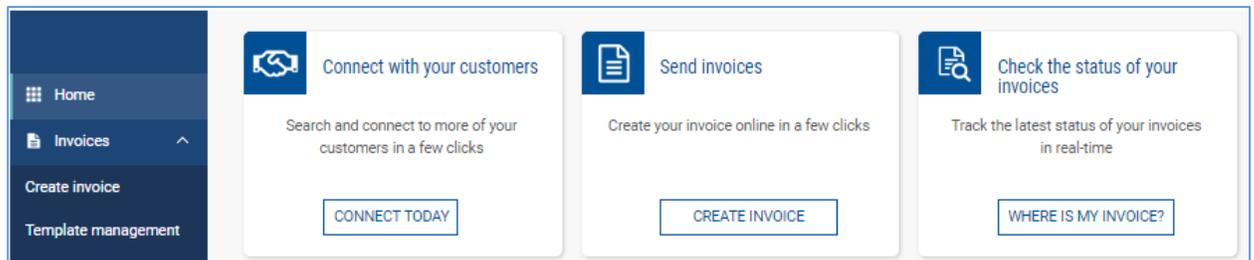


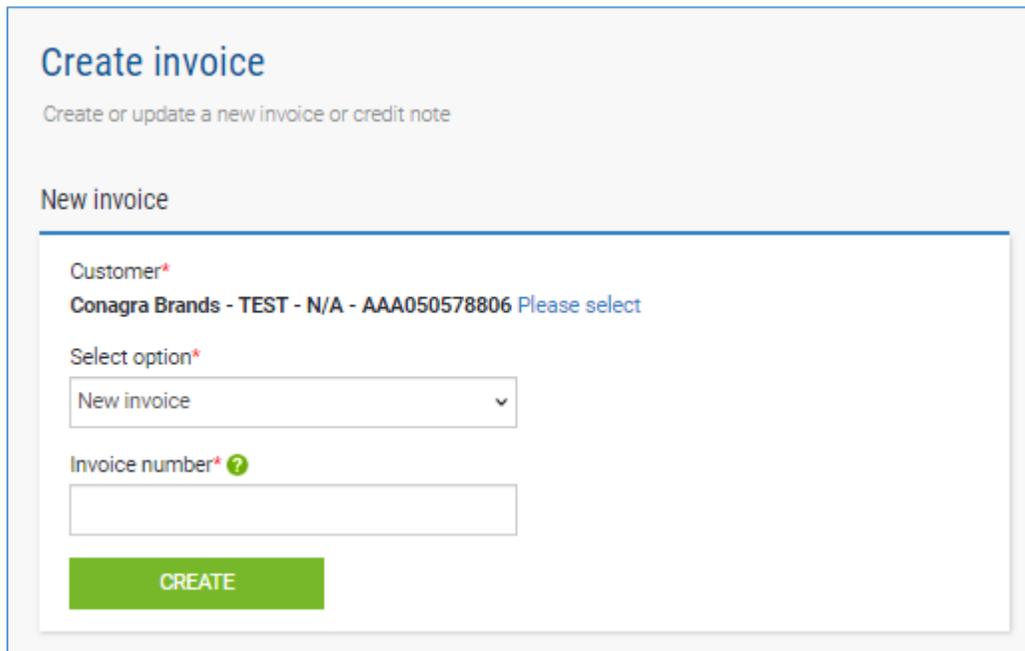
HOW TO ADD UNITS OF MEASURE ON THE TUNGSTEN NETWORK PORTAL

If you are not using the PO convert function to submit your invoices to Conagra you need to ensure when manually entering your invoice data that the details on your invoice match those on your purchase order (if you are submitting against a purchase order). This is particularly important with the unit of measure. This guide will explain how to add Units of measure to the list of those available in your portal dropdown list

1. Log on to your account at www.tungsten-network.com and click Invoicing on the blue ribbon across the top. Then select Create Invoice.



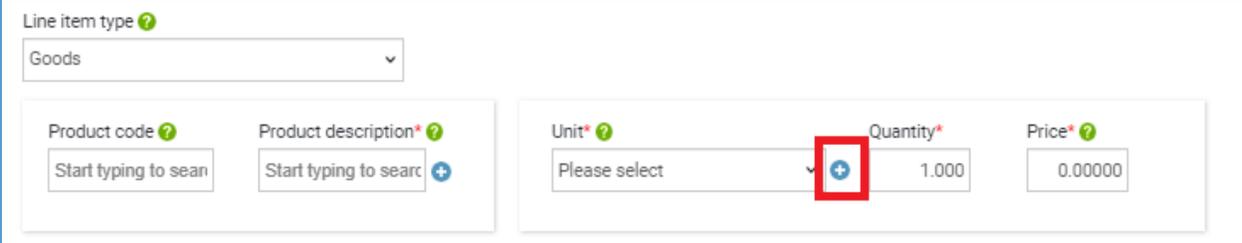
2. Click on customer to select the customer you wish to invoice.
Select document type 'New Invoice' or 'New credit note' as applicable
For this example we will use 'New Invoice'
Enter your document number.
Click Create



The screenshot shows the 'Create invoice' form. At the top, it says 'Create invoice' in blue, followed by the subtitle 'Create or update a new invoice or credit note'. Below this is a section titled 'New invoice' which contains a form with the following fields: 'Customer*' with the value 'Conagra Brands - TEST - N/A - AAA050578806' and a 'Please select' link; 'Select option*' with a dropdown menu showing 'New invoice'; and 'Invoice number*' with a green question mark icon and an empty text input field. At the bottom of the form is a green 'CREATE' button.

- You will now be redirected to enter all your invoice data
When entering a line item you must ensure that the Unit of Measure selected matches the Unit of measure appearing on your Purchase Order. The Unit of Measure you need is not available in your drop down, you can add it.

Click on the blue circle with white cross next to the Unit dropdown

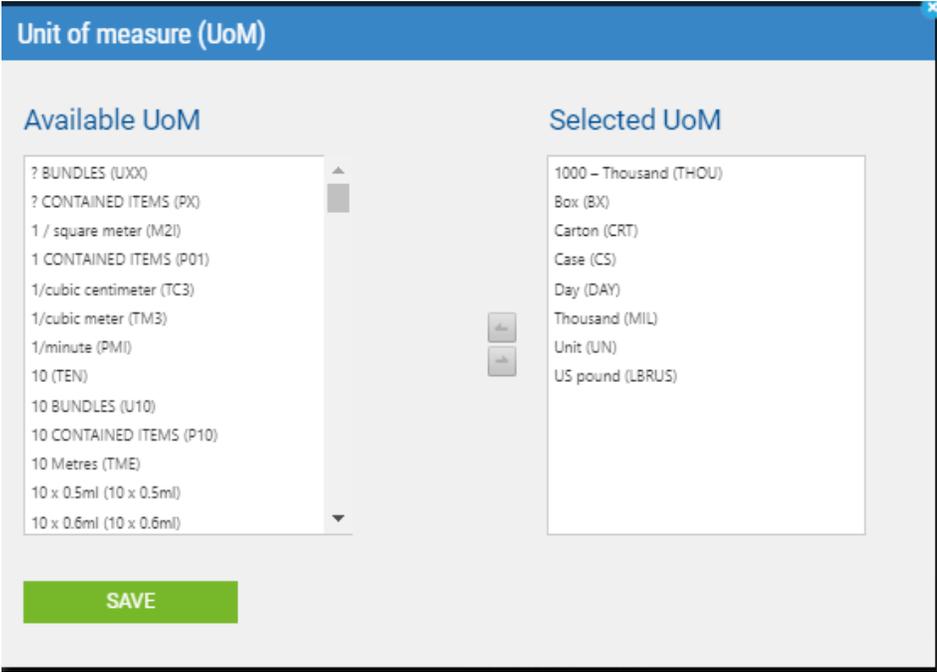


Line item type ?
Goods

Product code ? Start typing to search
Product description* ? Start typing to search +

Unit* ? Please select + Quantity* 1.000 Price* ? 0.00000

In the box which appears “Available UoM” are the Units which are available to use but do not currently appear in the default dropdown. Selected UoM are the Units which currently appear in your default dropdown



Unit of measure (UoM)

Available UoM

- ? BUNDLES (UXX)
- ? CONTAINED ITEMS (PX)
- 1 / square meter (M2I)
- 1 CONTAINED ITEMS (P01)
- 1/cubic centimeter (TC3)
- 1/cubic meter (TM3)
- 1/minute (PMI)
- 10 (TEN)
- 10 BUNDLES (U10)
- 10 CONTAINED ITEMS (P10)
- 10 Metres (TME)
- 10 x 0.5ml (10 x 0.5ml)
- 10 x 0.6ml (10 x 0.6ml)

Selected UoM

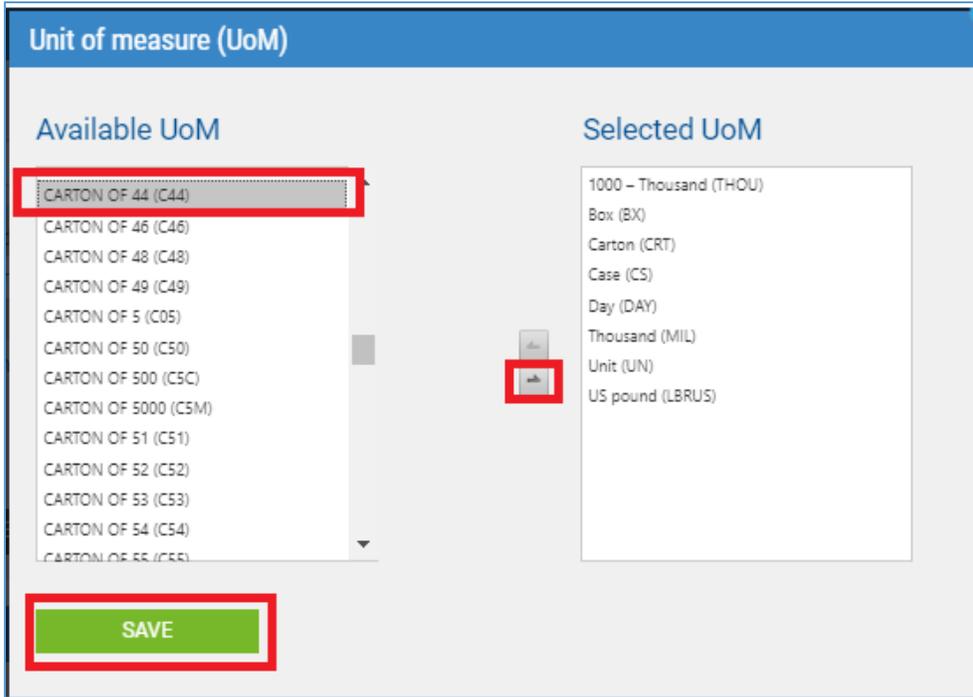
- 1000 - Thousand (THOU)
- Box (BX)
- Carton (CRT)
- Case (CS)
- Day (DAY)
- Thousand (MIL)
- Unit (UN)
- US pound (LBRUS)

SAVE

To add Units of Measure to your default dropdown so you can easily select them in future click on each UoM you require in the list of Available UoM.

Then select the arrow to move it into the Selected UoM List.

When you have added all required UoMs click Save.



Unit of measure (UoM)

Available UoM

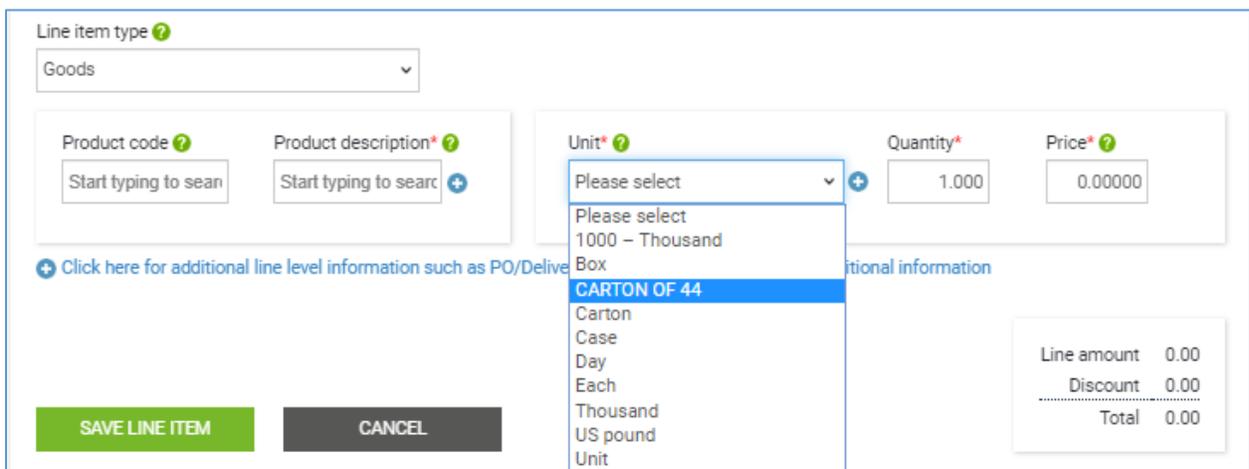
- CARTON OF 44 (C44)
- CARTON OF 46 (C46)
- CARTON OF 48 (C48)
- CARTON OF 49 (C49)
- CARTON OF 5 (C05)
- CARTON OF 50 (C50)
- CARTON OF 500 (C5C)
- CARTON OF 5000 (C5M)
- CARTON OF 51 (C51)
- CARTON OF 52 (C52)
- CARTON OF 53 (C53)
- CARTON OF 54 (C54)
- CARTON OF 55 (C55)

Selected UoM

- 1000 - Thousand (THOU)
- Box (BX)
- Carton (CRT)
- Case (CS)
- Day (DAY)
- Thousand (MIL)
- Unit (UN)
- US pound (LBRUS)

SAVE

The Unit of Measure will now appear in your default dropdown



Line item type ?
Goods

Product code ? Start typing to sear
Product description* ? Start typing to searc +

Unit* ? Please select + Quantity* 1.000 Price* ? 0.00000

+ Click here for additional line level information such as PO/Deliver + Additional information

SAVE LINE ITEM **CANCEL**

Line amount	0.00
Discount	0.00
Total	0.00

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/>