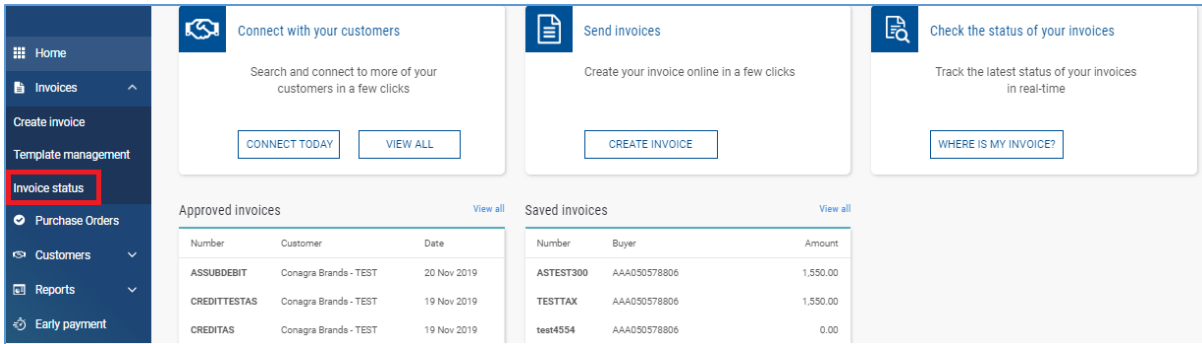


HOW TO VIEW THE STATUS OF YOUR INVOICES ON THE TUNGSTEN NETWORK PORTAL

1. Log on to your account at www.tungsten-network.com and click Invoicing on the blue ribbon across the top, then click on Invoice Status

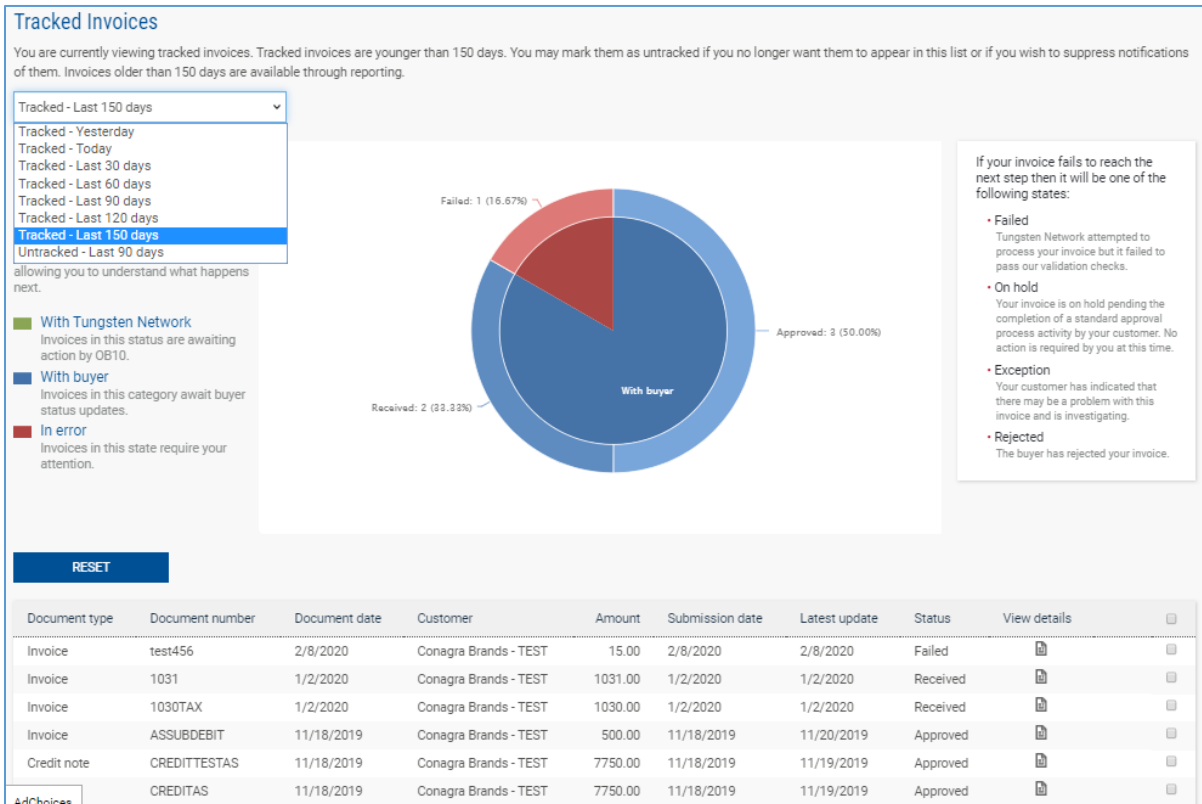


The dashboard features a left-hand navigation menu with options: Home, Invoices, Create invoice, Template management, Invoice status (highlighted with a red box), Purchase Orders, Customers, Reports, and Early payment. The main content area includes three cards: 'Connect with your customers' (with 'CONNECT TODAY' and 'VIEW ALL' buttons), 'Send invoices' (with 'CREATE INVOICE' button), and 'Check the status of your invoices' (with 'WHERE IS MY INVOICE?' button). Below these are two tables: 'Approved invoices' and 'Saved invoices'.

Number	Customer	Date
ASSUBDEBIT	Conagra Brands - TEST	20 Nov 2019
CREDITTESTAS	Conagra Brands - TEST	19 Nov 2019
CREDITAS	Conagra Brands - TEST	19 Nov 2019

Number	Buyer	Amount
ASTEST300	AAA050578806	1,550.00
TESTTAX	AAA050578806	1,550.00
test4554	AAA050578806	0.00

2. You can select how many days back you wish to track your invoice statuses from the drop down on the top left



Tracked Invoices
You are currently viewing tracked invoices. Tracked invoices are younger than 150 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 150 days are available through reporting.

Tracked - Last 150 days (selected)

- Tracked - Yesterday
- Tracked - Today
- Tracked - Last 30 days
- Tracked - Last 60 days
- Tracked - Last 90 days
- Tracked - Last 120 days
- Tracked - Last 150 days
- Untracked - Last 90 days

allowing you to understand what happens next.

- With Tungsten Network**
Invoices in this status are awaiting action by OB10.
- With buyer**
Invoices in this category await buyer status updates.
- In error**
Invoices in this state require your attention.

RESET

Failed: 1 (16.67%)

Approved: 3 (50.00%)

Received: 2 (33.33%)

With buyer

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.

Document type	Document number	Document date	Customer	Amount	Submission date	Latest update	Status	View details
Invoice	test456	2/8/2020	Conagra Brands - TEST	15.00	2/8/2020	2/8/2020	Failed	
Invoice	1031	1/2/2020	Conagra Brands - TEST	1031.00	1/2/2020	1/2/2020	Received	
Invoice	1030TAX	1/2/2020	Conagra Brands - TEST	1030.00	1/2/2020	1/2/2020	Received	
Invoice	ASSUBDEBIT	11/18/2019	Conagra Brands - TEST	500.00	11/18/2019	11/20/2019	Approved	
Credit note	CREDITTESTAS	11/18/2019	Conagra Brands - TEST	7750.00	11/18/2019	11/19/2019	Approved	
AdChoices	CREDITAS	11/18/2019	Conagra Brands - TEST	7750.00	11/18/2019	11/19/2019	Approved	

3. The pie chart shows the status breakdown for the period you have selected

Tracked - Last 150 days
▼

HOW IT WORKS

We receive status information from some buyers but not others. Therefore, invoices can follow different workflows.

This page shows your recent invoices, allowing you to understand what happens next.

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- **In error**
Invoices in this state require your attention.

Status	Count	Percentage
With buyer	3	50.00%
Received	2	33.33%
Failed	1	16.67%

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4. The pie chart is interactive so if you click on one section of it, the list of invoices below that chart will be limited to those in that status. You can click the blue reset button to reset the chart.

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Tracked - Last 90 days
▼

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RESET

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Invoice	ASSUBDEBIT	11/18/2019	Conagra Brands - TEST	500.00	11/18/2019	11/20/2019	Approved	📄
Credit note	CREDITTESTAS	11/18/2019	Conagra Brands - TEST	7750.00	11/18/2019	11/19/2019	Approved	📄
Invoice	CREDITAS	11/18/2019	Conagra Brands - TEST	7750.00	11/18/2019	11/19/2019	Approved	📄


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Page size: 10
Displaying page 1 of 1, items 1 to 3 of 3

UNTRACK

- You can also search for a specific invoice number using the Find box along the top of the page. Enter an invoice number, transaction number or PO number to search



Invoice status

Access the latest information about your invoice, including what happens next.

[Find invoice](#) 

🔍

- You can view the details of an invoice by clicking on the View details button next to each record in the list

Document type	Document number	Document date	Customer	Amount	Submission date	Latest update	Status	View details
Invoice	INV086630	6/27/2019	Conagra Brands	2849.65	8/15/2019	10/22/2019	Paid	 

- Once you are in the invoice record you can see the invoice details, including status, document date, PO number, status date and any comments. If the invoice was submitted via the Tungsten Network as an electronic invoice, you can view the invoice image by clicking on the PDF icon. If the record indicates that there are no attachments this means the status you are viewing is for an invoice you submitted to Conagra in paper form.

CREDITAS
Invoice

From
Conagra Sugar - Test
123 Test Ave

Test City
NY
12345

To
Conagra Brands - TEST
11 Conagra Dr

Omaha
NE
68102



Document date
18 November 2019

Submission date
18 November 2019


Transaction number
AAA000182332460

PO number
10430

Attachments

AAA000182332460.pdf  

Total with tax \$7,750.00

 **Status:**
Approved
Your customer has approved this document.

Comment
Your invoice has been approved

Status date:
19 November 2019

Payment due date
No payment due date at this time.

UNTRACK


8. If the invoice you are viewing is in status failed, this means it has not passed the Tungsten Network validations and has not reached Conagra. The invoice record will indicate the reason the invoice failed. You can click View Error to see the error, or if you require assistance in correcting the issue click on Raise a Ticket, which will allow you to contact the Tungsten Network support team

test456
Invoice

From Conagra Sugar - Test 123 Test Ave	To Conagra Brands - TEST 11 Conagra Dr	Document date 08 February 2020
Test City NY 12345	Omaha NE 68102	Submission date 08 February 2020
		Transaction number AAA000186794908
		PO number 45

Attachments
There are currently no attachments.

Total with tax \$ 15.00



Status:
Failed
Invalid PO Number

Comment
No payment status comments at this time

Status date:
08 February 2020

UNTRACK

VIEW ERROR

RAISE A TICKET

REACTIVATE INVOICE

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/>