

SUPPLIER REGISTRATION GUIDE

- The Sopra Steria organisation is made up from the following companies:
Sopra Steria Limited
Shared Services Connected Limited (SSCL)
NHS Shared Business Services (NHS SBS)

Please check internally if you have an existing active account with Tungsten Network.

If you don't, you will first need to register an account online.

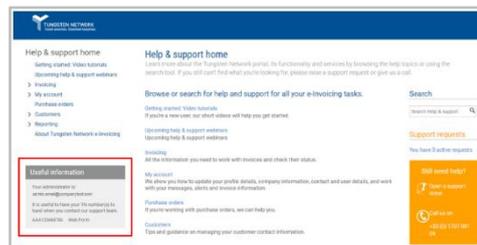
If you do, please proceed directly to step 4.

- Go to Tungsten Network [registration page](#) to start the process and follow the steps.
For a walkthrough of Tungsten Network registration, watch this video tutorial: [How to register for Tungsten Network](#). Please **do not** connect with Sopra Steria at this stage and **ignore** the recommendation to do so in the video tutorial.

- You are now set up with a Web Form account credited with 52 free invoices. (Replenished every year)

- Locate your Tungsten Network number.
You can find your TN account number in the Help & Support section of your account. The Help & Support link can be found on the top right corner of your account homepage.

Your TN number has the following format:
AAAXXXXXXXXX, where "X" is a digit.



- Please provide your TN account number in the Sopra Steria vendor application form in order to proceed with your application.
- Wait for the confirmation email from Sopra Steria that you have been registered as a vendor in their system. Please do not proceed to step 7 before receiving this confirmation.

4) Electronic Invoicing

Sopra Steria does not accept paper invoicing.

In order for you to set up a trading relationship with a Sopra Steria company you must be registered with Tungsten, our electronic invoicing solution partner.

More information at <http://www.tungsten-network.com/sopra-steria/>

You must register with Tungsten and enter your Tungsten Network number below, before continuing with this form.

4.1) * Please provide your Tungsten Network number: (eg. AAA123221321)

Your answer (0/50 characters):

- You are now able to connect with Sopra Steria on Tungsten Network.
[Watch this tutorial](#) for a walkthrough of the Customer Connect process
 - Click on the 'Customers' tab on the main menu and select 'Connect with a customer'
 - In the 'Find your customers' search box, type the name of Sopra Steria entity you are trading with.
 - Once selected you will be directed to a summary page. Click Connect to request the connection.



8. Tungsten Network will contact us to confirm the new connection and you will be automatically notified via email once the connection has been created. Sopra Steria will then configure its systems to identify you as a user of Tungsten Network.

Please do not use Tungsten Network until you receive an email from Sopra Steria confirming that your POs are loaded to your Tungsten Network account and that Sopra Steria is ready to receive invoices.

Following receipt of that email **all future invoices must be sent to Sopra Steria via Tungsten Network; paper invoices will be rejected.**

Need help? Please review the [FAQ section](#) on Tungsten Network website or watch these [useful tutorials](#) for a better insight on the e-invoicing process via Tungsten Network.

If you need assistance during the registration, you can call +44 (0)870 165 7420 or one of the local numbers referenced on tungsten-network.com. Tungsten Network Support team will be able to assist you.