



GROUPM ELECTRONIC INVOICING MEDIA PAYABLES

GUIDELINES TO SUPPORT TIMELY PAYMENT OF SUPPLIER INVOICES



CONTENT

1. PURPOSE OF THIS DOCUMENT	3
2. UNDERSTAND GROUPEM'S REQUIREMENTS.....	3
2.1. HOW DO WE BUY FROM OUR SUPPLIERS?.....	3
2.2. HOW DO WE PROCESS SUPPLIER INVOICES?.....	4
2.3. WHICH GROUPEM ENTITY SHOULD I INVOICE?.....	5
3. TIPS & TRICKS FOR FAST INVOICE PROCESSING & PAYMENT	6
3.1. KNOW YOUR BOOKING REFERENCE	6
3.2. WHAT IF MY INVOICE WAS REJECTED BY TUNGSTEN?	7
3.3. HOW DO I CHECK THE STATUS OF MY INVOICES?	8
3.4. WHAT DO THE INVOICE STATUSES MEAN?.....	9
3.5. WHERE WILL I FIND PAYMENT DETAILS.....	10



1. PURPOSE OF THIS DOCUMENT

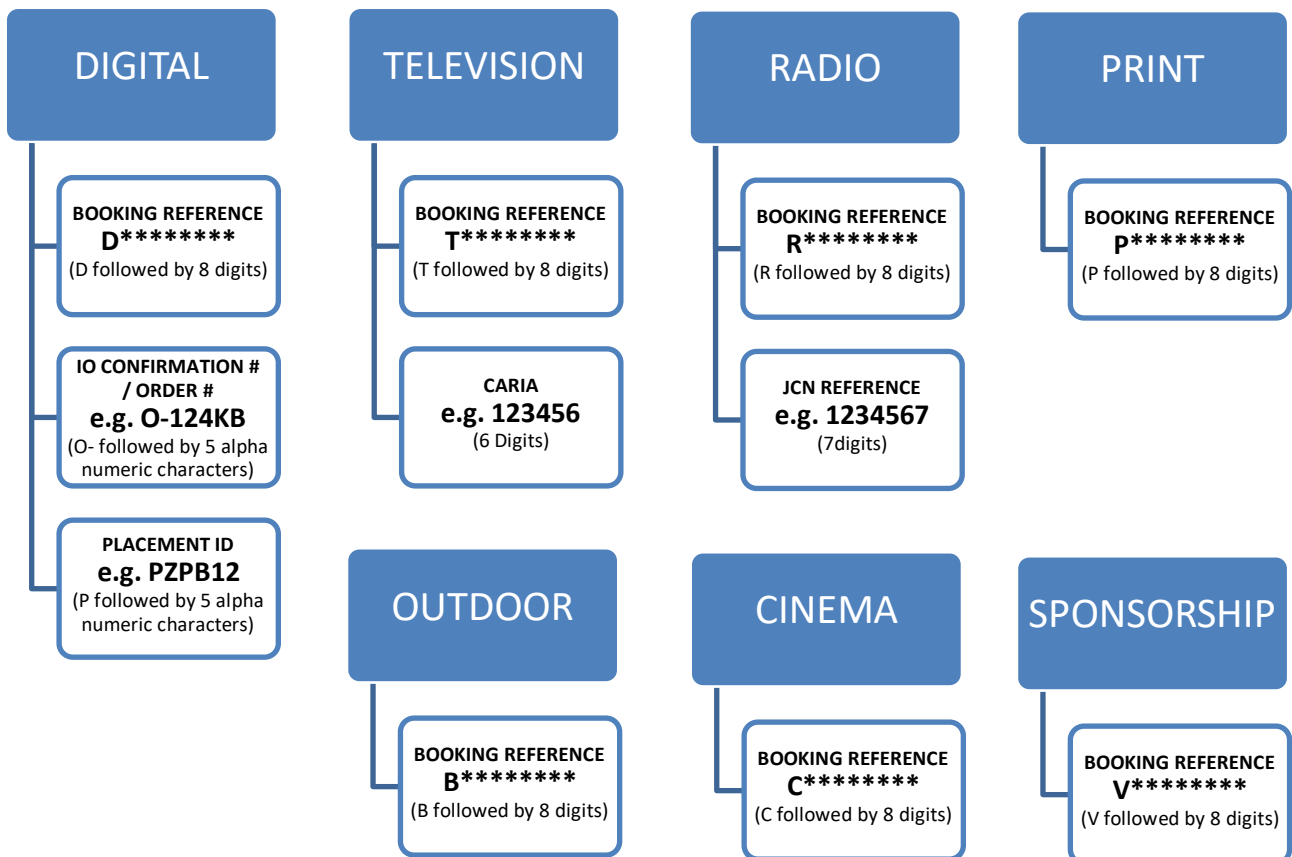
One of the many reasons why GroupM have moved to the Tungsten Network e-Invoicing platform is to evolve and improve our existing financial practices, which will improve and expedite invoice processing and payment experience. However, GroupM cannot make this improvement without the assistance from its suppliers. This guide has therefore been created to provide our suppliers some guidelines to ensure that

- Invoices successfully pass through the automated validation steps at Tungsten Network and reach GroupM within minutes after you have created them.
- Invoices contain all information required for fast processing and approval by GroupM.
- Suppliers know what to do with the information given to them regarding the status of their invoice(s).

2. UNDERSTAND GROUPM'S REQUIREMENTS

2.1. HOW DO WE BUY FROM OUR SUPPLIERS?

When GroupM use our supplier services we provide our suppliers with a reference. There are a variety of references you may receive from us. However, all suppliers will receive one of our unique reference numbers in one of the below formats





All GroupM Entities use the above formats. Therefore, based on the first orders the supplier would be able to easily identify the booking reference that they require, to bill GroupM. There are exceptional cases where no booking reference is issued. However, for these cases the GroupM contact who places the order should make you aware and advise where to submit your invoice.

Before creating the invoice, we ask our suppliers to make sure they receive/request a booking reference. Alternatively, direct the invoice via the GroupM contact that created the booking.

Note: Please note booking references will continue to be submitted via the current booking platforms

2.2. HOW DO WE PROCESS SUPPLIER INVOICES?

Tungsten Network runs a series of validation steps on each invoice submitted by our suppliers

This is to ensure that all information required is present

- from a legal and tax perspective in the respective jurisdiction
- when submitted to GroupM for fast and efficient processing of your documents

The required fields are highlighted in the Tungsten Network web form (if you are using this for your invoice data input). However, there are certain validation steps which can only be performed once you have submitted the invoice. Therefore, please check the status of your invoices on a regular basis and resubmit any failed invoices/credits, once you have corrected the information which caused the failure.

Once we receive your invoice If your invoice is not 100%, therefore causing a query, it will be directed to an Account Handler. The Account Handler will review your invoice in query and work with you and the Buyer to bring the invoice to a satisfactory state. **When the invoice matches the booking reference 100% and your pay due date has arrived, we will be able to release your invoice for payment.**

2.3. WHICH GROUPEM ENTITY SHOULD I INVOICE?

Media Payables			
Entity Name	Tungsten AAA#	Address	VAT ID
Mediacom	AAA265020214	26-30 Uxbridge Road, W5 2AU	GB135565604
Mindshare UK	AAA422796193	26-30 Uxbridge Road, W5 2AU	GB723027665
Mediacom North	AAA836890921	26-30 Uxbridge Road, W5 2AU	GB712588920
M/Six Communications	AAA951282375	26-30 Uxbridge Road, W5 2AU	GB991747666
Wavemaker	AAA415687979	26-30 Uxbridge Road, W5 2AU	GB512542186
Wavemaker Global	AAA601135403	18 Upper Ground, SE1 9ET	GB512542186
NEO	AAA204608046	1 St Giles High Street, WC2H 8AR	GB723027665
Essence (Non- Digital)	AAA004489639	26-30 Uxbridge Road, W5 2AU	GB160210761
Mindshare Worldwide	AAA593681372	1 St Giles High Street, WC2H 8AR	GB723027665
Maxus Communications	AAA360736235	26-30 Uxbridge Road, W5 2AU	GB512542186

If your entity does not appear in the list above, there is a possibility it is a subsidiary. Here are alternative names you may recognise (in the blue boxes), and which entity you should invoice (in the header of the column).

For example, if the documentation you receive containing your booking reference does not have the name Mediacom UK. However, has one of the names below (e.g. Mediacom London) you would invoice Mediacom UK.

MEDIACOM

Mediacom UK

Mediacom Holdings
Mediacom London
KR Media
Mediacom Scotland
Mediacom International
Mediacom Edinburgh
Mediacom MBA

Mediacom North

Mediacom Leeds
Mediacom Birmingham
Mediacom Manchester

m/SIX

M/SIX

M/Six Communications
MSix

MINDSHARE

Mindshare UK

Mindshare Media

Mindshare Worldwide

Mindshare Media Worldwide

neo

Neo

Neo Media
Neo UK
Mindshare Neo UK

essence.

Essence – Non Digital

Essence
Maxus

WM

WAVEMAKER

MEDIA. CONTENT. TECHNOLOGY.

Wavemaker UK

Wavemaker
MEC London
Primus
Team Red
Greenhouse
Mediahead
Mediaedge
Mediaedge CIA
Outrider
MEC Interactive
MEC Manchester
MEC Sponsorship
MEC

Maxus

Maxus

Wavemaker Global

Wavemaker International
MEC International

3. TIPS & TRICKS FOR FAST INVOICE PROCESSING & PAYMENT

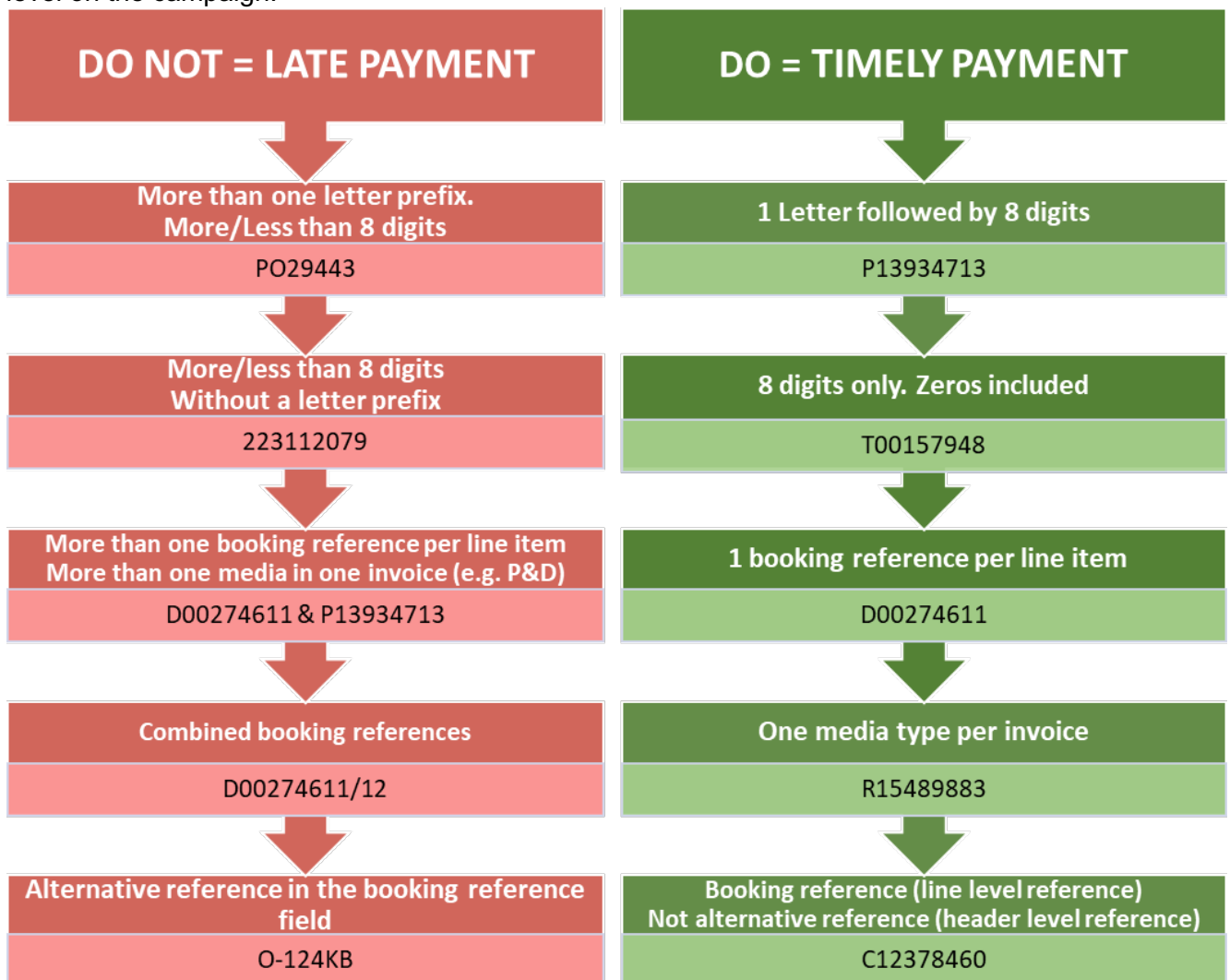
3.1. KNOW YOUR BOOKING REFERENCE

Please make sure you receive a booking reference for every GroupM order and that you use it when billing a GroupM entity.

Following the rules below will allow your invoice to pass through all validation and matching steps in a timely manner. It will also allow your invoice to avoid rejection and rework, and will enable us to pay you on time:

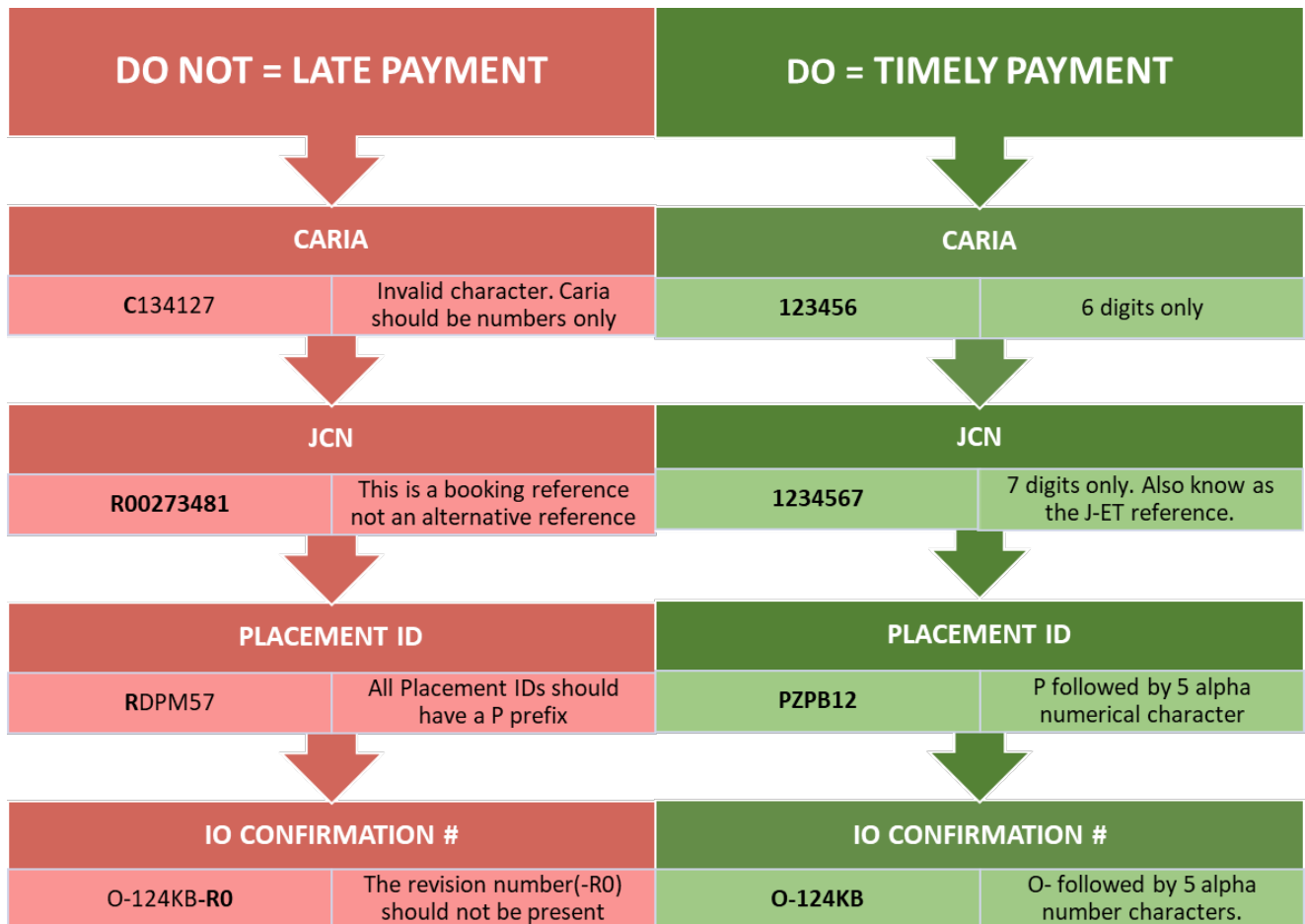
Booking reference

All medias have a booking reference, also referred to as the serial number. These are provided at line level on the campaign.



Alternative Reference

Not all medias have a billable alternative reference. This only applies to Television (Caria), Radio (Jet/JCN) and Digital (IO Confirmation #/Placement ID)



In order to be sure that your invoice was received by GroupM please check its status in the dedicated portal section (learn how to use this functionality by clicking on the following link: <http://www.tungsten-network.com/uk/support/tutorials/view-the-status-of-your-invoices-on-the-tungsten-network-portal/>)

3.2. WHAT IF MY INVOICE WAS REJECTED BY TUNGSTEN?

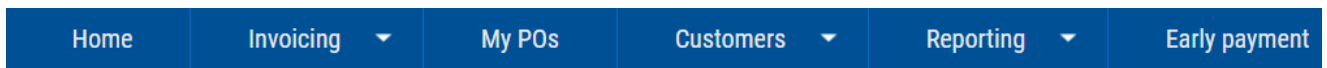
The following tutorial shows you how to action failed invoices: <http://www.tungsten-network.com/uk/support/tutorials/how-to-reactivate-a-failed-invoicecredit-note/>

It is important to make sure that your invoice is compliant with above instructions. If yes, please contact Tungsten Network support – contacts available at <http://www.tungsten-network.com/uk/help-support/> or you can login to your Tungsten portal account and raise a support ticket (learn how to open a ticket under: <http://www.tungsten-network.com/uk/support/tutorials/raising-support-tickets/>)

3.3. HOW DO I CHECK THE STATUS OF MY INVOICES?

As a member of the Tungsten network you will have access to view the status of your invoice(s) via the Tungsten portal. Invoice Status gives you the ability to view the status of your invoices individually or as an overview.

E.G. Search for your invoice number



Invoice status

Access the latest information about your invoice, including what happens next.

Find invoice

E.G. Review Dashboard

Sent

You are currently viewing tracked invoices. Tracked invoices are younger than 90 days. You may mark them as untracked if you no longer want them to appear in this list or if you wish to suppress notifications of them. Invoices older than 90 days are available through reporting.

Tracked - Last 90 days

How it works

As we receive status information from some buyers but not others, invoices can follow different workflows. This page shows your recent invoices, allowing you to understand what happens next.

- With Tungsten Network**
Invoices in this category await buyer status updates.
- With buyer**
- In error**

Delivered: 1 (50.00%) **Accepted: 1 (50.00%)**

RESET

Document type	Document number	Document date	Customer	Amount	Submission date	Latest update	Status	View details
								<input type="checkbox"/>

If your invoice fails to reach the next step then it will be one of the following states:

- Failed**
Tungsten Network attempted to process your invoice but it failed to pass our validation checks.
- On hold**
Your invoice is on hold pending the completion of a standard approval process activity by your customer. No action is required by you at this time.
- Exception**
Your customer has indicated that there may be a problem with this invoice and is investigating.
- Rejected**
The buyer has rejected your invoice.

For further detail view the video in the following link.

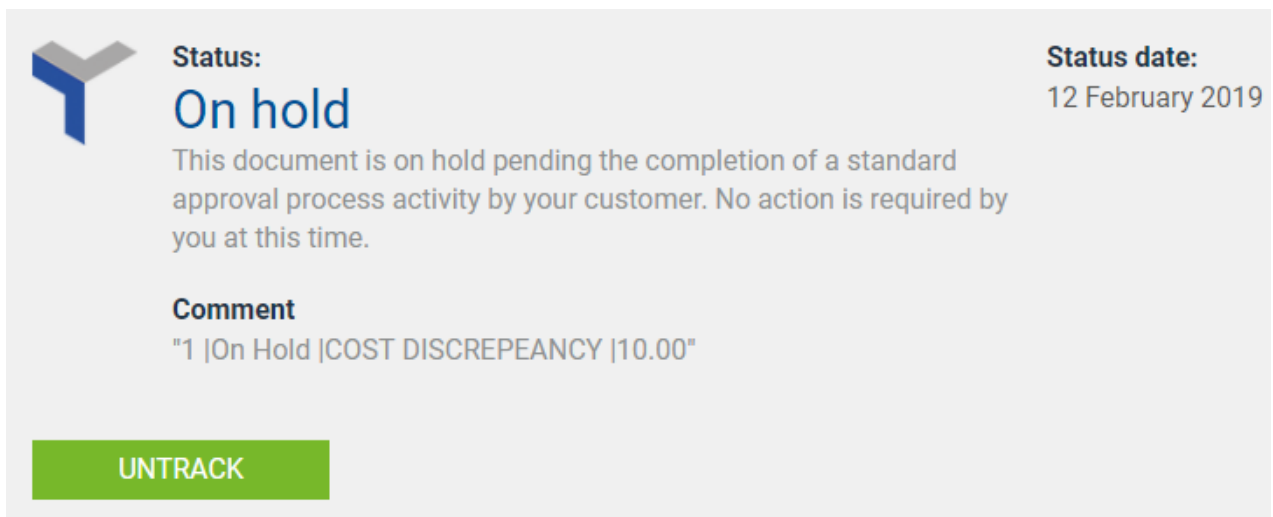
<http://www.tungsten-network.com/uk/support/tutorials/view-the-status-of-your-invoices-on-the-tungsten-network-portal/>

3.4. WHAT DO THE INVOICE STATUSES MEAN?

Successful invoices will go from Accepted, Delivered to Paid status. However, any query invoices will end up in 1 of 4 statuses.

- **Failed:** Tungsten Network attempted to process your invoice, but it failed to pass our validation checks.
- **On Hold:** Your invoice is on hold pending the completion of a standard approval process activity by your customer. No action is required by you at this time.

In the comments section of the status you will find further detail as to why the invoice is in query. This comment will begin with the line item in your invoice, followed by the reason the specified line item is in query.



The screenshot shows a status card with a blue and grey icon on the left. The status is 'On hold' in large blue text. To the right, the status date is '12 February 2019'. Below the status, there is a descriptive paragraph: 'This document is on hold pending the completion of a standard approval process activity by your customer. No action is required by you at this time.' Underneath that is a 'Comment' section with the text: '"1 |On Hold |COST DISCREPEANCY |10.00"'. At the bottom left of the card is a green button labeled 'UNTRACK'.

- **Rejected:** The buyer has rejected your invoice.
- **Exception:** GroupM has indicated that there may be a problem with this invoice and is investigating.

This status is used to highlight to GroupM's suppliers that further attention is required from them. A comment will also be present. E.g. Credit note required.


Note:

When providing a credit note please quote the original invoice number and booking reference the credit note applies to.



3.5. WHERE WILL I FIND PAYMENT DETAILS

Payment and payment details will remain as part of the current processes that take place between the Supplier and GroupM. However, the status of your invoice will change to paid on the Tungsten Network portal, once payment has been made.

	Status: Paid Your buyer has paid the invoice or marked the invoice for payment. The payment date indicates when payment was made.	Status date: 12 February 2019
Comment No payment status comments at this time	Payment date No payment date at this time.	Payment Amount 1.00
UNTRACK		

Note:

Your Account Handler with GroupM will remain as is. Tungsten will only display invoices that were submitted via Tungsten. If you have existing outstanding invoices with GroupM please contact your Account Handler for the status of your invoice(s).