

Web Form SUPPLIER Registration Guide

- 1. Please check internally with your AR department 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.

- 2. Go to [Tungsten Network registration page](#) to start the process and follow the steps.**

For a walkthrough of Tungsten Network registration, check the attached guide:



register-for-tungste
n-network_en.pdf

**Please refer to steps 7 and 8 before starting to invoice your Buyer.*

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

- 4. Locate your Tungsten Network number.**

You can find your TN account number in the **Help& Support** section of your account, located on the top right corner of your account homepage.

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

- 5. Please provide your TN account number (AAAXXXXXXXXX) in the Buyer vendor application form (provided by your Buyer)** in order to proceed with your application.

- 6. It's time to connect with your Buyer on Tungsten Network.**

Watch this tutorial for a walkthrough of the [Customer Connect process](#) and follow the below steps:

- 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 **Buyer** entity you are trading with or their respective Tungsten account number. Please refer to the Xilinx Entities list available on [Xilinx microsite](#) in order to select the correct entity you want to connect with.
- Once selected you will be directed to a summary page. Click 'Connect' to request the connection.

7. Tungsten Network will contact your Buyer to confirm the new connection and you will be automatically notified via email once the connection has been created. **Xilinx Purchasing Department** will then configure its systems to identify you as a user of Tungsten Network.

8. Confirm with Xilinx Purchasing contact that you have been registered as a vendor in their system. Please do not start transacting before receiving this confirmation.

Please note that you should not use Tungsten Network until you receive confirmation that Xilinx is ready to receive invoices.

You can check Xilinx specific requirements [here](#).

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

In case you need any help or clarification:

Please review the [FAQ section](#) on Tungsten Network website or watch the [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)203 318 5177 or one of the local numbers referenced on tungsten-network.com. Tungsten Network Support team will be able to assist you.

