



Dear valued supplier,

GSK aims to continuously improve efficiency and service to customers and suppliers alike by moving away from paper or email based financial transaction processing. It is GSK's policy that all suppliers submit their invoices electronically through our e-invoicing partner Tungsten Network (formerly OB10).

In the UK we receive over 90% of our invoices this way. We are now in the process of moving ALL remaining paper invoices to our e-invoicing process, and GSK's Accounts Payable department will no longer accept paper invoices from your organization. Instead, **electronic invoices via Tungsten Network will be the only route to submit invoices.**

### What this means for your business

By joining the [Tungsten Network](#) you will experience greater efficiencies from our Accounts Payable department when they process your invoices. The many business benefits of e-invoicing GSK can be found at [www.tungsten-network.com/gsk](http://www.tungsten-network.com/gsk), including:

- **Fast, guaranteed invoice delivery to GSK within 24 hours** – as GSK's standard payment cycle commences upon invoice receipt, e-invoicing will help you get paid sooner
- **Predictable payments** – improve your cash-flow and plan ahead with confidence
- **Greater visibility** – log in at any time to check the status of your invoice; click [here](#) for details
- **Lower processing costs** – while there may be a small cost associated with using Tungsten for some suppliers, this is outweighed by the efficiencies that e-invoicing delivers, including saving time and labour and eliminating paper and postage costs
- **Purchase Order services** – most GSK suppliers on the Tungsten Network receive purchase orders (POs) electronically, which can be viewed or downloaded, or simply converted directly into your tax compliant invoice, making invoicing quicker and easier and reducing errors and delays

Tungsten offers two service options to choose from, the “**Integrated Solution**” or the “**Web Form**” – click [here](#) for more information. Once you have decided on your preferred option, please register [here](#) and start sending your e-invoices.

Thank you in advance for your support in this critical initiative. We look forward to receiving your invoices via Tungsten in the near future.

Yours faithfully,

Sue Coleman  
Director Procure to Pay

