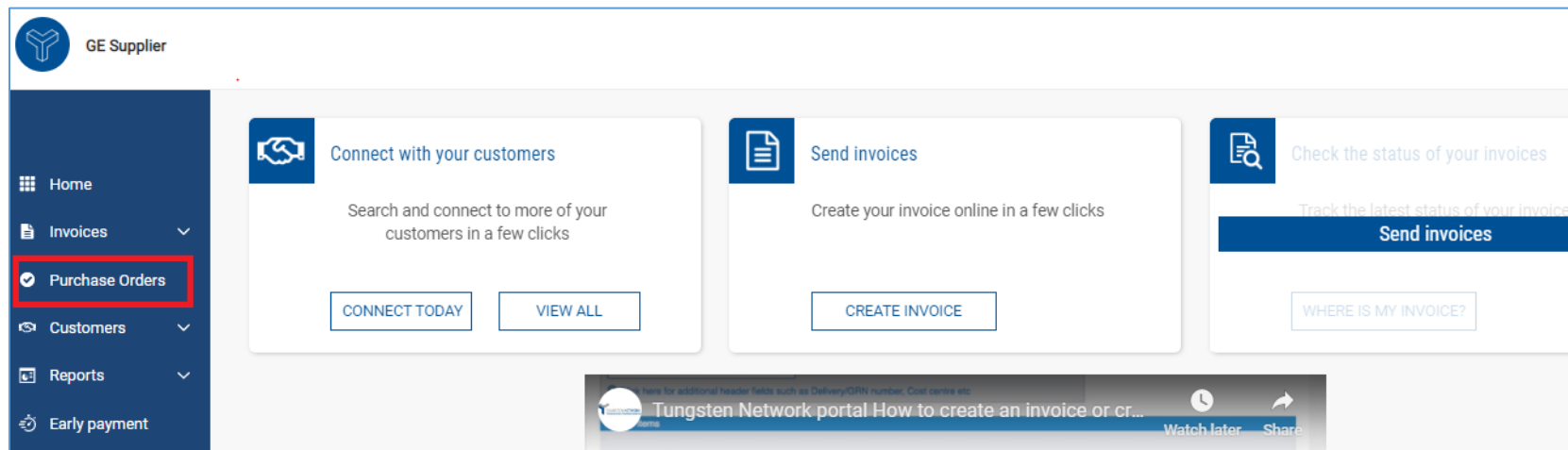


HOW TO ADD FREIGHT TO YOUR INVOICES TO GE

Please note: The freight charge field has been switched off for all Renewable Energy entities, this means that you will be unable to add freight lines when submitting invoices to any Renewable Energy buyers. You can see the full list of GE buyers here: <https://www.tungsten-network.com/customer-campaigns/ge/us/entities/>

1. Log on to the Tungsten Network Portal at www.tungsten-network.com/login
2. Once you have logged in click on Purchase Orders on the left side of the screen.



GE Supplier

- Home
- Invoices
- Purchase Orders**
- Customers
- Reports
- Early payment

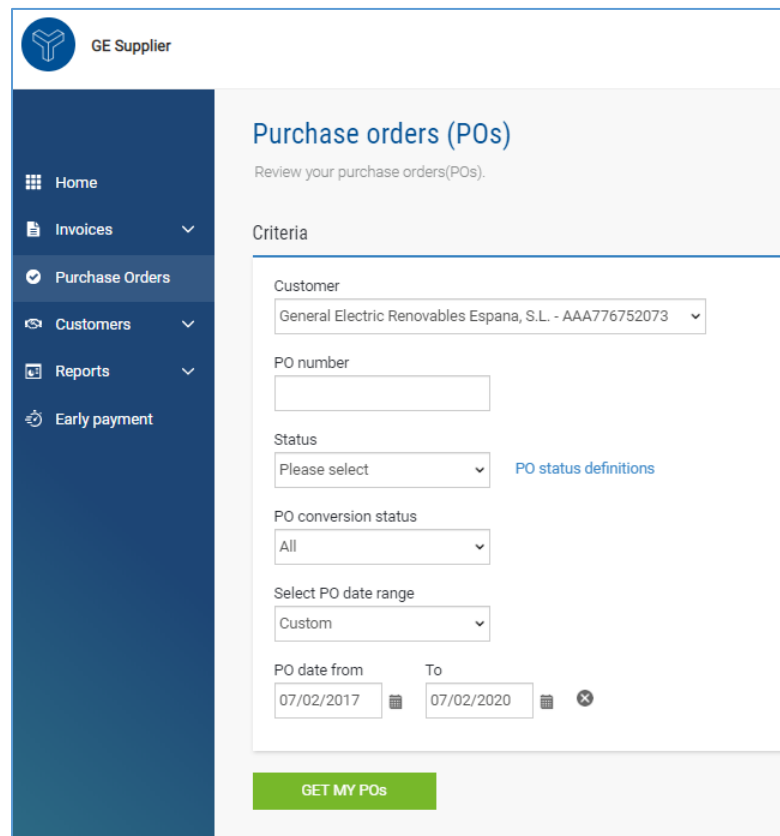
Connect with your customers
Search and connect to more of your customers in a few clicks
CONNECT TODAY VIEW ALL

Send invoices
Create your invoice online in a few clicks
CREATE INVOICE

Check the status of your invoices
Track the latest status of your invoice
Send invoices
WHERE IS MY INVOICE?











Tungsten Network portal How to create an invoice or cr...
Watch later Share


3. You can now search for your GE POs. You may search for an individual PO or for several POs by customizing your search criteria. Once you have entered your criteria click Get My POs



The screenshot displays the 'GE Supplier' web application interface. On the left is a dark blue navigation sidebar with the following menu items: Home, Invoices, Purchase Orders (highlighted), Customers, Reports, and Early payment. The main content area is titled 'Purchase orders (POs)' and includes a sub-header 'Review your purchase orders(POs)'. Below this is a 'Criteria' section with the following search options: a 'Customer' dropdown menu set to 'General Electric Renovables Espana, S.L. - AAA776752073'; a 'PO number' text input field; a 'Status' dropdown menu set to 'Please select' with a link to 'PO status definitions'; a 'PO conversion status' dropdown menu set to 'All'; a 'Select PO date range' dropdown menu set to 'Custom'; and a date range selector with 'PO date from' set to '07/02/2017' and 'To' set to '07/02/2020'. At the bottom of the criteria section is a green button labeled 'GET MY POs'.

4. You can now select the PO which you wish to convert into a purchase order, by clicking on the blue circle with white cross

Active purchase orders												
Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines	Invoices	Net value	Delivery Method	
	3560000067_2	23/01/2020	GE Renewable Belgium	AAA663543858	New	3	DC-SWITCH-DISCONN. O...	1	1	50.00	-	Pre
	3560000067_1	23/01/2020	GE Renewable Belgium	AAA663543858	New	3	DC-SWITCH-DISCONN. O...	1	1	50.00	-	Pre
	3560000062	23/01/2020	GE Renewable Belgium	AAA663543858	New	2	DC-SWITCH-DISCONN. O...	1	1	50.00	-	Pre
	3560000053	20/01/2020	GE Renewable Belgium	AAA663543858	New	2	DC-SWITCH-DISCONN. O...	1	1	50.00	-	Pre
	3560000065	20/01/2020	GE Renewable Belgium	AAA663543858	New	2	DC-SWITCH-DISCONN. O...	2	1	100.00	-	Pre
	3560000060	19/01/2020	GE Renewable Belgium	AAA663543858	New	1	DC-SWITCH-DISCONN. O...	1	0	50.00	-	Pre
	3560000051	19/01/2020	GE Renewable Belgium	AAA663543858	Pending	2	DC-SWITCH-DISCONN. O...	2	0	100.00	-	Pre
	3560000058	15/01/2020	GE Renewable Belgium	AAA663543858	New	0	DC-SWITCH-DISCONN. O...	1	0	50.00	-	Pre
	3560000047	15/01/2020	GE Renewable Belgium	AAA663543858	New	1	DC-SWITCH-DISCONN. O...	3	0	150.00	-	Pre
	3560000050	15/01/2020	GE Renewable Belgium	AAA663543858	New	0	DC-SWITCH-DISCONN. O...	4	0	200.00	-	Pre


 Page size:
Displaying page 1 of 2, items 1 to

5. You can now review your POs details. To proceed click Accept PO

PO Convert #3560000067_2 Help with this page

Current Status: **Pending**

PO FROM
GE Renewable Belgium
Hanswijkdries 80
Mechelen

PO TO
Cg Holdings Belgium Nv
Rue Vital Francoisse 220
Charleroi
BE
6001

Reference numbers

PO NUMBER 3560000067_2
TN Buyer Number:
AAA663543858
PO Date: 19 January 2020
Currency: Euro

ADDITIONAL INFORMATION

Buyer Invoice Ref.	103
Release Number	2
Transaction Type	BLANKET
Buyer Tax Registration Num.	BE0550578631
Supplier Tax Registration Num.	BE0416576891

ACCEPT PO **REJECT PO** **ARCHIVE PO** **PREVIEW** **BACK**

6. Next Click Convert PO

Now you will be able to input your invoice number, choose the items that are to be invoiced and select applicable VAT rates (scroll to the right to select VAT using the scroll bar). You can select all items on the PO or in the event of a partial shipment, only the items that are being invoiced.

Some lines may be unavailable for invoicing depending on whether the goods / services have been received or not. Lines which are unavailable for invoicing will be greyed out

For lines which are available to invoice, if you choose to amend to Unit price and quantity please ensure they are equal or less than the quantity and unit price on the PO.

After selecting the items that are to be invoiced, click 'create Invoice'.

PO Convert #356000067_2 Help with this page

i To start invoicing, please select the desired PO lines from the lines shown below. Some lines may be unavailable for invoicing depending on whether the goods/services have been received or not. For lines available for invoicing, please enter the quantity and price for the invoice line (less than, or equal to 'Qty available' and 'Price'), and choose the appropriate tax rate.

Create invoice

Enter invoice number*

Select PO line items to use

Apply tax code to selected items: Please select APPLY TO SELECTED ITEMS

Description	Shipment No.	Qty ordered	Qty received	Qty billed	Qty available	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
9... DC-SWITC...	1	5	5	1	4	Each	10.00000	50.000	<input checked="" type="checkbox"/>	<input type="text" value="4"/>	<input type="text" value="10.00000"/>	Please select 0% VAT 12% VAT 21% VAT 6% VAT Triangulation- 0% (EU) VAT Exempt VAT Reverse Charge

7. Confirm the items that have been selected

Line	PO line reference	Description	Shipment No.	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	1	DC-SWITC...	1	4.000	Each	10.00000	21.00	8.40	40.00	48.40

Summary

No. of lines	1
Sub total	EUR 40.00
Total tax	EUR 8.40
Net total	EUR 48.40

8. Enter invoice details

Any fields with a red asterisk are mandatory and should be entered e.g. tax point date

Enter your contact details as well as your clients contact details

Your details

Your name* +

Your tel

Your email

GE Supplier
Rue Vital Francoise 220
Charleroi
BE
6001
BELGIUM
VAT registration number BE0416576891

Click here if the 'Ship from' details are different to the 'Invoice from' details. Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.

Invoice details

Invoice number
123456

Document type
Invoice

Invoice date
07/02/2020

Tax point date* +

Delivery date* +

Currency
Euro

Purchase order (PO) number*
3560000067_2

Who you are invoicing

Name* +

Tel









Email

GE Renewable Belgium
Hanswijkdries 80
Mechelen
2800
BELGIUM
VAT registration number BE0550578631

Click here if the 'Ship to' details are different from the 'Invoice to' details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.

9. Enter any additional header details you wish to include e.g. delivery note number, payment reference

[Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)

Bill of lading 	Account code 	Notes to your customer  <input type="text"/>
<input type="text"/>	<input type="text"/>	
Delivery note number 	Cost centre 	
<input type="text"/>	<input type="text"/>	
Customs declaration date		
<input type="text"/> 		
Customs office 		
<input type="text"/>		
Customs declaration number 		
<input type="text"/>		
Payment reference		
<input type="text"/>		

10. If you are invoicing SSS or Healthcare you may enter a freight line if required. You can do this by clicking “ADD” in the Invoice items section. **GE Renewable Energy do not accept Freight lines and you will not have this option**

Invoice items

Item	Quantity / Unit	Price	Line amount	Total
01 Dear Team, I had to cancel again the former AMS PO based on the supplier reque...	350,000 / Each	1.00000	350,000	367,500

ADD

11. Enter your Freight details and click Save Line Item

Invoice items

Item	Quantity / Unit	Price	Line amount	Total
01 Dear Team, I had to cancel again the former AMS PO based on the supplier reque...	350,000 / Each	1.00000	350,000	367,500

Line item type ?
Freight

Description

Quantity: 1.000

Price ?: 0.00000

Service delivery start date:

Service delivery end date:

Tax type*: Please select

Tax amount ?: 0

SAVE LINE ITEM **CANCEL**

Line amount	0
Tax	0
Total	0

12. Upload any relevant attachments and enter any further details which are relevant to your invoice

Additional information

Attachments [?](#)

File types we accept [?](#)

Your customer allows a maximum of 5 attachments.
The maximum file upload size is 12 MB.

Please note that the digitally signed pdf created by Tungsten Network will be the legal invoice document.

In order to avoid any tax risk at audit, please do not attach any duplicate invoices.
In case attachments are necessary please ensure they are clearly marked as "copy and not for tax purposes".

Cash accounting [?](#)

Margin scheme [?](#)

Payment terms

Late payment conditions [?](#)

Payment terms [?](#)

13. Review & click send.

Summary

		Invoice (€)
Total net	<input type="text" value="40.00"/>	40.00
Total tax	<input type="text" value="8.40"/>	8.40
		Undo changes
Total gross		48.40