

Quick Reference Guide on e-Invoice Data Standards

To facilitate straight-through process and prompt payment of invoices

REQUIRED INVOICE DATA	HELPFUL HINTS
VENDOR NAME	<ul style="list-style-type: none"> VENDOR NAME MUST MATCH THE “SUPPLIER” OR “PO To” NAME ON THE PO IF YOUR VENDOR NAME OR ADDRESS HAS CHANGED FROM THAT ON THE PO, PLEASE CONTACT YOUR PROCUREMENT BUYER OR BUSINESS REQUESTER TO GET THIS CORRECTED/UPDATED YOU WILL ALSO NEED TO INFORM THE PO REQUESTER THAT THEY WILL ALSO NEED TO CREATE A NEW PO
VENDOR ADDRESS	<ul style="list-style-type: none"> VENDOR ADDRESS MUST MATCH THE “SUPPLIER” OR “PO To” ADDRESS ON THE PO IF THE INVOICE IS BEING ISSUED BY A BRANCH, USE YOUR BRANCH ADDRESS IF YOUR VENDOR NAME OR ADDRESS HAS CHANGED FROM THAT ON THE PO, PLEASE CONTACT YOUR PROCUREMENT BUYER OR BUSINESS REQUESTER TO GET THIS CORRECTED/UPDATED YOU WILL ALSO HAVE TO INFORM THE PO REQUESTER THAT THEY WILL ALSO NEED TO CREATE A NEW PO WITH THE CORRECT INFORMATION
VENDOR EMAIL ADDRESS	<ul style="list-style-type: none"> THIS INFORMATION IS NOT A REQUIRED FIELD. HOWEVER, PROVIDING AN EMAIL ADDRESS WILL ALLOW US TO CONTACT YOU REGARDING ANY INVOICE PROCESSING ISSUES
TAXPAYER IDENTIFICATION NUMBER E.G. YOUR VAT REGISTRATION NUMBER	<ul style="list-style-type: none"> IF APPLICABLE THIS MUST BE PROVIDED
REMITTANCE ADDRESS OR BANK INFORMATION	<ul style="list-style-type: none"> BUYER WILL ONLY MAKE PAYMENTS TO THE REMITTANCE ADDRESS OR BANKING INFORMATION THAT IS ON OUR VENDOR MASTER RECORD. IF CHANGES ARE REQUIRED TO THIS INFORMATION, PLEASE CONTACT AP TO GET THE RECORDS CORRECTED/UPDATED <p>NOTE: REMITTANCE ADDRESS OR BANKING INFORMATION PROVIDED ON INVOICES SUBMITTED VIA TUNGSTEN NETWORK DOES NOT CONSTITUTE NOTIFICATION OF CHANGE REQUEST TO BUYER</p>
BUYER LEGAL ENTITIES	<ul style="list-style-type: none"> YOU MUST SELECT THE APPROPRIATE LEGAL ENTITY (TUNGSTEN NETWORK BUYER ACCOUNT) WHEN SUBMITTING AN INVOICE THIS INFORMATION CAN BE FOUND ON THE PO IN YOUR TUNGSTEN E-INVOICING ACCOUNT
SHIP TO ADDRESS MUST MATCH THE INFORMATION ON THE PO	<ul style="list-style-type: none"> STREET NAME, CITY, STATE, POSTAL CODE AND COUNTRY
INVOICE NUMBER	<ul style="list-style-type: none"> BUYER CAN ONLY PROCESS ONE REFERENCED PO PER INVOICE VIA TUNGSTEN. IF YOU ARE INVOICING FOR MULTIPLE POS, A SEPARATE INVOICE, WITH UNIQUE INVOICE NUMBER, MUST BE SUBMITTED FOR EACH PO INVOICE NUMBER/ REFERENCE CAN BE NO MORE THAN 16 CHARACTERS
INVOICE DATE	<ul style="list-style-type: none"> NO FUTURE DATING OF INVOICES IS ALLOWED

Quick Reference Guide on e-Invoice Data Standards

To facilitate straight-through process and prompt payment of invoices

REQUIRED INVOICE DATA	HELPFUL HINTS
PURCHASE ORDER (PO)	<ul style="list-style-type: none"> BUYER ONLY ACCEPTS ONE PO REFERENCE ON EACH INVOICE VIA TUNGSTEN. INVOICES WITH MULTIPLE PO REFERENCES WILL BE REJECTED. YOU WILL RECEIVE AN EMAIL NOTIFICATION FROM TUNGSTEN NETWORK INFORMING OF THE CHANGES THAT WILL BE REQUIRED TO SUBMIT YOUR INVOICES SUCCESSFULLY TO BUYER. FOR EACH PO YOU CAN CREATE MULTIPLE INVOICES AS LONG AS THERE IS A REMAINING BALANCE AVAILABLE ON THE PO IN QUESTION
INVOICING CURRENCY MUST MATCH THE PO CURRENCY	<ul style="list-style-type: none"> FOR THE AVOIDANCE OF DOUBT THIS INFORMATION WILL APPEAR ON THE PO IN THE “TERMS” SECTION AND WILL BE AS PER THE ISO STANDARDS, FOR EXAMPLE, USD FOR US DOLLARS, EUR FOR EUROS, GBP FOR UK POUNDS STERLING ETC.
UNIT PRICE	<ul style="list-style-type: none"> THE INVOICE UNIT PRICE MUST BE LESS OR EQUAL TO THE PO UNIT PRICE
FULL VALIDATION PO’S (PRIOR RECEIPT REQUIRED)	<ul style="list-style-type: none"> THE INVOICE QUANTITY MUST BE LESS THAN OR EQUAL TO THE GOOD RECEIPT QUANTITY
PARTIAL VALIDATION PO’S (NO PRIOR RECEIPT REQUIRED)	<ul style="list-style-type: none"> THE INVOICE QUANTITY MUST BE LESS THAN OR EQUAL TO THE PO QUANTITY
FREIGHT/MISCELLANEOUS/SPECIAL CHARGES, IF APPLICABLE, MUST BE CLEARLY DETAILED AS A SPECIAL LINE ITEM ON THE INVOICE	<ul style="list-style-type: none"> IF YOU HAVE ANY MISCELLANEOUS CHARGES THAT IS NOT IN THE PO, PLEASE USE THE SPECIAL LINE ITEM ANY FREIGHT/SPECIAL CHARGES INCLUDED AS A “SPECIAL LINE” ON YOUR INVOICE, WILL BE SUBJECT TO THE APPROVAL OF THE BUSINESS REQUESTER
SUBMITTING ATTACHMENTS WITH YOUR INVOICE IS AVAILABLE.	<ul style="list-style-type: none"> ADDITIONAL ATTACHMENTS TO SUPPORT AMOUNTS BEING BILLED CAN BE INCLUDED WITH YOUR INVOICE. FOR BUYER THE ATTACHMENTS RESTRICTIONS ARE AS FOLLOWS: <ul style="list-style-type: none"> PDF (PORTABLE DOCUMENT FILES) ONLY MAXIMUM NUMBER OF ATTACHMENTS: FIVE (5) MAXIMUM SIZE: 12 MB FOR INTEGRATED SUPPLIERS, PLEASE REFER TO THE TUNGSTEN NETWORK TRAINING VIDEO FOR ADDING ATTACHMENTS.
NET AND TOTAL INVOICE AMOUNT	<ul style="list-style-type: none"> THE NET AND TOTAL INVOICE AMOUNTS MUST BE LESS OR EQUAL TO THE PO NET AND TOTAL AMOUNTS
RELEVANT DELIVERY NOTE NUMBER AND DATE OF DELIVERY	<ul style="list-style-type: none"> DELIVERY NOTE AND DATE REFERENCES SHOULD ONLY BE INCLUDED AT THE INVOICE PO LINE ITEM LEVEL.

PO CREDIT NOTES

- IN ADDITION TO THE INFORMATION REQUIRED ON AN INVOICE,
 - CREDIT NOTES MUST BE CREATED SEPARATELY AND CLEARLY MARKED AS A “CREDIT NOTE”
 - CREDIT NOTES MUST REFERENCE:
 - THE ORIGINAL PO
 - THE ORIGINAL INVOICE NUMBER
 - THE CREDIT REASON