



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.

Adams Office Supplies (UK) - Test

Home
Invoices
Purchase Orders
Customers
Reports
Early payment
Analytics

Connect with your customers
Search and connect to more of your customers in a few clicks
CONNECT TODAY VIEW ALL

Send invoices
Create your invoice online in a few clicks
CREATE INVOICE

Check the status of your invoices
Track the latest status of your invoices in real-time
WHERE IS MY INVOICE?

For your attention *Last refresh: 3 min ago*

Type	Count	Date	Customer
Failed invoices	1		View

Failed invoices [View all](#)

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

Saved invoices [View all](#)

Number	Buyer	Amount
invoice 123	AAA269532263	1.10
rockwell	AAA168149359	0.00

AdChoices

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.

Purchase orders (POs)
Review your purchase orders(POs).

Criteria

Customer: ALL

PO number: []

Status: Please select [PO status definitions](#)

PO conversion status: All

Select PO date range: Please select

GET MY POs

My PO summary

New	0
Pending	0
Accepted	0
Rejected	0
Archived	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.

Active purchase orders

Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines	Inv
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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.

Home

Invoices

Purchase Orders

Customers

Reports

Self Help

Purchase orders (POs)

Review your purchase orders(POs).

Criteria

Customer: ALL

PO number: []

Status: Please select [PO status definitions](#)

PO conversion status: All

Select PO date range

- Please select
- 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
Rejected	0
Archived	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
--------	-----------	-----------------	----------	--------------------	--------	---------	------------------------	-------

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. 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 request a change from your customer.*

7. The purchase order will open and, then you need to press the "ACCEPT PO" at the bottom of the page.

The screenshot displays the 'PO Convert #CBTestPO13' page in the AOS system. At the top, a header bar shows the PO number 'CBTestPO13', date '02/08/2018', and status 'Pending'. The main content area is divided into sections: '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), and 'Reference numbers' (Delivery Date: 18 July 2018, Ship Date: 18 July 2018). Below these sections is 'ADDITIONAL INFORMATION' with registration numbers. At the bottom, a row of buttons includes 'ACCEPT PO' (highlighted with a red box), 'REJECT PO', 'ARCHIVE PO', 'PREVIEW', and 'BACK'. A sidebar on the left contains navigation options like Home, Invoices, Purchase Orders, Customers, Reports, Early payment, and Analytics.

8. The current status of your purchase order will be changed to "Accepted".
9. If all purchase order details are valid, click "CONVERT PO".
10. 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

PO has been accepted

Current Status: **Accepted**

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

REJECT PO ARCHIVE PO **CONVERT PO** PREVIEW BACK

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11. 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.*

12. 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.*

13. Click “Create invoice” once all PO line items have been

14. 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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14. 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 interface includes a sidebar with navigation 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 with columns for Line, Description, Qty, UoM, Unit price, Tax rate, Tax amount, Net amount, and Gross amount. A summary section shows the total number of lines (3) and the 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, indicating the next step in the process.

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

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

15. You can further review, edit and/or add details on your invoice.

16. 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.

17. You can save contact details by clicking the blue

18. + 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
4 St James St
Ryadh
Toulouse
Haute Pyneres
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
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](#)

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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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 + 4 St James St
Ryadh
Toulouse
Haute Pynerees
20122
FRANCE

Your tel

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
4 St James St
Ryadh
Toulouse
Haute Pynerees
20122
FRANCE

Your tel: [Input field]

Your email: [Input field]

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
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
a9a 9a9
BULGARIA

Tel: [Input field]

Email: [Input field]

Sending goods to a different address than the invoice address?
No - They're the same

Invoice details

Invoice number*: test12345

Document type: Invoice

Invoice date*: 17/02/2020

Tax point date: [Input field]

Advance payment date: [Input field]

Payment due date*: [Input field]

Delivery date*: [Input field]

Currency*: US Dollar

Purchase order (PO) number: CBTestPO13

Additional header fields

Click here for additional header fields such as Delivery/GRN number, Cost centre etc

Bill of lading: [Input field]

Account code: [Input field]

Notes to your customer: [Text area]

Delivery note number: [Input field]

Cost centre: [Input field]

AdChoices [Input field]

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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.

The screenshot displays the AOS (Adams Office Supplies) web application interface. The page is titled "Adams Office Supplies (UK) - Test". The navigation menu on the left includes: Home, Invoices, Create invoice, Template management, Invoice status, Purchase Orders, Customers, Reports, Early payment, and Analytics. The main content area is divided into three sections: "Your details", "Who you are invoicing", and "Invoice details". The "Your details" section includes fields for "Your name", "Your tel", and "Your email", with pre-filled information for Adams Office Supplies (UK) - Test. The "Who you are invoicing" section includes fields for "Name", "Tel", and "Email", with pre-filled information for Tungsten Network - Demo Account. The "Invoice details" section, highlighted with a red border, includes fields for "Invoice number*", "Document type", "Invoice date*", "Tax point date*", "Advance payment date*", "Payment due date*", "Delivery date*", "Currency*", and "Purchase order (PO) number". The "Invoice details" section is currently empty, with only the "Invoice number*" field containing the value "test12345".

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: [Text Field] | Delivery end date: [Text Field]

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	☑ ☒
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

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


25. 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
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Summary

	Invoice (\$)
Total net	<input type="text" value="2 147,00"/>
Total tax	<input type="text" value="429,40"/>
	Undo changes
Total gross	2 576,40

26. 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.

27. 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