

# Invoicing Tesco using Tungsten

TESCO has changed the way we order Goods and Services Not For Resale (GSNFR). Our Purchase Orders are now a 12 digit alphanumeric number starting with a letter P. The first four digits after the P on these Purchase Orders indicate the legal entity ordering the goods or services.

**VERY IMPORTANT:** When sending invoices using Tungsten **YOU MUST** make sure that the Purchase Order prefix (the first four digits) matches to the Legal Entity. For example, Invoices for Tesco Stores Limited will have Purchase Orders that begin P1002.

The below table shows the link between this 4 digit combination and Legal Entity.

**Please note that, at Tesco's request, Tungsten will reject any invoice where the PO legal entity and invoice legal entity are not the same**

| Purchase Order Prefix | Company name                   | Company address  | Company registration number | Company VAT number | Tesco Buyer Account Number on Tungsten |
|-----------------------|--------------------------------|--|-----------------------------|--------------------|--|
| P1002                 | Tesco Stores Ltd               | Tesco House<br>Shire Park, Kestrel Way<br>Welwyn Garden City AL7 1GA | 00519500                    | GB220 4302 31      | AAA717712111                           |
| P1003                 | Tesco Distribution Ltd         | Tesco House<br>Shire Park, Kestrel Way<br>Welwyn Garden City AL7 1GA | 2972724                     | GB220 4302 31      | AAA451771448                           |
| P1109                 | Tesco Family Dining Limited    | Tesco House<br>Shire Park, Kestrel Way<br>Welwyn Garden City AL7 1GA | 8514605                     | GB220 4302 31      | AAA092732031                           |
| P1159                 | Spem Hill Developments Limited | Tesco House<br>Shire Park, Kestrel Way<br>Welwyn Garden City AL7 1GA | 04827219                    | GB220 4302 31      | AAA446727711                           |
| P2002                 | Tesco Ireland Ltd              | Gresham House, Marine Rd,<br>Dún Laoghaire, Dublin, Ireland          | IE19542                     | IE8W55451I         | AAA479829111                           |

## How To Videos for Suppliers:

Tungsten has a suite of support tutorials which you can find by clicking [here](#). These will guide you to view your purchase orders, submit your invoices and how to check the status of your invoices



## Tesco in the UK – who should I bill?

- Your Tesco UK purchase orders dated before 31<sup>st</sup> October will **all** be from **Tesco Stores Limited**.
- From 1<sup>st</sup> November, you could still receive orders from Tesco Stores Limited, as well as orders from the new Tesco entities on page 1.
- Purchase orders from all these Legal Entities will have a 12 digit alpha numeric number beginning with a letter P. Please refer to table on the first page to check which Tesco Legal Entity to invoice.
- Please ensure you quote a purchase order number on every invoice.

## I can't see my purchase order on the Tungsten portal:

- If you are an Integrated Solution supplier and you can't see your POs on the portal, it might be because your account hasn't been configured so you can bill the correct Tesco entity. If this is the case please use the "Connect with a Customer" option from the Customer tab on your Tungsten portal
- **If you use the portal to send your e-invoices or have any other queries, please raise a support ticket using this [link](#)**

## Error Messages

- If you receive the following error message:

**The purchase order number you have entered is invalid. Please try again**

The likely issue is that you have sent your Invoice to the wrong Tesco legal entity. See the table on the first page for guidance and try again.

Use the "Connect with a Customer" option from the Customer tab on your Tungsten portal

## Please don't ignore Tungsten emails

- If you receive emails from Tungsten please can you review and read them as they could be contacting you on behalf of Tesco. **Please don't ignore such emails or consider them as spam mail**

## Checking the status of your invoices to Tesco on the Tungsten portal

Tesco sends invoice status information to the Tungsten portal every night. Here are the statuses you may see and what they mean

| Portal Status | Tesco definition   |
|---------------|--|
| Accepted      | Invoice is with Tungsten - the invoice has passed Tungsten validations   |
| Failed        | Invoice failed Tungsten validations  |
| Delivered     | Tungsten has delivered the invoice to Tesco  |
| Received      | Invoice is in the Tesco invoice payment system and with the Tesco Accounts Payable team  |
| Exception     | The invoice is on hold. There is a problem that the Tesco Accounts Payable team is working on. This might be that your Tesco business contact hasn't receipted the goods or services yet |
| Approved      | The invoice is ready to pay according to the payment terms agreed  |
| Paid          | Tesco has paid the invoice   |
| Rejected      | Tesco has rejected the invoice.  |

## Non Tungsten related issues

**My purchase order is blank:** This is an issue affecting a small number of POs. Whilst it is being resolved, the recommended workaround is to download the document and open in Google Chrome.

**I haven't received any Purchase Orders from Tesco since Tesco moved to its new accounting system:**

Please check that emails from Tesco are not in your spam folder. If your Tesco business contact has confirmed they have issued a PO, please email [Supplier.Responses@tesco.com](mailto:Supplier.Responses@tesco.com) to check your PO email address