List of fields that must be supplied by a Supplier (in addition to OBE's mandatory list):

Header Level	Comments
Mandatory	
PO Number	Must be a 11 or 12 digit number (see PO Number formatting sheet) based on the BT Entity you invoice to. This number is quoted on your BT Purchase Order. Do not include any special characters or prefix/suffix or version numbers For invoices and credit notes this is strongly preferred **BT does not accept one invoice with separate BT Purchase Orders**
Original Invoice Number	For Credit Notes only
Buyer Contact Name	This is the Buyer/Requestor name quoted on the BT Purchase Order, please enter details in the "Invoice to Contacts" field.
Period of service	Must be the from and to date of period you invoice for. This should be mapped to the description field.
Invoice Date	This must not pre-date the delivery date on your purchase order. Invoice date cannot be a future date.
Invoice description	Details of the high level supply to be provided in the description field.
Line Level	
Mandatory	
Unit Price	Buyer mandate for the Unit Price to be identical to that quoted on the Goods Purchase Order. This will enable us to automatch your invoice for payment.
Quantity	Buyer mandate for the quantity provided in the invoice to be identical to that quoted on the Goods Purchase Order. This will enable us to automatch your invoice for payment.

PO Line Number, on PO "Line Number", see screenshot on second tab	This is MANDATORY for GOODS' suppliers and for SERVICE' suppliers too. Must match that of the PO line number (e.g. 1, 2, 3, etc.) as confirmed on your Buyer Purchase Order. This is applicable for all invoices, including single line invoices.
Line item amount (Unit price and Net Total)	Net total must equal sum of Unit price x Quantity
Service Amount	Buyer mandate for the Net amount of invoice per line provided in the invoice to be identical to that quoted on the Service Purchase Order. This will enable us to automatch your invoice for payment. No tolerances on invoice lines. Values must be exact.
VAT Total	Must match VAT at total level, please ensure you apply the correct VAT rate.
Preferred	
Unit of measure	Buyer would prefer for the Unit of Measure to be identical to that provided in the Purchase Order. This will enable us to automatch your invoice for payment.
Backup information	

All information are **mandatory** which are not part of the OBE's mandatory list and not requested on Header and Line level has to be populate to the Buyer entity via Attachment. They need to be uploaded during the submission of your invoice in section "Additional information Attachments":
Number of attachments allowed - 5
Maximum file upload size - 12 MB
Attachment extensions allowed:
odp, otp, sti, sxi, odg, otg, std, sxd, odt, ott, stw, sxw, ods, ots, stc, sxc, doc, docx, dot, dotm, dotx, docm, xls, xlsx, xlm, xlt, xlsm, xltx, xltm, xlsb, xlam, csv, ppt, pptx, pot, pptm, potx, potm, pps, ppsx, ppsm, sldx, sldm, txt, rtf, bmp, gif, jpg, jpeg, png, tif, tiff, eml, msg, pdf

Summary Level	
Notes:	

Invoice Best Practise:
Invoice must not be submitted to Buyer until after the "Delivery By" date has passed, or goods or services have been delivered. If the Purchase Order contains the incorrect "Delivery By" date please contact your Buyer/Requestor detailed on the Purchase Order.

Invoice will be rejected if it quotes more than 1 Purchase Order Number

Invoice must not be a duplicate number for the supplier.

If you need any assistance, please contact Tungsten Support by:

- Calling one of the local phone numbers
- Raising a ticket from your Tungsten Network Portal. Please login to raise a support ticket.

List of fields that must be supplied by a Supplier (in addition to OBE's mandatory list):
Buyer's approval of the pdf image required prior to the RTT phase of the process. Upon supplier's approval of the image, please send the pdf to non-uk.einvoice@bt.com (TAT for review and approval is 24 hrs). Once confirmed by Buyer's, please flag the supplier for PO validation and switch on the relationship.