

UK Tungsten Network E-invoicing Guide

Please be aware:

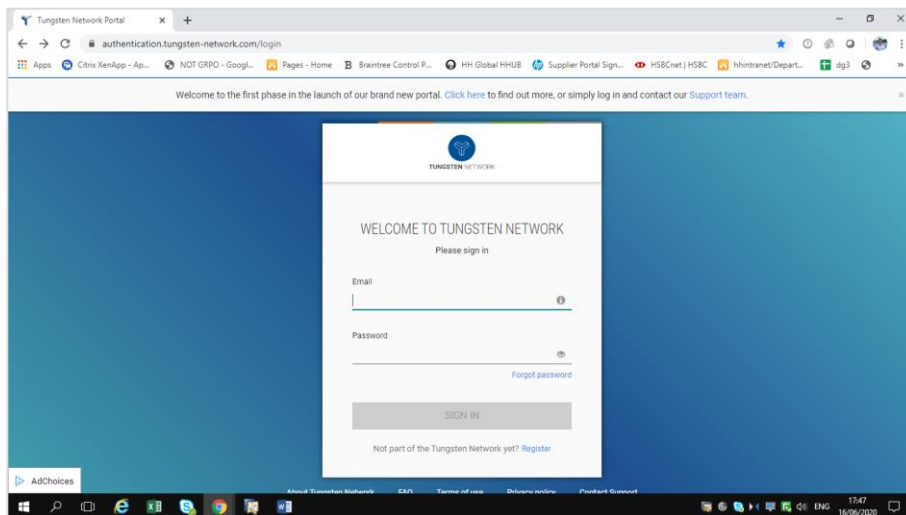
A PO will only be available in Tungsten when the HHG Buyer marks it “Delivered in HHub”

Invoices automatically reject when:

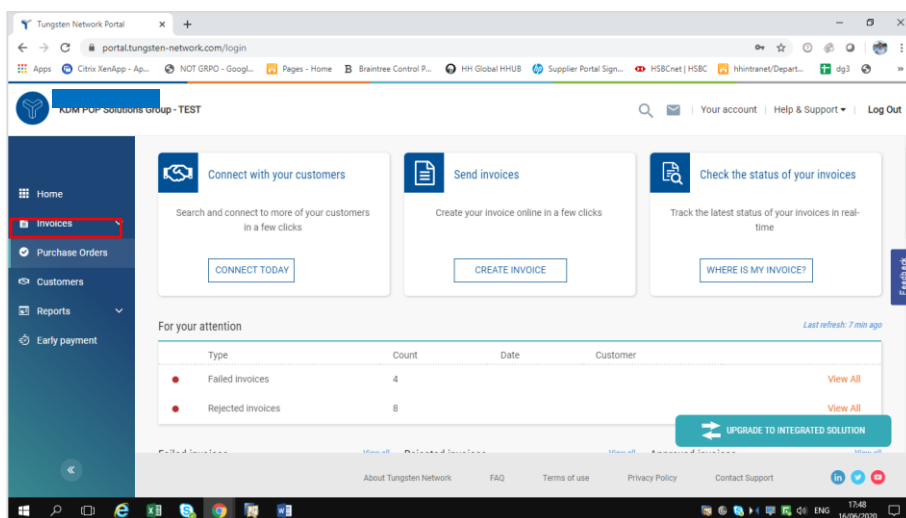
- The payment term, currency or billing entity differ across PO’s (consolidated invoice)
- PO line numbers are not added to each PO line
- PO numbers are not input exactly (*case sensitive*) as provided
- Early Settlement Discount wording is not added (not applicable to ESD exempt suppliers)

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

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

PO Convert #UKP2328563

Current Status: **Pending**

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

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

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

Reference numbers

ACCEPT PO
REJECT PO
ARCHIVE PO
PREVIEW
BACK

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

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

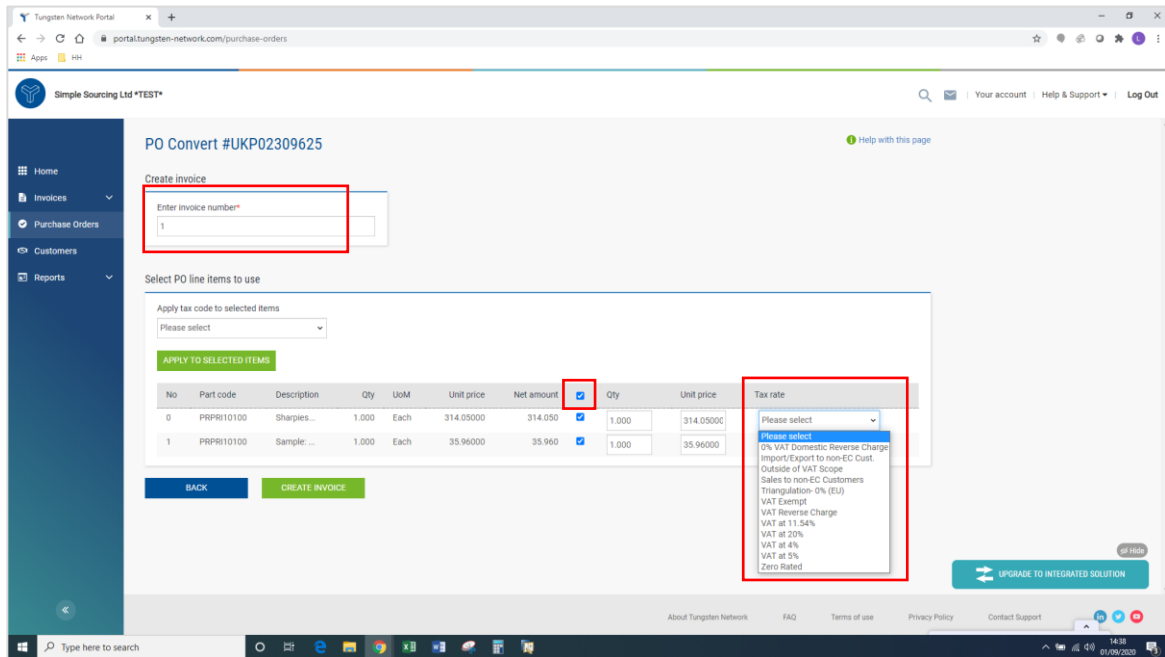
ARCHIVE PO

CONVERT PO

PREVIEW

BACK

- Enter your invoice number and tick on the empty box next to Net Amount 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

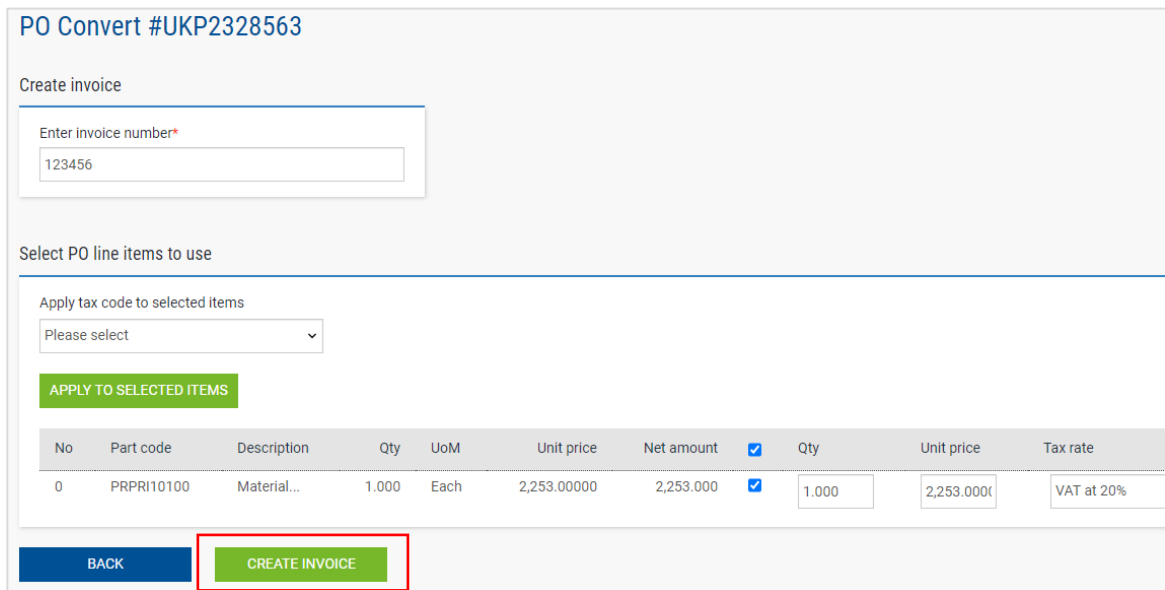
APPLY TO SELECTED ITEMS

No	Part code	Description	Qty	UoM	Unit price	Net amount	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/>	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

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 ?

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

Who you are invoicing

Name ?
Start typing to search +

Tel

Email

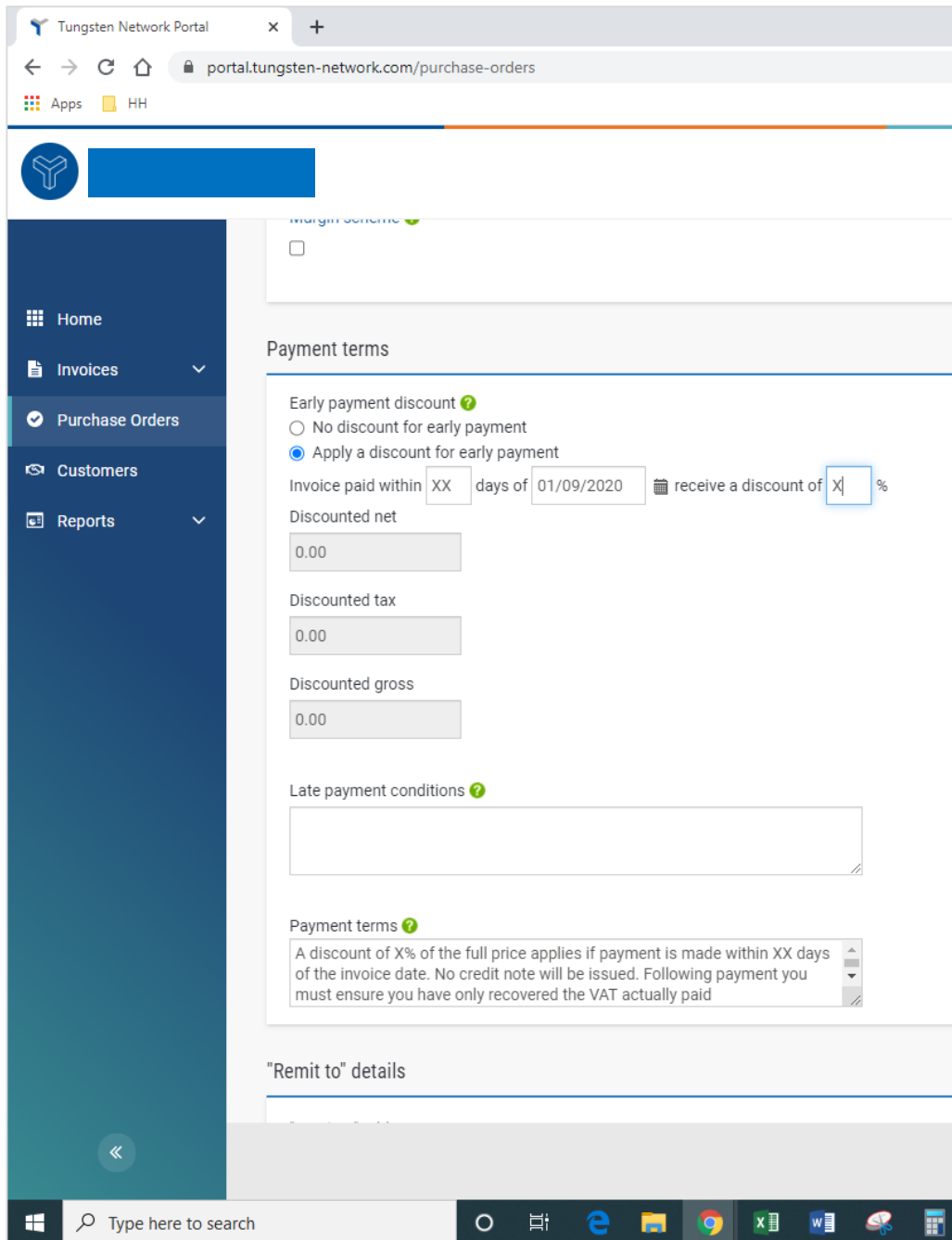
HH Associates Ltd - TEST
Grove House, Guildford Rd
Leatherhead
KT22 9DF
UNITED KINGDOM

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

[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. No credit note will be issued. Following payment you must ensure you have only recovered the VAT actually paid"



The screenshot shows the Tungsten Network Portal interface. The left sidebar contains navigation options: Home, Invoices, Purchase Orders (selected), Customers, and Reports. The main content area is titled 'Payment terms' and includes the following sections:

- Early payment discount** (with a help icon):
 - No discount for early payment
 - Apply a discount for early payment
- Invoice paid within days of receive a discount of %
- Discounted net:
- Discounted tax:
- Discounted gross:
- Late payment conditions** (with a help icon):
- Payment terms** (with a help icon):
 - 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

The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

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 ? HH Associates Ltd - TEST

+

Tel

Email

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

Grove House, Guildford Rd
Leatherhead
KT22 9DF
UNITED KINGDOM

Sending goods to a different address than the invoice address?

No - They're the same ?

Advance payment date ?

Payment due date ?

Delivery date* ?

Currency* ? Pound Sterling

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	<input type="checkbox"/> <input type="checkbox"/>

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: 1
- 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

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.

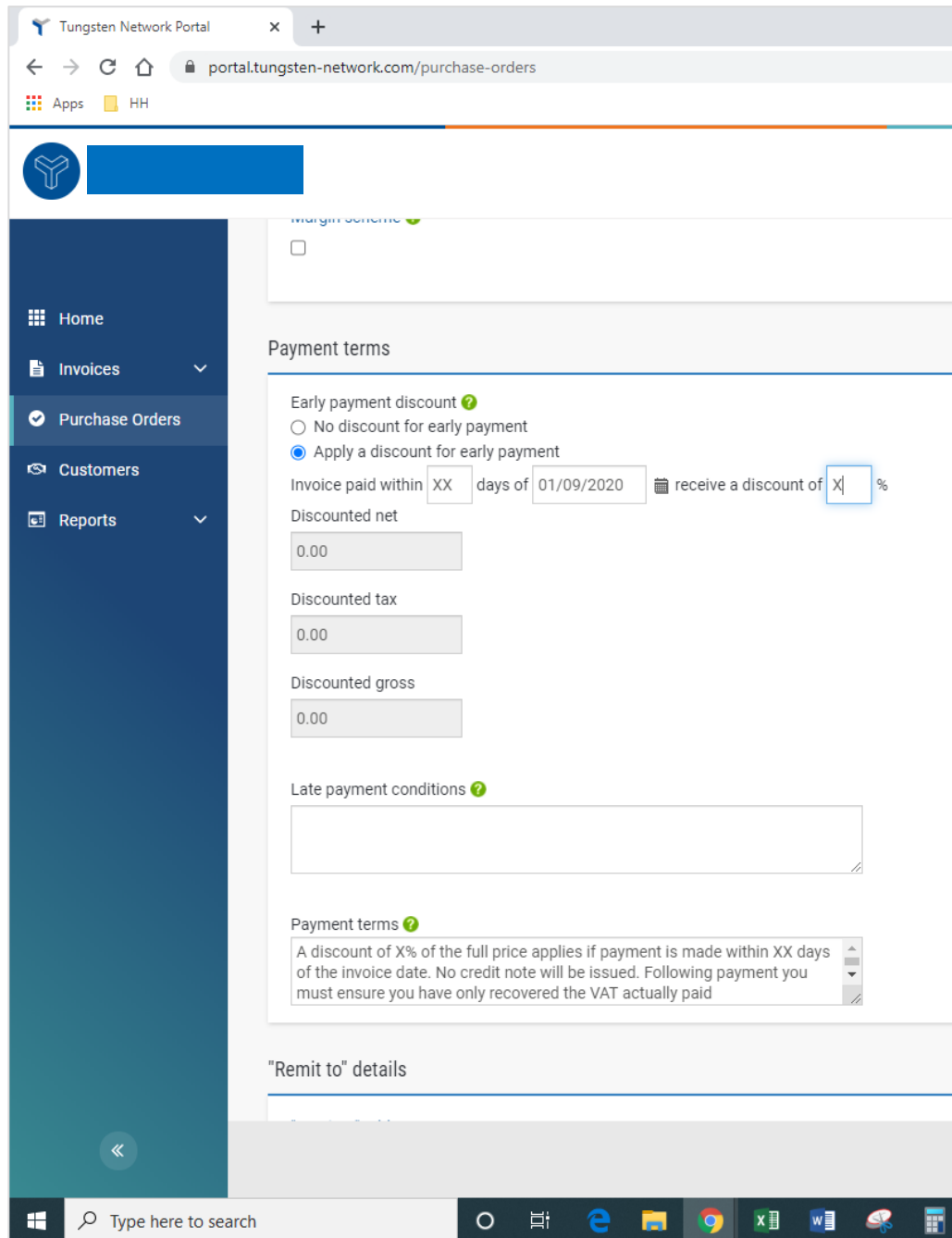
Invoice items

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



The screenshot shows the 'Tungsten Network Portal' interface. The left sidebar contains navigation options: Home, Invoices, Purchase Orders (selected), Customers, and Reports. The main content area is titled 'Payment terms' and includes the following sections:

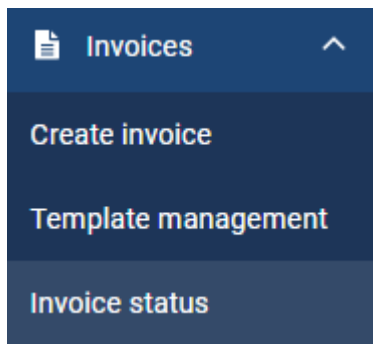
- Early payment discount** (with a help icon):
 - No discount for early payment
 - Apply a discount for early payment
- Invoice paid within days of receive a discount of %
- Discounted net:
- Discounted tax:
- Discounted gross:
- Late payment conditions** (with a help icon):
- Payment terms** (with a help icon):
 - 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

At the bottom of the page, there is a 'Remit to' details section which is partially visible.











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"/>

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
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	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"> 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.
Attachments AAA000194451468.pdf  	Total with tax £ 312.00		With HH Associates Ltd - TEST : Invoice processing status <ol style="list-style-type: none"> 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.
Status:  Approved Your customer has approved this document.		Status date: 08 July 2020 Payment due date No payment due date at this time.	
Comment The invoice has approved and waiting to be paid.			
UNTRACK		If your invoice fails to reach the next	