

## UK Tungsten Operating Manual

### Please be aware:

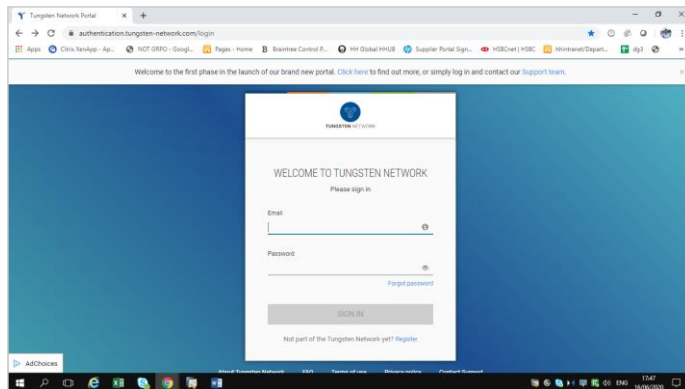
A PO will only be available in Tungsten when the HHG Buyer marks it “Delivered in HHub”

### Invoices automatically reject when:

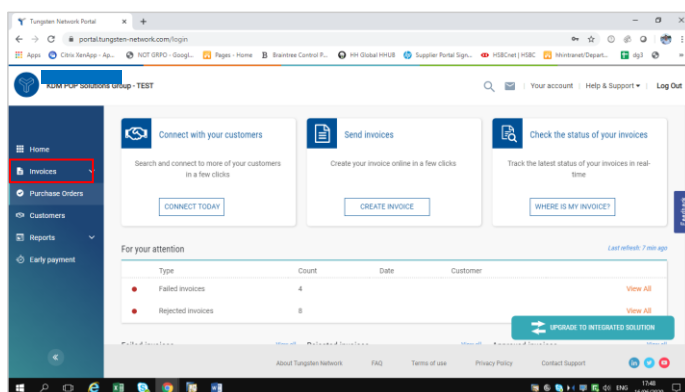
- The payment term, currency or billing entity differ across PO's (consolidated invoice)
- PO line numbers are not added to each PO line
- PO numbers are not input exactly (*case sensitive*) as provided
- Early Settlement Discount wording is not added (not applicable to ESD exempt suppliers)

### Please follow this step-by-step to guide you through the portal:

1. Enter your email and password:



2. To review your available POs, go to Purchase Orders:



3. You can review if one single PO is available for your Invoice by doing the following:
  - i. Customer field: select HH Associates Ltd
  - ii. Input PO (UKP+7Digits)
  - iii. Select PO date range: 12 Months (recommended)
  - iv. Click Get MY POs

## Purchase orders (POs)

Review your purchase orders(POs).

### Criteria

Customer  
HH Associates Ltd - TEST - AAA195787833

PO number  
UKP2335175

Status  
Please select [PO status definitions](#)

PO conversion status  
All

Select PO date range  
Last 12 months

**GET MY POs**

- 4. You can review all your available POs by doing the following:
  - i. HH Associates Ltd
  - ii. Select PO date range: 12 Months (recommended)
  - iii. Click Get MY POs

### Purchase orders (POs)

Review your purchase orders(POs).

#### Criteria

Customer  
HH Associates Ltd - TEST - AAA195787833

PO number

Status  
Please select [PO status definitions](#)

PO conversion status  
All

Select PO date range  
Last 12 months

**GET MY POs**

- Once you get your PO or POs, review all the ones that have status new (click on plus sign) and if you are ok then click on accept.

Active purchase orders

Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines	Invoices	Net value	Delivery Method
	UKP2335175	10/09/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 5801	1	1	-	Pre
	UKP2328563	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 10000	1	0	-	Pre
	UKP2326287	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 14770	1	0	-	Pre
	UKP2333664	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 1	1	0	-	Pre
	UKP2334794	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 9147	1	0	-	Pre
	UKP02309625	26/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 45	2	2	-	Pre
	UKP2220821	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 5000	1	5	-	Pre
	UKP2224856-2	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 100	1	2	-	Pre
	UKP2224856-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 100	1	1	-	Pre
	UKP2257594-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 140	1	1	-	Pre

Page size: 10 | Displaying page 1 of 3, items 1 to 1

## PO Convert #UKP2328563

Current Status: **Pending**

**PO NUMBER UKP2328563**  
**TN Buyer Number:**  
**AAA195787833**  
**PO Date: 16 March 2020**  
**Currency: Pound Sterling**

**PO FROM**  
 HH Associates Ltd - TEST  
 Grove House, Guildford Rd  
 Leatherhead

**PO TO**  
 Simple Sourcing Ltd \*TEST\*  
 101-135 Kings House, First Floor  
 Kings Road, Brentwood  
 CM14 4DR

**Reference numbers**

**ADDITIONAL INFORMATION**

Local Currency	GBP
PO Vendor Number	SBROW0001
Purchase Order Ref.	STD
Document subtype	I
Payment Ref.	90 days Doc. Date
Buyer Tax Registration Num.	N/A

- ACCEPT PO
- REJECT PO
- ARCHIVE PO
- PREVIEW
- BACK

6. Once you accept the PO, select the one you want to invoice (just one PO)

Active purchase orders

Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines	Invoices	Net value	Delivery Method
<input checked="" type="checkbox"/>	UKP2335175	10/09/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 5801	1	1	-	Pre
<input type="checkbox"/>	UKP2328563	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 10000	1	0	-	Pre
<input type="checkbox"/>	UKP2326287	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 14770	1	0	-	Pre
<input type="checkbox"/>	UKP2333664	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 1	1	0	-	Pre
<input type="checkbox"/>	UKP2334794	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 9147	1	0	-	Pre
<input type="checkbox"/>	UKP02309625	26/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 45	2	2	-	Pre
<input type="checkbox"/>	UKP2220821	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 5000	1	5	-	Pre
<input type="checkbox"/>	UKP2224856-2	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 100	1	2	-	Pre
<input type="checkbox"/>	UKP2224856-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 100	1	1	-	Pre
<input type="checkbox"/>	UKP2257534-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 140	1	1	-	Pre

Page size: 10 | Displaying page 1 of 3, items 1 to 1

7. Click on Convert PO:

PO has been accepted

Current Status: **Accepted**

**PO FROM**  
HH Associates Ltd - TEST  
Grove House, Guildford Rd  
Leatherhead

**PO TO**

**Reference numbers**

**PO NUMBER UKP2328563**  
TN Buyer Number:  
AAA195787833  
PO Date: 16 March 2020  
Currency: Pound Sterling

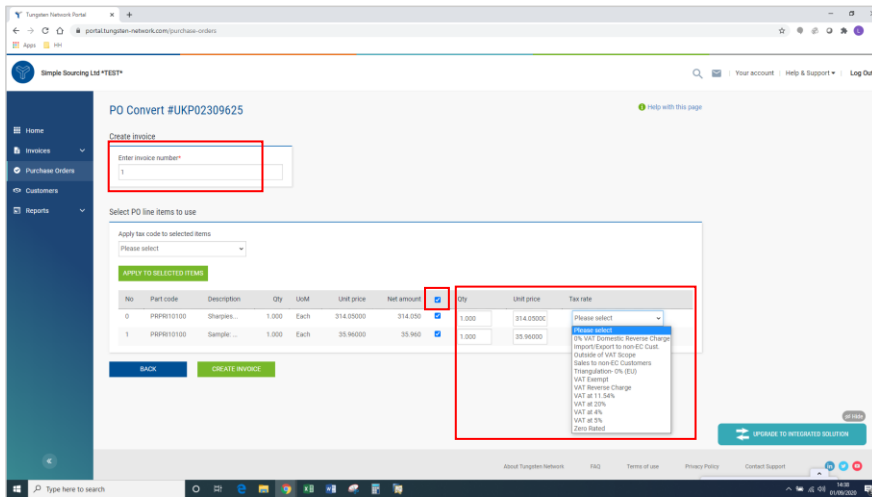
**ADDITIONAL INFORMATION**

Local Currency	GBP
PO Vendor Number	SBROW0001
Purchase Order Ref.	STD
Document subtype	I
Payment Ref.	90 days Doc. Date
Buyer Tax Registration Num.	N/A

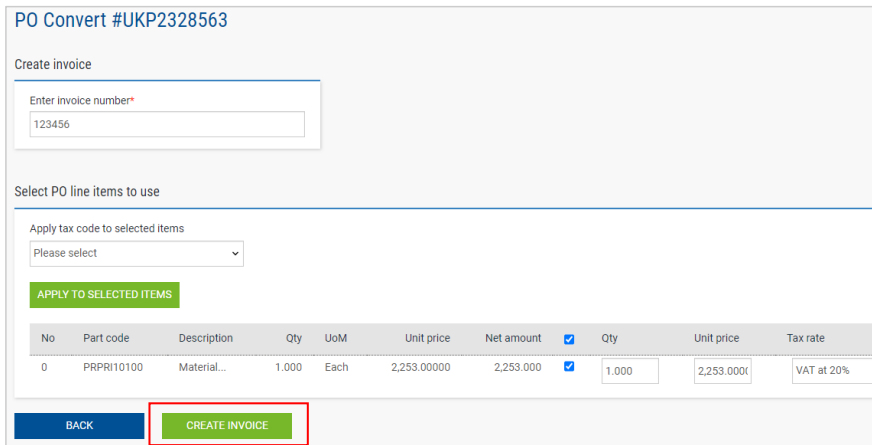
REJECT PO
ARCHIVE PO
CONVERT PO
PREVIEW
BACK

- Enter your invoice number and tick on the empty box next to Net Amount. Ensure the correct quantity and unit price are inputted, and select the correct tax code from the drop down;

**Commented [JG1]:** Introduzca el número de factura y haga click en la caja vacía que se encuentra junto a la Cantidad Neta. Asegúrese de introducir los datos correctos de Cantidad y Precio Unitario, y seleccione el código de VAT correcto del menú desplegable.



- Once you complete step 8, click on create Invoice:



10. A page with invoice summary should be display as below, click on Confirm:

PO Convert #UKP2335175 Help with this page

Create invoice

Invoice number  
123456

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
0	Online S...	1,000	Each	3,630.55000	20.00	726.11	3,630.55	4,356.66

Summary

No. of lines	1
Sub total	GBP 3,630.55
Total tax	GBP 726.11
Net total	GBP 4,356.66

[BACK](#) [CONFIRM](#)

11. A page with invoice details should be displayed. Review that the amount is correct. Note even if you input a payment date & advanced payment date, this is not valid information that will be taken into our accounting system.

12. Make sure you add a 'tax point date' and a 'delivery date' as these are mandatory fields. These are not taken into our accounting system, so please select as per your own process

a. Note: invoices cannot be backdated more than 7 days

Invoice #: 123456 Help with this page  
[How to create an invoice](#)

Your details

Your name

Your tel

Your email

Sending goods from a different address than the invoice address?  
No - They're the same

Who you are invoicing

Name  HH Associates Ltd - TEST  
Grove House, Guildford Rd  
Leatherhead  
KT22 9DF  
UNITED KINGDOM

Tel

Email

Sending goods to a different address than the invoice address?  
No - They're the same

Click here for additional header fields such as Delivery/GRN number, Cost centre etc

Invoice details

Invoice number\*  
123456

Document type  
Invoice

Invoice date\*  
21/09/2020

Tax point date\*

Advance payment date

Payment due date

Delivery date\*

Currency\*  
Pound Sterling

Purchase order (PO) number  
UKP2335175

13. If you are on the Early Settlement Discount (ESD) scheme, please ensure in the 'Payment Terms' section of the invoice, you have entered the following wording replacing the 'X' and 'Y' with the details relevant to your ESD agreement. Invoices without this wording will be rejected.

*"A discount of X% of the full price applies if the payment is made within Y days of the invoice date. No credit note will be issued. Following payment you must ensure you have only recovered the VAT actually paid"*

Please note that if your PO does **not** indicate ESD terms, you should leave the below field **blank**, otherwise your invoice will be rejected. PO terms can be viewed in the Tungsten portal – simply open the PO in the portal, if you do not see 'ESD' anywhere, the wording is not required.

**Payment terms**

Early payment discount ?

No discount for early payment

Apply a discount for early payment

Late payment conditions ?

Payment terms ?

A discount of X% of the full price applies if the payment is made within Y days of the invoice date. No credit note will be issued. Following payment you must ensure you have only recovered the VAT actually paid

14. If your invoice is just for one PO and you are ok, then click on SEND at the bottom of the form.

Summary

		Invoice (£)
Total net		3,630.55
Total tax		726.11
		<a href="#">Undo changes</a>
Total gross		4,356.66

[SAVE AS TEMPLATE](#) [SAVE](#) [PREVIEW](#) [SEND](#)

15. If your invoice is for multiple POs, go to invoice items, and click on ADD



**Who you are invoicing**

Name ✔  
 HH Associates Ltd - TEST  
 Grove House, Galford Rd  
 Leatherhead  
 KT22 9DF  
 UNITED KINGDOM

Tel

Email

Sending goods to a different address than the invoice address?  
 No - They're the same ✔

[Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)

Advance payment date ✔

Payment due date ✔

Delivery date\* ✔

Currency\* ✔

Purchase order (PO) number ✔

**Invoice items**

Item	Quantity / Unit	Price	Line amount	Total		
01	PRPRI10100 - Online Sim Packs Daily Mailing: For Online Sim Packs Daily Mailing	1 / Each	3,630.55000	3,630.55	4,356.66	✕ 🔄

ADD

**16. Fill in the form as shown below:**

- i. Line Item Type (goods)
- ii. Product Code: you could input your own or PRPRI10100
- iii. Product Description: you could input your description or the one that is in the PO
- iv. Unit: Each
- v. Quantity: Match the PO line amount quantity
- vi. Tax type: select the correct tax code for your invoice
- vii. Price: **net of the PO (if tax is applicable), gross of PO if no tax is applicable** Tax value will calculate automatically based on tax code selected.

Commented [JG2]: Debe coincidir con la cantidad de la línea de PO

When you finish click on the plus sign for more options

Line item type ✔

Product code ✔

Product description\* ✔

Unit\* ✔

Quantity\* ✔

Price\* ✔

Tax type\* ✔

Tax amount ✔

**17. Click the below to open up the PO detail and input your PO number and PO line number (you could find it in purchase order review). Your invoice will be rejected without this information.**

+ Click here for additional line level information such as PO/Delivery details, discounts, and other additional information

[Click here for additional line level information such as PO/Delivery details, d](#)

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PO number ? 
 PO line number ? 
 Additi

Delivery note number ?

18. When you finish to fill in the data, click on SAVE LINE ITEM

The fields below have been added by your buyer.

GL number ? 
 Cost centre 
 Part category

19. If you need to add more POs repeat steps 15 to 18. When you finish this process all the POs will be shown in Invoice Items.

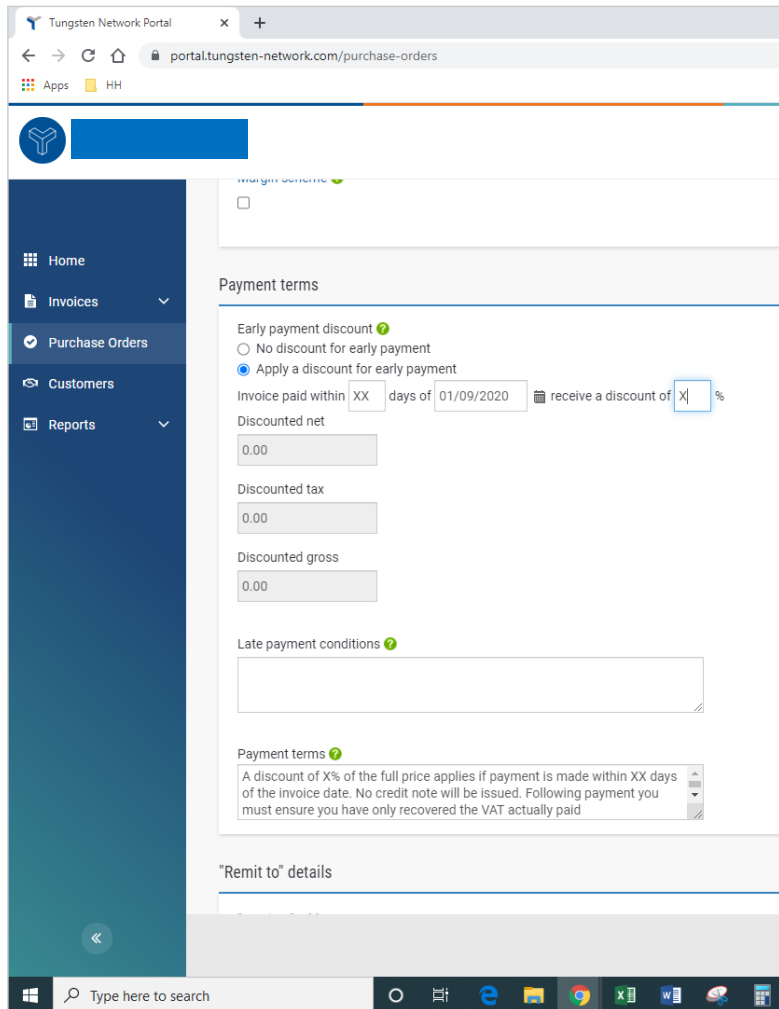
Invoice items

Item	Quantity / Unit	Price	Line amount	Total	
01 PRPRI10100 - Production : For G230060 FLEX Left Overlay Credit Message OCT FY17	1 / Each	3,723.00000	3,723.00	3,723.00	<input type="checkbox"/> <input type="checkbox"/>
02 PRPRI10100 - Materials	1 / Each	25.00000	25.00	25.00	<input type="checkbox"/> <input type="checkbox"/>

Invoice saved

20. If you are on the Early Settlement Discount (ESD) scheme, please ensure in the 'Payment Terms' section of the invoice, you have entered the following wording replacing the 'X' with the details relevant to your ESD agreement. Invoices without this wording will be rejected.

*"A discount of X% of the full price applies if the payment is made within Y days of the invoice date. No credit note will be issued. Following payment you must ensure you have only recovered the VAT actually paid"*

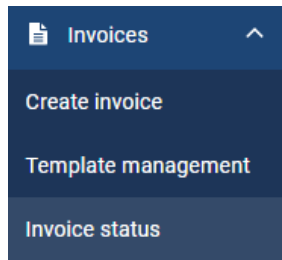


**21. If you are OK, then repeat step 13**

Once you have clicked 'send' on your invoice it will go through a two-stage validation process

- The first will be within the Tungsten portal confirming that the PO references you have used are valid and the invoice and PO values match
  - Note: you cannot partially invoice against POs. POs must be fully utilized against an invoice
  - You can have multiple POs per invoice, but not multiple invoices per PO.

- Once the invoice has cleared Tungsten it will be sent to HH Global for a second validation
- You can monitor the progress of your invoice via 'invoice status':












Click on the page symbol under 'view details' against your invoice

Document type	Document number	Document date	Customer	Amount	Submission date	Latest update	Status	View details	
Invoice	FIS20200916_0057	15/09/2020	HH Associates Ltd - TEST	4356.66	16/09/2020	16/09/2020	Received		<input type="checkbox"/>
Invoice	FIS20200910_0355	10/09/2020	HH Associates Ltd - TEST	4356.66	16/09/2020	16/09/2020	Received		<input type="checkbox"/>
Invoice	FISINV16072007	28/07/2020	HH Associates Ltd - TEST	1374.83	28/07/2020	29/07/2020	Delivered		<input type="checkbox"/>
Invoice	INV202002	28/07/2020	HH Associates Ltd - TEST	2160.00	28/07/2020	28/07/2020	Delivered		<input type="checkbox"/>
Invoice	INV202003	28/07/2020	HH Associates Ltd - TEST	5850.00	28/07/2020	28/07/2020	Failed		<input type="checkbox"/>
Invoice	FISINV16072005	27/07/2020	HH Associates Ltd - TEST	21.95	27/07/2020	28/07/2020	Delivered		<input type="checkbox"/>
Invoice	FISINV16072006	28/07/2020	HH Associates Ltd - TEST	2332.62	28/07/2020	28/07/2020	Failed		<input type="checkbox"/>
Invoice	FISINV16072003	16/07/2020	HH Associates Ltd - TEST	1374.83	27/07/2020	27/07/2020	Failed		<input type="checkbox"/>
Invoice	FISINV16072004	27/07/2020	HH Associates Ltd - TEST	2160.00	27/07/2020	27/07/2020	Failed		<input type="checkbox"/>
Invoice	FISINV16072001	16/07/2020	HH Associates Ltd - TEST	2332.62	27/07/2020	27/07/2020	Failed		<input type="checkbox"/>

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The workflow status on the right hand side will advise when your invoice has been accepted by Tungsten, and then approved by HH Global. Only once an invoice is in 'approved' status has it been accepted by HH Global and is awaiting payment.

Once payment is made, a message will be sent to the Tungsten system updating this screen with 'paid' and a payment due date.

TEST0078		Invoice		The workflow	
<b>From</b> 	<b>To</b> HH Associates Ltd - TEST Grove House, Guildford Rd  Leatherhead KT22 9DF	<b>Document date</b> 07 July 2020  <b>Submission date</b> 07 July 2020  <b>Transaction number</b> AAA000194451468  <b>PO number</b> UKP2172874-1	<b>Attachments</b> AAA000194451468.pdf 		HH Associates Ltd - TEST shares invoice status information with Tungsten Network. Your invoice will move through the following steps.  With Tungsten Network : Invoice delivery status  <b>Sent</b> Your invoice is waiting to be processed.  <b>Accepted</b> Tungsten Network has processed your invoice and it has passed validation.  <b>Delivered</b> Tungsten Network has made your invoice available for collection by your customer.  With HH Associates Ltd - TEST : Invoice processing status  <b>Received</b> Your customer has collected your invoice and entered it into their system.  <b>Approved</b> Your customer has approved payment of your invoice.  <b>Paid</b> Your customer has paid your invoice.
<b>Status:</b>  <b>Approved</b> Your customer has approved this document.  <b>Comment</b> The invoice has approved and waiting to be paid.		<b>Status date:</b> 08 July 2020  <b>Payment due date</b> No payment due date at this time.		Total with tax £ 312.00  If your invoice fails to reach the next	