



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.

The screenshot shows the Adams Office Supplies (UK) - Test portal dashboard. The left sidebar menu has 'Purchase Orders' highlighted with a red box. The main content area features three action cards: 'Connect with your customers', 'Send invoices', and 'Check the status of your invoices'. Below these is a 'For your attention' section with a table showing one failed invoice. At the bottom, there are two tables: 'Failed invoices' and 'Saved invoices'.

For your attention

| Type | Count | Date | Customer |
|-----------------|-------|------|----------|
| Failed invoices | 1 | | |

Failed invoices

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

Saved invoices

| Number | Buyer | Amount |
|-------------|--------------|--------|
| invoice 123 | AAA269532263 | 1.10 |
| rockwell | AAA168149359 | 0.00 |

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.

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

GET MY POs

Active purchase orders

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

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.

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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 (dropdown menu open showing: 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 |
|--------|-----------|-----------------|----------|--------------------|--------|---------|------------------------|-------|
|--------|-----------|-----------------|----------|--------------------|--------|---------|------------------------|-------|

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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.

| | | | | | | | | | | | |
|---|------------|------------|----------------|--------------|---------|---|--------------|---|---|---|-----|
|  | CBTestPO13 | 02/08/2018 | Tungsten | AAA168149359 | Pending | 1 | 2.4 GHZ, 2GB | 3 | 0 | - | Pre |
| | | | Network - Demo | | | | SDRAM | | | | |
| | | | Account | | | | | | | | |

AOS Adams Office Supplies (UK) - Test

PO Convert #CBTestPO13

Current Status: **Pending**

PO NUMBER CBTestPO13
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
Supplier Company Registration Number 12345678
Buyer Tax Registration Num. 27-1234567

ACKNOWLEDGE **PREVIEW** **BACK**

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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".

AOS 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.

Adams Office Supplies (UK) - Test

Home
Invoices
Purchase Orders
Customers
Reports
Early payment
Analytics

Acknowledgement request sent.

Current Status: **Accepted**

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

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

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

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

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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.

The screenshot displays the 'PO Convert #CBTestP013' page in the AOS system. The page is titled 'Adams Office Supplies (UK) - Test' and includes a navigation sidebar on the left with options like Home, Invoices, Purchase Orders, Customers, Reports, Early payment, and Analytics. The main content area features a 'Create invoice' section with an 'Invoice number' field containing 'test12345'. Below this is a table of purchase order line items:

| 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 |

Below the table is a 'Summary' section with the following details:

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

At the bottom of the main content area, there are two buttons: 'BACK' and 'CONFIRM'. The 'CONFIRM' button is highlighted with a red box. The page also includes a footer with navigation links like 'About Tungsten Network', 'FAQ', 'Terms of use', 'Privacy policy', and 'Contact Support', along with social media icons and an 'UPGRADE TO INTEGRATED SOLUTION' button.

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

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 Tungsten Network - Demo Account

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](#)

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

AdChoices

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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
4 St James St
Ryadh
Toulouse
Haute Pynerees
20122
FRANCE

Your email
VAT registration number FR12345678987

Where were the items/services supplied?
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

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.

Adams Office Supplies (UK) - Test

Your details

Your name [?] Adams Office Supplies (UK) - Test
Start typing to search +
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 [?] Tungsten Network - Demo Account
Start typing to search +
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 [?]

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.

Adams Office Supplies (UK) - Test

Your details

Your name [?] Adams Office Supplies (UK) - Test
Start typing to search ⁺
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 [?] Tungsten Network - Demo Account
Start typing to search ⁺
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 [?]

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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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.*

| 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

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: CBTestPO13 | PO line number: 1 | Additional information: [Text Area]

Discount: 0,00 | Discount %: 0,00

Delivery note number: [Text Field]

Delivery start date: [Calendar Icon] | Delivery end date: [Calendar Icon]

The fields below have been added by your buyer.

GL number: [Text Field] | Cost centre: [Text Field] | Part category: European Article Number | Part number: [Text Field]

Line amount: 1 249,00
Discount: 0,00
Tax: 249,80
Total: 1 498,80

SAVE LINE ITEM | CANCEL

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 | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| 02 MON20243 - 21 Inch Monitor | 1 / Each | 399,00000 | 399,00 | 478,80 | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| 03 OFF3212 - Color Laserjet Printer | 1 / Each | 499,00000 | 499,00 | 598,80 | <input checked="" type="checkbox"/> <input type="checkbox"/> |

ADD

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**
- Goods
- Service
- Special line**
- Admin Charge
- Advance Recycling Fee
- Carriage
- Credit / Discount
- Demurrage
- Freight**
- Fuel Surcharge
- Green Tax
- Insurance
- Packing
- Rounding Line
- Special Charge

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

Line amount 0,00

Discount 0,00

Tax 0,00

Total 0,00

SAVE LINE ITEM CANCEL

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

Summary

| Invoice (\$) | |
|------------------------------|----------|
| Total net | 2 147,00 |
| Total tax | 429,40 |
| Undo changes | |
| 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 name Sort code Bank account number Account name Manage default settings | Norwich & Peterborough Building Society 434-45321 43945992934 Sedgewick & Sons |
|--|--|---|

Summary

| | Invoice (\$) |
|------------------------------|--------------|
| Total net | 2 147,00 |
| Total tax | 429,40 |
| Undo changes | |
| Total gross | 2 576,40 |

[SAVE AS TEMPLATE](#) [SAVE](#) [PREVIEW](#) [SEND](#)

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 sitting at a desk in an office, looking at a computer monitor. The man is wearing glasses and a light blue sweater, and the woman is wearing a grey t-shirt. They are both smiling and appear to be engaged in a collaborative work activity. The background is a bright, modern office with large windows.

Have a good day