

## 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)

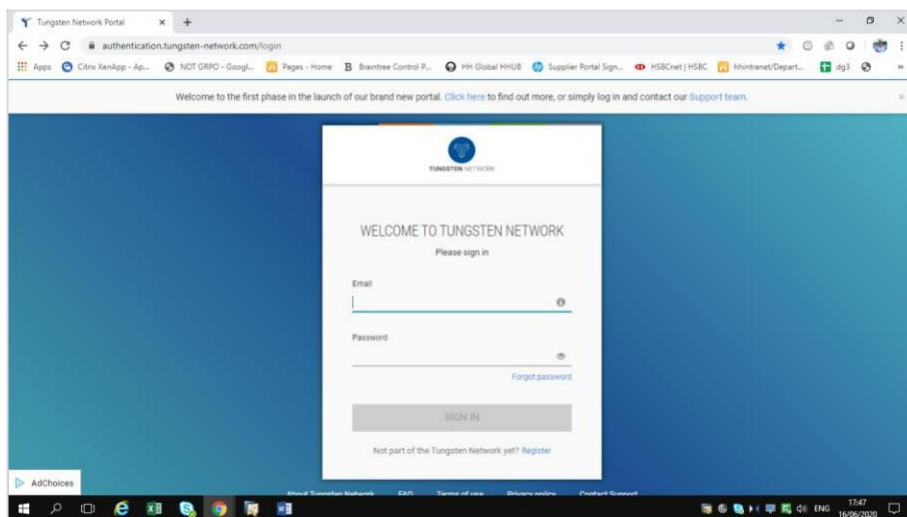
PO line numbers are not added to each PO line

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

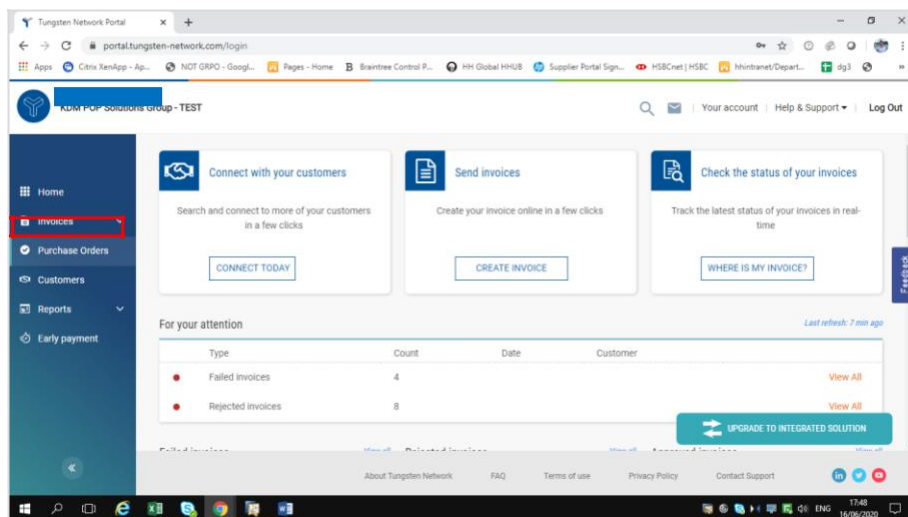
Early Settlement Discount wording is not added (not applicable to ESD exempt suppliers)

### 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

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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

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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**

<p><b>PO FROM</b>                  HH Print Management Deutschland GmbH - TEST                  Niederkasseler Lohweg 18                  Guildford Rd                  Fetcham                  Düsseldorf                  KT22 9DF</p>		<p><b>PO TO</b></p> 	<p><b>PO NUMBER DEP2111415</b>                  TN Buyer Number:                  AAA907576201                  PO Date: 29 March 2021                  Currency: Euro</p>
<p><b>ADDITIONAL INFORMATION</b>                  Local Currency                  PO Vendor Number                  Purchase Order Ref.                  Document subtype</p>		<p><b>Reference numbers</b></p>	<p>EUR                  SARIA0001                  STD                  I</p>

- 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
<input type="checkbox"/>	DEP2112517	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	Accepted	0	HHub Qty: 1	1	1	2,446,00	-
<input type="checkbox"/>	DEP2112950	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	Accepted	0	HHub Qty: 5	1	0	53,80	-
<input checked="" type="checkbox"/>	DEP2111415	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	Accepted	0	HHub Qty: 4	1	0	44,29	-
<input type="checkbox"/>	DEP2111173	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	New	0	HHub Qty: 4	1	0	191,40	-
<input type="checkbox"/>	DEP2101115	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	New	0	HHub Qty: 1	1	0	9,90	-
<input type="checkbox"/>	DEP2101112	04.05.2021	HH Print Management Deutschland GmbH - TEST	AAA907576201	New	0	HHub Qty: 1	1	0	14,01	-

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**

**ADDITIONAL INFORMATION**

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

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

**Reference numbers**

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 it

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 checked="" 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	16% VAT

BACK CREATE INVOICE

Tax rate dropdown options:  
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)

- 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 ?

Who you are invoicing

Name ?  
Start typing to search +

Tel

Email

HH Print Management Deutschland GmbH - TEST  
Niederlasser 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](#)

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


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"*


Please note that if your PO does not indicate ESD terms, you should leave the below field **blank**, otherwise your invoice will be rejected. PO terms can be viewed in the Tungsten portal – simply open the PO in the portal, if you do not see 'ESD' anywhere, the wording is not required.


### 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	<input type="text" value="3,630.55"/>	
Total tax	<input type="text" value="726.11"/>	
		<a href="#">Undo changes</a>
Total gross		4,356.66





## 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   
Niederkaeseler Lohweg 18  
Düsseldorf  
40547  
GERMANY  
Tel   
Sending goods to a different address than the invoice address?  
Email  No - They're the same   
[Click here for additional header fields such as Delivery/GRN number, Cost centre etc](#)

Invoice payment date    
Payment due date    
Currency\*  Euro   
Purchase order (PO) number  DEP2112950

Invoice items

Item	Quantity / Unit	Price	Line amount	Total	
01 PRPRI10100 - Collate & Pack: For Collate & Pack	1 / Each	53,80000	53,80	62,41	 
<input type="button" value="ADD"/>					

**16. 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

The screenshot shows a form with several fields highlighted by red boxes. The fields are: 'Line item type' (dropdown menu with 'Goods' selected), 'Product code' (text input with 'Start typing to search'), 'Product description' (text input with 'Start typing to search'), 'Unit' (dropdown menu with 'Please select'), 'Quantity' (text input with '1.000'), 'Price' (text input with '0.00000'), and 'Tax type' (dropdown menu with 'Please select'). There are also 'Tax amount' and 'Tax amount' fields with '0.00'.

**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](#)

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PO number ? 
 PO line number ? 
 Additional ir

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

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

Invoice saved

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

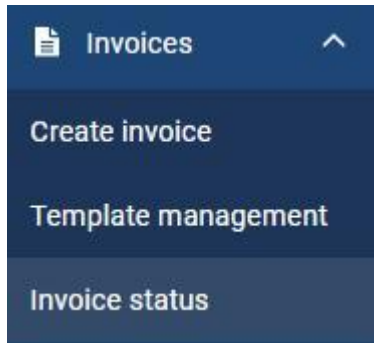
Once you have clicked 'send' on your invoice it will go through a two-stage validation process

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**
Invoice

**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

**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

**Attachments**  
AAA000194451468.pdf

**Total with tax £ 312.00**

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**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