Tungsten Network
Supplier Connect Buyer's Guide

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BY TUNGSTEN AUTOMATION

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Overview

This guide describes how Tungsten Network buyers can review an onboarding supplier's sample invoices. Buyer review is an optional step in the Supplier Connect onboarding process for Integrated Suppliers.

Review sample invoices

When an onboarding supplier's sample invoices are ready to review, you are notified by email.

> ℹ If your onboarding supplier is connecting only to you in a single-buyer Supplier Connect implementation: Follow the steps outlined below to log into the Tungsten Network Portal and review the test invoice files. If your onboarding supplier is connecting to multiple buyer entities as part of their Supplier Connect implementation: Buyer approval is completed offline with the help of the Tungsten Network implementation team. Tungsten will provide further instruction on how to review and approve your supplier's test invoice files.

1. Click the button in the email to log in to the Tungsten Network Portal.
2. To view the **Onboarding Dashboard**, do one of the following:
   - In the **For your attention** section, click the **Ongoing Implementations** link.
   - Navigate to the **Suppliers** menu option.

   The Onboarding Dashboard displays the status of all ongoing supplier implementations. You can filter by Group, Country, or Campaign to find the correct supplier.
3. Click the **Invoice PDF Review** implementation step to display the **Supplier Details** screen.
4. To view the sample invoices on the **Supplier Details** screen, do one of the following:
   - Select **Click here** to review the link.
   - Click the **Review Invoices** step.
5. As invoices appear one at a time, do one of the following:
   - Click **Approve** if the invoice format doesn't require changes.
   - Click **Reject** if the invoice format requires changes.
     When an invoice is rejected, a support ticket is raised automatically and Tungsten edits the invoices based on your feedback. The edited invoice is approved by your supplier, then uploaded again for your review. You receive an email when the sample invoices are ready to be reviewed again.

Check current status

Return to the Supplier Details screen any time to check the following details:

- **Timeline** tab: Your supplier's expected go-live date
- **Relationships** tab: Your supplier/buyer relationship
- **Contacts** tab: A list of supplier contacts