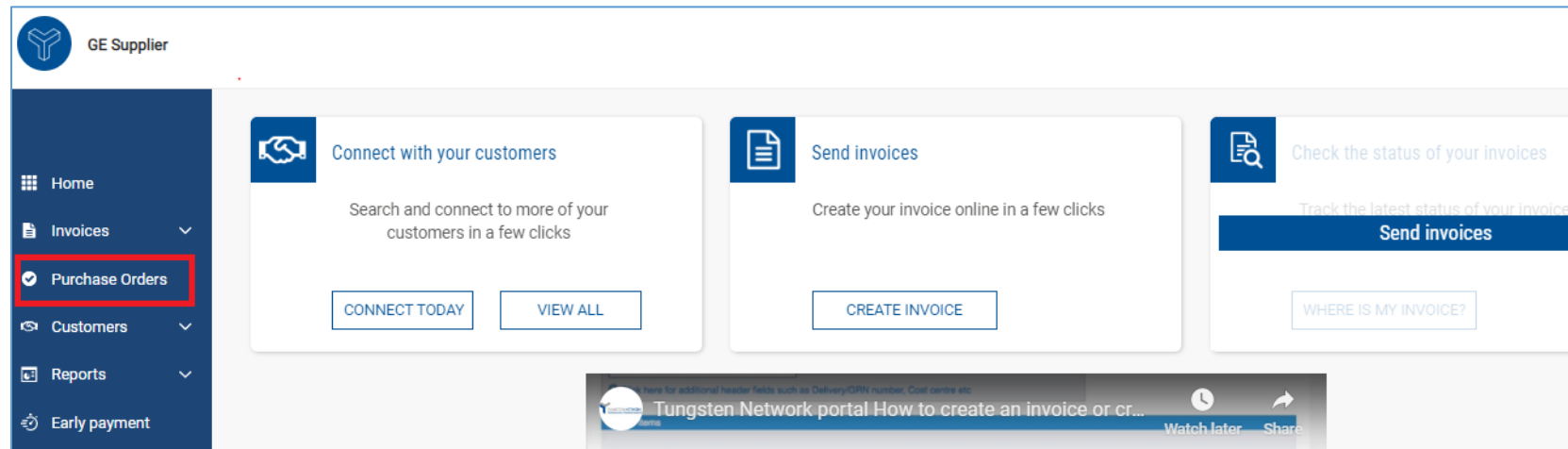


HOW TO CONVERT YOUR PURCHASE ORDERS INTO INVOICES

1. Log on to the Tungsten Network Portal at 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 (Hint: Click include hidden in case you have previously selected to Hide a PO)

Purchase orders (POs)

Review your purchase orders(POs).

Criteria

Select customer country
Please select

Select customer state
Please select

Customer VAT/GST number

Customer
ALL

PO number

Status
Please select [PO status definitions](#)

Include Hidden

PO conversion status
All

Select PO date range
Please select

GET MY POs

4. You can now select the PO which you wish to convert into a purchase order, by clicking on the purchase order number

Active purchase orders

PO number	Updated PO date	Customer	Customer TN Number	Status	First line description	Lines	Invoices	Net value
● 350005000	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SHELL, TOP SECTION, GE...	4	1	1,480,000.00
350004999	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SURGE SUPPRESSOR, 24V...	4	1	650,000.00
● 350004998	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SURGE SUPPRESSOR, 24V...	2	2	100,000.00
● 350005001_1	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	CABLE HARNESS, 6kV S...	1	1	500,000.00
● 350004997	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SURGE SUPPRESSOR, 24V...	2	2	50,000,000.00
350005001_2	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	FLOOR PANEL, CONTROLL...	1	1	2,500,000.00
● 350003428	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 AURA-Phase1 - BOLK...	1	0	336,500.00
● 350004027	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 Storblaliden 2 Ext...	1	1	53,100.00
● 350003386	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 AURA-Phase1 - BOLK...	1	1	68,825.00
● 350003427	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 AURA - BOLK SWEDEN...	1	0	6,332,250.00

SHOW How To?

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

PO Convert #350005000 Help with this page

Current Status: **Accepted**

PO NUMBER 350005000
TN Buyer Number:
AAA501120174
PO Date: 22 March 2023
Currency: Euro

Reference numbers

PO FROM	PO TO
GE Energy Sweden A.B. - TEST BUYER (races) Larsfridsvägen 16 Halmstad	Bolk Sweden AB Skanwaegen 8 Hassleholm Skane Lan SE 281 43

ADDITIONAL INFORMATION

Buyer Invoice Ref.	104
Transaction Type	STANDARD
Buyer Tax Registration Num.	SE556102932202
Supplier Tax Registration Num.	SE559155263201

CONVERT PO **DOWNLOAD** **BACK** **HIDE**

6. 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'.

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
SHELL,TO...	1	50	50	0	50	Each	5,000.00000	250,000.000	<input checked="" type="checkbox"/>	<input type="text" value="50"/>	<input type="text" value="5,000.00000"/>	25% Tax
DABLE	2	30	30	3	27	Each	1,000.00000	30,000.000	<input checked="" type="checkbox"/>	<input type="text" value="27"/>	<input type="text" value="1,000.00000"/>	Please select
SURGE	2	40	40	4	36	Each	10,000.00000	400,000.000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	12% Tax
SHELL,TO...	2	20	20	0	20	Each	40,000.00000	800,000.000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	25% Tax

BACK **CREATE INVOICE**

7. Confirm the items that have been selected

PO Convert #350005000 [Help with this page](#)

Create invoice

Invoice number
12356789

Line	PO line reference	Description	Shipment No.	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	1	SHELL,TO...	1	50.000	Each	5,000.00000	25.00	62,500.00	250,000.00	312,500.00
2	2	CABLE HA...	2	27.000	Each	1,000.00000	25.00	6,750.00	27,000.00	33,750.00

Summary

No. of lines	2
Sub total	EUR 277,000.00
Total tax	EUR 69,250.00
Gross total	EUR 346,250.00

8. Enter invoice details

Any 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

Invoice #: 12356789 [Help with this page](#) [How to create an invoice or credit note](#)

Your details

Your name*

Your tel

Your email

Bolk Sweden AB - Test
Skanwaegen 8
Hassleholm
281 43
SWEDEN
VAT registration number SE559155263201
Sending goods from a different address than the invoice address?
 ⓘ

Who you are invoicing

Name*

Tel

Email

GE Energy Sweden A.B. - TEST BUYER (races)
Larsfridsvägen 16
Halmstad
302 50
SWEDEN
VAT registration number SE556102932202
Sending goods to a different address than the invoice address?
 ⓘ

Invoice details

Invoice number
12356789

Document type
Invoice

Invoice date
17/05/2023

Tax point date* ⓘ









Delivery date* ⓘ

Currency
Euro

Purchase order (PO) number*
350005000

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"/>	<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, Healthcare or Grid you may enter a freight line if required by clicking “ADD” in the Invoice items section **GE Renewable Energy Onshore-Offshore Wind does not accept Freight lines and you will not have this option.**
Enter your Freight details and click Save Line Item

Invoice items

Item	Quantity / Unit	Price	Line amount	Total
01	Dear Team, I had to cancel again the former AMS PO based on the supplier reque...	350,000 / Each	1.00000	350,000

Line item type ?

Freight ▼

Description <input style="width: 95%;" type="text"/>	Quantity <input style="width: 95%;" type="text" value="1.000"/>	Price ? <input style="width: 95%;" type="text" value="0.00000"/>
Service delivery start date <input style="width: 95%;" type="text"/> 📅	Service delivery end date <input style="width: 95%;" type="text"/> 📅	Tax amount ? <input style="width: 95%;" type="text" value="0"/>
Tax type* <div style="border: 1px solid #ccc; padding: 2px;">Please select ▼</div>		

SAVE LINE ITEM

CANCEL

Line amount	0
Tax	0
Total	0



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 [?](#)

Payment terms

Late payment conditions [?](#)

Payment terms [?](#)

"Remit to" address "Remit to" bank

[Manage default settings](#)

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
		Undo changes
Total gross		48.40