

UK Tungsten Operating Manual

Please be aware:

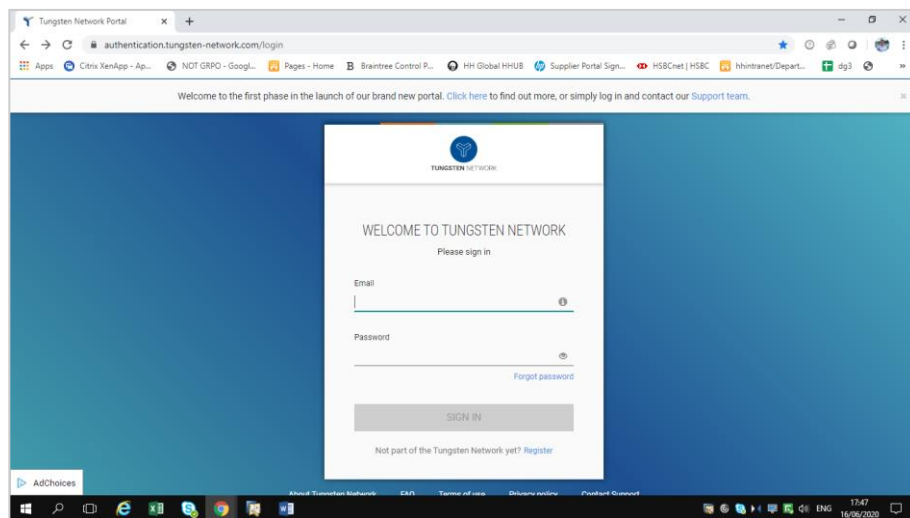
A PO will only be available in Tungsten when the HHG Buyer marks it “Delivered in HHub”

Invoices automatically reject when:

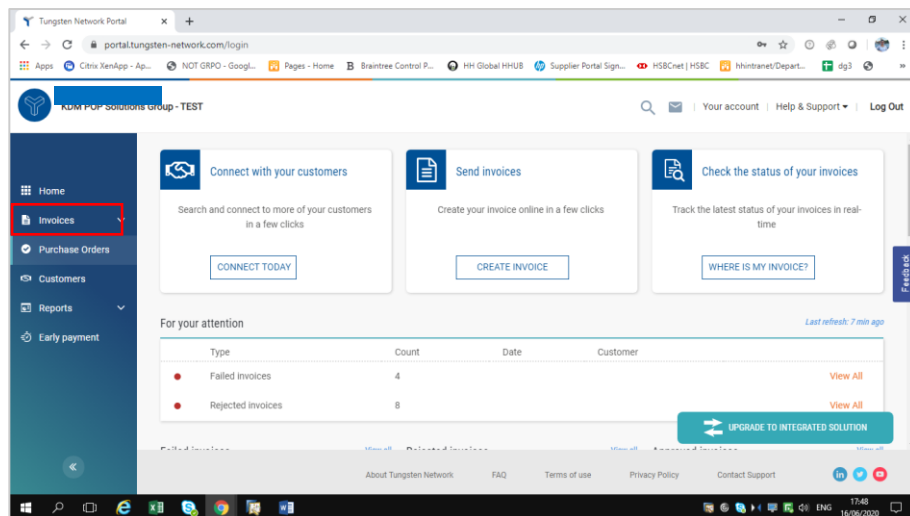
- The payment term, currency or billing entity differ across PO's (consolidated invoice)
- PO line numbers are not added to each PO line
- PO numbers are not input exactly (*case sensitive*) as provided
- Early Settlement Discount wording is not added (not applicable to ESD exempt suppliers)

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	HHHub Qty: 5801	1	1	-	Pre
+	UKP2328563	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 10000	1	0	-	Pre
+	UKP2326287	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 14770	1	0	-	Pre
+	UKP2333664	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 1	1	0	-	Pre
+	UKP2334794	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 9147	1	0	-	Pre
+	UKP02309625	26/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 45	2	2	-	Pre
+	UKP2220821	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 5000	1	5	-	Pre
+	UKP2224856-2	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 100	1	2	-	Pre
+	UKP2224856-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 100	1	1	-	Pre
+	UKP2257534-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 140	1	1	-	Pre

[K](#) [<](#) [1](#) [2](#) [3](#) [>](#) [X](#)

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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
 PO Vendor Number
 Purchase Order Ref.
 Document subtype
 Payment Ref.
 Buyer Tax Registration Num.

GBP
 SBROW0001
 STD
 I
 90 days Doc. Date
 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	HHHub Qty: 5801	1	1	-	Pre
<input type="checkbox"/>	UKP2328563	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 10000	1	0	-	Pre
<input type="checkbox"/>	UKP2326287	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 14770	1	0	-	Pre
<input type="checkbox"/>	UKP233664	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 1	1	0	-	Pre
<input type="checkbox"/>	UKP2334794	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 9147	1	0	-	Pre
<input type="checkbox"/>	UKP02309625	26/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 45	2	2	-	Pre
<input type="checkbox"/>	UKP2220821	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 5000	1	5	-	Pre
<input type="checkbox"/>	UKP2224856-2	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 100	1	2	-	Pre
<input type="checkbox"/>	UKP2224856-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 100	1	1	-	Pre
<input type="checkbox"/>	UKP2257534-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub 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

- Enter your invoice number and tick on the empty box next to Net Amount and select the correct tax code from the drop down:

PO Convert #UKP02309625

Create invoice

Enter invoice number*

1

Select PO line items to use

Apply tax code to selected items

Please select

APPLY TO SELECTED ITEMS

No	Part code	Description	Qty	UoM	Unit price	Net amount		Qty	Unit price	Tax rate
0	PRPRI10100	Sharples...	1.000	Each	314.05000	314.050	<input checked="" type="checkbox"/>	1.000	314.05000	
1	PRPRI10100	Sample...	1.000	Each	35.96000	35.960	<input checked="" type="checkbox"/>	1.000	35.96000	

BACK CREATE INVOICE

UPGRADE TO INTEGRATED SOLUTION

- Once you complete step 9, click on create Invoice:

PO Convert #UKP2328563

Create invoice

Enter invoice number*

123456

Select PO line items to use

Apply tax code to selected items

Please select

APPLY TO SELECTED ITEMS

No	Part code	Description	Qty	UoM	Unit price	Net amount		Qty	Unit price	Tax rate
0	PRPRI10100	Material...	1.000	Each	2,253.00000	2,253.000	<input checked="" type="checkbox"/>	1.000	2,253.00000	VAT at 20%

BACK 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 invo

Your details

Your name

Start typing to search

Your tel

Your email

Sending goods from a different address than the invoice address?

No - They're the same

Who you are invoicing

Name

Start typing to search

Tel

Email

HH Associates Ltd - TEST

Grove House, Guildford Rd

Leatherhead

KT22 9DF

UNITED KINGDOM

Sending goods to a different address than the invoice address?

No - They're the same

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
Undo changes	
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 ⓘ
 ⓘ

Tel

Email

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

Purchase order (PO) number ⓘ
UKP2335175

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	🔗 ⓘ
<div>ADD</div>					

16. Fill in the form as shown below:

- Line Item Type (goods)
- Product Code: you could input your own or PRPRI10100
- Product Description: you could input your description or the one that is in the PO
- Unit: Each
- Quantity: 1
- Tax type: select the correct tax code for your invoice
- 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
- When you finish click on the plus sign for more options

Line item type ⓘ
Goods ⓘ

Product code ⓘ
 ⓘ

Product description ⓘ
 ⓘ

Unit ⓘ
Please select ⓘ

Quantity ⓘ
1.000

Price ⓘ
0.00000

Tax type ⓘ
Please select ⓘ

Tax amount ⓘ
0.00

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](#)

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 checked="" type="checkbox"/> <input checked="" type="checkbox"/>
02 PRPRI10100 - Materials	1 / Each	25.00000	25.00	25.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

☒ Invoice saved

Feedback

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"

Tungsten Network Portal

portal.tungsten-network.com/purchase-orders

Apps HH

Home

Invoices

Purchase Orders

Customers

Reports

margin scheme

Payment terms

Early payment discount ?

☐ No discount for early payment

☒ Apply a discount for early payment

Invoice paid within XX days of 01/09/2020 receive a discount of X %

Discounted net

0.00

Discounted tax

0.00

Discounted gross

0.00

Late payment conditions ?

Payment terms ?

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

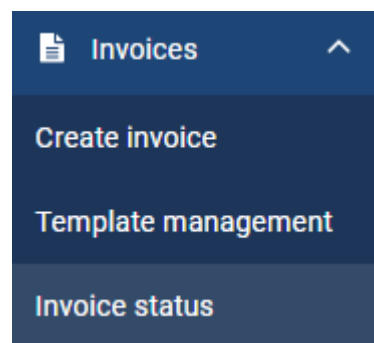
"Remit to" details

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"/>

K < 1 2 3 4 5 > | Page size: 10

Displaying page 1 of 5, Items 1 to 10 of 49


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

From


To
 HH Associates Ltd - TEST
 Grove House, Guildford Rd

 Leatherhead



 KT22 9DF


Document date
 07 July 2020

Submission date
 07 July 2020

Transaction number
 AAA000194451468

PO number
 UKP2172874-1

Attachments
 AAA000194451468.pdf  




Status:
Approved
 Your customer has approved this document.

Comment
 The invoice has approved and waiting to be paid.

Status date:
 08 July 2020

Payment due date
 No payment due date at this time.

Total with tax £ 312.00



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


Sent
 Your invoice is waiting to be processed.


Accepted
 Tungsten Network has processed your invoice and it has passed validation.


Delivered
 Tungsten Network has made your invoice available for collection by your customer.

With HH Associates Ltd - TEST : Invoice processing status


Received
 Your customer has collected your invoice and entered it into their system.


Approved
 Your customer has approved payment of your invoice.


Paid
 Your customer has paid your invoice.

If your invoice fails to reach the next