



Dear Business Partner,

Best wishes!

As part of our ongoing effort to streamline the way we do business and to create transparency, we have enabled **Invoice Status Service** for all our suppliers globally.

This service will enable you to check status of all your invoices in one place whether the invoice was submitted electronically via any provider or non-electronic (mail / email), thereby removing the need to contact Upfield's Helpdesk. We have partnered with Tungsten Network to enable this service.

### WHAT ARE THE BENEFITS OF INVOICE STATUS SERVICE?



Simple and Fast



Secured Access



Invoice Status until Payment



24/7 Invoice status



Predictable payments



No chasing payments



Free of cost for our suppliers



Create your reports



View status of global invoices

### WHY IS IT SO IMPORTANT?

As we move into the month of October, Upfield Helpdesk will phase out support for handling 'Invoice status' queries. We strongly recommend that you register to the Invoice Status Service.

### HOW CAN I REGISTER?

#### **Are you already submitting invoices via Tungsten?**

Great! This service is already enabled for you.

#### **Are you NEW to Tungsten?**

Don't worry! All you need to do is register yourself on Tungsten Network, send us a connection request and you're ready to use. Click [here](#) for more details.

Even if your country does not allow electronic invoicing or you use another provider to submit invoice, you can still register to access Invoice Status service without any cost.

## WHERE CAN I FIND MORE INFORMATION?

### Look for training support:

- [Simple guide to register on Tungsten](#)
- [How to register on Tungsten? \(video\)](#)
- [How to connect with Upfield on Tungsten? \(video\)](#)
- [How to view the status of your invoice? \(video\)](#)
- [How to run reports? \(video\)](#)
- [How to get help and support on Tungsten? \(video\)](#)

[Here](#) are some essential details to consider when transacting with Upfield.

Thank you for your collaboration and support in making Invoice Status Service; a primary source to check status of your invoices.