

HH Print Management Deutschland GmbH - 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:

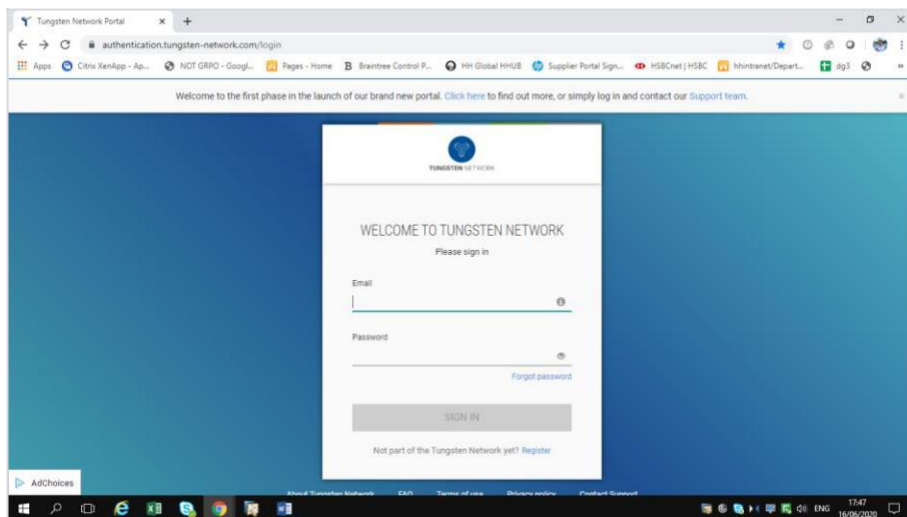
The payment term, currency or billing entity differ across PO's (consolidated invoice) PO line numbers are not added to each PO line

PO numbers are not input exactly (*case sensitive*) as provided

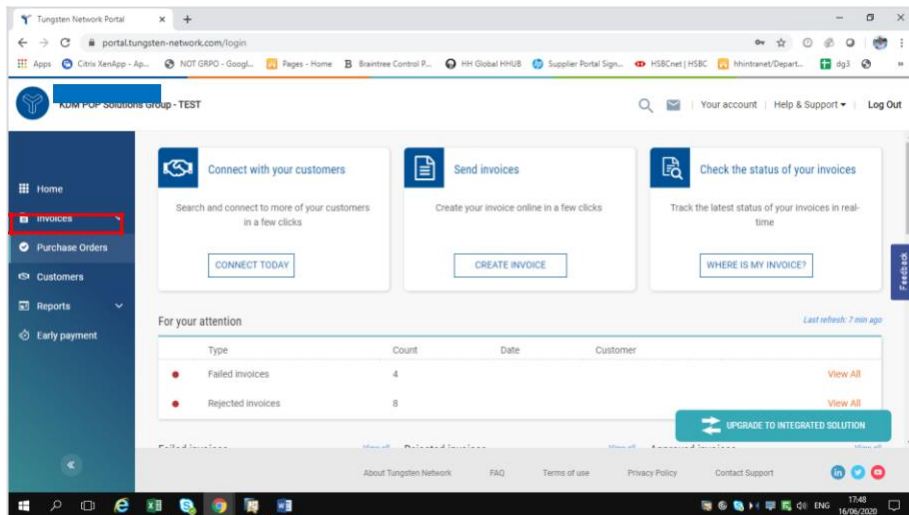
Early Settlement Discount wording is not added (not applicable to ESD exempt suppliers)

Please 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 Print Management Deutschland GmbH
 - ii. Input PO (DEP+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 Print Management Deutschland GmbH - TEST - AAA9075 ▾

PO number

DEP2112517

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. HH Print Management Deutschland GmbH
 - vi. Select PO date range: 12 Months (recommended)
 - vii. Click Get MY POs

Purchase orders (POs)

Review your purchase orders(POs).

Criteria

Customer

HH Print Management Deutschland GmbH - TEST - AAA9075 ▾

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
	DEP2112517	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	Accepted	0	HHub Qty: 1	1	1	2,446,00	-
	DEP2112950	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	Accepted	0	HHub Qty: 5	1	0	53,80	-
	DEP2111415	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	New	0	HHub Qty: 4	1	0	44,29	-
	DEP2111173	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	New	0	HHub Qty: 4	1	0	191,40	-
	DEP2101115	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	New	0	HHub Qty: 1	1	0	9,90	-

PO Convert #DEP2111415

[Help with this page](#)

Current Status: **Pending**

PO NUMBER DEP2111415
TN Buyer Number: AAA907576201
PO Date: 29 March 2021
Currency: Euro

PO FROM
 HH Print Management Deutschland GmbH - TEST
 Niederkasseler Lohweg 18
 Guldorf Rd
 Fetcham
 Düsseldorf
 KT22 9DF

PO TO

Reference numbers

ADDITIONAL INFORMATION

Local Currency	EUR
PO Vendor Number	SARIA0001
Purchase Order Ref.	STD
Document subtype	I

- ACCEPT PO
REJECT PO
ARCHIVE PO
PREVIEW
BACK

PO Convert #DEP2111415

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	
	DEP2112517	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	Accepted	0	HHub Qty: 1	1	1	2,446,00	-	Pre
	DEP2112950	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	Accepted	0	HHub Qty: 5	1	0	53,80	-	Pre
	DEP2111415	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	Accepted	0	HHub Qty: 4	1	0	44,29	-	Pre
	DEP2111173	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	New	0	HHub Qty: 4	1	0	191,40	-	Pre
	DEP2101115	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	New	0	HHub Qty: 1	1	0	9,90	-	Pre
	DEP2101112	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	New	0	HHub Qty: 1	1	0	14,01	-	Pre

7. Click on Convert PO:

PO Convert #DEP2112950 Help with this

Current Status: **Accepted**

PO FROM
 HH Print Management Deutschland GmbH - TEST
 Niederkasseler Lohweg 18
 Guildford Rd
 Fetcham
 Düsseldorf
 KT22 9DF

PO TO

PO NUMBER DEP2112950
TN Buyer Number: AAA907576201
PO Date: 22 April 2021
Currency: Euro

Reference numbers

ADDITIONAL INFORMATION

Local Currency	EUR
PO Vendor Number	SARIA0001
Purchase Order Ref.	STD
Document subtype	I

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 #DEP2112950 Help with t

Create invoice

Enter invoice number*
TEST0002

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	Collate ...	1,000	Each	53,80000	53,800	<input checked="" type="checkbox"/>	1,000	53,80000	Please select Please select 0% UST - Imports 0% VAT 16% VAT 19% Tax 5% VAT 7% VAT Durchschnittssatzbesteuerung Triangulation - 0% (EU) Triangulation - 0% (EU) VAT Exempt VAT Reverse Charge Wareneinkauf (EU)

BACK CREATE INVOICE

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

APPLY TO SELECTED ITEMS

No	Part code	Description	Qty	UoM
1	PRPRI10100	Collate ...	1,000	Each

BACK CREATE INVOICE

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

PO Convert #DEP2112950 Help with this page

Create invoice

Invoice number
TEST0002

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	Collate ...	1,000	Each	53,80000	16,00	8,61	53,80	62,41

Summary

No. of lines	1
Sub total	EUR 53,80
Total tax	EUR 8,61
Net total	EUR 62,41

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 data to any mandatory fields. These are not taken into our accounting system, so please select as per your own process

- Note: Invoices cannot be backdated more than 7 days

Invoice #: TEST0002 Help with this page
How to create an invoice or credit note

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*
TEST0002 ✎

Document type
Invoice

Invoice date* ?
11.05.2021 🗑

Tax point date* ?
11.05.2021 🗑

Advance payment date ?
 🗑

Payment due date ?
 🗑

Currency* ?
Euro ▼

Purchase order (PO) number ?
DEP2112950

Who you are invoicing

Name ?
Start typing to search +

Tel

Email

HH Print Management Deutschland GmbH - TEST
Niederlasseler Lohweg 18
Düsseldorf
40547
GERMANY

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"

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	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 Print Management Deutschland GmbH - TEST
 Start typing to search  Niederkasseler Lohweg 18
 Düsseldorf
 40547
 GERMANY
 Tel
 Email
 Sending goods to a different address than the invoice address?
 No - They're the same 



Finance payment date 

 Payment due date 

 Currency* 
 Euro 
 Purchase order (PO) number 
 DEP2112950



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


Invoice items



Item	Quantity / Unit	Price	Line amount	Total	
01 PRPRI10100 - Collate & Pack: For Collate & Pack	1 / Each	53,80000	53,80	62,41	 




16. Fill in the form as shown below:

- Line Item Type (goods)
- Product Code: you could input your own or PRPRI10100
- Product Description: you could input your description or the one that is in the PO
- Unit: Each
- Quantity: 1
- Tax type: select the correct tax code for your invoice
- Price: net of the PO (if tax is applicable), gross of PO if no tax is applicable
- Tax value will calculate automatically based on tax code selected
- When you finish click on the plus sign for more options


Line item type 
 Goods 



Product code 
 Start typing to search


Product description* 
 Start typing to search 

Unit* 
 Please select  


Quantity*

Price* 



Tax type* 
 Please select 

Tax amount 


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, discour](#)


PO number  PO line number  Additional ir


DEP2111415 1

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


European Article Number 

SAVE LINE ITEM CANCEL

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	 
02 PRPRI10100 - Materials	1 / Each	25.00000	25.00	25.00	 

 Invoice saved

ADD

Feedback

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"

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

21. If you are OK, then repeat step 13

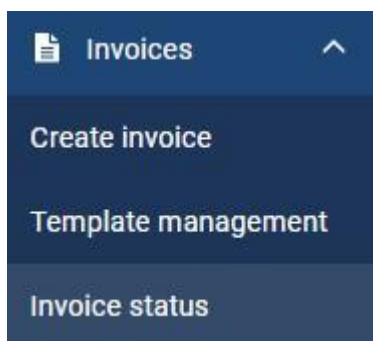
Once you have clicked 'send' on your invoice it will go through a two-stage validation process

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"/>

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

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

Attachments
AAA000194451468.pdf

Total with tax £ 312.00

Status:
Approved
Your customer has approved this document.

Comment
The invoice has approved and waiting to be paid.

Status date:
08 July 2020

Payment due date
No payment due date at this time.

UNTRACK

Invoice

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

- 1 **Sent**
Your invoice is waiting to be processed.
- 2 **Accepted**
Tungsten Network has processed your invoice and it has passed validation.
- 3 **Delivered**
Tungsten Network has made your invoice available for collection by your customer.

With HH Associates Ltd - TEST : Invoice processing status

- 4 **Received**
Your customer has collected your invoice and entered it into their system.
- 5 **Approved**
Your customer has approved payment of your invoice.
- 6 **Paid**
Your customer has paid your invoice.

If your invoice fails to reach the next