



OTM - Carrier training – Freight Settlement

SCCT

September 2021



Freight Settlement – New Set up with OTM

General Flow, exceptions will be reviewed in separate sessions

- ▶ Freight Settlement (FS) managed by TMC today will be performed by Tetra Pak Supply Chain Control Tower (SCCT) in the future via OTM (Oracle Transport Management)
- ▶ Both existing invoicing options will remain available: Self Billing (only available for EU carriers) and Standard invoicing
 - Self Billing – Tetra Pak generates invoice on behalf of Carriers and sends invoice to Carriers
 - Standard invoicing – Carrier generates invoice and sends invoice to Tetra Pak via e-mail
- ▶ Both processes will follow the same logic: One shipment – One Freight Purchase Order (FPO) – One invoice
- ▶ Proof of Delivery (POD): CMR or EX1 remains a prerequisite for payment



Prerequisites for Successful Freight Settlement

Respecting defined steps should lead to successful FS

- ▶ Rate Discrepancies: Carriers should review rates at the time of load acceptance. In case of any discrepancies tender should be rejected, selecting the appropriate reason code, or additional costs should be requested according defined procedure.
- ▶ Carriers are responsible to update delivery status, report of date and time of delivery at destination (ATA, Actual Time of Arrival), within 24 hours of delivery using OTM. In case of delay/ETA not filled proper fault code must be populated.
- ▶ All additional costs should be reported within 72 hours after delivery.
- ▶ Proof of delivery (POD), should be provided as prerequisite for payment of all shipments regardless if Self bill or Standard Invoice (different set up, e.g. original CMR for Gornji Milanovac and Moscow as TR to be discussed in separated sessions)



Freight Settlement – Self Billing Set up

RECOMMENDED! High automation & accuracy, faster billing & payment

- ▶ If carriers have a Self Billing contract with Tetra Pak International or Tetra Pak Global Distribution, they will receive the invoice generated by Tetra Pak. Self Billing (SB) is only available for TPI or TPGD as Transport Responsible (TR) and EU Carriers.
- ▶ On behalf of Tetra Pak International (or TPGD), Supply Chain Control Tower (SCCT) will create Self Bills on a daily basis upon ATA updated.
- ▶ Self Bill will be sent via email to the contact person indicated by the carrier.
- ▶ Tetra Pak International (or TPGD) will issue payments based on the Self Bills within agreed payment terms, but only once the Proof of Delivery (POD) has been uploaded in OTM by the carrier. Payment due date is based on the Self Billing invoice date and not on delivery of goods or on supplier internal invoice date.
- ▶ Note important improvement: Self Bills will be issued for one load only, this will allow to proceed with payment (at payment terms) as soon as POD for the one load is received.



Generate SB Invoice in OTM

SB will be in English

Self-Bill Number: 1205133039000006
Date: Sep 08, 2021
Invoice Type: Self-Bill

Self-Bill issued by Tetra Pak International S.A.
on Behalf of **Carrier**
Do Not Invoice Tetra Pak International S.A. for these shipments

Tetra Pak International S.A.
70 Avenue Général Guisan Pully, 1009 Switzerland
VAT: CHE107971388TVA

Seller:

Carrier data

VAT:

Load Number	Reference Numbers					
BS20210902-0005	Customer Ref Num: DO-300821-10, Reference Number: 0134091078, Truck No: , Trailer No: , Pallet Count: 1					
Shipment Details	Location	Weight	Stop Reference			
P	SP-FR09, TETRA PAK CLOSURES FRANCE, B.P. 99, RUE WINSTON CHURCHILL, CHÂTEAUBRIANT, FR, 44143	2.95 KG	0134091078			
D	0000200980, ELVIR, ROUTE NEUVE - BP18, CONDE SUR VIRE, FR, 50890	2.95 KG	0134091078 DO-300821-10			
Rate Description	Type	Units	Per Unit	Tax Type	Tax %	Total
BASE COST	FLAT RATE	1	141.00			141.00 EUR
				VAT	0.00	0.00 EUR
Sub-Total:						141.00 EUR
Tax:						0.00 EUR
Total Including Tax:						141.00 EUR

VAT ARTICLE

Not subject to local VAT. Article 44 of the EU VAT Directive 2006/112"

Tax Summary	
0.00%	EUR 0.00
	Based on EUR 141.00
Total	EUR 0.00
	Based on EUR 141.00

If you have questions regarding this invoice or your account, please contact email address DLPAPAPaymentsT@tetrapak.com
If you have questions regarding rates on this invoice, please contact SCCT scctfs-europe@tetrapak.com



Freight Settlement – Standard Invoice Set up

One Shipment - One Freight Purchase Order (FPO) – One Invoice

- ▶ In case carriers don't have a Self Billing contract with Tetra Pak International and TPGD or the Transport Responsible is another Tetra Pak Legal Entity, the carrier must issue the Freight Invoice to the Transport Responsible.
- ▶ After tender acceptance, FPO (Freight Purchase Order) will be sent to Carrier via e-mail.
- ▶ Freight invoices should be generated by Carrier and sent to Tetra Pak via e-mail to VIM -specific Email Invoice Address for each TR (XYZ.accountspayable@ap.tetrapak.com)
- ▶ Freight Invoice must contain as reference the Freight Purchase Order (FPO) number and the Shipment number optionally following the rule One shipment – One FPO – One Invoice!
- ▶ The amount of the Freight Invoice must be the same as amount in Freight Purchase Order.
- ▶ In case of discrepancies between FPO and Freight Invoice, SCCT will audit/control the invoice and decide if to approve or reject discrepancy.



Freight Settlement – Standard Invoice Set up

Email Invoice Address

CoCd	Company Name	Email Invoice Address	City	Cty	Country	IC Number
0235	Tetra Pak sp. z o.o.	235.accountspayable@ap.tetrapak.com	Warszawa	PL	POLAND	0110002
0167	Tetra Pak B.V.	167.accountspayable@ap.tetrapak.com	Moerdijk	NL	NETHERLANDS	0140001
0176	TP Belgium NV/SA	176.accountspayable@ap.tetrapak.com	Groot-Bijgaarden	BE	BELGIUM	0150001
0116	Tetra Pak Ltd	116.accountspayable@ap.tetrapak.com	Wrexham	GB	UNITED KINGDOM	0170001
0142	Tetra Pak & Cie SCS	142.accountspayable@ap.tetrapak.com	Colombes cedex	FR	FRANCE	0200001
0164	Tetra Pak Italiana SpA	164.accountspayable@ap.tetrapak.com	Rubiera	IT	ITALY	0240001
0261	Tetra Pak Global Distribution SA	261.accountspayable@ap.tetrapak.com	Pully	CH	SWITZERLAND	0257011
0260	Tetra Pak Hellas SA	260.accountspayable@ap.tetrapak.com	Athens	GR	GREECE	0330001
0201	Tetra Pak Production doo	201.accountspayable@ap.tetrapak.com	Beograd	RS	SERBIA	0450010
0182	Tetra Pak Russia	182.accountspayable@ap.tetrapak.com	Moscow	RU	RUSSIAN FEDERATION	0540300



Freight Settlement – Standard Invoice Set up

Requirements for Standard invoice

Conditions / format (critical requirements in red/bold) :

- ▶ Invoice must be sent as PDF format, ideally with an image resolution equal to 300 dpi
- ▶ Only one invoice per email
- ▶ **New: Freight Purchase Order number to be always mentioned, as follows: “PO 6200001036”**
- ▶ **New: Invoice must contain ONE shipment/FPO only**
- ▶ All information/instructions related to the invoice (e.g. payment terms, approvers, PO number) need to be stated on the invoice and NOT in the email body
- ▶ Do not use fancy fonts or handwriting
- ▶ No coloured invoice, black and white only

Invoicing rules / others :

- ▶ Invoices must be sent on the same day as the invoice issuance date to our above email addresses. Delayed invoices will be affecting our ability to pay you on-time.



Importance of POD Submission and Requirements

Apart from being a proof of contract and a verification on physical completion of a shipment delivery where accountability is passed from shipper to recipient, the POD verification serves an equally critical proof as to verify shipper being compliant with EU VAT requirements.

Requirements:

- ▶ In order to act as evidence, submitted **CMR** must be;
 - Duly signed by the sender, the carrier and by the consignee – CMR boxes 22-23-24
 - Load number should be clearly indicated
- ▶ In order to act as evidence, submitted **EX1** must be issued with correct information based on exporting country specifications (details communicated by GT&T).

Quality checks of received PODs will be run in Tetra Pak on a regular basis.



POD requirements – upload in OTM

- It is the carrier responsibility to upload the correct type of document.
- Acceptable formats for the POD are : .tif - .jpeg - .pdf. Other formats will fail.
- Please only select the appropriate document type. In case of wrong selection, document will not be accepted, and payment will not be released.
- For TPI and TPGD as TR , failure to upload correct POD will result in non-payment to the carrier.
- Bi-weekly information from TPI will be discontinued. It will be the carrier responsibility to check in OTM which PODs are missing and to upload them to allow timely payment.

From	To	Expected POD	Other possible PODs	Mandatory for payment (TPI/TPGD)
EU	EU	POD-CMR	POD-AWB, POD-BL	YES
EU	NON-EU	POD-EX1	POD-AWB, POD-BL	YES
NON-EU	EU	POD-EX1	POD-AWB, POD-BL	NO (not yet)
NON-EU	NON-EU	POD-EX1	POD-AWB, POD-BL	NO (not yet)



POD requirements – original documents

In below cases, original documents are also required.

	Collecting of Proof of delivery					
	Product	Ship from	Storage place	Contact Persons	Phone no	Address
HUNGARY	Packaging Material	Tetra Pak, Budaors	Budaors	David.Hugyecz@tetrapak.com	Tel +36 23 883393	Tetra Pak Packaging Mat. Production Legimento utca 6 H-2040 BUDAORS
	Additional Material	Alpla HU	Budaors	David.Hugyecz@tetrapak.com	Tel +36 23 883393	Tetra Pak Packaging Mat. Production Legimento utca 6 H-2040 BUDAORS
	Additional Material	Plasticast HU	Budaors	David.Hugyecz@tetrapak.com	Tel +36 23 883393	Tetra Pak Packaging Mat. Production Legimento utca 6 H-2040 BUDAORS
ITALY	Packaging Material	Tetra Pak Carta, Rubiera	Rubiera	Matteo.Cidaria@tetrapak.com	Tel +39 3482309169	Tetra Pak Carta S.p.A C.P.97 Viale della Resistenza 56 I-42048 RUBIERA RE
	Capital Equipment	Tetra Pak, Modena	Modena	Alessandra.Sternieri@tetrapak.com	Tel +39 0598799109	Tetra Pak Packaging Solutions SpA Via A.Delfini 1 I-41123 MODENA MO
	Additional Material	Tetra Pak Closures, Sezzadio	Sezzadio	Ornella.Olivero@tetrapak.com	Tel +39 0131708734	Tetra Pak Closures Srl Via Roncarino 3 I-15079 SEZZADIO AL
	Additional Material	Amcor Flexibles IT	Pully	Sonia.Zanardi@tetrapak.com	Tel +41 21 729 2545	Tetra Pak International SA PO Box 446 CH-1009 PULLY



Payment Issue Resolution

Before call secure that all steps are performed

- ▶ Before any question, check the following:
 - Was the correct price confirmed with order acceptance ?
 - Is order in status delivered ?
 - Is invoice generated/delivered (Self Bill by Tetra Pak or standard invoice generated and delivered by Carrier) ?
 - Is POD provided in OTM ?

If all answers are YES, please raise your question:

- ▶ Questions related to rates on Self Bills should be addressed to SCCT. In case of discrepancy or error in the Self Bill invoice, supplier must contact SCCT to request a change – it's imperative that discrepancies are managed as quickly as possible.
- ▶ Questions related to payment of Self Bills or standard invoices should be addressed to TPI/TPGD. Self Billing number is the only reference that will be accepted and recognised in communications with TPI/TPGD and which will be used for Statements of Accounts and payments.



Contact, mails.....

All contact will be provided prior September 27th

TR	Topic	Organisation	Contact name	Location	Email
TPI/TPGD	Rates, Self Bills	SCCT	Aleksandar Angel Vlado.....	Europe	scctfs-europe@tetrapak.com
TPI	Payments	TPI	n/a	Panama	DLPAPAPaymentsT@tetrapak.com
TPI	PODs	TPI	Raphaël Charrey	Lausanne	Raphaël.Charrey@tetrapak.com
...					



Cut Over instructions

Last order placed in TMC (TMC – 367....) on September 24,

As of September 27th, All orders will be placed via OTM (BSA – 202.....)

- ▶ Order management for loads booked with TMC should be processed in TMC
- ▶ Self Bills for loads booked with TMC will continue to be issued by TMC with the current rules (weekly, several loads per SB)
- ▶ Standard invoices for loads booked with TMC shall continue to be sent by carrier as per current rules (mention load number)
- ▶ PODs for loads booked with TMC for TPI shall continue to be sent via email, in pdf format as per current rules

