

## ROI Tungsten Operating Manual

### Please be aware:

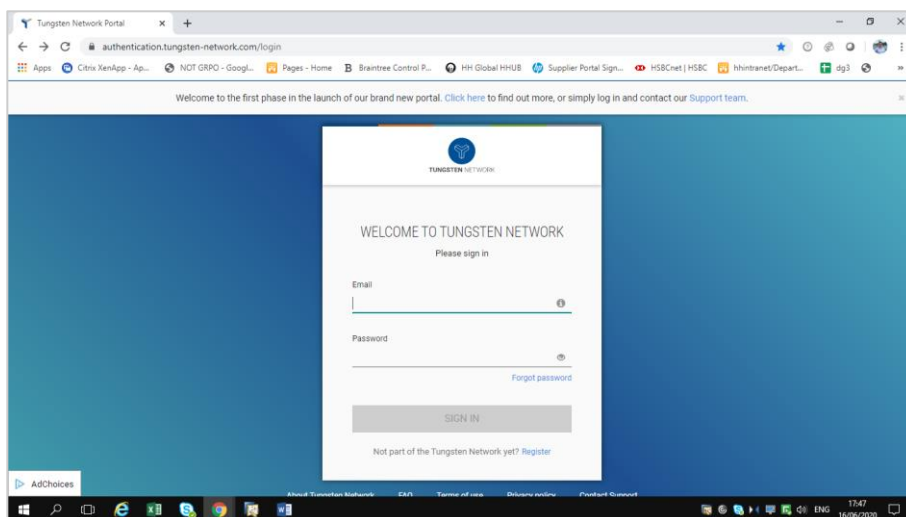
A PO will only be available in Tungsten when the HHG Buyer marks it “Delivered in HHub”. If you do not see your PO in Tungsten, the most likely reason for this is that your Buyer has not marked the PO as delivered in Hub. Please liaise with the Buyer directly in the first instance regarding this. Once your Buyer has marked the PO as delivered it should be available for invoicing within a couple of hours. If you still are unable to locate the PO in Tungsten, contact [vendor.queries@hhglobal.com](mailto:vendor.queries@hhglobal.com)

### Invoices automatically reject when:

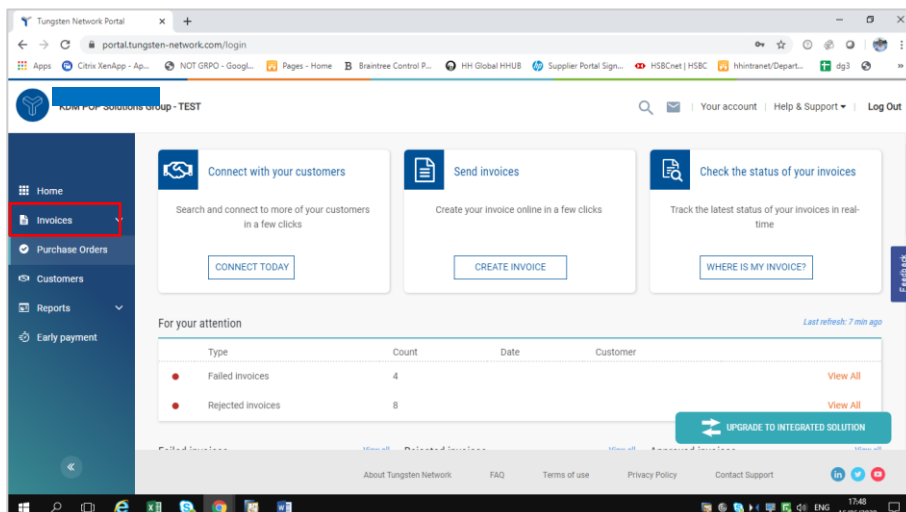
- The payment term, currency or billing entity differ across PO's (consolidated invoice)
- PO line numbers are not added to each PO line
- PO numbers are not input exactly (*case sensitive*) as provided

### 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 Global Marketing Solutions Ireland Limited
  - ii. Input PO (IEP+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. HH Global Marketing Solutions Ireland Limited
  - 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.
  - a. If at this point you find errors on the PO, contact your Buyer to discuss and, if necessary, request a replacement PO. **Do not reject a PO in Tungsten as this has no effect.**

Active purchase orders											
Select	PO number	Updated PO date	Customer	Customer TN Number	Status	Version	First line description	Lines	Invoices	Net value	Delivery Method
<a href="#">+</a>	UKP2335175	10/09/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 5801	1	1	-	Pre
<a href="#">+</a>	UKP2328563	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 10000	1	0	-	Pre
<a href="#">+</a>	UKP2326287	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 14770	1	0	-	Pre
<a href="#">+</a>	UKP2333664	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 1	1	0	-	Pre
<a href="#">+</a>	UKP2334794	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHHub Qty: 9147	1	0	-	Pre
<a href="#">+</a>	UKP02309625	26/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 45	2	2	-	Pre
<a href="#">+</a>	UKP2220821	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 5000	1	5	-	Pre
<a href="#">+</a>	UKP2224856-2	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 100	1	2	-	Pre
<a href="#">+</a>	UKP2224856-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 100	1	1	-	Pre
<a href="#">+</a>	UKP2257534-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHHub Qty: 140	1	1	-	Pre

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**NB:** clicking on 'preview' will open a copy of your PO. This will confirm key information such as the payment terms against the PO, and line reference numbers. It is advised that you download copies of additional POs from here when consolidating multiple POs to one invoice so that the copies are easily to hand

**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**

**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

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

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

**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

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

a. **NB:** you must select all lines from a PO. Partial invoicing of a PO is not permitted

The screenshot shows the 'PO Convert #UKP02309625' page. The 'Create invoice' section has an 'Enter invoice number' field. Below it, the 'Select PO line items to use' section contains a table with columns: No, Part code, Description, Qty, UOM, Unit price, Net amount, Qty, Unit price, and Tax rate. The 'Net amount' column has a checkbox that is checked. The 'Tax rate' column has a dropdown menu open, showing a list of tax codes.

No	Part code	Description	Qty	UOM	Unit price	Net amount	Qty	Unit price	Tax rate
0	PRPRI10100	Sharpies...	1,000	Each	314.05000	314.050	<input checked="" type="checkbox"/>	1,000	314.05000
1	PRPRI10100	Sample...	1,000	Each	35.96000	35.960	<input checked="" type="checkbox"/>	1,000	35.96000

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

PO Convert #UKP2328563

Create invoice

Enter invoice number\*

123456

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 checked="" type="checkbox"/>	Qty	Unit price	Tax rate
0	PRPRI10100	Material...	1.000	Each	2,253.00000	2,253.000	<input checked="" type="checkbox"/>	1.000	2,253.0000	VAT at 20%

BACK CREATE INVOICE

10. A page with invoice summary should be display as below, this will confirm the net, VAT and gross of the invoice so far, only click on Confirm if this is correct:

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

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. A red asterisk (\*) by a field indicates a mandatory field. Ensure that you fill in all mandatory fields. In the below example 'tax point date' and 'delivery date' are 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. Invoices where a date older than 7 days is selected will fail. The 7 days will include weekends and 'today' as 'day 1'.

- b. Note: mandatory fields may vary from the below depending on the country in which you are based. Take care to note the mandatory fields displayed to you in the portal.

Invoice #: 123456 [Help with this page](#)  
[How to create an invo](#)

**Your details**

Your name ?  
 +

Your tel

Your email

Sending goods from a different address than the invoice address?  
 ?

**Invoice details**

Invoice number\*  
 123456 🔍

Document type  
 Invoice

Invoice date\* ?  
 🗑️

Tax point date\* ?

Advance payment date ?  
 🗑️

Payment due date ?  
 🗑️

Delivery date\* ?  
 🗑️

Currency\* ?

Purchase order (PO) number ?

**Who you are invoicing**

Name ?  
 +

Tel

Email

Sending goods to a different address than the invoice address?  
 ?

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

13. If your invoice is just for one PO and the details of the invoice 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

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  
 Grove House, Guildford Rd  
 Leatherhead  
 KT22 9DF  
 UNITED KINGDOM

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

Tel

Email

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

Advance payment date ?

Payment due date ?

Delivery date\* ?

Currency\* ?

Purchase order (PO) number ?

**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: 1
- 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
- viii. Tax value will calculate automatically based on tax code selected
- ix. When you finish click on the plus sign for more options

Line item type ?

Product code ?

Product description\* ?

 +

Unit\* ?

 +

Quantity\* ?

Price\* ?

Tax type\* ?

Tax amount ?

**16. 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](#)

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[← Click here for additional line level information such as PO/Delivery details, d](#)

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PO number ? 
 PO line number ? 
 Additi

Delivery note number ?

17. 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

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.

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 checked="" type="checkbox"/>
02 PRPRI10100 - Materials	1 / Each	25.00000	25.00	25.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Invoice saved

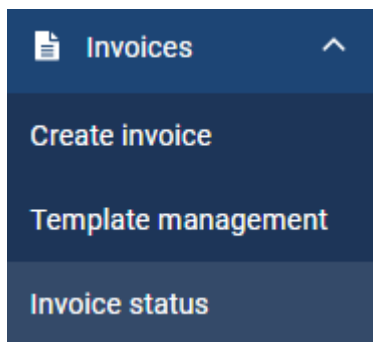
Feedback

19. If you are OK, then repeat step 14

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 will be notified when an invoice fails/passes this stage

- 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 will not be notified if an invoice is rejected at this stage. Please ensure you are regularly checking the invoice status and invoice status reports to ensure you have not missed rejections. Remember – invoices cannot be backdated more than 7 days. You will be required to re-date your invoice if you do not pick up rejections and resubmit these swift.
- 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

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.

You can also use the invoice reports in the reporting section of your account in the Tungsten portal to get an overview of all the invoices you have submitted via the portal. This can be exported into excel for reconciliation. It is highly recommended that you make regular use of this report to monitor invoice status and swiftly resolve any rejections. Remember – invoices cannot be backdated more than 7 days and you will be required to amend the dates of rejected invoices not resolved within this period

Once payment is made, a message will be sent to the Tungsten system updating this screen with 'paid' and a payment due date.

### TEST0078

**Invoice**

**From**  
[Redacted]

**To**  
HH Associates Ltd - TEST  
Grove House, Guildford Rd

**Document date**  
07 July 2020

**Submission date**  
07 July 2020

**Transaction number**  
AAA000194451468

**PO number**  
UKP2172874-1

**Leatherhead**  
KT22 9DF

**Attachments**  
AAA000194451468.pdf

**Total with tax** £ 312.00

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**Status:**  
**Approved**  
Your customer has approved this document.

**Status date:**  
08 July 2020

**Comment:**  
The invoice has approved and waiting to be paid.

**Payment due date:**  
No payment due date at this time.

**UNTRACK**

### 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

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

With HH Associates Ltd - TEST : Invoice processing status

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

If your invoice fails to reach the next