TUNGSTEN NETWORK

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.

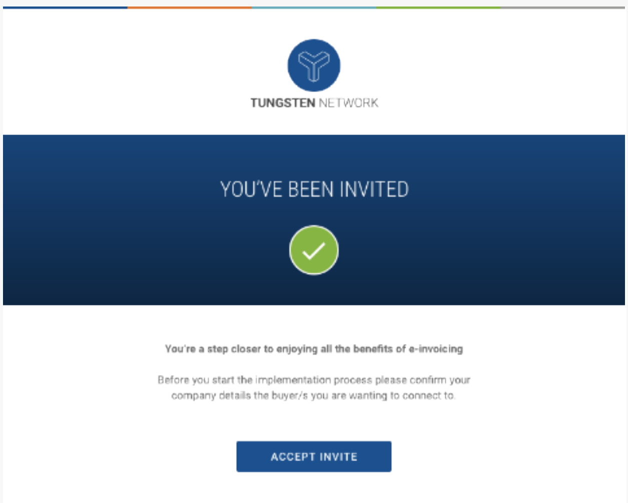
Supplier integration project steps:

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!

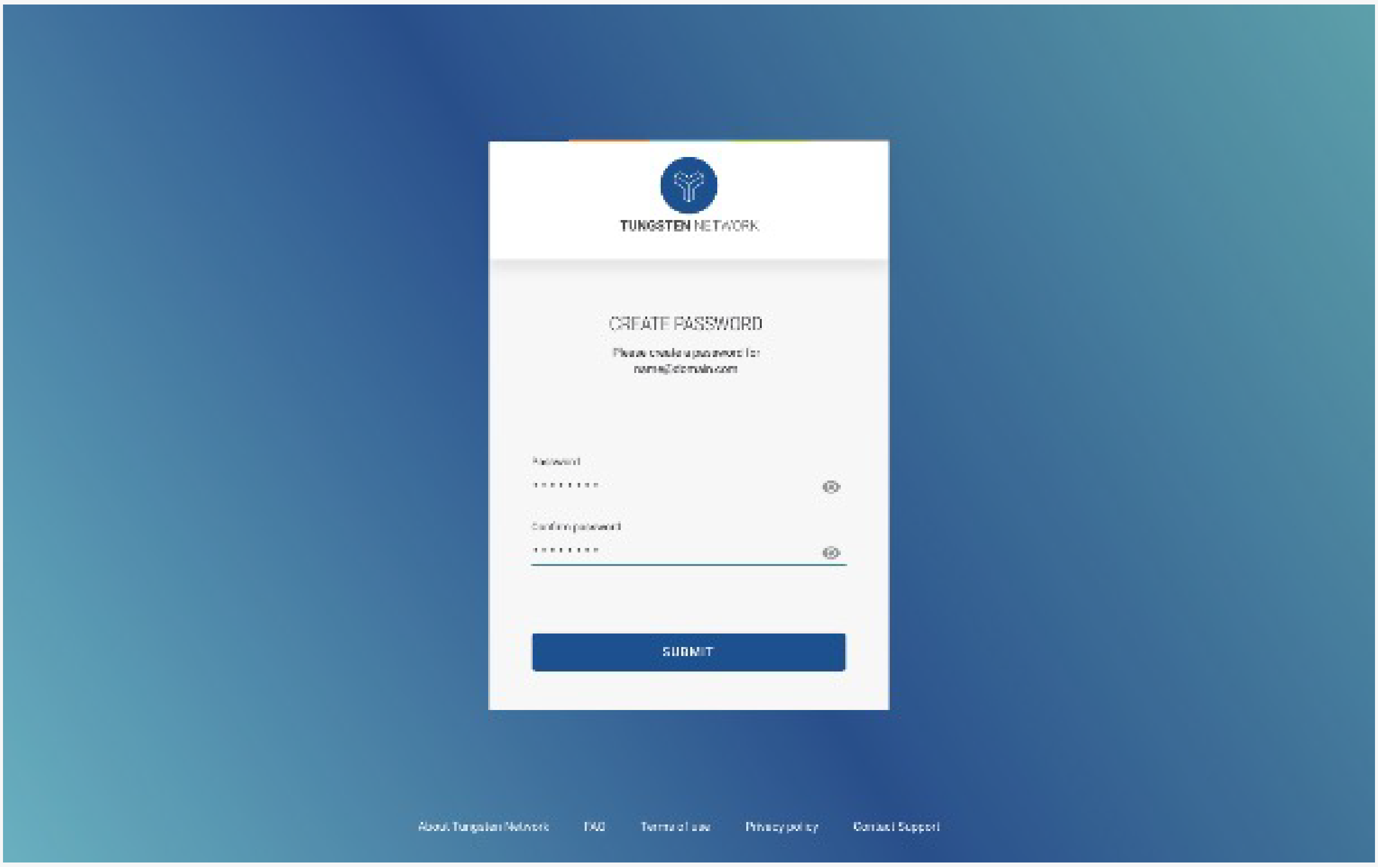
Implementation Set Up

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



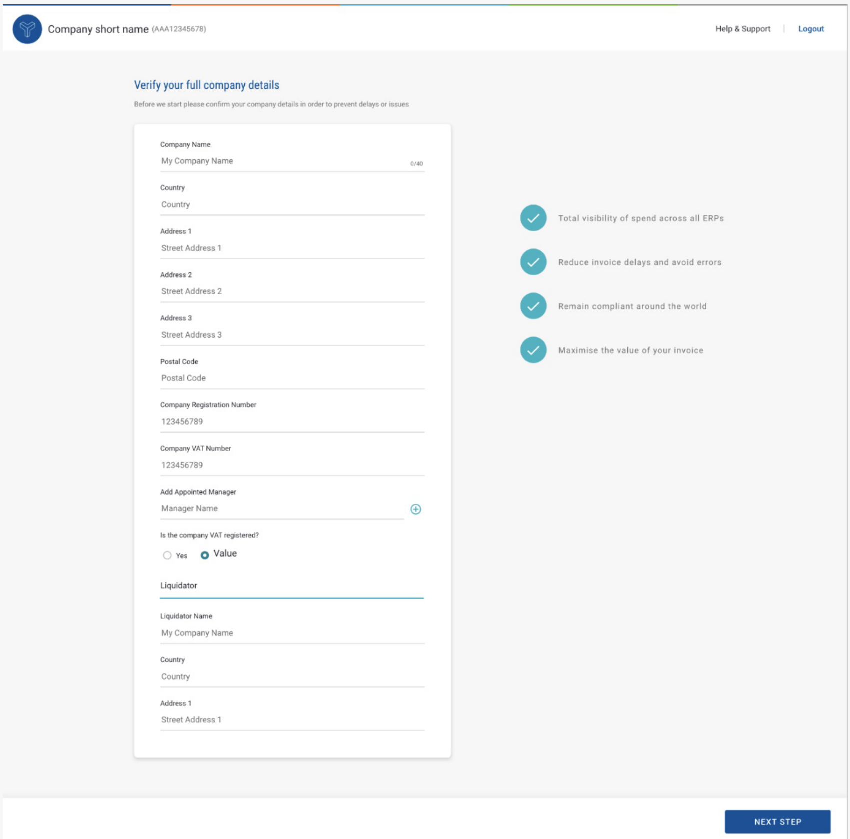
Registration steps

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



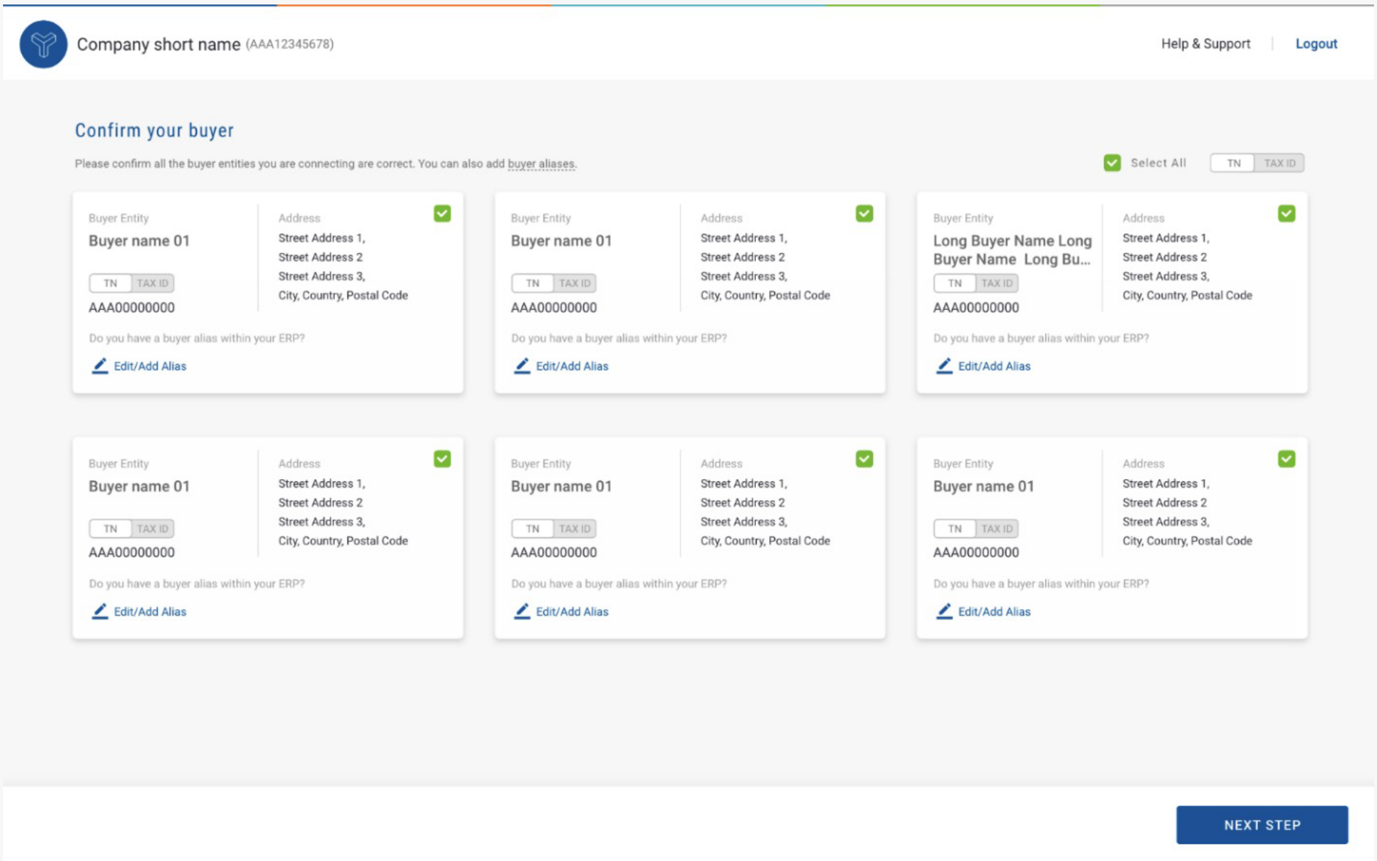
Confirm company details

- 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.



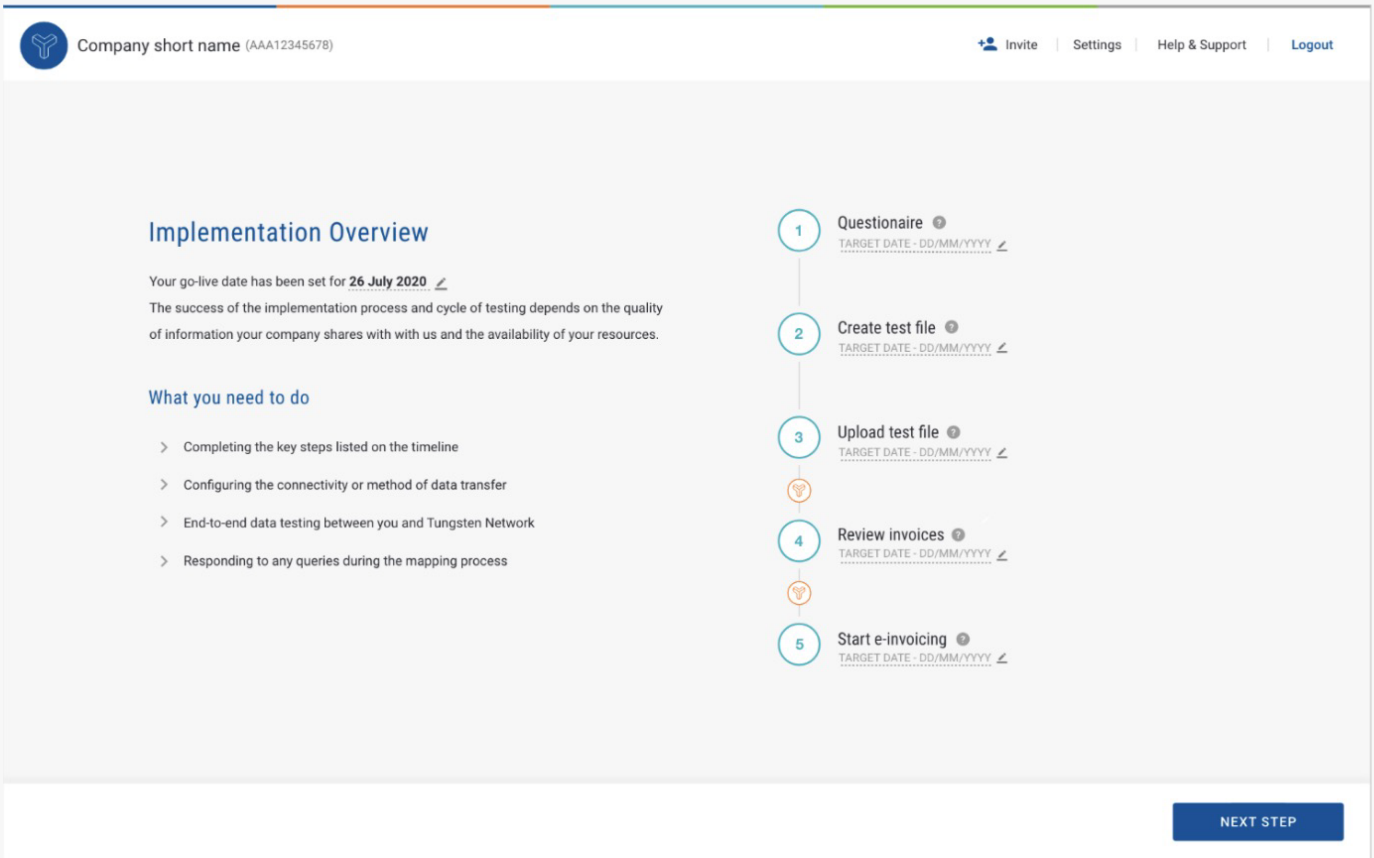
Confirm buyer/s relationships

- 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.



Review project plan

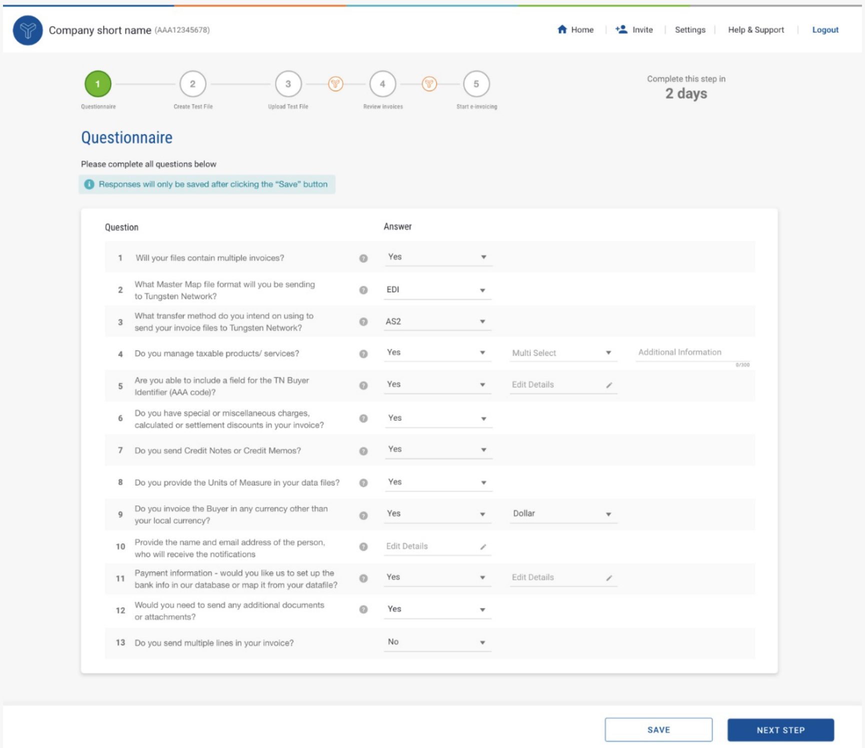
- You'll see your expected go-live date which can be changed if you feel the date is not achievable, this is our 26 days best practice implementation. You may also review and change dates for each of the steps in the timeline.
- Hovering over the question icon will give you detailed information on what 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.



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.



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.

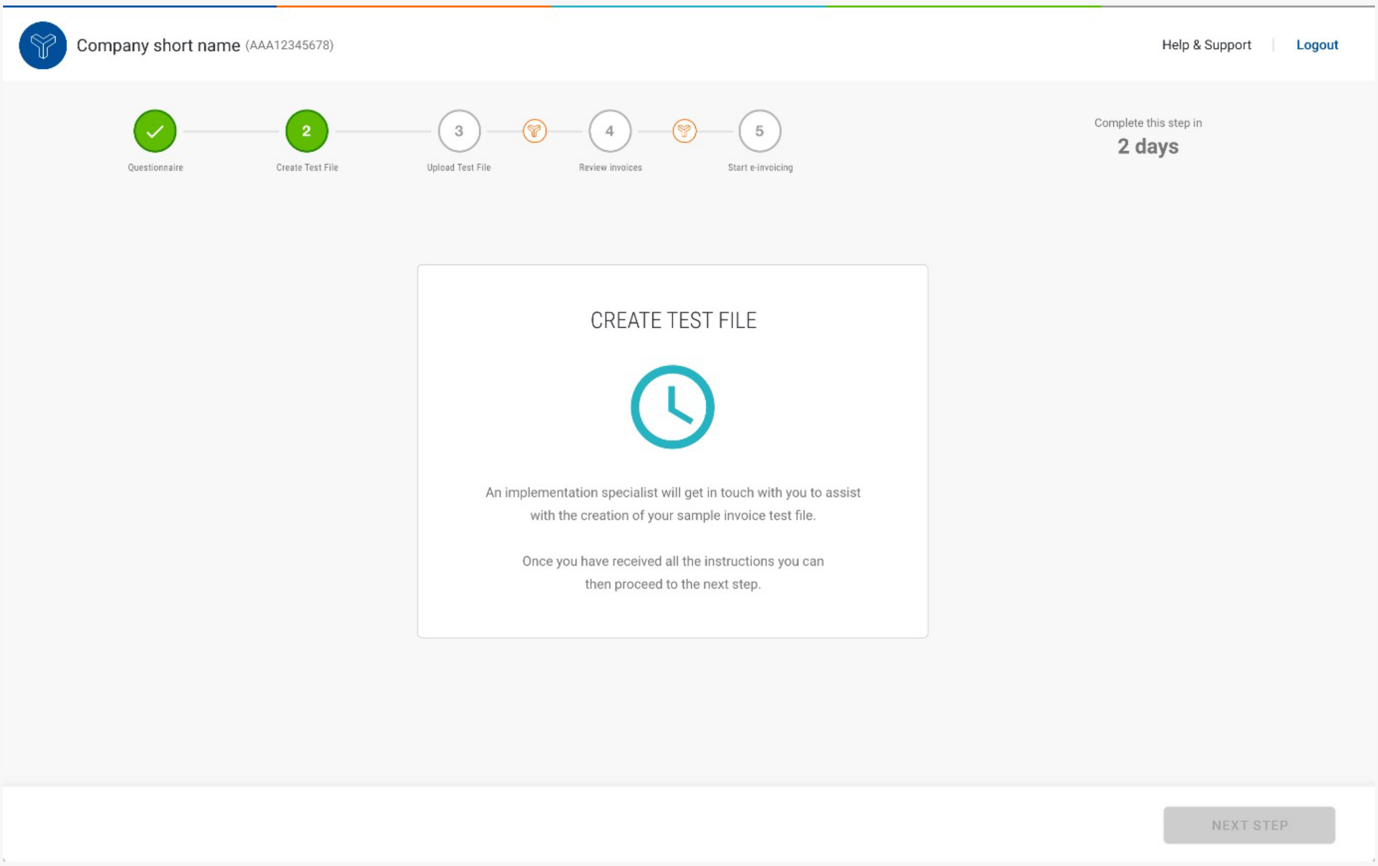
N.B. This may mean you'll need to add some new fields to your invoice format based on meeting certain tax, country or buyer compliance validation rules.

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.

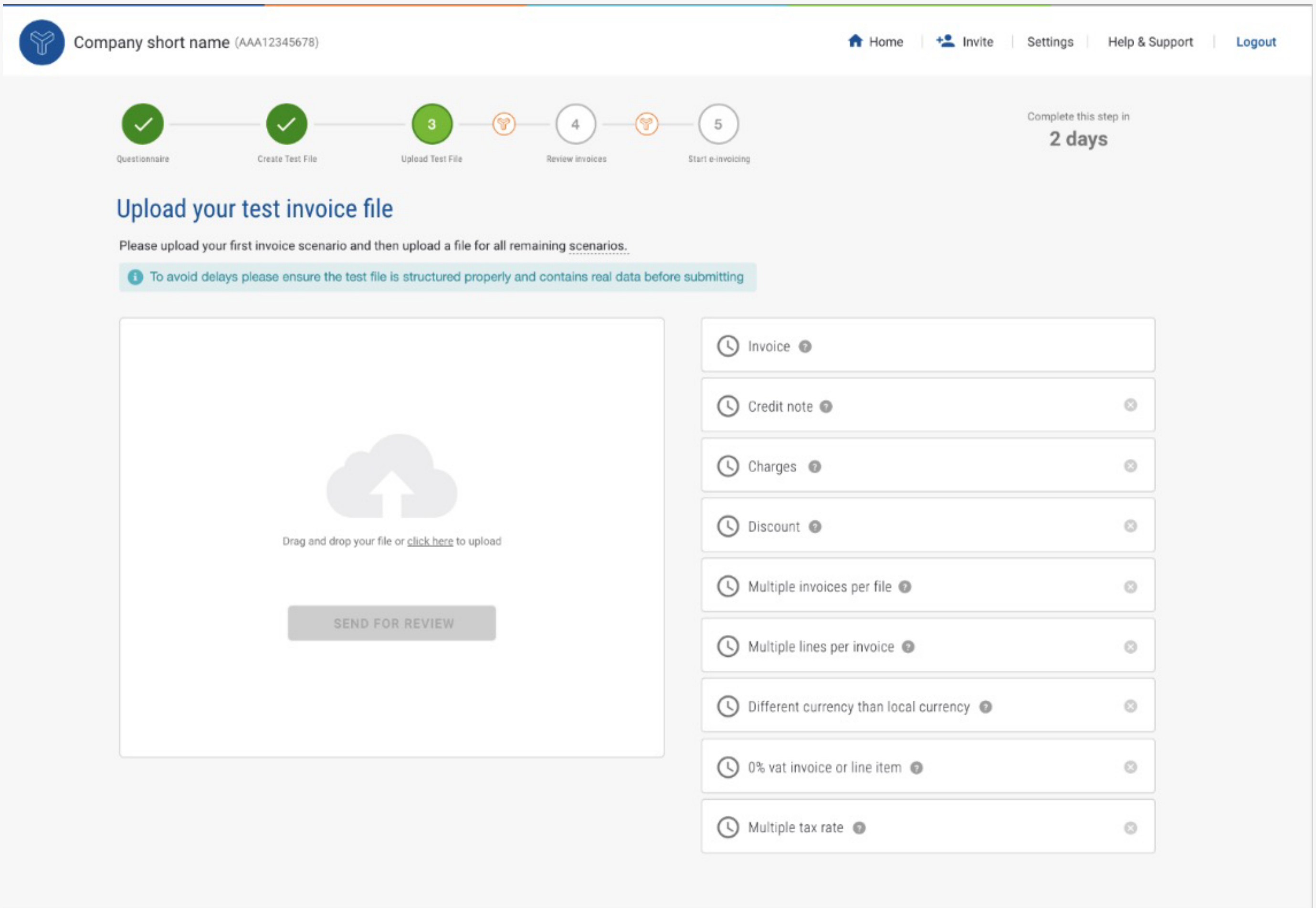
** We will be automating the Create Test File process in future, but this isn't available for the BETA right now.



3. Upload Files

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

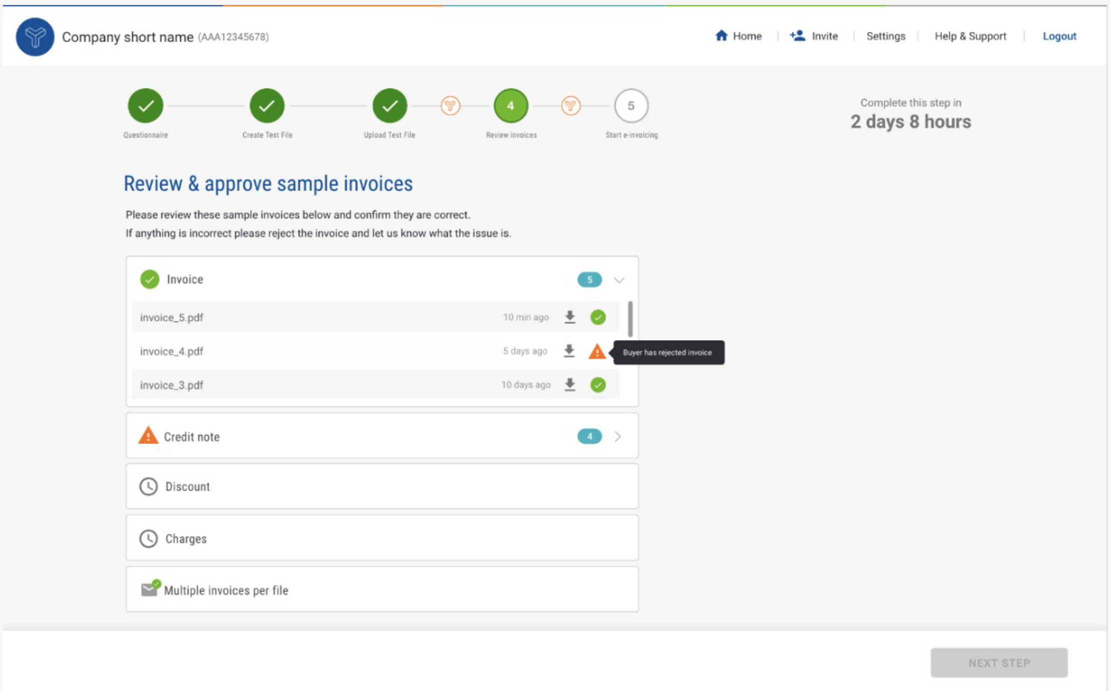
- Once you've generated your test files in your system, you'll log back into the portal and choose 'next step' to load the test file extract to the related scenarios from the questionnaire, this step tests that the files will work once you're live.
- Each scenario is then sent for testing and review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



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.



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.

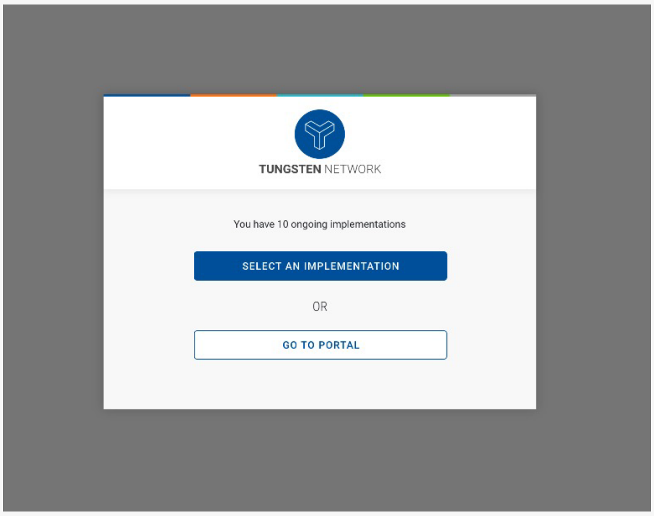
The implementation team will monitor your first 3 invoices to ensure they're successful.

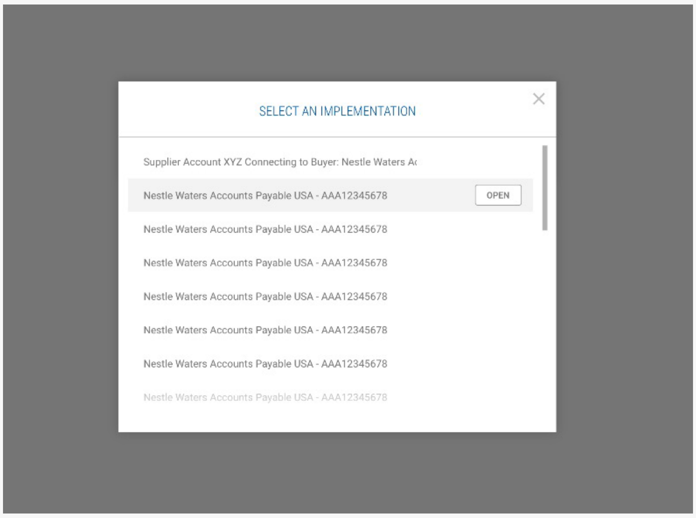
- You're now Live and any further queries should be raised through our main support team.
- You can raise a support ticket within the portal or from our website here – For quicker resolution always include your AAA number found at the top of your dashboard and account pages.

Some features to note.

Multiple integrations?

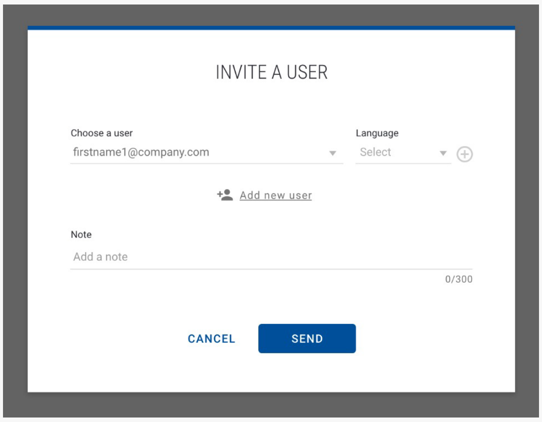
If you have multiple buyer integration projects to complete. You can log out at any time and when you log back into the portal, you'll be prompted to choose to go directly to the main portal to check invoice statis or run reports OR you can continue with your other implementations.





'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 integratedelectronic 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

