

## HH Print Management Spain SL - Tungsten Operating Manual

### Please be aware:

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

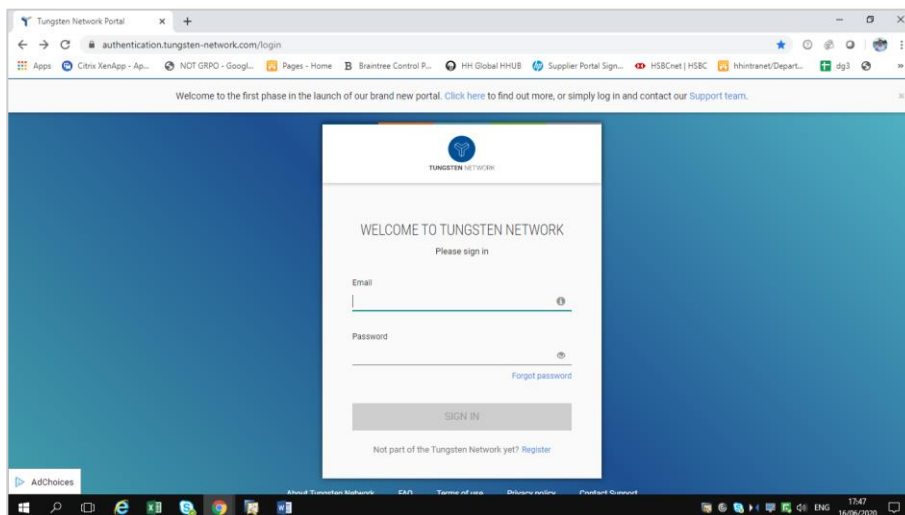
### Invoices automatically reject when:

- 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

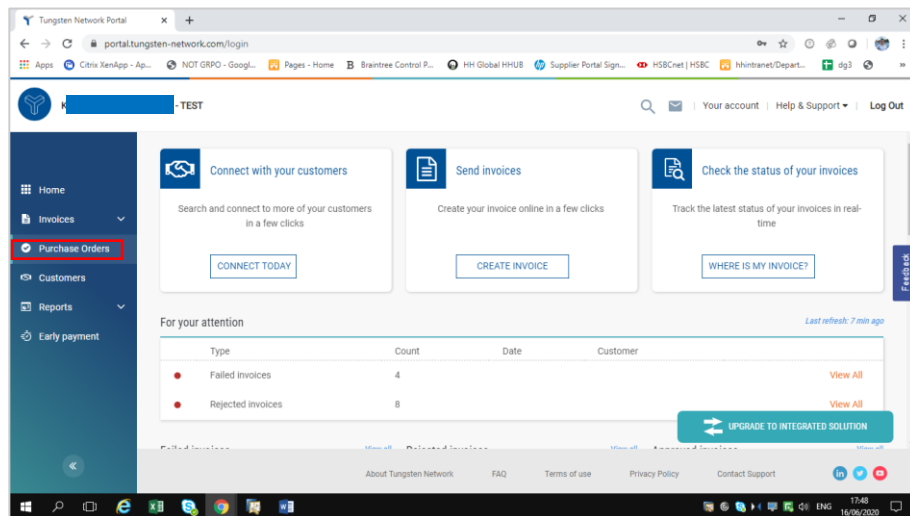
\*\*\*\* Please note that this guide covers the process and fields mandatory for invoices raised to HH Global – additional fields may be mandatory depending on your local regulatory requirements. These will be marked with a red asterisk (\*), please ensure that you fill these out with the appropriate information.

### 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 Print Management SL
  - ii. Input PO (ESP+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 PRINT MANAGEMENT SPAIN, S.L. Sociedad unipersonal · ▾

PO number

ESP2048101

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 Print Management Spain SL
- ii. Select PO date range: 12 Months (recommended)
- iii. Click Get MY POs

## Purchase orders (POs)

Review your purchase orders(POs).

### Criteria

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Customer

HH PRINT MANAGEMENT SPAIN, S.L. Sociedad unipersonal ▾

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
<input type="checkbox"/>	ESP2048101	06/04/2021	HH PRINT MANAGEMENT SPAIN, S.L. Sociedad unipersonal - TEST	AAA370786188	Accepted	0	HHub Qty: 400	1	0	125,00	-
<input type="checkbox"/>	ESP2046972	06/04/2021	HH PRINT MANAGEMENT SPAIN, S.L. Sociedad unipersonal - TEST	AAA370786188	New	0	HHub Qty: 150	1	0	120,00	-
<input type="checkbox"/>	ESP2048100	06/04/2021	HH PRINT MANAGEMENT SPAIN, S.L. Sociedad unipersonal - TEST	AAA370786188	New	0	HHub Qty: 400	1	0	515,00	-

## PO Convert #ESP2046972

Current Status: **Pending**

**PO NUMBER ESP2046972**  
**TN Buyer Number: AAA370786188**  
**PO Date: 01 July 2020**  
**Currency: Euro**

**PO FROM**  
 HH PRINT MANAGEMENT SPAIN, S.L. Sociedad unipersonal - TEST  
 C/ Pau Claris 165  
 Planta 6a C&D  
 08037 Barcelona  
 Barcelona

**PO TO**

**Reference numbers**  
 HHGW2 - TEST

**ADDITIONAL INFORMATION**

Local Currency	EUR
PO Vendor Number	SCENT0003
Purchase Order Ref.	STD
Document subtvøe	I

**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 Convert #ESP2048101

Current Status: **Accepted**

**PO FROM**  
 HH PRINT MANAGEMENT SPAIN, S.L. Sociedad unipersonal - TEST  
 C/ Pau Claris 165  
 Planta 6a C&D  
 08037 Barcelona  
 Barcelona

**PO TO**

**Reference numbers**  
**PO NUMBER ESP2048101**  
**TN Buyer Number: AAA370786188**  
**PO Date: 01 July 2020**  
**Currency: Euro**

**ADDITIONAL INFORMATION**

Local Currency	EUR
PO Vendor Number	SCENT0003
Purchase Order Ref.	STD
Document subtype	I

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 :

Central De Graficas Asociadas SI HHGW2 - TEST

PO Convert #ESP2048101

Create invoice

Enter invoice number\*

TEST0001

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	<input type="checkbox"/>	Qty	Unit price	Tax rate
1	PRPRI10100		1,000	Each	125,00000	125,000	<input checked="" type="checkbox"/>	1,000	125,00000	Please select

BACK CREATE INVOICE

0% VAT  
10% IVA  
21% IVA  
4% VAT  
IGIC - 35% Soft Tobacco  
IGIC - Bienes de Lujo 15%  
IGIC - Tabaco 20%  
IGIC - Tipo General 6.5%  
IGIC - Tipo General 7%  
IGIC - Zero Rated  
IGIC - Tipo Exento  
Tipo 0% IGIC  
Tipo Incrementado 9.5%  
Triangulation- 0% (EU)  
VAT Exempt  
VAT Reverse Charge

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

PO Convert #ESP2048101

Create invoice

Enter invoice number\*

TEST0001

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	<input type="checkbox"/>	Qty	Unit price	Tax rate
1	PRPRI10100		1,000	Each	125,00000	125,000	<input checked="" type="checkbox"/>	1,000	125,00000	21% IVA

BACK CREATE INVOICE

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

PO Convert #ESP2048101 Help with this pag

Create invoice

Invoice number  
TEST0001

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1		1,000	Each	125,00000	21,00	26,25	125,00	151,25

Summary

No. of lines	1
Sub total	EUR 125,00
Total tax	EUR 26,25
Net total	EUR 151,25

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' as this is a mandatory field. 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 #: TEST0001 Help with this pag  
How to create an i

Your details

Your name ? Central De Graficas Asociadas SI HHGW2 - TEST

Start typing to search +

Your tel

Your email

Sending goods from a different address than the invoice address?

No - They're the same ?

Invoice details

Invoice number\*  
TEST0001 📄

Document type  
Invoice

Invoice date\* ?  
08/04/2021 🗑

Tax point date\* ?  
08/04/2021 🗑

Advance payment date ?  
 🗑

Payment due date ?  
 🗑

Delivery date ?  
 🗑

Currency\* ?  
Euro ▼

Purchase order (PO) number ?  
ESP2048101

Who you are invoicing

Name ? HH PRINT MANAGEMENT SPAIN, S.L. Sociedad unipersonal - TEST

Start typing to search +

Tel C/ Pau Claris 165  
Planta 6a C&D  
Barcelona  
08037  
SPAIN  
VAT registration number ESB84433614

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



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' 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. 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

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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. 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	125,00
Total tax	26,25
<small>Undo changes</small>	
Total gross	151,25

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 PRINT MANAGEMENT SPAIN, S.L. Sociedad unipersonal - TEST

Start typing to search +

Tel

Email

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

C/ Pau Claris 165  
Planta 6a C&D  
Barcelona  
08037  
SPAIN  
VAT registration number ESB84433614

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

Advance payment date ?

Payment due date ?

Delivery date ?

Currency\* ? Euro v

Purchase order (PO) number ? ESP2048101

Invoice items

Item	Quantity / Unit	Price	Line amount	Total
01 PRPRI10100 -	1 / Each	125,00000	125,00	151,25

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
- viii. Tax value will calculate automatically based on tax code selected
- ix. When you finish click on the plus sign for more options

Invoice items

Item	Quantity / Unit	Price	Line amount	Total
01 PRPRI10100 -	1 / Each	125,00000	125,00	151,25

Line item type ?

Goods v

Product code ?

test

Product description\* ?

test +

Unit\* ?

Each +

Quantity\*

1,000

Price\* ?

120,00000

Tax type\* ?

10% IVA v

Tax amount ?

12,00

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

SAVE LINE ITEM

CANCEL

Line amount	120,00
Discount	0,00
Tax	12,00
Total	132,00

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, discounts, and other additional information](#)

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PO number ?

PO line number ?

Delivery note number ?

18. The 'PO line number' can be viewed on your PO in the Tungsten portal. Please use the **exact** value as given on the document

## PO Line Details

Line	Part code
1	PRPRI10100

### General text

**Free Text**      **HHub Qty: 150**

19. 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

European Article Number ▼

SAVE LINE ITEM

CANCEL

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

Invoice saved

ADD

Feedback

Feedback

21. 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. Following payment you must ensure you have only recovered the VAT actually paid"

Payment terms

Early payment discount ?

No discount for early payment

Apply a discount for early payment

Late payment conditions ?

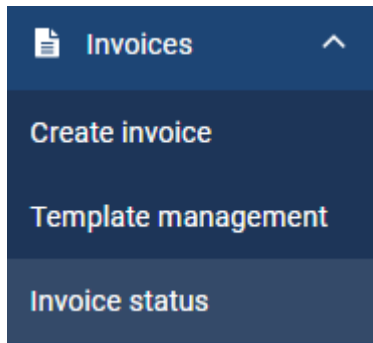
Payment terms ?

A discount of X% of the full price applies if the payment is made within Y days of the invoice date. Following payment you must ensure you have only recovered the VAT actually paid

22. If you are OK, then repeat step 14

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"/>

Navigation: 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
<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	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  <ol style="list-style-type: none"> <li><b>Sent</b> Your invoice is waiting to be processed.</li> <li><b>Accepted</b> Tungsten Network has processed your invoice and it has passed validation.</li> <li><b>Delivered</b> Tungsten Network has made your invoice available for collection by your customer.</li> </ol>
<b>Attachments</b> AAA000194451468.pdf  		<b>Total with tax</b> £ 312.00	
<hr/> <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.	
<a href="#">UNTRACK</a>		With HH Associates Ltd - TEST : Invoice processing status  <ol style="list-style-type: none"> <li><b>Received</b> Your customer has collected your invoice and entered it into their system.</li> <li><b>Approved</b> Your customer has approved payment of your invoice.</li> <li><b>Paid</b> Your customer has paid your invoice.</li> </ol> If your invoice fails to reach the next	