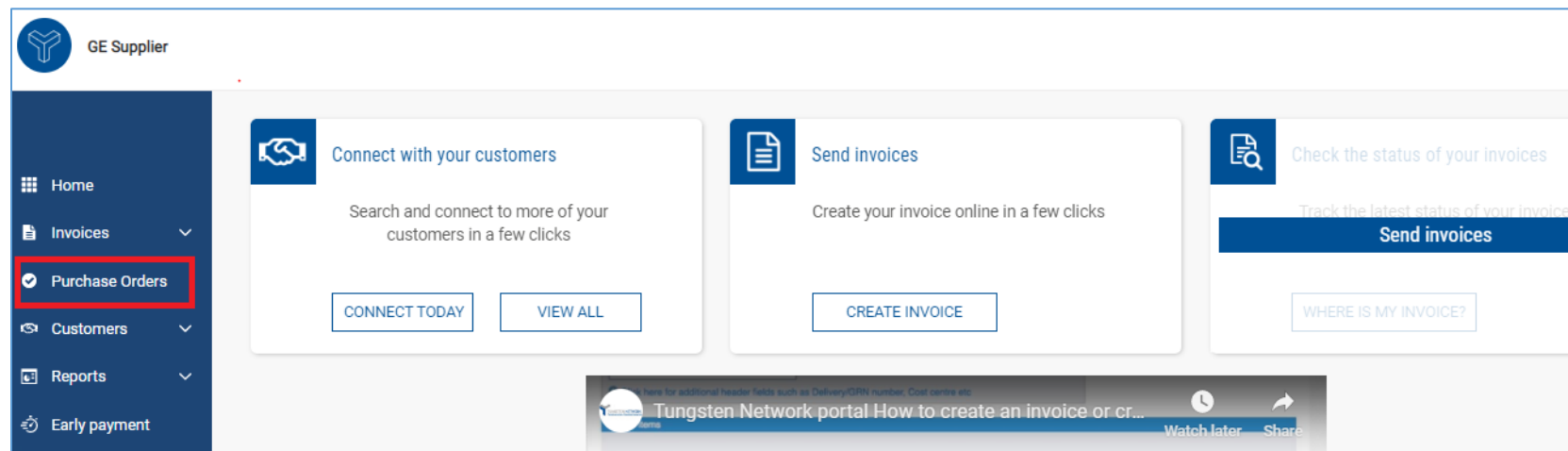


HOW TO CONVERT YOUR PURCHASE ORDERS INTO INVOICES

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

Select customer state

Customer VAT/GST number

Customer

PO number

Status
 [PO status definitions](#)

Include Hidden

PO conversion status

Select PO date range

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"/> | 5,000.0000 | 25% Tax ▼ |
| TABLE | 2 | 30 | 30 | 3 | 27 | Each | 1,000.00000 | 30,000.000 | <input checked="" type="checkbox"/> | <input type="text" value="27"/> | 1,000.0000 | 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 |

[BACK](#) [CONFIRM](#)

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?
No - They're the same ?

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

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?
No - They're the same ?

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 | 367,500 |

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 


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" details

"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 |