# hh global®

H H Associates Ltd – Tungsten Operating Manual

Last Updated: 10 March 2026

This guide is designed to help you generate invoices for H H Associates Ltd using our e-invoicing partner, Tungsten Automation. It describes the process for reviewing your Purchase Orders, ensuring all required information is accurately captured in your invoices, and helps you deal with rejected invoices.
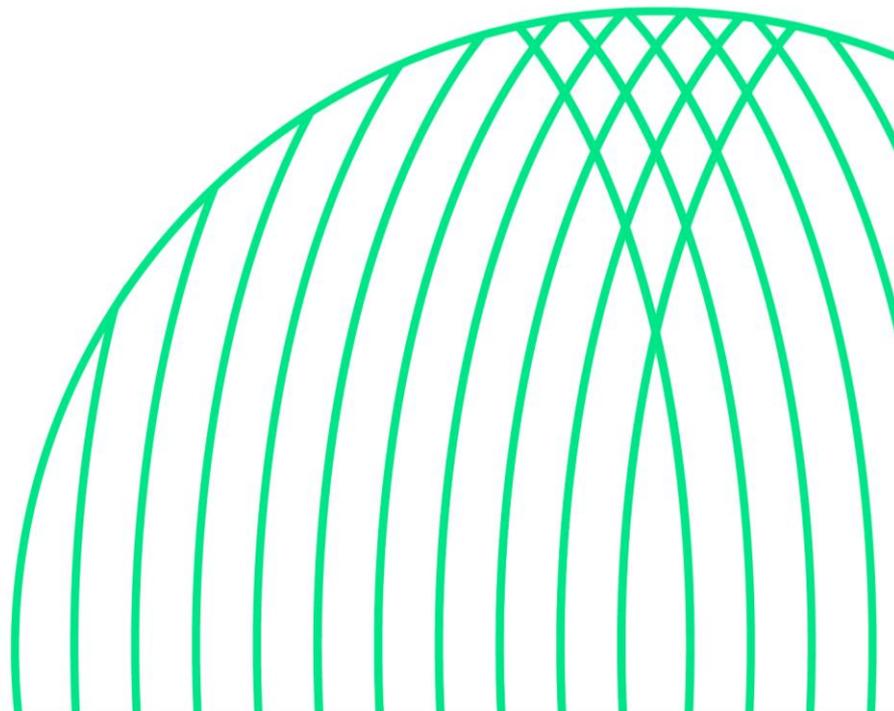
# H H Associates Ltd - Tungsten Operating Manual

Please be aware:

A PO will only be available in Tungsten when the HHG Buyer marks it "Delivered in Hub"

**Invoices automatically reject when:**

- The payment term, currency or billing entity differs 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:
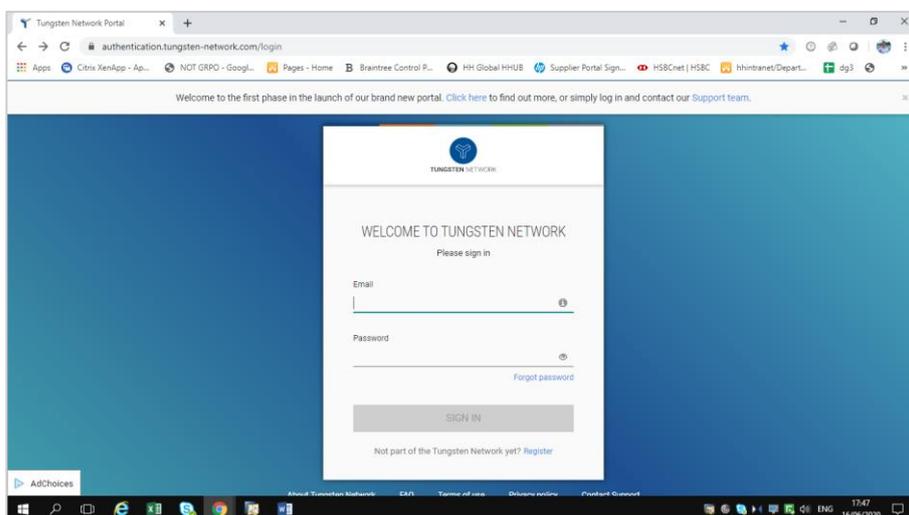
2. To review your available POs, go to Purchase Orders:
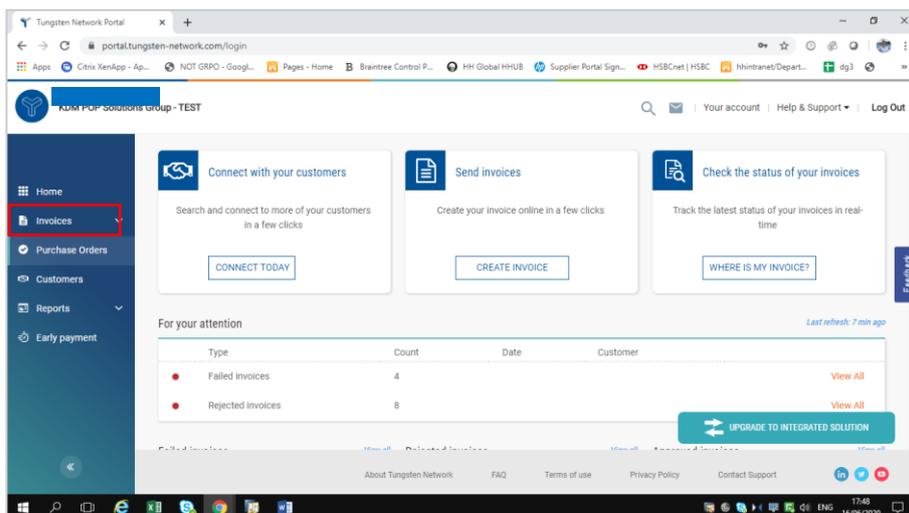
3. You can review if one single PO is available for your Invoice by doing the following:

i. Customer field: select the correct H H Associates Entity, ensuring the correct AAA number is chosen based on the VAT used in the Purchase Order. Please see the table below to help select the right entity:

HH Entity Name	VAT Number	Tungsten AAA Number
HH Associates Ltd	GB269137086	AAA892064270
HH Associates Ltd - CZ VAT	CZ687619505	AAA309988590
HH Associates Ltd - DE VAT	DE253219498	AAA642534689
HH Associates Ltd - ES VAT	ESN8269754A	AAA240424598
HH Associates Ltd - IE VAT	IE9978878J	AAA713235893
HH Associates Ltd - NL VAT	NL813211037B01	AAA677736464

ii. Input PO (UKP+7Digits)
iii. Select PO date range: 12 Months (recommended)
iv. Click Get MY POs

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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:

v.   Customer field: select the correct H H Associates Entity
vi.   Select PO date range: 12 Months (recommended)
vii.   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

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.

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	
⊕	UKP2335175	10/09/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 5801	1	1	-		Prev
⊕	UKP2328563	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 10000	1	0	-		Prev
⊕	UKP2326287	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 14770	1	0	-		Prev
⊕	UKP2333664	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 1	1	0	-		Prev
⊕	UKP2334794	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 9147	1	0	-		Prev
⊕	UKP02309625	26/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 45	2	2	-		Prev
⊕	UKP2220821	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 5000	1	5	-		Prev
⊕	UKP2224856-2	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 100	1	2	-		Prev
⊕	UKP2224856-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 100	1	1	-		Prev
⊕	UKP2257534-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 140	1	1	-		Prev

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7. Click on Convert PO:

✅ PO has been accepted

Current Status: **Accepted**

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

PO FROM
HH Associates Ltd - TEST
Grove House, Guildford Rd
Leatherhead

PO TO

Reference numbers

ADDITIONAL INFORMATION
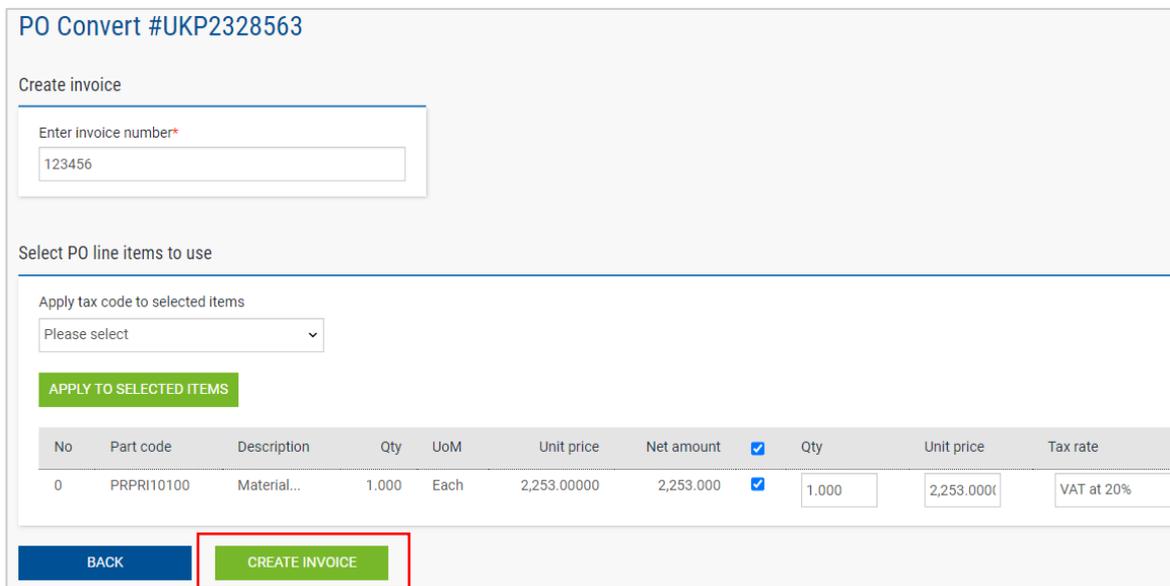Local Currency   GBP
PO Vendor Number   SBROW0001
Purchase Order Ref.   STD
Document subtype   I
Payment Ref.   90 days Doc. Date
Buyer Tax Registration Num.   N/A

| REJECT PO | ARCHIVE PO | CONVERT PO | PREVIEW | BACK |

Enter your invoice number and tick on the empty box next to Net Amount. Ensure the correct quantity and unit price are input, and select the correct tax code from the drop down:
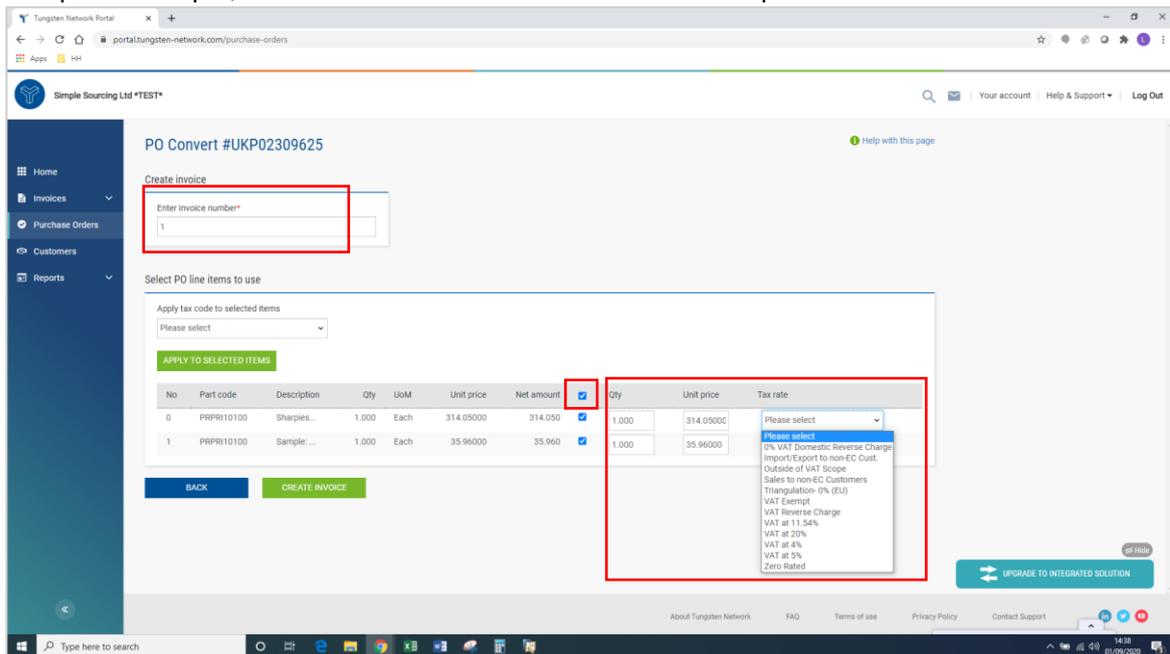
8. Once you complete step 7, click on create Invoice:

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

10. 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.

11. 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

12. If you are on the Early Settlement Discount (ESD) scheme, please ensure the following wording is in the 'Payment Terms' section of the invoice, with the 'X' and 'Y' replaced by 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.

13. If your invoice is just for one PO, then click on SEND at the bottom of the form.

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

15. 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
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

The Tax value will be calculated automatically based on tax code selected.

16. Click the plus shown below to open additional PO detail and input your PO number and PO line number (this can be found 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 ❓

UKP2387324

PO line number ❓

1

Additi

Delivery note number ❓

17. When you finish filling 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**

18. If you need to add more POs repeat steps 15 to 18. When you finish this process all the POs will be shown under '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

1. If you are on the Early Settlement Discount (ESD) scheme, please ensure the following wording is in the 'Payment Terms' section of the invoice, with the 'X' and 'Y' replaced by 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"

2. Once you have added all your POs, then repeat step 13 by clicking SEND at the bottom of the form.

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

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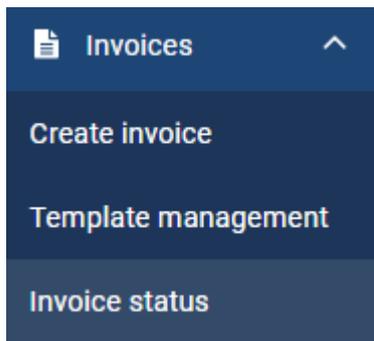
Click on the page symbol under 'view details' against your invoice

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	📄	☐
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	📄	☐

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If your invoice has been 'failed' by Tungsten, you can view the failure reason, plus additional information by pressing 'VIEW ERROR'. Once ready to correct the error, you can click on the 'REACTIVATE INVOICE' button.
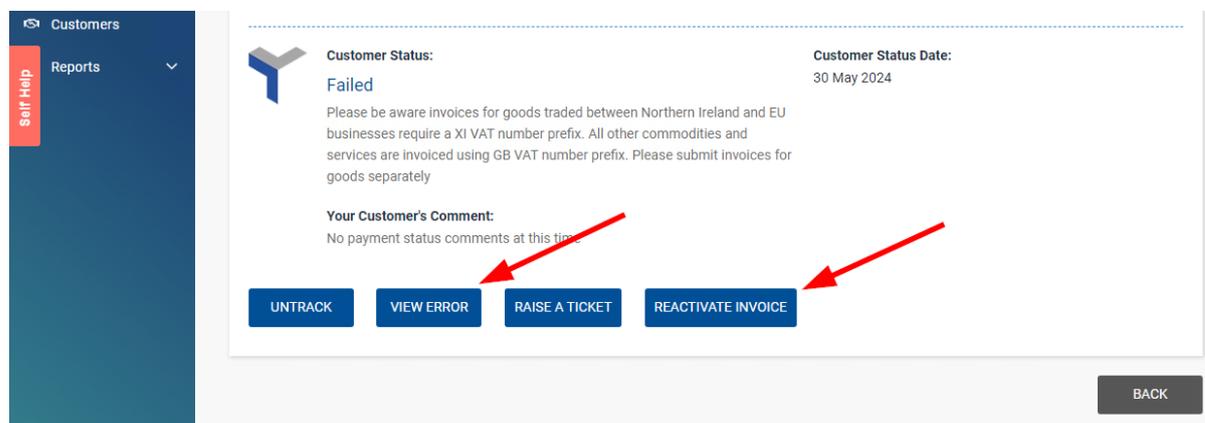
As soon as the failed invoice is reactivated, it will be available in the 'Saved Invoices' list. You can find your saved invoices by navigating to the menu 'Invoices' – 'Create invoice' and scrolling to the bottom of the page. Then click the 'Edit' icon and modify your invoice as required.
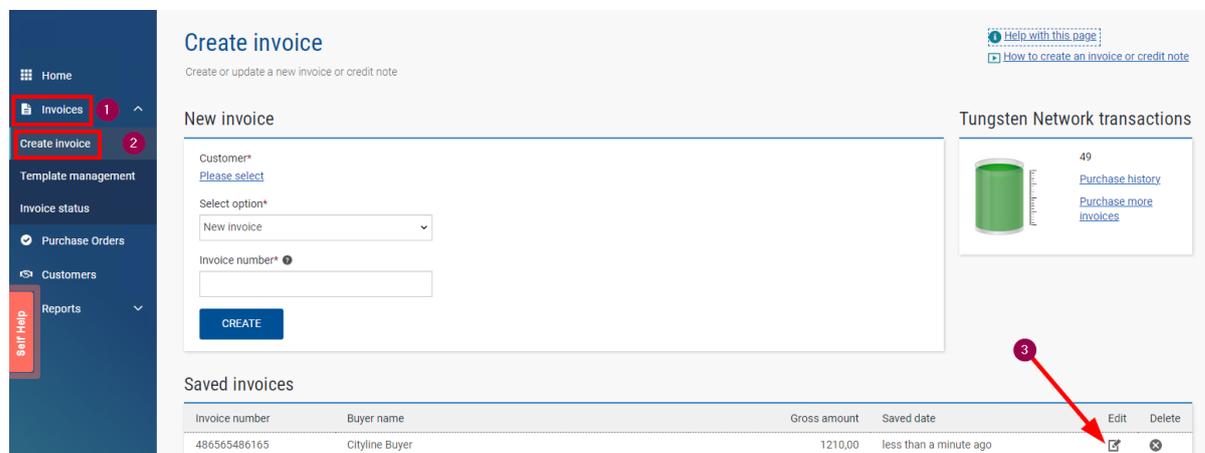
If your invoice validation is accepted by Tungsten but then 'REJECTED' by HH Global in SAP, you cannot reactivate the invoice and it will need to be resubmitted. Your rejection reason should be available to view.

The workflow status on the right-hand side will advise when your invoice has been accepted by Tungsten and then approved by HH Global. Once the invoice status is 'approved', it has 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.