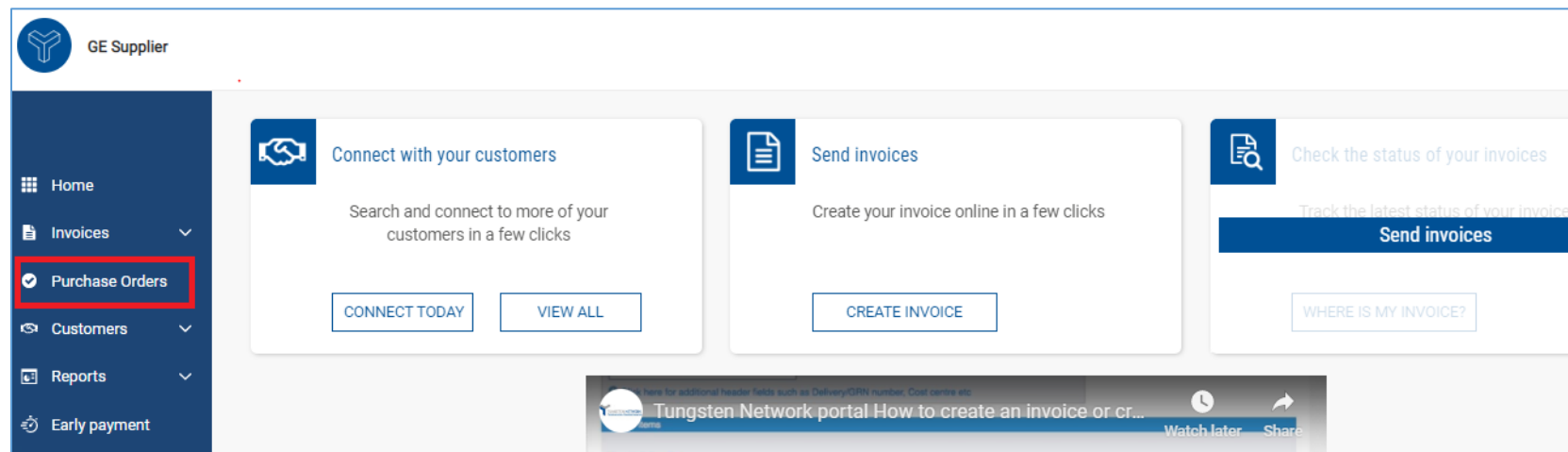
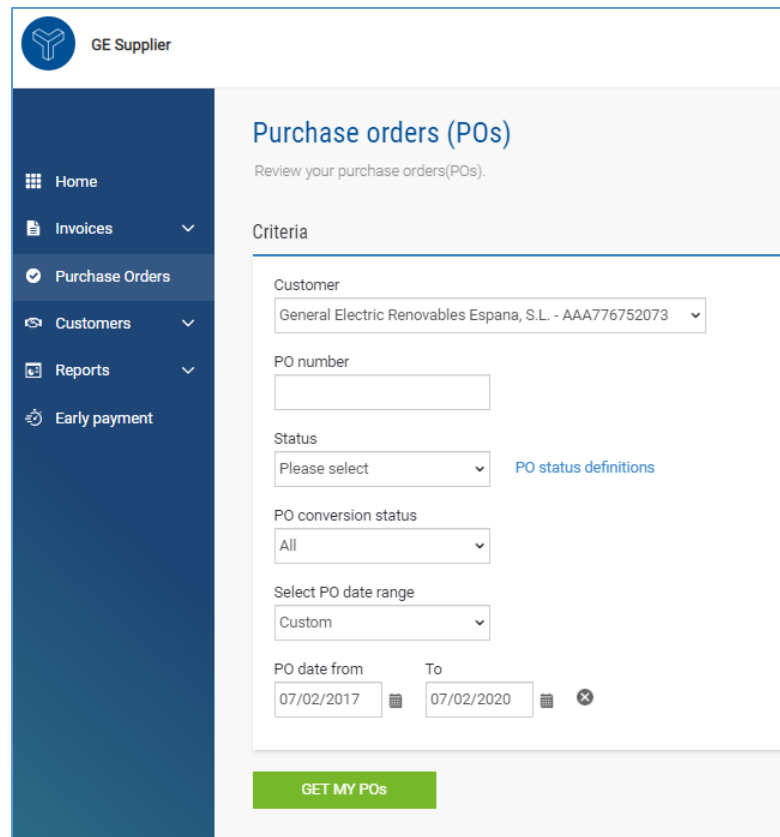


## HOW TO CONVERT YOUR PURCHASE ORDERS INTO INVOICES

1. Log on to the Tungsten Network Portal at [www/tungsten-network.com/login](http://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















The screenshot shows the 'GE Supplier' interface for 'Purchase orders (POs)'. The page title is 'Purchase orders (POs)' with a subtitle 'Review your purchase orders(POs)'. A left-hand navigation menu includes 'Home', 'Invoices', 'Purchase Orders' (highlighted), 'Customers', 'Reports', and 'Early payment'. The main content area is titled 'Criteria' and contains the following search fields:

- Customer:** A dropdown menu with the selected value 'General Electric Renovables Espana, S.L. - AAA776752073'.
- PO number:** An empty text input field.
- Status:** A dropdown menu with 'Please select' and a link to 'PO status definitions'.
- PO conversion status:** A dropdown menu with 'All'.
- Select PO date range:** A dropdown menu with 'Custom'.
- PO date from:** A date input field with '07/02/2017' and a calendar icon.
- To:** A date input field with '07/02/2020', a calendar icon, and a clear icon (X).

At the bottom of the criteria section is a green button labeled '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

Active purchase orders												
Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version 	First line description	Lines	Invoices	Net value	Delivery Method	
	356000067_2	23/01/2020	GE Renewable Belgium	AAA663543858	New	3	DC-SWITCH-DISCONN. O...	1	1	50.00	-	Pre
	356000067_1	23/01/2020	GE Renewable Belgium	AAA663543858	New	3	DC-SWITCH-DISCONN. O...	1	1	50.00	-	Pre
	356000062	23/01/2020	GE Renewable Belgium	AAA663543858	New	2	DC-SWITCH-DISCONN. O...	1	1	50.00	-	Pre
	356000053	20/01/2020	GE Renewable Belgium	AAA663543858	New	2	DC-SWITCH-DISCONN. O...	1	1	50.00	-	Pre
	356000065	20/01/2020	GE Renewable Belgium	AAA663543858	New	2	DC-SWITCH-DISCONN. O...	2	1	100.00	-	Pre
	356000060	19/01/2020	GE Renewable Belgium	AAA663543858	New	1	DC-SWITCH-DISCONN. O...	1	0	50.00	-	Pre
	356000051	19/01/2020	GE Renewable Belgium	AAA663543858	Pending	2	DC-SWITCH-DISCONN. O...	2	0	100.00	-	Pre
	356000058	15/01/2020	GE Renewable Belgium	AAA663543858	New	0	DC-SWITCH-DISCONN. O...	1	0	50.00	-	Pre
	356000047	15/01/2020	GE Renewable Belgium	AAA663543858	New	1	DC-SWITCH-DISCONN. O...	3	0	150.00	-	Pre
	356000050	15/01/2020	GE Renewable Belgium	AAA663543858	New	0	DC-SWITCH-DISCONN. O...	4	0	200.00	-	Pre


 Page size: 
Displaying page 1 of 2, items 1 to

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

### PO Convert #3560000067\_2 Help with this page

Current Status: **Pending**

**PO NUMBER 3560000067\_2**  
TN Buyer Number:  
AAA663543858  
PO Date: 19 January 2020  
Currency: Euro

**PO FROM**  
GE Renewable Belgium  
Hanswijkdries 80  
Mechelen

**PO TO**  
Cg Holdings Belgium Nv  
Rue Vital Francoisse 220  
Charleroi  
BE  
6001

**Reference numbers**

**ADDITIONAL INFORMATION**

Buyer Invoice Ref.	103
Release Number	2
Transaction Type	BLANKET
Buyer Tax Registration Num.	BE0550578631
Supplier Tax Registration Num.	BE0416576891

**ACCEPT PO** **REJECT PO** **ARCHIVE PO** **PREVIEW** **BACK**

## 6. Next Click Convert PO

Now you will be able to input your invoice number, choose the items that are to be invoiced and select applicable VAT rates (scroll to the right to select VAT using the scroll bar). You can select all items on the PO or in the event of a partial shipment, only the items that are being invoiced.

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 #356000067\_2** Help with this page

**i** 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\*

Select PO line items to use

Apply tax code to selected items Please select

**APPLY TO SELECTED ITEMS**

Description	Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
9... DC-SWITC...	1	5	5	1	4	Each	10.00000	50.000	<input checked="" type="checkbox"/>	<input type="text" value="4"/>	<input type="text" value="10.00000"/>	<div style="border: 1px solid #ccc; padding: 2px;">           Please select            Please select            0% VAT            12% VAT            21% VAT            6% VAT            Triangulation- 0% (EU)            VAT Exempt            VAT Reverse Charge         </div>

BACK
CREATE INVOICE

## 7. Confirm the items that have been selected

Line	PO line reference	Description	Shipment No.	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	1	DC-SWITC...	1	4.000	Each	10.00000	21.00	8.40	40.00	48.40

**Summary**

No. of lines	1
Sub total	EUR 40.00
Total tax	EUR 8.40
Net total	EUR 48.40

## 8. Enter invoice details

All 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

**Your details**

Your name\*  ?

Your tel

Your email

**GE Supplier**  
Rue Vital Francoise 220  
Charleroi  
BE  
6001  
BELGIUM  
VAT registration number BE0416576891

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.

**Invoice details**

Invoice number  
123456

Document type  
Invoice

Invoice date  
07/02/2020

Tax point date\*  ?

Delivery date\*  ?

Currency  
Euro

Purchase order (PO) number\*  
3560000067\_2

**Who you are invoicing**

Name\*  ?

Tel

Email









**GE Renewable Belgium**  
Hanswijkdries 80  
Mechelen  
2800  
BELGIUM  
VAT registration number BE0550578631

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.

9. Enter any additional header details you wish to include e.g. delivery note number, payment reference

[Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)

---

Bill of lading 	Account code 	Notes to your customer 
<input type="text"/>	<input type="text"/>	
Delivery note number 	Cost centre 	
<input type="text"/>	<input type="text"/>	
Customs declaration date		
<input type="text"/> 		
Customs office 		
<input type="text"/>		
Customs declaration number 		
<input type="text"/>		
Payment reference		
<input type="text"/>		

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 does not accept Freight lines and you will not have this option**

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

Additional information

---

Attachments [?](#)

[SELECT AND UPLOAD](#)

File types we accept [?](#)  
Your customer allows a maximum of 5 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".

Cash accounting [?](#)

Margin scheme [?](#)

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Payment terms

Late payment conditions [?](#)

Payment terms [?](#)

---

"Remit to" details

"Remit to" address	"Remit to" bank
	<a href="#">Manage default settings</a>



12. Review & click send.

Summary

		Invoice (€)
Total net	<input type="text" value="40.00"/>	40.00
Total tax	<input type="text" value="8.40"/>	8.40
		<a href="#">Undo changes</a>
Total gross		48.40