

SUPPLIER CONNECT TRANSFORMING ONBOARDING

Welcome to your Integration Set Up.

Congratulations, you're about to start your integrated implementation, below is a step-by-step guide to the set-up process and following the integrated dashboard.

Integration allows for invoices generated in your finance system to be automatically transferred to your buyer through our network where we apply country, fiscal & buyer rules to standardise the data and ensure you and your buyer are compliant in the process.

The integration set up will ensure that every scenario is catered for in terms of your file set up, invoice structure and the tax and any compliance rules you might have to adhere to. This may mean some changes to your current invoice structure.

Our best practice implementation timeline should take **just 26 days to complete**, the days shown for each activity is below, but you can set your own project dates in the portal too.

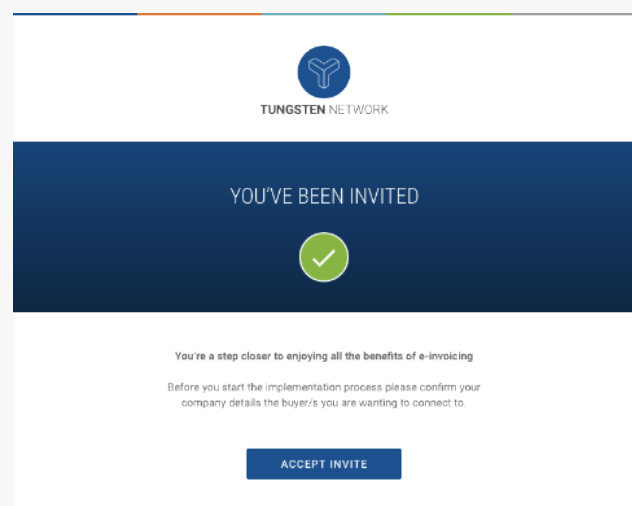
Supplier integration project steps:

1. Complete questionnaire = 5 days from the date on which user landed on 'Onboarding screen'
2. Create test files = 5 days from step 1
3. - Upload test files = 1 day from step 2
- Test file review by implementation specialist = 2 (imp review) + 2 (for supplier to make any changes needed) + 3 (create sample invoices) + 3 (create mapping) = 10 days from step 3
4. Approve PDFs = 3 days + 3 days [if buyer approval is required] from step 4
5. Go Live (expectation of when first invoice will flow through the system) = 2 days from step 5

Let's go!

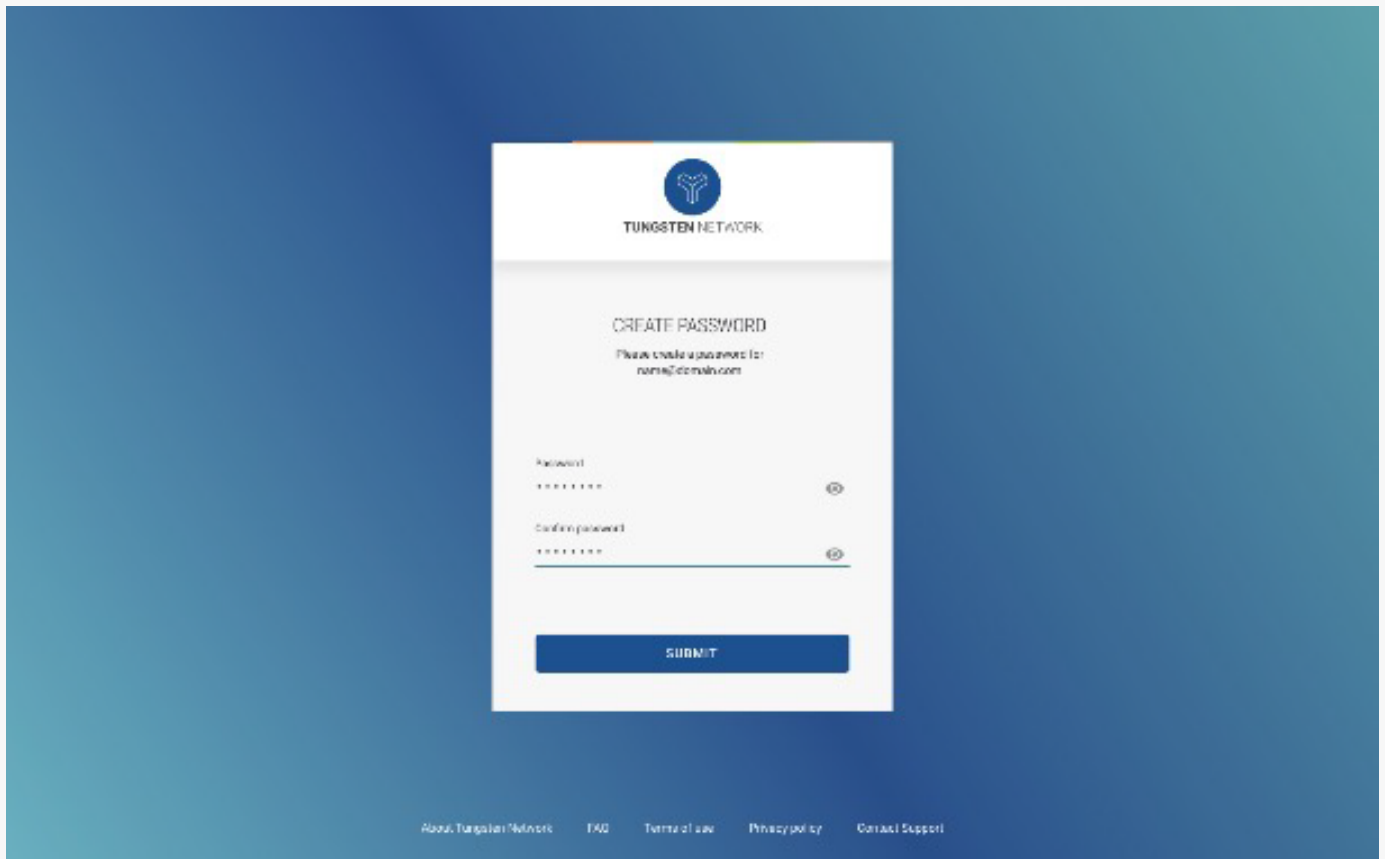
Implementation Set Up

You'll receive an invite email to start your registration and set up your account.



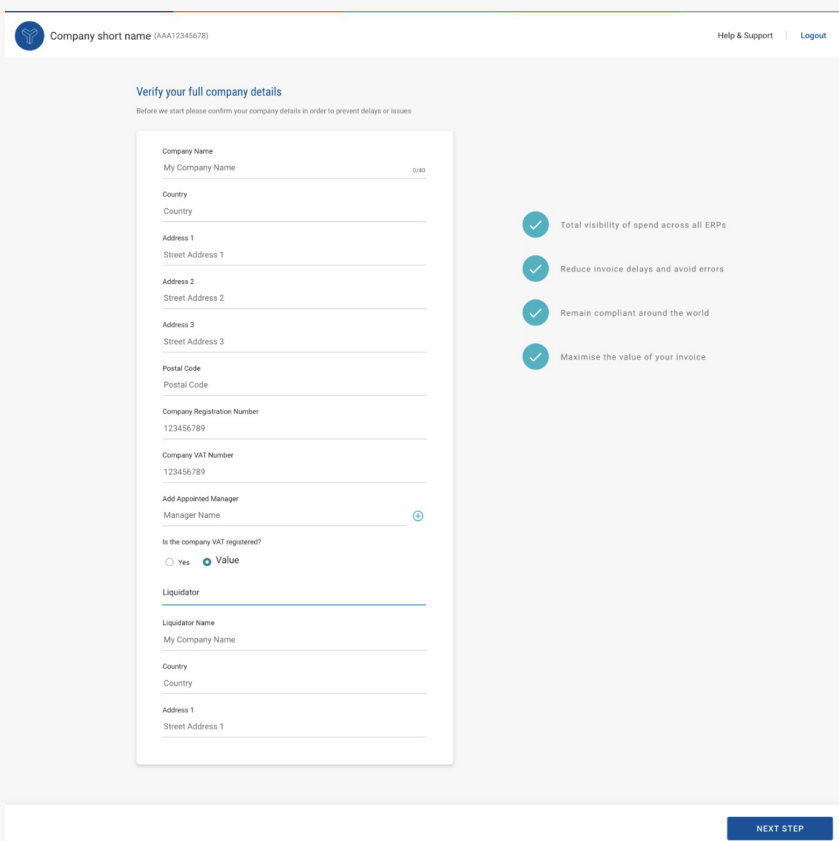
Registration steps

Create Password. Login to your account. **Set up Two Factor Authentication (2FA)**




Confirm company details

- Once you've completed 2FA and logged in you'll be prompted to confirm your company details - This is vital information that must be accurate to prevent delays or issues in your e-invoicing implementation.

A screenshot of the 'Verify your full company details' form in the Tungsten Network interface. The page has a white background with a blue header containing the Tungsten Network logo and the text 'Company short name (AAA12345678)'. Below the header, the text 'Verify your full company details' is displayed, followed by the instruction 'Before we start please confirm your company details in order to prevent delays or issues'. The form is divided into two columns. The left column contains several input fields: 'Company Name' (My Company Name), 'Country', 'Address 1' (Street Address 1), 'Address 2' (Street Address 2), 'Address 3' (Street Address 3), 'Postal Code', 'Company Registration Number' (123456789), 'Company VAT Number' (123456789), 'Add Appointed Manager' (Manager Name), 'Is the company VAT registered?' (Yes/Value), 'Liquinator', 'Liquinator Name' (My Company Name), 'Country', and 'Address 1' (Street Address 1). The right column contains four bullet points, each with a green checkmark icon: 'Total visibility of spend across all ERPs', 'Reduce invoice delays and avoid errors', 'Remain compliant around the world', and 'Maximise the value of your invoice'. A blue 'NEXT STEP' button is located at the bottom right of the form.

Confirm buyer/s relationships

- You'll now be presented with your prepopulated buyer relationships and their individual entities – check these are correct.
 - N.B.** buyers have multiple entities depending on regions, buying units etc. You may invoice ACME INC in Brazil, UK and Norway and these are separate relationships.
- You can also set buyer aliases which you use to identify your buyer rather than their Tungsten legal entity name.
- If you don't recognise any/some of the buyers, please deselect and contact us to update and add your correct buyers.

 Company short name (AAA12345678) Help & Support | Logout

Confirm your buyer

Please confirm all the buyer entities you are connecting are correct. You can also add [buyer aliases](#). ✔ Select All TN TAX ID

Buyer Entity
Buyer name 01

TN TAX ID
AAA00000000

Do you have a buyer alias within your ERP?
[Edit/Add Alias](#)

Address

Street Address 1,
Street Address 2,
Street Address 3,
City, Country, Postal Code

Buyer Entity
Buyer name 01

TN TAX ID
AAA00000000

Do you have a buyer alias within your ERP?
[Edit/Add Alias](#)

Address

Street Address 1,
Street Address 2,
Street Address 3,
City, Country, Postal Code

Buyer Entity
**Long Buyer Name Long
Buyer Name Long Bu...**

TN TAX ID
AAA00000000

Do you have a buyer alias within your ERP?
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Address

Street Address 1,
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[NEXT STEP](#)

Review project plan

- You'll see your expected go-live date which can be changed if you feel the date is not achievable, this is our 26 days best practice implementation. You may also review and change dates for each of the steps in the timeline.
- Hovering over the question icon will give you detailed information on what is required on each step.
- At any time in the process, you may invite a user to assist with the completion of any of the steps.
- You can also manage your company details and user access to the self-serve portal by clicking the settings tab.
- Reminder emails will be triggered to remind you to complete outstanding tasks.
- N.B.** If you log out of the portal, you can return to your implementation steps via the Integration dashboard at any time to complete the next step.

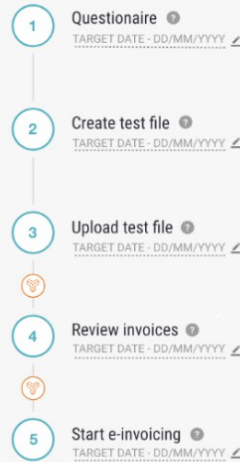


Implementation Overview

Your go-live date has been set for **26 July 2020**.
The success of the implementation process and cycle of testing depends on the quality of information your company shares with us and the availability of your resources.

What you need to do

- > Completing the key steps listed on the timeline
- > Configuring the connectivity or method of data transfer
- > End-to-end data testing between you and Tungsten Network
- > Responding to any queries during the mapping process



NEXT STEP

1. Questionnaire

The questionnaire is the foundation to the implementation and will help the implementation mapping team understand your current invoicing set up, invoice field requirements and specific scenarios including:

- File type, transfer method, currency, taxable products, unit of measure requirements, special charges or discounts, credit notes, attachments etc.
- You'll receive separate documentation on how to set up your connectivity method to transfer data to Tungsten Network based on your answer to question 3 – i.e., AS2, SFTP etc.



Complete this step in 2 days

Questionnaire

Please complete all questions below

Responses will only be saved after clicking the "Save" button

Question	Answer
1 Will your files contain multiple invoices?	Yes
2 What Master Map file format will you be sending to Tungsten Network?	EDI
3 What transfer method do you intend on using to send your invoice files to Tungsten Network?	AS2
4 Do you manage taxable products/ services?	Yes Multi Select Additional Information
5 Are you able to include a field for the TN Buyer Identifier (AA codes)?	Yes Edit Details
6 Do you have special or miscellaneous charges, calculated or settlement discounts in your invoices?	Yes
7 Do you send Credit Notes or Credit Memos?	Yes
8 Do you provide the Units of Measure in your data files?	Yes
9 Do you invoice the Buyer in any currency other than your local currency?	Yes Dollar
10 Provide the name and email address of the person, who will receive the notifications	Edit Details
11 Payment information - would you like us to set up the bank info in our database or map it from your database?	Yes Edit Details
12 Would you need to send any additional documents or attachments?	Yes
13 Do you send multiple lines in your invoices?	No

SAVE

NEXT STEP

2. Create Test Files**

Once you've completed the questionnaire, the implementation team will send guidance on the minimum required fields to create your test file/s.

N.B. This may mean you'll need to add some new fields to your invoice format based on meeting certain tax, country or buyer compliance validation rules.

The documentation will contain explanations on the structure, fields, and mapping rules and 3 attachments:

- 1. The 'TEST_Definition' file contains all the possible fields for invoicing in accordance to the country specifics of all countries and buyers in our system.
- In the zipped folder you will find two files, called 2. Augmentations and 3. Derivations. They contain the codes used in our system for specific information, such as Unit of Measure, Currency codes, Tax codes etc.

N.B. This step may need someone from your IT team to assist with the setup.

** We will be automating the Create Test File process in future, but this isn't available for the BETA right now.

The screenshot displays a user interface for a software implementation process. At the top left, there is a company logo and the text 'Company short name (AAA12345678)'. At the top right, there are links for 'Help & Support' and 'Logout'. Below this is a progress bar with five steps: 1. Questionnaire (completed, green checkmark), 2. Create Test File (active, green circle with '2'), 3. Upload Test File (pending, orange circle with '3'), 4. Review invoices (pending, orange circle with '4'), and 5. Start e-invoicing (pending, orange circle with '5'). To the right of the progress bar, it says 'Complete this step in 2 days'. The main content area is a white box titled 'CREATE TEST FILE' with a clock icon. The text inside the box reads: 'An implementation specialist will get in touch with you to assist with the creation of your sample invoice test file. Once you have received all the instructions you can then proceed to the next step.' At the bottom right of the page, there is a 'NEXT STEP' button.

3. Upload Files

Your implementation contact will be on hand to support you in the process above.

- Once you've generated your test files in your system, you'll log back into the portal and choose 'next step' to load the test file extract to the related scenarios from the questionnaire, this step tests that the files will work once you're live.
- Each scenario is then sent for testing and review by the implementation team.



Complete this step in **2 days**

Upload your test invoice file

Please upload your first invoice scenario and then upload a file for all remaining scenarios.

To avoid delays please ensure the test file is structured properly and contains real data before submitting

Drag and drop your file or [click here](#) to upload

SEND FOR REVIEW

- Invoice
- Credit note
- Charges
- Discount
- Multiple invoices per file
- Multiple lines per invoice
- Different currency than local currency
- 0% vat invoice or line item
- Multiple tax rate

3. View PDFs

You'll receive an email notification from our implementation team to re visit the portal and review the PDF invoice images outputted from your test file input.

- These may also be sent to your buyer for review and approval too.
- You must approve each PDF scenario to continue.
- You can reject any that aren't correct and resubmit a new test data file to correct the error. If you're unsure you can reach out to your implementation advisor any time.



Complete this step in **2 days 8 hours**

Review & approve sample invoices

Please review these sample invoices below and confirm they are correct. If anything is incorrect please reject the invoice and let us know what the issue is.

- Invoice 5

invoice_5.pdf 10 min ago

invoice_4.pdf 5 days ago Buyer has rejected invoice

invoice_3.pdf 10 days ago
- Credit note 4
- Discount
- Charges
- Multiple invoices per file

NEXT STEP

5. Set Go Live Date

Once all files have been approved, you're ready to invoice.

- You'll now confirm a 'go live' date which is when you anticipate sending your first invoice to your buyer.
- If you can't hit the prepopulated date, edit and add the reason why.

Once confirmed, your implementation is complete.

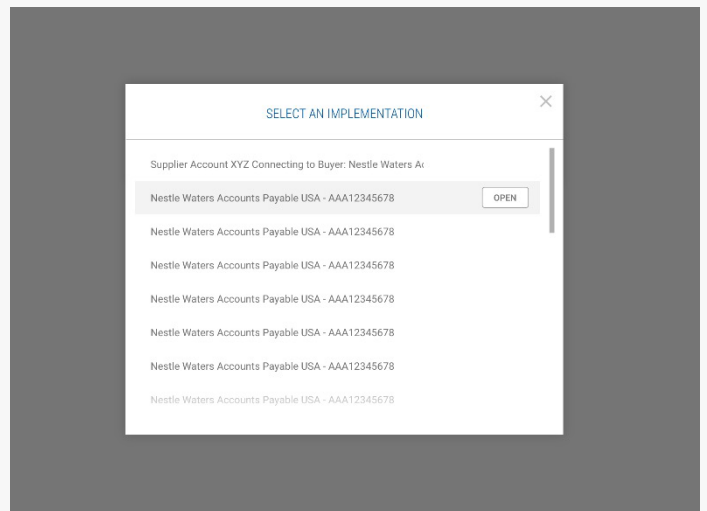
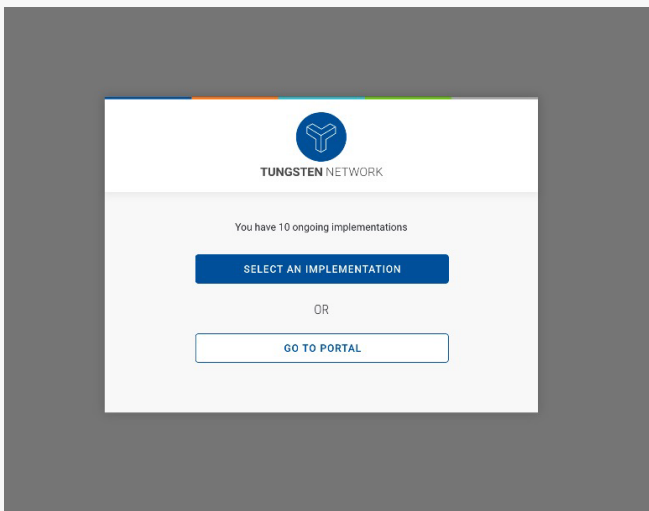
The implementation team will monitor your first 3 invoices to ensure they're successful.

- You're now Live and any further queries should be raised through our main support team.
- You can raise a support ticket within the portal or from our website here – For quicker resolution always include your AAA number found at the top of your dashboard and account pages.

Some features to note.

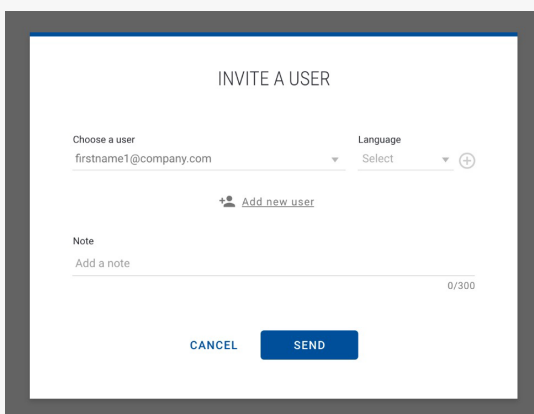
Multiple integrations?

If you have multiple buyer integration projects to complete. You can log out at any time and when you log back into the portal, you'll be prompted to choose to go directly to the main portal to check invoice status or run reports OR you can continue with your other implementations.



'Invite tab' – Invite a colleague to complete an implementation step

You can invite existing portal account users or add a new user to assist with the completion of the implementation. You also have the option to add a message to that user who'll be notified by email. If they're a new user, they will need to create an account too.



Settings tab

- Change company details
- You can edit your company details at any time
- Manage users and access
- Manage your password

Help & Support

- Create a ticket
- View open tickets
- View resolved tickets (Option to re-open)
- View closed tickets

Beta Feedback

We'll seek your feedback through the implementation process and ask for your honest feedback about the process. This will help us validate the product or make vital improvements.

If you need technical support reach out to your implementation advisor in the first instance or raise a support ticket.

***Just Some* of the benefits you'll start to see through integrated electronic invoicing:**

- Faster invoice to cash time – avg. 16 days manual to just 5 electronically.
- Reduced exceptions
- Increase in on time payment
- In built country and fiscal compliance validation

If you have questions about any step in the integration process or specific supplier projects, email implementation@tungsten-network.com or raise a support ticket for assistance.

For product feedback or suggestions for improvement, email:
product.feedback@tungsten-network.com