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Convert purchase orders into invoices



Hello, this video was designed to show you how easy it is to submit invoices and credit notes by utilizing the PO Convert method via the Tungsten Network portal.

To begin, click “My POs” located in the main menu bar at the top of the page.

The screenshot shows the Tungsten Network portal interface. At the top left, there is a logo for AOS and the text "Welcome Elise". On the top right, there are links for "My Account", "Help & Support", and "Log Out". Below this is a search bar with the placeholder text "Search for your invoice by invoice number, PO, trx number". The main navigation bar contains several menu items: "Home", "Invoicing", "My POs" (highlighted with a red box), "Customers", "Reporting", and "Early payment". Below the navigation bar, there are three main action cards: "Connect with your customers" (with a "CONNECT TODAY" and "VIEW ALL" button), "Send invoices" (with a "CREATE INVOICE" button), and "Check the status of your invoices" (with a "WHERE IS MY INVOICE?" button). Below these cards is a "For your attention" section with a table showing one failed invoice. At the bottom, there are two tables: "Failed invoices" and "Saved invoices".

For your attention Last refresh: 0 min ago

Type	Count	Date	Customer	
Failed invoices	1			View

Failed invoices			View all
Number	Supplier	Buyer	
ShuchitestPayment1	Adams Office Supplies (IT) - Test	Tungsten Network - Demo Account	

Saved invoices			View all
Number	Buyer	Amount	
shuchitestPolandInv	AAA168149359	11.90	

The “My POs” page gives you the ability to search for purchase orders that have been delivered to Tungsten Network from your customer. You can manage your purchase orders by moving them to a different status within the “My PO summary” section. Updating the status of your purchase order allows you to confirm which purchase orders are open, closed, rejected or archived. When your purchase order is newly created or updated by your customer, it will appear in the new or pending status. Tungsten Network will send an email confirming the purchase order is available in the portal under the “My PO summary” section. After reviewing the email, you are ready to begin.

Welcome Elise

Adams Office Supplies (IT) - Test

My Account Help & Support Log Out

Search for your invoice by invoice number, PO, trx number

Home Invoicing My POs Customers Reporting Early payment

Purchase orders (POs)

Review your purchase orders(POs).

Select account
Adams Office Supplies (IT) - Test - GB999999999 - AAA8338

Criteria

Customer: ALL

PO number: []

Status: Please select [PO status definitions](#)

PO conversion status: All

Select PO date range: Last 30 days

My PO summary

New	0
Pending	0
Accepted	0
Change Requested	0
Rejected	0
Archived	0
Pending Acceptance	0
Acknowledgement pending	0

Refresh PO summary
Check this option to refresh the PO summary when performing a search. Please note that checking this option might make your search slower.

GET MY POs

Active purchase orders

Select	PO number	PO date	Customer	Status	Version	First line description	Lines	Invoices	Net value
No records found.									

Page size: 10

Displaying page 1 of 1, items 0 to 0 of 0

Please search for your purchase order on the left side of the screen. Prior to completing the search, please ensure to select your customer or customers from the drop down menu. Once the report is run, all purchase orders in the status selected will be shown at the bottom of the page. You also have the ability to select the blue hyperlinked text available under “My PO summary” section. Once a selection is made, all purchase orders in the selected status will appear at the bottom of the page.

Welcome Elise

Adams Office Supplies (IT) - Test

Search for your invoice by invoice number, PO, trx number

Home Invoicing My POs Customers Reporting Early payment

Purchase orders (POs)

Review your purchase orders(POs).

Select account
Adams Office Supplies (IT) - Test - GB999999999 - AAA8338

Criteria

Customer: ALL

PO number:

Status: Please select [PO status definitions](#)

PO conversion status: All

Select PO date range: Last 30 days

[GET MY POs](#)

My PO summary

New	0
Pending	0
Accepted	0
Change Requested	
Rejected	0
Archived	0
Pending Acceptance	
Acknowledgement	
pending	

Refresh PO summary
Check this option to refresh the PO summary when performing a search. Please note that checking this option might make your search slower.

Active purchase orders

Select	PO number	PO date	Customer	Status	Version	First line description	Lines	Invoices	Net value
No records found.									

Page size: 10

Displaying page 1 of 1, items 0 to 0 of 0

Select the purchase order by clicking the blue link located on the left side of the page next to the purchase order number.

It's important to review the purchase order details prior to accepting your purchase order. If the purchase order contains invalid or missing information, it may be best to reject the purchase order and notify your customer. If the purchase order has been fulfilled and no longer will be used, move the purchase order to the archived status. If all purchase order details are valid, click "Convert PO".

The screenshot displays the AOS (Active Office Supplies) interface. At the top, there is a table of active purchase orders. The first row is highlighted, and a red box highlights the 'Select' link (a blue plus sign) next to the PO number 000800000. Below the table, there are navigation icons and a 'Page size: 10' dropdown. The main content area shows the details for 'PO Convert #BMM043815-2' with a status of 'Accepted'. The details include a table of PO Line Details with columns for Line, Part code, Description, Qty, UoM, Unit price, and Net amount. Below this table, there is a summary section with 'Net amount', 'Number of lines', 'Net total', and 'Total tax'. At the bottom of the page, there is a navigation bar with buttons for 'REJECT PO', 'ARCHIVE PO', 'CONVERT PO', 'PREVIEW', and 'BACK'. A red box highlights these buttons.

Line	Part code	Description	Qty	UoM	Unit price	Net amount
1	INSP3212	2.4 GHZ, 2GB SDRAM	6.000	Each	1,249.00000	7,494.00
2	MON-20243	21 Inch Monitor	8.000	Each	399.00000	3,192.00
3	OFF-3212	Color Laserjet Printer	10.000	Each	499.00000	4,990.00

	Net amount
Number of lines	3
Net total	£ 15,676.00
Total tax	£ 3135.20

REJECT PO ARCHIVE PO CONVERT PO PREVIEW BACK

The “Invoice number” field allows entry of your invoice or credit note number. Once your document’s number has been entered, tick the box located next to Net amount. This will allow you to select the PO line items you would like to include in your electronic invoice or credit note.

Partial billing is accepted; please adjust the quantity only as the unit price has been fixed and should not be changed.

Tungsten Network processes invoices submitted by users that span the globe. It’s important to ensure tax is referenced on your invoice correctly. If operating in a region where tax is referenced at the line item level, please select the tax type from the drop menu. Next, enter the tax amount. If operating in a region where tax is referenced at the summary level of the invoice, you will have the option to enter the tax amount prior to previewing and submitting your invoice.


Tungsten Network allows you to submit invoices against the same purchase order. Please ensure to use a unique invoice or credit note number for each submission.


Click “Create invoice” once all PO line items have been selected.

The screenshot shows the AOS system interface for creating an invoice. At the top, it says "Welcome Elise" and "Adams Office Supplies (UK)". There is a search bar for invoice numbers. The main heading is "PO Convert #BMM043815-2". Below this is a "Create invoice" button. A red box highlights the "Enter invoice number*" field, which contains the text "INV0123". Below that is a section titled "Select PO line items to use". It includes a dropdown menu for "Apply tax code to selected items" set to "VAT at 5%". A green button says "APPLY TO SELECTED ITEMS". Below this is a table with columns: No, Part code, Description, Qty, UoM, Unit price, Net amount, Qty, Unit price, and Tax rate. The table has three rows of data. Red boxes highlight the "Net amount" column (with checkboxes), the "Qty" column, and the "Tax rate" column (with dropdown menus). At the bottom, there are "BACK" and "CREATE INVOICE" buttons, with the latter highlighted by a red box.

No	Part code	Description	Qty	UoM	Unit price	Net amount	Qty	Unit price	Tax rate
1	INSP3212	2.4 GHZ,...	6.000	Each	1,249.00000	7,494.000 <input checked="" type="checkbox"/>	6.000	1,249.0000	VAT at 5% <input type="text"/>
2	MON-20243	21 Inch ...	8.000	Each	399.00000	3,192.000 <input checked="" type="checkbox"/>	8.000	399.00000	VAT at 5% <input type="text"/>
3	OFF-3212	Color La...	10.000	Each	499.00000	4,990.000 <input type="checkbox"/>			Please select <input type="text"/>

Please confirm that you have selected the correct purchase order line items to be included in your invoice or credit note. If not, please click “Back”. If all information shown is valid, click “Confirm” to proceed to the final page.

 Welcome Elise ✉ My Account Help & Support ▾ Log Out

Adams Office Supplies (UK) Search for your invoice by invoice number, PO, trx number 

Home Invoicing ▾ My POs Customers ▾ Reporting ▾ Early payment

PO Convert #BMM043815-2 Help with this page

Create invoice

Invoice number
INV0123

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	2.4 GHZ...	6.000	Each	1,249.00000	5.00	374.70	7,494.00	7,868.70
2	21 Inch ...	8.000	Each	399.00000	5.00	159.60	3,192.00	3,351.60



Summary

No. of lines	2
Sub total	GBP 10,686.00
Total tax	GBP 534.30
Net total	GBP 11,220.30

BACK **CONFIRM**

Please enter your name, phone number and email address in the “Your details” section. Next, enter the name, phone number and email address for your customer in the “Who you are invoicing” section. Tungsten also gives you the ability to save contact details within the “Create invoice” page. Please click the blue circle located in the “Your details” and “Who you are invoicing” sections. Once contact details have been entered, please exit out of the text box to continue.

Your details



Your name 
Elise Sedgewick 

Your tel
(978) 448-6562

Your email
adams1@aol.com

Adams Office Supplies (UK)
4 St. James' Street
Newcastle Upon Tyne
NE1 4ST
UNITED KINGDOM
VAT registration number GB665501132
 Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.

Who you are invoicing


Name 
Lloyd Wright 


Tel
608-453-5986


Email
l.wright@bandm.com


Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338
UNITED STATES
 Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.


[Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)

Bill of lading 

Account code 


Notes to your customer 


Delivery note number 



Cost centre 


Payment reference


Invoice details


Invoice number*
INV01222 


Document type
Invoice 



Invoice date* 
11/08/2017 


Tax point date* 

Advance payment date 

Payment due date 



Delivery date* 

Currency* 
Pound Sterling 

Purchase order (PO) number 
BMM043815-2

If the shipping location is different from the invoice from or invoice to location, please enter the correct shipping details in the appropriate fields. If you are not shipping products, please bypass this section. To enter shipping information, tick the box. To add a shipping address to your profile to be used for future submissions, please click the blue circle located next to the “Company name” field. Once shipping details have been entered, please exit out of the text box to continue.

Your details

Your name  Elise Sedgewick  **Adams Office Supplies (UK)**
4 St. James' Street
Newcastle Upon Tyne
NE1 4ST
UNITED KINGDOM



Your tel (978) 448-6562

Your email adams1@aol.com

VAT registration number GB665501132

Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.


Who you are invoicing






Name  Lloyd Wright  **Tungsten Network - Demo Account**
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338
UNITED STATES

Tel 608-453-5986



Email l.wright@bandm.com


Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.



 [Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)


Bill of lading 	Account code 	Notes to your customer 
Delivery note number 	Cost centre 	
Payment reference		


Invoice details


Invoice number*  INV01222 


Document type Invoice 



Invoice date*  11/08/2017 


Tax point date* 

Advance payment date 

Payment due date 



Delivery date* 

Currency*  Pound Sterling 

Purchase order (PO) number  BMM043815-2

Please expand the Additional header field if additional header information is required by your customer. Once details such as bill of lading, delivery note number and cost centre have been entered, please move to the next section.

Your details

Your name  Elise Sedgewick 

Your tel (978) 448-6562



Your email adams1@aol.com

Adams Office Supplies (UK)
4 St. James' Street
Newcastle Upon Tyne
NE1 4ST
UNITED KINGDOM

VAT registration number GB665501132

Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.

Who you are invoicing


Name  Lloyd Wright 






Tel 608-453-5986

Email l.wright@bandm.com



Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338
UNITED STATES


Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.



 [Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)


Bill of lading 	Account code 	Notes to your customer 
Delivery note number 	Cost centre 	
Payment reference		


Invoice details


Invoice number*  INV01222 


Document type Invoice 



Invoice date*  11/08/2017 


Tax point date* 

Advance payment date 

Payment due date 



Delivery date* 

Currency*  Pound Sterling 

Purchase order (PO) number  BMM043815-2

It's important to update your invoice date, payment due date and delivery date by selecting the calendar located in the "Invoice details" section. This will ensure your date is in the correct format upon submitting your invoice. Some regions of the world require a tax point date. If operating in one of these regions, you will be required to reference this mandatory data in the "Tax point date" field. Your currency and purchase order number should not be changed. The invoice or credit note will be validated against the purchase order details available in the Tungsten Network system. If header and line level details do not match the purchase order data, your invoice is subject to rejection by Tungsten Network.

Your details

Your name  Elise Sedgewick  Adams Office Supplies (UK)
4 St. James' Street
Newcastle Upon Tyne
NE1 4ST
UNITED KINGDOM



Your tel (978) 448-6562

Your email adams1@aol.com

VAT registration number GB665501132

Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.

Who you are invoicing






Name  Lloyd Wright  Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338
UNITED STATES

Tel 608-453-5986



Email l.wright@bandm.com


Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.



[Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)


Bill of lading 	Account code 	Notes to your customer 
Delivery note number 	Cost centre 	
Payment reference		


Invoice details


Invoice number*  INV01222 


Document type Invoice 



Invoice date*  11/08/2017 


Tax point date* 

Advance payment date 

Payment due date 

Delivery date* 

Currency*  Pound Sterling 

Purchase order (PO) number  BMM043815-2

If submitting a credit note, it's important to ensure your document type states "Credit note". If not, please select "Credit note" from the drop down menu under documents type located in the "Invoice details" section. Once "Credit note" has been selected, please ensure to provide the original invoice number, date and reason for your credit note submission.

The "Invoice items" section does not accept negative values in the quantity or unit price fields. In other words, the system will not allow the entry of negative signs. When the line items are saved, the document will be treated as a credit note. The gross amount will not reflect a negative value.

Welcome Elise

My Account Help & Support Log Out

Adams Office Supplies (UK) Search for your invoice by invoice number, PO, trx number

Home Invoicing My POs Customers Reporting Early payment

Invoice #: INV01222 [How to create an invoice or credit note](#)

Your details

Your name Elise Sedgewick

Your tel (978) 448-6562

Your email adams1@aol.com

Adams Office Supplies (UK)
4 St. James' Street
Newcastle Upon Tyne
NE1 4ST
UNITED KINGDOM
VAT registration number GB665501132

Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.

Who you are invoicing

Name Lloyd Wright

Tel 608-453-5986

Email l.wright@bandm.com

Tungsten Network - Demo Account
1040 Crowne Point Pkwy
Suite 350
Atlanta
GA
30338
UNITED STATES

Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.

[Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)

Invoice details

Credit note number INV01222

Document type
Credit Note

Original invoice number*

Original invoice date

Credit reason*





Invoice date*
03/08/2017

Tax point date*
04/08/2017

Advance payment date
05/08/2017


Payment due date
16/08/2017



It's important to note again, line items details should not be modified. These details were provided to Tungsten Network by your customer. These Good or Service lines can only be modified to provide additional information and/or a date range. For example, work performed between January 1st and January 15th. It's best to follow standard invoicing practices when referencing line item discounts and/or entering additional information at the line item level.



Invoice items					
Item	Quantity / Unit	Price	Line amount	Total	
01 INSP3212 - 2.4 GHZ, 2GB SDRAM	6 / Each	1,249.00000	7,494.00	7,868.70	 
02 MON-20243 - 21 Inch Monitor	8 / Each	399.00000	3,192.00	3,830.40	 


ADD

Invoice items




Line item type : Goods


Product code : INSP3212 Product description : 2.4 GHZ, 2GB SDRAM

Unit* : Please select Quantity*: 6.000 Price* : 1,249.0000


Tax type*: VAT at 5% Tax amount : 374.70


[Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

PO number : PO line number : 1 Additional information :


Delivery note number :

Delivery start date: Delivery end date:

Discount : 0.00

Discount % : 0.00

The fields below have been added by your buyer.

GL number : Cost centre: Part category: European Article Number Part number:

SAVE LINE ITEM **CANCEL**

02	MON-20243 - 21 Inch Monitor	8 / Each	399.00000	3,192.00	3,830.40
----	-----------------------------	----------	-----------	----------	----------

Line amount	7,494.00
Discount	0.00
Tax	374.70
Total	7,868.70

Adding Special Line items are allowed. Special line items are not listed on your purchase order. If you feel an additional normal line item should be added to your purchase order, contact your customer directly. Request that your PO is updated and resent to Tungsten Network. Once your purchase order has been updated, it will be available under "Pending" in the "My PO Summary". If you would like assistance with updating your purchase order, please create a support ticket via the Help & Support page. Tungsten Network is more than happy to contact your customer on your behalf.

Please remember to add your attachment prior to submitting your invoice or credit note. Please do not attach an additional copy of an invoice. Attachments should be used for supporting documentation only needed to approve your invoice.

Additional information

Attachments

File types we accept ⓘ
Your customer allows a maximum of 8 attachments.
The maximum file upload size is 12 MB.

Withholding tax

"Remit to" details

"Remit to" address 422 Bridge Street Glen Park Cambridge RD9 3CQ IRELAND	"Remit to" bank ⓘ Bank name: Halifax Sort code/BIC: Bank account number: 12345678 Account name: Ravi Limited Manage default settings
------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Summary

		Invoice (£)
Total net	<input type="text" value="10,686.00"/>	
Total tax	<input type="text" value="1,013.10"/>	
		Undo changes
Total gross	11,699.10	

The invoice summary contains the net, tax and gross. If you are in a region of the world where tax is referenced at the line level, tax type and amount were entered after the purchase order was accepted. If you are located in the region of the world where tax is referenced at the summary level only, please enter the full invoice or credit note tax amount at this time. Please “Preview” prior to submitting your invoice or credit note.

As you can see, converting your purchase order via “My POs” page is very easy. You are encouraged to use the Help & Support page if you need assistance navigating the Tungsten Network portal or are experiencing a technical issue using the site.

Additional information

Attachments ⓘ

File types we accept ⓘ
Your customer allows a maximum of 8 attachments.
The maximum file upload size is 12 MB.

SELECT AND UPLOAD

Withholding tax ⓘ

"Remit to" details

"Remit to" address 422 Bridge Street Glen Park Cambridge RD9 3CQ IRELAND	"Remit to" bank ⓘ Bank name: Halifax Sort code/BIC: Bank account number: 12345678 Account name: Ravi Limited Manage default settings
------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Summary

		Invoice (£)
Total net	<input type="text" value="10,686.00"/>	
Total tax	<input type="text" value="1,013.10"/>	
		Undo changes
Total gross	11,699.10	



For more information,
and to view more
videos, please visit the
Help & Support section