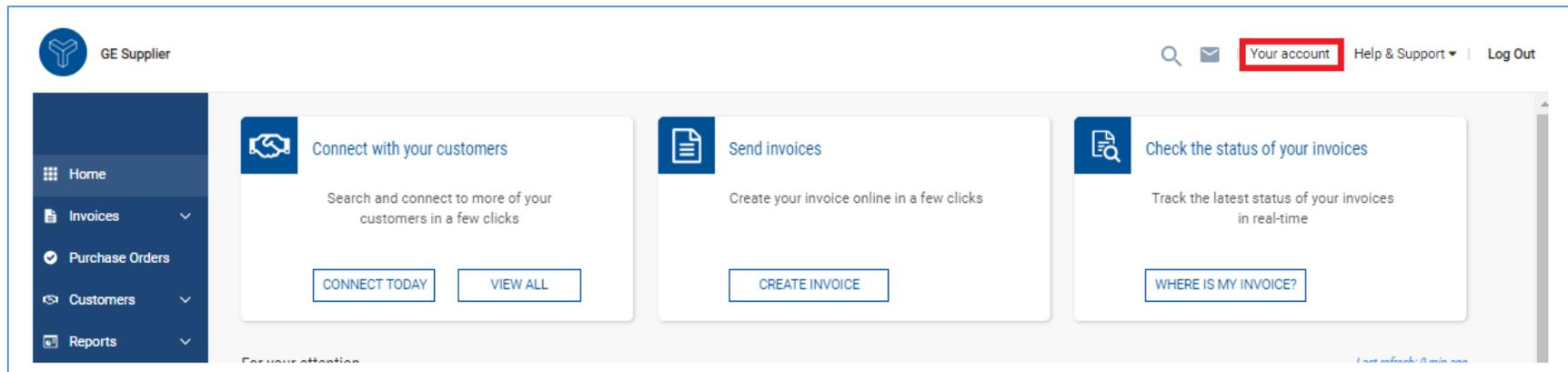


## HOW TO ADD TAX TO YOUR INVOICES – CANADIAN SUPPLIERS

Canada-Based suppliers need to ensure that they have set up all their tax codes on the

1. Log on to the Tungsten Network Portal at [www/tungsten-network.com/login](http://www/tungsten-network.com/login)
2. To enter tax as a Canadian supplier you must have your Canadian Tax rates set in your account. To do this click on 'Your account' on the top right hand side of the page



### 3. Select Tax rates under the Invoice Information section

Your Company

<p>Company information</p> <ul style="list-style-type: none"><li>- Update company details</li><li>- Manage security settings</li><li>- Upload a company logo</li><li>- Your Tungsten account</li><li>- Purchase Tungsten Network transactions</li></ul>	<p>Contacts</p> <ul style="list-style-type: none"><li>- View and manage your contacts</li></ul>
<p>Users</p> <ul style="list-style-type: none"><li>- View your users and their rights</li></ul>	<p>Alerts &amp; notifications</p> <ul style="list-style-type: none"><li>- Support ticket alerts</li><li>- Invoices</li></ul>
<p>Invoice information</p> <ul style="list-style-type: none"><li>- Product information</li><li>- Tax rates</li><li>- Ship from details</li><li>- Remit details</li><li>- Static data</li><li>- Units of measurement</li></ul>	

4. Click on add new VAT code

Registration number	Description	Edit	Delete
No records found.			
<a href="#">ADD NEW VAT CODE</a>			

5. Select the tax category and enter the tax registration number applicable to the category. Click Save

### Tax rate

Your account > Invoice information: Tax rates

Select account

GE Supplier - N/A\_PLACEHOLDER - AAA363494402

#### Add New VAT Code Details

Tax registration number	<input type="text"/>
Tax code type	<ul style="list-style-type: none"><li>Goods and Services tax</li><li><b>Goods and Services tax</b></li><li>Provincial Sales Tax</li><li>Retail Sales Tax</li><li>Harmonised Sales Tax</li><li>Quebec Sales Tax</li></ul>

[SAVE](#) [CANCEL](#)

- Click Add New VAT Code to add another tax rate to your account if applicable. Repeat these steps until you have added all your applicable tax codes to your account

**Tax rate** Help with this page

Your account > Invoice information: Tax rates

✔ VAT codes updated successfully.

Select account

GE Supplier - N/A - AAA363494402

Registration number	Description	Edit	Delete
PST1234-5678	Provincial Sales Tax		

ADD NEW VAT CODE

**Tax rate** Help with this page

Your account > Invoice information: Tax rates

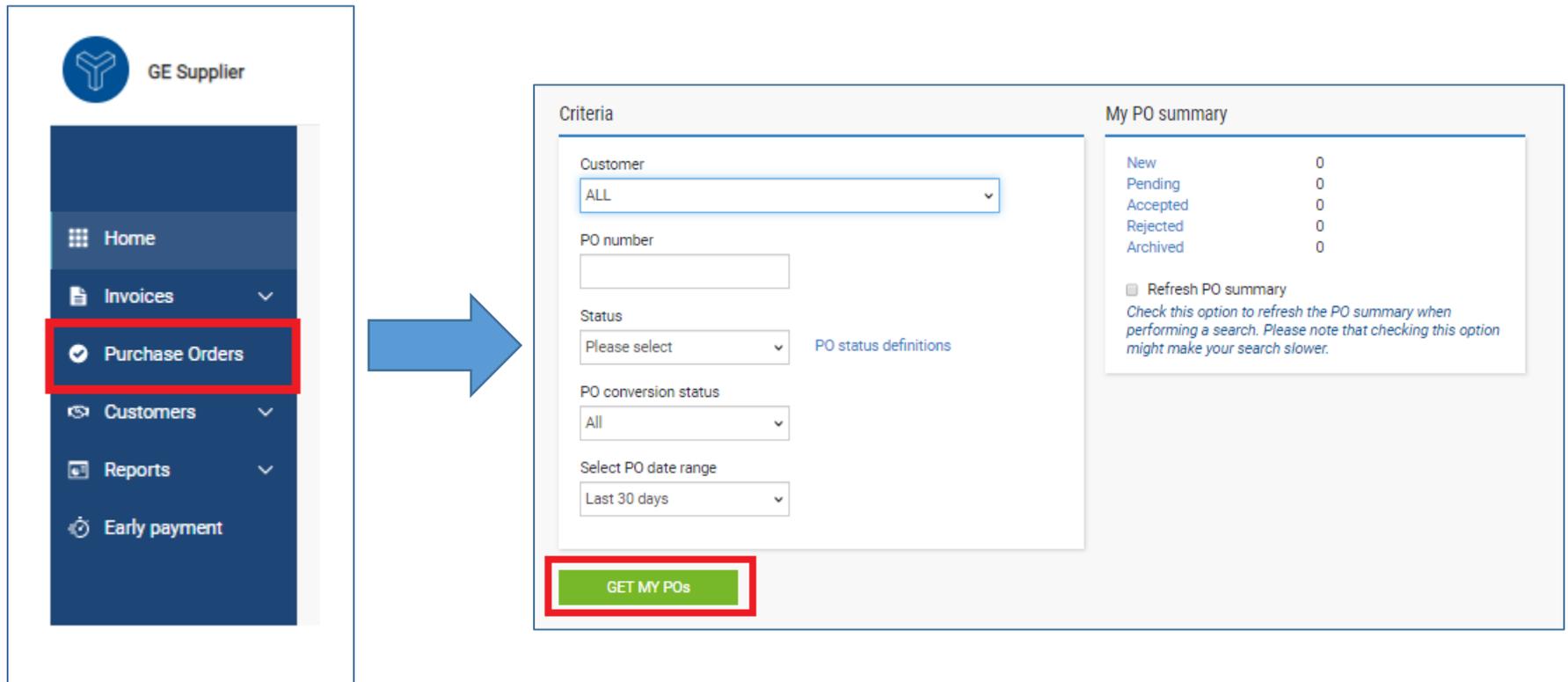
✔ VAT codes updated successfully.

Select account

GE Supplier - N/A - AAA363494402

Registration number	Description	Edit	Delete
1234567898TQ1234	Quebec Sales Tax		
PST1234-5678	Provincial Sales Tax		
123456789RT0001	Goods and Services tax		
123456789RT0001	Harmonised Sales Tax		
1234567898TQ1234	Retail Sales Tax		

- Now you can convert your POs into invoices and add applicable tax to each line. Click on Purchase Orders on the left side of the screen. Enter your search criteria and click Get My POs



The screenshot shows the GE Supplier interface. On the left is a navigation menu with the following items: Home, Invoices, Purchase Orders (highlighted with a red box), Customers, Reports, and Early payment. A blue arrow points from the 'Purchase Orders' menu item to the main search area. The search area is divided into two sections: 'Criteria' and 'My PO summary'. The 'Criteria' section contains the following fields: Customer (dropdown menu set to 'ALL'), PO number (text input), Status (dropdown menu set to 'Please select' with a link to 'PO status definitions'), PO conversion status (dropdown menu set to 'All'), and Select PO date range (dropdown menu set to 'Last 30 days'). At the bottom of the 'Criteria' section is a green button labeled 'GET MY POs' (highlighted with a red box). The 'My PO summary' section displays a table with the following data:

My PO summary	
New	0
Pending	0
Accepted	0
Rejected	0
Archived	0

Below the table is a checkbox labeled 'Refresh PO summary' with the following text: 'Check this option to refresh the PO summary when performing a search. Please note that checking this option might make your search slower.'

8. Click on the blue circle with white cross next to the PO you wish to convert into an invoice

Active purchase orders

Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version 	First line description	Lines	Invoices	Net value	Delivery Method	
	360000508	2019-11-28	GE Wind France SAS	AAA348600701	Accepted	3	BATTERY, 12V LEAD AC...	4	2	200.00	-	<a href="#">Prev</a>
 <span style="border: 1px solid red; padding: 2px;">+</span>	360000498	2019-11-28	GE Wind France SAS	AAA348600701	New	3	BATTERY, 12V LEAD AC...	1	2	100.00	-	<a href="#">Prev</a>
	360000599	2019-11-28	GE Wind France SAS	AAA348600701	New	1	BATTERY, 12V LEAD AC...	2	1	200.00	-	<a href="#">Prev</a>
	360000598	2019-11-28	GE Wind France SAS	AAA348600701	New	2	BATTERY, 12V LEAD AC...	1	1	100.00	-	<a href="#">Prev</a>
	360000505	2019-11-28	GE Wind France SAS	AAA348600701	New	1	BATTERY, 12V LEAD AC...	4	1	200.00	-	<a href="#">Prev</a>
	360000520	2019-11-28	GE Wind France SAS	AAA348600701	New	2	BATTERY, 12V LEAD AC...	2	1	100.00	-	<a href="#">Prev</a>
	360000593	2019-11-28	GE Wind France SAS	AAA348600701	New	3	BATTERY, 12V LEAD AC...	4	0	60050.00	-	<a href="#">Prev</a>
	360000595	2019-11-27	GE Wind France SAS	AAA348600701	New	1	BATTERY, 12V LEAD AC...	1	0	100.00	-	<a href="#">Prev</a>
	360000601	2019-11-27	GE Wind France SAS	AAA348600701	New	0	BATTERY, 12V LEAD AC...	1	0	200.00	-	<a href="#">Prev</a>
	360000597	2019-11-27	GE Wind France SAS	AAA348600701	New	0	BATTERY, 12V LEAD AC...	1	0	100.00	-	<a href="#">Prev</a>



1
2
3


 Page size: 10
Displaying page 1 of 3, items 1 to 11

9. You can now review the PO details, click Accept. Once you have accepted the PO you will be given the Option to Convert PO.

**PO Convert #360000498** Help with this page

Current Status: **Pending**

**PO FROM**  
GE Wind France SAS  
11 rue Arthur III  
Nantes

**PO TO**  
Rittal-Werk  
Auf Dem Stuetzelberg  
Herborn  
Niedersachsen  
DE  
35745

**PO NUMBER 360000498**  
TN Buyer Number:  
AAA348600701  
PO Date: 19 November 2019  
Currency: Euro

**Reference numbers**

**ADDITIONAL INFORMATION**

Buyer Invoice Ref.	HERBORN101
Transaction Type	STANDARD
Buyer Tax Registration Num.	FR58451479208
Supplier Tax Registration Num.	DE111796669

ACCEPT PO
REJECT PO
ARCHIVE PO
PREVIEW
BACK

**PO Convert #360000498** Help with this page

✓ PO has been accepted

Current Status: **Accepted**

**PO FROM**  
GE Wind France SAS  
11 rue Arthur III  
Nantes

**PO TO**  
Rittal-Werk  
Auf Dem Stuetzelberg  
Herborn  
Niedersachsen  
DE  
35745

**PO NUMBER 360000498**  
TN Buyer Number:  
AAA348600701  
PO Date: 19 November 2019  
Currency: Euro

**Reference numbers**

**ADDITIONAL INFORMATION**

Buyer Invoice Ref.	HERBORN101
Transaction Type	STANDARD
Buyer Tax Registration Num.	FR58451479208
Supplier Tax Registration Num.	DE111796669

REJECT PO
ARCHIVE PO
CONVERT PO
PREVIEW
BACK

10. Enter your invoice Number. Tick the line you wish to convert into an invoice. Scroll to the right to add tax. You can add up to two tax rates per line by using the two drop downs

## PO Convert #360000498

[Help with this page](#)

**i** To start invoicing, please select the desired PO lines from the lines shown below. Some lines may be unavailable for invoicing depending on whether the goods/services have been received or not. For lines available for invoicing, please enter the quantity and price for the invoice line (less than, or equal to 'Qty available' and 'Price'), and choose the appropriate tax rate.

### Create invoice

Enter invoice number\*

### Select PO line items to use

Apply tax code to selected items

Please select

Please select

**APPLY TO SELECTED ITEMS**

Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate	Tax amount
1	10	0	0	10	Each	10.00000	100.000	<input checked="" type="checkbox"/>	<input type="text" value="10"/>	<input type="text" value="10.00000"/>	Please select <input type="text"/> Please select <input type="text"/>	1. <input type="text"/> 2. <input type="text"/>

BACK

CREATE INVOICE

11. When you have selected your tax rate add the amount. Click Create Invoice

Select PO line items to use

Apply tax code to selected items Please select

Please select

**APPLY TO SELECTED ITEMS**

Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate	Tax amount
1	10	0	0	10	Each	10.00000	100.000	<input checked="" type="checkbox"/>	<input type="text" value="10"/>	<input type="text" value="10.00000"/>	<span>Please select</span>	1. <input type="text"/> 2. <input type="text"/>

**BACK** **CREATE INVOICE**

Select PO line items to use

Apply tax code to selected items Please select

Please select

**APPLY TO SELECTED ITEMS**

Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate	Tax amount
1	10	0	0	10	Each	10.00000	100.000	<input checked="" type="checkbox"/>	<input type="text" value="10"/>	<input type="text" value="10.00000"/>	Quebec Sales Tax	1. <input type="text" value="10"/> 2. <input type="text" value="5"/>

**BACK** **CREATE INVOICE**

12. Review the Invoice details and click confirm to proceed or Back to make a change

**PO Convert #360000498** [Help with this page](#)

Create invoice

Invoice number  
Test90

Line	PO line reference	Description	Shipment No.	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	1	BATTERY,...	1	10.000	Each	10.00000	Quebec Sales Tax	10.00	100.00	115.00
							Harmonised Sales Tax	5.00		

Summary

No. of lines	1
Sub total	EUR 100.00
Total tax	EUR 15.00
Net total	EUR 115.00

BACK
CONFIRM

13. Add any additional details to your invoice

**Invoice #: Test90** [Help with this page](#)  
[How to create an invoice or credit note](#)

---

**Your details**

Your name	<input type="text" value="Start typing to search"/> <small>GE Supplier 1 Smith Street Vancouver British Columbia V6K 2N2 CANADA</small>
Your tel	<input type="text"/>
Your email	<input type="text"/>
Sending goods from a different address than the invoice address?	
<input type="text" value="No - They're the same"/>	

**Invoice details**

Invoice number  
Test90

Document type  
Invoice

Invoice date  
2020-03-10

Tax point date

Delivery date

Currency  
Euro

Purchase order (PO) number\*  
360000498

---

**Who you are invoicing**

Name	<input type="text" value="Start typing to search"/> <small>GE Wind France SAS 11 rue Arthur III Nantes 44200 FRANCE VAT registration number FR58451479208</small>
Tel	<input type="text"/>
Email	<input type="text"/>
Sending goods to a different address than the invoice address?	
<input type="text" value="No - They're the same"/>	

[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"/>	<div style="height: 40px;"></div>
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"/>	

[AdChoices](#)

14. If you are invoicing SSS or Healthcare you may enter a freight line if required by clicking “ADD” in the Invoice items section

**GE Oil & Gas and GE Renewable Energy do not accept Freight lines and you will not have this option**

15. 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](#)

## 16. Review and Click Send

Summary

		Invoice (€)
Total net	<input type="text" value="100.00"/>	100.00
Total tax	<input type="text" value="15.00"/>	15.00
		<a href="#">Undo changes</a>
Total gross		115.00





