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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:
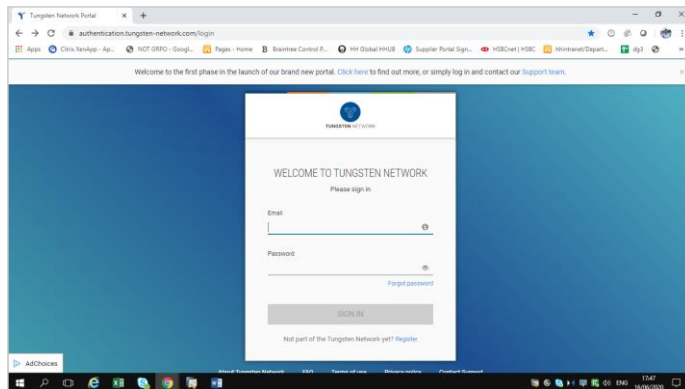
2. To review your available POs, go to Purchase Orders:
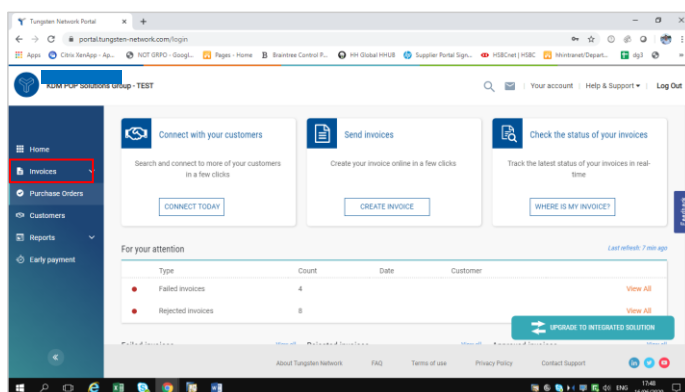
3. You can review if one single PO is available for your Invoice by doing the following:

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

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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

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5. 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.

PO Convert #UKP2328563

Current Status: **Pending**

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

PO FROM	PO TO	Reference numbers
HH Associates Ltd - TEST	Simple Sourcing Ltd *TEST*	
Grove House, Guildford Rd	101-135 Kings House, First Floor	
Leatherhead	Kings Road, Brentwood	
	CM14 4DR	

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)

7. Click on Convert PO:

![hh global logo]

8. 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:
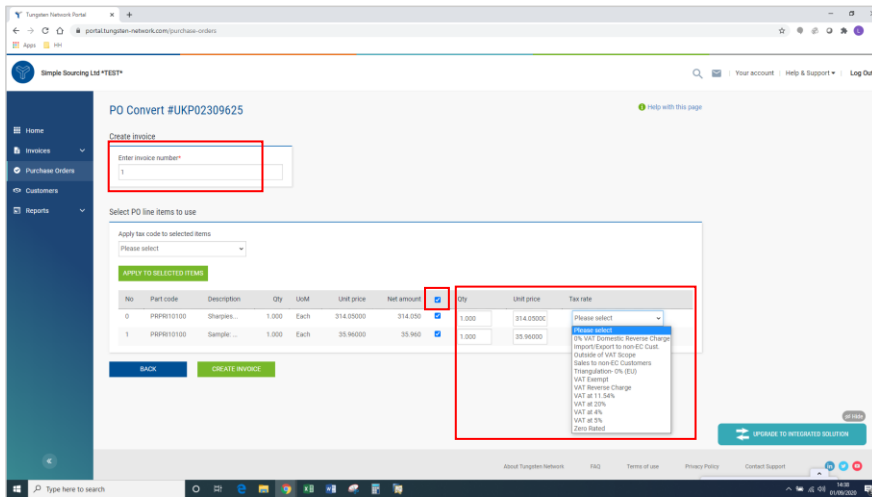
9. Once you complete step 8, click on create Invoice:

![hh global logo]
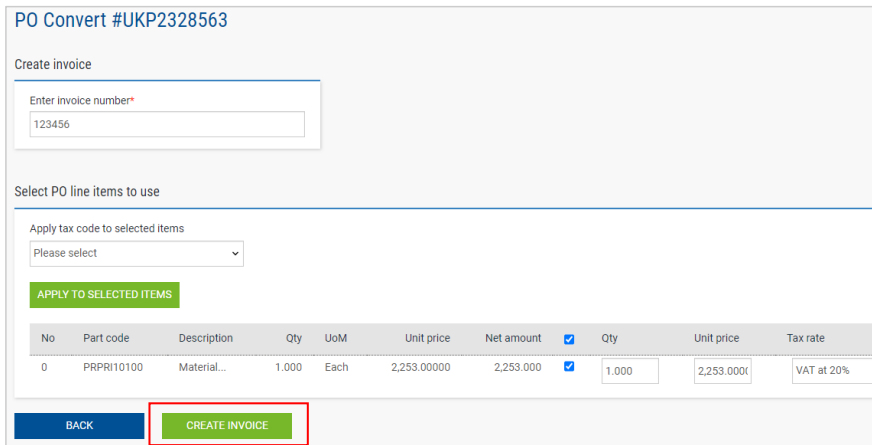
10. A page with invoice summary should be display as below, click on Confirm:

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

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.

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

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

When you finish click on the plus sign for more options

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.

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

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**.**


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"

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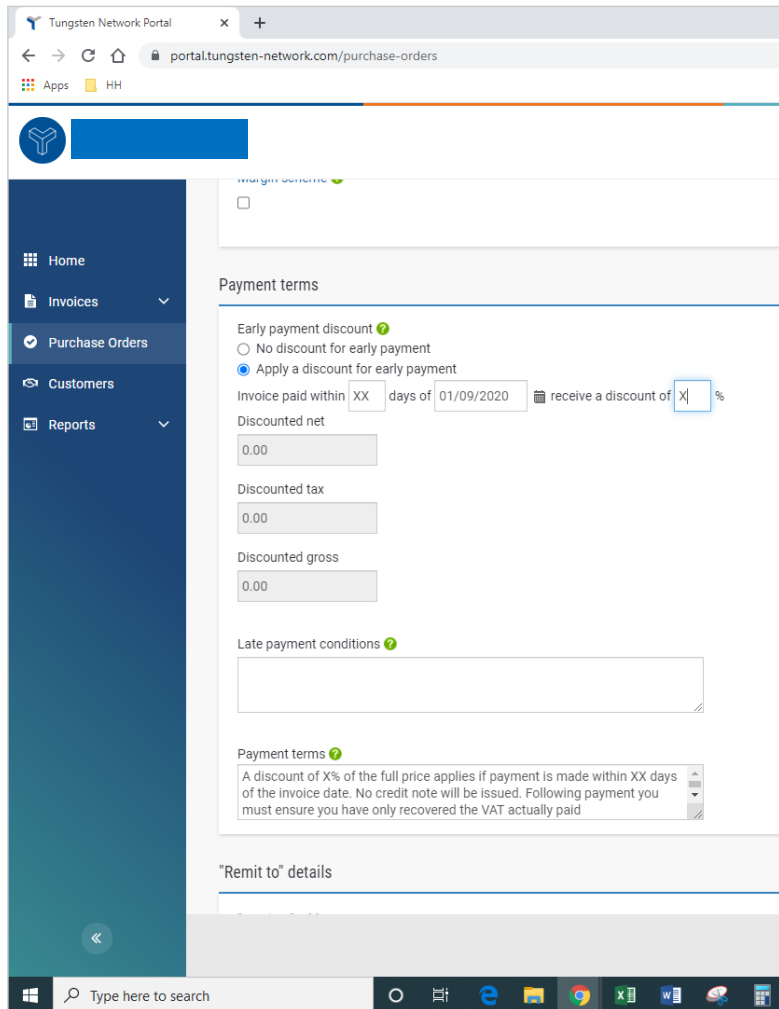
21. If you are OK, then repeat step 13

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.

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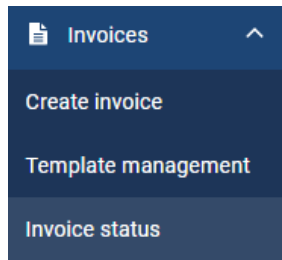
Click on the page symbol under 'view details' against your invoice

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	📄	☐
Invoice	FIS20200910_0355	10/09/2020	HH Associates Ltd - TEST	4356.66	16/09/2020	16/09/2020	Received	📄	☐
Invoice	FISINV16072007	28/07/2020	HH Associates Ltd - TEST	1374.83	28/07/2020	29/07/2020	Delivered	📄	☐
Invoice	INV202002	28/07/2020	HH Associates Ltd - TEST	2160.00	28/07/2020	28/07/2020	Delivered	📄	☐
Invoice	INV202003	28/07/2020	HH Associates Ltd - TEST	5850.00	28/07/2020	28/07/2020	Failed	📄	☐
Invoice	FISINV16072005	27/07/2020	HH Associates Ltd - TEST	21.95	27/07/2020	28/07/2020	Delivered	📄	☐
Invoice	FISINV16072006	28/07/2020	HH Associates Ltd - TEST	2332.62	28/07/2020	28/07/2020	Failed	📄	☐
Invoice	FISINV16072003	16/07/2020	HH Associates Ltd - TEST	1374.83	27/07/2020	27/07/2020	Failed	📄	☐
Invoice	FISINV16072004	27/07/2020	HH Associates Ltd - TEST	2160.00	27/07/2020	27/07/2020	Failed	📄	☐
Invoice	FISINV16072001	16/07/2020	HH Associates Ltd - TEST	2332.62	27/07/2020	27/07/2020	Failed	📄	☐

|< < 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.