



# GROUPM ELECTRONIC INVOICING MEDIA PAYABLES

GUIDELINES TO SUPPORT TIMELY PAYMENT OF SUPPLIER INVOICES



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# 1. PURPOSE OF THIS DOCUMENT

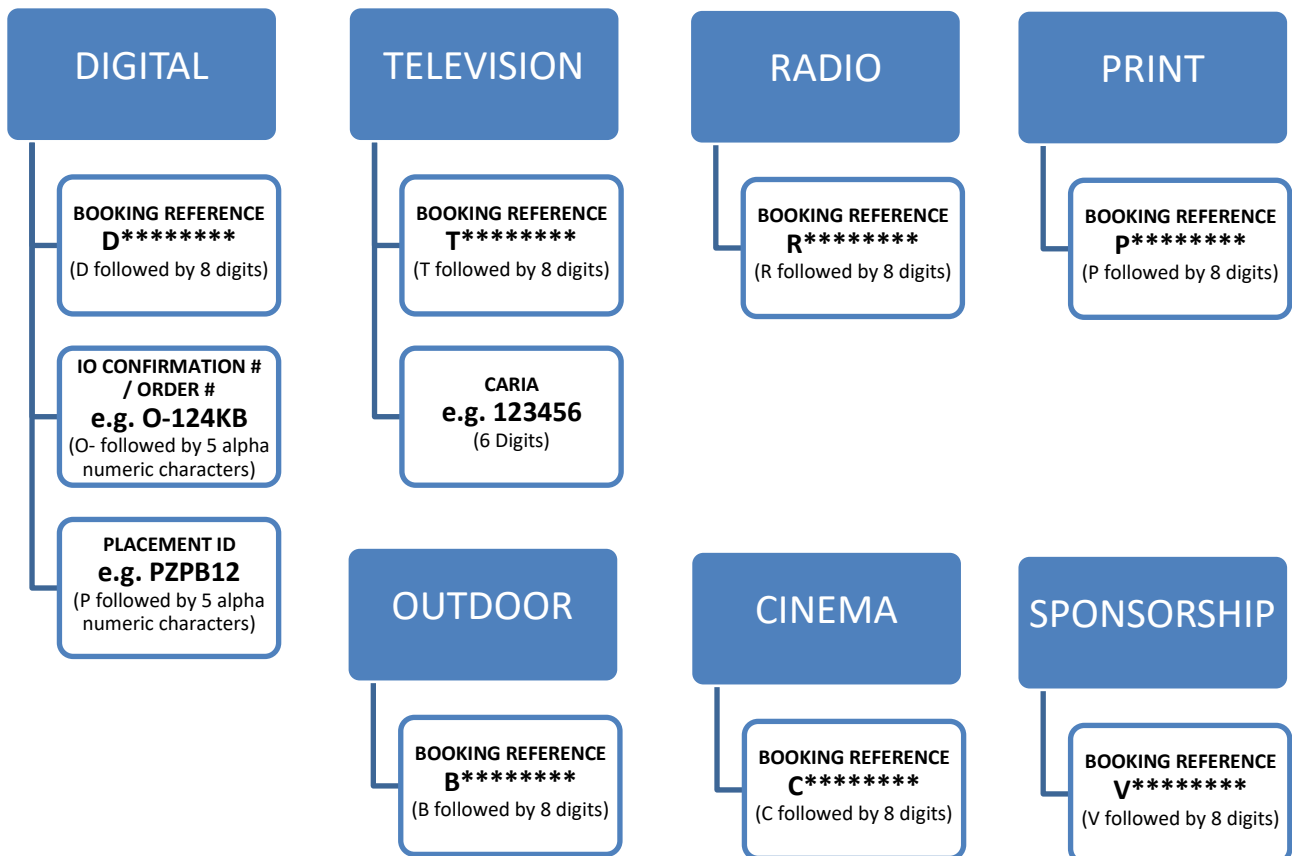
One of the many reasons why GroupM have moved to the Tungsten Network e-Invoicing platform is to evolve and improve our existing financial practices, which will improve and expedite invoice processing and payment experience. However, GroupM cannot make this improvement without the assistance from its 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 Accounts Payable. The Account Payable Team 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	AAA777605734	3 Christchurch Square, Dublin 8, D08 V0VE	IE9688344D
Mindshare	AAA760906446	3 Christchurch Square, Dublin 8, D08 V0VE	IE6327201K
GroupM	AAA684551971	3 Christchurch Square, Dublin 8, D08 V0VE	IE6332539F
MEC	AAA264344508	3 Christchurch Square, Dublin 8, D08 V0VE	IE8244932J
Maxus	AAA659657183	3 Christchurch Square, Dublin 8, D08 V0VE	IE9501323U

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

Mediacom Ireland  
Mediacom Dublin

# MINDSHARE



### Mindshare

Mindshare Media Ireland  
Mindshare Ireland  
Invention

# groupm

### GroupM

GroupM Ireland  
Culverbridge



### MEC

MEC Ireland  
Mediaedge: CIA  
Mediaedge: CIA Ireland  
Wavemaker Ireland

# maxus

### Maxus

Maxus Communications Ltd  
Maxus Ireland  
Wavemaker Ireland

### 3. TIPS & TRICKS FOR FAST INVOICE PROCESSING & PAYMENT

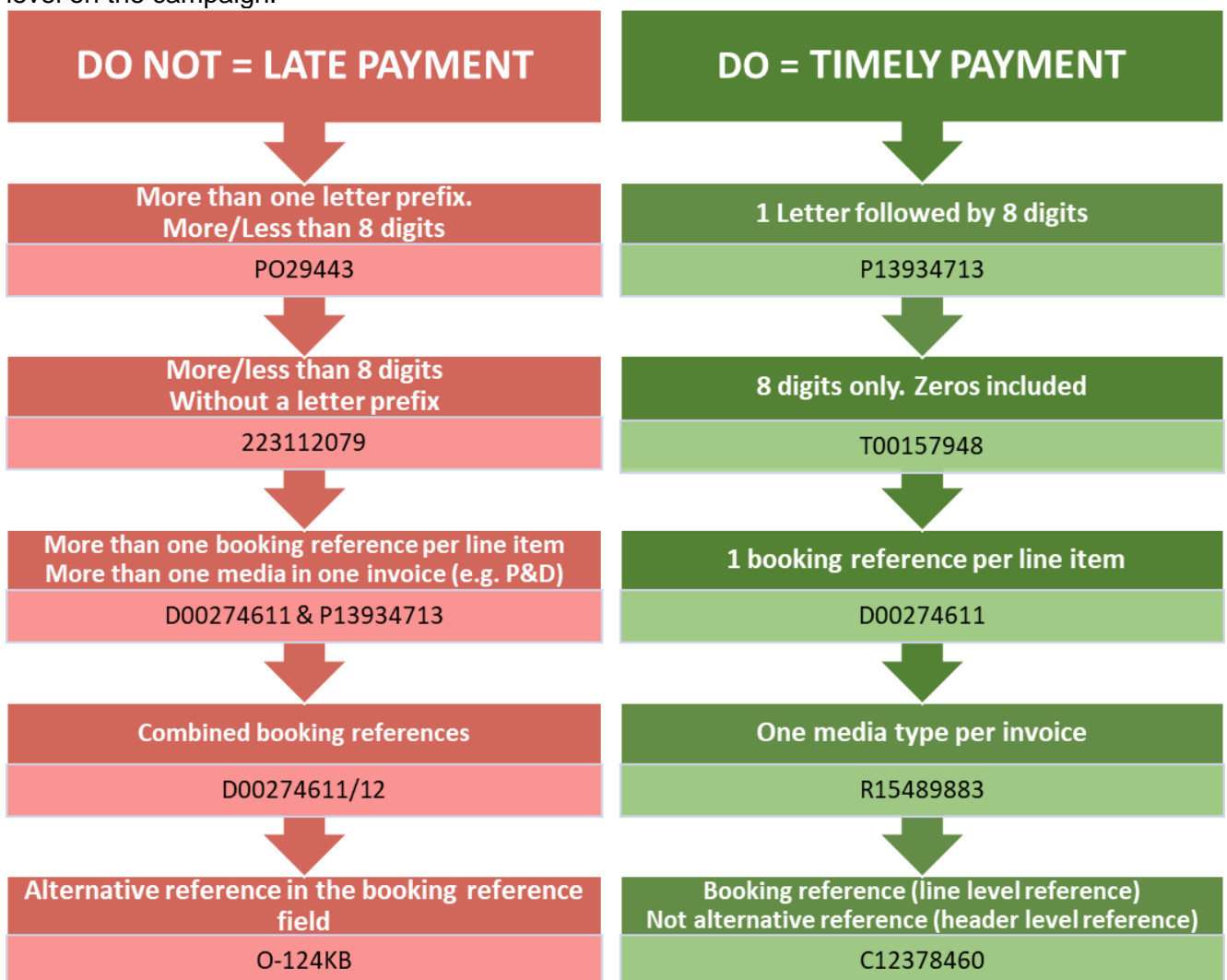
#### 3.1. KNOW YOUR BOOKING REFERENCE

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:

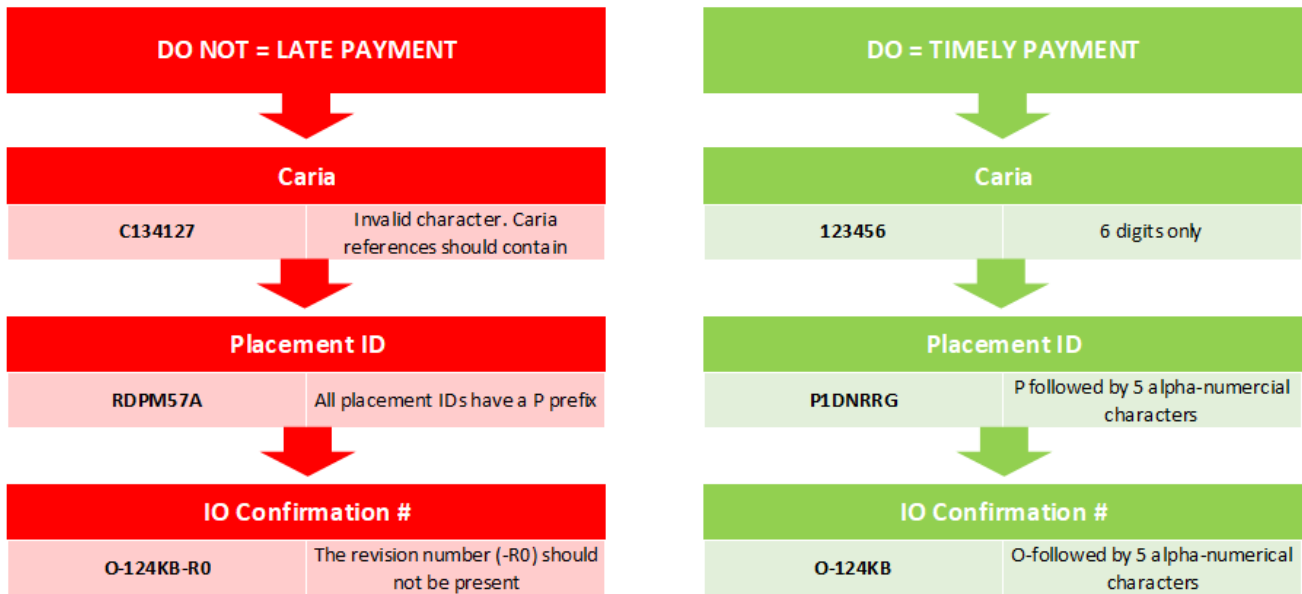
#### *Booking reference*

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) 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

Invoice, transaction or PO#

### E.G. Review Dashboard

Home Invoicing My POs Customers Reporting Early payment

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**

Status	Count	Percentage
Delivered	1	50.00%
Accepted	1	50.00%

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.

RESET

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

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.



**Status:**  
**On hold**

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.

**Status date:**  
12 February 2019

**Comment**  
"1 |On Hold |COST DISCREPEANCY |10.00"

**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.

**Comment**  
No payment status comments at this time

**Status date:**  
12 February 2019

**Payment date**  
No payment date at this time.

**Payment Amount**  
1.00

[UNTRACK](#)

**Note:**

Your Accounts Payables contacts 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 the Accounts Payable team for the status of your invoice(s).