



HOSS Auto
The Customer's Company.

HOSSOME COST RECOVERY

POWERED BY HOSS AUTO

WHAT IS HOSSOME COST RECOVERY

HOSSOME Cost Recovery is an easy-to-use web tool for HOSS customers to recover body and service shop item costs.

Every ticket you create becomes a prepaid invoice, with your repair order number on it, ready to print or save as a PDF for the insurer.

3 SIMPLE STEPS TO A TICKET

- 1 Scan the label** on the drawer with your phone as you pull the part — or find it online.
- 2 Choose the quantity** and your recovery option, and add it to your bag.
- 3 Place the order** with the repair order number, then print or save your prepaid invoice.

KEY FEATURES



WEB-BASED PLATFORM

Access easily from your computer or smartphone.



FAST TICKET CREATION

Generate cost recovery tickets online.



MOBILE BARCODE SCANNING

Scan items instantly using your smartphone.



TICKETS & REPORTS

Every ticket kept in your dashboard. Search them, and total them for any date range.

REQUEST ACCESS AT HOSSAUTO.COM

Hover **HOSSOME Cost Recovery** at the top of any page, choose **Log In**, then **Request access**. We open every account by hand.



QUESTIONS?

Call 703-853-8275 or email info@hossauto.com

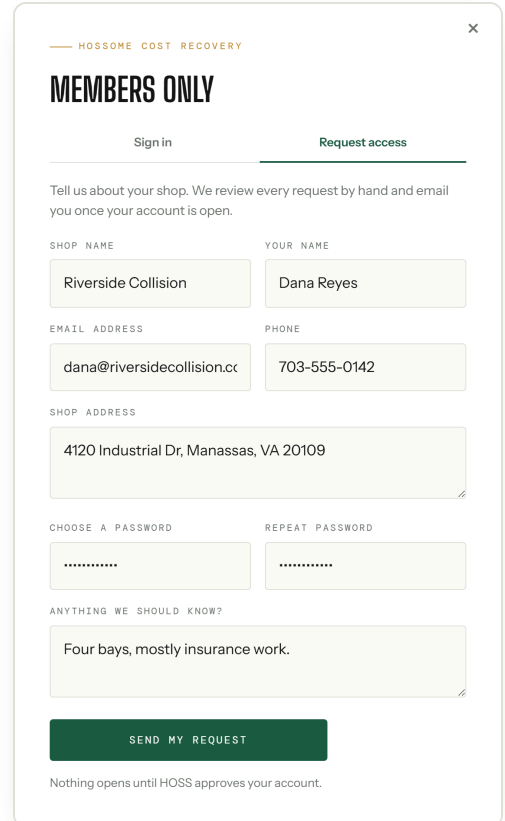
GETTING STARTED

Cost Recovery is for approved HOSS customers. Ask once for an account, and sign in with it from any computer or phone.

1 REQUEST ACCESS

1. Go to **hossauto.com** and hover **HOSSOME Cost Recovery** at the top right. On a phone, tap the small arrow beside it.
2. Choose **Log In**, then the **Request access** tab.
3. Fill in your shop name, your name, email address, phone and shop address, and choose a password of at least eight characters.
4. Press **Send my request**.

What happens next: we check every request by hand. You'll get an email the moment your account is open. Until then, signing in shows that your request is still being reviewed.



HOSSOME COST RECOVERY

MEMBERS ONLY

Sign in | **Request access**

Tell us about your shop. We review every request by hand and email you once your account is open.

SHOP NAME: Riverside Collision

YOUR NAME: Dana Reyes

EMAIL ADDRESS: dana@riversidecollision.cc

PHONE: 703-555-0142

SHOP ADDRESS: 4120 Industrial Dr, Manassas, VA 20109

CHOOSE A PASSWORD: [password field]

REPEAT PASSWORD: [password field]

ANYTHING WE SHOULD KNOW?: Four bays, mostly insurance work.

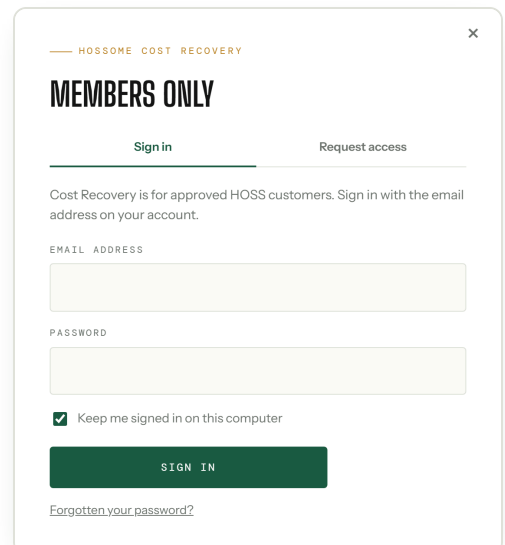
SEND MY REQUEST

Nothing opens until HOSS approves your account.

2 SIGN IN

1. Hover **HOSSOME Cost Recovery** and choose **Log In**. The round person icon in the header does the same.
2. Enter the **email address** on your account and your **password**.
3. Leave **Keep me signed in on this computer** ticked on the shop computer, so nobody has to sign in every time.

Forgotten your password? Press **Forgotten your password?** under the Sign in button and we'll email you a link to set a new one.



HOSSOME COST RECOVERY

MEMBERS ONLY

Sign in | Request access

Cost Recovery is for approved HOSS customers. Sign in with the email address on your account.

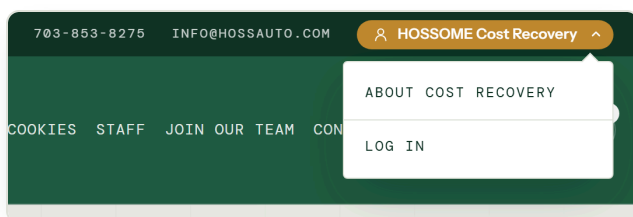
EMAIL ADDRESS: [email field]

PASSWORD: [password field]

☒ Keep me signed in on this computer

SIGN IN

[Forgotten your password?](#)



THE MENU UNDER THE COST RECOVERY BUTTON

FIND THE PART

The fastest way is to scan the label on the drawer as you pull the part. You can also browse or search.

3 SCAN IT WITH YOUR PHONE

1. On your phone, open Cost Recovery and tap **Scan a barcode** — it's the first thing on the Cost Recovery page, and in the toolbar at the bottom of every Cost Recovery screen.
2. Tap **Start camera**. The first time, your phone asks to use the camera: allow it.
3. Hold the drawer label inside the box so the bars **fill its width**. When it reads the code, the part opens by itself.

If it won't read: move closer — being near enough is most of a scan. Hold it steady and square, in good light. Or type the part number printed above the barcode (for example **TS121**) into **Or type the part number** and press **Find it**.

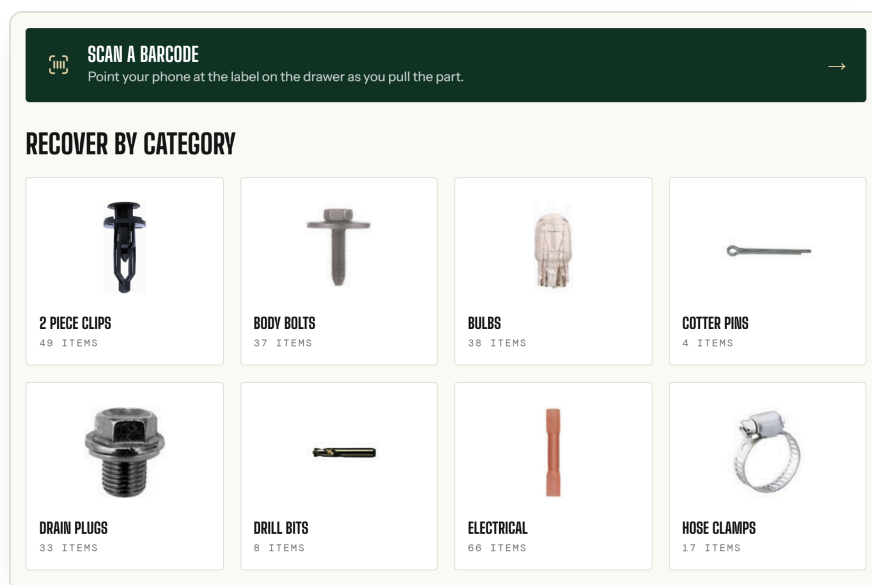
Handheld scanners work too. A USB or Bluetooth barcode scanner types the code into that box for you, with no set-up.



SCANNING A DRAWER LABEL

4 OR BROWSE AND SEARCH

Every part is filed under its category on the Cost Recovery page. Pick a category to see its parts, or use **Search Products** in the toolbar to look one up by part number or description.



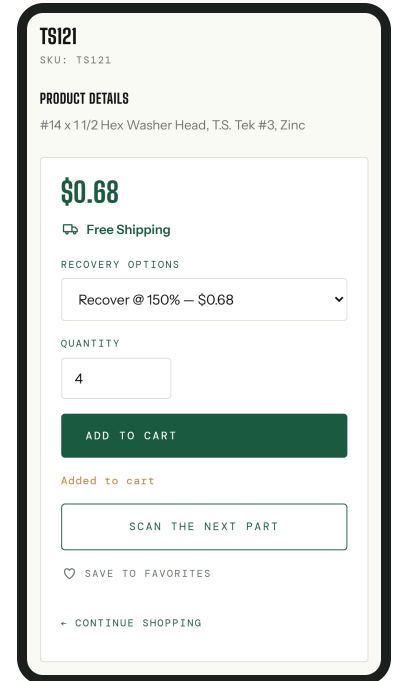
ADD IT TO YOUR TICKET

Each part you add goes into your bag. When the job's done, the bag becomes one ticket.

5 CHOOSE RECOVERY AND QUANTITY

1. Under **Recovery Options**, pick the recovery you want — from **Recover @ 100% (your cost)** upwards. The price updates as you choose.
2. Enter the **Quantity** you used.
3. Press **Add to Cart**. You'll see **Added to cart**.

At the drawer? After a scan, **Scan the next part** takes you straight back to the camera for the next label.



TS121
SKU: TS121

PRODUCT DETAILS
#14 x 1 1/2 Hex Washer Head, T.S. Tek #3, Zinc

\$0.68
Free Shipping

RECOVERY OPTIONS
Recover @ 150% - \$0.68

QUANTITY
4

ADD TO CART

Added to cart

SCAN THE NEXT PART

SAVE TO FAVORITES

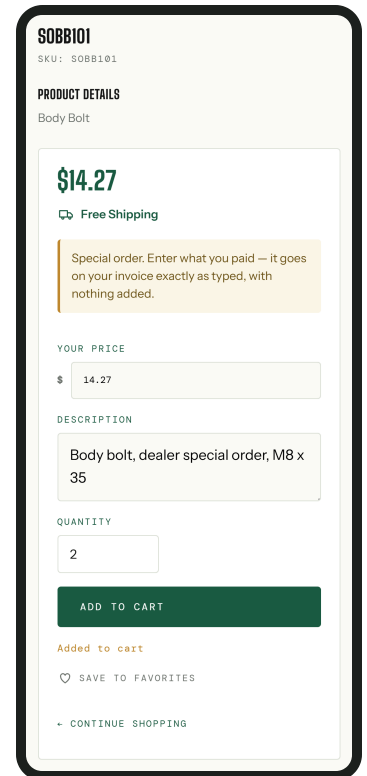
CONTINUE SHOPPING

6 SPECIAL ORDER (SO) ITEMS

Special order parts have no price list. Instead:

1. Type what you paid into **Your price**.
2. The **Description** starts as the part's own. Change it to say exactly what you bought, if you like.
3. Enter the quantity and press **Add to Cart**.

Your price and description go on the invoice **exactly as typed**, with nothing added.



SOBB101
SKU: SOBB101

PRODUCT DETAILS
Body Bolt

\$14.27
Free Shipping

Special order. Enter what you paid - it goes on your invoice exactly as typed, with nothing added.

YOUR PRICE
\$ 14.27

DESCRIPTION
Body bolt, dealer special order, M8 x 35

QUANTITY
2

ADD TO CART

Added to cart

SAVE TO FAVORITES

CONTINUE SHOPPING

CHECK OUT

Open your bag from the bag icon in the header, or **Shopping Bag** in the toolbar.

7 CHECK YOUR BAG, THEN PLACE THE ORDER

1. **Your bag** lists every part with its quantity and price. Change a quantity, or press ✕ to take a line out.
2. Under **Checkout**, the **Bill to**, address, phone and email come from your account. Change them for this ticket if you need to.
3. Enter the **Repair order #**. **This is required** — it ties the invoice to the job.
4. The **Invoice date** is today. Change it if the work belongs on another date.
5. Press **Place order**.

These items are prepaid. Placing the order creates your invoice; it doesn't take a payment.

YOUR BAG

COST RECOVERY


TS121
 Qty:

✕

\$2.72


BB101
 Qty:

✕

\$3.96


SOBB101
 BODY BOLT, DEALER SPECIAL ORDER, M8 X 35
 Qty:

✕

\$28.54

Subtotal

\$35.22

Shipping

Free

Total

\$35.22

Looking for more? Continue shopping

YOUR BAG

CHECKOUT

These details print on your invoice. A copy is emailed to the address you give.

BILL TO

Riverside Collision

ADDRESS

4120 Industrial Dr
Manassas, VA 20109

PHONE

703-555-0142

EMAIL

guide-demo@example.test

REPAIR ORDER #

RO-10482

INVOICE DATE

09/11/2026

📅

Today by default. Change it if this belongs on another date.

PLACE ORDER

These items are prepaid. Placing the order creates an invoice you can print or save as a PDF.

CHECKOUT

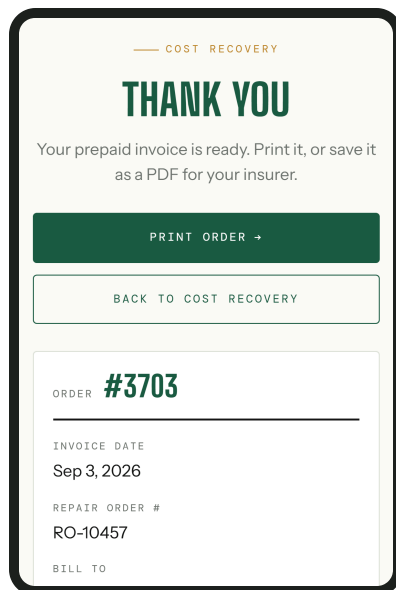
PRINT YOUR INVOICE

Your ticket is saved the moment you place the order. Print it now, or come back to it any time from your dashboard.

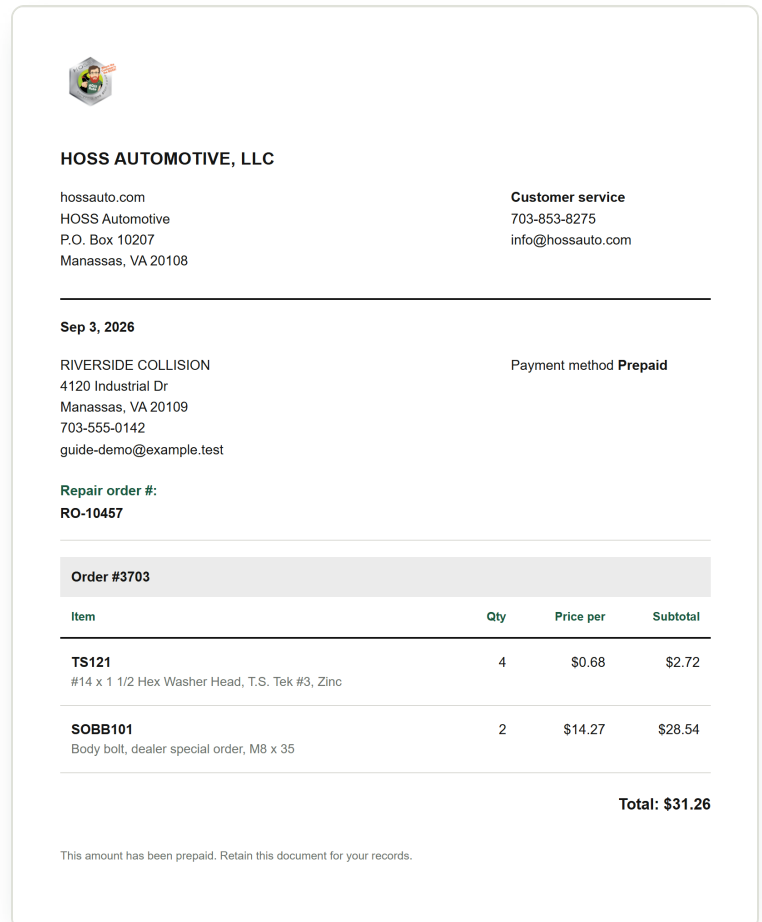
8 PRINT OR SAVE AS A PDF

1. On the **Thank you** page, press **Print order**.
2. Your invoice opens. Press **Print / Save as PDF**.
3. Print it, or choose **Save as PDF** as the printer to keep a file.
4. Hand it to the insurer with the repair.

The invoice shows your repair order number and **Payment method: Prepaid**, and lists each part by name and description. A copy is emailed to you as well.



THE THANK YOU PAGE



THE PREPAID INVOICE, READY TO PRINT

YOUR DASHBOARD

Every ticket your shop creates is kept here. Open it from **My Dashboard** in the Cost Recovery menu, or the person icon in the header.

9 FIND ANY TICKET

Cost Recovery Tickets lists them all by date, ticket number, repair order number and amount. Search by any of those, narrow it to a date range, and press a column heading to sort. **Invoice** reopens a ticket's invoice to print again.

COST RECOVERY TICKETS

Every ticket your shop has created. Search it, narrow it to a date range, and total what you find.

SEARCH

FROM

08/01/2026

TO

09/30/2026

Apply

Clear

SHOWING

4

tickets

COMBINED

\$53.74

for this selection

Print report

Download CSV

DATE ↓	TICKET # ↓	REPAIR ORDER # ↓	LINES	AMOUNT ↓	
Sep 9, 2026	#3704	RO-10482	2	\$10.00	Invoice
Sep 3, 2026	#3703	RO-10457	2	\$31.26	Invoice
Aug 22, 2026	#3702	RO-10412	1	\$5.76	Invoice
Aug 14, 2026	#3701	RO-10388	2	\$6.72	Invoice

10 RUN A REPORT

In **Reports**, pick a range — **This month**, **Last month**, **Last 90 days** — or choose your own dates. You'll see the combined invoice total for those tickets.

Print / Save as PDF gives you a summary to print. **Download CSV** opens in Excel.

Keep your details current under **My Details**, and change your password under **Password**.

REPORTS

Total up your Cost Recovery tickets for any date range, then print the summary or download it as a spreadsheet.

DATE RANGE

This month

Last month

Last 90 days

2026 to date

All of 2025

All time

FROM

09/01/2026

TO

09/30/2026

ONLY TICKETS MATCHING

Optional — repair order #, ticket #

Run report

COMBINED INVOICE TOTAL

\$41.26

Across 2 tickets, Sep 1, 2026 - Sep 30, 2026

PRINT / SAVE AS PDF

Download CSV

DATE	TICKET #	REPAIR ORDER #	LINES	AMOUNT
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NEED A HAND?

Call **703-853-8275** or email **info@hossauto.com**, and your HOSS rep will walk you through it.