



Cooper Standard – Europe TMS

Carrier Training Overview

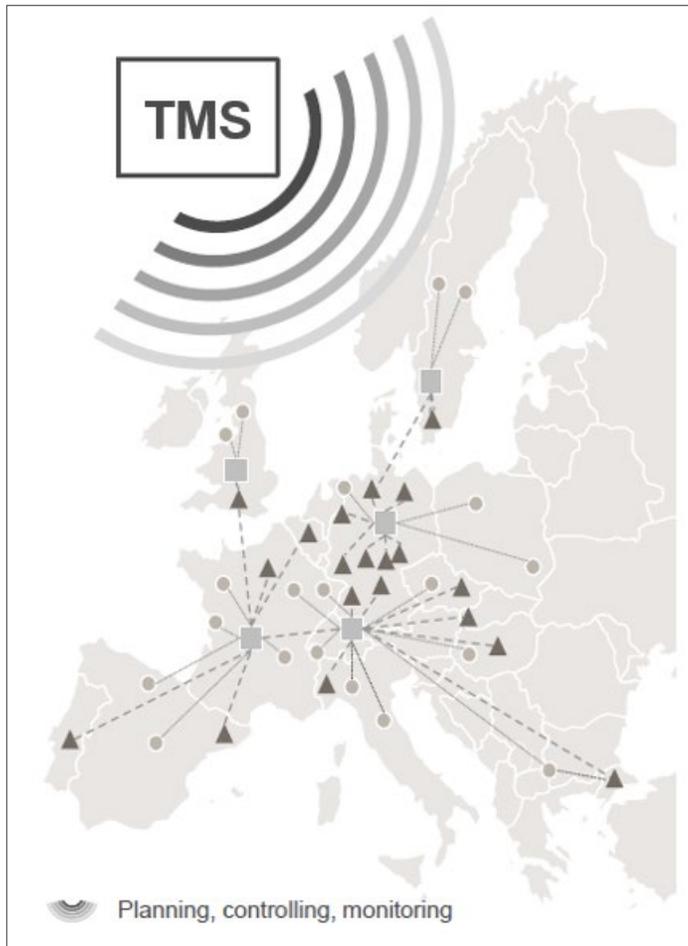
2/10/2025

Agenda

- Purpose
- Process
- Process Steps

Transportation Management System

Purpose



1. Cost reduction

Reduction of transportation costs by identifying network optimization opportunities

2. Efficiency

Enabling plant operation efficiencies by achieving high transparency and operational KPI tracking

3. Transparency

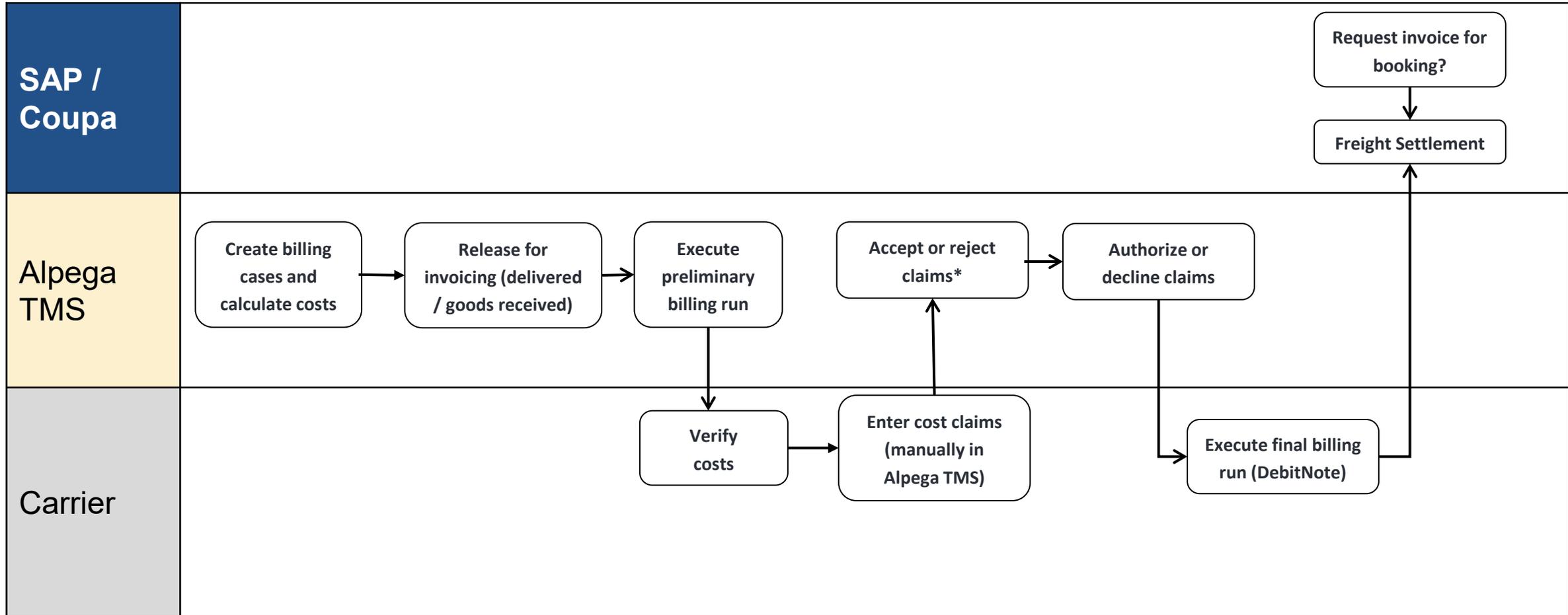
Improving cost control and utilizing data analytics to support cost optimization & effective RFQs

4. Standardization

Harmonization of order to pay processes for all stakeholders

Process

| | |
|--------------------------|--|
| CSA SAP | |
| Alpega TMS | |
| Carrier (e.g. CEVA, XPO) | |



| Preliminary Billing Run

Main masks for the Fm module

preliminary billing run (1/5)

The screenshot displays the 'inet' software interface for the 'Preliminary billing run' function. The top navigation bar includes the 'inet' logo and a 'Menu' dropdown. Below the navigation bar, there is a client selection dropdown and a search bar. The main form area is titled 'Preliminary billing run' and contains several input fields: 'Client *', 'To processing date *', 'In status clearable for (days)', 'Invoicing party group', 'Invoicing party', 'Invoice recipient group', 'Invoice recipient', 'Billing case', 'Currency', 'Include order numbers', 'Exclude order numbers', 'Load number', 'TO service', and 'Transport mode'. A sub-menu is open on the right, listing various functions: 'Billing run', 'Checklist', 'Clientattribute administration', 'Define billing procedure', 'Preliminary billing run' (highlighted), 'Release billing cases for billing run', 'Reprice billingcases', and 'View document'. The 'Freightcost management' sub-menu is also visible, containing 'Administration', 'Data upload/download', 'Agreement administration', 'Settings', and 'Logout'.

A preview on the credit notes (or invoices) which would be created with the next final billing run can be generated with the function preliminary billing run.

- Open the menu
- Click on the sub-menu “Freightcost management”
- Click on “Preliminary billing run”

Main masks for the Fm module

preliminary billing run (2/5)

The screenshot shows the 'Preliminary billing run' mask with the following fields and callouts:

- Client ***: A dropdown menu with a blue circle '1' pointing to it.
- To processing date ***: A text input field with a blue circle '2' pointing to it.
- In status clearable for (days)**: A text input field.
- Invoicing party group**: A dropdown menu.
- Invoicing party**: A list box with a blue circle '3' pointing to it.
- Invoice recipient group**: A dropdown menu.
- Invoice recipient**: A list box with a blue circle '4' pointing to it.
- Billing case**: A dropdown menu.
- Currency**: A dropdown menu with a blue circle '5' pointing to it.
- Include order numbers**: A checkbox.
- Exclude order numbers**: A checkbox.
- Load number**: A text input field.
- TO service**: A text input field.
- Transport mode**: A text input field.

To start a preliminary billing run manually, the following steps have to be done:

1. Enter the processing date to: Only clearable costs of billing cases with a processing date before the entered date are considered in this run.
2. Choose the steering partner(s) (“invoicing party”).
3. Choose the billing partner(s) (“invoice recipient”).
4. Optional: Enter the ISO currency code. The billing run will create a bill for that currency and therefore only costs in the entered currency are considered.
5. Start the preliminary billing run by clicking on the button .
6. It will be processed in the background and the user will be notified by email on completion – you can close this window.

The screenshot shows the 'Request accepted' confirmation screen with the following elements:

- inet** logo.
- Request accepted** header with a blue circle '6' pointing to it.
- Confirmation** section with the text: "The data processing may take a while, please be patient! As soon as your request was processed, you will get an eMail to the following address: [mailto:inet@cooperstandard.com](#)".

Main masks for the Fm module

preliminary billing run (3/5)

Attached find the result of the following preliminary billing run:

Processing-Id: 30124803 (1)
Requested by: [redacted] (2)
Invoicing party: [redacted] (3)
To processing date: 02.07.2019 23:59 (4)
In status clearable for (days) Information

Preliminary billing details:

| Document no. internal | Document no. external | Invoice recipient | Type | net amount | Status | Information |
|-----------------------|-----------------------|-------------------|--------|------------|----------|-------------|
| 6 (5) | 6 | [redacted] | Credit | 6050.0 EUR | notified | |

In case of any questions please contact your business partner.
Email generated and sent by:
inet-logistics GmbH
<http://www.inet-logistics.com/>

Information provided in the email notification when document is ready:

1. Processing ID – internal reference for debugging purposes
2. Requested by – user who requested the preliminary billing run
3. Invoicing party – steering partner that was specified when requesting the preliminary billing run
4. To processing date – only clearable billing cases with a processing date before this date were considered
5. Document no. internal – internal document number that is needed to access the document in the system

Main masks for the Fm module

preliminary billing run (4/5)

inet

Username: [User Name]

Scheduling Loading list / EDI Freightcosts Menu

Client: [Client Name]

Preliminary billing run

Client * [Dropdown]

To processing date * 02.07.2019

In status clearable for (days)

Invoicing party group [Dropdown]

Invoicing party [Dropdown]

Invoice recipient group [Dropdown]

Invoice recipient [Dropdown]

Billing run

Checklist

Clientattribute administration

Define billing procedure

Preliminary billing run

Release billing cases for billing run

Reprice billingcases

View document

1

inet

Username: [User Name]

Scheduling Loading list / EDI Freightcosts Menu

Client: [Client Name]

View document

Client [Dropdown]

Invoicing party [Dropdown]

Internal document no. [Dropdown]

Bill type [Dropdown]

Preliminary / Checklist

all presentments

2

3

4

5

6

Credit notes (or invoices) can be viewed and downloaded with the view document function:

1. Open the menu, click on the sub-menu “Freight cost management” and click on “View document”.
2. Select the invoicing party
3. Enter the internal document number (stated to in the mail you received)
4. Select the type of the bill
5. Activate the preliminary checkbox
6. Click the button  to open the document

Note: All created bills are also available in the overview of bills (see slide 38), where the default presentment (PDF invoice document) can be opened as well.

Main masks for the Fm module

preliminary billing run (5/5)

Page 1/3

Preliminary clearing detail

Document: 6
 Document date: 02.07.2019
 Orders by: 02.07.2019
 Case: TSP
 Document No. internal: 6

| References | Date / Order number / Details | Calculation |
|------------|--|---|
| - | 13.03.2019 10000015 | 6.836LM 9.552M3 |
| 0350340663 | DAP Bruxelles | Freight charges Spot prices / tender prices 500,00 0,0% A |
| 71059295 | | Total 500,00 |
| 0900293301 | BE-2235 Hulshout BE-1210 Saint-Josse-ten-Noode | |
| 2000006 | 1 PC 774,00 kg 300029034 | |
| FTL | 1 PC 185,00 kg 11246937 | |
| | 1 PC 143,00 kg 11717803 | |
| | 1 PC 334,00 kg 71010072 | |
| | 1 PC 45,00 kg 71011732 | |
| | 1 PC 231,00 kg 9008029159 | |
| | 1 PC 137,00 kg 9008030189 | |
| | 1 PC 302,00 kg 9008030295 | |
| | 1 PC 424,00 kg 9008031724 | |
| - | 13.03.2019 10000044 | 1.699LM 9.552M3 |
| 0350340663 | DAP Bruxelles | Freight charges Spot prices / tender prices 500,00 0,0% A |
| 71059295 | | Total 500,00 |
| 0900293301 | NL-3903 LX Veenendaal BE-2235 Hulshout | |
| 2000034 | 1 PC 231,00 kg | |
| FTL | 1 PC 185,00 kg | |
| | 1 PC 143,00 kg | |
| | 1 PC 374,00 kg | |
| | 1 PC 302,00 kg | |
| | 1 PC 774,00 kg | |
| | 1 PC 424,00 kg | |
| | 1 PC 137,00 kg | |

| Query Costs

Main masks for the Fm module

Query Freight costs and add additional costs (1/4)

Selection of billing cases

Billing case fields

| | | | |
|------------------------|--|-----------------------|---|
| Steering partner group | <input type="text"/> | Billing partner group | <input type="text"/> |
| Steering partner | <input type="text"/> | Billing partner | <input type="text"/> |
| Order no. | <input type="text"/> | Reference no. | <input type="text"/> |
| Processing date | 30.05.2019 to: 30.06.2019 | Billing method | <input type="text"/> |
| Tour no. | <input type="text"/> | Canceled sign | only not canceled |
| Load number | <input type="text"/> | TO service | <input type="text"/> |
| Transport mode | AIR / <input type="text"/> FCL / <input type="text"/> FTL / <input type="text"/> | or | CEP Road Freight |
| or | <input type="text"/> | Billing case group | <input type="text"/> |
| or none | <input type="checkbox"/> | Billing case | Hub-In / <input type="text"/> Hub-Out / <input type="text"/> TSP / <input type="text"/> |
| ETD | <input type="text"/> to: <input type="text"/> | Mark | <input type="text"/> |
| ETA | <input type="text"/> to: <input type="text"/> | Locked sign | <input type="text"/> |
| TO service level | <input type="text"/> | Billing case state | in process released attached |
| or | Special Cargo Standard | | |

Address fields

| | | | |
|-----------------|----------------------|-----------------|----------------------|
| Consignor ID* | <input type="text"/> | Consignee ID* | <input type="text"/> |
| Consignor name* | <input type="text"/> | Consignee name* | <input type="text"/> |
| Country | <input type="text"/> | Country | <input type="text"/> |
| Zip / City | <input type="text"/> | Zip / City | <input type="text"/> |

Rating unit fields

Rating unit no.

Cost fields

| | | | |
|-----------------------|----------------------|------------|----------------------|
| Document no. internal | <input type="text"/> | Cost type | <input type="text"/> |
| Document no. external | <input type="text"/> | Cost state | <input type="text"/> |

* wildcard (*) can be used.

To view cost for the shipments and transports, the user must have appropriate rights to use the FM functions:

1. Open selection of billing cases.
2. Enter the appropriate filter criteria to search for the relevant shipments and transports.
3. Execute selection of billing cases

Main masks for the Fm module

Query Freight costs and add additional costs (2/4)

Overview of billing cases

| T&T | Case Status | Processing date | Order no | Steering partner Billing partner | Consignor - Consignee L:Consignor - Consignee | Weight [kg] | Costs Revenues |
|-----|---------------|-----------------|--|-------------------------------------|--|-------------|-------------------|
| | TSP clearable | 04.06.2019 | 10000177 2000117 STD | [Hyperlinked] | [Hyperlinked] | 12.00 | 500.00 EUR |
| | TSP priced | 05.06.2019 | 10000170 2000122 STD | [Hyperlinked] | [Hyperlinked] | 35.00 | 500.00 EUR |
| | TSP priced | 06.06.2019 | 10000173 2000123 STD | [Hyperlinked] | [Hyperlinked] | 60.00 | 500.00 EUR |

Result of the selection are shown in the overview of billing cases:

1. Total calculated and accepted costs are shown for each billing case.
2. Open cost details for a single billing case by clicking on the hyperlinked order number → see next slide (3/4)
3. Alternatively, open the rating unit detail, depending on the actual case → see slide after next slide (4/4)
4. Billing case status

Main masks for the Fm module

Query Freight costs and add additional costs (3/4)

Cost detail

Status: clearable Version: 1 Error code:

| | | | | | |
|-----------------|----------------------------|------------------|--------|---------------|----------------------|
| Processing type | Leg | Steering partner | | Origin | LSModuleD |
| Freight type | IN | Billing case | TSP | Incoterm | EXW |
| Order no. | 10000177 2000117 STD | Billing partner | | Sub freighter | |
| Reference no. | | Billing method | Credit | Loading space | 0.038 LM |
| Processing date | 04.06.2019 | Contact | | Volume | 0.027 m ³ |
| All in | | Service level | Road | Weight | 12.00 kg |
| All in rate | | | | Distance | |

Costs / Complaints

| T&T | Cost type | Amount | Vat St | Date | Document no. internal | Document no. external |
|-----|-----------------------------|------------|-----------------|------------|-----------------------|-----------------------|
| | Text | | | | | |
| | Rate | | | | | |
| | Freight charges | 500.00 EUR | 0.0 % clearable | 04.06.2019 | | |
| | Spot prices / tender prices | | | | | |

Annotations: 1 points to the 'Vat St' column; 2a points to the 'Cost type' dropdown; 2b points to the 'Amount' field; 2c points to the 'Text' field; 3 points to the '+' button; 4 points to the save button.

Consignor | **Recipient**

| | | | |
|---------------------------|---------------------------|----------------|------------------------|
| Customer ID | | Contact person | |
| Company* | | Phone | |
| Supplier | | Fax | |
| Loading / unloading place | | eMail | dontsend@alpegroup.com |
| Street* | | State/Province | |
| Country / ZIP / City* | NL 3903 LX Veenendaal | | |

An additional cost claim has to be added on the cost detail page if it does affect only a single TO of the whole rating unit, e.g. for a milk run one supplier did cause a waiting time:

1. Verify calculated transport costs.
2. Additional costs have to be entered in this empty input field:
 - a) Select the appropriate cost type from the list box.
 - b) Enter the amount and currency of the additional costs.
 - c) Enter a qualified explanation / reason for the additional costs.
3. If another additional cost has to be entered, new lines have to be added by pressing the **+** button.
4. Save the entered cost information by pressing the **⏏** button.

Main masks for the Fm module

Query Freight costs and add additional costs (4/4)

Rating unit

Status: price split

| | | | | | |
|----------------|-----------|--------------------|------------|---------------|------------|
| Rating unit no | 183660198 | Processing date | 06.06.2019 | Costs | 500.00 EUR |
| Service | Road | Transport means no | | Weight | 35.00 kg |
| Product | | Distance | | Volume | 0.036 m³ |
| Tournumber | | | | Loading space | 0.025 |

Costs / Complaints

| T&T | Cost type | Text | Rate | Amount | Vat | Sta | 1 | Date | Document no. internal | Document no. external | + |
|-----------------|-----------------------------|------|------|------------|-----|-------------|---|------------|-----------------------|-----------------------|---|
| Freight charges | Spot prices / tender prices | | | 500.00 EUR | | price split | | 06.06.2019 | | | |

2a, 2b, 2c, 3, 4

Cost sums

| Cost type | Amount | Vat |
|-----------------|------------|-------|
| Freight charges | 500.00 EUR | 0.0 % |

Consignments

| T&T | Case | Status | Info | Processing date | Order no | Steering partner | Billing partner | Consignor - Consignee | L:Consignor - Consignee | Weight [kg] | Costs | Revenues | ☐ |
|------------|------|--------|------|-----------------|----------------------------|------------------|-----------------|-----------------------|-------------------------|-------------|------------|----------|---|
| TSP priced | | | | 06.06.2019 | 10000170 2000122 STD | | | | | 35.00 | 500.00 EUR | | |

An additional cost claim has to be added on rating unit level if it affects the whole rating unit (a whole truck), e.g. an additional driver is required for a full truck:

1. Verify calculated transport costs.
2. Additional costs have to be entered in this empty input field:
 1. Select the appropriate cost type from the list box.
 2. Enter the amount and currency of the additional costs.
 3. Enter a qualified explanation / reason for the additional costs.
3. If another additional cost has to be entered, new lines have to be added by pressing the **+** button.
4. Save the entered cost information by pressing the **☐** button.

| Accept/Decline additional costs

Main masks for the Fm module

Accept or decline additional costs (1/3)

Selection of billing cases

Billing case fields

Steering partner group: [dropdown]

Steering partner: [dropdown]

Order no.: [text]

Processing date: 30.05.2019 to: 30.06.2019

Tour no.: [text]

Load number: [text] +

Transport mode: AIR / [dropdown], FCL / [dropdown], FTL / [dropdown]

or

or none:

ETD: [text] to: [text]

ETA: [text] to: [text]

TO service level: [text] +

or

Special Cargo: [dropdown]

Address fields

Consignor ID*: [text]

Consignor name*: [text]

Country: [text]

Zip / City: [text]

Consignee ID*: [text]

Consignee name*: [text]

Country: [text]

Zip / City: [text]

Rating unit fields

Rating unit no.: [text]

Cost fields

Document no. internal: [text]

Document no. external: [text]

Cost type: [dropdown]

Cost state: [dropdown]

* wildcard (*) can be used.

To view all open claimed costs, the user must have appropriate rights to use the FM functions:

1. Open selection of billing cases.
2. Search for all billing cases for the entered criteria with open claims by pressing the  button.

Note: It is also possible to further refine the search by entering additional search criteria. By using the default filter criteria as shown here, the system will display all billing cases with open claims for all steering and billing partners which the current user has access to if the processing date of the billing case is within the last 31 days.

Main masks for the Fm module

Accept or decline additional costs (2/3)

Overview of billing cases

| T&T | Case Status | Info | Processing date | Order no | Steering partner Billing partner | Consignor - Consignee L:Consignor - Consignee | Weight [kg] | Costs Revenues |
|-----|---------------|------|-----------------|---|-------------------------------------|---|-------------|-------------------|
| | TSP clearable | 1 | 04.06.2019 | 10000177 2000117 | | Veenendaal(NL) - Herten(DE) | 12.00 | 500.00 EUR |
| | TSP priced | 2 | 06.06.2019 | 10000170 2000122 | | MODENA(IT) - Hulshout(BE) | 35.00 | 500.00 EUR |
| | TSP priced | | 06.06.2019 | 10000173 2000123 | | Sint Job in't goor(BE) - Hulshout(BE) | 60.00 | 500.00 EUR |
| | TSP priced | | 01.07.2019 | 10000219 2000141 | | Herten(DE) - Hulshout(BE) L:Herten(DE) - Ribensart(BE) | 33.00 | 500.00 EUR |

All billing cases with open claimed costs are shown in the overview of billing cases:

1. Costs claimed on rating unit level (therefore affecting all billing cases of this rating unit) are indicated with the rating unit button . The rating unit detail will be opened by clicking on the rating unit button.
2. Costs claimed on billing case level (therefore not affecting other billing cases of the same rating unit) use the normal rating unit button but are marked with the indicator in the column "info".
3. The cost detail page for the billing case will be opened by clicking on the order number of the billing case.

Note: It is also possible to further refine the search by entering additional search criteria. By using the default filter criteria as shown here, the system will display all billing cases with open claims for all steering and billing partners which the current user has access to if the processing date of the billing case is within the last 31 days.

Main masks for the Fm module

Accept or decline additional costs (3/3)

The screenshot shows the 'Cost detail' mask with various data fields and the 'Costs / Complaints' table. The table contains the following data:

| T&T | Cost type Text Rate | Amount | Vat | Status | Date | Document no. internal Document no. external | |
|-----|--|------------|-------|------------|------------|--|--|
| | Freight charges Spot prices / tender prices | 500.00 EUR | 0.0 % | clearable | 04.06.2019 | | |
| | Liftgate Liftgate needed for delivery. | 120.00 EUR | 0.0 % | rejected | 02.07.2019 | | |
| | Additional Stops Additional stop needed at warehouse. | 120.00 EUR | 0.0 % | rejected | 02.07.2019 | | |
| | Toll | 123.00 EUR | 0.0 % | clearable | 02.07.2019 | | |
| | Stopoff | 234.00 EUR | 0.0 % | complained | 02.07.2019 | | |

Callouts in the image:

- 2: Points to the 'Costs / Complaints' table header.
- 3: Points to the input fields at the bottom of the table.
- 3a: Points to the checkmark button.
- 3b: Points to the cancel button.
- 4: Points to the information icon in the right column of the table.

Claimed costs have to be accepted or declined by an authorized user of the steering partner:

1. Open claims can easily be identified by the status „complained“ for the cost line and by the additional buttons on the right side.
2. Amount and currency of the claimed costs, information on cost type and additional explanation text as entered by the carrier.
3. Enter a reason for your decision into the text box and
 - a) accept the additional costs by clicking on the button or
 - b) decline the cost claim by clicking on the button.
4. The reason entered by the decision maker is shown to the billing partner as a tool-tip with an information symbol at the right end of the cost line.

Note: After accepting or declining a claim, an email will be sent to the user who has created the claim.

| Authorize/Reject additional costs

Main masks for the Fm module

Authorize or decline additional costs (1/2)

Overview of billing cases

| T&T | Case Status | Info | Processing date | Order no | Steering partner Billing partner | Consignor - Consignee L:Consignor - Consignee | Weight [kg] | Costs Revenues |
|-----|---------------|------|-----------------|---------------------|-------------------------------------|---|-------------|-------------------|
| | TSP clearable | | 04.06.2019 | 10000177 2000117 | | Veenendaal(NL) - Herten(DE) | 12.00 | 623.00 EUR |
| | TSP priced | | 06.06.2019 | 10000170 2000122 | | MODENA(IT) - Hulshout(BE) | 35.00 | 500.00 EUR |
| | TSP priced | | 06.06.2019 | 10000173 2000123 | | Sint Job in't goor(BE) - Hulshout(BE) | 60.00 | 500.00 EUR |
| | TSP priced | | 01.07.2019 | 10000219 2000141 | | Herten(DE) - Hulshout(BE) L:Herten(DE) - Rixensart(BE) | 33.00 | 500.00 EUR |

Costs / Complaints

| T&T | Cost type Text Rate | Amount | Vat Status | Date | Document no. internal Document no. external | |
|-----|--|-------------|-------------|------------|--|--|
| | Freight charges Spot prices / tender prices | 500.00 EUR | price split | 04.06.2019 | | |
| | Liftgate | 1000.00 EUR | complained | 02.07.2019 | | |

If a second authorization step and limit is defined, and the accepted claims exceed the defined limit, then additional authorization is required that a second user would need to authorize:

1. Click the button to get a list of all claimed rating units or billing cases which need to be authorized
2. Click on the button to access the rating unit that requires authorization
3. Either
 - a) authorize the claim by pressing the button or
 - b) decline the claim to be authorized by pressing the button

Note: If the cost line needs an authorization instead of a normal acceptance, the tool-tip of the button states "Authorize costs" instead of "Accept costs". This authorization requires the FM user right "Authorize costs" per scheduling pool.

Authorization is only required if this is configured in the system by inet. Otherwise, all costs can directly be accepted without authorization.

Main masks for the Fm module

Authorize or decline additional costs (2/2)

Overview of billing cases

| T&T | Case Status | Info | Process | Order no | Steering partner Billing partner | Consignor - Consignee L:Consignor - Consignee | Weight [kg] | Costs Revenues |
|-----|---------------|------|------------|----------------------------|-------------------------------------|---|-------------|-------------------|
| | TSP clearable | | 04.06.2019 | 10000177 2000117 STD | | Veenendaal(NL) - Herten(DE) | 12.00 | 623.00 EUR |
| | TSP priced | | 06.06.2019 | 10000170 2000122 STD | | MODENA(IT) - Hulshout(BE) | 35.00 | 500.00 EUR |
| | TSP priced | | 06.06.2019 | 10000173 2000123 STD | | Sint Job in't goor(BE) - Hulshout(BE) | 60.00 | 500.00 EUR |
| | TSP priced | | 01.07.2019 | 10000219 2000141 STD | | Herten(DE) - Hulshout(BE) L:Herten(DE) - Rixensart(BE) | 33.00 | 500.00 EUR |

Costs / Complaints

| T&T | Cost type Text Rate | Amount | Vat | Status | Date | Document no. internal Document no. external | |
|-----|--|-------------|-----|-------------|------------|--|--|
| | Freight charges Spot prices / tender prices | 500.00 EUR | | price split | 04.06.2019 | | |
| | Liftgate | 1000.00 EUR | | complained | 02.07.2019 | | |

If a second authorization step and limit is defined, and the accepted claims exceed the defined limit, then additional authorization is required that a second user would need to authorize:

1. Click the button to get a list of all claimed rating units or billing cases which need to be authorized
2. A claim entered on billing case level is indicated by the info flag
3. Click on the order number to access the billing case that needs authorization
4. Either
 - a) authorize the claim by pressing the button or
 - b) decline the claim to be authorized by pressing the button

Note: If the cost line needs an authorization instead of a normal acceptance, the tool-tip of the button states "Authorize costs" instead of "Accept costs". This authorization requires the FM user right "Authorize costs" per scheduling pool. Authorization is only required if this is configured in the system by inet. Otherwise, all costs can directly be accepted without authorization.

| Final Billing Run

Main masks for the Fm module

Final billing run (1/5)

Username: **inet**

Scheduling Loading list / EDI Freightcosts Menu

Client: **inet**

Final billing run (Attention !)

Client * **inet**

To processing date *

In status clearable for (days)

Invoicing party group **inet**

Invoicing party * **inet**

Invoice recipient group **inet**

Invoice recipient * **inet**

Billing case *

Currency

External document no

PO Number

Document date * **02.07.2019**

Include order numbers

Exclude order numbers

Load number

TO service

Transport mode

- Billing run
- Checklist
- Clientattribute administration
- Define billing procedure
- Preliminary billing run
- Release billing cases for billing run
- Reprice billingcases
- View document

- Administration
- Data upload/download
- Freightcost management
- Agreement administration
- Settings
- Logout

Credit notes (or invoices) will be created with the function billing run.

- Open the menu
- Click on the sub-menu “Freightcost management”
- Click on “Billing run”

Main masks for the Fm module

Final billing run (2/5)

Final billing run (Attention !)

Client *

To processing date *

In status clearable for (days)

Invoicing party group

Invoicing party *

Invoice recipient group

Invoice recipient *

Billing case *

Currency

External document no

PO Number

Document date *

Include order numbers

Exclude order numbers

Load number

TO service

Transport mode

5

To start a preliminary billing run manually, the following steps have to be done:

1. Enter the processing date to: Only clearable costs of billing cases with a processing date before the entered date are considered in this run.
2. Choose the steering partner(s) ("invoicing party").
3. Choose the billing partner(s) ("invoice recipient").
4. Optional: Enter the ISO currency code. The billing run will create a bill for that currency and therefore only costs in the entered currency are considered.
5. Start the billing run by clicking on the button .
6. It will be processed in the background and the user will be notified by email on completion – you can close this window.

 inet

6

Request accepted

Confirmation

The data processing may take a while, please be patient!
As soon as your request was processed, you will get an eMail to the following address: [mailto:inet@inet.de](#)

Main masks for the Fm module

Final billing run (3/5)

Attached find the result of the following billing run:

Processing-Id: 30127470 (1)
Requested by: [redacted] (2)
Invoicing party: [redacted] (3)
To processing date: 31.03.2019 23:59 (4)
In status clearable for (days)
Information

Billing details:

| Document no. internal | Document no. external | Invoice recipient | Type | net amount | Status | Information |
|-----------------------|-----------------------|-------------------|--------|------------|----------|-------------|
| 5 (5) | 5 | [redacted] | Credit | 1550.0 EUR | notified | |

In case of any questions please contact your business partner.
Email generated and sent by:
inet-logistics GmbH
<http://www.inet-logistics.com/>

Information provided in the email notification when document is ready:

1. Processing ID – internal reference for debugging purposes
2. Requested by – user who requested the preliminary billing run
3. Invoicing party – steering partner that was specified when requesting the preliminary billing run
4. To processing date – only clearable billing cases with a processing date before this date were considered
5. Document no. internal – internal document number that is needed to access the document in the system

Main masks for the Fm module

Final billing run (4/5)

inet

Username: [redacted]

Scheduling Loading list / EDI Freightcosts Menu

Client: [redacted]

Preliminary billing run

Client * [redacted]

To processing date * 02.07.2019

In status clearable for (days)

Invoicing party group [redacted]

Invoicing party [redacted]

Invoice recipient group [redacted]

Invoice recipient [redacted]

Administration

Data upload/download

Freightcost management

Agreement administration

Settings

Logout

Billing run

Checklist

Clientattribute administration

Define billing procedure

Preliminary billing run

Release billing cases for billing run

Reprice billingcases

View document 1

View document

Client [redacted]

Invoicing party [redacted]

Internal document no. [redacted]

Bill type [redacted]

Preliminary / Checklist 5

all presentments

6

Credit notes (or invoices) can be viewed and downloaded with the view document function:

1. Open the menu, click on the sub-menu “Freightcost management” and click on “View document”.
2. Select the invoicing party
3. Enter the internal document number (stated to in the mail you received)
4. Select the type of the bill
5. Click the button  to open the document

Note: In general, there can be more than one presentment for a bill. Clicking on the view document button will always display the „default“ presentment. If the other presentment (e.g., the INVOIC) shall be viewed, the option „all presentments“ has to be checked.

All created bills are also available in the overview of bills (see slide 38), where the default presentment (PDF invoice document) can be opened as well.

Main masks for the Fm module

Final billing run (5/5)

Send to:
 [Redacted]
 [Redacted]
 [Redacted]

Invoice to:
 [Redacted]
 [Redacted]
 [Redacted]

Your Customer nr.
 Your VAT-nr.

Invoice nr. 5

CREDIT NOTE

[Redacted]
 [Redacted]
 [Redacted]
 [Redacted]

Invoice date 02.07.2019

We credit you as per enclosed clearing detail: EUR 1.550,00

| | | | |
|---|---------------|-----|----------|
| | Net amount: | EUR | 1.550,00 |
| A | 0,0 % VAT of: | EUR | 0,00 |
| | Gross amount: | EUR | 1.550,00 |

Page 1/2

Page 2/2

Clearing detail

Document 5
 Document date: 02.07.2019
 Orders by: 31.03.2019
 Case: TSP
 Document No. internal 5

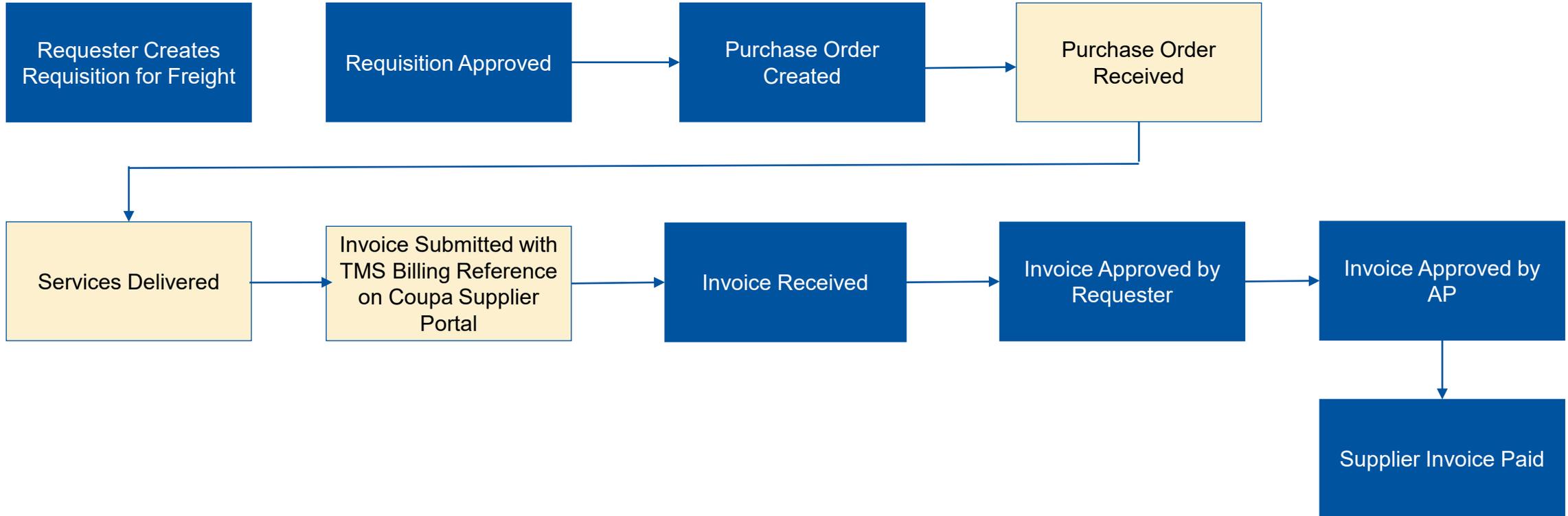
| References | Date / Order number / Details | Calculation | | | |
|--|---|---|--------|------|---|
| 0350340643 71059295 0900293301 2000006 FTL | 13.03.2019 10000015 DAP Bruxelles [Redacted] 1 PC 774,00 kg 300029034 1 PC 185,00 kg 11246937 1 PC 143,00 kg 111717803 1 PC 334,00 kg 710100072 1 PC 45,00 kg 71011732 1 PC 231,00 kg 9008029159 1 PC 137,00 kg 9008030189 1 PC 302,00 kg 9008030295 1 PC 424,00 kg 9008031724 | 6.834LM 9.552M3 Freight charges Spot prices / tender prices Total | 500,00 | 0,0% | A |
| 0350340643 71059295 0900293301 2000034 FTL | 13.03.2019 10000044 DAP Bruxelles [Redacted] 1 PC 231,00 kg 1 PC 185,00 kg 1 PC 143,00 kg 1 PC 374,00 kg 1 PC 302,00 kg 1 PC 774,00 kg 1 PC 424,00 kg 1 PC 137,00 kg 1 PC 45,00 kg | 1.699LM 9.552M3 Freight charges Spot prices / tender prices Total | 500,00 | 0,0% | A |
| 0350340643 71059295 0900293301 2000007 FTL | 29.03.2019 10000026 DAP Bruxelles [Redacted] 1 PC 231,00 kg 1 PC 185,00 kg 1 PC 143,00 kg 1 PC 374,00 kg 1 PC 774,00 kg 1 PC 424,00 kg 1 PC 137,00 kg 1 PC 302,00 kg 1 PC 45,00 kg 2 PC 10,00 kg | 1.880LM 10.553M3 Freight charges Spot prices / tender prices Additional Stops Stop at site 2 for equipment Total | 500,00 | 0,0% | A |
| | | | 500,00 | 0,0% | A |

| | | |
|--------------|-----|----------|
| Net amount | EUR | 1.550,00 |
| 0,0% VAT of | EUR | 0,00 |
| Gross amount | EUR | 1.550,00 |

| Invoicing Procedure in Coupa

Cooper Standard Carrier Invoicing Procedure

| | |
|--|-----------------|
| | Carrier |
| | Cooper Standard |



Purchase Order Received by Carrier

1. Carriers will receive Purchase Orders and submit Invoices/Credit Memos via the Coupa Supplier Portal (CSP)
 - Carriers will receive a unique PO per Cooper Standard Plant

Purchase Orders

Instructions From Customer

Refer to our standard Terms and Conditions here: http://cooperstandard.com/sites/default/files/CSA_PO_Terms_and_Conditions_Final.pdf

Click the  Action to Invoice from a Purchase Order

| PO Number | Order Date | Status | Acknowledged At | Items | Unanswered Comments | Total | Assigned To | Actions |
|----------------------------|------------|--------|-----------------|--|---------------------|-------|-------------|---|
| PL10546240 | 02/10/25 | Issued | None | Grünberg Plant - Transportation Billing | No | None | |   |
| PL10546239 | 02/10/25 | Issued | None | Myślenice Plant - Transportation Billing | No | None | |   |
| PL10546238 | 02/10/25 | Issued | None | Bielsko-Biala Plant - Transportation Billing | No | None | |   |

Purchase
Order Number
Received per
Plant

Create Invoice
(yellow coins)

Create
Credit Memo
(red coins)

Carrier Invoice Submission

2. Carriers must submit an invoice that matches the billing run calculation total from the TMS

- Important: To submit an invoice to Cooper Standard in the Coupa Supplier Portal, you must enter the Net Amount and VAT Tax Rate (%) that is calculated in the TMS Billing Run. This must be separate lines on the invoice in the Coupa Supplier Portal

CEVA Ground Logistics Poland Sp. z. Plac Bankowy 2, PL-00-095 Warszawa Page 3/3

| Clearing detail | | | | Document | ComplexInvoice123 |
|-----------------------------------|-----------------------------------|-----------------------------------|---------|-----------------------------|--------------------|
| Cooper Standard Polska SP. z o.o. | | | | Document date: | 21.01.2025 |
| Piekarska 77 | | | | Orders by: | 20.01.2025 |
| PL-43300 Bielsko-Biala | | | | Case: | TSP |
| | | | | Document No. internal | 15 |
| References | Date / Order number / Details | | | Calculation | |
| - | 16.01.2025 M: D8 Outbound 2 | 0.400LM | 2.496M3 | Freight charges all-in rate | 358,00 23.0% PL D8 |
| 100233 | FCA Altdorf | | | Fuel surcharge | 6,00 23.0% PL D8 |
| COS_RF | Cooper Standard Polska SP. z o.o. | STG Stanztechnik GmbH und Co K | | Penalty (no VAT) | 7,00 0.0% PL XV |
| LTL | PL-43300 Bielsko-Biala | DE-84032 Altdorf | | Total | 371,00 |
| | 2 PCS 1.510,00 kg | | | | |
| - | 16.01.2025 M: D2 Outbound 2 | 0.400LM | 2.496M3 | Freight charges all-in rate | 725,23 0.0% PL D2 |
| 100236 | FCA Altdorf | | | Fuel surcharge | 7,25 0.0% PL D2 |
| COS_RF | Cooper Standard Polska SP. z o.o. | Sanko Gosei UK LTD | | Penalty (no VAT) | 88,45 0.0% PL XV |
| LTL | PL-43300 Bielsko-Biala | GB-WN8 8EB Skelmersdale | | Total | 820,93 |
| | 2 PCS 1.510,00 kg | | | | |
| - | 16.01.2025 M: D8 Inbound 2 | 0.400LM | 2.496M3 | Freight charges all-in rate | 984,00 23.0% PL D8 |
| 100239 | FCA Altdorf | | | Fuel surcharge | 3,50 23.0% PL D8 |
| COS_RF | STG Stanztechnik GmbH und Co K | Cooper Standard Polska SP. z o.o. | | Penalty (no VAT) | 9,00 0.0% PL XV |
| LTL | DE-84032 Altdorf | PL-43300 Bielsko-Biala | | Total | 996,50 |
| | 2 PCS 1.510,00 kg | | | | |
| - | 16.01.2025 M: D2 Outbound 3 | 0.400LM | 2.496M3 | Freight charges all-in rate | 824,94 0.0% PL D2 |
| 100237 | FCA Altdorf | | | Fuel surcharge | 8,24 0.0% PL D2 |
| COS_RF | Cooper Standard Polska SP. z o.o. | Sanko Gosei UK LTD | | Total | 833,18 |
| LTL | PL-43300 Bielsko-Biala | GB-WN8 8EB Skelmersdale | | | |
| | 2 PCS 1.510,00 kg | | | | |

VAT Tax Rate (%)

| | | |
|---------------------|------------|------------------|
| Net amount | EUR | 12.188,08 |
| 23.0% VAT of | EUR | 6.455,67 |
| 0.0% VAT of | EUR | 549,79 |
| 0.0% VAT of | EUR | 5.182,62 |
| Gross amount | EUR | 13.672,88 |

Net Amount

Carrier Invoice Submission

3. Enter Invoice Number (this would be the invoice number generated by the Carrier's ERP system)

General Info

* Invoice #

* Invoice Date 

Payment Term N060

Date of Supply 

* Currency 

From

* Supplier Ceva Direct Sp. z o.o. | 0000156838

* Supplier VAT ID 

* Invoice From Address Ceva Direct Sp. z o.o. 
Poleczki 33
02-822 Warszawa
Poland

Carrier Invoice Submission

4. Carriers must include the correct TMS Billing Reference on each invoice.

- The TMS Billing Reference is in the header on the second page of the TMS Billing Document
- This field is critical to check the gross total of your invoice vs. the billing run calculation in the TMS
- If your invoice does not match the TMS billing run, your invoice will be rejected, and it will need to be resubmitted

TMS Billing Run

CEVA Ground Logistics Poland Sp. z. Plac Bankowy 2, PL-00-095 Warszawa

Page 2/3

Clearing detail

Cooper Standard Polska SP. z o.o.
Piekarska 77
PL-43300 Bielsko-Biala

Document: ComplexInvoice123
Document date: 21.01.2025
Orders by: 20.01.2025
Case: TSP
Document No. internal: 15

| References | Date / Order number / Details | Calculation |
|------------|--|--|
| - | 16.01.2025 M: D2 Inbound 1 | 0.400LM 2.496M3 Freight charges all-in rate 834,00 0,0% PL D2 |
| 100226 | FCA Altdorf | Penalty (no VAT) 5,00 0,0% PL XV |
| COS_RF | Sanko Gosei UK LTD | Fuel surcharge 8,34 0,0% PL D2 |
| LTL | GB-WN8 8EB Skelmersdale 2 PCS 1.510,00 kg | Total 847,34 |
| - | 16.01.2025 M: D8 Premium 3 | 0.800LM 3.744M3 Freight charges all-in rate 720,00 23,0% PL D8 |
| 100227 | FCA Altdorf | Fuel surcharge 14,89 23,0% PL D8 |
| COS_RF | STG Stanztechnik GmbH und Co K | Total 734,89 |
| LTL | DE-84032 Altdorf 3 PCS 573,00 kg | |

Cooper Invoice Header

* Split Payment Mechanism

* Exchange Rate

TMS Billing Reference

Carrier Invoice Submission

5. To submit an invoice to Cooper Standard in the Coupa Supplier Portal, you must enter the Net Amount and VAT Tax Rate (%) that is calculated in the TMS Billing Run. This must be separate lines on the invoice in the Coupa Supplier Portal

| | | |
|---------------------|------------|------------------|
| Net amount | EUR | 12.188,08 |
| 23.0% VAT of | 6.455,67 | 1.484,80 |
| 0.0% VAT of | 549,79 | 0,00 |
| 0.0% VAT of | 5.182,62 | 0,00 |
| Gross amount | EUR | 13.672,88 |

Lines

| Type | Description | Price | |
|------|---------------------------|----------|----------|
| | Bielsko-Biala Plant - Tr. | 5,182.62 | 5,182.62 |

PO Line: PL10546238-1 [Clear](#) Service Sheet Line: None Contract: Supplier Part Number:

Billing: 381-239-6120000

Taxes

| VAT Rate | VAT Amount | Tax Reference |
|---------------------------------------|---------------------------------------|----------------------|
| 0.0% <input type="button" value="v"/> | 0,00 <input type="button" value="v"/> | <input type="text"/> |

[+ Add Line](#) [+ Pick lines from PO](#) [+ Pick lines from Contract](#) [Totals & Taxes](#)

- Select "Choose"

Carrier Invoice Submission

6. For billing runs with multiple net amount and tax code lines, add a new line in the Coupa Supplier Portal and map the new invoice line to the PO.

Lines

| Type | Description | Price |
|------|--------------------------|----------|
| | Bielsko-Biala Plant - Tr | 5,182.62 |

| PO Line | Service Sheet Line | Contract | Supplier Part Number |
|--------------|--------------------|----------|----------------------|
| PL10546238-1 | None | | <input type="text"/> |

Billing
381-239-6120000

| VAT Rate | VAT Amount | Tax Reference |
|----------|------------|----------------------|
| 0.0% | 0.00 | <input type="text"/> |

Add Line Pick lines from PO Pick lines from Contract Totals & Taxes

| Type | Description | Qty | UOM | Price |
|------|----------------------|-------|------|-------|
| Qty | <input type="text"/> | 1.000 | each | 0.00 |

| PO Line | Service Sheet Line | Contract | Supplier Part Number |
|---------|--------------------|----------|----------------------|
| None | None | | <input type="text"/> |

| VAT Rate | VAT Amount | Tax Reference |
|----------|------------|----------------------|
| | 0.00 | <input type="text"/> |

- For the new line, change the “type” from “Qty” to “Amount”
- Copy the description from the first invoice line item
- Select the “magnifying glass”

Pick Order Line(s)

| Invoice Line | Line | Type | Description | UOM | Quantity | Price | Total |
|--------------|------|----------|-------------|------|----------|-------|-------|
| | 2 | Quantity | | each | 1.0 | 0.00 | 0.00 |

PO Lines

View: All Advanced

Match Conditions: Match all conditions Add group of conditions

Filter By: PO Number Filter Clause: PL10546238

| PO Number | Line | Item | UOM | Qty | Price | Invoiced | Actions |
|------------|------|--|------|------|-------|----------|---------|
| PL10546238 | 1 | Bielsko-Biala Plant - Transportation Billing | None | None | None | 0.00 | |

- Select “Choose”

Carrier Invoice Submission

7. Enter the Net Amount and VAT Tax Rate (%) that is calculated in the TMS Billing Run for the 2nd line. This must be separate lines on the invoice in the Coupa Supplier Portal

| 2 | Type | Description | Price |
|------------------------------------|------|--------------------------|---|
| | | Bielsko-Biala Plant - Tr | 549.79 ✖ |
| PO Line | | Service Sheet Line | Contract |
| PL10546238-1 Clear | | None | <input type="text"/> |
| Billing | | | |
| 381-239--6120000 | | | |
| Taxes | | | |
| VAT Rate | | VAT Amount | Tax Reference |
| 0.0% <input type="text"/> | | 0.00 | <input type="text"/> |

| | | |
|---------------------|------------|------------------|
| Net amount | EUR | 12.188,08 |
| 23,0% VAT of | 6.455,67 | 1.484,80 |
| 0,0% VAT of | 549,79 | 0,00 |
| 0,0% VAT of | 5.182,62 | 0,00 |
| Gross amount | EUR | 13.672,88 |

- Continue until all lines on the TMS Billing Reference summary have been entered

Carrier Invoice Submission

8. Select “Calculate” to calculate the gross total of your invoice after all lines have been entered

| | | |
|--------------------|--|------------------------------------|
| Lines Net Total | | 12,188.08 |
| Lines VAT Totals | | 1,484.80 |
| <hr/> | | |
| Shipping | | <input type="text"/> |
| VAT | <input type="text" value="v"/> | <input type="text" value="0.000"/> |
| Tax Reference | <input type="text" value="Enter a tax reason description."/> | |
| <hr/> | | |
| Handling | | <input type="text"/> |
| VAT | <input type="text" value="v"/> | <input type="text" value="0.000"/> |
| Tax Reference | <input type="text" value="Enter a tax reason description."/> | |
| <hr/> | | |
| Misc | | <input type="text"/> |
| VAT | <input type="text" value="v"/> | <input type="text" value="0.000"/> |
| Tax Reference | <input type="text" value="Enter a tax reason description."/> | |
| <hr/> | | |
| Total VAT | 6,206.46 PLN | 1,484.80 EUR |
| Net Total | 50,946.17 PLN | 12,188.08 EUR |
| Gross Total | 57,152.64 PLN | 13,672.88 EUR |

Delete

Cancel

Save as Draft

Calculate

Submit

Carrier Invoice Submission

9. Select “Submit” to submit your invoice to Cooper Standard

| | | |
|--------------------|--|------------------------------------|
| Lines Net Total | | 12,188.08 |
| Lines VAT Totals | | 1,484.80 |
| <hr/> | | |
| Shipping | <input type="text"/> | |
| VAT | <input type="text" value="v"/> | <input type="text" value="0.000"/> |
| Tax Reference | <input type="text" value="Enter a tax reason description."/> | |
| <hr/> | | |
| Handling | <input type="text"/> | |
| VAT | <input type="text" value="v"/> | <input type="text" value="0.000"/> |
| Tax Reference | <input type="text" value="Enter a tax reason description."/> | |
| <hr/> | | |
| Misc | <input type="text"/> | |
| VAT | <input type="text" value="v"/> | <input type="text" value="0.000"/> |
| Tax Reference | <input type="text" value="Enter a tax reason description."/> | |
| <hr/> | | |
| Total VAT | 6,206.46 PLN | 1,484.80 EUR |
| Net Total | 50,946.17 PLN | 12,188.08 EUR |
| Gross Total | 57,152.64 PLN | 13,672.88 EUR |

Delete

Cancel

Save as Draft

Calculate

Submit

Carrier Invoice Submission

10. Carrier sends invoice to Cooper Standard

The screenshot shows a web interface for submitting a carrier invoice. A modal dialog box is open in the center, asking for confirmation to send the invoice. The background interface is dimmed and shows two invoice lines.

Are You Ready to Send?

Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.

Line 2:

| Type | Description | Price | |
|------|--------------------------|--------|--------|
| | Bielsko-Biala Plant - Tr | 549.79 | 549.79 |

Line 3:

| Type | Description | Price | |
|------|----------------------------|----------|----------|
| | Bielsko-Biala Plant - Trar | 6,455.67 | 6,455.67 |

Taxes Section (repeated for both lines):

| VAT Rate | VAT Amount | Tax Reference |
|----------|------------|---------------|
| 0.0% | 0.00 | |

PO Line: PL10546238-1

Billing: 381-239-6120000

Service Sheet Line: None

Contract:

Supplier Part Number: