Quick Reference Guide to Invoice Processing and Payment Status

Invoice Status	Definition
Sent	• Your invoice/ credit note is waiting Tungsten Processing.
Accepted	• Your invoice/ credit note has passed the custom **Colgate/Hill's** Invoice/ credit note validation rules on the Tungsten Network.
Failed	• Tungsten has attempted to process your invoice/ credit note but failed one of the **Colgate/Hill's** Invoice/ credit note validation rules.
Delivered	• Tungsten has delivered your invoice/ credit note to **Colgate/Hill's** for further processing.
Received	• Your invoice/ credit note has been received by **Colgate/Hill's** for further processing.
Exception	• Your invoice/ credit note has been received by **Colgate/Hill's**; however, an exception was noted and processing is required. A description of the exception will be noted in the "**Comment**" section on the Tungsten invoice/ credit note status screen.
Rejected	• Your invoice/ credit note to **Colgate/Hill's** has been rejected. A reason for the rejection will be noted in the "**Comment**" section on the Tungsten invoice/ credit note status screen.
Approved	• Your invoice/ credit note has been posted by **Colgate/Hill's** and will be paid based on your Vendor Payment Terms.
Paid	• Your invoice/ credit note has been paid by **Colgate/Hill's**. The payment date, payment amount (net of any discounts or Tax Discrepancies) and payment reference will be visible on the Tungsten Network.