

## Nordics Tungsten Operating Manual

### Please be aware:

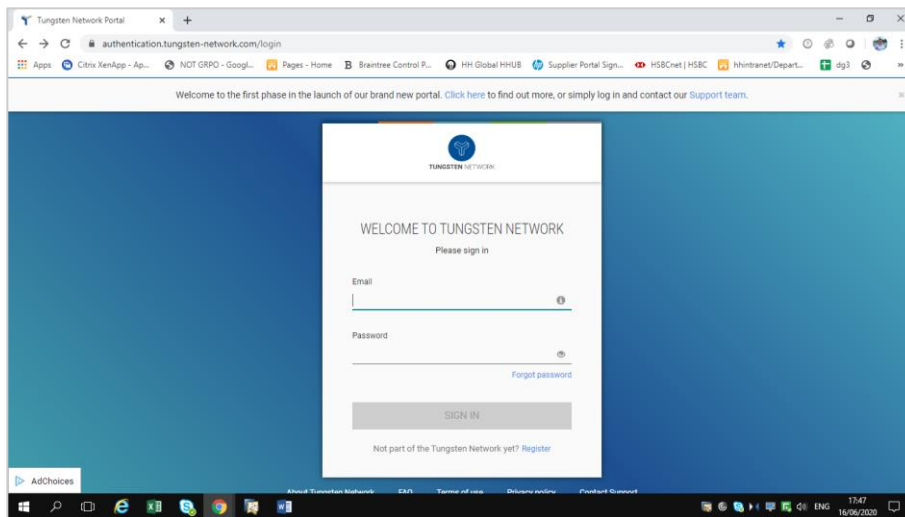
A PO will only be available in Tungsten when the HHG Buyer marks it “Delivered in Hub”

### Invoices automatically reject when:

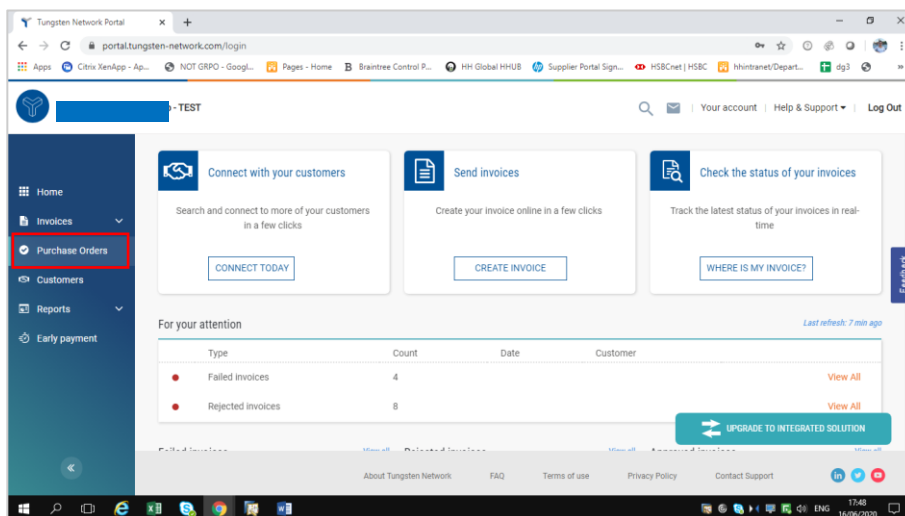
- The payment term, currency or billing entity differ across PO's (consolidated invoice)
- PO line numbers are not added to each PO line
- PO numbers are not input exactly (*case sensitive*) as provided

### 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 Nordics AB

- ii. Input PO (NOP+7Digits)
- iii. Select PO date range: 12 Months (recommended)
- iv. Click Get MY POs

## Purchase orders (POs)

Review your purchase orders(POs).

### Criteria

Select customer country

Select customer state

Customer VAT/GST number

Customer

PO number

Status  
 [PO status definitions](#)

Include Hidden

PO conversion status

Select PO date range

**GET MY POs**

4. You can review all your available POs by doing the following:
  - i. HH Nordics AB
  - ii. Select PO date range: 12 Months (recommended)
  - iii. Click Get MY POs

## Purchase orders (POs)

Review your purchase orders(POs).

### Criteria

---

Select customer country

Select customer state

Customer VAT/GST number

Customer

PO number

Status  
 [PO status definitions](#)

Include Hidden

PO conversion status

Select PO date range

**GET MY POs**

- Once you get your PO or POs, review all the ones that have status new and if you are ok then click on 'accept'.

Active purchase orders

PO number	Updated PO date	Customer	Customer TN Number	Status	First line description	Lines	Invoices	Net value
<a href="#">SEP2002029</a>	17/07/2023	HH Nordic AB -TEST	AAA790191910	Accepted	Tungsten Test	1	<a href="#">0</a>	29,000.00
<a href="#">SEP2002023</a>	17/07/2023	HH Nordic AB -TEST	AAA790191910	Accepted	Tungsten Test	1	<a href="#">1</a>	23,000.00
<a href="#">SEP2002022</a>	17/07/2023	HH Nordic AB -TEST	AAA790191910	Accepted	Tungsten Test	1	<a href="#">1</a>	22,000.00
<a href="#">SEP2002017</a>	17/07/2023	HH Nordic AB -TEST	AAA790191910	Accepted	Tungsten Test	1	<a href="#">1</a>	17,000.00
<a href="#">SEP2002014</a>	17/07/2023	HH Nordic AB -TEST	AAA790191910	Accepted	Tungsten Test	1	<a href="#">1</a>	14,000.00
<a href="#">SEP2002015</a>	17/07/2023	HH Nordic AB -TEST	AAA790191910	Accepted	Tungsten Test	1	<a href="#">1</a>	15,000.00
<a href="#">SEP2002008</a>	17/07/2023	HH Nordic AB -TEST	AAA790191910	Accepted	Tungsten Test	1	<a href="#">1</a>	8,000.00

- Once you accept the PO, select the one you want to invoice (just one PO)

- Click on Convert PO:

PO Convert #SEP2002029 [Help with this page](#)

Current Status: **Accepted**

**PO NUMBER SEP2002029**  
**TN Buyer Number:**  
**AAA790191910**  
**PO Date: 14 July 2023**  
**Currency: Euro**

**PO FROM**  
 HH Nordic AB -TEST  
 C/O Servando Bolag AB  
 Box 5814  
 Stockholm

**PO TO**

**Reference numbers**

**ADDITIONAL INFORMATION**

Local Currency	EUR
PO Vendor Number	SGIFT0011
Purchase Order Ref.	STD
Document subtype	I
Payment Ref.	ESD 90 days Doc.- 30 days 3%
Buyer Tax Registration Num.	SE556670473901

[CONVERT PO](#)

[DOWNLOAD](#)

[BACK](#)

[HIDE](#)

- 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 #SEP2002029 [Help with this page](#)

Create invoice

Enter invoice number\*  
INV-123

Select PO line items to use

Apply tax code to selected items  
Please select

APPLY TO SELECTED ITEMS

PO Line Number	Part code	Description	Qty	UoM	Unit price	Net amount	<input checked="" type="checkbox"/>	Qty	Unit price	Tax rate
1	PRPRM10100	Tungsten...	1.000	Each	29,000.00000	29,000.000	<input checked="" type="checkbox"/>	1.000	29,000.000	Please select

BACK CREATE INVOICE

Please select  
12% Tax  
25% Tax  
6% Tax  
Tax Exempt  
Triangulation- 0% (EU)  
VAT Reverse Charge  
Zero Rated

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

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

PO Convert #SEP2002029 [Help with this page](#)

Create invoice

Invoice number  
INV-123

PO Line Number	Part code	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	PRPRM10100	Tungsten Test	1.000	Each	29,000.00000	12.00	3,480.00	29,000.00	32,480.00

Summary

No. of lines	1
Net total	EUR 29,000.00
Tax total	EUR 3,480.00
Gross total	EUR 32,480.00

BACK CONFIRM

- 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.

- Make sure you fill in all mandatory fields.

- Note: invoices cannot be backdated more than 7 days

Invoice #: INV-123 [Help with this page](#)  
[How to create an invoice or credit note](#)

### Your details

Your name <sup>?</sup>  
 +

Your tel

Your email

Sending goods from a different address than the invoice address?  
 <sup>?</sup>

### Invoice details

Invoice number\*  
 INV-123

Document type  
 Invoice

Invoice date\* <sup>?</sup>

Tax point date\* <sup>?</sup>

Advance payment date <sup>?</sup>

Payment due date <sup>?</sup>

Delivery date\* <sup>?</sup>

Currency\* <sup>?</sup>

Purchase order (PO) number <sup>?</sup>

### Who you are invoicing

Name <sup>?</sup>  
 +

Tel

Email

HH Nordic AB -TEST  
 C/O Servando Bolag AB  
 Box 5814  
 Stockholm  
 102 48  
 SWEDEN  
 VAT registration number SE556670473901

Sending goods to a different address than the invoice address?  
 <sup>?</sup>

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

13. 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	29,000.00
Total tax	3,480.00
Total gross	32,480.00

[Undo changes](#)

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](#)

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

PO number ?

PO line number ?

Additional

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

European Article Number ▼

SAVE LINE ITEM

CANCEL

18. 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 PRPRM10100 - Tungsten Test	1 / Each	29,000.00000	29,000.00	32,480.00	
02 test	1 / Each	23,000.00000	23,000.00	28,750.00	

✔ Invoice saved

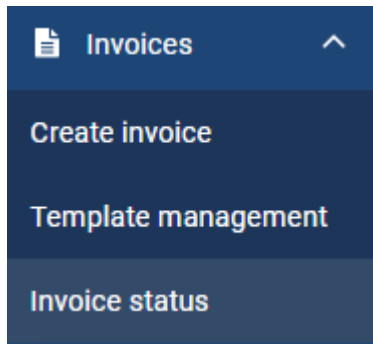
ADD

19. 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
  - **NOTE: You will not be notified of the success/failure of your invoice at this stage. It is essential that you check your invoices status to ensure you do not miss rejections.**
- 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	<input type="checkbox"/>
Invoice	TEST-1000	24/07/2023	HH Nordic AB - TEST	37500.00	24/07/2023	24/07/2023	Approved		<input type="checkbox"/>
Credit note	TEST-123-CN	21/07/2023	HH Nordic AB - TEST	112.00	21/07/2023	21/07/2023	Delivered		<input type="checkbox"/>
Invoice	INV-116/23-24	17/07/2023	HH Nordic AB - TEST	21000.00	17/07/2023	17/07/2023	Approved		<input type="checkbox"/>
Invoice	INV-123/23-24	17/07/2023	HH Nordic AB - TEST	27000.00	17/07/2023	17/07/2023	Approved		<input type="checkbox"/>
Invoice	INV-124/23-24	17/07/2023	HH Nordic AB - TEST	28000.00	17/07/2023	17/07/2023	Approved		<input type="checkbox"/>
Invoice	INV-112/23-24	17/07/2023	HH Nordic AB - TEST	19080.00	17/07/2023	17/07/2023	Approved		<input type="checkbox"/>
Invoice	INV-122/23-24	17/07/2023	HH Nordic AB - TEST	32500.00	17/07/2023	17/07/2023	Approved		<input type="checkbox"/>
Invoice	TEST-119	17/07/2023	HH Nordic AB - TEST	6000.00	17/07/2023	17/07/2023	Approved		<input type="checkbox"/>
Invoice	TEST-120	17/07/2023	HH Nordic AB - TEST	7000.00	17/07/2023	17/07/2023	Rejected		<input type="checkbox"/>
Invoice	TEST-129	17/07/2023	HH Nordic AB - TEST	6250.00	17/07/2023	17/07/2023	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.

**TEST-1000**

**From** [Redacted]

**To**  
 HH Nordic AB -TEST  
 C/O Servando Bolag AB  
 Box 5814  
 Stockholm  
 102 48

**Document date**  
24 July 2023

**Submission date**  
24 July 2023

**Transaction number**  
AAA000256791405

**PO number**  
SEP2002030

**Attachments**  
 AAA000256791405.pdf

**Total with tax € 37,500.00**

---

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

**Your Customer's Comment:**  
 The invoice has approved and waiting to be paid.

**Customer Status Date:**  
24 July 2023

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

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

**UNTRACK**

**The workflow**

Your invoice will move through the following steps.

**With Tungsten Network**  
 Tungsten validation and delivery statuses

- Sent**  
Your invoice is awaiting validation checks
- Accepted**  
Your invoice has passed validation checks
- Delivered**  
Your invoice is available for collection

**With HH Nordic AB -TEST**  
 Your customer shares the following statuses

- Received**  
Your customer has collected your invoice
- Approved**  
Your invoice has been approved for payment
- Paid**  
Your customer has paid your invoice.

**What happens if my invoice has an error?**

- **Failed**  
Your invoice has failed Tungsten's validation checks. Reactivate your invoice, then locate invoice under *Saved* invoices. *Edit* the invoice and *Resubmit*.

**IMPORTANT:**

It is your responsibility as a supplier to check Tungsten regularly to confirm your invoice status and resolve any rejections swiftly. If rejections are not resolved within the 7 day invoicing window, the date of your invoice will need to be adjusted to fit with this requirement, otherwise the invoice will be rejected.