



PO VALIDATION GUIDE FOR HP Inc SUPPLIERS

The objective of the PO range validation is to ensure that all Tungsten Network invoices submitted by suppliers contain PO numbers in the correct PO ranges. For non PO invoices, it includes validations to ensure invoices must contain the HP Inc contact name and email address and only then the invoices will be delivered to HP Inc.

The below examples will provide most common issues while entering PO number in the Tungsten Network system.

Issue no 1: Missing PO number at the Line item Level

Scenarios below provide some examples related to PO no. missing at the line item level. Incorrect entry and correct entry will help to understand to input correct PO no. in the Tungsten Network system.

Scenario 1.

Incorrect Entry:

PO number at header	7700388054
PO number at line item 1	7700388054
PO number at Line item 2	BLANK

Invoice submission Result	Will be rejected by Tungsten Network
Rejection Reason	PO no. is missing on line item no.2

Correct Entry

PO number at header	7700388054
PO number at line item 1	7700388054
PO number at Line item 2	7700388054

Invoice submission Result	Will be accepted by Tungsten Network
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Scenario 2.

Incorrect Entry:

PO number at header	SBB608876
PO number at line item 1	SBB608876
PO number at Line item 2	BLANK

Invoice submission Result	Will be rejected by Tungsten Network
Rejection Reason	PO no. is missing on Line no. 2

Correct Entry

PO number at header	SBB608876
PO number at line item 1	SBB608876
PO number at Line item 2	SBB608876

Invoice submission Result	Will be accepted by Tungsten Network
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Issue no 2: Invalid PO Number at Header/Line item level

Scenarios below provide some examples related to invalid PO Number at Header/Line item level. Incorrect entry and correct entry will help to understand to input correct PO no. in the Tungsten Network system.

Scenario 1

Incorrect Entry:

PO number at Header level 7700388054

PO number at Line item level 7700381429

Invoice submission Result Will be rejected by Tungsten Network

Rejection Reason Header PO no. doesn't match with the PO no. at the Line item

Correct Entry

PO number at header 7700388054

PO number at line item 1 7700388054

PO number at Line item 2 7700381429

Invoice submission Result Will be accepted by Tungsten Network

Scenario 2.

Incorrect Entry:

PO number at Header SBB186267

PO number at line item level SBB186268

Invoice submission Result Will be rejected by Tungsten Network

Rejection Reason Header PO no. doesn't match with the PO no. at the Line item.

Correct Entry

PO number at header SBB186267

PO number at line item 1 SBB186267

PO number at Line item 2 SBB186268

Invoice submission Result Will be accepted by Tungsten Network



Issue no 3: Invalid PO Number at Single PO Line item

Scenarios below provide some examples related to invalid PO Number at Single PO Line item. Incorrect entry and correct entry will help to understand to input correct PO no. in the Tungsten Network system.

Scenario 1

Incorrect Entry:

PO number at Header level SBB659729 Michelle Jervis
PO number at Line item level Blank

Invoice submission Result **Will be rejected by Tungsten Network**

Rejection Reason **Contains additional characters (Michelle Jervis) along with PO no.**

Correct Entry

PO number at Header SBB659729
PO number at line item Blank

Invoice submission Result **Will be accepted by Tungsten Network**

Scenario 2

Incorrect Entry:

PO number at Header level 7700388054 Michelle Jervis
PO number at Line item level Blank

Invoice submission Result **Will be rejected by Tungsten Network**

Rejection Reason **Contains additional characters (Michelle Jervis) along with PO No.**

Correct Entry

PO number at header 7700388054
PO number at line item Blank

Invoice submission Result **Will be accepted by Tungsten Network**

Issue no 4: Missing Contact Email Address and Contact Name

Scenario below provides an example related to Missing Contact Email Address and Contact Name. Incorrect entry and correct entry will help in understanding to input correct PO no. in the Tungsten Network system.

Incorrect Entry:

Contact name Not available in your invoice file
Contact email address Not available in your invoice file
HP Inc Inc PO number Not available in your invoice file

Invoice submission Result **Will be rejected by Tungsten Network**

Rejection Reason **Invoice file doesn't contain contact name and email address**

Correct Entry:

Contact name John. Paul

Contact email address John.Paul@hp.com

Invoice submission Result **Will be accepted by Tungsten Network**