Best Practices for keying in PO Number in Tungsten Network Invoice

- Objectives

- Importance of keying in the correct Purchase Order information

- Types of Invalid information in the PO field

- Points to be noted while providing Purchase order information on Tungsten Network invoice

Objectives:

- To **highlight the importance** of entering the correct information in the data file provided to Tungsten Network and Web Form invoice template.
- To **explain** invoice fallouts at HP Inc Inc caused by incorrect information in the Purchase Order field.
- To **avoid delay** in processing and payment of your invoices.

Importance of Correct PO Number Information:

Tungsten Network invoices are **routed to Accounts Payable** teams based on Purchase Order numbers.

→ Wrong information or unnecessary details **increase the time** it takes to process invoices. → Can **delay** invoice payment.

→ Can result in **your invoices being rejected by HP Inc**

Types of invalid information	Examples
Invoice number; Cost location, "NON PO" explanation etc	1 AAA24569087523 2 Disb. Voucher 3 00C7369—00601 4 EA#083304 5 Mail 150896 6 NON PO REQUEST ACCOUNT 7 NON-PO 8 NON PO PROCESS 9 N/A
Text and Special characters prefixed or suffixed to the Purchase Order Number Please indicate the purchase order number, without prefix or suffix of additional data or special characters 1. SBY34567 2. SBE87234 3. SBA09834	1 P.O. SBA76549 2 P.O.# SBE786540 3 P.O.SBY24987—V3 4 PSA SBY78542 5 Purchase Order No SB 6 RS. PONB 7 PO NO SBY45687-V3 8 PO# SBY4576—V4 9 SB29360 [] 10 SBY 498765

HP Inc Contact or Requestor Name in the Purchase Order field.	1 MANNY LAPORTE 2 McBride 3 MIKE MAGEE 4 MIKE MAGEE
Purchase Requisition (PR) number	1 PR7653098 2 PR397120 3 PR71309-V2 4 PR0451960

Typo errors, such as reversing or omitting characters, will also cause invoice fallout.

Points to be noted while providing Purchase Order Numbers in Tungsten Network invoices:

Do's	Don'ts
☐ Please *check for typo errors* before submitting the invoice on Tungsten Network. ☐ Please enter the purchase order number as is *without altering* the sequence of the characters in the PO number. Example of correct PO number is sequence is SBY12345. ☐ One invoice for one single PO number You only need to provide the PO number at the header level.	• Include *special characters* such as "#", ".", ",", "-", "/" etc • *Prefix/Suffix* the PO number with any other data • Input *invalid/irrelevant* numbers in the purchase order field. • Input *requestor/HP Inc contact information* in the Purchase Order number field. • Input *Purchase Requisition Number* instead of the PO number