

## HH France SAS - Tungsten Operating Manual

### Please be aware:

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

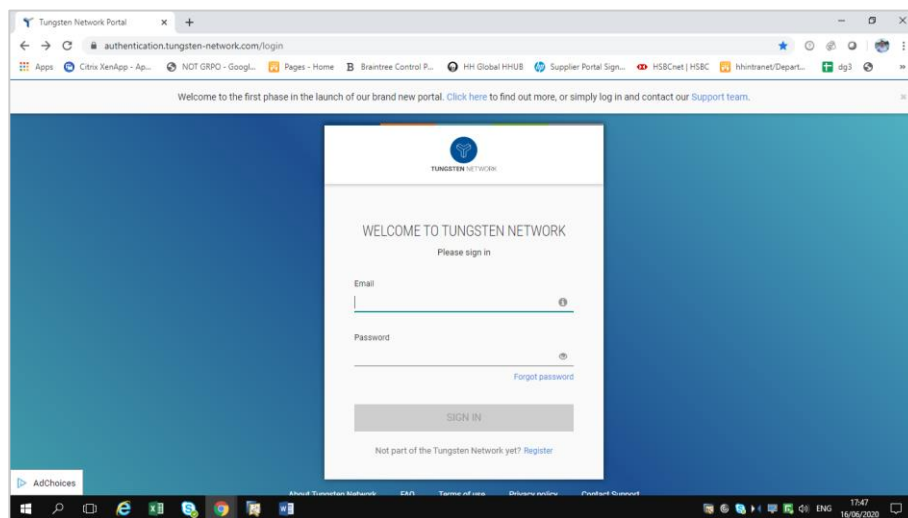
### Invoices automatically reject when:

- 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)

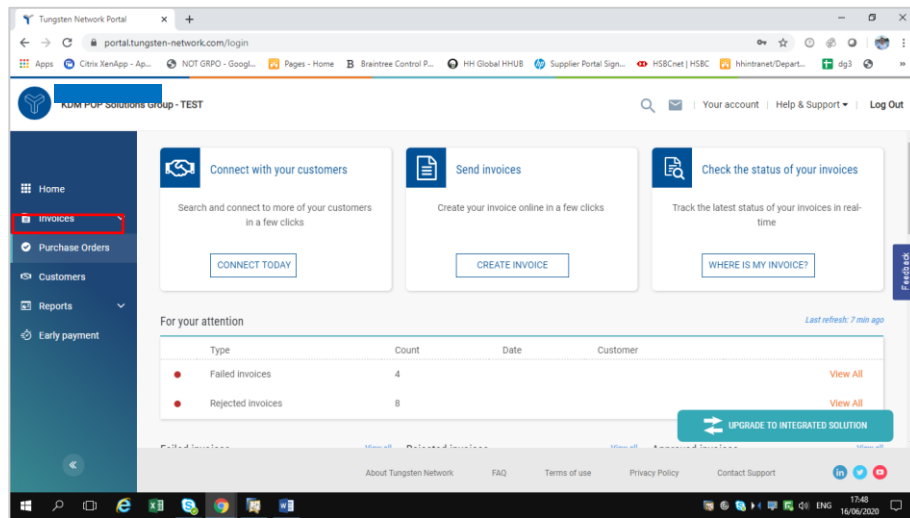
*\*\*\*\* Please note that this guide covers the process and fields mandatory for invoices raised to HH Global – additional fields may be mandatory depending on your local regulatory requirements. These will be marked with a red asterisk (\*), please ensure that you fill these out with the appropriate 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 France SAS
  - ii. Input PO (FRP+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 France SaS - TEST - AAA573582889

PO number

FRP2050152

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 France SAS
  - ii. Select PO date range: 12 Months (recommended)
  - iii. Click Get MY POs

## Purchase orders (POs)

Review your purchase orders(POs).

### Criteria

Customer

HH France SaS - TEST - AAA573582889

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"/>	FRP2050152	01.04.2021	HH France SaS - TEST	AAA573582889	Accepted	0	HHub Qty: 1900	1	0	3 786,00	-
<input type="checkbox"/>	FRP2047302	01.04.2021	HH France SaS - TEST	AAA573582889	Accepted	0	HHub Qty: 1	2	0	128,00	-
<input type="checkbox"/>	FRP2049532	01.04.2021	HH France SaS - TEST	AAA573582889	New	0	HHub Qty: 5500	1	0	935,00	-
<input type="checkbox"/>	FRP2047300	01.04.2021	HH France SaS - TEST	AAA573582889	New	0	HHub Qty: 1	2	0	175,00	-
<input type="checkbox"/>	FRP2047306	01.04.2021	HH France SaS - TEST	AAA573582889	New	1	HHub Qty: 1	2	0	88,00	-
<input type="checkbox"/>	FRP2047304	01.04.2021	HH France SaS - TEST	AAA573582889	New	0	HHub Qty: 1	2	0	174,00	-

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ACCEPT PO REJECT PO ARCHIVE PO

## PO Convert #FRP2049532

Current Status: Pending

**PO FROM**  
HH France SaS - TEST  
37 rue de Liège  
Paris

**PO TO**  
[Redacted] HGW2 - TEST

**Reference numbers**


**PO NUMBER** FRP2049532  
**TN Buyer Number:** AAA573582889  
**PO Date:** 24 February 2021  
**Currency:** Euro

**ADDITIONAL INFORMATION**

Local Currency	EUR
PO Vendor Number	SPOSL0001
Purchase Order Ref.	STD
Document subtype	I
Payment Ref.	ESD 60 days Doc.- 30 days 2%
Buyer Tax Registration Num.	FR77488282922

ACCEPT PO REJECT PO ARCHIVE PO PREVIEW BACK








## PO Convert #FRP2049532

 **PO has been accepted**

**Current Status:** Accepted

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
	FRP2050152	01.04.2021	HH France SaS - TEST	AAA573582889	Accepted	0	HHub Qty: 1900	1	0	3 786,00	-
	FRP2047302	01.04.2021	HH France SaS - TEST	AAA573582889	Accepted	0	HHub Qty: 1	2	0	128,00	-
	FRP2049532	01.04.2021	HH France SaS - TEST	AAA573582889	Accepted	0	HHub Qty: 5500	1	0	935,00	-
	FRP2047300	01.04.2021	HH France SaS - TEST	AAA573582889	New	0	HHub Qty: 1	2	0	175,00	-
	FRP2047306	01.04.2021	HH France SaS - TEST	AAA573582889	New	1	HHub Qty: 1	2	0	88,00	-
	FRP2047304	01.04.2021	HH France SaS - TEST	AAA573582889	New	0	HHub Qty: 1	2	0	174,00	-

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ACCEPT PO
REJECT PO
ARCHIVE PO

7. Click on Convert PO:

## PO Convert #FRP2049532

Current Status: **Accepted**

**PO FROM**  
HH France SaS - TEST  
37 rue de Liège  
Paris

**PO TO**  
[Redacted]

**Reference numbers**  
HHGW2 - TEST

**ADDITIONAL INFORMATION**

Local Currency	EUR
PO Vendor Number	SPOSL0001
Purchase Order Ref.	STD
Document subtype	I
Payment Ref.	ESD 60 days Doc.- 30 days 2%
BuVer Tax Registration Num.	FR77488282922

**PO NUMBER FRP2049532**  
**TN Buyer Number:**  
AAA573582889  
**PO Date: 24 February 2021**  
**Currency: Euro**

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:

PO Convert #FRP2049532
Help with this page

- Home
- Invoices
- Purchase Orders
- Customers
- Reports

Create invoice

Enter invoice number\*

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	Matériau...	1,000	Each	935,00000	935,000	<input checked="" type="checkbox"/>	1,000	935,00000	<div style="border: 1px solid #ccc; padding: 2px; font-size: 8px;">           Please select            Please select            0% Reduced rate            23% Standard Rate            5% Reduced Rate            8% Reduced Rate            Reverse Charge            Triangulation- 0% (EU)            VAT Exempt            Zwolnione z VAT         </div>

BACK
CREATE INVOICE

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

POS Lab International - Danone HHGW2 - TEST

PO Convert #FRP2049532

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 type="checkbox"/>	Qty	Unit price	Tax rate
1	PRPRI10100	Matériau...	1,000	Each	935,00000	935,000	<input checked="" type="checkbox"/>	1,000	935,00000	Please select

BACK CREATE INVOICE

Please select  
 Please select  
 0% Reduced rate  
 23% Standard Rate  
 5% Reduced Rate  
 8% Reduced Rate  
 Reverse Charge  
 Triangulation- 0% (EU)  
 VAT Exempt  
 Zwolnione z VAT

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

PO Convert #FRP2049532

Create invoice

Invoice number

1

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	Matériau...	1,000	Each	935,00000	23,00	215,05	935,00	1 150,05

Summary

No. of lines	1
Sub total	EUR 935,00
Total tax	EUR 215,05
Net total	EUR 1 150,05

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 'delivery date' as this a 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 #: 1 Help with this page  
How to create an invoice or credit note

**Your details**

Your name ?  
 +

Your tel

Your email

Sending goods from a different address than the invoice address?  
 ?

**Invoice details**

Invoice number\*  
 ?

Document type  
 Invoice

Invoice date\* ?  
 ?

Tax point date ?

Advance payment date ?

Payment due date ?

Delivery date\* ?

Currency\* ?

Purchase order (PO) number ?

**Who you are invoicing**

Name ?  
 +

Tel

Email

HH France SaS - TEST  
 37 rue de Liège  
 Paris  
 75008  
 FRANCE  
 VAT registration number FR77488282922  
 Sending goods to a different address than the invoice address?  
 ?

[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"*

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	935,00
Total tax	215,05
<a href="#">Undo changes</a>	
Total gross	1 150,05

[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 France SaS - TEST
Start typing to search	37 rue de Liège Paris 75008 FRANCE VAT registration number FR77488282922
Tel	
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](#)

Payment due date

Delivery date\*

Currency\*

Purchase order (PO) number

**Invoice items**

Item	Quantity / Unit	Price	Line amount	Total	
01 PRPRI10100 - Materials : pour OASIS Maquette Vide_ Réglette U télescopique tran...	1 / Each	64,00000	64,00	78,72	
02 PRPRI10100 - Production : pour OASIS Maquette Vide_ Réglette U télescopique tra...	1 / Each	64,00000	64,00	78,72	

ADD

16. Open a copy of the additional PO from the Tungsten portal and 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

Item	Quantity / Unit	Price	Line amount	Total
01 PRPRI10100 - Materials : pour OASIS Maquette Vide_ Réglette U télescopique tran...	1 / Each	64,00000	64,00	78,72
02 PRPRI10100 - Production : pour OASIS Maquette Vide_ Réglette U télescopique tra...	1 / Each	64,00000	64,00	78,72

**Line item type**

Goods

**Product code**

test

**Product description**

test

**Unit**

Each

**Quantity**

1,000

**Price**

3 786,0000

**Tax type**

23% Standard Rate


**Tax amount**

870,78


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/Deliv](#)

PO number 

FRP2050152

PO line number 

1

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      Description


1

PRPRI10100 PORTE-LEAFLET  
leaflets): pour POF  
leaflets) / ODR PR

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	 
02 PRPRI10100 - Materials	1 / Each	25.00000	25.00	25.00	 

 Invoice saved

**ADD**

 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. No credit note will be issued. 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 ?

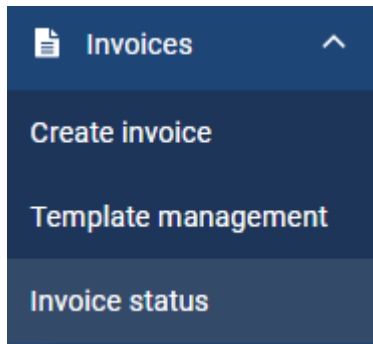
Payment terms ?

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

22. 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"/>

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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**

**From**  
[Redacted]

**To**  
HH Associates Ltd - TEST  
Grove House, Guildford Rd

**Document date**  
07 July 2020

**Submission date**  
07 July 2020

**Transaction number**  
AAA000194451468

**PO number**  
UKP2172874-1

**Attachments**  
AAA000194451468.pdf

**Total with tax** £ 312.00

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**Status:**  
**Approved**  
Your customer has approved this document.

**Status date:**  
08 July 2020

**Comment:**  
The invoice has approved and waiting to be paid.

**Payment due date:**  
No payment due date at this time.

**UNTRACK**

### The workflow

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