

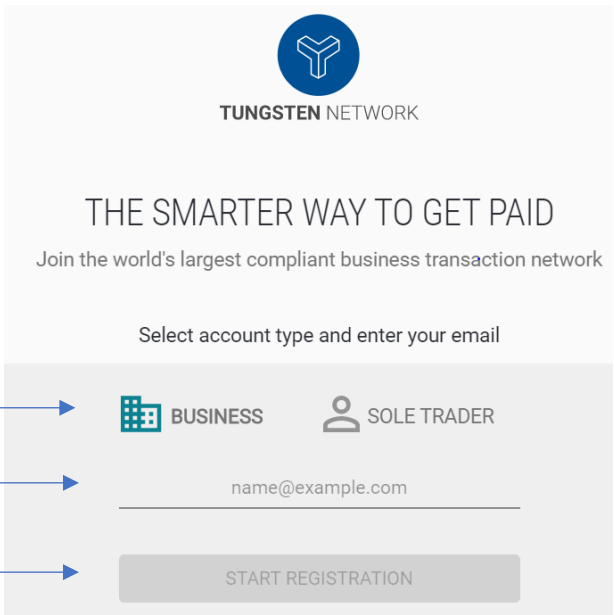
STEP 1: TUNGSTEN WEBFORM REGISTRATION

WEBFORM SOLUTION

If you have received an email from Tungsten Network, please click on the unique registration link within the email to activate your account

If you have not received an email yet, please [Click Here to Start Registration](#) in few easy steps.

Select **account type**, enter your **email address** and click on “Start Registration”



The screenshot shows the Tungsten Network registration webform. At the top is the Tungsten Network logo and the text "TUNGSTEN NETWORK". Below this is the headline "THE SMARTER WAY TO GET PAID" and the sub-headline "Join the world's largest compliant business transaction network". The form prompts the user to "Select account type and enter your email". There are three blue arrows pointing to the form elements: the first points to the "BUSINESS" and "SOLE TRADER" options, the second points to the email input field containing "name@example.com", and the third points to the "START REGISTRATION" button.

Please enter information on three subcategories:

1. Search your Company
2. Company Information
3. Personal Information

1 Search your company

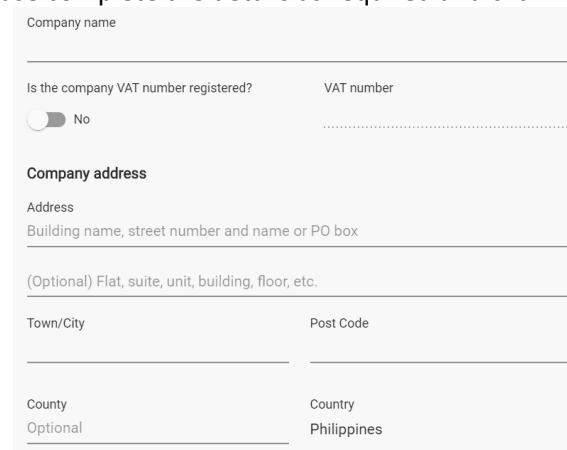


2 Company information

The Company details will auto-populate if your company has been pre-registered into Tungsten by your customer. If your company is not showing in the Company Search, please click on the [enter details manually](#) that will pop-up.

Can't find your company? Search again or [enter details manually](#).

Please complete the details as required and click "Next".

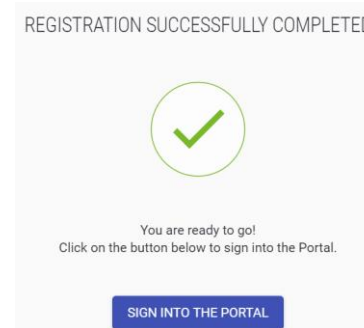


3 Personal information

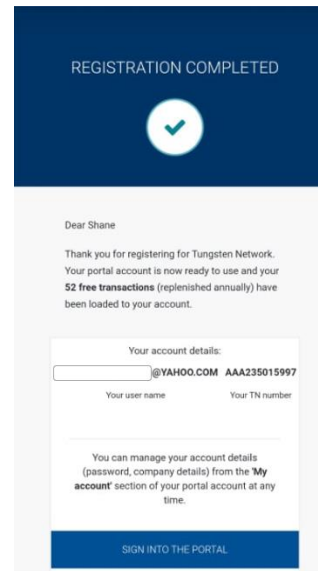
Please enter your First Name, Last Name and Password. Please ensure that you have noted your password to ensure you will not have access issues in the future.

First name	Last name
<input type="text"/>	<input type="text"/>
Username	
test@pg.com	
Password	Password confirmation
<input type="password"/>	<input type="password"/>
<input type="checkbox"/> Tungsten Network contains confidential personal, commercial or government data, the access to or use of which is restricted to owners and authorised personnel and systems. Before submitting your details you must confirm that you have read our Website Terms of Use , Privacy Policy , Terms of Service and Tariff by ticking the checkbox.	

Click on the checkbox for the Terms and proceed to click “Register”.



You will receive in your email a confirmation and your TN number. The TN number is your unique identifier in the Tungsten Network



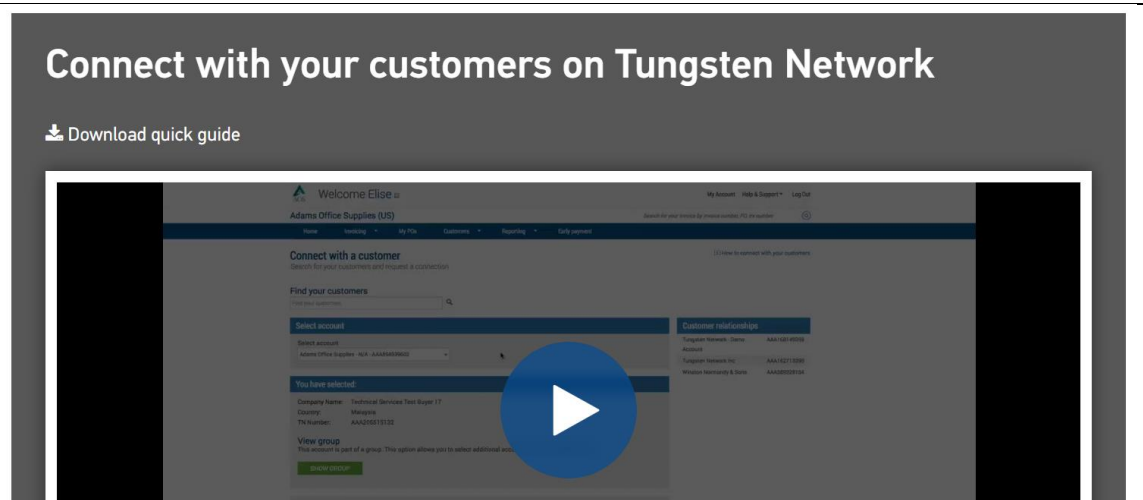
For more details in **Webform Solution**, please visit the Tungsten Network page through <https://www.tungsten-network.com/enrolment-option/webform/>. If in the future you want to explore our offer in setting up a more automated solution through the **Integrated Solution**, please visit the Tungsten Network page through <https://www.tungsten-network.com/enrolment-option/integrated-solution/>.

Need help on the registration or you have encountered issue, please click [CONTACT US](#) to access contact information.

STEP 2: CHOOSE YOUR P&G ENTITY ACCOUNT

This step allows you to connect to the P&G entity account and accounts of your other customers. This allows you to access the P&G entity account where you can track status of your invoices.

Please [Click Here](#) to watch the video and link to download the quick guide



Connect with your customers on Tungsten Network

Download quick guide

Welcome Else a
Adams Office Supplies (US)

Connect with a customer
Search for your customers and request a connection

Find your customers

Select account
Select account
Adams Office Supplies - US - ACCOUNTS

You have selected
Company Name: Technical Services (Test Super) (1)
Country: Malaysia
TN Number: AKA215213132

View group
This account is part of a group. This option allows you to either add additional accounts to the group or view the group's details.

Customer relationships
Tungsten Network - China: AKA15210510
Malaysia: AKA15210510
Tungsten Network - US: AKA15210510
Western Hemisphere & Europe: AKA15210510

Need help on the accessing your customer accounts or you have encountered issue, please click [CONTACT US](#) to access contact information.

STEP 3: CREATE INVOICES AND CREDIT NOTES

Now that you have registered and have access to the P&G entity that you will be sending invoices and/or credit notes, you are now ready to create your invoices and credit notes.

India Specific Update:

India Updates:

https://pages.tungsten-network.com/india_mandate_information.htm

How to Update if you are In-scope (or Out of scope) for India Crore/IRN Mandate:

1. Go to Your Account

  | **Your account** | Help & Support ▾ | **Log Out**

1. Go to Update Company Details

Your Company

Company information

- **Update company details**
- Manage security settings
- Upload a company logo
- Purchase Tungsten Network transactions

2. Answer Yes/No if part of the mandate

PAN*

Is your company under India Mandate?* ?

Do you have a fiscal representative?*

Yes No

India Mandate

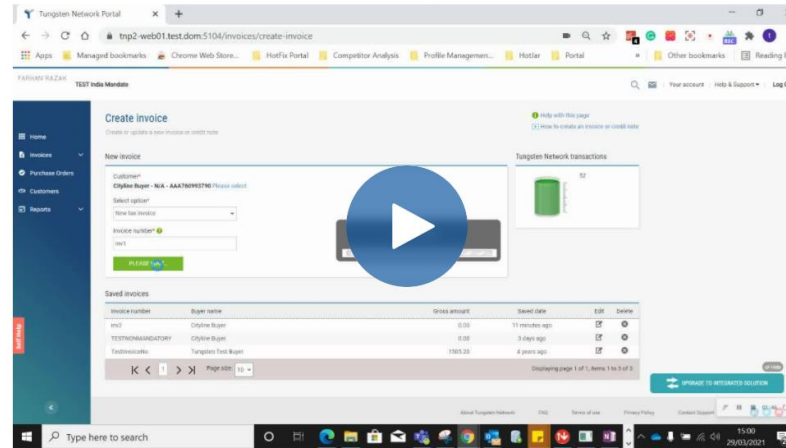
If your business is exceeding the Rs 50 Cr turnover limit in any of the financial years between 2017-18 to 2019-20, then please select a choice as "YES" for India mandated field.

This choice will be saved once and not asked again. Your choice can be managed here.

For more information, please go to <https://einvoice1.gst.gov.in/>

3. If further information is needed, kindly check this video: <https://video.tungsten-network.com/watch/gXcxKEmSjT9khHWF7eLRK>

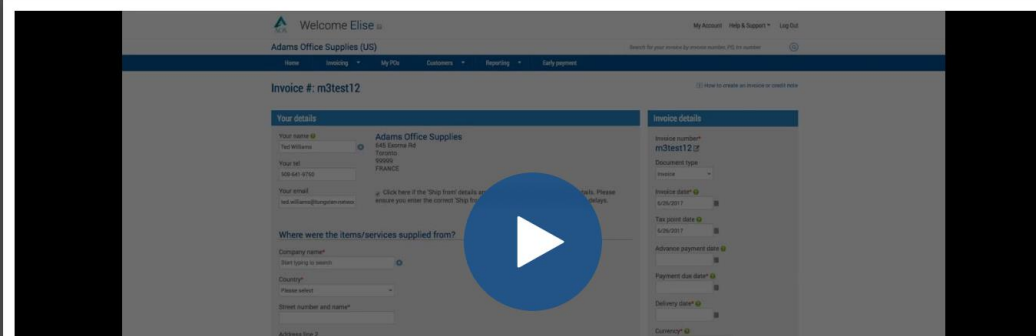
Demo - India Mandate - Tungsten Web Form changes



Please [Click Here](#) to watch the video and link to download the quick guide

Create an invoice or credit note

Download quick guide

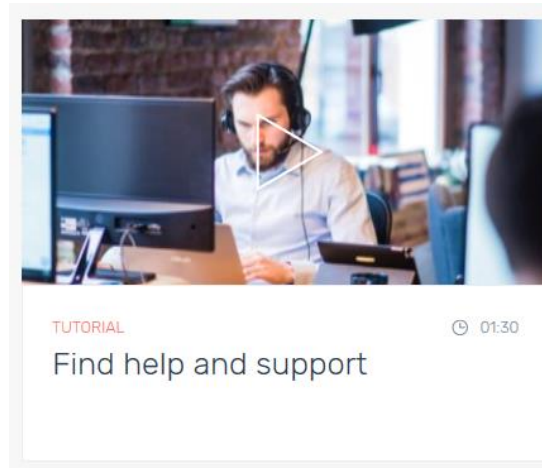


Need help on how to create invoices/credit notes or you have encountered issue, please click [CONTACT US](#) to access contact information.

DIRECT LINK TO CONTACT DETAILS AND INFORMATION

<https://www.tungsten-network.com/about-us/get-in-touch-with-us/>

Video Link:



For other inquiries on invoice status and P&G-related questions:

[CHAT WITH US AT P&G!](#)

