

HH GLOBAL

Tungsten Invoicing SOP

United States

LAST UPDATED: 31 DECEMBER 2021





Overview

This guide reviews how to submit invoices for Purchase Orders (POs) generated in HHub. POs are eligible to be invoiced once they have been marked as *Delivered* in HHub, which is done by the HH Buyer or Procurement Contact on the Enquiry.

Please take note of the following electronic invoicing rules:

- Only full Purchase Orders that are marked as delivered in HHub will be sent to the Tungsten Network for payment. No partial Purchase Orders will be sent to the Tungsten Network.
- 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.
- Invoices must be raised for the complete amount of the Purchase Order(s). Partial amounts will be rejected.

Procedure

To submit an invoice for a Purchase Order in Tungsten:

1. Log in to Tungsten and click on **Purchase Orders** in the navigation bar to review your available POs.





2. In the *Criteria* section, select **HH Associates US**, **Inc - 98-0532401 - AAA286339486** from the *Customer* dropdown menu.

Customer			
HH Associates US, Inc	- TEST - A	AA290775956	~
P0 number			
Status			
Please select	~	PO status definitions	
PO conversion status			
All	~		
Select PO date range			
Last 12 months	~		

- 3. Under the Select PO date range field, select Last 12 Months.
- 4. Click the Get my POs button.

Important: If your PO Number does not display after searching with these criteria, it is most likely because the associated PO has not yet been marked *Delivered* in HHub. To correct this, contact your HH Global Buyer or the Procurement Contact on the Enquiry so that they can mark the PO as Delivered. If you attempt to submit the invoice manually without completing this step, the system will reject the invoice.



5. A list of Purchase Orders meeting the search criteria will generate. Click on the **Plus (+)** button next to the PO Number to invoice.

Active pu	rchase orders											
Select	P0 number	Updated PO date	Customer	Customer TN Number	Status	Version (First line description	Lines	Invoices	Net value	Delivery Method	
0	USP2497875	12/1/2021	HH Associates US, Inc TEST	AAA290775956	Accepted	0	HHub Qty: 50	1	1	19.00	-	Prev
0	USP2481279	12/1/2021	HH Associates US, Inc TEST	AAA290775956	Pending	0	HHub Qty: 15	3	0	558.25	-	Prev
0	USP2479640	12/1/2021	HH Associates US, Inc TEST	AAA290775956	New	0	HHub Qty: 10	2	0	319.00	-	Prev
0	USP2479633	12/1/2021	HH Associates US, Inc TEST	AAA290775956	New	0	HHub Qty: 10	2	0	319.00	-	Prev
0	USP2481128	12/1/2021	HH Associates US, Inc TEST	AAA290775956	New	0	HHub Qty: 10	1	0	159.50	-	Prev
0	USP2479629	12/1/2021	HH Associates US, Inc TEST	AAA290775956	New	0	HHub Qty: 10	2	0	319.00	-	Prev
0	USP2476794	12/1/2021	HH Associates US, Inc TEST	AAA290775956	New	0	HHub Qty: 6	1	0	95.70	-	Prev
0	USP2479595	12/1/2021	HH Associates US, Inc TEST	AAA290775956	New	0	HHub Qty: 10	2	0	319.00	-	Prev
0	USP2477237	12/1/2021	HH Associates US, Inc TEST	AAA290775956	New	0	HHub Qty: 5	2	0	111.65	-	Prev
0	USP2475322	12/1/2021	HH Associates US, Inc TEST	AAA290775956	New	0	HHub Qty: 25	1	0	398.75	-	Prev
	K < 1 2 3	> >	Page size: 10 🗸							Displayin	g page 1 of 3, iten	ns 1 to 1
<												>
							ACCEPT PO		REJECT P	D	ARCHIVE PC)



6. If the PO is in *New* status, review the information and then click on the **Accept PO** button to move the PO to *Accepted* status.

PO Convert #USP2479640			Help with this page
Current Status: Pending			
		PO NUMBER USP2479640 TN Buyer Number: AAA290775956 PO Date: 20 February 2020 Currency: US Dollar	^
PO FROM HH Associates US, Inc TEST 520 Lake Cook Road Suite 680 Deerfield II	PO TO KDM POP Solutions Group - TEST PO Box 639091 Cincinnati OH 45263-9091	Reference numbers	
ADDITIONAL INFORMATION Local Currency PO Vendor Number Purchase Order Ref. Document subtype Pavment Ref.	USD SDIAM0001 STD I ESD 90 davs Postino- 60 davs 3%		Ŷ
ACCEPT PO REJECT PO ARCH	IVE PO PREVIEW	ВАСК	



7. Click on the Convert PO button to convert the PO into an invoice.

Note: The PO Number to be invoiced **must** be in *Accepted* status. If the PO Number is in *New* status, you must first accept the PO before invoicing it.

	Help with this page
PO NUMBER USP2479640 TN Buyer Number: AAA290775956 PO Date: 20 February 2020 Currency: US Dollar	^
Reference numbers	
	~
	PO NUMBER USP2479640 TN Buyer Number: AAA290775956 PO Date: 20 February 2020 Currency: US Dollar Reference numbers

8. In the Create Invoice section, enter the invoice number to associate with the PO Number.

PO Convert #USP2479640
Create invoice
Enter invoice number*
123456



9. In the Select PO line items to use section, click on the checkbox for the Net Amount.

ect PO	line items to use								
No	Part code	Description	Qty	UoM	Unit price	Net amount		Qty	Unit price
4	PRPRI10100	20BASF01	1.000	Each	159.50000	159.500	V	1.000	159.50000
5	PRPRI10100	20BASF01	1.000	Each	159.50000	159.500	V	1.000	159.50000
B/	ACK	CREATE INVOICE							

10. Click the Create Invoice button.

ect PO line items to use									
Part code	Description	Qty	UoM	Unit price	Net amount		Qty	Unit price	
PRPRI10100	20BASF01	1.000	Each	159.50000	159.500	¥	1.000	159.50000	
PRPRI10100	20BASF01	1.000	Each	159.50000	159.500	V	1.000	159.50000	
	Part code PRPRI10100 PRPRI10100	Part code Description PRPRI10100 20BASF01 PRPRI10100 20BASF01	Part code Description Qty PRPRI10100 20BASF01 1.000 PRPRI10100 20BASF01 1.000	Part code Description Qty UoM PRPRI10100 20BASF01 1.000 Each PRPRI10100 20BASF01 1.000 Each	Part code Description Qty UoM Unit price PRPRI10100 20BASF01 1.000 Each 159.50000 PRPRI10100 20BASF01 1.000 Each 159.50000	Part code Description Qty UoM Unit price Net amount PRPRI10100 20BASF01 1.000 Each 159.50000 159.500 PRPRI10100 20BASF01 1.000 Each 159.50000 159.500	Part codeDescriptionQtyUoMUnit priceNet amountPRPRI1010020BASF011.000Each159.5000159.500159.500PRPRI1010020BASF011.000Each159.50000159.500159.500	Part code Description Qty UoM Unit price Net amount Qty PRPRI10100 20BASF01 1.000 Each 159.5000 159.500 I.000 PRPRI10100 20BASF01 1.000 Each 159.5000 159.500 I.000	

11. The PO Conversion details will display. Click the **Confirm** button.

Cr	O Con eate invo Invoice n 123456	vert #USP247964 bice	0				🚯 Help with this page
_	Line 4 5	Description 20BASF01 20BASF01	Qty 1.000 1.000	UoM Each Each	Unit price 159.50000 159.50000	Net amount 159.50 159.50	Gross amount 159.50 159.50
Su	mmary						
	No. of lin Sub total Total tax Net total	es	USD 319. USD 0. USD 319.	2 .00 .00			
	В	ACK CONFI	IRM				



12. The invoice information page will display. Enter the Invoice Date in the Invoice Details section.

Note: Only the Invoice Date is required for you to input on this screen. Advance Payment Dates or Payment Due Dates entered on this screen will not be accepted into the HH Global accounting system.

Invoice #: 123456					🕕 Help	with this page	
					▶ How	to create an invoice	or credit note
Your details					Invoice details		
Your name 🕢 Start typing to search Your tel Your email	0	KDM POP Solutions Group - TEST PO Box 639091 Cincinnati Ohio 45263-9091 UNITED STATES Tax payer ID 31-1120563 Are 'Ship from' details the same or different to the 'Inv the correct 'Ship from' details to prevent invoice proce	oice from' details? Please ensure yo ssing delays.	u enter	Invoice number* 123456 Document type Invoice Invoice date* 12/30/2021 Advance payment date	± ₩ ₩	
Who you are invoicing		No - They're the same 🗸 🥝			Payment due date 🥝	a	
Name ? Start typing to search	•	HH Associates US, Inc TEST 520 Lake Cook Road Suite 680 Deerfield Illinois			Delivery date 🥑		
Email		60015 UNITED STATES Are 'Ship to' details the same or different to the 'Invoic correct 'Ship to' details to prevent invoice processing No - They're the same	e to' details? Please ensure you enter the Jelays.	er the	US Dollar Purchase order (PO) n USP2479640	vumber 🤣	
Click here for additional he Invoice items	ader fie	lds such as Delivery/GRN number, Cost centre etc					
Itom			Quantity / Unit	Drice	Line emount	Total	
01 PRPRI10100 - 20BASF0	120VAU	LT0446-Vault Johnson Big J Heavy Duty 25' Measuring	1 / Each	159.50000	159.50	159.50	[3]⊗

- 13. To submit an invoice for multiple PO Numbers, follow the procedure in the <u>Multiple POs</u> section below. Otherwise, proceed to step 14 to invoice a single PO.
- 14. Review the information on the page to confirm that all invoice details are correct. If so, click the **Send** button.

Summary		
		Invoice (\$)
	Total net	319.00
	Total tax	0.00
		Undo changes
	Total gross	319.00
SAVE AS TEMPLATE SAVE	PREVIEW	SEND



15. A success message will display once the invoice is successfully submitted.

KDM POP Solutio	ns Group - TEST
	Invoice submitted successfully
III Home	
🔓 Invoices 🗸 🗸	CONTINUE
Purchase Orders	
Customers	
Reports 🗸	



Submit an Invoice with Multiple PO Numbers

After steps 1-13 from the above procedure are completed, additional POs can be added to a single invoice if necessary.

To submit a PO for multiple PO Numbers:

1. On the invoice information page, click on the Add button in the Invoice Items section.

Invoice	#: 123456					🕕 Helj	p with this page	
						► How	v to create an invoice	or credit note
Your details						Invoice details		
Your name Start typin Your tel Your email	g to search	KDM POP Solutions Group - TEST PO Box 639091 Cincinnati Ohio 45263-9091 UNITED STATES Tax payer ID 31-1120563 Are 'Ship from' details the same o the correct 'Ship from' details to p No - They're the same	r different to the 'Invo revent invoice proces v	ice from' details? Please ensu sing delays.	ire you enter	Invoice number* 123456 🖾 Document type Invoice Invoice date* 🥑 12/30/2021 Advance payment dat Payment due date 🔮	₩ te ()	
Name 🥑 Start typin Tel Email Click he	g to search	HH Associates US, Inc TEST 520 Lake Cook Road Suite 680 Deerfield Illinois 60015 UNITED STATES Are 'Ship to' details the same or d correct 'Ship to' details the same or d correct 'Ship to' details to prevent No - They're the same	ifferent to the 'Invoice invoice processing de v v	to' details? Please ensure you elays.	u enter the	Delivery date 🕢 Currency* 🥜 US Dollar Purchase order (PO) r USP2479640	inumber	
Invoice Item	S			Quantity (Unit	Price	Line amount	Total	
PRPF	810100 - 20BASE0120V	AULT0446-Vault Johnson Big J Heavy (Outy 25' Measuring	Quantity / Unit	Price	Line amount	Total	
01 T			,y	1 / Each	159.50000	159.50	159.50	60
02 PRPF	ADD	ERF-044/-Corkcicle 16 oz Canteen		1 / Each	159.50000	159.50	159.50	50



2. Fill out the necessary details for the additional PO Number:

achining : For V-10343 (O'Reilly) Wob	Ner for Menar	1 / Fach			
	and the seconds	1 / Elech	1,735.94000	1,735.94	1,735.94
~					
Product description* 😜	Unit" 😜		Que	entity*	Price* 😡
Materials O	Each		~ 0	1.000	0.00000
information such as P0/Delivery deta	alls, discounts, and oth	er additional information			
					Line amount 0.00
	Product description* Materials Information such as PD/Delivery deta	V Product description* Materials Unit* Each Information such as P0/Delivery details, discounts, and oth			

- Under the *Line Item Type* dropdown menu, select **Goods**.
- In the *Product Code* field, enter your own product code or use the code **PRPRI10100**.
- In the *Product Description* field, enter your own product description or copy the description listed on the PO in HHub.
- From the *Unit* dropdown menu, select **Each**.
- In the *Quantity* field, enter **1**.
- In the *Price* field, enter the **Total Amount** of the PO.
- 3. Click on the Plus (+) button to enter additional line level information.
- 4. Enter the **PO Number** and **PO Line Number** for the additional PO being included on the invoice.

Product description* 😣		Unit" 📀		Quant	sty* P	ice" 😡
Start typing to search	•	Please select		0	1.000	0.0000
evel information such as PO/Del	ivery details, discourt	ts, and other additional inform	nation			
P0 line number 🥹	Additional inf	ormation 🤪			Disc	unt 📀
						0.00
			li		Disc	unt % 🖸
			lis		Disc	o.00
Delivery end date					Disc	0.00
Delivery end date			k		Disc	o.oo
Delivery end date			lê		Disc	o.00
Delivery end date			Æ		Disc	0.00
Delivery end date	ategory	Part number			Line amou	0.00 0.00
	Product description* Start typing to search evel information such as P0/Del P0 line number	Product description* Start typing to search evel information such as PO/Delivery details, discount PO line number Additional inf	Product description* Start typing to search Start typing to search Start typing to search Start typing to search Please select Please select Poline number Additional information Additional information	Product description* Start typing to search Evel information such as PO/Delivery details, discounts, and other additional information PO line number Additional information	Product description*	Product description* Quantity* Pr Start typing to search Evel information such as PO/Delivery details, discounts, and other additional information PO line number Additional information Disco



Note: The PO Line Number is listed on the PO Convert screen (from step 7 above) for each P	O listed in
Tungsten.	

						3
ADDITION	AL INFORMATION	USD				
PO Vendor Nu	mber	SKDMP0001				
Purchase Ord	er Ref.	STD				
Document sul Payment Ref	otype	ESD 90 days Posting- 45 days 4.5%				
Buyer Tax Reg	istration Num	N/A				
Supplier Tax F	legistration Num.	31-1120563				
PO HEAD	FR TEXT					
Payment Terr	1 1	ESD 90 days Posting- 45 days 4.5%				
PO Line D	etaile					- 1
Line Part cod	e Description		Qty UoM	Unit price N	vet amount	
0 PRPRI10	100 Production : For Lowe's	USD Kitting Reset600622 (From Feb)	1.000 Each	828.24000	828.24	
General to	uxt					
Free Text	HHub Qty: 493					

5. When all necessary details for the additional PO are entered click the **Save Line Item** button.

PRPR10100 Materials Each © 1.000 © Click here for additional line level information such as PO/Delivery details, discounts, and other additional information P0 number P0 line number Additional information USP2495735 d Delivery note number Delivery start date Delivery end date	Discourt Discourt Discourt
Click here for additional line level information such as PO/Delivery details, discounts, and other additional information PO number PO number PO line number Q PO line number Additional information Oelivery note number Delivery start date Delivery end date	Discount @ 0.00 Discount %
No number (e) PO line number (e) Additional information (e) USP2495735 (d) Velivery note number (e) Velivery start date	Discount <table-cell></table-cell>
lelivery note number e	0.00 Discount %
elivery note number	Discount %
elivery start date Delivery end date	Discount 4 (
elivery start date Delivery end date	0.00
he fields below have been added by your buyer.	
L number 🕘 Cost center Part category Part number	Discourt 0.0
European Article Number 💙	Total 0/
	10581 0.0



6. A success message will display indicating the additional invoice item was added.

Invoic	e items					
	Item	Quantity / Unit	Price	Line amount	Total	
01	PRPRI10100 - Production : For Lowe's USD Kitting Reset600622 (From Feb)	1 / Each	828.24000	828.24	828.24	30
02	PRPRI10100 - Materials	1 / Each	399.65000	399.65	399.65	C O
	Invoice saved					
	ADD					

- 7. To add additional POs to the invoice, repeat steps 1-5 of this procedure.
- 8. Review the information on the page to confirm that all invoice details are correct. If so, click the **Send** button.

		Invoice (\$)
	Total net	799.68
	Total tax	0.00
		Undo changes
	Total gross	799.68

9. A success message will display once the invoice is successfully submitted.





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