

[illegible]

# LCC was established in 2009 as the Transport and Billing Admin Shared Services Centre in Europe

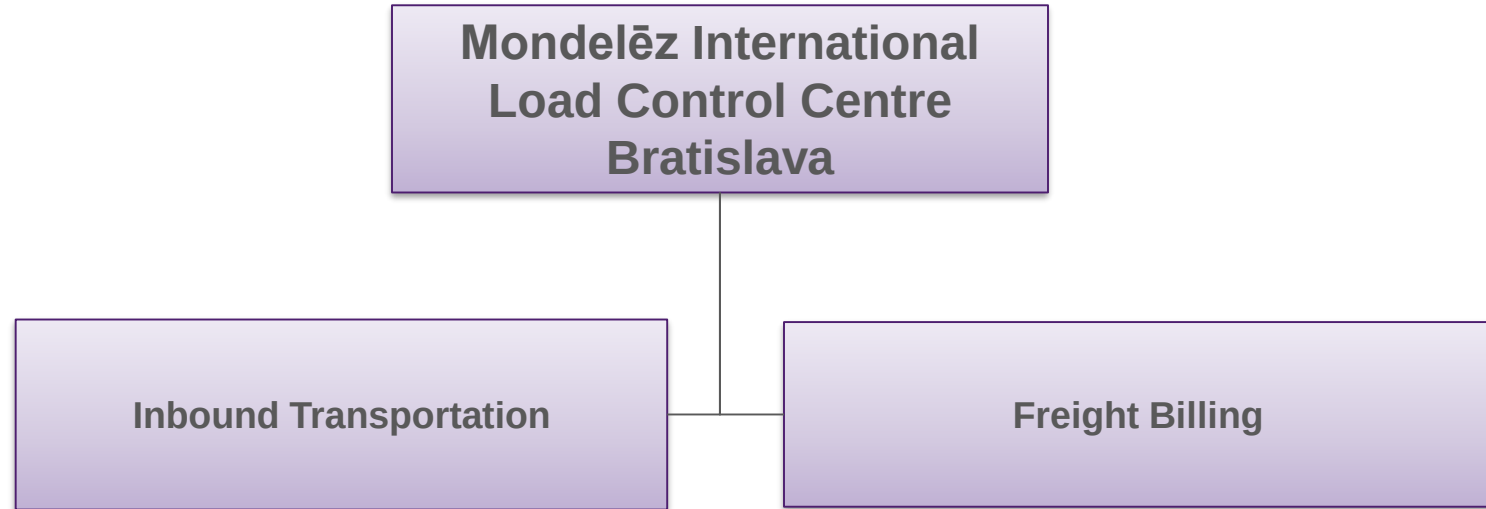
## LCC supports the carriers in the Freight Billing process

- LCC issues on behalf of the carrier the invoices for the transports executed **bi-weekly ( 2 times per month).**
- The final invoice is issued on the name of the Supplier to 3rd party electronically and is posted automatically in SAP system minimizing the workload for all involved parties.

## Freight billing process scope

- Inbound International – international cross border transports - MU to WH
- Inbound national – national transport - MU to WH
- Outbound National – national transport WAREHOUSE - CUSTOMER

# Organizational structure



## Freight Billing Contacts LCC Bratislava:

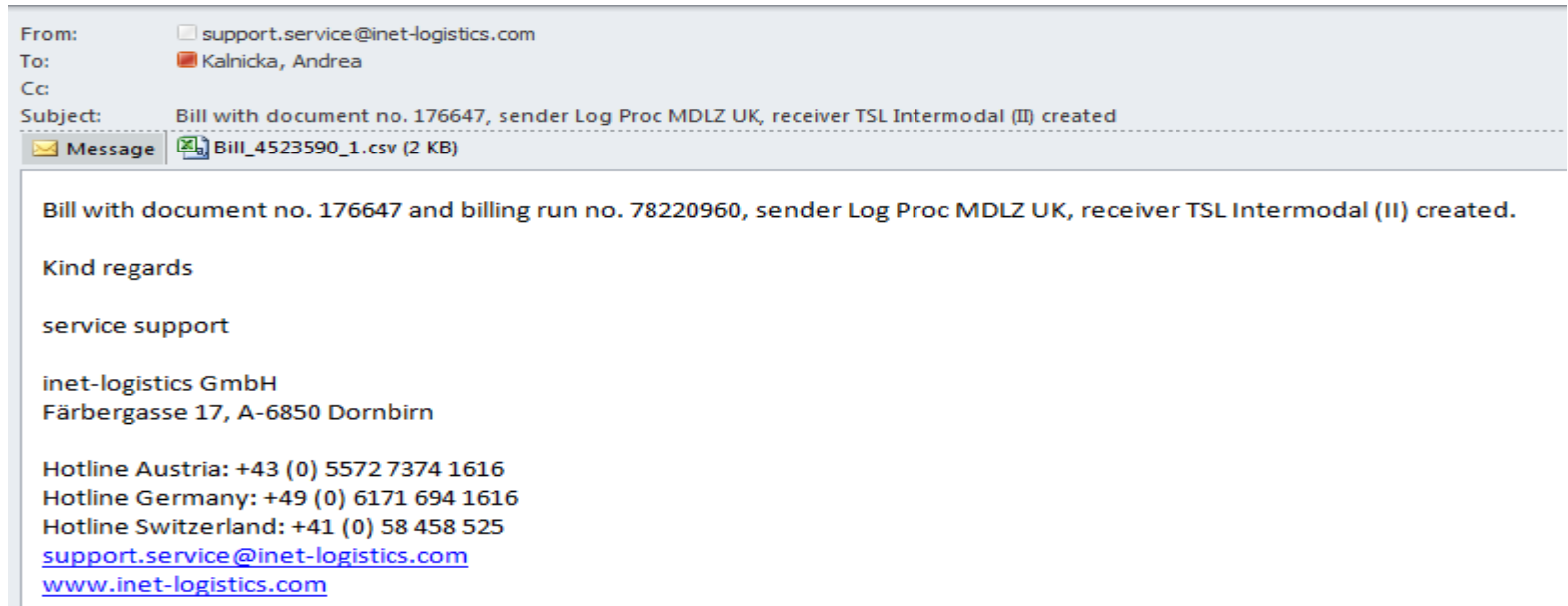
Anna Kravcova: Anna.Kravcova@mdlz.com - Freight billing specialist  
Andrea Kalnicka: Andrea.Kalnicka@mdlz.com - Freight billing specialist  
Martina Medvedova - Martina.Medvedova@mdlz.com - Freight billing specialist  
Daniel Sinkovic - Daniel.Sinkovic@mdlz.com - Freight billing specialist

Kamil Olah: kolah@mdlz.com – Freight billing team leader  
Norbert Peto: Norbert.Peto@mdlz.com (Manager LCC)  
LCCBA-FB@mdlz.com (generic email for billing issues)

# Final billing run

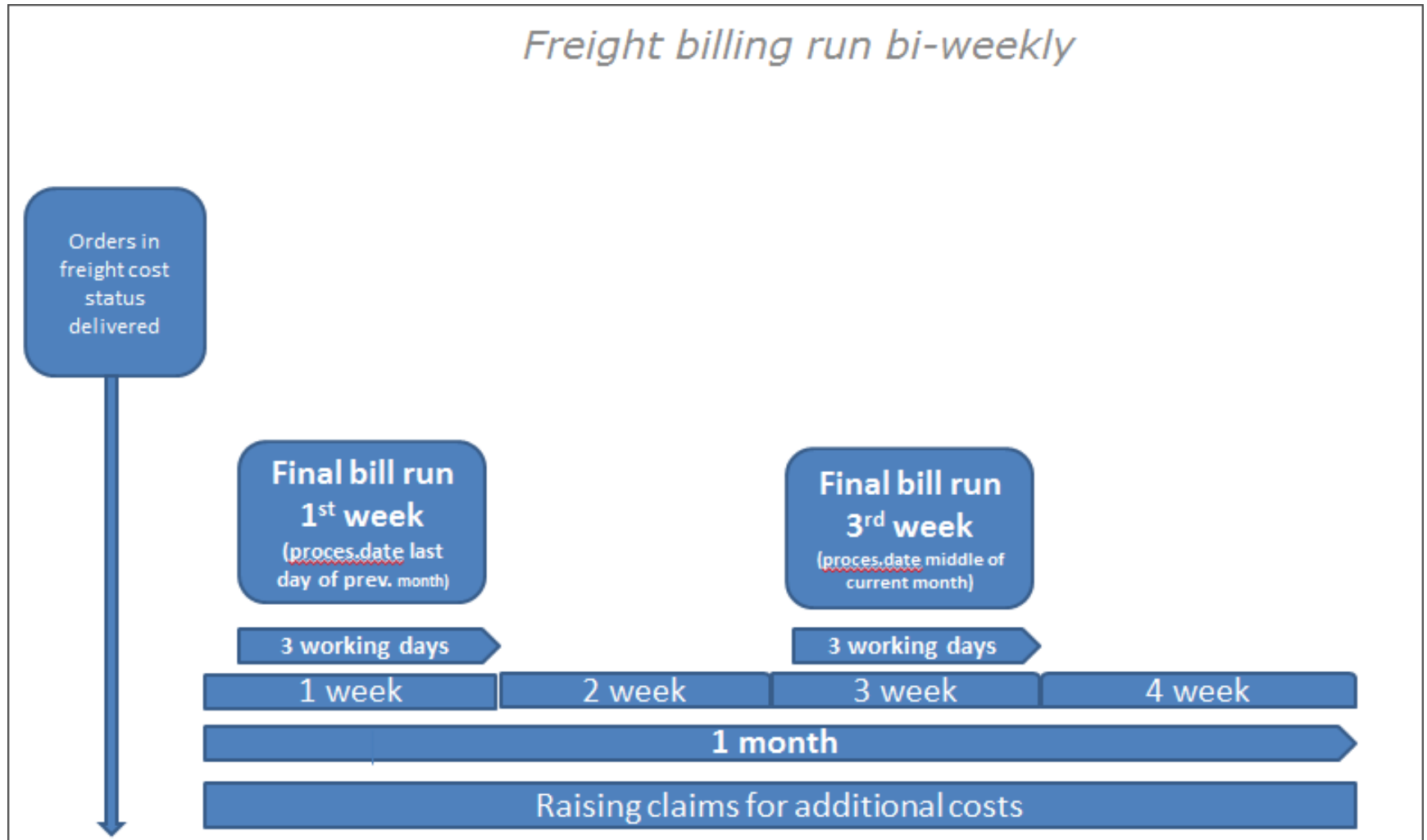
Based on the billing scheduled the freight billing team in LCC conducts final billing runs which shall build the basis for the invoice issuance.

**Final billing documents** are generated in INET and include all loads where the status delivered has been set up. ( until 3 days). After successfully running bills in iNET, carriers will receive the notification with billing details.



# Final billing run

*Freight billing run bi-weekly*



# 2017 Billing run Schedule:

| Month | Monday                     | Tuesday                     | Wednesday                   | Thursday                    | Friday | Saturday | Sunday |
|-------|----------------------------|-----------------------------|-----------------------------|-----------------------------|--------|----------|--------|
|       | 27                         | 28                          | 29                          | 30                          | 31     | 1        | 2      |
| April | 3                          | 4                           | 5 delivered till Mar, 31    | 6                           | 7      | 8        | 9      |
|       | 10                         | 11                          | 12                          | 13                          | 14     | 15       | 16     |
|       | 17                         | 18                          | 19 delivered till Mar, 14th | 20                          | 21     | 22       | 23     |
|       | 24                         | 25                          | 26                          | 27                          | 28     | 29       | 30     |
| May   | 1                          | 2                           | 3 delivered till Apr, 30th  | 4                           | 5      | 6        | 7      |
|       | 8                          | 9                           | 10                          | 11                          | 12     | 13       | 14     |
|       | 15                         | 16                          | 17                          | 18 delivered till May, 15th | 19     | 20       | 21     |
|       | 22                         | 23                          | 24                          | 25                          | 26     | 27       | 28     |
|       | 29                         | 30                          | 31                          | 1                           | 2      | 3        | 4      |
|       | 5 delivered till May, 31st | 6                           | 7                           | 8                           | 9      | 10       | 11     |
| June  | 12                         | 13                          | 14                          | 15                          | 16     | 17       | 18     |
|       | 19                         | 20 delivered till Jun, 15th | 21                          | 22                          | 23     | 24       | 25     |
|       | 26                         | 27                          | 28                          | 29                          | 30     | 1        | 2      |
|       |                            |                             |                             |                             |        |          |        |



Microsoft Excel  
Worksheet

# Freight billing process - Credit payment method

Depending on agreement & legal requirement of MLDZ country, all the carriers are set for the Credit payment method (Self-invoice) or Debit payment method (Final bill)

**Self-invoices** are generated in iNet and they are automatically transferred to SAP via interface (SM35 transaction). **No invoice to be issued by supplier anymore**

We issue self-billed invoices in the name of Supplier with reference to Supplier's name, address and VAT registration number, together with all other legally required details which constitute a valid VAT invoice.

# SELF-INVOICE



Creation date: 03.05.2016

|                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supplier address:</b><br>TSL Intermodal<br><br>Osmanska<br>PL-2823 Warsaw<br>Poland<br>VAT registration no:<br>Tradelicense no:<br>Vendor no:291422<br><br>Purchase order: 99999<br>Self invoice number: 176647<br>Document number: 176647<br>Services delivered up to: 23.04.2016 | Mondelez Europe Procurement GmbH<br>UK Branch<br><br>Cadbury House, Sanderson Road<br>GB-UB8 1DH Uxbridge<br>Tel.: 0044 1895 615000<br>Fax.:<br>VAT registration no: GB366262738<br>Tradelicense no:<br><br><b>Contact person:</b><br>Int-Inbound: Andrea Kalnicka / Outbound: Kamil Olah |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## SUMMARY OF PERIOD:

| Lane ID<br>Transport services                           | From<br>Location | To<br>Location | Number of<br>transports /<br>loads | Currency | Total Base<br>Line Costs | Other<br>Accepted<br>Costs | Total<br>Costs | Cost<br>Center | Cost<br>Element |
|---------------------------------------------------------|------------------|----------------|------------------------------------|----------|--------------------------|----------------------------|----------------|----------------|-----------------|
| 149941 Bielany Skarbimierz  MnM                         | PL-Skarbimierz   | GB-Skelmers    | 3 / 3                              | EUR      |                          |                            | 44213250       |                | 34339902        |
|                                                         |                  |                |                                    |          | Net amount               | EUR                        | / GBP          |                |                 |
| Reverse Charge in UK (EU vendors) VAT: B7 0.0 % of (UK) |                  |                |                                    |          |                          | EUR                        | 0,00 / GBP     |                | 0,00            |
| Grand Total:                                            |                  |                |                                    |          |                          | EUR                        | / GBP          |                |                 |
| Exchange rate: 0.83 / 03.05.2016                        |                  |                |                                    |          |                          |                            |                |                |                 |

THIS DOCUMENT WAS ISSUED BY THE RECEIVER OF THE SERVICE, ON BEHALF OF THE SUPPLIER

## Clearing detail

TSL Intermodal  
Osmanska  
PL-2823 Warsaw

Document 176647  
Document date: 03.05.2016  
Orders by: 23.04.2016  
Case: Carrier  
Document No. internal 176647

| References   | Date / Order number / Details |                         |           | Calculation               |
|--------------|-------------------------------|-------------------------|-----------|---------------------------|
| -            | 23.04.2016                    | 8612403                 | 33.000 ST | Freight charge 0,0% UK B7 |
| 4505090746   | FCA Skarbimierz               |                         | 1740.1KM  | Fuel surcharge 0,0% UK B7 |
| DN4505090746 | Skarbimierz Chocolate MU      | SKELMERSDALE, DC        |           |                           |
| PO4505090746 | PL-49-318 Skarbimierz Osiedle | GB-WN8 8DZ Skelmersdale |           |                           |
| 3058763      | 26 IND 22.000,00 kg           | Chocolate               |           |                           |
|              | Pick up date                  | 21.04.2016 00:00:00     |           |                           |
| -            | 23.04.2016                    | 8612393                 | 33.000 ST | Freight charge 0,0% UK B7 |
| 4505090746   | FCA Skarbimierz               |                         | 1740.1KM  | Fuel surcharge 0,0% UK B7 |
| DN4505090746 | Skarbimierz Chocolate MU      | SKELMERSDALE, DC        |           |                           |
| PO4505090746 | PL-49-318 Skarbimierz Osiedle | GB-WN8 8DZ Skelmersdale |           |                           |
| 3058494      | 26 IND 22.000,00 kg           | Chocolate               |           |                           |
|              | Pick up date                  | 20.04.2016 00:00:00     |           |                           |
| -            | 23.04.2016                    | 8617476                 | 33.000 ST | Freight charge 0,0% UK B7 |
| 4505090746   | FCA Skarbimierz               |                         | 1740.1KM  | Fuel surcharge 0,0% UK B7 |
| DN4505090746 | Skarbimierz Chocolate MU      | SKELMERSDALE, DC        |           |                           |
| PO4505090746 | PL-49-318 Skarbimierz Osiedle | GB-WN8 8DZ Skelmersdale |           |                           |
| 3060237      | 26 IND 21.500,00 kg           | Chocolate               |           |                           |
|              | Pick up date                  | 21.04.2016 00:00:00     |           |                           |

# Payments

## SELF-INVOICE



Creation date: 03.05.2016

**Supplier address:**

TSL Intermodal

Osmanska

PL-2823 Warsaw

Poland

VAT registration no:

Tradelicence no:

Vendor no:291422

Purchase order: 99999

Self invoice number: 176647

Document number: 176647

Services delivered up to: 23.04.2016

Mondelēz Europe Procurement GmbH  
UK Branch

Cadbury House, Sanderson Road

GB-UB8 1DH Uxbridge

Tel.: 0044 1895 615000

Fax.:

VAT registration no: GB366262738

Tradelicence no:

**Contact person:**

Int-Inbound: Andrea Kalnicka / Outbound: Kamil Olah

- Please be informed that **Credit note is deducted immediately from the next payment run** according to payment Schedule within EBSC,
- but positive amount - invoice will be paid within the due date (for example after 90 days).

# Freight billing process - Debit payment method

We can not apply self-billing process if the legal or other requirement of some country do not allow it ( Serbia, Turkey) or if the carrier comes from non EU country.

In this case carrier billing partner will be set up on **Debit payment method** in INET and all invoices have to be issued by the carrier manually and will be processed and approved by AP department within EBSC or local MDLZ affiliate.

**Final billing documents** are generated in INET and supplier receive the document called final billing document.

Invoice must be issued by supplier based on Final billing document generated from INET.

# Final Billing Document - Debit payment method Header Page – Sample

## FINAL BILLING DOCUMENT



Creation date: 28.03.2017

|                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Needham &amp; O'Sullivan<br/>10000 Blvd<br/>Tel.: 0036 30 9402243<br/>Fax: 0036 30 9402244<br/>Tradelicence no:<br/>Vendor no: 285958<br/>Purchase order: 4505425537<br/>Pre-invoice number: 207575<br/>Document number: 207575<br/>Services delivered up to: 18.03.2017</p> | <p><b>Invoice address:</b><br/>Mondelez Procurement d.o.o. Beograd<br/><br/>Omladinskih Brigada 88b/III<br/>RS-11070 Belgrade<br/>Serbia<br/>VAT registration no: 108699331<br/>Tradelicence no:<br/><b>Mail to: Mondelez EBSC</b><br/><b>INV.OICES-RS@mdlz.com</b><br/>PO BOX 427, Bucharova 8, 15800 Praha 5, CZ<br/><b>Contact person:</b><br/>Int-Inbound / Outbound: Andrea Kalnicka</p> <p><b>+ original document via post</b></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Microsoft Word  
Document

### SUMMARY OF PERIOD:

| Lane ID                      | From Location | To Location     | Number of transports / loads | Currency | Total Base Line Costs | Other Accepted Costs | Total Costs | Cost Center | Cost Element |
|------------------------------|---------------|-----------------|------------------------------|----------|-----------------------|----------------------|-------------|-------------|--------------|
| 150950BLUDENZ   Donja Zelnja | AT-Bludenz    | HR-Donja Zelnja | 2 / 2                        | EUR      |                       |                      |             | 81213202    | 34339902     |

Net amount EUR / RSD

VAT: JF 0,0 % of (RS) EUR 0,00 / RSD 0,00

Grand Total: EUR / RSD

Exchange rate: 123.9949 / 28.03.2017

| total costs | cost center | cost element |
|-------------|-------------|--------------|
|             | 81213202    | 34339902     |

THIS DOCUMENT MUST BE ATTACHED TO THE COMMERCIAL INVOICE SUBMITTED FOR PAYMENT

This document has been issued for reconciliation purposes only; it does not entitle the issuer for input VAT recovery



# Expectations on Carrier invoice creation for Final Billing Document

1. Carrier shall invoice KRAFT always according to Final Billing Document
  - Invoice shall reflect Final Billing Document layout ( PO is mentioned on the final billing document starts 455xxxxx;)
  - Invoice shall refer to document number of Final Billing Document
  - Invoice amounts (Sum Net/VAT/Gross) are not to be changed and need to be identical to Final Billing Document
  - Invoices from carriers should be sent according to the address on the Final Billing Document
  - **Final Billing Document has to be attached to the invoice**

One FBD = one invoice  In one PDF format

Sent to email adress for processing.



Microsoft Excel  
Worksheet

# How to raise claims

The carriers can ask for additional costs - claims that are, claims are raised by the Inbound Transportation Specialist, then are approved or rejected by Transportation Team Leader.

All carrier's that are working under the International inbound contract have to follow Claim process that applies to all carriers equally (transport specialist will train carriers for Claim process).

It is very important that carrier should approach responsible transport specialist immediately when truck is delayed at the loading/unloading location that he/she could step in and try to resolve the issue, not retrospectively.

**Attention:** no claims raised by carrier directly in Inet will be accepted. We have strict rules set by LCC how carriers should claim extra charges that comply with Audit requirements.

# Main menu for login



## Login

Customers & Partners

Secured login area for customers and partners:

Username:

Password:

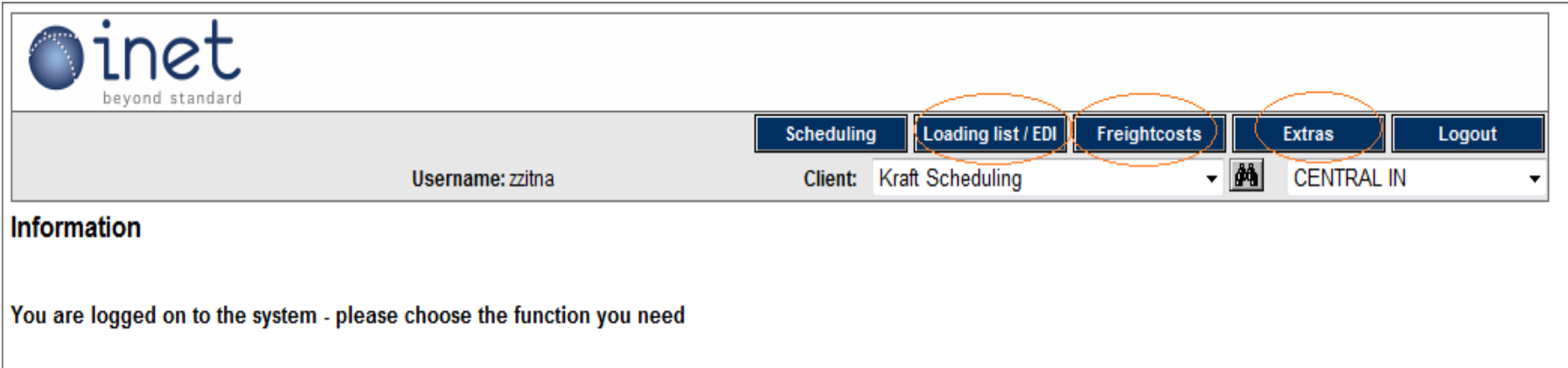


## Login

Customers & Partners

You are authorized to use more than one client. Please select:

# Main menu bar after login



The screenshot shows the main menu bar of the inet logistics system. The top left features the 'inet' logo with the tagline 'beyond standard'. Below the logo, the username 'zzitna' is displayed. To the right of the username, the client name 'Kraft Scheduling' is shown in a dropdown menu. Further right, there are five buttons: 'Scheduling', 'Loading list / EDI', 'Freightcosts', 'Extras', and 'Logout'. The buttons 'Loading list / EDI', 'Freightcosts', and 'Extras' are circled in orange. Below the buttons, the text 'CENTRAL IN' is displayed in a dropdown menu. The bottom of the menu bar contains the text 'Information' and 'You are logged on to the system - please choose the function you need'.

**inet**  
beyond standard

Username: zzitna

Client: Kraft Scheduling

Scheduling Loading list / EDI Freightcosts Extras Logout

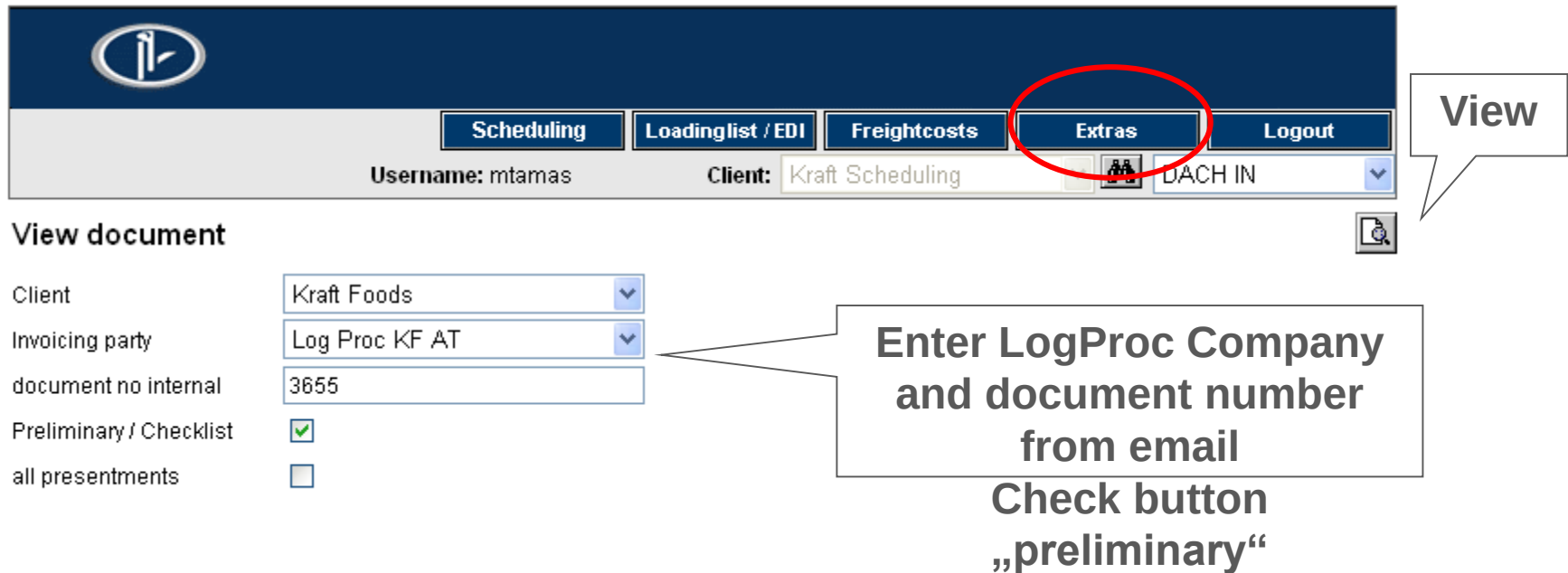
CENTRAL IN

**Information**

You are logged on to the system - please choose the function you need

- ▶ **Freightcosts**  
raising claims, view orders, view bills
- ▶ Exception: International inbound claims – via Transport team
- ▶ **Extras**  
run preliminary billing, view preliminary documents

# Checking correctness of the preliminary billing



The screenshot shows a web application interface for Invoicing. At the top, there is a dark blue header with a logo on the left and a navigation bar on the right. The navigation bar contains five buttons: "Scheduling", "Loadinglist / EDI", "Freightcosts", "Extras", and "Logout". The "Extras" button is circled in red. Below the navigation bar, there is a section for user information: "Username: mtamas" and "Client: Kraft Scheduling". To the right of the "Client" field is a dropdown menu showing "DACH IN". A speech bubble labeled "View" points to the "Extras" button. Below the user information, there is a section titled "View document". This section contains several fields: "Client" (a dropdown menu showing "Kraft Foods"), "Invoicing party" (a dropdown menu showing "Log Proc KF AT"), "document no internal" (a text field showing "3655"), "Preliminary / Checklist" (a checkbox that is checked), and "all presentments" (a checkbox that is unchecked). A speech bubble points to the "Invoicing party" dropdown menu with the text: "Enter LogProc Company and document number from email Check button „preliminary“".

**View document**

Client: Kraft Foods

Invoicing party: Log Proc KF AT

document no internal: 3655

Preliminary / Checklist: ☒

all presentments: ☐

**Enter LogProc Company and document number from email**  
**Check button „preliminary“**

# Final billing / Self-billing email notification

## Follow up

From:  support.service@inet-logistics.com  
To: Dydzinska, Ewelina  
Cc:  
Subject: Billing run of 16.02.2010 17:28h

Attached find the result of the following billing run:

Requested by: edydzinska  
Invoicing party: Log Proc KF AT  
To processing date: 06.02.2010 23:59  
Information

### Billing details:

| Document no.<br>internal | Document no.<br>external | Invoice recipient | Type  | Status   | Information |
|--------------------------|--------------------------|-------------------|-------|----------|-------------|
| 3499                     |                          | Carrier XY        | Debit | notified |             |



NOTE: email notifications includes attached Final Billing Document or Self-invoice

# How to view self-invoice = Credit Billing type

No invoice to be issued by supplier anymore!

Scheduling Loading list / EDI Freightcosts Extras Logout

Client: Kraft Scheduling

CENTRALIN

## View document

Client Kraft Foods

Invoicing party Log Proc KF AT

document no internal 3499

BillType Credit

Preliminary / Checklist ☐

all presentments ☐

# Reports - How to view final bills for certain period

**inet**  
beyond standard

SchedulingLoading list / EDIFreightcostsExtrasLogout

Username: zzitnaClient: Kraft SchedulingCENTRAL IN

selection of bills

Biller group

Biller

internal bill no.

Bill date

Billing case group

billing case

BU KF FI / Kraft Foods  
Cadbury Hellas AE / Kraft Foods  
KF Belgium Biscuits Production Bvba / Kraft Foods  
KF DK Services / Kraft Foods  
KF Deutschland Production GmbH & Co. KG / Kraft F

01.09.2012to: 05.09.2012

IbiCase.KRAFT.WAREHOUSE|EN|Missing! / Kraft Food:  
Carrier / Kraft Foods

Billee group

Billee

external bill no.\*

billtype

Bill state

Reference no

Purchase order



\* wildcard (\*) can be used.

## Results of selection

- Results displayed after filter execution

### Overview of bills

| case                                                                                      | Bill date  | internal bill no. | Bill           | Billee     | Total amount                                                                        |
|-------------------------------------------------------------------------------------------|------------|-------------------|----------------|------------|-------------------------------------------------------------------------------------|
| Billtype                                                                                  | Date       | external bill no. |                |            | net                                                                                 |
|  Carrier | 09.02.2010 | 3302              | Log Proc KF AT | Carrier XY | amount EUR                                                                          |
| Debit                                                                                     |            |                   |                |            |  |

Cost  
details

Final bill / Self-  
invoice image

# Coffee – Koninklijke Douwe Egberts

## FINAL BILLING DOCUMENT

**Invoice address:**

Koninklijke Douwe Egberts B.V.

Oosterdoksstraat 80

NL-1011 DK Amsterdam

Netherlands

VAT registration no: NL001269318B01

Tradelicence no:

**Mail to: Jacobs Douwe Egberts**

**e-invoice@jdecoffee.com**

P.O. Box 726, 08080 Barcelona, Spain

**Contact person:**

Int-Inbound: Andrea Kalnicka

# Expectations on Carrier invoice creation for Final Billing Document

1. Carrier has to issued the invoice always according to Final Billing Document
  - Invoice shall reflect Final Billing Document layout ( PO will be on the FBD starts 54..)
  - Invoice amounts (Sum Net/VAT/Gross) are not to be changed and need to be identical to Final Billing Document
  - Invoices from carriers should be sent according to the address on the Final Billing Document ([e-invoice@jdecoffee.com](mailto:e-invoice@jdecoffee.com) )
  - Final Billing Document header page have to be attached to the invoice

One FBD = one invoice

In one PDF format



Send to email adress for processing.

- The billing partner will be set up on Debit payment method in INET and all invoices have to be issued by the carrier manually and will be processed and approved by AP department within JDE.
- Invoice must be issued by supplier based on Final billing document generated from INET and send to [e-invoice@jdecoffee.com](mailto:e-invoice@jdecoffee.com) for processing and paying.
- Questions – contact GTC Front office [Frontoffice.FSS@JDEcoffee.com](mailto:Frontoffice.FSS@JDEcoffee.com).

# Q&A

