

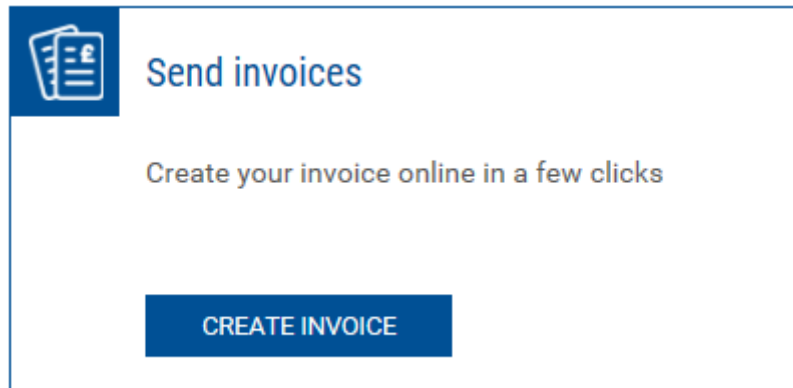
## Adding delivery address details – Web Form

Adding the correct delivery address is vital to secure your invoice is both accurate, accepted and valid. Without the correct delivery address the invoice may be rejected and need to be resubmitted.

### Always ensure the correct delivery address is selected

The steps and screen shots below will clarify exactly how to add this information. For any further support please contact Tungsten Network directly using their support ticket function.


On the Tungsten Home Page Select Create Invoice:

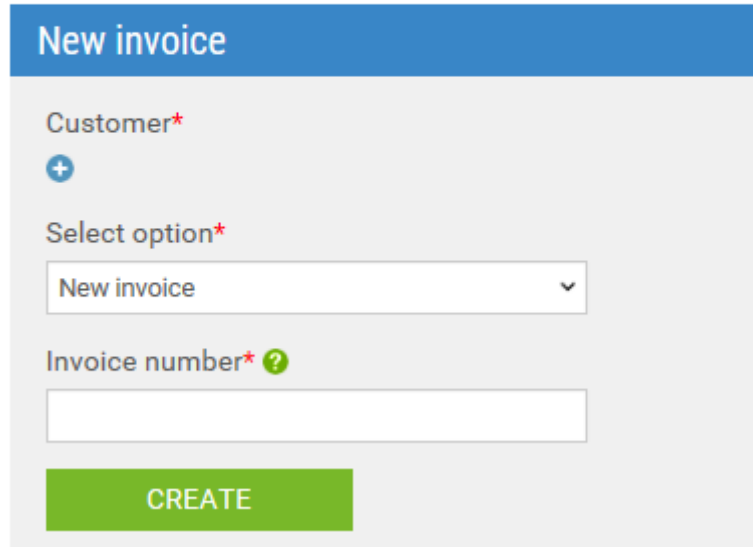


The screenshot shows a blue button labeled "Send invoices" with a document icon. Below the button, the text reads "Create your invoice online in a few clicks". At the bottom of the button area is a dark blue button labeled "CREATE INVOICE".

## Create invoice

Create or update a new invoice or credit note

- Use  to select your customer
- Create invoice or credit note
- Enter the invoice number



The screenshot shows the "New invoice" form. It has a blue header with the text "New invoice". Below the header, there are three fields: "Customer\*" with a plus icon, "Select option\*" with a dropdown menu showing "New invoice", and "Invoice number\*" with a question mark icon. At the bottom of the form is a green button labeled "CREATE".

➤ Select the correct IKEA Legal Unit to be invoiced (This can be found on the purchase order) **1**

➤ **Please note this is not the delivery address**

<b>IKEA Ireland Ltd</b> AAA522651744      2 Grand Canal Square IE6420143R      Dublin 2 - IRELAND <input type="button" value="SELECT CUSTOMER"/>	<b>IKEA LTD</b> AAA435130232      IKEA LTD - SERVICE OFFICE GB527773320      255 North Circular Road -      London NW10 0JQ UNITED KINGDOM <input type="button" value="SELECT CUSTOMER"/>
<b>IKEA LTD (TEST)</b> AAA877298000      255 NORTH CIRCULAR ROAD GB527773320      LONDON -      NW10 0JQ UNITED KINGDOM <input type="button" value="SELECT CUSTOMER"/>	<b>IKEA Properties Investments Ltd</b> AAA319517454      255 North Circular Road GB 527773320      LONDON -      NW10 0JQ UNITED KINGDOM <input type="button" value="SELECT CUSTOMER"/>

PURCHASE ORDER NR: 2001899881 Page 1

Buyer, Email IKEA GATESHEAD FM, graham.seed@ikea.com		Vendor Contact LOCKWELL ELECTRICS	Date (DD-MM-YYYY) 02-05-2016
Buyer Telephone No	Buyer Fax No	Vendor Telephone No 00441914914445	Vendor Email sales.accounts@lockwell.co.uk

Vendor  
ISV45064  
LOCKWELL ELECTRICS  
UNIT 1 PERTH COURT TEAM VALLEY  
GB NE11 0NJ GATESHEAD


Buyer  
IKEA Limited  
IKEA GATESHEAD FM  
Phone:  
Fax:  
Email: graham.seed@ikea.com

Invoice Address **1**  
IKEA Limited  
IKEA Invoice Management  
PO BOX 4525  
GB SL1 0TH SLOUGH

Delivery Address **2**  
IKEA Limited  
IKEA GATESHEAD FM  
IKEA Gateshead  
METRO PARK WEST, GATESHEAD  
GB NE11 9XS TYNE & WEAR

Terms of Delivery (In accordance with INCOTERMS 2000)  
According to agreement


Terms of Payment  
Payment 30 days from receiving date


- Use  to select the delivery address

## Where were the items/services delivered to?

Please select a delivery address 

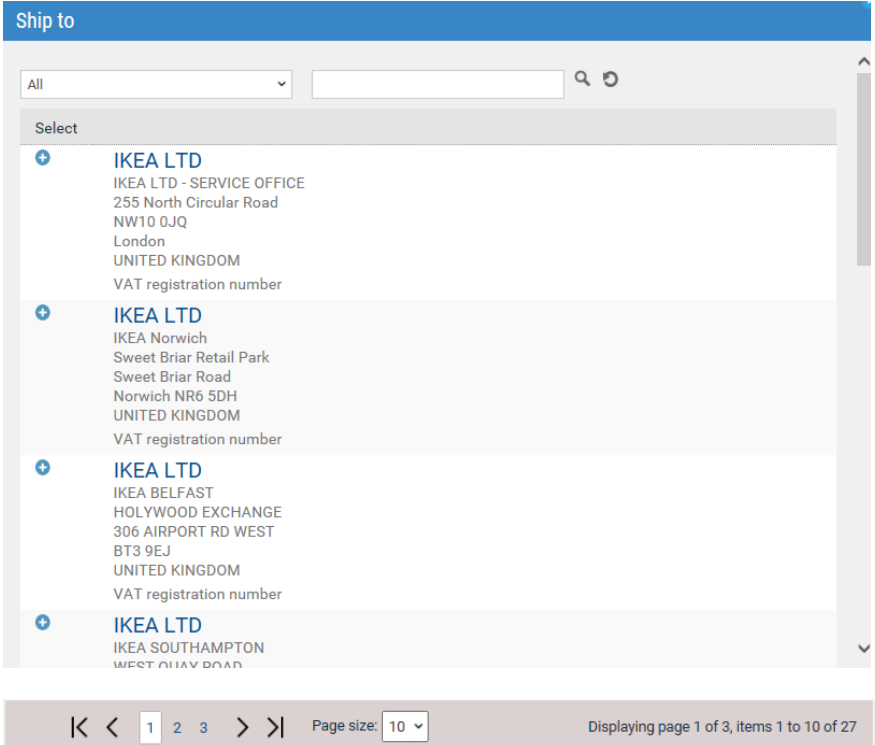
- Use the scroll bar to select the correct delivery address (this can be found on the purchase

order) 

- Select the correct address by clicking the corresponding  sign

- Adjust the page size to view all in one list

NB the default is 10



The screenshot shows a 'Ship to' selection interface. At the top, there is a blue header with the text 'Ship to'. Below this, there is a search bar with a dropdown menu set to 'All', a search input field, and search icons. A 'Select' section follows, containing a list of four IKEA LTD addresses. Each address is preceded by a blue plus sign icon. The addresses are: 1. IKEA LTD - SERVICE OFFICE, 255 North Circular Road, NW10 0JQ, London, UNITED KINGDOM. 2. IKEA LTD, IKEA Norwich, Sweet Briar Retail Park, Sweet Briar Road, Norwich NR6 5DH, UNITED KINGDOM. 3. IKEA LTD, IKEA BELFAST, HOLYWOOD EXCHANGE, 306 AIRPORT RD WEST, BT3 9EJ, UNITED KINGDOM. 4. IKEA LTD, IKEA SOUTHAMPTON, WEST QUAY ROAD. A vertical scroll bar is on the right side of the list. At the bottom, there is a pagination bar with navigation arrows, a page number '1' (highlighted), and page numbers '2' and '3'. It also shows 'Page size: 10' and 'Displaying page 1 of 3, items 1 to 10 of 27'.