# 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

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:
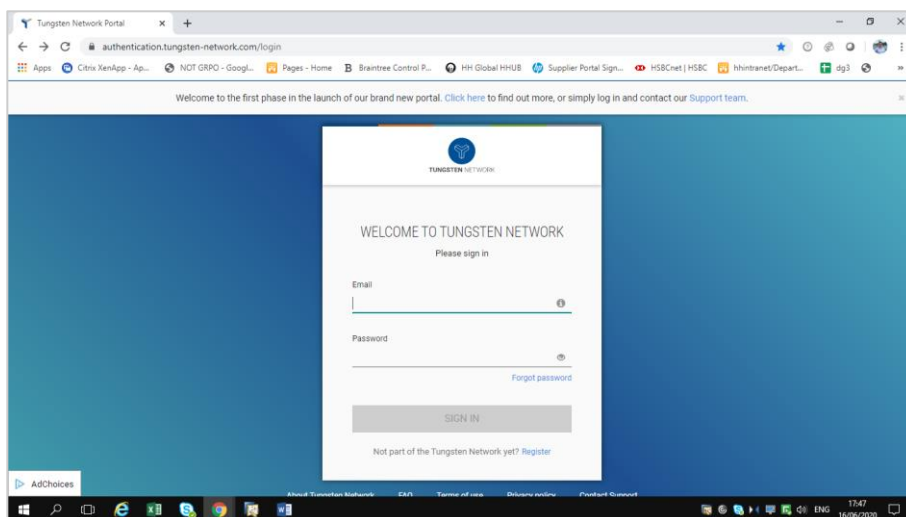
2. To review your available POs, go to Purchase Orders:
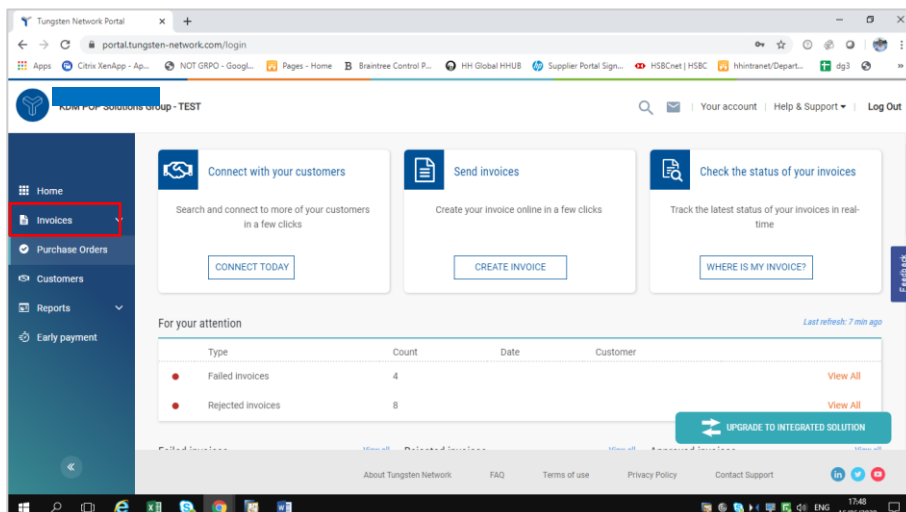
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3. You can review if one single PO is available for your Invoice by doing the following:

 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

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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	
⊕	UKP2335175	10/09/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 5801	1	1		-	Prev
⊕	UKP2328563	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 10000	1	0		-	Prev
⊕	UKP2326287	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 14770	1	0		-	Prev
⊕	UKP2333664	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 1	1	0		-	Prev
⊕	UKP2334794	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 9147	1	0		-	Prev
⊕	UKP02309625	26/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 45	2	2		-	Prev
⊕	UKP2220821	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 5000	1	5		-	Prev
⊕	UKP2224856-2	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 100	1	2		-	Prev
⊕	UKP2224856-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 100	1	1		-	Prev
⊕	UKP2257534-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 140	1	1		-	Prev

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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

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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	-		Prev
➕	UKP2328563	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 10000	1	0	-		Prev
➕	UKP2326287	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 14770	1	0	-		Prev
➕	UKP2333664	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 1	1	0	-		Prev
➕	UKP2334794	10/09/2020	HH Associates Ltd - TEST	AAA195787833	New	0	HHub Qty: 9147	1	0	-		Prev
➕	UKP02309625	26/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 45	2	2	-		Prev
➕	UKP2220821	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 5000	1	5	-		Prev
➕	UKP2224856-2	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 100	1	2	-		Prev
➕	UKP2224856-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 100	1	1	-		Prev
➕	UKP2257534-1	23/06/2020	HH Associates Ltd - TEST	AAA195787833	Accepted	0	HHub Qty: 140	1	1	-		Prev

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7. Click on Convert PO:

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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**

9. Once you complete step 9, click on 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:

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 asterix (*) 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

  a. 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'.

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> 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.

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.

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:

- 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

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.

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17. When you finish to fill in the data, click on SAVE LINE ITEM

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.


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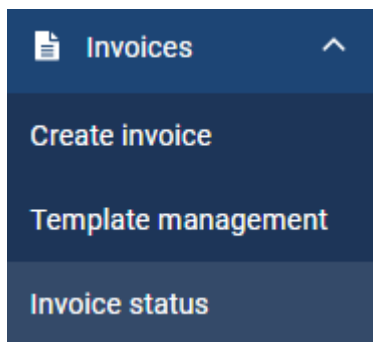
Click on the page symbol under 'view details' against your invoice

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		☐
Invoice	FIS20200910_0355	10/09/2020	HH Associates Ltd - TEST	4356.66	16/09/2020	16/09/2020	Received		☐
Invoice	FISINV16072007	28/07/2020	HH Associates Ltd - TEST	1374.83	28/07/2020	29/07/2020	Delivered		☐
Invoice	INV202002	28/07/2020	HH Associates Ltd - TEST	2160.00	28/07/2020	28/07/2020	Delivered		☐
Invoice	INV202003	28/07/2020	HH Associates Ltd - TEST	5850.00	28/07/2020	28/07/2020	Failed		☐
Invoice	FISINV16072005	27/07/2020	HH Associates Ltd - TEST	21.95	27/07/2020	28/07/2020	Delivered		☐
Invoice	FISINV16072006	28/07/2020	HH Associates Ltd - TEST	2332.62	28/07/2020	28/07/2020	Failed		☐
Invoice	FISINV16072003	16/07/2020	HH Associates Ltd - TEST	1374.83	27/07/2020	27/07/2020	Failed		☐
Invoice	FISINV16072004	27/07/2020	HH Associates Ltd - TEST	2160.00	27/07/2020	27/07/2020	Failed		☐
Invoice	FISINV16072001	16/07/2020	HH Associates Ltd - TEST	2332.62	27/07/2020	27/07/2020	Failed		☐

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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.