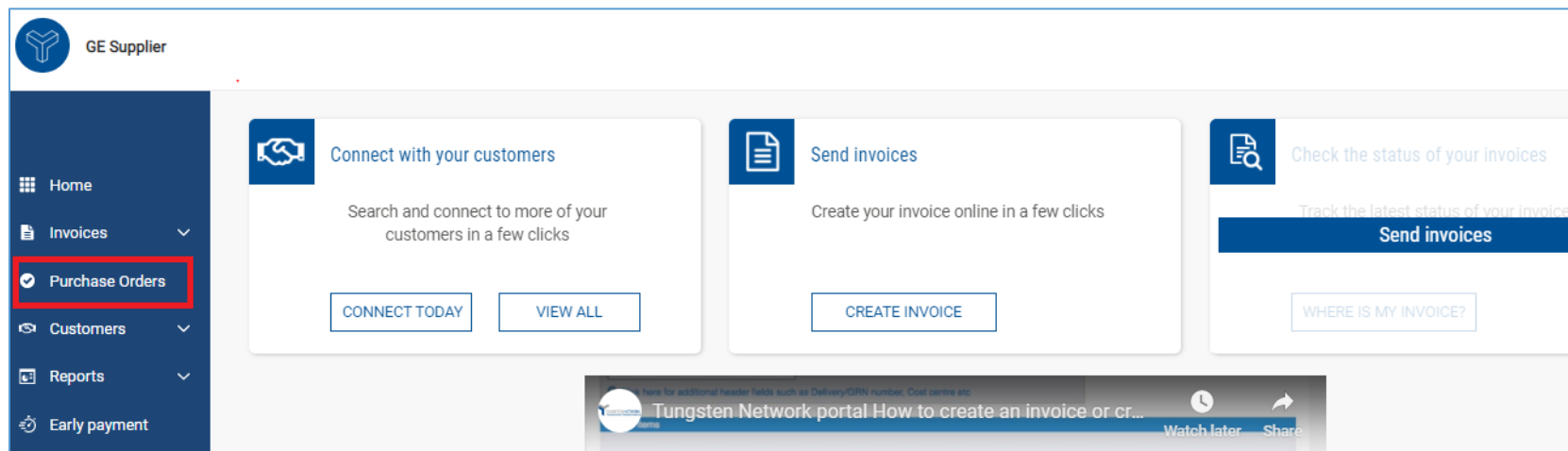


HOW TO CONVERT YOUR PURCHASE ORDERS INTO INVOICES

OPTION 1- VIA PURCHASE ORDERS

1. Log on to the Tungsten Network Portal at <https://authentication.tungsten-network.com/login>
2. Once you have logged in click on Purchase Orders on the left side of the screen.



3. You can now search for your GE Vernova POs. You may search for an individual PO or for several POs by customizing your search criteria. Once you have entered your criteria click Get My POs (Hint: Mark `Include Hidden` in case you have previously selected to Hide a PO)

Purchase orders (POs)

Review your purchase orders(POs).

Criteria

Select customer country

Select customer state

Customer VAT/GST number

Customer

PO number

Status
 [PO status definitions](#)

Include Hidden

PO conversion status

Select PO date range

GET MY POs

4. You can now select the PO which you wish to convert into an Invoice, by clicking on the purchase order number

Active purchase orders

PO number	Updated PO date	Customer	Customer TN Number	Status	First line description	Lines	Invoices	Net value
350005000	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SHELL, TOP SECTION, GE...	4	1	1,480,000.00
350004999	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SURGE SUPPRESSOR, 24V...	4	1	650,000.00
350004998	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SURGE SUPPRESSOR, 24V...	2	2	100,000.00
350005001_1	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	CABLE HARNESS, 6KV S...	1	1	500,000.00
350004997	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	SURGE SUPPRESSOR, 24V...	2	2	50,000,000.00
350005001_2	07/04/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	FLOOR PANEL, CONTROLL...	1	1	2,500,000.00
350003428	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 AURA-Phase1 - BOLK...	1	0	336,500.00
350004027	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 Storblaliden 2 Ext...	1	1	53,100.00
350003386	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 AURA-Phase1 - BOLK...	1	1	68,825.00
350003427	20/02/2023	GE Energy Sweden A.B. - TEST BUYER (races)	AAA501120174	Accepted	2 AURA - BOLK SWEDEN...	1	0	6,332,250.00

Navigation icons: |< < 1 > >| Page size: 10

Displaying page 1 of 1, item

[SHOW](#) [How To?](#)

5. You can now review your POs details. To proceed click Convert PO

PO Convert #350005000

Current Status: **Accepted**

[Help with this page](#)

PO NUMBER 350005000
TN Buyer Number:
AAA501120174
PO Date: 22 March 2023
Currency: Euro

PO FROM
GE Energy Sweden A.B. - TEST BUYER (races)
Larsfridsvägen 16
Halmstad

PO TO
Svenska
Energitekniska
Forsknings
Centrum
SE
201 43

Reference numbers

ADDITIONAL INFORMATION

Buyer Invoice Ref.	104
Transaction Type	STANDARD
Buyer Tax Registration Num.	SE556102932202
Supplier Tax Registration Num.	SE559155263201

CONVERT PO **DOWNLOAD** **BACK** **HIDE**



6. Now you will be able to input your invoice number, choose the items that are to be invoiced and select applicable VAT rates (scroll to the right to select VAT using the scroll bar). You can select all items on the PO or in the event of a partial shipment, only the items that are being invoiced.

Some lines may be unavailable for invoicing depending on whether the goods / services have been received or not. Lines which are unavailable for invoicing will be greyed out.

IMPORTANT: Some GE Vernova Wind businesses (Onshore and Offshore Wind, currently Spain and Germany) may request their suppliers to do Serialization on the delivered goods. Serialization has to be done in order to be able to create your invoice in the portal. If you don't see the line or quantity available, but your GE Vernova buyer has done the Goods Receipt, please check with your GE Vernova buyer or reach out to the iSupplier helpdesk for more information (<https://supplierportal.ren.apps.ge.com/> or email GERenEnergy.SupplierSupport@ge.com)

For lines which are available to invoice, if you choose to amend the Unit price and quantity, please ensure they are equal or less than the quantity and unit price on the PO. **If system gives error of the Unit price\ quantity you wished to bill, you have exceeded the tolerance. Please reach out to your GE Vernova buyer.**

After selecting the items that are to be invoiced, click 'create Invoice'.

Create invoice

Enter invoice number*
12356789

Select PO line items to use

Apply tax code to selected items Please select

Description	Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
SHELL,TO...	1	50	50	0	50	Each	5,000.00000	250,000.000	<input checked="" type="checkbox"/>	50	5,000.0000	25% Tax
TABLE	2	30	30	3	27	Each	1,000.00000	30,000.000	<input checked="" type="checkbox"/>	27	1,000.0000	Please select
HA...												Please select
SURGE	2	40	40	4	36	Each	10,000.00000	400,000.000	<input type="checkbox"/>			
SU...												
SHELL,TO...	2	20	20	0	20	Each	40,000.00000	800,000.000	<input type="checkbox"/>			

If you don't see the VAT rates in the dropdown it may be because you have not provided your VAT registration number at registration. Please note, if you are VAT registered but you chose not to provide the VAT registration number, the country compliant VAT codes will not be available for you when you are raising an invoice. You may add your VAT reg. nr. at 'Your Account' → 'Update Company Details'.

If you are supplier registered in Canada, please study how to add your VAT rates via the below link:

<https://www.tungsten-network.com/wp-content/uploads/2023/05/How-to-add-tax-to-your-Invoices-Canada-Suppliers.pdf>



7. Confirm the items that have been selected

PO Convert #350005000 [Help with this page](#)

Create invoice

Invoice number
12356789

Line	PO line reference	Description	Shipment No.	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	1	SHELL,TO...	1	50.000	Each	5,000.00000	25.00	62,500.00	250,000.00	312,500.00
2	2	CABLE HA...	2	27.000	Each	1,000.00000	25.00	6,750.00	27,000.00	33,750.00

Summary

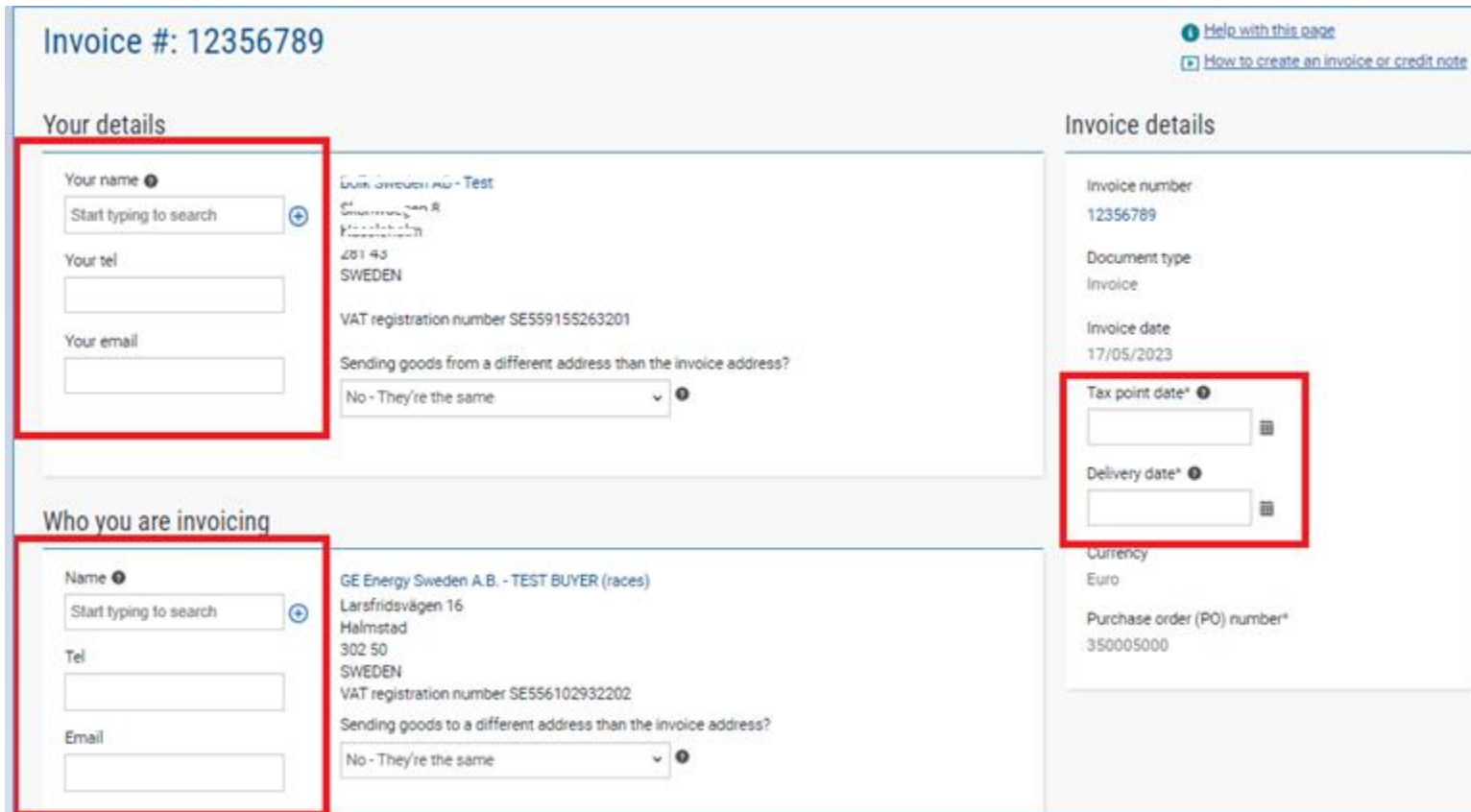
No. of lines	2
Sub total	EUR 277,000.00
Total tax	EUR 69,250.00
Gross total	EUR 346,250.00

BACK **CONFIRM**

8. Enter invoice details

Any fields with a red asterisk are mandatory and should be entered e.g. tax point date

Entering your contact details as well as your clients contact details, Notes, etc are not mandatory fields and just optional. Payment date will be calculated by the PO negotiated payment terms. Payment will happen to the bank account maintained in GE Vernova's vendor master, maintained under your SupplierConnect profile.



Invoice #: 12356789

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

Your details

Your name* +

Your tel

Your email

Invoice number: 12356789

Document type: Invoice

Invoice date: 17/05/2023

Tax point date*

Delivery date*

Currency: Euro

Purchase order (PO) number*: 350005000

Who you are invoicing

Name* +

Tel

Email

GE Energy Sweden A.B. - TEST BUYER (rases)
Larsfridsvägen 16
Halmstad
302 50
SWEDEN
VAT registration number SE556102932202

Sending goods to a different address than the invoice address?
No - They're the same



9. Enter any additional header details you wish to include e.g. delivery note number, payment reference.

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

Bill of lading ? <input type="text"/>	Account code ? <input type="text"/>	Notes to your customer ? <input type="text"/>
Delivery note number ? <input type="text"/>	Cost centre ? <input type="text"/>	
Customs declaration date <input type="text"/>		
Customs office ? <input type="text"/>		
Customs declaration number ? <input type="text"/>		
Payment reference <input type="text"/>		

10. If you are invoicing GE Vernova GRID business, you may enter a freight line if required by clicking “ADD” in the Invoice items section.

IMPORTANT: GE Vernova WIND (Onshore-Offshore Wind) does not accept Freight lines and you will not have this option. Contact your GE Vernova buyer if you need to add unexpected costs.

Enter your Freight details and click Save Line Item

Invoice items

Item	Quantity / Unit	Price	Line amount	Total	
01	Dear Team, I had to cancel again the former AMS PO based on the supplier reque...	350,000 / Each	1.00000	350,000	367,500

Line item type ?

Freight

Description	Quantity	Price ?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="1.000"/>	<input style="width: 95%;" type="text" value="0.00000"/>
	Service delivery start date	Service delivery end date
	<input style="width: 95%;" type="text"/> <small>📅</small>	<input style="width: 95%;" type="text"/> <small>📅</small>
	Tax type*	Tax amount ?
	<input style="width: 95%;" type="text" value="Please select"/>	<input style="width: 95%;" type="text" value="0"/>

SAVE LINE ITEM

CANCEL

Line amount	0
Tax	0
Total	0

11. Upload any relevant attachments (your original invoice copy, if any, or timesheets, Delivery proofs, etc) and enter any further details which are relevant to your invoice

Additional information

Attachments [?](#)

SELECT AND UPLOAD

Cash accounting [?](#)

Margin scheme [?](#)

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".

Payment terms

Late payment conditions [?](#)

Payment terms [?](#)

"Remit to" details

"Remit to" address	"Remit to" bank
	Manage default settings

12. Review & click send.

Summary

		Invoice (€)
Total net	<input type="text" value="40.00"/>	40.00
Total tax	<input type="text" value="8.40"/>	8.40
		Undo changes
Total gross		48.40

Your invoice is now successfully created and will be accounted in GE Vernova`s system shortly.

You can follow the status of your invoice in the portal, or you may also reach out to Accounts Payables or Payment Teams at:
https://gecorp.custhelp.com/app/utils/login_custom/redirect/S2PSupplierSupport%2Fcustomer_inquiry

Failed: The Invoice Failed validations Tungsten Network performs on behalf of GE Vernova and has not been sent. If your invoice is in this status please review the failure reason, correct and resend your invoice. If you need assistance, please raise a ticket with Tungsten Network support

Delivered: Your invoice passed Tungsten Network validations and has been delivered to GE Vernova.

Received: GE Vernova has confirmed they have received your Invoice

On-Hold: Your invoice is on hold pending the completion of a standard approval process activity by GE Vernova. No action is required by you at this time.

Exception: GE Vernova has indicated that there may be a problem with this invoice and is investigating.

Rejected: GE Vernova has rejected your invoice. If you require further information please contact GE Vernova and your buyer directly

Approved: GE Vernova has approved your invoice for payment

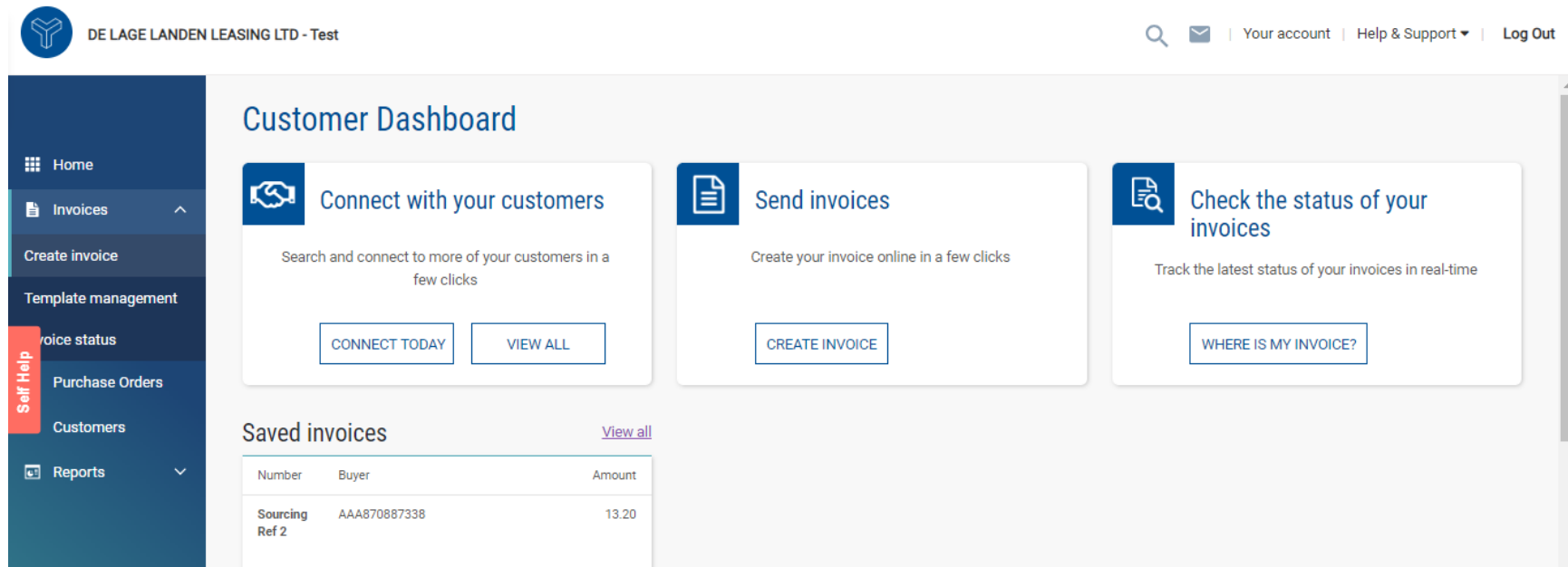
Paid: GE Vernova has Paid your invoice

HOW TO CONVERT YOUR PURCHASE ORDERS INTO INVOICES

OPTION 2- VIA INVOICES → CREATE INVOICE

1. Log on to the Tungsten Network Portal at <https://authentication.tungsten-network.com/login>

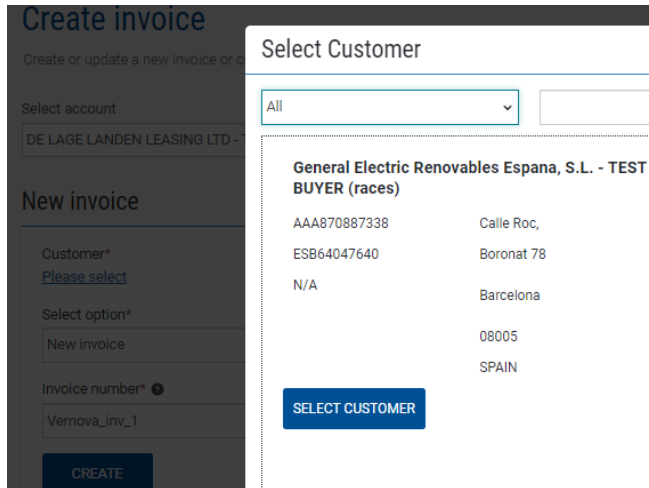
Once you have logged in click on Invoices → Create Invoice, on the left side of the screen.



The screenshot shows the Tungsten Network Customer Dashboard for 'DE LAGE LANDEN LEASING LTD - Test'. The dashboard includes a navigation menu on the left with options like Home, Invoices, Create invoice, Template management, Invoice status, Purchase Orders, Customers, and Reports. The main content area features three primary action cards: 'Connect with your customers' (with 'CONNECT TODAY' and 'VIEW ALL' buttons), '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 'Saved invoices' table with one entry.

Number	Buyer	Amount
Sourcing Ref 2	AAA870887338	13.20

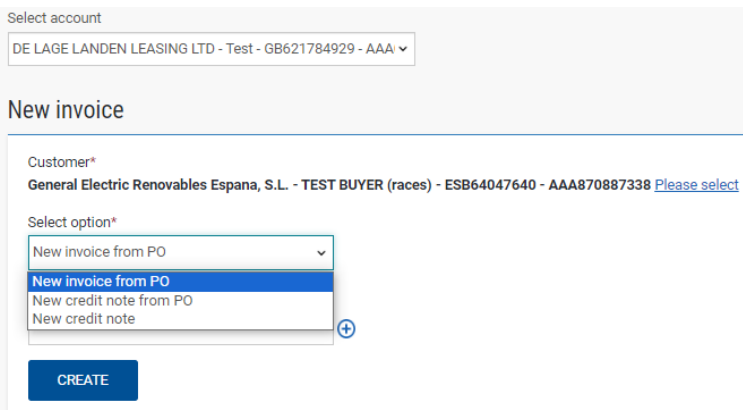
2. Click on Customer – Please select: Select your Customer that you would like to bill.




The screenshot shows the 'Create invoice' page with a 'Select Customer' modal open. The modal has a dropdown menu set to 'All' and a list of customer details for 'General Electric Renovables Espana, S.L. - TEST BUYER (races)'. The details include AAA870887338, Calle Roc, ESB64047640, Boronat 78, N/A, Barcelona, 08005, and SPAIN. A 'SELECT CUSTOMER' button is at the bottom of the modal.

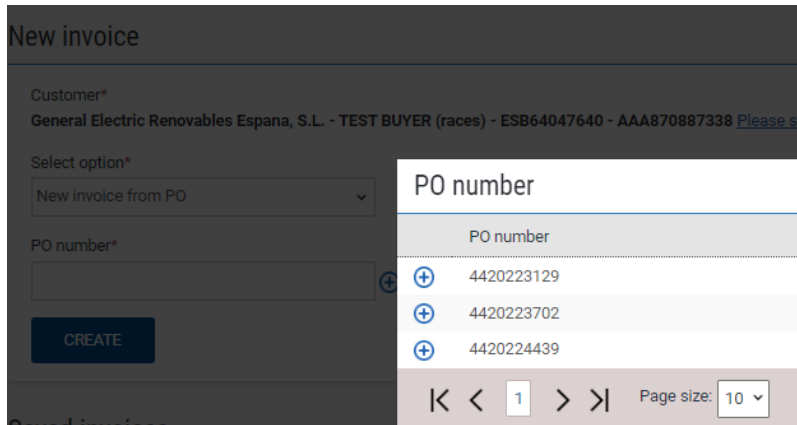
3. After the Customer has been selected, please choose the type of Document you would like to create.

4. If you wish to invoice via a Purchase Order, please select `New Invoice from PO` option.



The screenshot shows the 'New invoice' form. The 'Select account' dropdown is set to 'DE LAGE LANDEN LEASING LTD - Test - GB621784929 - AAA'. The 'Customer*' field is populated with 'General Electric Renovables Espana, S.L. - TEST BUYER (races) - ESB64047640 - AAA870887338'. The 'Select option*' dropdown menu is open, showing options: 'New invoice from PO', 'New invoice from PO', 'New credit note from PO', and 'New credit note'. A 'CREATE' button is at the bottom.


5. Type in the PO manually or click on the plus sign  to get your POs listed.






New invoice

Customer*
General Electric Renovables Espana, S.L. - TEST BUYER (races) - ESB64047640 - AAA870887338 Please see


Select option*
New invoice from PO

PO number* 

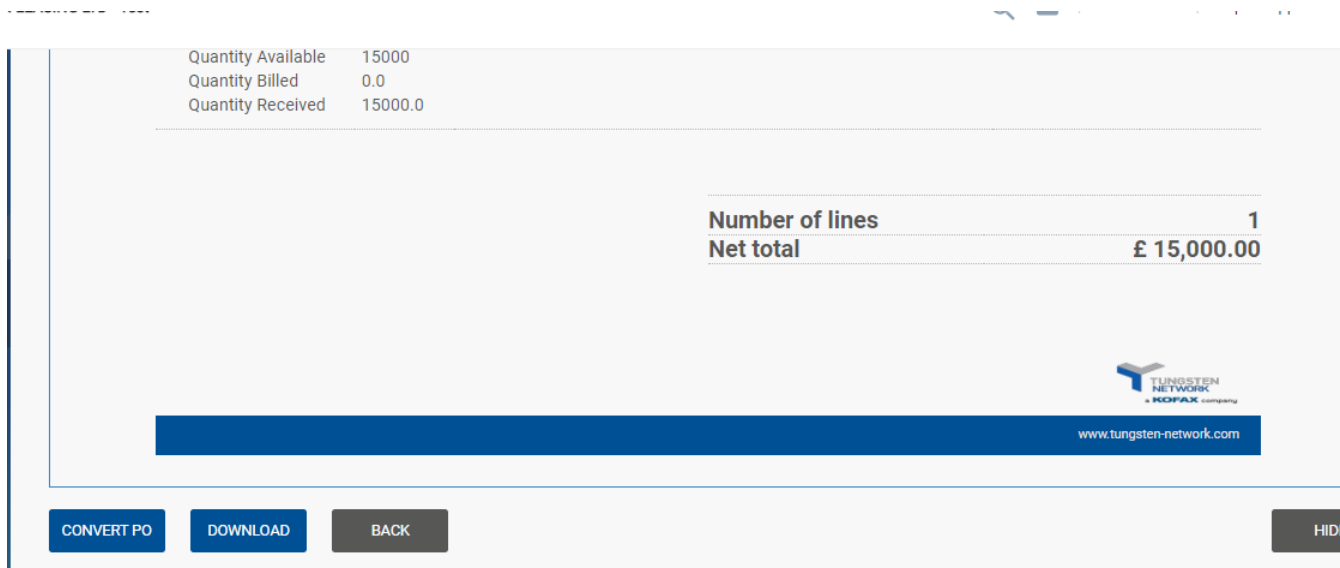
PO number

PO number
 4420223129
 4420223702
 4420224439

Page size: 10


Once you chose your PO by clicking on the  sign, you will get the Purchase Order loaded– you will see all the PO lines, Shipment numbers (if any), Quantity Ordered, Quantity Billed, Quantity Received values and Unit price.

6. Click on Convert PO.



Quantity Available	15000
Quantity Billed	0.0
Quantity Received	15000.0

Number of lines	1
Net total	£ 15,000.00


www.tungsten-network.com

CONVERT PO **DOWNLOAD** **BACK** **HIDE**

7. Type in the Invoice number.

Select the lines you wish to bill.

Create invoice

Enter invoice number*
Vernova_inv_1

Select PO line items to use

Apply tax code to selected items: Please select

APPLY TO SELECTED ITEMS

description	Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
hout o...	1	15000	15000.0	0.0	15000	Each	1.00000	15,000.000	<input checked="" type="checkbox"/>	15000	1.00000	Please select

BACK CREATE INVOICE UPGRADE TO INTEGRATED SOLUTION

Please follow the same steps as from Option 1, Step 6.

If you wish to create a Credit Note from PO number, please follow first steps from Option 2, but select `New Credit Note from PO`.

Follow all steps as above.

Select account
DE LAGE LANDEN LEASING LTD - Test - GB621784929 - AAA

New invoice

Customer*
General Electric Renewables Espana, S.L. - TEST BUYER (races) - ESB64047640 - AAA870887338 [Please select](#)

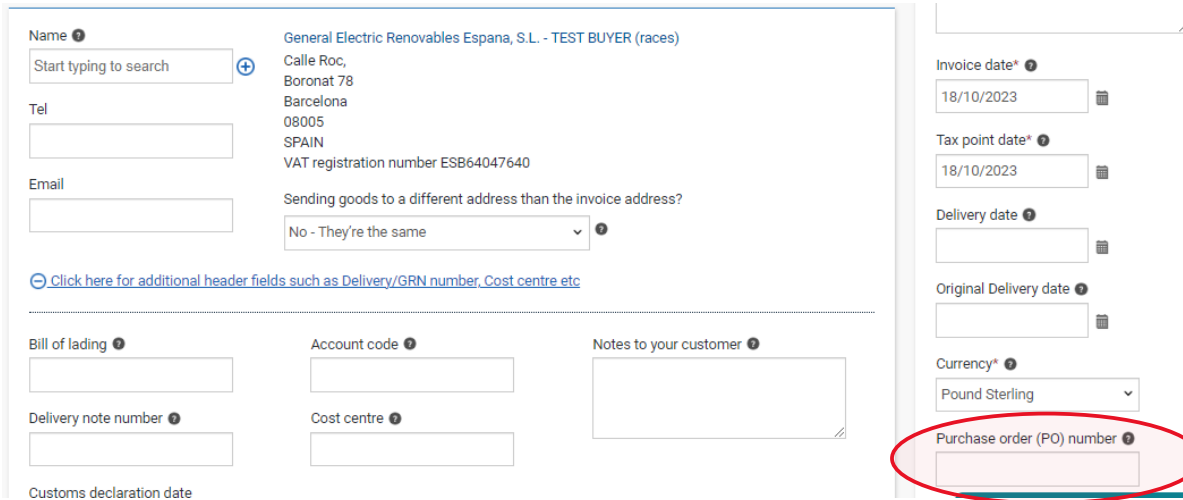
Select option*

- New invoice from PO
- New invoice from PO
- New credit note from PO**
- New credit note

CREATE

If you do not find your PO anymore from which you would like to create a CN, please select **`New Credit Note`**. This is due to that your Purchase order has been closed on GE Vernova's end.

For GE's convenience, please type in the PO number as a reference to the **`Purchase Order (PO) number`** field.



The screenshot shows a web form for creating a Credit Note. The form is divided into several sections:

- Name:** General Electric Renovables Espana, S.L. - TEST BUYER (races). Below this is a search box with the text "Start typing to search" and a plus icon.
- Tel:** A text input field.
- Email:** A text input field.
- Address:** Calle Roc, Boronat 78, Barcelona, 08005, SPAIN. VAT registration number ESB64047640.
- Delivery Address:** A dropdown menu with the option "No - They're the same".
- Invoice date*:** 18/10/2023.
- Tax point date*:** 18/10/2023.
- Delivery date:** A text input field.
- Original Delivery date:** A text input field.
- Currency*:** Pound Sterling.
- Purchase order (PO) number:** A text input field, highlighted with a red circle.

Other fields include "Bill of lading", "Account code", "Notes to your customer", "Delivery note number", "Cost centre", and "Customs declaration date".

Please fill all mandatory fields with the red asterisk.

Please go to Invoice Items, choose the Line Item type, provide the Unit, the Quantity and Price, the tax type. Check the final summary and click on Save Line Item.

Invoice items

Line item type ⓘ

Goods ▼

Product code ⓘ

Start typing to search

Product description* ⓘ

Start typing to search



Unit* ⓘ

Please select ▼

Quantity*

1.000

Price* ⓘ

0.00000

Tax type* ⓘ

Please select ▼

Tax amount ⓘ

0.00

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

SAVE LINE ITEM

CANCEL

Line amount	0.00
Discount	0.00
Tax	0.00
Total	0.00

Once Saved, please click on Add.

ADD

Follow all steps as per above process descriptions.