How to use the correct PO line numbers in your invoices

When submitting your invoices via Tungsten Portal, please always use the correct PO line number advised by the MSX Project Account Manager. You can find MSX PO line number information here:

Example:

This means the PO has 5 lines (including the coding and amounts); so the MSX Project Account Manager must instruct the Supplier which are the correct PO Lines to use for invoicing MSX.

Invoice Total Net <u>£1,000.00</u>

Invoice line 1 £550.00 relates to PO line 2

Invoice line 2 £450.00 relates to PO line 1

PO Total <u>£2,000.00</u>

PO Open Amounts

PO line 1 £500.00 - description of goods and services

PO line 2 £550.00- description of goods and services

PO line 3 £200.00- description of goods and services

PO line 4 £500.00- description of goods and services

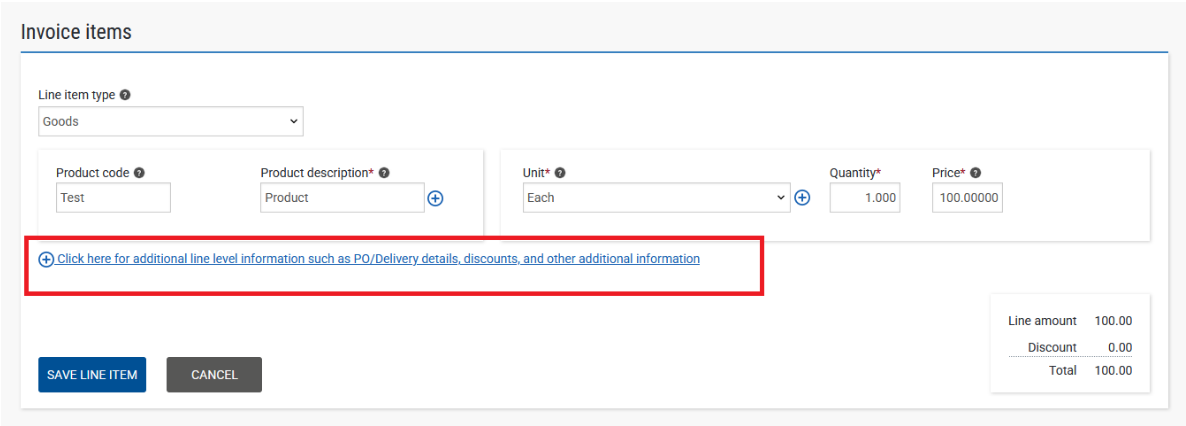
PO line 5 £250.00- description of goods and services

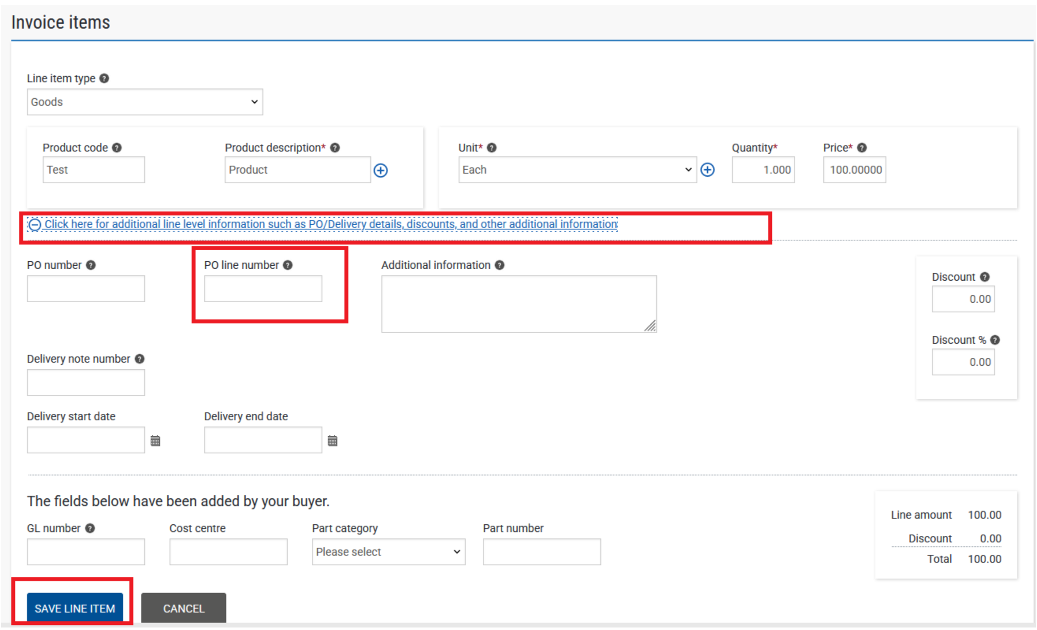
This way, the Invoice will be correctly matched to the relevant PO line (s).

You can send your invoices in Tungsten portal by:

1. **Creating the invoice manually in the portal:**

In case of questions related to this step, please refer to this [tutorial](). During invoice submission process you should include the correct PO line number. Once you click on "Create", on the next page, you will have the invoice form. You will have to create your invoice items manually, one by one, in the section "Invoice items". To include PO Line number, please click on **"Click here for additional line level information such as PO / Delivery details , discounts and other additional information"** and enter the number in the **"PO line number field"**





Fill in all the required details regarding your invoice item and then click on "**Save line item**".

2. How to convert my Purchase Order into an invoice?

In case of questions related to this step, please refer to this tutorial. After the details are automatically converted and loaded in the invoice submission form, please make sure all information is correctly entered and the PO line number is visible, then proceed with finishing the submission of your invoice.