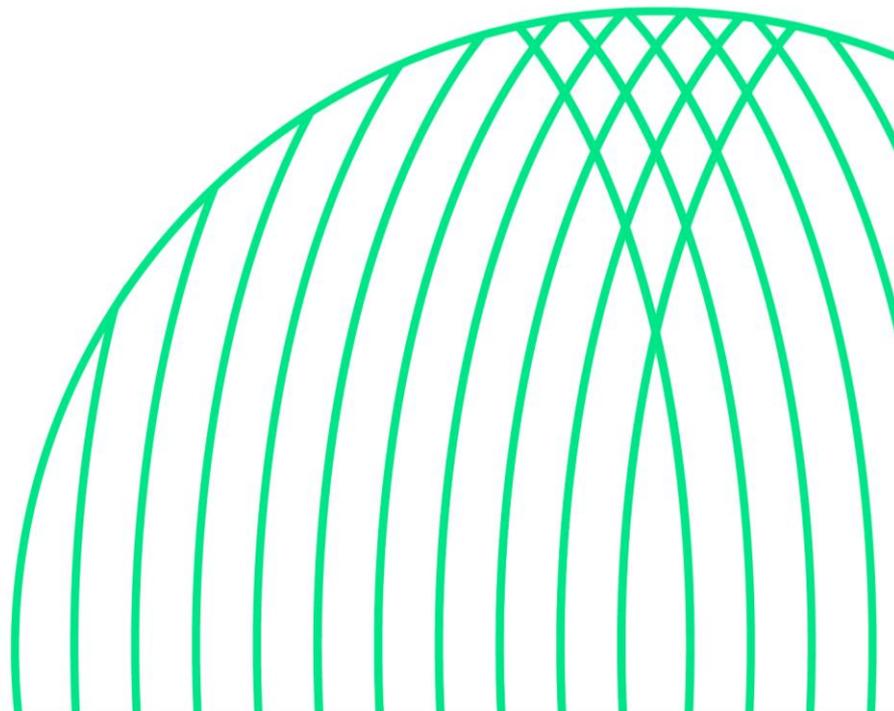

H H Associates Ltd – Tungsten Operating Manual

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:

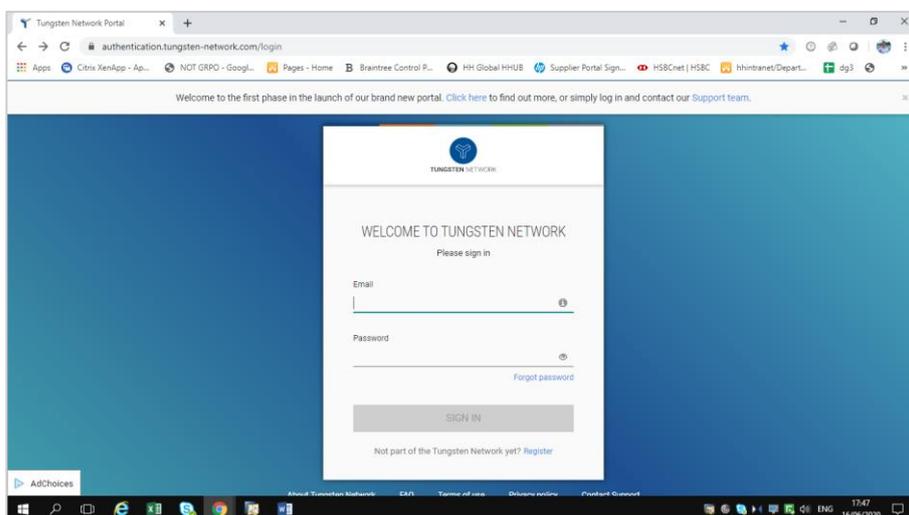
A PO will only be available in Tungsten when the HHG Buyer marks it “Delivered in Hub”

Invoices automatically reject when:

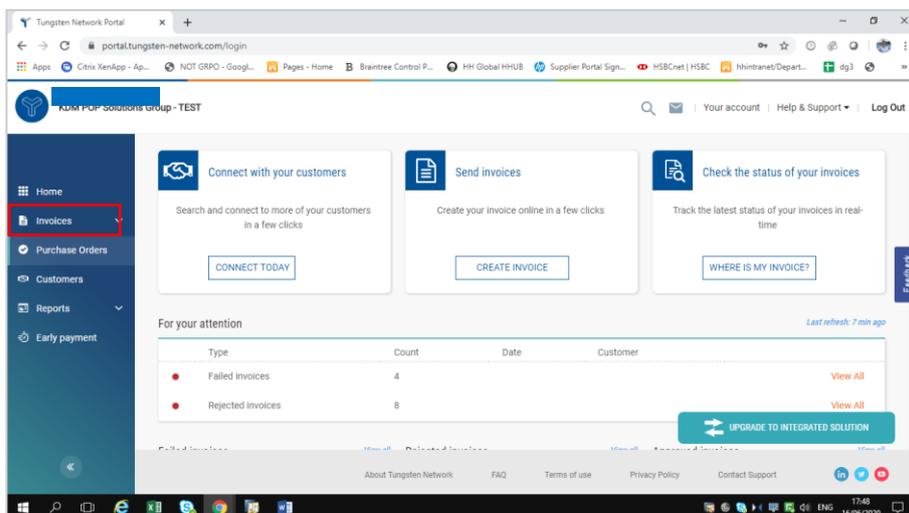
- The payment term, currency or billing entity differs across PO's (consolidated invoice)
- PO line numbers are not added to each PO line
- PO numbers are not input exactly (*case sensitive*) as provided
- Early Settlement Discount wording is not added (not applicable to ESD exempt suppliers)

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

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:
 - 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

- 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 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

Simple Sourcing Ltd *TEST*
 101-135 Kings House, First Floor
 Kings Road, Brentwood
 CM14 4DR

Reference numbers

ADDITIONAL INFORMATION

Local Currency
 PO Vendor Number
 Purchase Order Ref.
 Document subtype
 Payment Ref.
 Buyer Tax Registration Num.

GBP
 SBROW0001
 STD
 I
 90 days Doc. Date
 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)

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	HHHub Qty: 5801	1	1	-	Pre
<input type="checkbox"/>	UKP2328563	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 10000	1	0	-	Pre
<input type="checkbox"/>	UKP2326287	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 14770	1	0	-	Pre
<input type="checkbox"/>	UKP2333664	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 1	1	0	-	Pre
<input type="checkbox"/>	UKP2334794	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 9147	1	0	-	Pre
<input type="checkbox"/>	UKP02309625	26/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 45	2	2	-	Pre
<input type="checkbox"/>	UKP2220821	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 5000	1	5	-	Pre
<input type="checkbox"/>	UKP2224856-2	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 100	1	2	-	Pre
<input type="checkbox"/>	UKP2224856-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 100	1	1	-	Pre
<input type="checkbox"/>	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

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

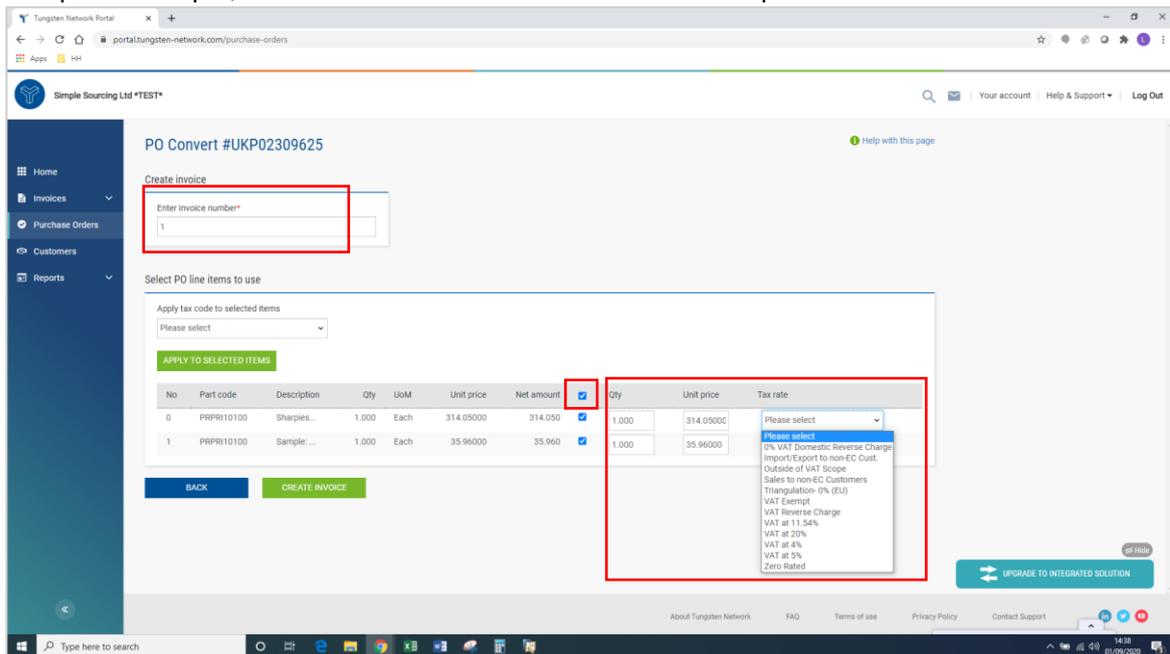
Reference numbers

ADDITIONAL INFORMATION

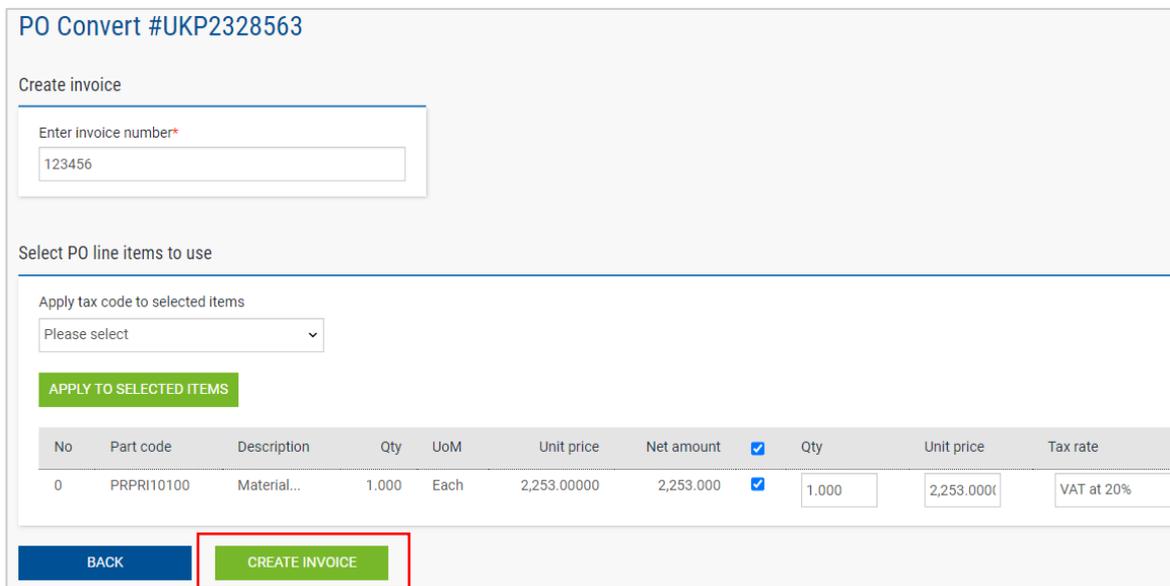
Local Currency	GBP
PO Vendor Number	SBROW0001
Purchase Order Ref.	STD
Document subtype	I
Payment Ref.	90 days Doc. Date
Buyer Tax Registration Num.	N/A

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:

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

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

Invoice #: 123456 Help with this page
How to create an invo

Your details

Your name ?
Start typing to search +

Your tel
[Input field]

Your email
[Input field]

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

Who you are invoicing

Name ?
Start typing to search +

Tel
[Input field]

Email
[Input field]

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](#)

Invoice details

Invoice number*
123456 🔗

Document type
Invoice

Invoice date* ?
21/09/2020 🗑️

Tax point date* ?
[Input field] 🗑️

Advance payment date ?
[Input field] 🗑️

Payment due date ?
[Input field] 🗑️

Delivery date* ?
[Input field] 🗑️

Currency* ?
Pound Sterling ▼

Purchase order (PO) number ?
UKP2335175

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.

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

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

Summary

		Invoice (£)
Total net	<input type="text" value="3,630.55"/>	3,630.55
Total tax	<input type="text" value="726.11"/>	726.11
		Undo changes
Total gross		4,356.66

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

Who you are invoicing

Name ? HH Associates Ltd - TEST

Start typing to search +

Tel

Email

Grove House, Guildford Rd
Leatherhead
KT22 9DF
UNITED KINGDOM

Sending goods to a different address than the invoice address?

No - They're the same v ?

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

Advance payment date ?

Payment due date ?

Delivery date* ?

Currency* ? Pound Sterling

Purchase order (PO) number ? UKP2335175

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	✎ ✕

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.

Line item type ?

Goods

Product code ?

Start typing to search

Product description* ?

Start typing to search +

Unit* ?

Please select +

Quantity*

1.000

Price* ?

0.00000

Tax type*

Please select

Tax amount ?

0.00

- 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 ? PO line number ? Additi

Delivery note number ?

- 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

- 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	<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

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"

Tungsten Network Portal

portal.tungsten-network.com/purchase-orders

Apps HH

Home

Invoices

Purchase Orders

Customers

Reports

Payment terms

Early payment discount ?

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 ?

Payment terms ?

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

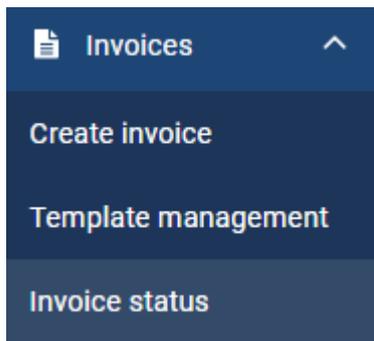
"Remit to" details

- 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':

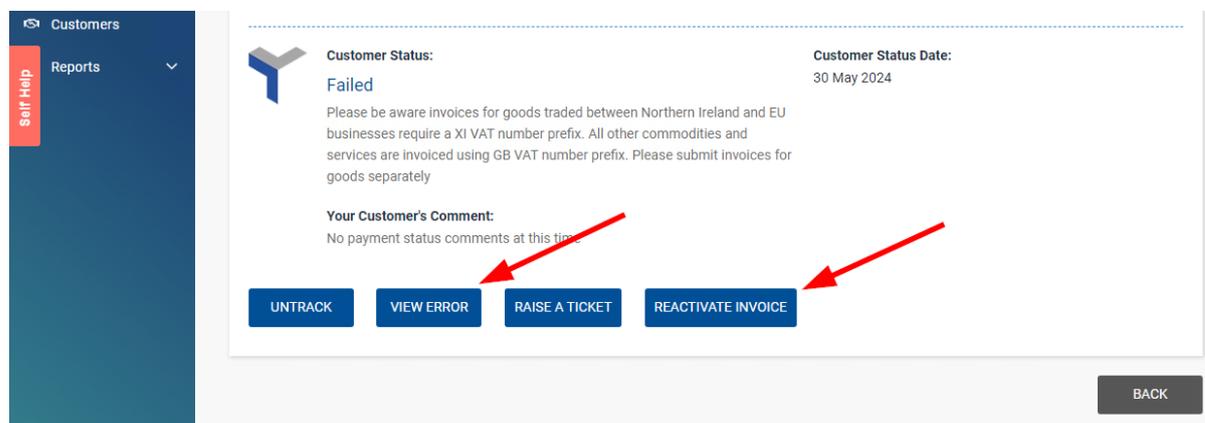


Click on the page symbol under 'view details' against your invoice

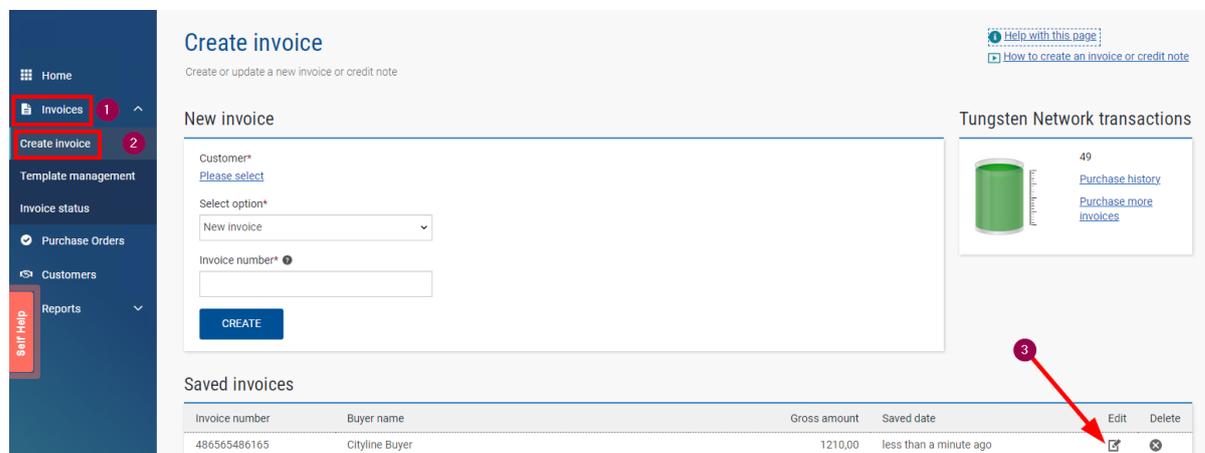
Document type	Document number	Document date	Customer	Amount	Submission date	Latest update	Status	View details	
Invoice	FIS20200916_0057	15/09/2020	HH Associates Ltd - TEST	4356.66	16/09/2020	16/09/2020	Received		<input type="checkbox"/>
Invoice	FIS20200910_0355	10/09/2020	HH Associates Ltd - TEST	4356.66	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: < 1 2 3 4 5 > Page size: 10 | Displaying page 1 of 5, items 1 to 10 of 49

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 screenshot shows the 'Invoices' section of the HH Global portal. The left-hand navigation menu includes 'Home', 'Invoices', 'Invoice status', 'Purchase Orders', 'Suppliers', and 'Reports'. The main content area displays invoice details for 'CIUDAD ADOLFO LOPEZ MATEOS' (MEX 52920) and 'Deerfield' (IL 60015). Under the 'Attachments' section, two files are listed: 'AAA157062969_60151515_20230720004041.xml' and 'AAA000256618147.pdf'. The 'Payment receipt' section indicates 'No records found'. A 'Customer Status' section shows the status as 'Rejected' with a red box around the text. Below this, a message states: 'Your customer has rejected the document. Contact your customer if you are unsure what to do next.' A 'Your Customer's Comment' section, also highlighted with a red box, contains the text: '(VAL 12) For one or more lines, the value on PO Line Number does not match with the base PO. Please make sure you invoice as per the PO. Review your invoice and resubmit with the correct value.'

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.

The screenshot displays the 'TEST0078' invoice details. The 'From' field is redacted with a blue box. The 'To' field lists 'HH Associates Ltd - TEST' at 'Grove House, Guildford Rd' and 'Leatherhead, KT22 9DF'. The 'Document date' is '07 July 2020', the 'Submission date' is '07 July 2020', the 'Transaction number' is 'AAA000194451468', and the 'PO number' is 'UKP2172874-1'. The 'Attachments' section shows 'AAA000194451468.pdf'. The 'Total with tax' is '£ 312.00'. The 'Status' is 'Approved' with a message: 'Your customer has approved this document.' The 'Status date' is '08 July 2020' and the 'Payment due date' is 'No payment due date at this time.' The 'Comment' states: 'The invoice has approved and waiting to be paid.' A green 'UNTRACK' button is at the bottom left. The 'The workflow' section on the right shows a 5-step process: 1. Sent, 2. Accepted, 3. Delivered, 4. Received, and 5. Approved (highlighted with a red box). The 'Approved' step includes the text: 'Your customer has approved payment of your invoice.' The 'Paid' step includes: 'Your customer has paid your invoice.'