



## Module 5 - Freight Settlement (Invoicing)



# Table of Contents

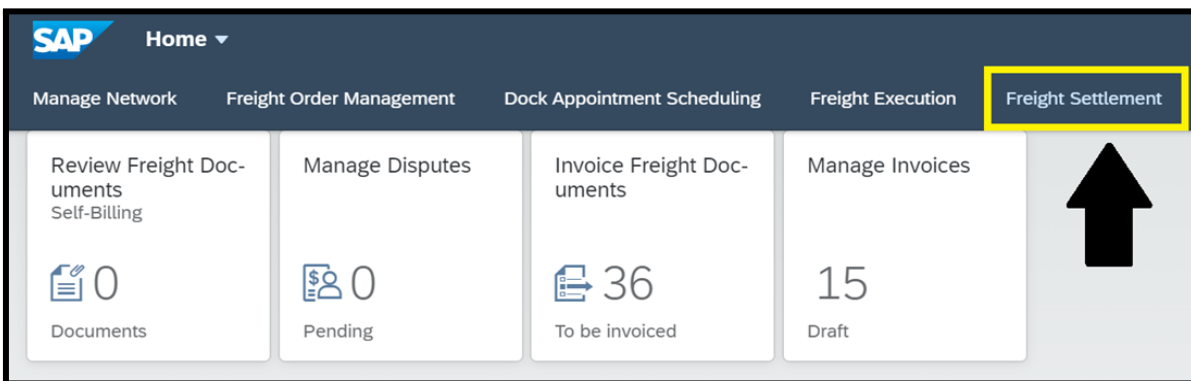
<b>Freight Settlement Module (Invoicing)</b>	<b>3</b>
<b>Creation of an invoice</b>	<b>4</b>
<b>Invoice Details</b>	<b>5</b>
<b>Adding an additional charge to the invoice</b>	<b>9</b>
<b>How to add a tax amount</b>	<b>10</b>
<b>Adding an unexpected charge to the invoice</b>	<b>14</b>
<b>Dispute an invoice</b>	<b>18</b>
<b>Key Elements to consider to ensure freight document is completely invoiced</b>	<b>22</b>
<b>Key Elements – Unexpected charges and managing disputes</b>	<b>26</b>



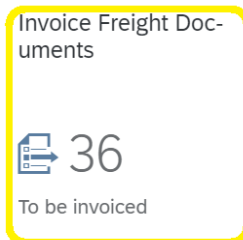
Please refer to this procedure for the creation of invoices and for the management of billing disputes. The module related to invoicing is called « Freight Settlement » in LBN.

### Freight Settlement Module (Invoicing)

1) In order to manage invoices in LBN, select the **Freight Settlement** Module from the Homepage. It is possible to submit an invoice for a Freight Order only when **all the events are updated** (including pick up).



2) Then click on the **Invoice Freight Documents** tile.



You will then notice that there are **4 different Tabs** when you are on the **Freight Documents** screen.

- **To be Invoiced**: refers to Freight Orders that are ready for billing.
- **Invoicing in Process**: refers to Freight Orders for which the invoice is being created, but not yet submitted.
- **Completely Invoiced**: refers to Freight Orders for which the invoice has successfully been submitted.
- **All**: is a combination of the three above (To be Invoiced, Invoicing in Progress, Completely Invoiced).



## Reference Guide – TM Units Logistics Business Network – Freight Settlement

### Creation of an invoice

3) In order to create an invoice, click on the **To be Invoiced** Tab and select the **Freight Order** that is ready for invoicing by checking the box on the left. The **selected Freight Order** will then be **highlighted in light blue** as shown below.

All (82) **To be Invoiced (36)** Invoicing in Process (12) Completely Invoiced (34)

Invoice Freight Documents (36)

<input type="checkbox"/>	Ordering Party / Freight Document	Customer Account	Departure Date and Time	Arrival Date and Time
<input type="checkbox"/>	LBN Shipper		Mar 3, 2022, 12:00 AM CST	Mar 3, 2022, 3:31 PM MST
	7000000204			
<input checked="" type="checkbox"/>	LBN Shipper		Mar 13, 2022, 11:00 PM CST	Mar 15, 2022, 8:21 PM EST
	7000000202			

4) Then click on **Create Invoice** .

< **SAP** Freight Documents ▾

Standard\* ▾

Filtered By (1): Freight Document

All (1) **To be Invoiced (0)** Invoicing in Process (1) Completely Invoiced (0)

Invoice Freight Documents (1)

<input checked="" type="checkbox"/>	Ordering Party / Freight Document	Customer Account	Departure Date and Time	Arrival Date and Time	Invoicing Status	Departure Location	Arrival Location
<input checked="" type="checkbox"/>	LBN Shipper		Mar 13, 2022, 11:00 PM CST	Mar 15, 2022, 8:21 PM EST		CLINT	VALC
	7000000202						

**Create Invoice**



## Invoice Details

5) Once you have selected the Freight Order and clicked on Create Invoice you can see the **Invoice details**. Under the **Invoice Details** Tab at the **top** you can see (a) the **Invoice #**, (b) the **Ordering Party**, The **Payment Terms**, the **Gross Invoice Amount** and the **Invoice Status**.

In this example, you can see the invoice is at the **Draft Status**, because the invoicing process is not completed.

Under the **Invoice Details** Tab at the **bottom** of the screen you can see (a) the **Invoice #** again and the **Invoice Date**. You must change the invoice number for your own invoice/reference number. You may also change the Invoice Date.

Then to the right under **Administrative Data** you can see (b) the **date the invoice was created on**, by **whom it was created**, at what **time it was changed** and **who changed it**.

Last, you can see (c) the **Freight Order** linked to the Invoice and you can click directly on its number in blue which is a **link** to view the **Freight Document Details**.




## Reference Guide – TM Units Logistics Business Network – Freight Settlement

6) Now to see the **charges details**, click on the **Charges** Tab. In the first column displayed you see the name of the charge.

In this example below we see **3 different charges**. The first two types of charges (Base Charge & Percentage Fuel Charge) are **standard** to any Freight Order. They will always appear under the Charges Tab. The third one (Administration Fee) falls into the category of **accessorial** fees and is not standard to each Freight Order.

- **Base Charge (Line Haul)**
- **Percentage Fuel Charge**
- **Administration Fee**

 Invoice ▾

7000000204

General Details

Gross Invoice Amount

Status

Ordering Party: LBN Shipper

919.70 USD

Draft

Payment Terms: N050

Invoice Details

**Charges**

Business Partners

Notes

Attachments

Charge Description	Charge Type (Transportatio...
▼ Freight Order 7000000204	
Base Charge (BASE_CHARGE)	TM_BASIC
Percentage Fuel Charge (FUEL_PERCENT)	TM_FUEL
Adminstration Fee (ADMIN_FEE)	TM_ADD_STOP



## Reference Guide – TM Units Logistics Business Network – Freight Settlement

If we look more into **details**, there are 4 main columns on this screen.

- a) Charge type description
- b) Rate per standard mile or percentage
- c) Total Standard Mile for that Freight Order
- d) Total amount for each charge type

→ Please note that you can **download** your invoice in **Excel** or Delete it at this point (see arrow below).

a		b	c	d	
Charge Description	Charge Type (Transportation...)	Rate Amount/Unit	Quantity	Final Amount	
Freight Order 7000000204				919.70 USD	Add ▾
Base Charge (BASE_CHARGE)	TM_BASIC	1.00 USD /1.00 SMI	550.44 SMI	550.44 USD	🗑
Percentage Fuel Charge (FUEL_PERCENT)	TM_FUEL	0.58 USD /1.00 SMI	550.44 SMI	319.26 USD	🗑
Administration Fee (ADMIN_FEE)	TM_ADD_STOP	50.00 USD		50.00 USD	🗑

At this stage, if we go back to the initial page of this Module we would find this Invoice under the **Invoicing in Process** Tab because we clicked on **Create an Invoice** (previous step # 3, page 4), but we have **not submitted it**.

Now at this point, if you **agree** with the **Final Amount** listed in **column d** as shown below. Click on **Submit**. Your invoice will then be submitted and would be listed under the **Completely Invoiced** Tab.

→ You can also click on **Save**, if you want to save your invoice only.

However, if you **do not agree** with the rates you can **dispute** them. This will be documented at step # 6 and starting at page 11 of this document.

d
Final Amount
919.70 USD
550.44 USD
319.26 USD
50.00 USD

Submit Save Cancel



## Reference Guide – TM Units Logistics Business Network – Freight Settlement

- It is possible to add a **note manually** that can be used for your own internal reference. This note will not be transmitted to the shipper. Only you can view this note.

Click on the Notes tab as shown below. Then click save if you want to save your memo only. Otherwise, you can click on submit to submit both your memo and your invoice at the same time.

Invoice Details Charges Business Partners **Notes** Attachments

Enter additional information about the invoice here. it will be saved when you save or submit the invoice.

1023 characters remaining

No notes are available

Submit Save Cancel





## Reference Guide – TM Units Logistics Business Network – Freight Settlement

### Adding an additional charge to the invoice

7) In order for you to add **tax** amount or any **additional charges**. Click on **Add** located to the far right beside the Final Amount column.

Charge Description	Charge Type (Transportatio...	Rate Amount/Unit	Quantity	Final Amount	
▼ Freight Order 7000000204				919.70 USD	<b>Add</b> ▼
Base Charge (BASE_CHARGE)	TM_BASIC	1.00 USD /1.00 SMI	550.44 SMI	550.44 USD	
Percentage Fuel Charge (FUEL_PERCENT)	TM_FUEL	0.58 USD /1.00 SMI	550.44 SMI	319.26 USD	
Administration Fee (ADMIN_FEE)	TM_ADD_STOP				

Quantity	Final Amount	
	919.70 USD	<b>Add</b> ▼
550.44 SMI	550.44 USD	
550.44 SMI	319.26 USD	
	50.00 USD	

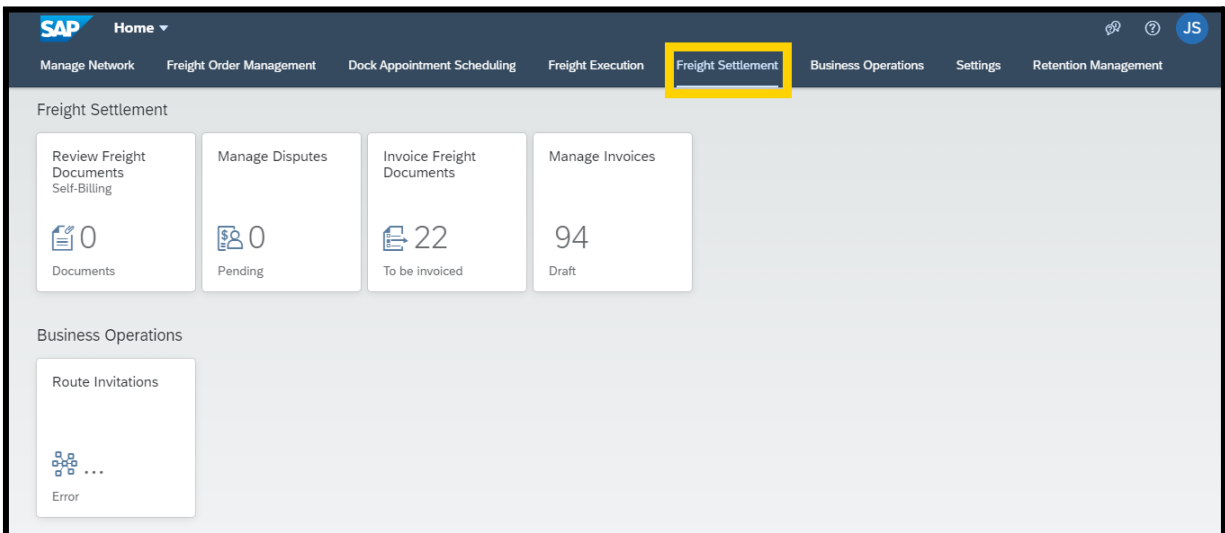
After that you can choose from **Adding a Charge** or a **Tax** amount.

Quantity	Final Amount	
	919.70 USD	<b>Add</b> ▼
550.44 SMI	550.44 USD	Charge
		Tax
550.44 SMI	319.26 USD	
	50.00 USD	

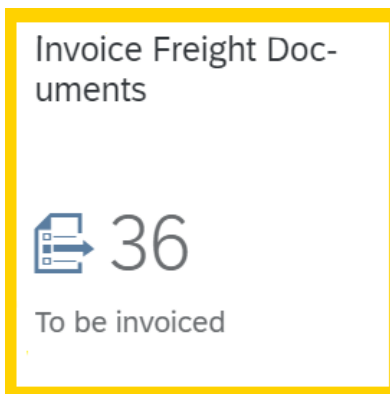


## How to add a tax amount

- 1) Click on the Freight Settlement module.



- 2) Next, click on the **Invoice Freight Documents** tile.





## Reference Guide – TM Units Logistics Business Network – Freight Settlement

- 3) In the top header, add the **Freight Document** number or scroll down to find your Freight Document. Click on the Freight Document (anywhere inside the white rectangle area).

The screenshot shows the SAP 'Freight Documents' search interface. At the top, there's a header bar with the SAP logo and 'Freight Documents' title. Below it, a 'Standard' filter is selected. A search bar labeled 'Freight Document:' is highlighted with a yellow box. To its right are fields for 'Departure Date:', 'Arrival Date:', 'Arrival Location:', 'Customer Account:', and 'Reference Documents:'. Below these fields are tabs for 'All (256)', 'To be Invoiced (23)', 'Invoicing in Process (98)', and 'Completely Invoiced (135)'. The 'To be Invoiced (23)' tab is active. Below the tabs is a table titled 'Invoice Freight Documents (23)'. The table has columns: 'Ordering Party / Freight Document', 'Customer Account', 'Departure Date and Time', 'Arrival Date and Time', 'Departure Location', 'Arrival Location', and 'Total Amount'. The table contains four rows of data. The second row is highlighted with a yellow box. Below the table, there are buttons for 'Create Invoice' and 'Create Collective Invoice'.

Ordering Party / Freight Document	Customer Account	Departure Date and Time	Arrival Date and Time	Departure Location	Arrival Location	Total Amount
<input type="checkbox"/> LBN Shipper 7000005634 <small>Gross amount is zero</small>		Jun 5, 2022, 10:00 PM UTC-6	Jun 7, 2022, 11:31 AM CST	SANTA ROSA JAUREGUI	STURTEVANT	0.00 USD
<input type="checkbox"/> LBN Shipper 7000006850		Jun 30, 2022, 12:30 PM CST	Jun 30, 2022, 5:29 PM CST	FORT WORTH	FORT WORTH	717.45 USD
<input type="checkbox"/> LBN Shipper 7000006170		Jun 22, 2022, 7:41 PM CST	Jun 23, 2022, 4:19 AM CST	FORT WORTH	FORT WORTH	100.00 USD
<input type="checkbox"/> LBN Shipper 7000006050 <small>Gross amount is zero</small>		Jun 14, 2022, 7:31 AM CST	Jun 15, 2022, 10:30 AM EST	BENTON	HOBE SOUND	0.00 USD

- 4) Click on the **Create Invoice** button.

The screenshot shows the SAP 'Freight Document Details' screen for 'LBN Shipper'. At the top, there's a header bar with the SAP logo and 'Freight Document Details' title. Below it, the 'LBN Shipper' title is displayed. A 'Create Invoice' button is highlighted with a yellow box and a black arrow pointing to it. Below the title, there's a section for 'General Details' with fields for 'Freight Document Amount', 'Invoiced Amount', and 'Invoice Status'. Below this, there's a section for 'Information' with tabs for 'Cargo', 'Stages', 'Charges', 'Business Partners', 'Notes', and 'Attachments'. Below the tabs, there's a section for 'General Details' with fields for 'General', 'Departure Location', and 'Arrival Location'.

General	Departure Location	Arrival Location
Total Distance: 306.16 KM	Date and Time: Jun 30, 2022, 12:30 PM America/Chicago	Date and Time: Jun 30, 2022, 5:29 PM America/Chicago



## Reference Guide – TM Units Logistics Business Network – Freight Settlement

5) Click on the **Charges** tab and **Add a Tax**.

The screenshot shows the SAP Invoice interface for invoice 1657130892577. The 'Charges' tab is selected. A table lists charges for 'Freight Order 7000006850'. The 'Add' button in the final column has a dropdown menu with 'Charge' and 'Tax' options. An arrow points to the 'Tax' option.

Charge Description	Charge Type (Transportati...	Rate Amount/Unit	Quantity	Final Amount
Freight Order 7000006850				717.45 USD
Base Charge (BASE_CHARGE)	TM_BASIC	2.14 USD /1.00 SMI	190.24 SMI	407.11 USD
Percentage Fuel Charge (FUEL_PERCENT)	TM_FUEL	0.58 USD /1.00 SMI	190.24 SMI	110.34 USD
Administration Fee (ADMIN_FEE)	TM_ADD_STOP	100.00 USD		200.00 USD

→ Here are the only authorized "Charge Description" and the corresponding "Rate Amount":

Charges Description	Rate Amount/Unit
GST	5.00%
HST	13.00%
HST	15.00%
PST	6.00%
PST	7.00%
QST	9.975%



## Reference Guide – TM Units Logistics Business Network – Freight Settlement

The screenshot shows the SAP Invoice interface for a Freight Order 7000006850. The Gross Invoice Amount is 717.45 USD, and the Status is Draft. The Charges tab is active, showing a table of charges. The GST charge is highlighted with a yellow box, showing a rate of 5.00 % and a final amount of 0.00 USD. The table also includes Base Charge, Percentage Fuel Charge, and Administration Fee.

Charge Description	Charge Type (Transportati...	Rate Amount/Unit	Quantity	Final Amount	
Freight Order 7000006850				717.45 USD	Add
GST	GST	5.00 %		0.00 USD	
Base Charge (BASE_CHARGE)	TM_BASIC	2.14 USD /1.00 SMI	190.24 SMI	407.11 USD	
Percentage Fuel Charge (FUEL_PERCENT)	TM_FUEL	0.58 USD /1.00 SMI	190.24 SMI	110.34 USD	
Administration Fee (ADMIN_FEE)	TM_ADD_STOP	100.00 USD		200.00 USD	

In this example above, we are using a GST charge and a 5 % rate amount.

- 6) The **Final Amount** needs to be manually calculated by you. In this example above, the Final Amount is 35,87 \$ (5 % of 717,45 \$). Also, the amount needs to have **2 decimals** after the comma.

The screenshot shows the Final Amount field with a value of 717.45 USD. Below it, a yellow box highlights a manually entered value of 35.87 USD.


- 7) Once the Final Amount has been manually entered. Click on **Submit**.






The screenshot shows the Submit, Save, and Cancel buttons at the bottom of the interface.




## Reference Guide – TM Units Logistics Business Network – Freight Settlement

### Adding an unexpected charge to the invoice

1) To add an **Unplanned charge**, click on **Add** and select **Charge** (previous screen). Then a new screen will appear and click on this icon  located under the Freight Order Number.

Charge Description	Charge Type (Transportatio...	Rate Amount/Unit	Quantity	Final Amount	
▼ Freight Order 7000000204				919.70 USD	Add ▼
Unplanned Charge 		0.00 USD		0.00 USD	
Base Charge (BASE_CHARGE)	TM_BASIC	1.00 USD /1.00 SMI	550.44 SMI	550.44 USD	
Percentage Fuel Charge (FUEL_PERCENT)	TM_FUEL	0.58 USD /1.00 SMI	550.44 SMI	319.26 USD	
Administration Fee (ADMIN_FEE)	TM_ADD_STOP	50.00 USD		50.00 USD	

2) Then a drop-down list of **Unplanned Charges** will show-up. Click on the charge that applies from the pre-existing list or use the **Search bar**.

Charge Types		
Search 		
Description	Charge Code (SAP Logistics Business Network)	Charge Type (Transportation System)
Administration Fee	ADMIN_FEE	TM_CARBON
Deadhead (excess shipment miles)	DEADHEAD	TM_DEADHEAD
Administration Fee	ADMIN_FEE	TM_FERRY
Administration Fee	ADMIN_FEE	TM_WHALES_PROTE
Dangerous Goods Fee	DGFEE	TM_DG
Administration Fee	ADMIN_FEE	TM_TONU
Administration Fee	ADMIN_FEE	TM_DAMAGE
Layovers	LAYOVERS	TM_LAYOVER
Special Equipment	SPECIAL_EQUIP	TM_FORKLIFT
Administration Fee	ADMIN_FEE	TM_TAX
Waiting Charges	WAITING_CHARGES	TM_WAITING
Administration Fee	ADMIN_FEE	TM_OTHER_ACC
Administration Fee	ADMIN_FEE	TM_DETOUR
Administration Fee	ADMIN_FEE	TM_DVR_ASSIST

★ Please see below the list of all these Unplanned Charges and their definition.



## Unplanned Charges

Charge Type	Definition
Administration Fee (Additional Stop)	These charges typically occur when a shipment has two or more destinations, requiring a driver to make several stops along the way. Multi-stop loads sometimes cause delays because each destination could have hiccups.
Administration Fee (Carbon)	Shipments are subject to a carbon tax due to environmental emissions.
Deadhead (excess shipment miles)	Deadheading often happens when a carrier returns or backhauls the empty cargo container to the point of origin.
Administration Fee (Ferry)	Shipments that use a ferry for movement are subject to fees.
Administration Fee (Whales Protection)	Shipments that cross whale populated zones are subject to fees, due to whale protection laws.
Dangerous Goods Fee	Hazardous Materials (HazMat) are properly documented during transport. This includes extra paperwork and added risk, which the carrier adds accessorial charges for.
Administration Fee (TONU)	If a load falls through after a predetermined cut-off time or a truck is canceled after such time, you may be charged a fee. A Truck Ordered Not Used (TONU) fee can occur due to requesting the wrong type of equipment or a shipment not being ready on the expected date.
Administration Fee (Damage)	Any type of damage done to the vehicle will result in some extra charges.
Layovers	A charge will apply if the truck is unable, for whatever reason, to be unloaded/loaded during its slated delivery day. Similar to a redelivery, a layover can mean the loss of an entire day's worth of productivity and will have a domino effect on their ability to earn.
Special Equipment	Shipments that require special equipment are subject to fees.



**Reference Guide – TM Units**  
**Logistics Business Network – Freight Settlement**

Administration Fee (Tax)	Shipments are subject to taxes.
Waiting Charges	A trucking wait fee is assessed by the trucker if the amount of free waiting time expires.
Administration Fee (Other accessorial)	This category can be used for other accessorial charges.
Administrative Fee (Detour)	If upon arrival at a shipper or receiver, the carrier is told to drive to a different location, then divergent miles may be charged. There will typically be a ceiling mileage of which the carrier is willing to drive, but if surpassed they need to accommodate for fuel and lost time.
Administrative Fee (Driver Assistance)	A shipment that requires the driver's assistance for other tasks such as unloading the truck will be subject to fees.














## Reference Guide – TM Units Logistics Business Network – Freight Settlement


3) Once you have selected the **Charge** enter the **Rate** manually. In this example, we are adding **200,00 USD\$** in **Waiting Charges**.

Below, we can see the **Charge Description** (Waiting Charges), the **Rate Amount/Unit** (200,00\$) and the **Final Amount** that was automatically updated. The rate went from 919,70\$ USD to 1119,70\$ USD.

Charge Description	Charge Type (Transportatio...	Rate Amount/Unit	Quantity	Final Amount
▼ Freight Order 7000000204				1,119.70 USD
Waiting Charges  WAITING_CHARGES Unplanned Charge	TM_WAITING 	200.00 USD		200.00 USD
Base Charge (BASE_CHARGE)	TM_BASIC	1.00  USD /1.00 SMI	550.44 SMI	550.44 USD
Percentage Fuel Charge (FUEL_PERCENT)	TM_FUEL	0.58  USD /1.00 SMI	550.44 SMI	319.26 USD
Administration Fee (ADMIN_FEE)	TM_ADD_STOP	50.00  USD		50.00 USD

4) Then click the **Save** button to save the invoice as a draft or click **Submit** when you are ready to submit it. You can also click on **Cancel** to abort the creation of the invoice.

Quantity	Final Amount	
	1,119.70 USD	Add ▼
	200.00 USD	
550.44 SMI	550.44 USD	
550.44 SMI	319.26 USD	
	50.00 USD	



**Submit** Save Cancel

**Note 1:** Tax addition will not generate a Dispute but any Additional charges will generate a Dispute that will need to be reviewed and approved by the Carrier Management team.

**Note 2:** Carrier Management Team will approve dispute charges within **24 to 48 hours working days**.



## Reference Guide – TM Units Logistics Business Network – Freight Settlement

### Dispute an invoice

1) To **dispute** an **invoice** you must click on the **Freight Settlement** Module. Then on the **Invoice Freight Documents** tile as shown at step 1 and 2 of page 3.

2) Select the **Freight Order** from the **To be Invoiced** tab.

→ Throughout the upcoming example, we will be showing the invoice dispute process by adding a layover charge.

**SAP Freight Documents**

Standard | Last updated at 8:04 AM

Freight Document: | Departure Date: | Arrival Date: | Arrival Location: | Customer Account: |

Reference Documents: | Adapt Filters

All (118) | **To be Invoiced (50)** | Invoicing in Process (23) | Completely Invoiced (45)

Invoice Freight Documents (50)

Ordering Party / Freight Document	Customer Account	Departure Date and Time	Arrival Date and Time	Departure Location	Arrival Location	Total Amount
LBN Shipper 7000000395		Apr 21, 2022, 11:24 PM CST	Apr 25, 2022, 12:00 AM CST	LAREDO	STURTEVANT	2,920.18 USD
<b>LBN Shipper 7000000395</b>		<b>Apr 19, 2022, 11:00 PM UTC-6</b>	<b>Apr 20, 2022, 8:42 AM CST</b>	<b>SANTA ROSA LAUREGUI</b>	<b>LAREDO</b>	<b>552,188.00 USD</b>
LBN Shipper 7000000397		Apr 14, 2022, 1:01 PM CST	Apr 18, 2022, 12:00 AM PST	BENTON	ELK GROVE	6,871.73 USD
LBN Shipper		Apr 14, 2022, 11:24 PM CST	Apr 18, 2022, 12:00 AM	LAREDO	STURTEVANT	1,814.51 USD

3) Once the Freight Order is **selected** and **highlighted in blue**, click again anywhere in the FOs rectangle and after click on **Create Invoice**.

**SAP Freight Document Details**

LBN Shipper

General Details | Freight Document Amount: 552,188.00 USD | Invoiced Amount: 0.00 | Invoice Status: To be Invoiced

Freight Document: 7000000395  
Contact Details: LBN Shipper  
Delivery Date: Apr 20, 2022, 8:42 AM America/Chicago

Information | Cargo | Stages | Charges | Business Partners | Notes | Attachments

**Create Invoice**

4) Then you need to click on the **Charges** Tab and click on **Add** and select **Charge**.

**SAP Invoice**

7000000395 | Download/Upload Invoice | Delete

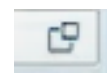
General Details | Gross Invoice Amount: 552,188.00 USD | Status: Draft

Ordering Party: LBN Shipper  
Payment Terms: 1050

Invoice Details | **Charges** | Business Partners | Notes | Attachments

Charge Description	Charge Type (Transport...)	Rate Amount/Unit	Quantity	Final Amount
Freight Order 7000000395				552,188.00 USD
Base Charge (BASE_CHARGE)	TM_BASIC	1,300.00 USD (1.00 SMI)	424.76 SMI	552,188.00 USD

**Add** | **Charge** | Text





## Reference Guide – TM Units Logistics Business Network – Freight Settlement

5) Once you have selected Charge (previous step) click on this icon

located below the **Freight Order number** as shown in the example below, in order to select the **charge description** that better fits the situation. As mentioned previously, in this example we chose a **layover fee** and we are adding an amount of **350,00\$ USD** to the current invoice.

6) Once you have entered all of the additional charges click on **Submit**.

Charge Description	Charge Type (...)	Rate Amount/...	Quantity	Final Amount
Freight Order 7000000395			552,538.00 USD	Add
Layovers	TM_LAYOVER	350.00 U..	350.00 USD	
Base Charge (BASE_CHARGE)	TM_BASIC	1... U..	424.76 SMI	552,18... U..

Transportation Charges

Line Number: 30  
Charge Description: Layovers  
Calculation Method:  
Payment Terms: N050  
Logistical Reference:

Calculation Basis  
Exchange Rates

Submit Save Cancel

Once a charge has been manually added and submitted, it will send a **notification** to the **Carrier Management Team**.

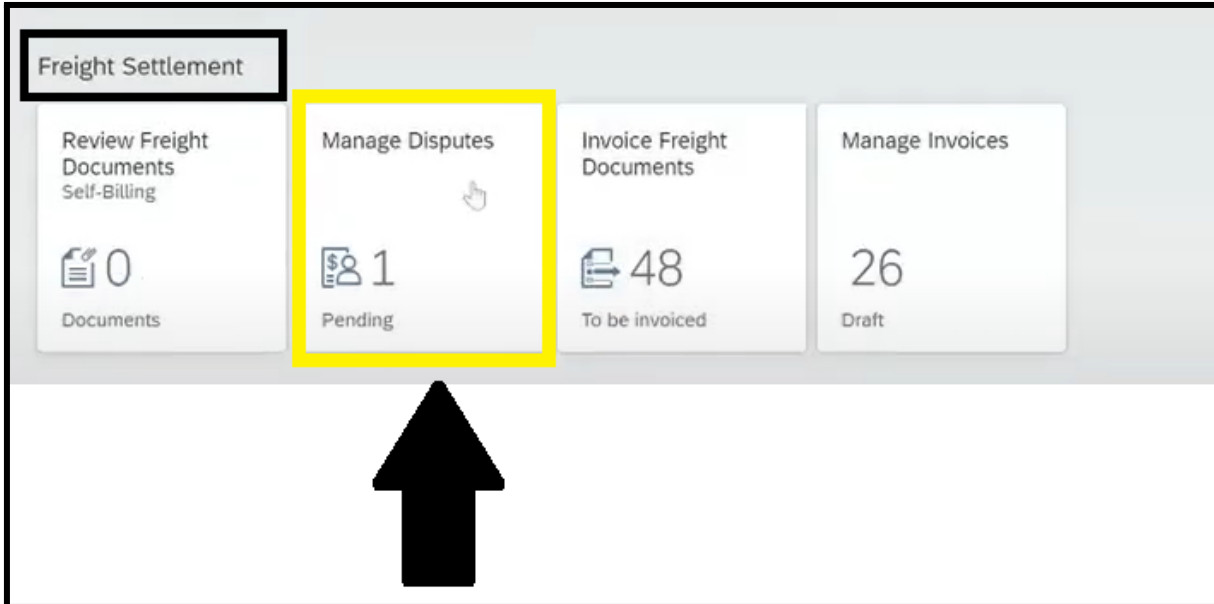
- If the Carrier Management Team **accepts** the additional charge then the invoice will be generated and updated without further delays.
- If the Carrier Management Team **rejects** the additional charge it will create a **Dispute**. They can either reject the charge entirely or suggest another rate.



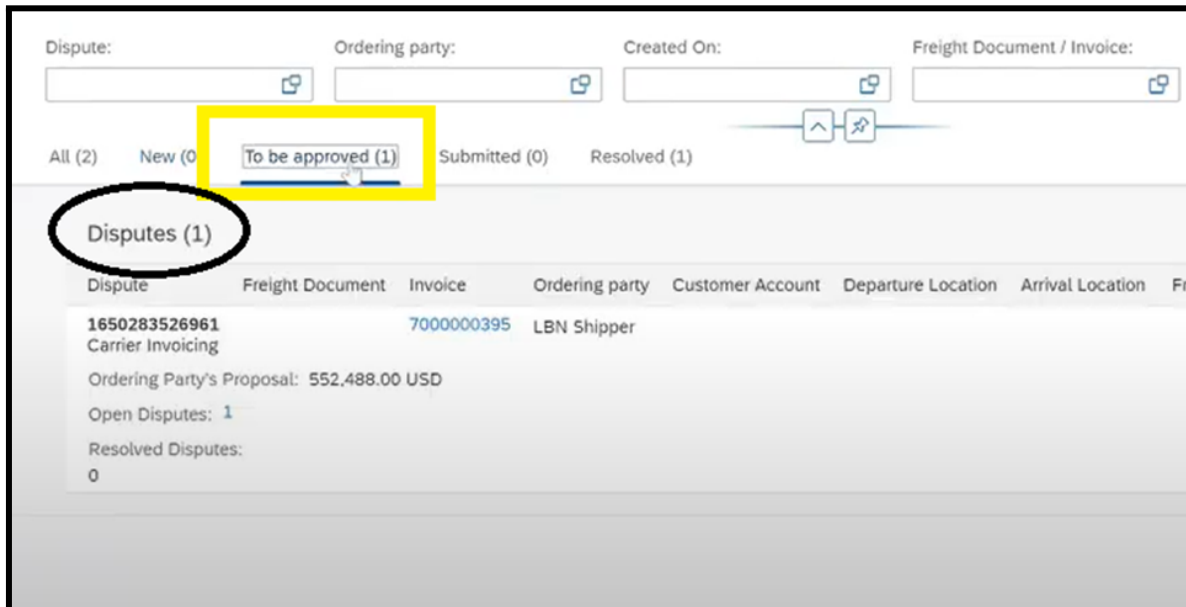
## Reference Guide – TM Units Logistics Business Network – Freight Settlement

In the provided example, the Carrier Management Team is **rejecting** the layover fee of 350,00\$ USD by **proposing an alternative rate**.

7) In this case, you will need to select the **Manage Disputes** tiles from the **Freight Settlement** Module.



8) After click on the **To be approved** Tab and you will see the Invoice Disputes. In this demonstration, we only have 1 pending dispute.





## Reference Guide – TM Units Logistics Business Network – Freight Settlement

9) Once you have clicked on the **To be approved** Tab. You need to click on the Dispute itself and another screen will be displayed and you will see the **dispute's details**.

Below we can see the **350,00\$ USD** we had originally added as a Carrier and the **Ordering Party's proposal** of **300,00\$ USD**.

Charge Description	Charge T...	Status	Rate Amount/Unit	Quantity	Final Amount	Dispute ...
▼ Freight Order 7000000395					552,538.00 USD	
Base Charge (BASE_CHARGE)	TM_BASIC		1,300.00 USD (1.00 SMI)	424.76 SMI	552,188.00 USD	
Layovers (LAYOVERS) Unplanned Charge	TM_LAYOVER	Disputed by ordering party	350.00 USD Ordering party: 300.00 USD		350.00 USD Ordering party: 300.00 USD	Unplanned Cost ✓

Disputed by ordering party

350.00 USD  
Ordering party: 300.00 USD

10) In this example, we are to **accept** the rate proposal offered by the ordering party. We will then change the **Rate Amount to 300,00\$ USD manually** and press **Submit** when done.

All

Disputed

Charge Description	Cha...	Status	Rate Amount/...	Qua...	Final Amount	Disp...
▼ Freight Order 7000000395					552,488.00 USD	
Base Charge (BASE_CHARGE)	TM_B ASIC		1,300.00 USD /1.00 SMI	424.76 SMI	552,188.00 USD	
Layovers (LAYOVERS) Unplanned Charge	TM_L AVOV ER	Dispute by carrier	<div>300.00 U. Ordering party: 300.00 USD</div>		300.00 USD Ordering party: 300.00 USD	Unplanned Cost

Transportation Charges

Line Number: 30

Charge Description: Layovers

Calculation Method:

Payment Terms: N050

Logistical Reference:

Invoice Final Amount: 350.00 USD

> Calculation Basis

Exchange Rate

Submit

Save

Cancel

Now we can see that the **Status** went from **Disputed by Carrier** to **Accepted by carrier**. The invoice would now be treated as per the regular process but **will need to be re-submitted** (see next page for more details).

Charge Description	Charge Type (...)	Status	Rate Amount/Unit	Quantity	Final Amount	Dispute Reason
▼ Freight Order 7000000395					552,488.00 USD	
Base Charge (BASE_CHARGE)	TM_BASIC		1,300.00 USD (1.00 SMI)	424.76 SMI	552,188.00 USD	
Layovers (LAYOVERS) Unplanned Charge	TM_LAYOVER	Accepted by carrier	300.00 USD Ordering party: 300.00 USD		300.00 USD Ordering party: 300.00 USD	Unplanned Cost



## Key Elements to consider to ensure freight document is completely invoiced

### ★ Subsequent invoice:

If you forget to submit a charge to your initial freight invoice that has already been submitted. You must send this subsequent invoice via **email** at [otdfinance@brp.com](mailto:otdfinance@brp.com).

### ★ Managing Disputes:

As mentioned previously (page 17 of this document), any **Additional charges** will generate a **Dispute** that will need to be reviewed and approved by the Carrier Management team.

In fact, when an invoice is submitted from the carrier, **the system will check the invoice against the freight document**. If it catches any **inconsistencies**, the system will create a dispute and will inform the ordering party (BRP) accordingly.

As a result, the Carrier Management team can either:

- a) **Approve by accepting the charge entirely**. In that case, the invoice will be submitted without further delays and no action is required from the carrier.
- b) **Approve partially or completely reject and engage in dialog/negotiation** with the carrier with the objective of reaching an agreement. In that case, **actions are required** from the carrier.

→ See next page for full details



## Reference Guide – TM Units Logistics Business Network – Freight Settlement

When the negotiation is over and both parties have come to an **agreement**. The dispute is resolved, but the invoice still needs to be re-submitted on the carrier side.

The **Dispute Status** will be **Submitted for confirmation** as shown below.

1671476324776

General Details  
Invoice: 7000010604  
Contact Details: LBN Shipper  
Change History: Details  
Purchasing Group: --

Freight Document Amount: 2,300.00 CAD  
Invoiced Amount: 2,800.00 CAD  
Carrier's Proposal: 2,600.00 CAD  
Ordering Party's Proposal with ...: 2,600.00 CAD

Dispute Status: Submitted for confirmation

Charges | Notes | Attachments

All | Disputed

Charge Description	Charge Type (Transportation System)	Status	Rate Amount/Unit	Quantity	Final Amount	Dispute Reason
Freight Order 7000010604						2,600.00 CAD
Base Charge (BASE_CHARGE)	TM_BASIC		2,000.00 CAD		2,000.00 CAD	
Percentage Fuel Charge (FUEL_PERCENT)	TM_FUEL		300.00 CAD		300.00 CAD	
Waiting Charges (WAITING_CHARGES)	TM_WAITING	Accepted by carrier	300.00 CAD		300.00 CAD	Unplanned Cost
Unplanned Charge			Ordering party: 300.00 CAD		Ordering party: 300.00 CAD	

You will need to **finalize the invoicing process**. Click on the back button as shown to the left in the yellow box or select the **Manage Disputes** app via the Homepage.

Then click on the **Resolved** tab and select the invoice number (blue link).

Standard

Last updated at 2:20 PM

Dispute: Ordering Party: Created On: Freight Document / Invoice: Customer Account: Adapt Filters

All (9) New (0) To be approved (2) Submitted (1) Resolved (6)

Disputes (6)

Dispute	Freight Document	Invoice	Ordering Party	Customer Account	Departure Location	Arrival Location	Freight Document Amount	Carrier's Proposal	Ordering Party's Proposal	Resolved Disputes
1671476324776 Carrier Invoicing		7000010604	LBN Shipper		CALGARY(SP_117A)	CALGARY(SP_117A)	2,300.00 CAD	2,600.00 CAD	2,600.00 CAD	1



## Reference Guide – TM Units Logistics Business Network – Freight Settlement

You can now see that the Invoice status is **Ready for submission**.

To re-submit the invoice, press on the **Submit** button located at the bottom of the page as show below.

The screenshot displays the SAP Invoice interface for invoice 7000010604. The status is 'Ready for submission'. The 'Charges' tab is active, showing a table of charges. The 'Submit' button is highlighted at the bottom right.

General Details

Ordering Party: LBN Shipper  
Payment Terms: N050  
Purchasing Group: –

Gross Invoice Amount: 2,600.00 CAD

Status: Ready for submission

Invoice Details | **Charges** | Business Partners | Notes | Attachments

Charge Description	Charge Type (Transportation System)	Rate Amount/Unit	Quantity	Final Amount
<b>Freight Order 7000010604</b>				2,600.00 CAD
Base Charge (BASE_CHARGE)	TM_BASIC	2,000.00 CAD		2,000.00 CAD
Percentage Fuel Charge (FUEL_PERCENT)	TM_FUEL	300.00 CAD		300.00 CAD
Waiting Charges (WAITING_CHARGES) Unplanned Charge	TM_WAITING	300.00 CAD		300.00 CAD

**Submit** Save Cancel





## Reference Guide – TM Units Logistics Business Network – Freight Settlement

The **invoicing process** is now **finalized** because:

- 1) The Invoice Status is back to **Submitted** → when looking at the Invoice's details


The screenshot shows the SAP Invoice details for invoice 7000010604. The 'Invoice' tab is selected in the top navigation bar. The invoice number 7000010604 is displayed in a search bar. The 'Status' is 'Submitted', highlighted with a yellow box. The 'Gross Invoice Amount' is 2,600.00 CAD. The 'General Details' section includes 'Ordering Party: LBN Shipper', 'Payment Terms: N050', and 'Purchasing Group: -'. The 'Administrative Data' section shows 'Created On: 2022-12-19 18:58:08.069'. A 'Reopen' button is visible in the top right corner.

- 2) The Invoice Status is **Completely Invoiced** → when looking at the Freight Document Details

The screenshot shows the SAP Freight Document Details for freight document 7000010604. The 'Freight Document Details' tab is selected in the top navigation bar. The 'LBN Shipper' is the ordering party. The 'Freight Document Amount' is 2,600.00 CAD, and the 'Invoiced Amount' is 2,600.00 CAD. The 'Invoice Status' is 'Completely Invoiced', highlighted with a green box. The 'General Details' section includes 'Freight Document: 7000010604', 'Contact Details: LBN Shipper', 'Delivery Date: Nov 21, 2022, 8:51 AM America/Boise', and 'Purchasing Group: -'. The 'Information' tab is selected in the bottom navigation bar.



## Key Elements – Unexpected charges and managing disputes

 Important note regarding the unexpected charges

- For **deadhead charges**, you must contact the Carrier Management team to have these charges handled **BEFORE** the Freight Order (load) is accepted
- For the unplanned charges below. It is possible to manage them via **LBN** and therefore via the **Manage Disputes** application
  - **Administration fee (ferry)**  
Do not forget to attach the ferry receipt when submitting this fee.
  - **Administration fee (detour)**
  - **Administration fee (damage)**
  - **Waiting charges**