Creating a cross-border LTL shipment with the Amazon Partnered Carrier programme
What will this guide cover?

1. Before shipment booking preparation

2. How to book a shipment with the Partnered Carrier programme on Seller Central

2. How to navigate the Kuehne+Nagel process once you have booked your shipment
Step 1: Options to ship with Kuehne+Nagel

Do you have a legal entity in shipment receiving country?

Yes

<table>
<thead>
<tr>
<th>Conditions</th>
<th>status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seller has a legal entity in the receiving country</td>
<td>YES</td>
</tr>
<tr>
<td>That legal entity can act as an importer of record</td>
<td>YES</td>
</tr>
<tr>
<td>Kuehne+Nagel has all the details of that legal entity</td>
<td>YES</td>
</tr>
</tbody>
</table>

Option 1 – legal entity (direct representation)

Skip to step 3 (slide 5)

No

<table>
<thead>
<tr>
<th>Conditions</th>
<th>status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs broker (CB) in receiving country</td>
<td>YES</td>
</tr>
<tr>
<td>CB can act on DAP terms</td>
<td>YES</td>
</tr>
<tr>
<td>CB can arrange import clearance</td>
<td>YES</td>
</tr>
<tr>
<td>CB can act as importer of record</td>
<td>YES</td>
</tr>
<tr>
<td>Kuehne+Nagel has received the details of the CB</td>
<td>YES</td>
</tr>
</tbody>
</table>

Option 2 – Customs Broker (DAP) (indirect representation)

Move to step 2 (slide 4)

Only having an VAT and EORI number in the receiving country (so no legal entity) is not enough! You will require a third party broker to support you.
Step 2 – Setting up with a Customs Broker

If you do not have a legal entity in the receiving country of your shipment you will need a third party customs broker to support you, without this Kuehne + Nagel cannot handle your shipment.

2.1 Contact a third party customs broker

Important: The broker must be able to provide indirect representation on DAP incoterms in the receiving country.

2.2 Provide your company information to the broker, they may request you complete compliance checks

2.3 Sign an agreement with the broker for indirect representation

Note: The sign up process may differ from broker to broker

2.4 Complete a Power of Attorney with the broker

2.5 Move to step 3 (next slide)
Step 3: Setting up with Kuehne+Nagel

Before you place your first order, please ensure that you have followed the steps below.

3.1 Contact Kuehne + Nagel team via email Amazon-fba.overland@Kuehne-nagel.com

3.2 Kuehne+Nagel will request required documentation

3.3 Seller to prepare required documentation, if you are working with a third party customs broker they could support on you on this.

Note: Kuehne + Nagel is your partner with regards to shipping pallets. Kuehne + Nagel is not allowed to give you any guidance on product / fiscal related information. For support you can contact your local chamber of commerce or any other authority.

One off documents: Power of attorney (country specific)
Documents per shipment: Commercial Invoice, see example for UK to EU and for EU to UK

You are required to obtain certain documents to enable shipment execution. There might be additional requirements based on county specifics

3.4 Seller to share Power of Attorney and required documentation with Kuehne + Nagel

3.5 Kuehne + Nagel will carry out a completeness check and confirm whether they can handle your shipment

3.6 If Kuehne + Nagel confirm they can support your shipment, please create in Amazon Seller Central
How to book a shipment
Go to 'Manage FBA shipments'
Select 'Work on shipment'
Select 'Less than Truckload (LTL)' and 'Amazon Partnered Carrier'.

Complete all required stages of the FBA shipment workflow (Set quantity > Prepare products > Label products > Review/view shipments), until you reach the Prepare shipment stage.

In step 2 of the Prepare shipment stage, Delivery service, select the Less than Truckload (LTL) and the Amazon Partnered Carrier options.
Shipments packing for partnered LTL carriers

In step 3, Shipment packing, enter the box-level information for your shipment.

Then, click **Generate box labels** to print the labels. Next, enter pallet information for your shipment.
Calculate delivery charges

In step 4, Delivery charges, enter:
• Freight ready date, your preferred shipment pickup date within the next 2 weeks. Unless you have correctly onboarded with Kuehne+Nagel, this date will not be valid
• Declared value, up to a maximum of £250,000
• Contact person for the shipment

Click to Calculate the charge for shipment. This might take a few seconds.

Select I agree to the terms and conditions, and then click Accept charges.*

*You will have one hour to cancel your shipment before you are charged.
Shipment confirmation

Final steps

- You should prepare your shipment for collection the day before your Freight Ready Date.

- 1 day before the Freight Ready Date, you will be able to find the ARN for your shipment in Seller Central or by looking at the confirmation email received from Amazon (following booking of your shipment pickup).

- Kuehne+Nagel will send an email to organise final details of your shipment pickup.
Open your shipment in Seller Central to view a summary page where you can track your shipment events and find your ARN. You will also be able to track your shipment via the carrier website.
Preparing for a shipment pickup

Contact Kuehne + Nagel to arrange final details before your LTL shipment is scheduled to be picked up. This guide outlines the process to follow with support from Kuehne + Nagel.
Order confirmation

After placing an order, you will receive an email confirmation from Kuehne + Nagel containing a summary of the order placed and important information to prepare for pickup of your shipment.

Example of email:

Dear Amazon seller,

Thank you for choosing Kuehne + Nagel. Your order has been received with the following details:

ARN: 123456789

No. of packages: 4 Pal.
Gross Weight: 154 kg
Order date: 07.04.2020

Sender:
xxxxxxx
xxxxx

Receiver:
DTM2 - Amazon Logistik Dortmund GmbH
Kaltbandstraße 4
44145 Dortmund

Our local KN branch will pick up the order from you on the next working day during normal business hours from 08:00 - 17:00 (Mon-Fri - excluding public holidays). The Order will be picked up without upfront notification.
Preparing for shipment collection

• Kuehne+Nagel will not pick up your shipment unless you have provided the required customs documentation. Kuehne+Nagel will send an email to organize the final details of your shipment.

• The day before pick up ready date, the seller should prepare the shipment ready for collection.

• The shipment has to be packaged according to the Amazon packaging specifications (see Amazon pallet guide).

• The seller must attach a label with the ARN on each pallet, that is clearly visible. The ARN can be found on your confirmation email and in your Seller Central, please look at slide shipment confirmation for more information.

• The label can be printed (see example) or written by hand as long as the ARN is clearly visible.
Shipment handover process

- Upon arrival, the driver will confirm the ARN and number of palettes for collection.

- The seller will only handover goods with the ARN number quoted by the driver.

- If the seller requires written confirmation of the pick up, the seller must print the Amazon routing request and ask the driver to sign this.
Shipment tracking

You can track your shipment by entering the ARN into the Suchreferenz field of the Kuehne+Nagel public tracking portal, available at the following link:

https://onlineservices.kuehne-nagel.com/public-tracking/

Enter ARN # here
Central Customer Service

If you need support, contact your Kuehne + Nagel Central Customer Service at the following email address:

 amazon-fba.overland@kuehne-nagel.com
## Useful links…that might help you

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<thead>
<tr>
<th>Description</th>
<th>Link</th>
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Thank you