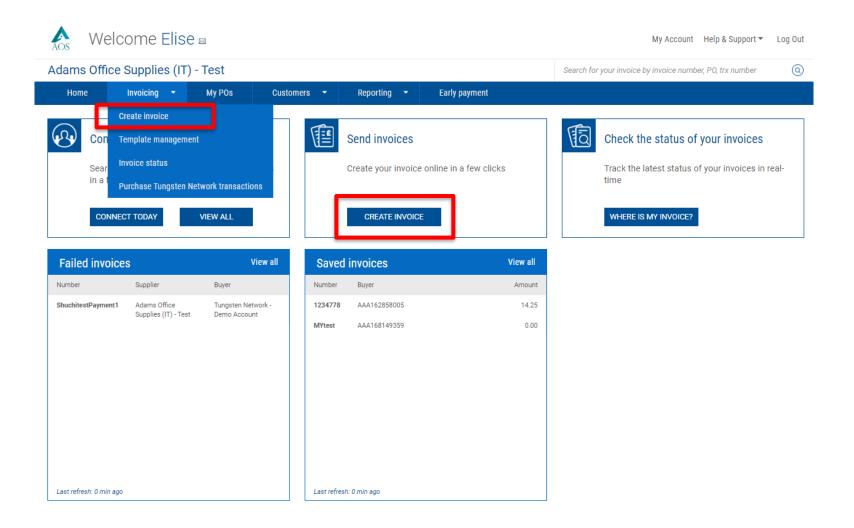


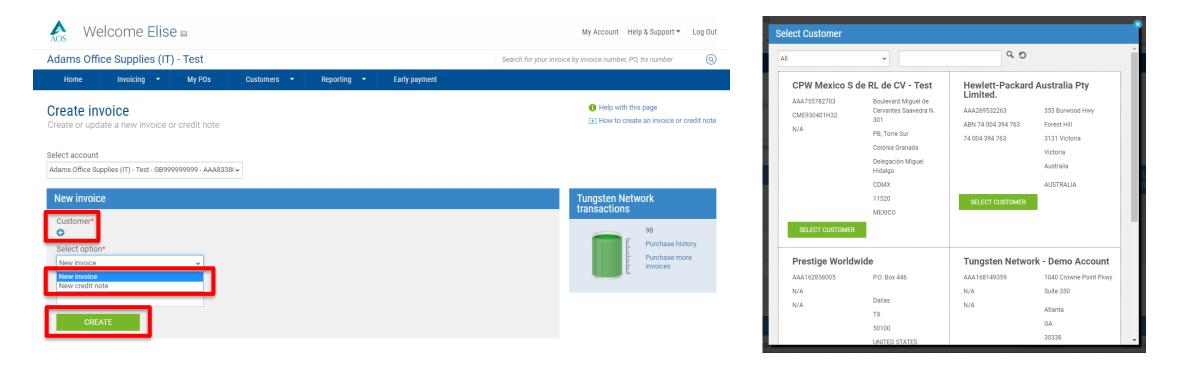
## **Create an invoice or credit note**



Hello, this video was designed to show you how easy it is to submit invoices and credit notes via the Tungsten Network portal. To begin, click "Create invoice" from the home page. You also have the option to click "Invoicing" in the main menu bar. Next, click "Create invoice".

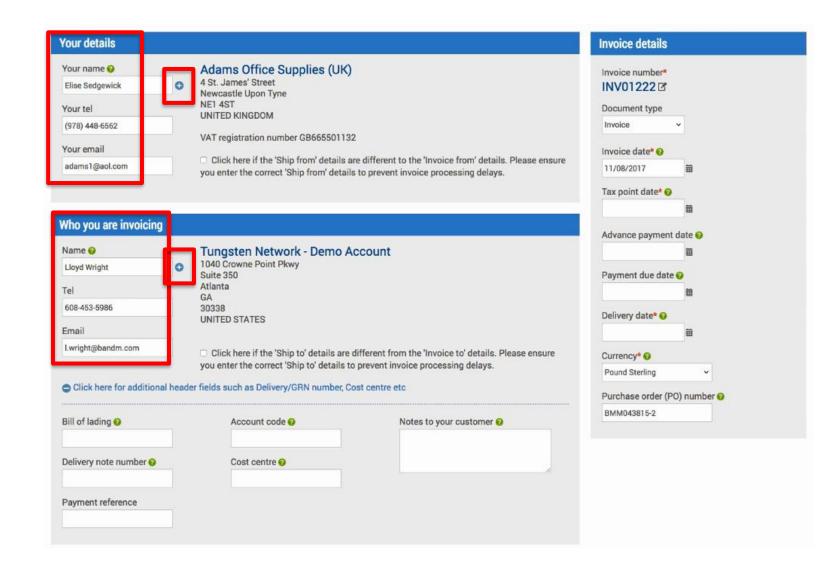


To begin, select your customer by clicking the blue circle located under the customer section. Once your customer has been selected, please choose if you are submitting an invoice or credit note from the drop down menu. After entering your unique invoice or credit note number, click "Create".



Please enter your name, phone number and email address in the "Your details" section. Enter the name, phone number and email address for your customer contact in the "Who you are invoicing" section.

Tungsten Network also gives you the ability to save contact details. To save a contact that will be referenced on future submissions, click the blue circle next to "Your details" and "Who you are invoicing" sections.



If shipping products, please enter the 'Ship from' and 'Ship to' address. If the 'Invoice from' and 'Ship from' addresses are the same, or you have not shipped products, do not click the box to enter the 'Ship from' address. Tungsten Network also gives you the ability to save shipping addresses. To save a shipping address for future use, please click the blue circle next to the 'Ship to' section you would like to update.

Your details	Invoice details	Your details	Invoice details
Your name       Adams Office Supplies (IT) - Test         Start typing to search       A st. James Street         Your tel       O'310         Your email       Cilck here if the Ship from details are different to the 'invoice from' details. Please ensure you enter the correct' Ship from' details to prevent invoice processing delays.         Who you are invoicing       Winston Normandy & Sons - TEST         Mame        Advdwych Road test 1         Tel       UNITED KINBDOM         Will       UNITED KINBDOM         Email       Cilck here if the Ship to' details are different from the 'invoice to' details. Please ensure you enter the correct' Ship from' details are different from the 'invoice to' details. Please ensure you enter the correct' Ship to' details to prevent invoice processing delays.         Email       Cilck here if the Ship to' details are different from the 'invoice to' details. Please ensure you enter the correct' Ship to' details to prevent invoice processing delays.         Click here for additional header fields such as Delivery/GRN number, Cost centre etc	Invoice number* 789456 CF Document type Invoice date* 7/06/2018 Tax point date* 7/06/2018 Tax po	Vour name Adams Office Supplies (IT) - Test   Stert typing to search 4 St. James' Street   Your tel UNITED KINGDOM   Your email VAT registration number GB99999999   • Olick here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct' Ship from' details to prevent invoice processing delays.   Where were the items/services supplied from?   Company name   Start typing to search   Country*   Please select   Address 1   Address 3   Address 4   Address 5   Address 5   Postcode   Postcode   Postcode	Invoice number* 789456E Document type Invoice 07/06/2018 Tax point date* 0 07/06/2018 Tax point date* 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

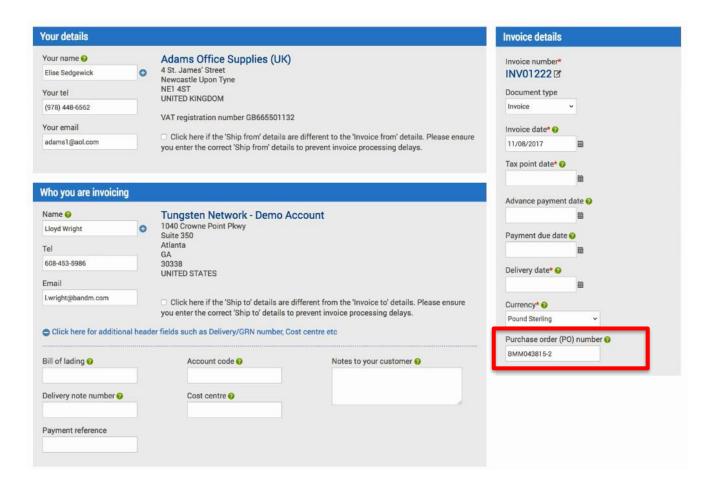
When creating an invoice or create note, it's important to ensure the document type is correct. If you would like to update the document type, please select "Invoice" or "Credit note" from the drop down menu. Please make sure the Invoice date, Payment due date and Delivery date are selected using the calendar. This will ensure your date is in the correct format upon submitting your invoice or credit note.

Your currency has been preselected for you based on the country shown in "Your details" section. If changing the currency, you must enter the currency exchange rate located at the bottom of the page. If the country shown in the invoice from address is invalid, please visit My Account located at the top of the page to update your company's 'Invoice from' address.

Your details				Invoice details
Your name Elise Sedgewick Your tel (978) 448-6562 Your email adams1@aol.com	•			Invoice number* INV01222 C* Document type Invoice Invoice date* 11/08/2017
Who you are invoicing				Advance payment date 🖗
Name 🤪		Tungsten Network - Demo	Account	advance payment date 🤪
Lloyd Wright	0	1040 Crowne Point Pkwy Suite 350		Payment due date 🥹
Tel		Atlanta GA		<b>a</b>
608-453-5986		30338		Delivery date* 🥹
Email		UNITED STATES		
I.wright@bandm.com		Click here if the 'Ship to' details are	e different from the 'Invoice to' details. Please ensure	Currency* 😧
		you enter the correct 'Ship to' details	Pound Sterling ~	
Click here for additiona	l heade	r fields such as Delivery/GRN number,	Cost centre etc	Purchase order (PO) number 🥝
Bill of lading 🥹		Account code 🥹	Notes to your customer 😡	BMM043815-2
Delivery note number 😡		Cost centre 🥹		
Payment reference				

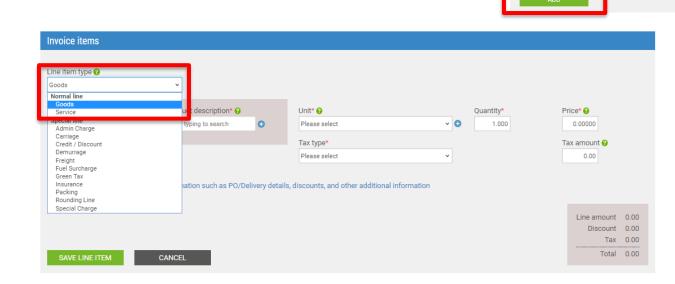


Many customers receiving invoices from Tungsten Network require only one purchase order number per invoice or credit note. It's best to become familiar with your Buyer's requirement as you may have special permission to reference multiple purchase orders per invoice or credit note. If your customer does not require a purchase order number, please bypass the purchase order number field.



To enter a line item, select "Add". Select the line item type from the drop down menu. Your first line item must be a "Good" or "Service" line item. After you have satisfied the requirement, you are allowed to enter other line item types such as Special line items. Enter the line item description and code or part number if applicable. The system requires your unit of measurement, quantity and unit price.

			Invoice details
Your name 😧 Start typing to search Your tel Your email	o	Adams Office Supplies (IT) - Test           4 St. James' Street           Newcastle Upon Tyne           AK           07310           UNITED KINGDOM           VAT registration number GB99999999	Invoice number* 789456 C Document type Invoice
	]	Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.	07/06/2018 📾 Tax point date* 😧
Who you are invoicing			Advance payment date 🕢
Name  Start typing to search Tel Email Click here for additional b	<b>●</b>	Winston Normandy & Sons - TEST 46 Aldwych Road test 123 London WLL UNITED KINGDOM Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays. fields such as Delivery/GRN number, Cost centre etc	Payment due date 🔗 Delivery date* 🎱 Currency* 🎯 Latvian Lats v Purchase order (PO) number 🖗



nvoice items

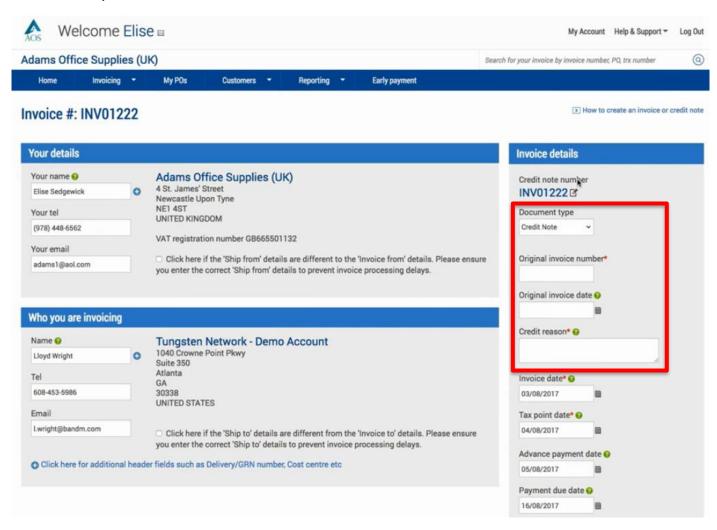
If referencing tax on your invoice or credit note, select the tax type from the drop down menu. Some users may not have the option to enter tax at the line level as they are located in a region where tax must be entered at the "Summary" level.

Select "Click here for additional line level information" if you wish to add additional information and/or a date range to your line item. Once all line item details have been entered, click "Save line item".

It's important to note you have the option to add additional line items or you can continue to create your invoice or credit note as the system does allow entry of multiple line items per invoice or credit note.

Invoice items Line item type 🕜 Goods	v			
Product code <b>2</b> Start typing to searc		♥ Unit* ② Please select Tax type* Please select	Quantity*	Price* 🤪 0.00000 Tax amount 🕐 0.00
Click here for additional line PO number O Delivery note number O Delivery start date		ery details, discounts, and other additional i	information	Discount Q 0.00 Discount % Q 0.00
	e been added by your buyer. st centre Part category European Article	Part number		Line amount 0.00 Discount 0.00 Tax 0.00 Total 0.00

When submitting a credit note, please ensure to provide the original invoice number, original invoice date and reason for your credit note submission. In the invoice line item section, do not enter negative values in the quantity or unit price fields. The system does not allow the entry of negative signs. When the line item is saved, the document will be treated as a credit note. The gross amount will reflect as a positive value.



If you have an attachment, please upload prior to submitting your invoice or credit note. The attachment option should be used for supporting documentation that is required to approve your invoice or credit note. Please do not attach an additional copy of an invoice.

If requesting early payment, click "Apply a discount for early payment" to enter your early payment terms.

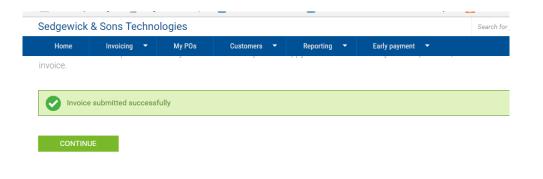
Attachments 👩	File types we accept 🕕
	Your customer allows a maximum of 4 attachments. The maximum file upload size is 12 MB.
SELECT AND UPLOAD	Please note that the digitally signed pdf created by Tungsten Network will be the legal invoice document In order to avoid any tax risk at audit, please do not attach any duplicate invoices. In case attachments are necessary please ensure they are clearly marked as "copy and not for tax purposes".
Withholding tax 🥹	
Cash accounting 📀	
Margin scheme 📀	

- Early payment discount 😮 No discount for early payment
- Apply a discount for early payment

## Late payment conditions 🚱

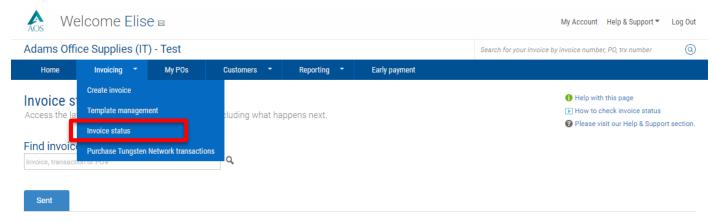
If you would like to make changes to your remit details, please do so at this time. Prior to submitting your invoice, press "Preview" to ensure all information entered is accurate. Next click "Send" to submit your invoice or credit note. Your invoice and/or credit note has been submitted successfully.

				Expand				
: to" details					This is not a tax invoice.			
i <b>t to" address</b> cen Street chusetts > STATES	"Remit to" bank Bank name Sort codde/BIC Bank account number Account name Manage default settings	Middlesex savings Bank 45-1432-3243 961234245 Adams Receivables			Invoice from Adams Office Supply Pountney Hill 6 Laurence Pountney Hill	Invoice to Demonstration Example Buyer PO. Box 446 St. Louis Missouri	Credit Note 10002.12 Invoice details original invoice number 10002.12 Original invoice date	
ary					EC4R 0BL UNITED KINGDOM VAT registration number: GB123456789	63166-0442 UNITED STATES VAT registration number: N/A	Credit reason Payment Invoice date	
		Total net Total tax Total gross	Invoice (£) 0.00 0.00 Undo changes 0.00		Ship from Adama Office Supply Pountney Hill 6 Laurence Pountney Hill EC4R 08L UNITED KINGDOM VAT registration number: GB123456789	Ship to Demonstration Example Buyer PO. Box 446 St. Louis Missouri 63166-0442 UNITE D TATES VAT registration number: NIA	26 January 2017 Advance payment date Tax point date 26 January 2017 Currency GBP Payment due date	
	SAVE AS TEMPLATE SAVE	PREVIEW	SEND				BACK	SEND



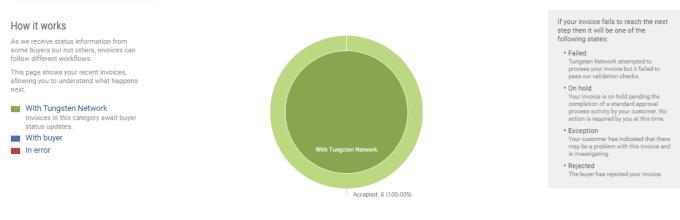
Tungsten Network allows you to track the progress of your invoice once submitted. To access invoice status go to "Invoicing" shown on the main menu and select "Invoice status". Once you submit your invoice or credit note, it will be validated to ensure it is legally compliant and that it has all the required fields as requested by your customer. During this time, your invoice will be in a "Sent" status. Once the validation check is complete, you will receive an e-mail confirmation notifying you if the invoice has been accepted or failed, and the invoice status will be updated accordingly. If your invoice has failed, it will not be passed to your customer. It's your responsibility to correct any errors and resubmit, if appropriate. If accepted, Tungsten Network will deliver your invoice or credit note to your customer within 24 hours and update the invoice status accordingly.

Submitting invoices and credits notes via Tungsten Network is very easy. For more information, you may also visit the "Help & Support" section.

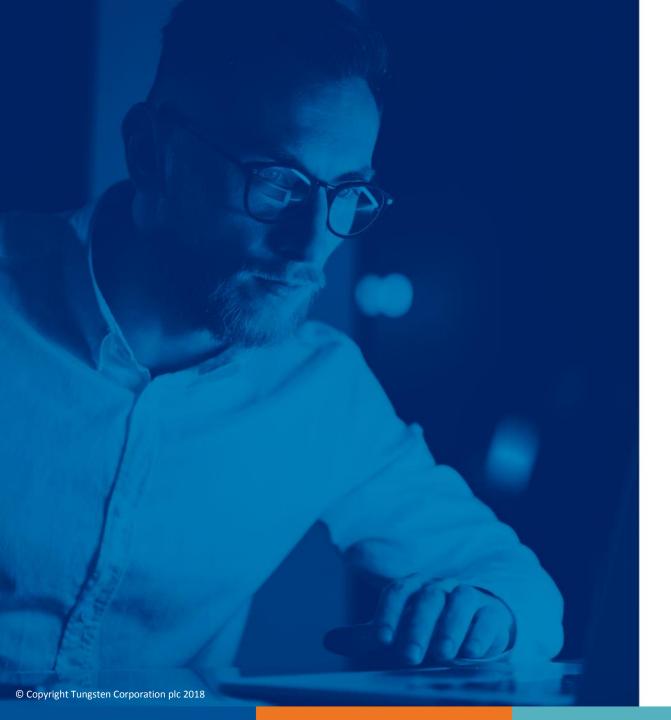


You are currently viewing tracked invoices. Tracked invoices are younger than 90 days. You may mark them as untracked if you no longer want them to appear in this list or if you wish to suppress notifications of them. Invoices older than 90 days are available through reporting.

Tracked - Last 90 days



RESET



For more information, and to view more videos, please visit the Help & Support section