Please take note of the following electronic invoicing rules:

• Only Purchase Orders marked as delivered in HHub will be sent to the Tungsten Network for payment.

• Consolidated invoices can be processed only if the payment term, currency and billing entity are identical in your selected Purchase Orders.

• Purchase Order line numbers should be added in each Purchase Order line for single and consolidated invoices.

- Purchase Order numbers must be input verbatim to avoid rejections.
 - 1. Enter your email and password:

2.

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- **3.** You can review if one single PO is available for your Invoice by doing the following:
 - 1) Customer field: select HH Global US
 - 2) Input PO (USP+7Digits)
 - 3) Select PO date range: 12 Months (recommended)
 - 4) Click Get MY POs

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- 4. You can review all your available POs by doing the following:
 - 1) Customer field: select HH Associates Ltd Select PO date range: 12 Months (recommended)
 - 2) Click 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.

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

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7. Once you click on select PO the convert screen should be display as below:

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8. Click on Convert PO:

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9. Enter your invoice number and tick on the empty box next to Net Amount and select the correct tax code from the drop down:



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



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

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12. 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.





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

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- 15. Fill in the form as shown below:
 - 1. Line Item Type (goods)
 - 2. Product Code: you could input your own or PRPRI10100
 - 3. Product Description: you could input your description or the one that is in the PO.
 - 4. Unit: Each
 - 5. Quantity: 1
 - 6. Tax type: select the correct tax code for your invoice
 - 7. Price: net of the PO (if tax is applicable), gross of PO if no tax is applicable
 - 8. Tax value will calculate automatically based on tax code selected
 - 9. When you finish click on the plus sign for more options

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- 16. Input your PO number and PO line number (you could find it in purchase order review)

- 17. When you finish to fill in the data, click on SAVE LINE ITEM
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- **18.** If you need to add more POs repeat steps 14 to 17. When you finish this process all the POs will be shown in Invoice Items.

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19. If you are OK, then repeat step 13