

## HH Associates Netherlands BV Tungsten operating manual

### Please be aware:

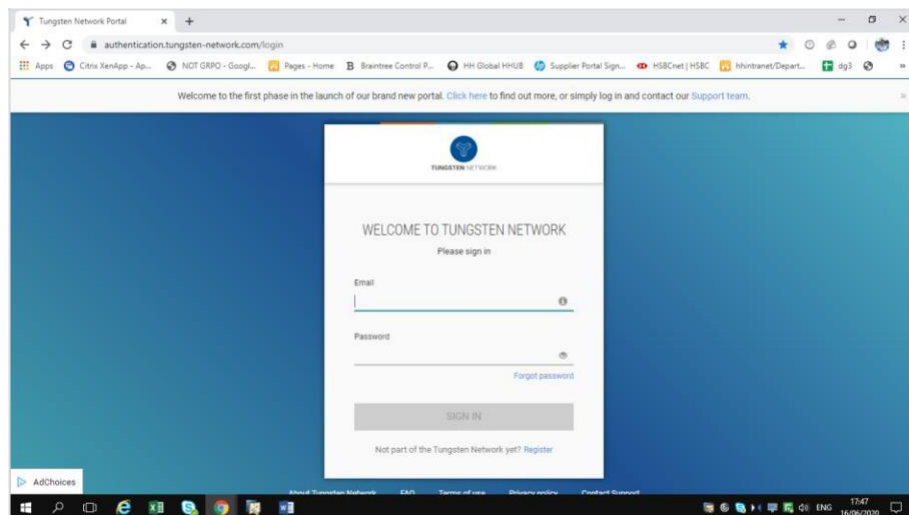
A PO will only be available in Tungsten when the HHG Buyer marks it “Delivered in HHub”

### Invoices automatically reject when:

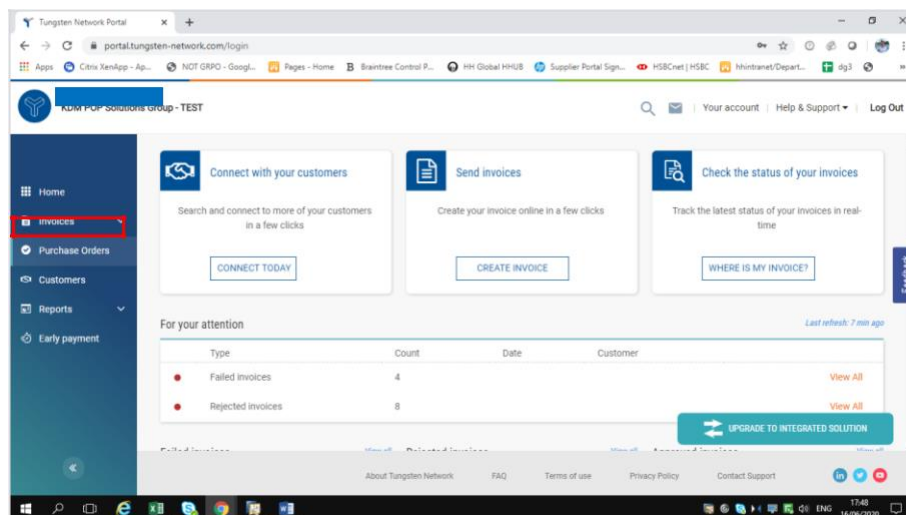
- The payment term, currency or billing entity differ across PO's (consolidated invoice) PO line numbers are not added to each PO line
- PO numbers are not input exactly (*case sensitive*) as provided
- Early Settlement Discount wording is not added (not applicable to ESD exempt suppliers)

### 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 Associates Netherlands BV
- II. Input PO (NLP+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 Netherlands B.V. - TEST - AAA545718660 ▼

PO number

NLP2083646

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 Associates Netherlands BV
- 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 Netherlands B.V. - TEST - AAA545718660

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	
	NLP2062427	4-5-2021	HH Associates Netherlands B.V. - TEST	AAA545718660	Accepted	0	HHHub Qty: 1	1	1	325,00	-	Pre
	NLP2059728	4-5-2021	HH Associates Netherlands B.V. - TEST	AAA545718660	Accepted	0	HHHub Qty: 1	1	1	3.475,00	-	Pre
	NLP2059722	4-5-2021	HH Associates Netherlands B.V. - TEST	AAA545718660	Accepted	0	HHHub Qty: 1	1	1	818,13	-	Pre
	NLP2083644	4-5-2021	HH Associates Netherlands B.V. - TEST	AAA545718660	Accepted	0	HHHub Qty: 700	1	1	1.678,00	-	Pre
	NLP2070288	4-5-2021	HH Associates Netherlands B.V. - TEST	AAA545718660	Accepted	0	HHHub Qty: 1	1	1	684,00	-	Pre

### PO Convert #UKP2328563

Current Status: **Pending**

**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  
PO Vendor Number  
Purchase Order Ref.  
Document subtype  
Payment Ref.  
Buyer Tax Registration Num.

GBP  
SBROW0001  
STD  
I  
90 days Doc. Date  
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	
<input checked="" type="checkbox"/>	NLP2059720	4-5-2021	HH Associates Netherlands B.V. - TEST	AAA545718660	Accepted	0	HHHub Qty: 1	1	0	2.874,00	-	Pre
<input checked="" type="checkbox"/>	NLP2083646	4-5-2021	HH Associates Netherlands B.V. - TEST	AAA545718660	Accepted	0	HHHub Qty: 700	1	1	1.678,00	-	Pre
<input checked="" type="checkbox"/>	NLP2090891	4-5-2021	HH Associates Netherlands B.V. - TEST	AAA545718660	Accepted	0	HHHub Qty: 5000	1	1	1.926,00	-	Pre
<input checked="" type="checkbox"/>	NLP2074241	4-5-2021	HH Associates Netherlands B.V. - TEST	AAA545718660	Accepted	0	HHHub Qty: 1	1	0	316,00	-	Pre
<input checked="" type="checkbox"/>	NLP2060093	4-5-2021	HH Associates Netherlands B.V. - TEST	AAA545718660	Accepted	0	HHHub Qty: 1	1	0	1.287,38	-	Pre

## 7. Click on Convert PO:

PO Convert #NLP2083646 Help with this page

Current Status: **Accepted**

**PO FROM**

HH Associates Netherlands B.V. - TEST  
Rivium Boulevard 215  
Crystal Building A 7e etage  
Capelle aan den IJssel

**PO TO**

TEST

**Reference numbers**

**PO NUMBER** NLP2083646  
**TN Buyer Number:** AAA545718660  
**PO Date:** 25 February 2021  
**Currency:** Euro

**ADDITIONAL INFORMATION**

Local Currency	EUR
PO Vendor Number	SDRUK0011
Purchase Order Ref.	STD
Document subtype	I
Payment Ref.	90 days Doc. Date
Buyer Tax Registration Num.	NL813211037B01

**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 #NLP2083646 Help with ti

Create invoice

Enter invoice number\*

TEST0022

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	Material...	1,000	Each	1.678,00000	1.678,000	<input checked="" type="checkbox"/>	1,000	1.678,0000	Please select 0% VAT 6% VAT Algemeen Tarief 21% Property Transfer Tax Triangulation- 0% (EU) VAT Exempt VAT Reverse Charge Verlaagd Tarief 9%

BACK CREATE INVOICE

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

APPLY TO SELECTED ITEMS

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

BACK CREATE INVOICE

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

PO Convert #NLP2083646 Help with this page

Create invoice

Invoice number  
TEST0022

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	Material...	1,000	Each	1.678,00000	21,00	352,38	1.678,00	2.030,38

Summary

No. of lines	1
Sub total	EUR 1.678,00
Total tax	EUR 352,38
Net total	EUR 2.030,38

[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 #: TEST0022 Help with this page  
[How to create an invoice or credit note](#)

Your details

Your name ?  
Start typing to search +

Your tel

Your email

Drukkerij van As B.V. - Jumbo HHGW2 - TEST

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 Associates Netherlands B.V. - TEST  
Rivium Boulevard 215  
Crystal Building A 7e etage  
Capelle aan den IJssel  
2909  
NETHERLANDS  
VAT registration number NL813211037B01

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\*  
TEST0022 ?

Document type  
Invoice

Invoice date\* ?  
11-5-2021 ?

Tax point date ?  
 ?

Advance payment date ?  
 ?

Payment due date ?  
 ?

Delivery date ?  
 ?

Currency\* ?  
Euro ?

Purchase order (PO) number ?  
NLP2083646

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	3,630.55
Total tax	726.11
<a href="#">Undo changes</a>	
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

Tel

Email

HH Associates Netherlands B.V. - TEST  
Rivium Boulevard 215  
Crystal Building A 7e etage  
Capelle aan den IJssel  
2909  
NETHERLANDS  
VAT registration number NL813211037B01  
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 payment details

Payment due date

Delivery date

Currency\*   
Euro

Purchase order (PO) number   
NLP2083646

### Invoice items

Item	Quantity / Unit	Price	Line amount	Total	
01 PRPRI10100 - Materialen en bewerking : Voor Vloerstickers gangpad HHJ000944	1 / Each	1.678,00000	1.678,00	2.030,38	
<div>ADD</div>					

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

Product description\*

Unit\*   
Please select

Quantity\*   
1.000

Price\*   
0.00000

Tax type\*   
Please select

Tax amount   
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, discou](#)

PO number ? <input type="text" value="NLP2059722"/>	PO line number ? <input type="text" value="1"/>	Additional <input type="text"/>
Delivery note number ? <input type="text"/>		

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 ? <input type="text"/>	Cost centre <input type="text"/>	Part category European Article Number ▾
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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

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

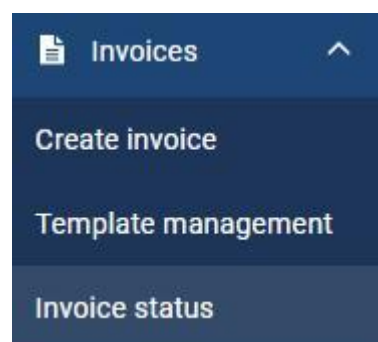
Once you have clicked 'send' on your invoice it will go through a two-stage validation process

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	TEST0012	6-5-2021	HH Associates Netherlands B.V. - TEST	1122,88	6-5-2021	7-5-2021	Approved		<input type="checkbox"/>
Invoice	TEST0017	6-5-2021	HH Associates Netherlands B.V. - TEST	3509,00	6-5-2021	7-5-2021	Approved		<input type="checkbox"/>
Invoice	TEST0002	6-5-2021	HH Associates Netherlands B.V. - TEST	393,25	6-5-2021	6-5-2021	Rejected		<input type="checkbox"/>
Invoice	TEST0004	6-5-2021	HH Associates Netherlands B.V. - TEST	989,94	6-5-2021	6-5-2021	Rejected		<input type="checkbox"/>
Invoice	TEST0006	6-5-2021	HH Associates Netherlands B.V. - TEST	989,94	6-5-2021	6-5-2021	Rejected		<input type="checkbox"/>
Invoice	TEST0013	6-5-2021	HH Associates Netherlands B.V. - TEST	2030,38	6-5-2021	6-5-2021	Rejected		<input type="checkbox"/>

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.

## TEST0012

### From



### To

HH Associates Netherlands B.V. - TEST  
Rivium Boulevard 215  
Crystal Building A 7e etage

Capelle aan den IJssel

2909

### Document date

06 May 2021

### Submission date

06 May 2021

### Transaction number

AAA000210499061

### PO number

NLP2065126

### Attachments

AAA000210499061.pdf



Total with tax € 1.122,88



### Status:

Approved

Your customer has approved this document.

### Comment

The invoice has approved and waiting to be paid.

### Status date:

07 May 2021

### Payment due date

No payment due date at this time.

UNTRACK

## Invoice

### The workflow

HH Associates Netherlands B.V. - 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 Netherlands B.V. - 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.