

How to determine the correct Kimberly-Clark Tungsten Network Buyer number to use for invoicing?

The correct buyer reference is printed on the **Kimberly-Clark Purchase Order**. Please ensure you **invoice the correct** entity as invoicing the wrong entity will reject the invoice and delay your payment.

The purchase order can also be viewed in the Tungsten Network Portal to help identify the buyer number. This can be accessed as follows:

Login to Tungsten Network Portal and select 'My PO's'.

Home Invoicing **My PO's** Customers Reporting

Purchase orders (POs)

Review your purchase orders(POs)

Help with this page

Customer: ALL

PO number: [input field]

Status: Please select [PO status definitions](#)

Select PO date range: All

Run

My PO summary

New	18
Pending	1
Accepted	2
Rejected	0
Archived	0

Active purchase orders

Select	PO number	PO date	Customer	Status	Version	First line description	Lines	Invoices	Net value	Preview
+	4000058459	23/12/2010	Kimberly Clark Europe Ltd	Pending	0	BATTERY FOR NG6400 L...	3	0	87.61	Preview
+	4000058447	22/12/2010	Kimberly Clark Europe Ltd	Accepted	0	Logitech Wireless Mo...	3	0	48.09	Preview
+	4000058436	22/12/2010	Kimberly Clark Europe Ltd	New	0	Microsoft Comfort O...	4	0	50.07	Preview

Display selected Purchase Order. Buyer reference is found as shown:

PO NUMBER
43

Buyer OB10 number:
AAA

PO Date: 03 April 2014
Currency: Pound Sterling

Reference numbers
Delivery Date: 31 May 2014
Ship Date:

PO FROM
Reigate
Douglas House
40 London Road, Reigate, Surrey
SY
RH2 9QP

PO TO
LTD
Salford
M50 2UE

Alternatively, a list of KC Buyer numbers is available in our support area (please take care as some of our entities share the same VAT number!) under the 'Kimberly-Clark entities in scope' banner