

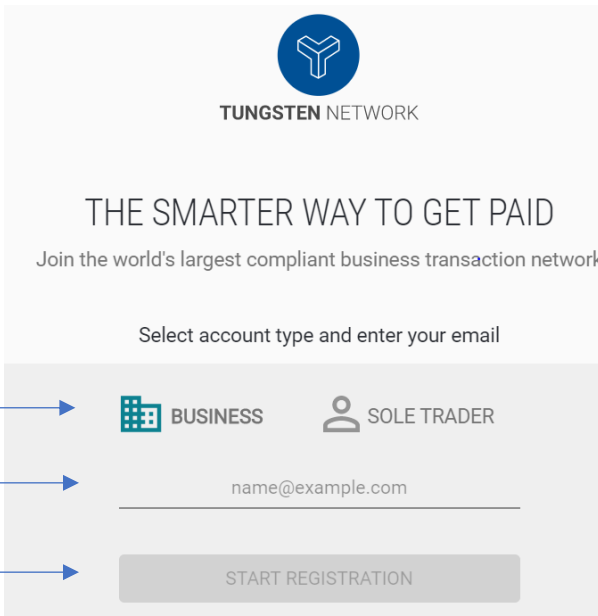
STEP 1: TUNGSTEN WEBFORM REGISTRATION

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, which consists of a blue circle containing a white stylized 'Y' shape, with the text 'TUNGSTEN NETWORK' below it. Below the logo is the heading 'THE SMARTER WAY TO GET PAID' and the subtext 'Join the world's largest compliant business transaction network'. Underneath is the instruction 'Select account type and enter your email'. There are two radio button options: 'BUSINESS' with a building icon and 'SOLE TRADER' with a person icon. Below these is an email input field containing the placeholder text 'name@example.com'. At the bottom is a grey button labeled 'START REGISTRATION'. Three blue arrows point from the left towards the 'BUSINESS' option, the email input field, and the 'START REGISTRATION' button.

Please enter information on three subcategories:

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

1 Search your company



Country

Select

Company Search

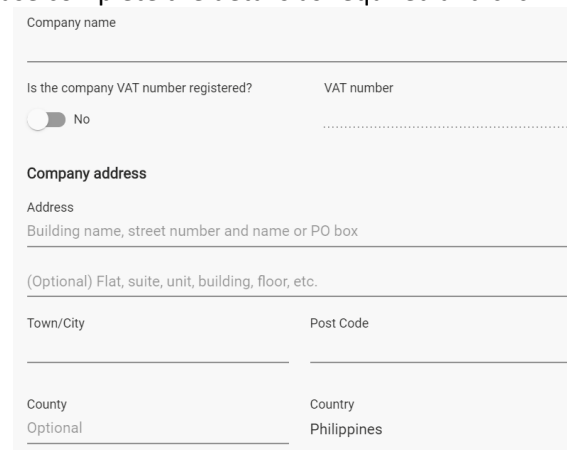
Enter your business name

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".



Company name

Is the company VAT number registered? ☐ No

VAT number

Company address

Address

Building name, street number and name or PO box

(Optional) Flat, suite, unit, building, floor, etc.

Town/City

Post Code

County

Optional

Country

Philippines


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	
<input type="text" value="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.	

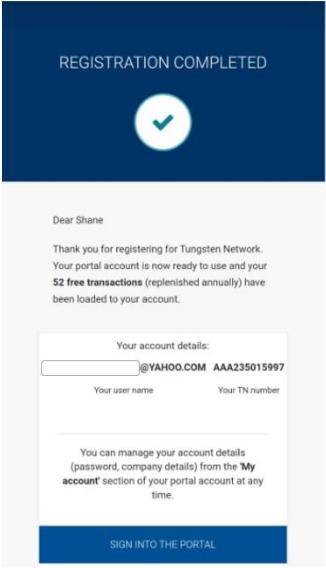
Click on the checkbox for the Terms and proceed to click “Register”.

REGISTRATION SUCCESSFULLY COMPLETED



You are ready to go!
Click on the button below to sign into the Portal.

[SIGN INTO THE PORTAL](#)

	<p>You will receive in your email a confirmation and your TN number. The TN number is your unique identifier in the Tungsten Network</p>  <p>The image is a screenshot of an email confirmation from Tungsten Network. At the top, a dark blue banner contains the text 'REGISTRATION COMPLETED' and a white checkmark icon. Below this, the email is addressed to 'Dear Shane'. The body text says: 'Thank you for registering for Tungsten Network. Your portal account is now ready to use and your 52 free transactions (replenished annually) have been loaded to your account.' A section titled 'Your account details:' shows a text box with '@YAHOO.COM' and 'AAA235015997' next to it. Below the text box, it says 'Your user name' and 'Your TN number'. At the bottom, there is a blue button that says 'SIGN INTO THE PORTAL'.</p>
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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.

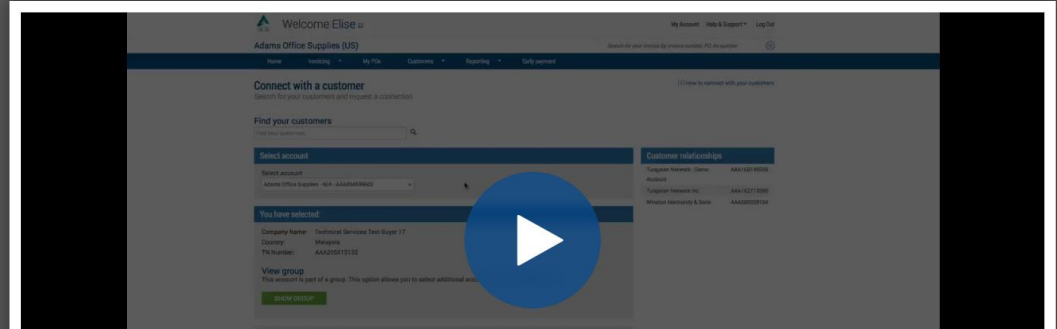
STEP 2: CHOOSE YOUR P&G ENTITY ACCOUNT

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



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*

ABCDE1234A

Is your company under India Mandate? * ?

No ▾

Do you have a fiscal representative? * ?

☒ Yes ☐ No

India Mandate

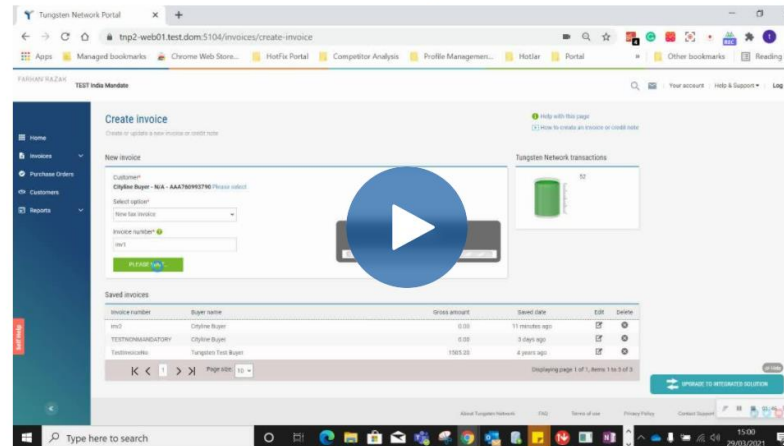
If your business is exceeding the Rs 50 Cr turnover limit in any of the financial years between 2017-18 to 2019-20, then please select a choice as "YES" for India mandated field.

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>

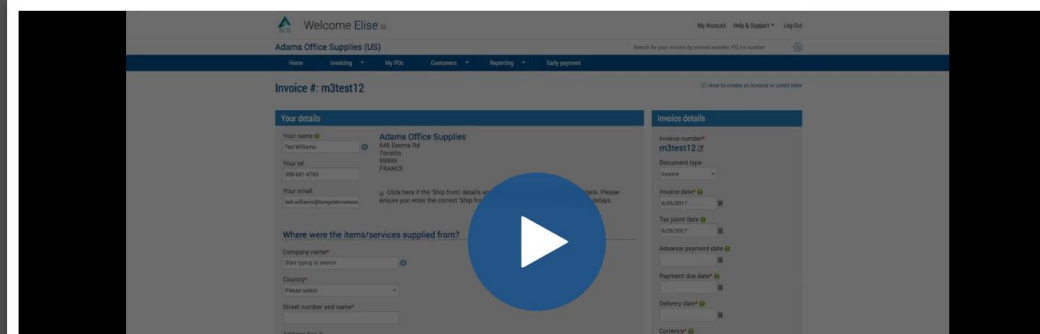
Demo - India Mandate - Tungsten Web Form changes



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

Create an invoice or credit note

 Download quick guide

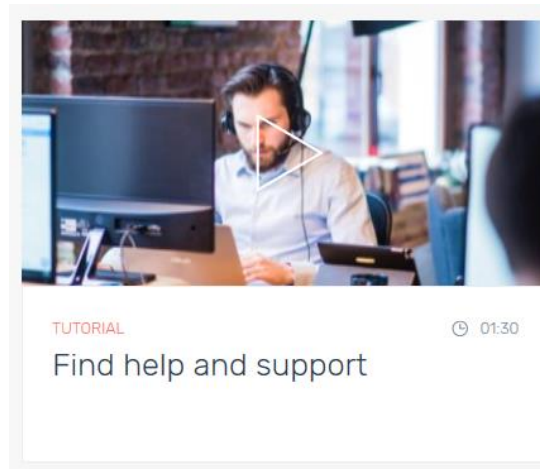


Need help on how to create invoices/credit notes or you have encountered issue, please click [CONTACT US](#) to access contact information.

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!](#)

