOM

Tax ID number
GB243359756

TN (AAA) number
AAA712838457

Last updated
September 30, 2021

 1 **ADD FILES**

Further resources for Unilever suppliers using Tungsten Network:

Unilever's microsite on the Tungsten Network: <https://www.tungsten-network.com/unilever/>

Further guides for Unilever suppliers: <https://www.tungsten-network.com/customer-campaigns/Unilever/faqs-and-documentation/>

Tungsten Network support phone numbers: <https://www.tungsten-network.com/customer-campaigns/unilever/support/>

Tungsten Network FAQ's: <https://www.tungsten-network.com/faqs/>