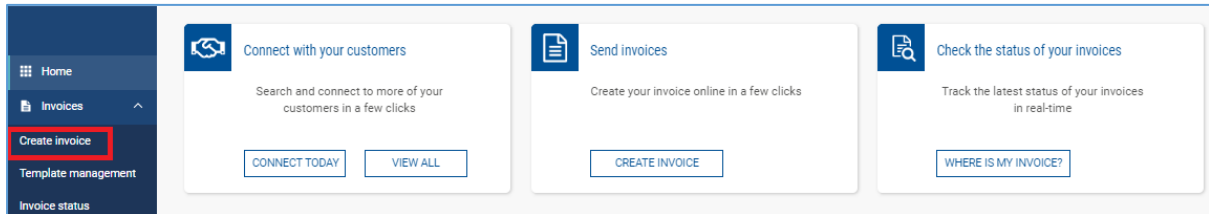


HOW TO RAISE A NON-PO INVOICE OR CREDIT NOTE

1. Log on to your account at www.tungsten-network.com and click Invoicing → Create Invoice on the blue tool bar along the left



2. Click on customer to select the customer you wish to invoice.
Select document type 'New Invoice' or 'New credit note' as applicable
For this example we will use 'New Invoice'
Enter your document number.
Click Create

New invoice

Customer*
Conagra Brands - TEST - N/A - AAA050578806 [Please select](#)

Select option*
New invoice

Invoice number* ?
Test789



CREATE

3. Please enter

- **Your details**
- **The details of who you are invoicing.**
- **In order for a non-PO invoice to pass the validations in place you must include the name of your contact at Conagra and their email (containing a conagra.com domain)**
- **Enter any other details required (e.g. delivery date)**

Invoice #: Test789 [Help with this page](#)
[How to create an invoice or credit note](#)

Your details



Your name   Conagra Sugar - Test
123 Test Ave
Test City
New York
12345
UNITED STATES

Your tel

Your email

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

Who you are invoicing

Name   Conagra Brands - TEST
11 Conagra Dr
Omaha
Nebraska
68102
UNITED STATES



Tel

Email



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.


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


Invoice details


Invoice number*  Test789 


Document type
Invoice


Invoice date*  

Advance payment date 

Payment due date 

Delivery date 


Currency* 




Purchase order (PO) number 




4. Next enter your invoice items

- **Select Line item type from the dropdown**
- **Enter a product description**
- **Enter a product code if applicable**
- **Select your unit of measure**
- **Quantity and price**
- **If you wish to add additional details click to add additional line level information**
- **Click save Line item.**
- **Add more lines as required by clicking ADD and repeating the same steps**

Invoice items

Line item type 

Product code  Product description*  

Unit*   Quantity* Price* 

[Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

Line amount	0.00
Discount	0.00
Total	0.00

5. Add any attachments/supporting documents if required

- Enter withholding tax if required
- Add any payment terms
- And add your remit to details

Additional information

Attachments

SELECT AND UPLOAD

File types we accept

Your customer allows a maximum of 10 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".
Before uploading any attachments please check that the files are not corrupt or have been write protected. If they are, your customer will not receive them.

Margin scheme

Payment terms

Early payment discount

No discount for early payment
 Apply a discount for early payment

Late payment conditions

Payment terms

"Remit to" details

6. Finally enter any applicable tax amount in the total tax box

Click SEND to send to submit your invoice

Summary

	Invoice (\$)
Total net	<input type="text" value="350.00"/>
Total tax	<input type="text" value="0.00"/>
	Undo changes
Total gross	350.00

SAVE AS TEMPLATE **SAVE** **PREVIEW** **SEND**

You can also PREVIEW before sending

If you wish to submit later click SAVE. You can review Saved invoices, by clicking on Invoices along the blue ribbon and the top and then clicking on Create Invoice. All your saved invoices will appear in a list

Further resources for Conagra suppliers using Tungsten Network:

Conagra's microsite on the Tungsten Network: <https://www.tungsten-network.com/conagra/>

Tungsten Network support phone numbers: <https://www.tungsten-network.com/customer-campaigns/conagra/us/support/>

Tutorial videos: <https://www.tungsten-network.com/us/support/tutorials/>