



Cooper Standard – Europe TMS

Carrier Training Overview

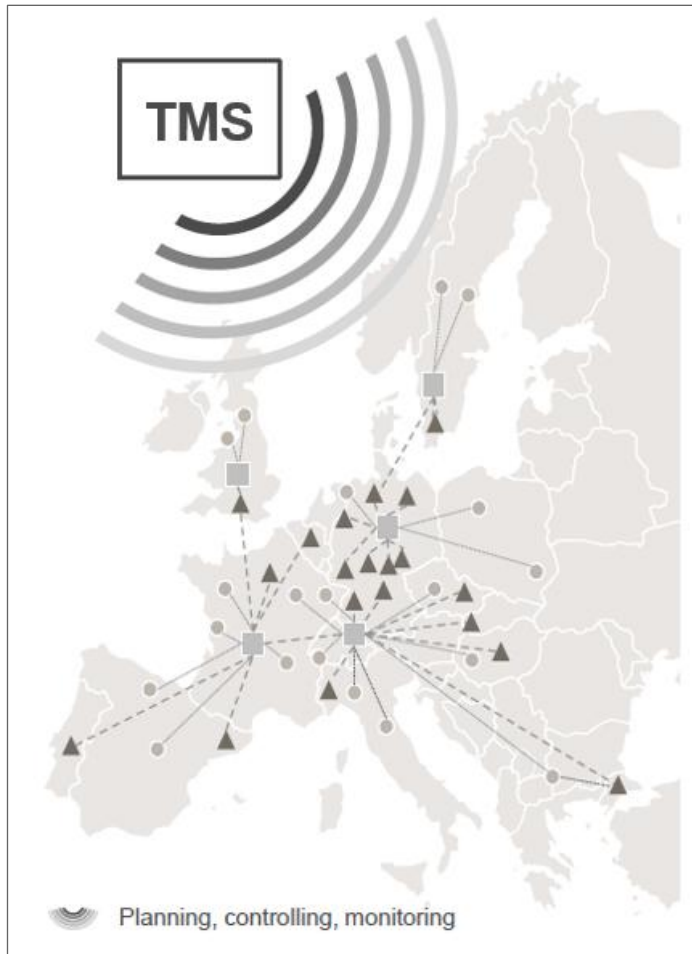
rev. September 2025

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

High-Level Overview of TM Process Execution by Carrier

TMS Quote Request

Submit Offer to
Quote Request
(optional)

- Applicable for non-regular transports without negotiated price agreements, expedited shipments, etc. **when spot price is applicable**

TMS Loading List

Confirm Load

- Carrier is required to **confirm acceptance of orders** in TMS – this process applies for regular transports and/or for spot transports nominated via quote request
- Loads with status "released" are awaiting confirmation
- After confirmation, load status is changed automatically to "assigned" and it becomes visible in TMS Freightcost Management Module (FM) - with status "priced" and detailed price calculation
- Price for loads with spot pricing can be checked by carrier before confirmation – price is displayed in the field "Transport costs" (all-in-rate)
- Options to confirm Load via "confirm load" button :
 - One-by-one in Load detail screen
 - Select and release multiple loads via Loading list screen

Enter Load status
"Delivered"

- Carrier can provide information about shipment progress by updating load status (e.g. goods collected, cleared for export, etc ...)
- **Status "goods delivered" is mandatory to enable billing process**
- Only loads flagged as delivered will become "clearable" status in TMS Freightcost Management Module and are **eligible for billing run**

Coupa Purchase Orders	TMS Freightcost	Coupa Purchase Orders
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Respond to Quote Request (optional)

Respond to Quote Request

Access to Quote Request and Respond

1

Freightcosts Quote request Loading list

Client: Carrier 1 GmbH (DE1CCARR1)

Freight quote request overview

2

Status	Name	Orderer	Load	Service	Branch/Depot	Date	Orders
open	FR-AT	Sandbox - Scheduling client	100017	AIR	Inbound scheduling pool (Inbound)	16.09.2024	1
open	FR-AT	Sandbox - Scheduling client	100017	Road	Inbound scheduling pool (Inbound)	16.09.2024	1

Load detail

You have 26 minute(s) left to make an offer.

Load no.: 100017 Status: Quote request open

Name: FR-AT User: [DE1-MASTER DE1-MASTER](#)

Service provider: Weight / LM / Vol: 10.00 kg / 7.500 LM / 36.000 m³

Service: AIR Execution date: 16.09.2024 12:00

Transport end: 23.09.2024 14:00

Remarks:

3

Transport costs: EUR all-in rate


4 5

Cooper Standard scheduler can initiate quote request to group of carriers to request spot price offers (non-regular transports)


Carriers can respond by submitting an offer (all-in rate) or by rejecting the quote request:

1. Open Quote request mask.
2. Click on the hyperlink of the load which needs to be processed (load has status "Quote request open").

To confirm the quote request:

3. Enter transport cost on load detail mask.
4. Click button confirm quote request  Load status changes to "Quote request confirmed").

To reject the quote request:

5. Click button refuse quote request  Load status changes to "Quote request declined").

Cooper Standard planner will review carrier offers and assign the transport to carrier with best offer.

| Confirm Load

Confirm Load

Access Loading List and Confirm Load

1

Freightcosts Quote request Loading list

Client: Carrier 1 GmbH (DE1CCARR1)

Load overview 2

T&T	Load Status	Transport order RO description	Tour stops	Country / ZIP/ City	Pickup Delivery	T. mode ST/RT	Weight Volume	LM PCs	%	
100021 released	10000008	Demoshipper2 Demo shipper 1 adress	AT-1020 Wien	FR-38330 Montbonnot Sai...	15.09.2024 17.09.2024	FTL Single trip	1000 kg 60.00 m³	12.5 10 PC	91.9	<input type="checkbox"/>
100002 confirmed	10000018	Demo shipper 1 adress Demoshopper2	FR-38330 Montbonnot Sai...	AT-1020 Wien	16.09.2024 17.09.2024	LTL Single trip	5 kg 60.00 m³	12.5 10 PC	91.9	<input type="checkbox"/>

Load detail

You have 56 minute(s) left to confirm the load.

3

Load no. 100021 Status Load released

Name * AT-FR User DEL-MASTER DEL-MASTER

Service provider Carrier 1 GmbH (DE1CCARR1) Weight / LM / Vol 1000.00 kg / 12.500 LM / 60.000 m³

Service Road Transport start * 15.09.2024 09:00

Service-Level Transport end * 17.09.2024 18:00

via Hub Branch/Depot Inbound scheduling pool (Inbound)

RO description Round trip ☐

Transport mode * FTL Secured transport ☐

Remarks Un-/ Loading reference

Note carrier

Transport costs all-in rat. EUR 4

Means of transport * Standard

Measurements of truck [m] 13.6 x 2.5 x 2.5

Measurements of trailer [m] x x

Driver name

Max. weight [kg]

Max. volume [m³]

Dangerous goods allowed ☐

A load must be confirmed by the carrier if Cooper Standard scheduler requested a confirmation:

1. Open the loading list.
2. Select the hyperlinked of load number which must be confirmed.
3. Confirm acceptance of the order by clicking on button ✓ Alternatively it is also possible to select and confirm multiple loads at once in loading list
4. Optional: Fill in additional load details if required (number plate truck, trailer, driver contact, and name).

Note: A load must be confirmed timely.

Note: A load request can also be declined by the carrier ✕ which leads to an exception-handling process. The carrier might have to enter a reason code for declining, depending on the configuration of the system.

Note: A load that was confirmed by the carrier will change to the status “load confirmed” and status “assigned” is set automatically by the system. A load declined by the carrier will change to the status “load declined” and then the scheduler will receive an email notification that the load was declined by the carrier.

| Enter Load status “Delivered”

Enter Load status “Delivered”

Enter Delivery status by carrier

FreightcostsQuote requestLoading list

Client: Carrier 1 GmbH (DE1CCARR1)

Load overview

T&T	Load Status	Transport order RO description	Tour stops	Country / ZIP / City	Pickup Delivery	T. mode ST/RT	Weight Volume	LM PCs	%
	100003 assigned	10000009	Demoshipper2 Demo shipper 1 adress	AT-1020 Wien FR-38330 Montbonnot Sai...	19.09.2024 23.09.2024	LTL Single trip	790 kg 36.00 m³	7.5 6 PC	55.1
	100007 assigned	10000012 10000013	Demoshipper2 Demo shipper 1 adress	AT-1020 Wien FR-38330 Montbonnot Sai...	16.09.2024 18.09.2024 19.09.2024	LTL Single trip	55 kg 90.00 m³	18.8 15 PC	137.9

Enter Status - Detail

Load no.: 100003
Name: AT-PL
Service provider: Carrier 1 GmbH (DE1CCARR1)
Service: Road
Transport end: 23.09.2024 12:00
via Hub:
Remarks:
Number plate truck
Number plate trailer
Driver contact

Status: Load assigned
User: DE1-MASTER DE1-MASTER
Weight / LM / Vol: 790.00 kg / 7.500 LM / 36.000 m³
Transport start: 19.09.2024 08:00
Measurements of truck 13.6 x 2.5 x 2.5
Measurements of trailer -- x -- x --
Driver name

Status	Order	Consignor	Country / ZIP / City	Status	Date / Time
References	Recipient	Remarks Reason code	Receipt time-zone		
Billingcase created 10000009	Demoshipper2 Demo shipper 1 adress	AT 1020 Wien FR 38330 Montbonnot Saint Martin			

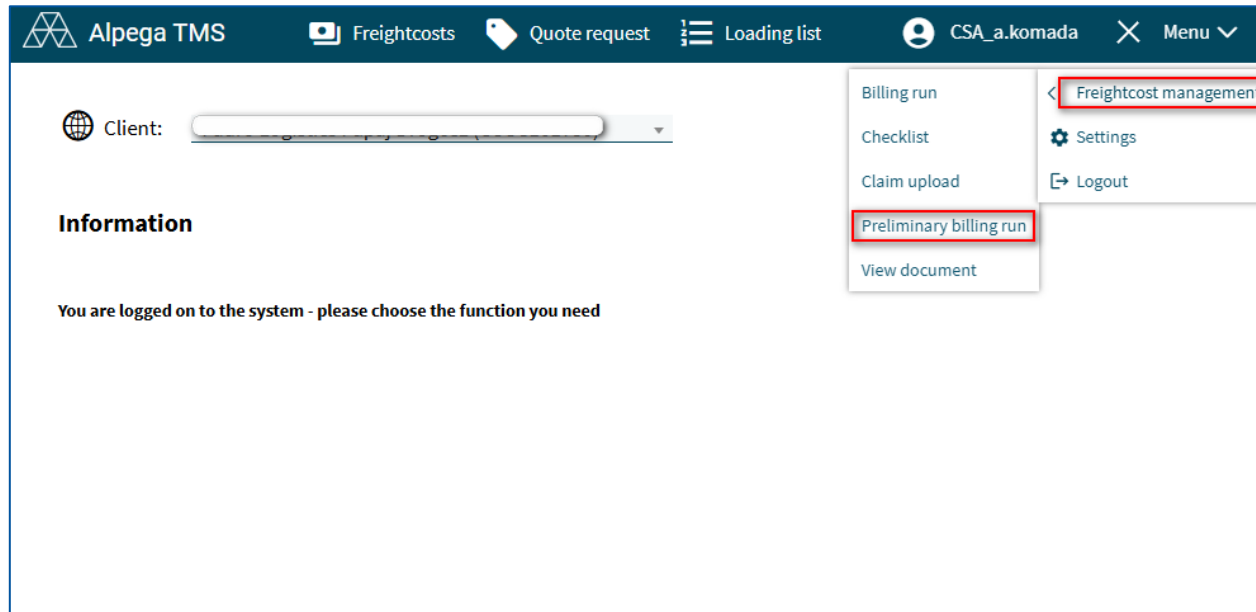
After a load was assigned, status information on transport events can be entered by the carrier. The status “goods delivered” is mandatory to enable the billing process.

1. Open the loading list page.
2. Filter for assigned loads.
3. Open the enter status page for the required load.
4. Select the status, date, and time for the TO of the load. For every status, two reason codes for exception monitoring can be selected as additional information.
5. If the same status information applies to all TOs of the same load, the status information entered for the first TO can be copied to the others easily.
6. Save the entered status information.

Preliminary Billing Run

Preliminary Billing Run (1/5)

Access to Preliminary Billing Run Screen



Preliminary Billing Run = **preview** of clearable billing cases (delivered transports) which would be billed with the next final billing run

It can be accessed as follows:

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

Preliminary Billing Run (2/5)

Preliminary Billing Run Execution

Preliminary billing run

Client * COS

To processing date * 31.08.2025

In status clearable for (days)

Invoicing party group

Invoicing party

Invoice recipient group

Invoice recipient

Billing case TSP

Currency

☐ Include order numbers

☐ Exclude order numbers

☐ Include Load number

☐ Exclude Load number

1

2

3

4


5


6

7

8

To start a preliminary billing run, the following steps must be done:

1. Enter the **“To processing date”**: Only clearable costs of billing cases with a processing date before entered date are considered in this run. Processing date is referring to transport Pickup Date.
2. Choose the **“invoicing party”** – (billing partner = carrier).
3. Choose the **“invoice recipient”** – (steering partner = Cooper Standard Plant)
4. Choose **“billing case”** - TSP
5. *Optional: Enter the ISO **currency** code. The billing run will create preliminary bill for that currency and therefore only costs in the entered currency are considered.
6. *Optional: Select **“Include order numbers”** and enter specific Transport Order numbers (use ; as number separator). The billing run will create preliminary bill for these orders and therefore ONLY costs for entered transport orders are included.
7. *Optional: Select **“Include Load numbers”** and enter specific Load numbers (use ; as number separator). The billing run will create preliminary bill for these orders and therefore ONLY costs for entered Loads are included.
8. **Start the preliminary billing run** by clicking on the button 
9. It will be processed in the background; user will be notified by email on completion – you can close this window.

 inet

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:cooper.standard@cooper-standard.com](#)

9

Preliminary Billing Run (3/5)

Preliminary Billing Run Email Notification

Attached find the result of the following preliminary billing run:

Processing-Id: 185940056 1
Requested by: 2
Invoicing party: 3
External Bill-Id:
To processing date: 31.07.2025 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
600 5		<input type="text"/>	Debit	2415.00 EUR	notified	

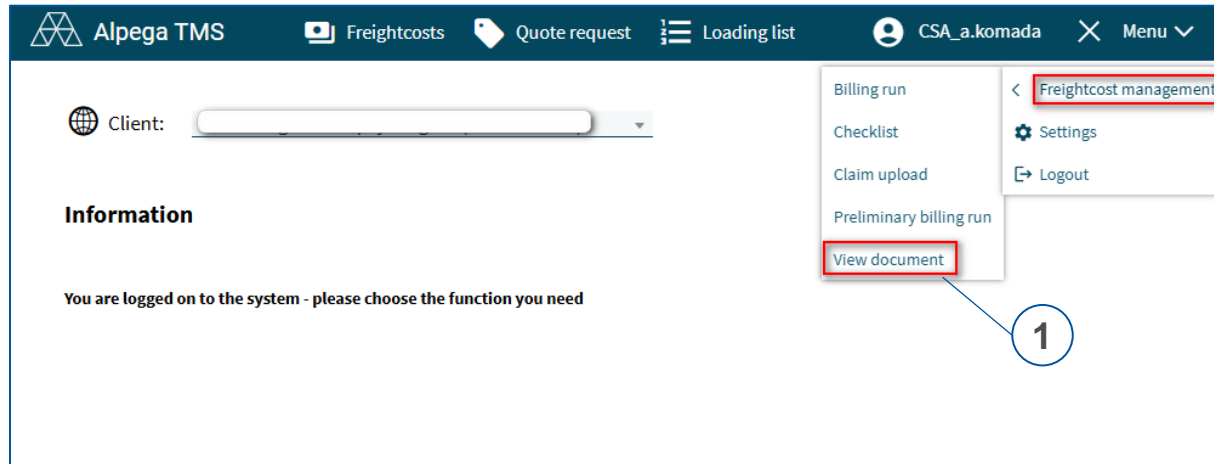
In case of any questions please contact your business partner.
Email generated and sent by:
inet-logistics GmbH
<http://www.inet-logistics.com/>

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


Preliminary Billing Run (4/5)

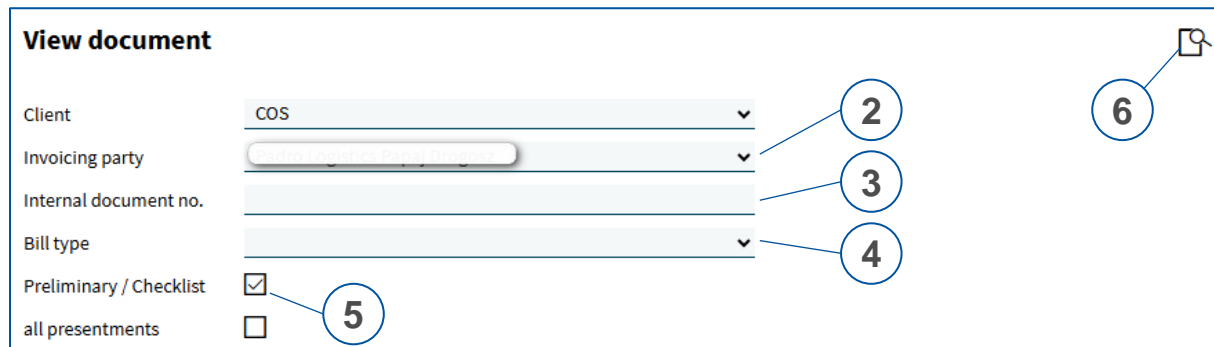
Preliminary Billing Run Document View – Option 1



The screenshot shows the Alpega TMS main menu. The top navigation bar includes 'Alpega TMS', 'Freightcosts', 'Quote request', 'Loading list', 'CSA_a.komada', and 'Menu'. The 'Menu' dropdown is open, showing options: 'Billing run', 'Checklist', 'Claim upload', 'Preliminary billing run', and 'View document'. The 'View document' option is highlighted with a red box and a circled '1' pointing to it. The 'Freightcost management' sub-menu is also visible, containing 'Settings' and 'Logout'.

Preliminary billing run document 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 in the mail you received)
4. Select the type of the bill (debit)
5. Activate the preliminary checkbox
6. Click the button  to open the document



The screenshot shows the 'View document' form. It includes fields for 'Client' (COS), 'Invoicing party', 'Internal document no.', and 'Bill type'. There are checkboxes for 'Preliminary / Checklist' and 'all presentments'. A document icon button is in the top right corner. Numbered steps 2 through 6 are indicated by blue circles and arrows: 2 points to the 'Invoicing party' field, 3 points to the 'Internal document no.' field, 4 points to the 'Bill type' dropdown, 5 points to the 'Preliminary / Checklist' checkbox, and 6 points to the document icon button.

Note: All created bills are also available in the overview of bills in both excel & pdf format (see the next slide)

Preliminary Billing Run (4/5)

Preliminary Billing Run Document View – Option 2

Alpega TMS

Freightcosts

Quote request

Loading list

CSA_a.komada

Menu

Client:

Selection of billing cases

Billing case fields

Steering partner group

Billing partner group

Selection of bills

Billers

Billers

Internal bill no.

600

Bill date

to:

Bill creation date

to:

Billing case group

Billing case

Hub-In / COS

Hub-Out / COS

TSP / COS

Final billing documents

No

Order no.

Billees

Billees

External bill no.*

Bill type

Bill state

Reference no.

Carrier reference

Purchase order

Overview of bills

T&T	Case Status	Bill date	Bill type	Internal bill no.	Bill	Reference	Total amount
				External bill no.	Billee	Carrier Reference	net
	TSP notified	11.09.2025	Debit	600			2415.00 EUR

Preliminary billing run document can be also viewed and downloaded in Excel format:

1. In the top section click on Freightcost and then click on the button “Selection of bills”.
2. Enter the internal document number (stated in the mail you received)
3. Apply filter selection
4. Click the button to download Preliminary Billing Run document in **EXCEL & PDF** format

Name	Type	Compressed size
PDF Bill_12997430.pdf	Microsoft Edge PDF Docu...	3 KB
Excel Bill_12997430_09112025.xlsx	Microsoft Excel Worksheet	4 KB

Preliminary Billing Run (5/5)

Preliminary Billing Run Document Example

Page 1/1

Preliminary clearing detail

Document

Document date: 11.09.2025

Orders by: 31.07.2025

Case: TSP

Document No. internal 600

References	Date / Order number / Details	Calculation
-	29.07.2025 10001065 0.400LM 0.240M3	Freight charges All-in rate 2.415,00 23,0% PL D8
101208	DAP	2415.0 EUR (1.0 per 1.0)
COS_RF		Total 2.415,00
LTL	1 PCS 40,00 kg	

Net amount EUR 2.415,00

23,0% VAT of 2.415,00 555,45

Gross amount EUR 2.970,45

| Query Costs & Enter Claim

Query Costs & Enter Claim (1/4)

Selection Of Billing Cases – Filter Criteria & Execution

The screenshot shows the 'Selection of billing cases' interface. The title bar includes a red box with a funnel icon and the number 3. The interface is divided into two main sections: 'Billing case fields' on the left and 'Billing partner group' on the right. The 'Billing case fields' section contains several filter criteria, some of which are highlighted with yellow boxes and numbered in blue circles: 2a (Order no.), 2b (Processing date), 2c (Load number), and 2d (Transport mode). The 'Billing partner group' section contains other filter criteria. The interface also includes a search bar, a list of results, and a 'Mark' button.

Billing case fields	
Steering partner group	
Steering partner	
Order no.	
Processing date	21.08.2025 / 21.09.2025
Tour no.	
Load number	
Transport mode	AIR / COS FCL / COS FTL / COS
or	
or none	<input type="checkbox"/>
ETD	
ETA	
TO service level	
or	Premium Standard

Billing partner group	
Billing partner group	
Billing partner	
Reference no.	
Billing method	
Canceled sign	only not canceled
TO service	
or	Air Freight Road Freight Sea Freight
Billing case group	
Billing case	Hub-In / COS Hub-Out / COS TSP / COS
Mark	
Locked sign	
Billing case state	in process released attached
Label	




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; for example:
 - a. Transport Order number(s)
 - b. Processing date (referring to transport pickup date)
 - c. Load number(s)
 - d. Transport mode
 - e. Any other available criteria
3. Execute selection of billing cases .

Query Costs & Enter Claim (2/4)

Selection Of Billing Cases – View Results

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	H&M Logistics	H&M Logistics - H&M Logistics	12.00	500.00 EUR
	TSP priced	05.06.2019	10000170 2000122 STD	H&M Logistics	H&M Logistics - H&M Logistics	35.00	500.00 EUR
	TSP priced	06.06.2019	10000173 2000123 STD	H&M Logistics	H&M Logistics - H&M Logistics	60.00	500.00 EUR

Results 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 the **rating unit** detail, depending on the actual case → see next slide (3/4)
3. Alternatively, open cost details for a single **billing case** by clicking on the hyperlinked order number → see slide after next slide (4/4)
4. Billing case status:
 1. Released – pending batch job for price calculation (check again after 10 min)
 2. Priced – price calculated for pending transports (not delivered)
 3. Clearable – eligible for billing run (delivered)
 4. Cleared – after final billing execution
 5. Closed – automatic closing 90 days after final billing run
 6. Attached – error status (contact Cooper Standard)

Query Costs & Enter Claim (3/4)

Option1: Enter Claim for Additional Cost on Rating Unit (=Load) level

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	Amount	Vat	Sta	1	Date	Document no. internal	Document no. external
Freight charges	Rate	500.00 EUR			price split	06.06.2019		
Spot prices / tender prices								

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	Consignor - Consignee	Weight [kg]	Costs
TSP	priced	©	06.06.2019	10000170 2000122 STD	Billing partner	LiConsignor - Consignee	35.00	500.00 EUR

Cost claim must be added on **rating unit level** in case it affects the whole rating unit (Load)

- Example: an additional driver is required for FTL

1. Verify calculated transport costs.
2. Additional costs must 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 must be entered, new lines must be added by pressing the **+** button.
4. Save the entered cost information by pressing the **📄** button.

Query Costs & Enter Claim (4/4)

Option2: Enter Claim for Additional Cost on Billing Case (=Transport Order) level

Cost detail

Status: clearable Version: 1 Error code:

Processing type	Leg	Steering partner	Origin	LSModuleD
Freight type	IN	Billing case	Incoterm	EXW
Order no.	10000177 2000117 STD	Billing partner	Sub freighter	
Reference no.		Billing method	Loading space	0.038 LM
Processing date	04.06.2019	Contact	Volume	0.027 m³
All in		Service	Weight	12.00 kg
All in rate		Service level	Distance	

Costs / Complaints

T&T	Cost type	Text	Rate	Amount	Vat	St	Date	Document no. internal	Document no. external	
Freight charges				500.00 EUR	0.0 %	clearable	04.06.2019			+
Spot prices / tender prices										0

2a 2b 2c 1 4 3


Consignor **Recipient**

Customer ID
Company*
Supplier
Loading / unloading place
Street*
Country / ZIP / City* NL 3903 LX Veenendaal

Contact person
Phone
Fax
eMail dontsend@alpegroup.com
State/Province

An additional cost claim must be added on the **cost detail page** if it does affect only a **single TO** of the whole rating unit

- Example: for a milk run only one supplier did cause a waiting time

1. Verify calculated transport costs.
2. Additional costs must 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 must be entered, new lines must be added by pressing the **+** button.
4. Save the entered cost information by pressing the  button.

Query Costs & View Open Claim (1/3)

View open claimed costs

Selection of billing cases

Billing case fields

Steering partner group	Billing partner group
Steering partner	Billing partner
Order no.	Reference no.
Processing date	Billing method
Tour no.	Canceled sign
Load number	TO service
Transport mode	or
or	Billing case group
or none	Billing case
ETD	Mark
ETA	Locked sign
TO service level	Billing case state
or	

Address fields

Consignor ID*	Consignee ID*
Consignor name*	Consignee name*
Country	Country
Zip / City	Zip / City

Rating unit fields


Rating unit no.

Cost fields

Document no. internal	Cost type
Document no. external	Cost state

* 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.

Query Costs & View Open Claim (2/3)

View open claimed costs

Overview of billing cases

T&T	Case Status	Info	ing date	Order no	Steering partner Billing partner	Consignor - Consignee L:Consignor - Consignee	Weight [kg]	Costs Revenues
	TSP clearable	1	04.06.2019	10000177 2000117	3	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) - Rixensart(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.

Query Costs & View Open Claim (3/3)

View open claimed costs (3/3)

Cost detail

Status: clearable Version: 1 Error code:

Processing type	Leg	Steering partner	Origin	LSModuleD
Freight type	IN	Billing case	Incoterm	EXW
	10000177			
Order no	2000117	Billing partner	Sub freighter	
	STD			
Reference no.		Billing method	Loading space	0.038 LM
Processing date	04.06.2019	Contact	Volume	0.027 m³
All in		Service	Weight	12.00 kg
All in rate		Service level	Distance	

Costs / Complaints

T&T	Cost type	Amount	Vat	Status	Date	Document no. internal	Document no. external	
①	Freight charges Spot prices / tender prices	500.00 EUR	0.0 %	clearable	04.06.2019			+
①	Liftgate Liftgate needed for delivery.	120.00 EUR	0.0 %	rejected	02.07.2019			①
①	Additional Stops Additional stop needed at warehouse.	120.00 EUR	0.0 %	rejected	02.07.2019			①
①	Toll	123.00 EUR	0.0 %	clearable	02.07.2019			①
①	Stopoff	234.00 EUR	0.0 %	complained	02.07.2019			①

3 3a 3b

Claimed costs must be accepted or declined by an authorized user of Cooper Standard plant:

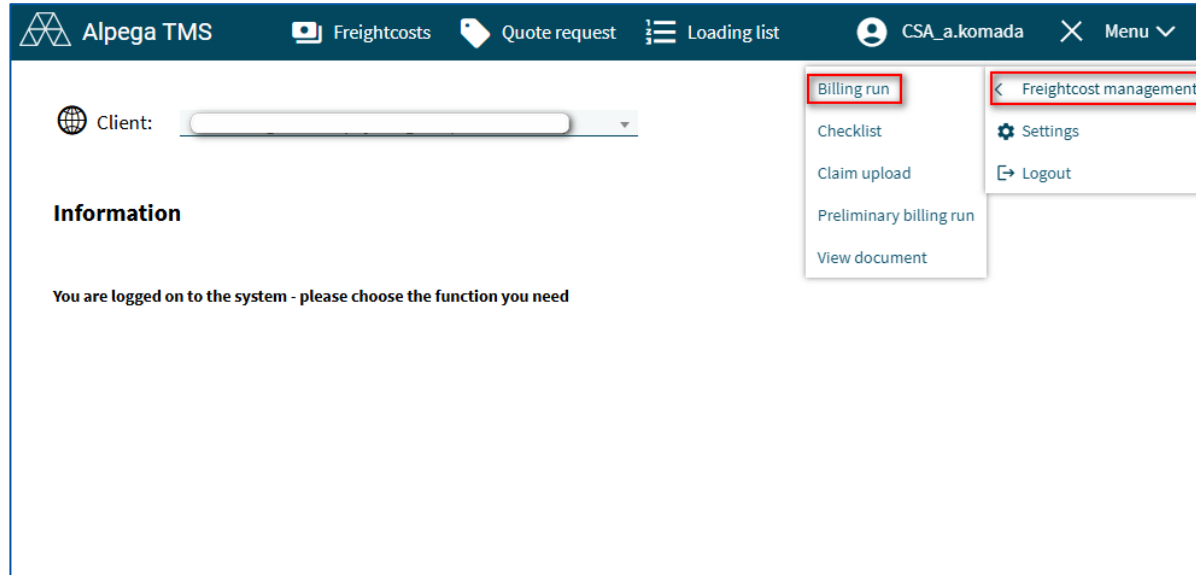
1. Open claims can easily be identified by the status „complained“ for the cost line and by the additional buttons on the right side.
2. Amount and currency of the claimed costs, information on cost type and additional explanation text as entered by the carrier.
3. Approver can:
 - a) accept the additional 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.

| Final Billing Run

Final Billing Run (1/5)

Final billing run (1/5)



Carrier is required to invoice in accordance with final TMS billing document

Final Billing document is created via “Billing run” :


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

Final Billing Run (2/5)

Final Billing Run Execution

Final billing run (Attention !)

Client *	COS
To processing date *	31.08.2025
In status clearable for (days)	
Invoicing party group	
Invoicing party *	
Invoice recipient group	
Invoice recipient *	Bielsko-Biala Bielsko-Biala Tooling, Capex, Prototype Dzierzoniow Dzierzoniow Tooling, Capex, Prototype Myslenice Myslenice Tooling, Capex, Prototype
Billing case *	TSP
Currency	
External document no	
Bill gross amount check *	2103.30
PO Number	
Document date *	12.09.2025
<input type="checkbox"/> Include order numbers	
<input type="checkbox"/> Exclude order numbers	
<input type="checkbox"/> Include Load number	
<input type="checkbox"/> Exclude Load number	

 inet


10

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:cooperstandard@inet.pl](#)

To start final billing run, the following steps must be done:

1. Enter the **“To processing date”**: Only clearable costs of billing cases with a processing date before entered date are considered in this run. Processing date is referring to transport Pickup Date.
2. Choose the **“invoicing party”** – (billing partner = carrier).
3. Choose the **“invoice recipient”** – (steering partner = Cooper Standard Plant)
4. Choose **“billing case”** - TSP
5. *Optional: Enter the ISO **currency** code. The billing run will create final bill for that currency and therefore only costs in the entered currency are considered.
6. Enter expected **“bill gross amount” - incl. VAT** (use . as decimal separator)
7. *Optional: Select **“Include order numbers”** and enter specific Transport Order numbers (use ; as number separator). The billing run will create final bill for these orders and therefore only costs for entered transport orders are considered.
8. *Optional: Select **“Include Load numbers”** and enter specific Load numbers (use ; as number separator). The billing run will create final bill for these orders and therefore only costs for entered Loads are considered.
9. **Start the final billing run** by clicking on the button .
10. It will be processed in the background; user will be notified by email on completion – you can close this window.

Final Billing Run (3/5)

Final Billing Run Email notification

Attached find the result of the following billing run:

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

Billing details:

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

In case of any questions please contact your business partner.
Email generated and sent by:

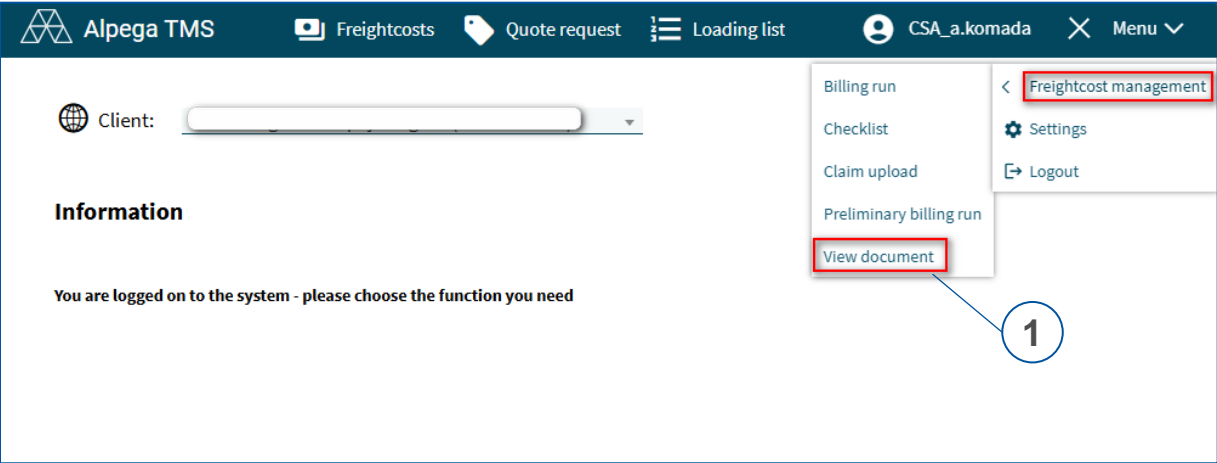
inet-logistics GmbH
<http://www.inet-logistics.com/>

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 final 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

Final Billing Run (4/5)

Final Billing Run Document View – Option1



Final billing run document 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 in the mail you received)
4. Select the type of the bill (debit)
5. Click the button  to open the document

View document

Client	COS	2
Invoicing party		3
Internal document no.	320	3
Bill type	Debit	4
Preliminary / Checklist	<input type="checkbox"/>	
all presentments	<input type="checkbox"/>	

6

Note: All created bills are also available in the overview of bills in pdf format (see the next slide)

Final Billing Run (4/5)

Final Billing Run Document View – Option2

Alpega TMS

FreightcostsQuote requestLoading list

CSA_a.komadaMenu

Client:

Selection of billing cases

Billing case fields

Steering partner group

Billing partner group

1

Selection of bills

Biller group

Biller

Internal bill no.

Bill date

Bill creation date

Billing case group

Billing case

Final billing documents

Order no.

Billee group

Billee

External bill no.*

Bill type

Bill state

Reference no.

Carrier reference

Purchase order

2

Overview of bills

T&T	Case Status	Bill date Bill type	Internal bill no. External bill no. Purchase order	Biller Billee	Reference Carrier Reference	Total amount net
>	TSP notified	12.09.2025 Debit	320	Dzierzoniow		1710.00 EUR

4

Final billing run document can be also viewed and downloaded via “Selection of bills”:

1. In the top section click on Freightcost and then click on the button “Selection of bills”.
2. Enter the internal document number (stated in the mail you received)
3. Apply filter selection
4. Click the button to download Final Billing Run document in PDF

Final Billing Run (5/5)

Final Billing Run Document

Page 1/1

Clearing detail

Cooper Standard Polska SP. z o.o.
Ul. Pieszycka 2
PL-58200 Dzierżonów

Document
Document date: 12.09.2025
Orders by: 31.08.2025
Case: TSP
Document No. internal: 320

References	Date / Order number / Details	Calculation
-	29.08.2025 10001491 1.200LM	3.360M3 Freight charges All-in rate 570,00 23,0% PL D8
101669	DAP	570,0 EUR (1,0 per 1,0)
COS_RF		Total 570,00
LTL	5 PCS 1.000,00 kg	
-	29.08.2025 10001492 1.200LM	3.360M3 Freight charges All-in rate 570,00 23,0% PL D8
101670	DAP	570,0 EUR (1,0 per 1,0)
COS_RF		Total 570,00
LTL	5 PCS 1.000,00 kg	
-	29.08.2025 10001493 1.200LM	3.360M3 Freight charges All-in rate 570,00 23,0% PL D8
101671	DAP	570,0 EUR (1,0 per 1,0)
COS_RF		Total 570,00
LTL	5 PCS 1.000,00 kg	

Net amount

EUR 1.710,00

23,0% VAT of 1.710,00 383,30

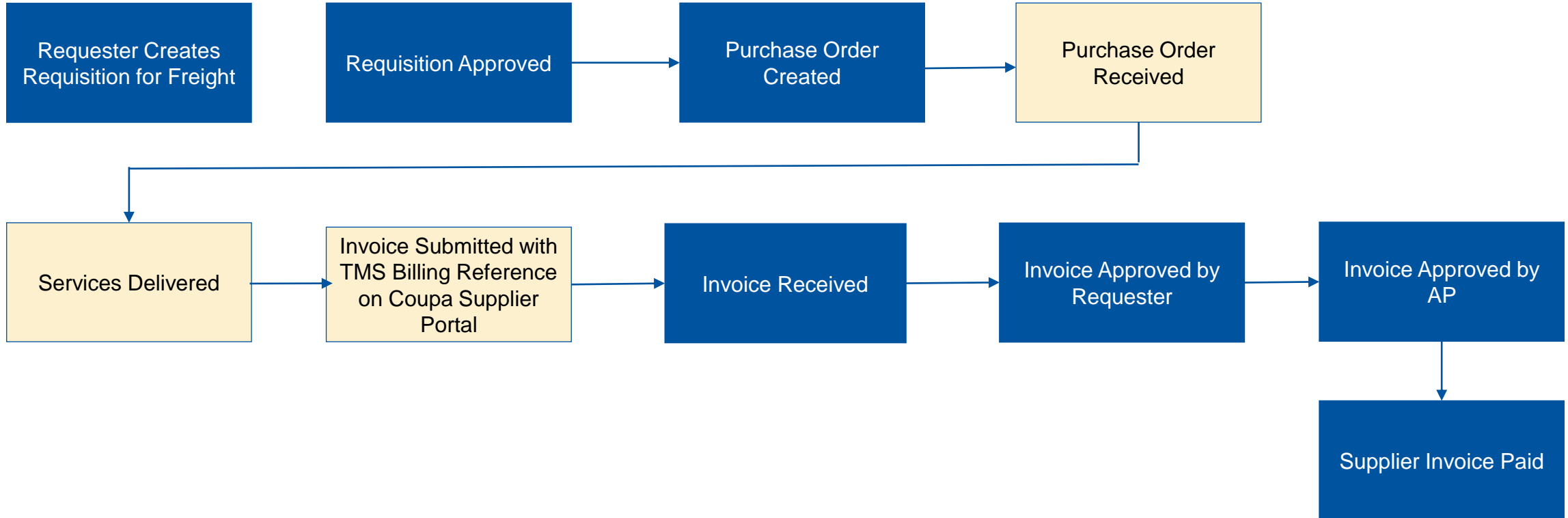
Gross amount

EUR 2.103,30

| 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

Purchase
Order Number
Received per
Plant

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

Export to View All Search 									
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			

Create Invoice
(yellow coins)

Create
Credit Memo
(red coins)

Purchase Order Types

Frame PO – Logistic Budgeted Freight “Inbound | Outbound | Premium”

- Item Description: **“Plant - Transportation Billing”**
 - Example: “Myslenice – Transportation Billing”
- Amount: **Yearly/Quarterly** freight spend for carrier-plant
- GL (Commodity): **Freight Forwarding | 6120000**
 - Remark: this default GL on PO level is purely technical
 - Invoiced amount is automatically split & allocated to standard GL accounts based on TMS order data (inbound-outbound-premium)
- Cost Center: **Plant Logistics**
- Type: **Amount (Amt)**
- PO amount: **not displayed**
- Invoicing: Consolidated **monthly / weekly invoices** (multiple invoices submitted by carrier to summary PO)

Single PO – Project & Launch Freight “Tooling | Capex | Prototypes”

- Item Description: **include TMS Load or TO number**
 - Example: “Myslenice_Lindau_04.08. LOAD: 101301”
- Amount: **per carrier’s offer in TMS Quote Request**
- GL (Commodity):
 - **Capex | 7990000**
 - **Tooling | 7992000**
 - **Prototype | 6965400**
 - **Launch | 6930000**
 - Invoiced amount is allocated to GL selected on PO
- Cost Center: **Project/Launch**
- Type: **Amount (Amt)**
- PO amount: **displayed**
- Invoicing: **single PO & single invoice** for each shipment

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

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	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

Net
Amount

Carrier Invoice Submission

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

General Info	From
<div><div>* Invoice #</div><div></div></div>	<div><div>* Supplier</div><div></div> z o.o. 0000156838</div>
<div><div>* Invoice Date</div><div>02/10/25</div><div></div></div>	<div><div>* Supplier VAT ID</div><div>PLS</div><div></div></div>
<div><div>Payment Term</div><div>N060</div></div>	<div><div>* Invoice From Address</div><div></div> z o.o.</div>
<div><div>Date of Supply</div><div>02/10/25</div><div></div></div>	<div><div></div><div>02-822 Warszawa</div><div>Poland</div></div>
<div><div>* Currency</div><div>EUR</div><div></div></div>	

Carrier Invoice Submission

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

- The TMS Billing Reference is in the header 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

Clearing detail

Cooper Standard Polska SP. z o.o.

Piekarska 77

PL-43300 Bielsko-Biala

Document

Document date:

Orders by:

Case:

Document No. internal

ComplexInvoice123

21.01.2025

20.01.2025

TSP

15

References

Date / Order number / Details

Calculation

-

100226

COS_RF

LTL

16.01.2025

M: D2 Inbound 1

FCA Altdorf

Sanko Gosei UK LTD

GB-WN8 8EB Skelmersdale

2 PCS

1.510,00 kg

0.400LM

2.496M3

Cooper Standard Polska SP. z o.o.

PL-43300 Bielsko-Biala

Freight charges all-in rate

Penalty (no VAT)

Fuel surcharge

Total

834,00

5,00

8,34

847,34

0,0%

0,0%

0,0%

PL D2

PL XV

PL D2

-

100227

COS_RF

LTL

16.01.2025

M: D8 Premium 3

FCA Altdorf

STG Stanztechnik GmbH und Co K

DE-84032 Altdorf

3 PCS

573,00 kg

0.800LM

3.744M3

Cooper Standard Polska SP. z o.o.

PL-43300 Bielsko-Biala

Freight charges all-in rate

Fuel surcharge

Total

720,00

14,89

734,89

23,0%

23,0%

PL D8

PL D8

Coupa Invoice Header

* Split Payment Mechanism	No	
* Exchange Rate	0.23886	
TMS Billing Reference	15	

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

Clearing detail

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

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

ComplexInvoice123

References	Date / Order number / Details	Calculation
- 100233 COS_RF LTL	16.01.2025 M: D8 Outbound 2 FCA Altdorf Cooper Standard Polska SP. z o.o. PL-43300 Bielsko-Biala 2 PCS 1.510,00 kg	0.400LM 2.496M3 Freight charges all-in rate 358,00 23,0% PL D8 Fuel surcharge 6,00 23,0% PL D8 Penalty (no VAT) 7,00 0,0% PL XV Total 371,00
- 100236 COS_RF LTL	16.01.2025 M: D2 Outbound 2 FCA Altdorf Cooper Standard Polska SP. z o.o. PL-43300 Bielsko-Biala 2 PCS 1.510,00 kg	0.400LM 2.496M3 Freight charges all-in rate 725,23 0,0% PL D2 Fuel surcharge 7,25 0,0% PL D2 Penalty (no VAT) 88,45 0,0% PL XV Total 820,93
- 100239 COS_RF LTL	16.01.2025 M: D8 Inbound 2 FCA Altdorf STG Stanztechnik GmbH und Co K DE-84032 Altdorf 2 PCS 1.510,00 kg	0.400LM 2.496M3 Freight charges all-in rate 984,00 23,0% PL D8 Fuel surcharge 3,50 23,0% PL D8 Penalty (no VAT) 9,00 0,0% PL XV Total 996,50
- 100237 COS_RF LTL	16.01.2025 M: D2 Outbound 3 FCA Altdorf Cooper Standard Polska SP. z o.o. PL-43300 Bielsko-Biala 2 PCS 1.510,00 kg	0.400LM 2.496M3 Freight charges all-in rate 824,94 0,0% PL D2 Fuel surcharge 8,24 0,0% PL D2 Total 833,18
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

PO Line
PL10546238-1

Service Sheet Line
None

Contract
▼

Supplier Part Number

Billing
381-239-6120000

Taxes

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

- 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
Qty	Bielsko-Biala Plant - Tr	5,182.62

PO Line: PL10546238-1 [Clear](#)

Service Sheet Line: None

Contract: [View](#)

Supplier Part Number:

Billing: 381-239-6120000

Taxes

VAT Rate	VAT Amount	Tax Reference
0.0%	0.00	

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

Lines

Type	Description	Qty	UOM	Price
Qty		1.000	each	0.00

PO Line: None [Clear](#)

Service Sheet Line: None

Contract: [View](#)

Supplier Part Number:

Taxes

VAT Rate	VAT Amount	Tax Reference
	0.00	

- 1) For the new line, change the “type” from “Qty” to “Amount”
- 2) Copy the description from the first invoice line item
- 3) 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

Match Conditions: Match all conditions

Filter By: PO Number Filter Clause: PL10546238

[Cancel](#) [Search](#)

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

• 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

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	
- 100233 COS_RF LTL	16.01.2025 FCA Alldorf Cooper Standard Polska SP. z o.o. PL-43300 Bielsko-Biala 2 PCS	M: D8 Outbound 2 STG Stanztechnik GmbH und Co K DE-84032 Alldorf	0.400LM 2.496M3	Freight charges all-in rate Fuel surcharge Penalty (no VAT) Total	358,00 23,0% PL D8 6,00 23,0% PL D8 7,00 0,0% PL XV 371,00
- 100236 COS_RF LTL	16.01.2025 FCA Alldorf Cooper Standard Polska SP. z o.o. PL-43300 Bielsko-Biala 2 PCS	M: D2 Outbound 2 Sanko Gosei UK LTD GB-WN8 8EB Skelmersdale	0.400LM 2.496M3	Freight charges all-in rate Fuel surcharge Penalty (no VAT) Total	725,23 0,0% PL D2 7,25 0,0% PL D2 88,45 0,0% PL XV 820,93
- 100239 COS_RF LTL	16.01.2025 FCA Alldorf STG Stanztechnik GmbH und Co K DE-84032 Alldorf 2 PCS	M: D8 Inbound 2 Cooper Standard Polska SP. z o.o. PL-43300 Bielsko-Biala	0.400LM 2.496M3	Freight charges all-in rate Fuel surcharge Penalty (no VAT) Total	984,00 23,0% PL D8 3,50 23,0% PL D8 9,00 0,0% PL XV 996,50
- 100237 COS_RF LTL	16.01.2025 FCA Alldorf Cooper Standard Polska SP. z o.o. PL-43300 Bielsko-Biala 2 PCS	M: D2 Outbound 3 Sanko Gosei UK LTD GB-WN8 8EB Skelmersdale	0.400LM 2.496M3	Freight charges all-in rate Fuel surcharge Total	824,94 0,0% PL D2 8,24 0,0% PL D2 833,18
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

2	Type	Description	Price	549.79
		Bielsko-Biala Plant - Tr.		
	PO Line	Service Sheet Line	Contract	Supplier Part Number
	PL10546238-1	None		
	Billing			
	381-239-6120000			
	Taxes			
	VAT Rate	VAT Amount	Tax Reference	
	0.0%	0.00		

- 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

Shipping

VAT

0.000

Tax Reference

Enter a tax reason description.

Handling

VAT

0.000

Tax Reference

Enter a tax reason description.

Misc

VAT

0.000

Tax Reference

Enter a tax reason description.

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

Shipping

VAT

Tax Reference

Handling

VAT

Tax Reference

Misc

VAT

Tax Reference

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

Taxes

VAT Rate

VAT Amount

Tax Reference

0.0%

0.00

2

Type

Description

Price

549.79

Bielsko-Biala Plant - Tr

PO Line

PL10546238-1

Clear

Part Number

Billing

381-239-6120000

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.

Continue Editing

Send Invoice

Taxes

VAT Rate

VAT Amount

Tax Reference

0.0%

0.00

3

Type

Description

Price

6,455.67

Bielsko-Biala Plant - Trar

PO Line

PL10546238-1

Clear

Service Sheet Line

Contract

Supplier Part Number

None

Billing

381-239-6120000