



**HH GLOBAL**

# **Tungsten Invoicing SOP**

**United States**

LAST UPDATED: 31 DECEMBER 2021

## Overview

This guide reviews how to submit invoices for Purchase Orders (POs) generated in HHub. POs are eligible to be invoiced once they have been marked as *Delivered* in HHub, which is done by the HH Buyer or Procurement Contact on the Enquiry.

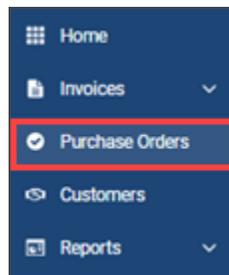
### Please take note of the following electronic invoicing rules:

- Only full Purchase Orders that are marked as delivered in HHub will be sent to the Tungsten Network for payment. No partial Purchase Orders will be sent to the Tungsten Network.
- Consolidated invoices can be processed only if the payment term, currency, and billing entity are identical in your selected Purchase Orders.
- Purchase Order line numbers should be added in each Purchase Order line for single and consolidated invoices.
- Purchase Order numbers must be input verbatim to avoid rejections.
- Invoices must be raised for the complete amount of the Purchase Order(s). Partial amounts will be rejected.

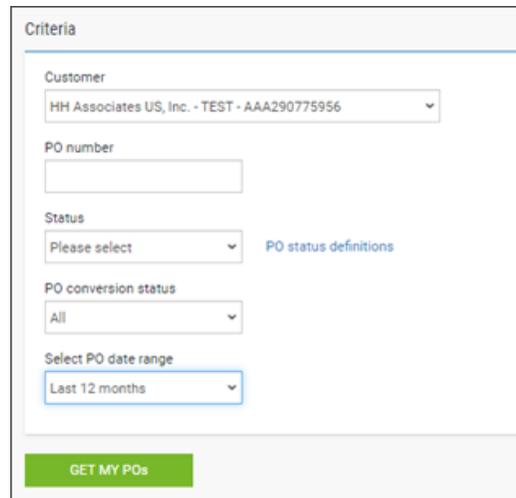
## Procedure

To submit an invoice for a Purchase Order in Tungsten:

1. Log in to Tungsten and click on **Purchase Orders** in the navigation bar to review your available POs.



- In the *Criteria* section, select **HH Associates US, Inc - 98-0532401 - AAA286339486** from the *Customer* dropdown menu.



The screenshot shows a 'Criteria' search form with the following fields:

- Customer:** A dropdown menu with the selected value 'HH Associates US, Inc. - TEST - AAA290775956'.
- PO number:** An empty text input field.
- Status:** A dropdown menu with 'Please select' and a link to 'PO status definitions'.
- PO conversion status:** A dropdown menu with 'All' selected.
- Select PO date range:** A dropdown menu with 'Last 12 months' selected.

A green button labeled 'GET MY POs' is located at the bottom of the form.

- Under the *Select PO date range* field, select **Last 12 Months**.
- Click the **Get my POs** button.

**Important:** If your PO Number does not display after searching with these criteria, it is most likely because the associated PO has not yet been marked *Delivered* in HHub. To correct this, contact your HH Global Buyer or the Procurement Contact on the Enquiry so that they can mark the PO as Delivered. If you attempt to submit the invoice manually without completing this step, the system will reject the invoice.

- A list of Purchase Orders meeting the search criteria will generate. Click on the **Plus (+)** button next to the PO Number to invoice.

Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines	Invoices	Net value	Delivery Method	
<a href="#">+</a>	USP2497875	12/1/2021	HH Associates US, Inc. - TEST	AAA290775956	Accepted	0	HHub Qty: 50	1	1	19.00	-	<a href="#">Prev</a>
<a href="#">+</a>	USP2481279	12/1/2021	HH Associates US, Inc. - TEST	AAA290775956	Pending	0	HHub Qty: 15	3	0	558.25	-	<a href="#">Prev</a>
<a href="#">+</a>	USP2479640	12/1/2021	HH Associates US, Inc. - TEST	AAA290775956	New	0	HHub Qty: 10	2	0	319.00	-	<a href="#">Prev</a>
<a href="#">+</a>	USP2479633	12/1/2021	HH Associates US, Inc. - TEST	AAA290775956	New	0	HHub Qty: 10	2	0	319.00	-	<a href="#">Prev</a>
<a href="#">+</a>	USP2481128	12/1/2021	HH Associates US, Inc. - TEST	AAA290775956	New	0	HHub Qty: 10	1	0	159.50	-	<a href="#">Prev</a>
<a href="#">+</a>	USP2479629	12/1/2021	HH Associates US, Inc. - TEST	AAA290775956	New	0	HHub Qty: 10	2	0	319.00	-	<a href="#">Prev</a>
<a href="#">+</a>	USP2476794	12/1/2021	HH Associates US, Inc. - TEST	AAA290775956	New	0	HHub Qty: 6	1	0	95.70	-	<a href="#">Prev</a>
<a href="#">+</a>	USP2479595	12/1/2021	HH Associates US, Inc. - TEST	AAA290775956	New	0	HHub Qty: 10	2	0	319.00	-	<a href="#">Prev</a>
<a href="#">+</a>	USP2477237	12/1/2021	HH Associates US, Inc. - TEST	AAA290775956	New	0	HHub Qty: 5	2	0	111.65	-	<a href="#">Prev</a>
<a href="#">+</a>	USP2475322	12/1/2021	HH Associates US, Inc. - TEST	AAA290775956	New	0	HHub Qty: 25	1	0	398.75	-	<a href="#">Prev</a>

[K](#) [<](#) [1](#) [2](#) [3](#) [>](#) [>](#) Page size:  Displaying page 1 of 3, items 1 to 1

[ACCEPT PO](#) [REJECT PO](#) [ARCHIVE PO](#)

- If the PO is in *New* status, review the information and then click on the **Accept PO** button to move the PO to *Accepted* status.

**PO Convert #USP2479640** Help with this page

Current Status: **Pending**

**PO NUMBER USP2479640**  
TN Buyer Number:  
AAA290775956  
PO Date: 20 February 2020  
Currency: US Dollar

<b>PO FROM</b> HH Associates US, Inc. - TEST 520 Lake Cook Road Suite 680 Deerfield IL	<b>PO TO</b> KDM POP Solutions Group - TEST PO Box 639091 Cincinnati OH 45263-9091	<b>Reference numbers</b>
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**ADDITIONAL INFORMATION**

Local Currency	USD
PO Vendor Number	SDIAM0001
Purchase Order Ref.	STD
Document subtype	I
Payment Ref.	ESD 90 days Postina- 60 days 3%

ACCEPT POREJECT POARCHIVE POPREVIEWBACK

- Click on the **Convert PO** button to convert the PO into an invoice.

**Note:** The PO Number to be invoiced **must** be in *Accepted* status. If the PO Number is in *New* status, you must first accept the PO before invoicing it.

PO Convert #USP2479640 Help with this page

PO has been accepted

Current Status: **Accepted**

**PO NUMBER USP2479640**  
TN Buyer Number:  
AAA290775956  
PO Date: 20 February 2020  
Currency: US Dollar

**PO FROM**  
HH Associates US, Inc. - TEST  
520 Lake Cook Road  
Suite 680  
Deerfield  
IL

**PO TO**  
KDM POP Solutions Group - TEST  
PO Box 639091  
Cincinnati  
OH  
45263-9091

**Reference numbers**

**ADDITIONAL INFORMATION**  
Local Currency: USD  
PO Vendor Number: SDIAM0001  
Purchase Order Ref.: STD  
Document subtype: I  
Payment Ref.: FSD 90 days Postinv- 60 days 3%

- In the *Create Invoice* section, enter the **invoice number** to associate with the PO Number.

PO Convert #USP2479640

Create invoice

Enter invoice number\*

9. In the *Select PO line items to use* section, click on the checkbox for the **Net Amount**.

Select PO line items to use

No	Part code	Description	Qty	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price
4	PRPRI10100	20BASFO1...	1.000	Each	159.50000	159.500	<input checked="" type="checkbox"/>	1.000	159.50000
5	PRPRI10100	20BASFO1...	1.000	Each	159.50000	159.500	<input checked="" type="checkbox"/>	1.000	159.50000

BACK CREATE INVOICE

10. Click the **Create Invoice** button.

Select PO line items to use

No	Part code	Description	Qty	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price
4	PRPRI10100	20BASFO1...	1.000	Each	159.50000	159.500	<input checked="" type="checkbox"/>	1.000	159.50000
5	PRPRI10100	20BASFO1...	1.000	Each	159.50000	159.500	<input checked="" type="checkbox"/>	1.000	159.50000

BACK CREATE INVOICE

11. The PO Conversion details will display. Click the **Confirm** button.

PO Convert #USP2479640 [Help with this page](#)

Create invoice

Invoice number  
123456

Line	Description	Qty	UoM	Unit price	Net amount	Gross amount
4	20BASFO1...	1.000	Each	159.50000	159.50	159.50
5	20BASFO1...	1.000	Each	159.50000	159.50	159.50

Summary

No. of lines	2
Sub total	USD 319.00
Total tax	USD 0.00
Net total	USD 319.00

BACK CONFIRM

12. The invoice information page will display. Enter the **Invoice Date** in the *Invoice Details* section.

**Note:** Only the Invoice Date is required for you to input on this screen. Advance Payment Dates or Payment Due Dates entered on this screen will not be accepted into the HH Global accounting system.

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

**Your details**

Your name ?  
 +  
 Your tel   
 Your email

KDM POP Solutions Group - TEST  
 PO Box 639091  
 Cincinnati  
 Ohio  
 45263-9091  
 UNITED STATES  
 Tax payer ID 31-1120563

Are 'Ship from' details the same or different to the 'Invoice from' details? Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.  
 ?

**Invoice details**

Invoice number\*  
123456 🔍

Document type  
Invoice

Invoice date\* ?  
 📅

Advance payment date ?  
 📅

Payment due date ?  
 📅

Delivery date ?  
 📅

Currency\* ?  
 ▼

Purchase order (PO) number ?

**Who you are invoicing**

Name ?  
 +

Tel   
 Email

HH Associates US, Inc. - TEST  
 520 Lake Cook Road  
 Suite 680  
 Deerfield  
 Illinois  
 60015  
 UNITED STATES

Are 'Ship to' details the same or different to the 'Invoice to' details? Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.  
 ?

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

**Invoice items**

Item	Quantity / Unit	Price	Line amount	Total
01 PRPRI10100 - 20BASFO120VAULT0446-Vault Johnson Big J Heavy Duty 25' Measuring	1 / Each	159.50000	159.50	159.50

13. To submit an invoice for multiple PO Numbers, follow the procedure in the [Multiple POs](#) section below. Otherwise, proceed to step 14 to invoice a single PO.

14. Review the information on the page to confirm that all invoice details are correct. If so, click the **Send** button.

**Summary**

Invoice (\$)

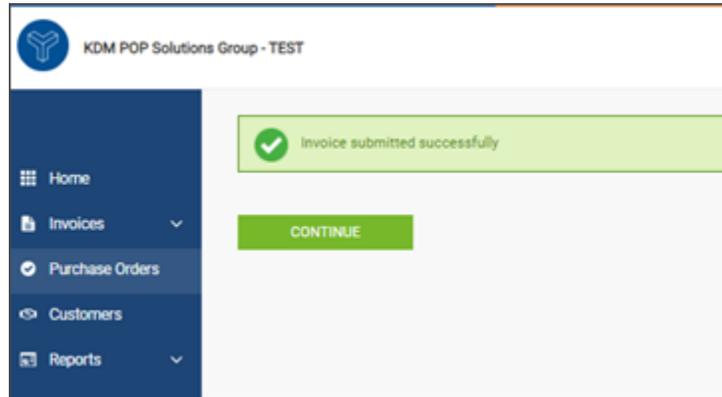
Total net

Total tax

[Undo changes](#)

Total gross

15. A success message will display once the invoice is successfully submitted.



## Submit an Invoice with Multiple PO Numbers

After steps 1-13 from the above procedure are completed, additional POs can be added to a single invoice if necessary.

To submit a PO for multiple PO Numbers:

1. On the invoice information page, click on the **Add** button in the *Invoice Items* section.

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

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**Your details**

Your name <span style="color: green;">?</span>	KDM POP Solutions Group - TEST
<input type="text" value="Start typing to search"/>	PO Box 639091 Cincinnati Ohio 45263-9091 UNITED STATES
Your tel	Tax payer ID 31-1120563
<input type="text"/>	Are 'Ship from' details the same or different to the 'Invoice from' details? Please ensure you enter the correct 'Ship from' details to prevent invoice processing delays.
Your email	<input type="text" value="No - They're the same"/>
<input type="text"/>	

**Invoice details**

Invoice number\*  
123456 ✎

Document type  
Invoice

Invoice date\* ?  
 🗓

Advance payment date ?  
 🗓

Payment due date ?  
 🗓

Delivery date ?  
 🗓

Currency\* ?

Purchase order (PO) number ?

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**Who you are invoicing**

Name <span style="color: green;">?</span>	HH Associates US, Inc. - TEST
<input type="text" value="Start typing to search"/>	520 Lake Cook Road Suite 680 Deerfield Illinois 60015 UNITED STATES
Tel	Are 'Ship to' details the same or different to the 'Invoice to' details? Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.
<input type="text"/>	<input type="text" value="No - They're the same"/>
Email	
<input type="text"/>	

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

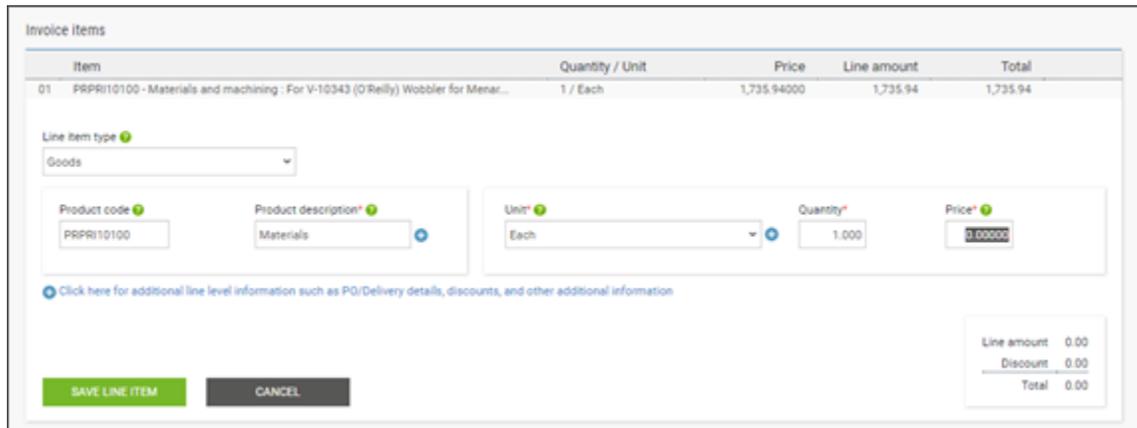
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**Invoice items**

Item	Quantity / Unit	Price	Line amount	Total	
01 PRPRI10100 - 20BASFO120VAULT0446-Vault Johnson Big J Heavy Duty 25' Measuring T...	1 / Each	159.50000	159.50	159.50	<span style="color: gray;">✎</span> <span style="color: gray;">✕</span>
02 PRPRI10100 - 20BASFO120TERF0447-Corkcicle 16 oz Canteen	1 / Each	159.50000	159.50	159.50	<span style="color: gray;">✎</span> <span style="color: gray;">✕</span>

ADD

2. Fill out the necessary details for the additional PO Number:



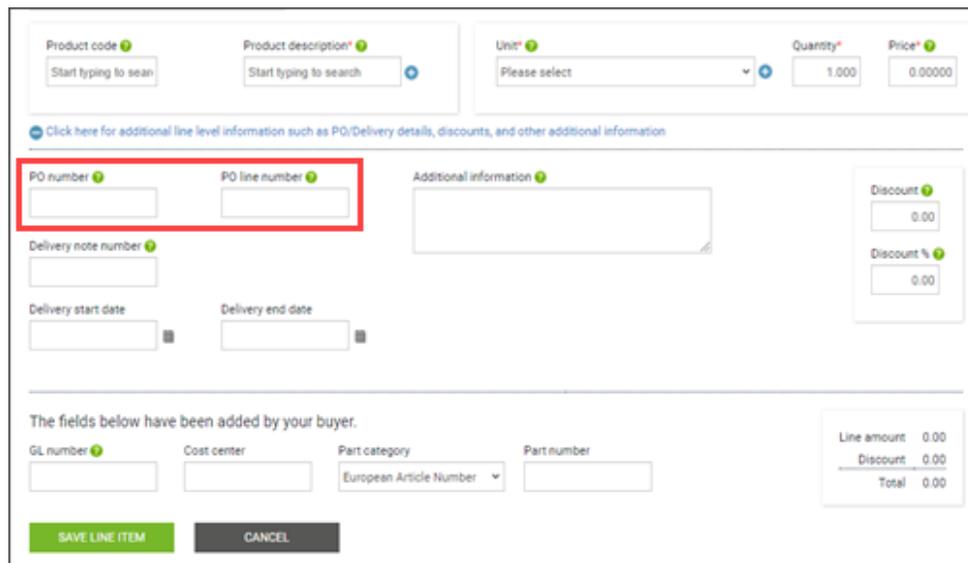
Item	Quantity / Unit	Price	Line amount	Total
01 PRPRI10100 - Materials and machining : For V-10343 (O'Reilly) Wobbler for Menar...	1 / Each	1,735.94000	1,735.94	1,735.94

Line item type: Goods

Product code: PRPRI10100 | Product description: Materials | Unit: Each | Quantity: 1.000 | Price: 0.00000

Line amount: 0.00  
Discount: 0.00  
Total: 0.00

- Under the *Line Item Type* dropdown menu, select **Goods**.
  - In the *Product Code* field, enter your own product code or use the code **PRPRI10100**.
  - In the *Product Description* field, enter your own product description or copy the description listed on the PO in HHub.
  - From the *Unit* dropdown menu, select **Each**.
  - In the *Quantity* field, enter **1**.
  - In the *Price* field, enter the **Total Amount** of the PO.
3. Click on the **Plus (+)** button to enter additional line level information.
4. Enter the **PO Number** and **PO Line Number** for the additional PO being included on the invoice.



Product code: Start typing to search | Product description: Start typing to search | Unit: Please select | Quantity: 1.000 | Price: 0.00000

PO number: [ ] | PO line number: [ ]

Additional information: [ ]

Discount: 0.00 | Discount %: 0.00

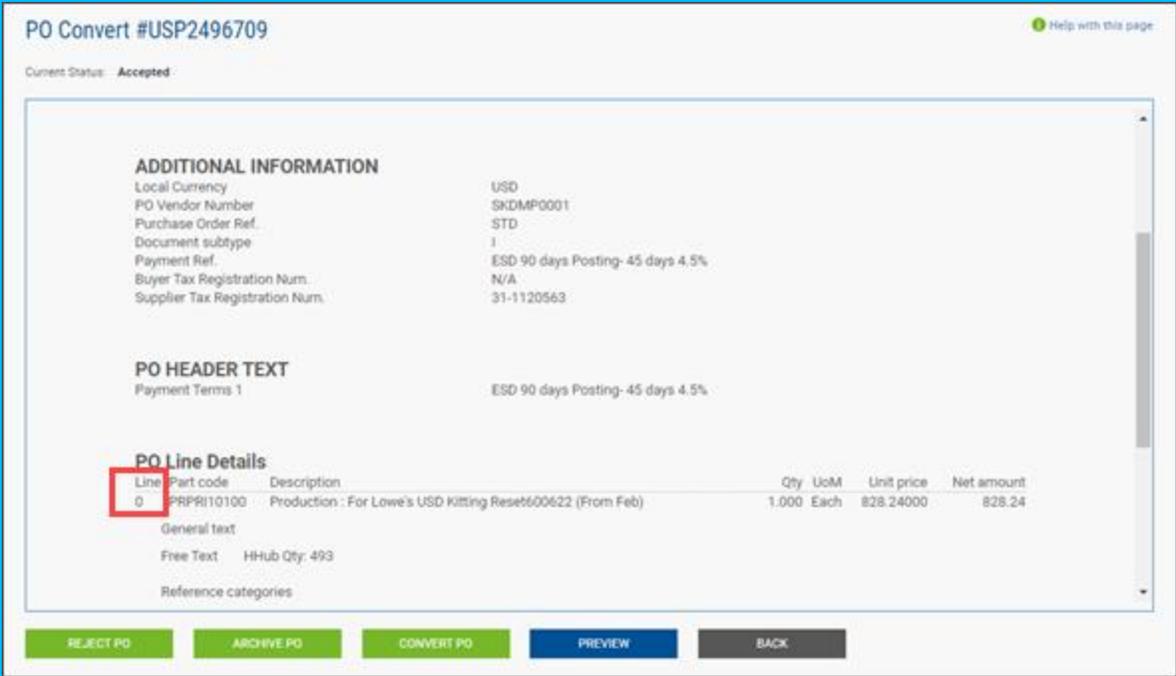
Delivery note number: [ ] | Delivery start date: [ ] | Delivery end date: [ ]

The fields below have been added by your buyer.

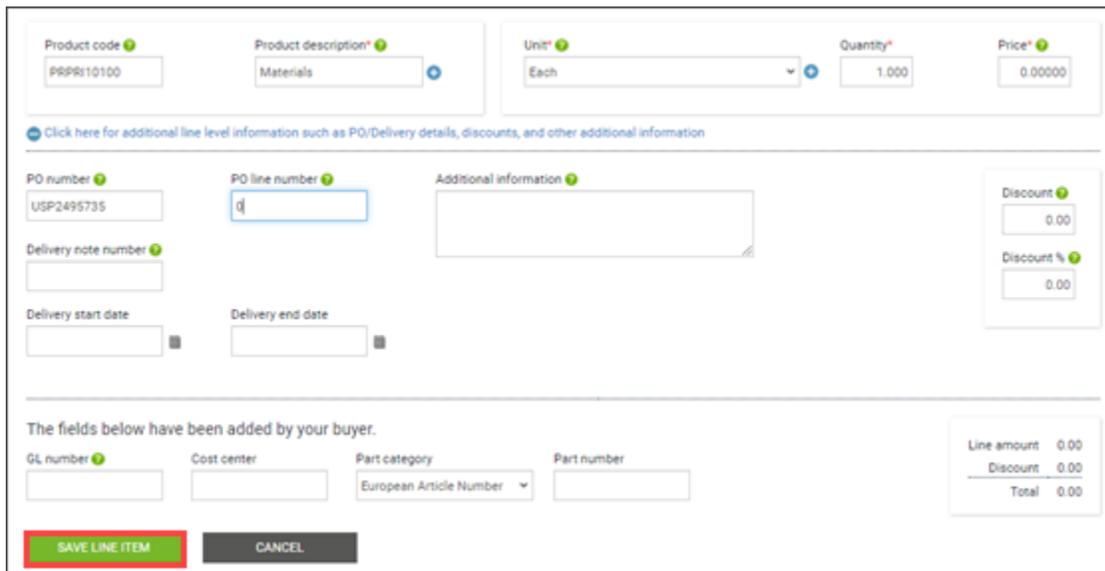
GL number: [ ] | Cost center: [ ] | Part category: European Article Number | Part number: [ ]

Line amount: 0.00  
Discount: 0.00  
Total: 0.00

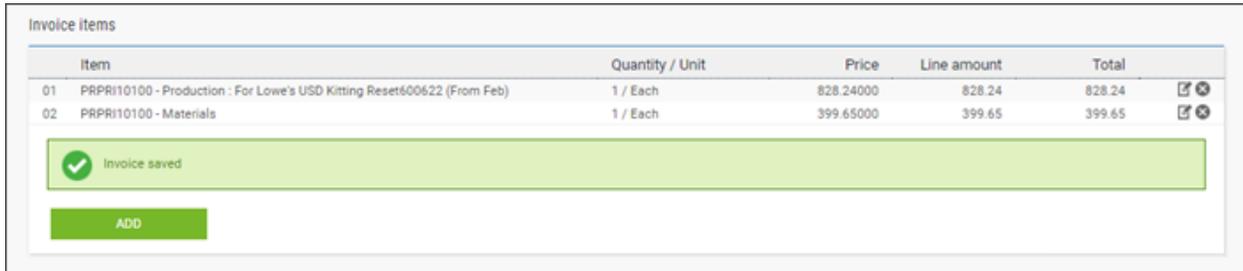
**Note:** The PO Line Number is listed on the *PO Convert* screen (from step 7 above) for each PO listed in Tungsten.



5. When all necessary details for the additional PO are entered click the **Save Line Item** button.

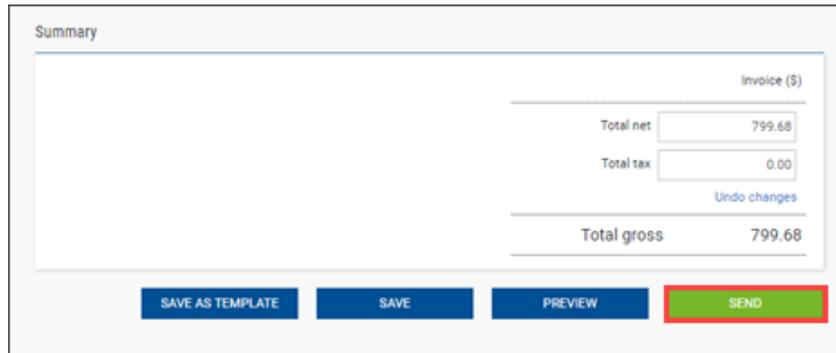


6. A success message will display indicating the additional invoice item was added.

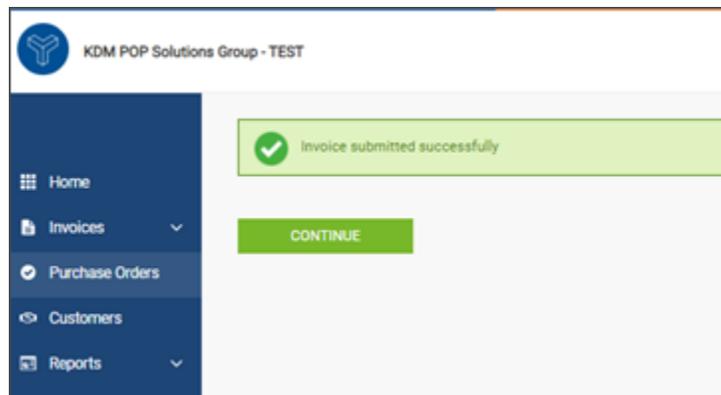


7. To add additional POs to the invoice, repeat steps 1-5 of this procedure.

8. Review the information on the page to confirm that all invoice details are correct. If so, click the **Send** button.



9. A success message will display once the invoice is successfully submitted.





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