Dear Supplier,

Re: Hewlett Packard Enterprise - Tungsten-Network Electronic Invoicing Program

You have been identified as a HPE supplier that is sending paper invoices to at least one of the HPE entities in the following list: http://www.tungsten-network.com/media/16602896/hp-entities-on-tungsten.xlsx

As part of Hewlett Packard Enterprise Finance Automation & Transformation Program, HPE requires all suppliers to submit invoices electronically via the global e-Invoicing network - Tungsten-Network, part of Tungsten Corporation, as this will be the way HPE accepts invoices going forward. Paper invoicing has always been a laborious and cost intensive process for both suppliers and HPE. Moving to Tungsten-Network will lead to process improvements as invoices are received promptly in our accounts payable system, bypassing common problems that hold up payment such as lost, misplaced or incomplete invoices.

HPE has a long and successful partnership with Tungsten-Network, which gives our suppliers across the globe access to the e-Invoicing. Tungsten-Network offers flexible options for submitting e-Invoices that accommodate a wide variety of supplier sizes and business types, systems, and processing needs.

HPE Accounts Payable plan to no longer accept paper invoices unless expressly stated in an existing written agreement. Instead, electronic invoices will be the route to initiate successful payment.

Suppliers who send low volumes of invoices and register for the Tungsten-Network Web Form will receive **52 free** invoice credits once the registration is complete. There is a cost associated with e-Invoicing through Tungsten-Network, our expectation is that the benefits will make this cost neutral for you. This communication pack outlines the options and costs, as well as covering Frequently Asked Questions.

➢ If you wish to contact Tungsten-Network in the meantime, please email: HPERegistration@Tungsten-Network.com

➢ If you are already using the Tungsten-Network to invoice HPE or other customers, please email HPERegistration@Tungsten-Network.com to ensure all relevant HPE entities are linked to your account.

➢ If you would like to contact HPE, please contact the e-Invoicing team at: vendor-communication@hpe.com

Thank you in advance for your support of this crucial HPE initiative.

Kind regards,
HPE E-Invoicing Team

Global Supplier Package – Key Contents

IMPORTANT NOTES FOR HPE SUPPLIERS

Tungsten Account Terminology

- Supplier Tungsten-Network account number refers to the AAA…number assigned to you by Tungsten when you register to send invoices to HPE.

- Buyer account number or Tungsten-Network Customer Number refers to the AAA…account number assigned to HPE to receive invoices from you via Tungsten. The Customer Tungsten-Network number is unique for each HPE entity based on its unique VAT/Tax registration number. Incorrect selection of buyer account number could lead to rejection of your invoice in the system.

Campaign Scope

You can use Tungsten-Network to send invoices electronically to HPE offices in the Australia, Austria, Belgium, China, Canada, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hong Kong, Hungry, Ireland, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Norway, Portugal, Puerto Rico, Singapore, Slovakia, South Africa, Spain, Sweden, Switzerland, United Kingdom, and the United States.

Please visit the below link to display global HPE entities that qualify for Tungsten-Network e-Invoicing:
http://www.tungsten-network.com/media/16602896/hp-entities-on-tungsten.xlsx

Important tips regarding HPE PO number

- Special characters (such as / - * # ") should <u>not</u> be used in the PO field. Only the PO number should be present in the PO number field, nothing further. Rev-x extensions or –x extensions should also be excluded from the PO number field.

- For non-PO invoices, the HPE requestor's name and e-mail address must be provided in the Contact fields.

For best practices on how to enter PO number on the Tungsten-Network invoice please click here.

There are two options for submitting invoices via Tungsten-Network – automatically from your own accounting system, using the **Integrated Solution** or by entering invoices online via a secure portal, using the **Web Form**.

Please refer to the following page for more details: www.tungsten-network.com/hpe .

Option Summary, Fees & Registration Procedure

Details	Web Form (Manual Option)	Integrated Solution (Fully Automated)
What is this?	The **Web Form** is an easy to use online tool for creating electronic invoices or credit notes.	The **Integrated Solution** option enables suppliers to send invoice and credit data directly from their billing systems to Tungsten-Network.
Most Suitable	• Suppliers who do not have their own billing system or who send less than 60 invoices annually.	• Suppliers with their own billing system like SAP, Oracle, Sage, Peachtree etc. • Suppliers sending more than 60 invoices annually to HPE
Registration Procedure and Support	✓ For assistance during any stage of registration, please contact the Tungsten-Network Supplier Enrolment team by e-mail at:HPERegistration@Tungsten-Network.com ✓ You may also contact registration support at: +44 (0) 870 165 7420.	
Features & Benefits	• Quick and easy set-up. • Registration process can be completed within 5 minutes. • Low cost electronic invoicing - elimination of paper costs, printing, postage etc. • Invoices can be sent to buyer via the network immediately after registration. • Receive 52 free invoices once registered. • Templates can be created to store repetitive details and speed up the invoice creation process. • Guaranteed and fast delivery of invoices; no mailing delays. • Reporting capabilities to check the transmission status of invoices submitted via Tungsten-Network. • Is environment-friendly, saves paper and thus contributes to green environment.	• Easy registration process. • Use your existing billing system. • Invoice data can be sent in almost any data file format such as EDI 810, XML, CSV, IDoc etc. • Tungsten-Network takes your invoice data and translates it directly to the format required by HPE (and any of your other customers on the network). • Data files can be sent to the network via Tungsten's secure website using manual upload, FTP, SFTP, AS2, HTTP etc. • Minimum change management required. • Guaranteed and fast delivery of invoices; no mailing delays. • Reporting capabilities to check the transmission status of invoices submitted via Tungsten-Network. • Is environment-friendly, saves paper and thus contributes to green environment.
Fees	Suppliers receive **52 free** invoices once the simple registration is completed. After the 52 free invoices are used up, supplier must pre-purchase a new block of invoices (the minimum being 25). These transactions will not expire. **For more information please click** here **.** **To discuss this service further, or begin your registration - please contact:** HPERegistration@Tungsten-Network.com	Suppliers sending data files join the network with an annual membership fee which covers invoicing to any customers on the network, followed by transaction fee based on the number of invoices per month. The fees also cover the setup assistance from your assigned "Tungsten-Network Implementation Specialist". **For more information please click** here **.** **To discuss this service further, or begin your registration - please contact:** HPERegistration@Tungsten-Network.com

FAQ

Where can I find more information about this program?
Please visit www.tungsten-network.com/hpe for more details about the program.
You can also refer to our Quick Reference Guide
How does my business benefit from e-Invoicing?
Using Tungsten-Network to send electronic invoices removes the costs & delays associated with printing, handling and sending paper invoices to HPE. It is an environment-friendly option and also reduces your expense of following up on missing invoices, because Tungsten-Network invoices are traceable inside HPE Accounts Payable and cannot be lost. Tungsten-Network gives you increased visibility of invoice status and increases our consistency of on-time payments. Most payment terms consider the time an invoice is received, eInvoicing significantly speeds up invoice delivery & receipt.
Does this electronic invoicing program apply to all suppliers?
Yes. All suppliers who send invoices to HPE entities listed here are required to use e-Invoicing through the Tungsten-Network. HPE Accounts Payable will no longer accept paper invoices from your company unless otherwise expressly provided in your written agreement with HPE.
Are there fees associated with this service?
There is a cost to use Tungsten-Network, as there is a cost to send paper invoices.
Suppliers receive **52 free** invoices once the simple registration is completed. After the 52 free invoices are used, supplier must pre-purchase a new block of invoices (the minimum being 25). These transactions will not expire. Suppliers choosing the Integrated Solution option, which enables invoice files to flow through the Tungsten- Network, will pay an annual fee and transactional fees. Pricing for the network is set by Tungsten and all fees are billed by and paid to Tungsten by the supplier. More details can be found on page 3. HPE expects suppliers to bear the cost of invoicing per standard business practice. HPE also bears a cost for every invoice received from suppliers via Tungsten-Network.
What if I do not want to submit my invoices via Tungsten-Network?
HPE now requires all suppliers to submit invoices electronically via this e-Invoicing network. Subject to the terms of your written agreement with HPE, your participation in this program is required in order to further HPE's business relationship with you. HPE Accounts Payable will no longer accept paper invoices from your company unless otherwise expressly provided in your written agreement with HPE.
What do I do to get started?
For assistance during any stage of registration, please contact the Tungsten Supplier Enrolment team by e-mail at: HPERegistration@Tungsten-Network.com. You may also contact Tungsten-Network for registration support at: +44 (0) 870 165 7420
What resources are required for me to come onboard?
None, if you choose to use the Web Form. You simply need to register online and begin sending invoices straight away. To become an 'Integrated' supplier means you will extract your invoice data into a data file and submit it to Tungsten-Network. The resource investment necessary to setup Integrated Solution is minimal when compared to other industry solutions. Most HPE suppliers have completed testing in 2-3 weeks with some needing as little as 3 or 4 days.
I already use EDI or Rosetta Net invoicing with some of my other customers. Can I use this method to invoice HPE via Tungsten-Network?
Tungsten-Network can support any data format including EDI 810 and RosettaNet. Suppliers wishing to adopt these formats can send their files via Tungsten-Network. Technical details of your transmission should be discussed with TN.
I already have the facility to make invoices available to my customers via the Internet. Can I use this instead of Tungsten-Network?
No. Tungsten-Network ensures that we receive the data you send in a format that will upload to our accounting systems and trigger payment approval. Sending HPE an image of the invoice or giving us an option to download the data in a fixed format does not satisfy this requirement.
Do I need to install any software?
No.
What if I do business with HPE in multiple countries?
For a full list including HPE entities that you can invoice through the Tungsten-Network, please click here.
Can I send attachments via Tungsten-Network?

Yes, attachments or back up documents like time sheets, receipts etc. can be sent along with your invoice via Tungsten-Network to HPE within 24 hours (excluding weekends) of sending the invoice data. HPE will accept 1 attachment per invoice **only in** Tiff format. To know more about the attachment solution, please visit: www.tungsten-network.com/hpe*.*

Will HPE make payments using Tungsten-Network?

No. Use of the Tungsten-Network network facilitates the receipt of invoices only and is completely independent of payment. There are no changes to HPE's payment process as a result of this initiative.

How will this affect the processes for Purchase Orders?

Tungsten-Network does not impact the way we send our purchase orders. You will notice that Tungsten-Network appears as the billed to address on most HPE Purchase Orders.

What if I don't have a system capable of creating invoice files?

You can access the Tungsten-Network secure web site and create invoices online using the Web Form. Only an Internet connection and a standard browser are required.

Should I continue to send paper invoices during my testing with Tungsten-Network**?**

Yes. Paper invoices will continue to be accepted until transition to Tungsten-Network is complete. Once you are live on Tungsten-Network, you should discontinue paper invoices and submit all your invoices only via Tungsten-Network.

Can I still submit invoices directly to my HPE contact?

No. With the e-Invoicing process, HPE employees do not forward invoices to Accounts Payable on behalf of a supplier. Suppliers are responsible for submitting invoices directly to Accounts Payable via the Tungsten-Network network.

Can suppliers send credit memos to Tungsten-Network?

Yes. Credit memos can be sent via Tungsten-Network just like invoices.

I'm already registered on Tungsten-Network for another company. How can I use Tungsten-Network to submit invoices to HPE?

Please email HPERegistration@Tungsten-Network.com to ensure **all** relevant HPE entities are linked to your existing account, as you are still sending paper invoices to HPE entities in scope with Tungsten-Network.

What is the relevance of the HPE Tungsten-Network Buyer Account Number?

Each HPE "Bill To" entity with a respective Tax/VAT registration number has been assigned a specific HPE Tungsten-Network account number. The **correct HPE Tungsten-Network account number must be used to send invoices** via Tungsten-Network. Incorrect selection of the HPE Tungsten-Network account number will lead to rejection of the invoice by HPE. The HPE's Tungsten-Network account number to invoice HPE via Tungsten-Network is in your purchase order. For a full list of HPE customers you can invoice through Tungsten-Network click here .

Will electronic invoicing be a requirement for new tenders/new suppliers?

Yes, new suppliers of HPE are required to submit their invoices electronically via Tungsten-Network.

Will I need to sign an agreement with Tungsten-Network?

Yes, if you choose to use the Integrated Solution, you will sign a specific agreement with Tungsten-Network. If you use the Web Form, you will be required to accept the standard terms and conditions presented.

What if I have to invoice an HPE entity which has more than one Tungsten-Network account number?
What is the HPE Tungsten-Network account number that I have to use?

It is possible to have an HPE entity with more than one Tungsten-Network number. If you are in doubt on what is the Tungsten-Network account number to use, refer to the HPE VAT/Tax registration number. This is a unique number assigned to each HPE entity. Select the combination of the HPE entity name with its VAT/Tax registration number to which you shall be sending your invoice. Select the Tungsten-Network account number which satisfies this combination. That is the HPE Tungsten-Network account number that you have to use.

For example, within Germany, the entity Hewlett Packard GmbH has three Tungsten-Network *account numbers. In order to select the right entity, refer to the VAT/Tax ID of the entity to whom you shall be sending your invoice. If your entity's VAT ID is CZ680446288, the* Tungsten-Network *account number to use would be AAA424850220.*

For a full list of HPE customers you can invoice through Tungsten-Network here

What is PO validation?
Validations are a key feature of eInvoicing with Tungsten-Network. The Tungsten-Network system will promptly notify suppliers if an invoice is sent with an invalid or missing PO number. This allows suppliers to promptly fix and resend the invoice correctly and therefore reduces the chance of the invoice being rejected or delayed once It reaches HPE's Accounts Payable process. Non PO suppliers must provide the HPE requestors name and email address as part of these validation rules. As Tungsten-Network will only process invoices containing valid information, suppliers will have an assurance that invoices accepted by Tungsten-Network are more likely to progress through the approval process at HPE.
What should I do if my invoice is rejected by Tungsten-Network?
The submission alert that you receive from Tungsten-Network will tell you why the invoice has been rejected (and so will the Invoice Status section on the portal) Where possible you should correct the error and resubmit the invoice. If you are unable to correct the error then please contact Tungsten-Network Support by creating a support ticket through your portal account.
I submit only non PO invoices, will I be affected by PO range validation?
Yes. If you do not receive a PO number from HPE then you must include the contact name and email address of the HPE employee that has made the order. If you use the Web Form, please refer to the guide which shows where you should enter this contact information.
Are credit notes affected by this validation?
Yes, credit notes should contain a PO number. If you do not have a PO number then you should provide the contact name and email address of the HPE employee that has made the order.