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
Options to ship with Kuehne+Nagel

Shipment **not** > 4 pallets

**Option 1 – legal entity (direct representation)**

<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 2 – Customs Broker (DAP) (indirect representation)**

<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>

Only having an VAT and EORI number in the receiving country (so no legal entity) **is not enough**!
Congrats! You can now follow the process on the slide 7

Option 1 – Legal Entity in Destination Country

- FBA Order to place in Seller Central

Option 2 – Customs Broker (DAP)

- Contact a third party customs Broker
- Sign an agreement with them (for indirect rep)

Congrats! You can now follow the process on the next page
Option 2 – Avask (Broker) | Shipments from EU to UK - Page 1/2

FBA Order to place in Seller Central

Option 1 – legal entity

Congrats! You can now follow the process on the slide 7

FBA order to be placed
Contact Kuehne + Nagel Team: Amazon-fba.overland@Kuehne-nagel.com
Kuehne + Nagel CCS

Option 2 – Customs Broker (DAP)

Contact a third party customs Broker

Sign an agreement with them (for indirect rep)

Contact: Customs@avaskgroup.com

Congrats! You can now follow the process on the next page
Option 2 – Avask | Import shipments from EU to UK – Page 2/2

FBA Seller

Has signed an agreement with Avask

Send commercial Invoice

AVASK

Commercial Invoice evaluation

Add Avask EORI number + contact details + AVASK reference

FBA Seller

Avask EORI number + contact details + AVASK reference

Lampenhaus Schneider GmbH (UK EORI no.)
represented by: AVASK Accounting and Business
Consultants Ltd - TOBECONFIRMED@avaskgroup.com
GB80000000

BHX1 Amazon Ltd
Sayer Drive
GB CV5 9DF Coventry

As you are only shipping into AMAZON FC’s you do not need to fill in a notify party

INVOICE #

UNIQUE REFERENCE 00001

DATE OF INVOICE

DATE

BUYER REF #

MODE OF TRANSPORT

ROAD

INCOTERMS

DAP

TERMS OF PAYMENT

N/A

CURRENCY

GBP / EUR / USD

NUMBER & TYPE OF PACKAGES

TOTAL GROSS WEIGHT (KGS):

250

TOTAL NET WEIGHT (KGS):

125

Congrats! You can now follow the process on the slide 7

Contact Kuehne + Nagel Team
Kuehne + Nagel CCS

FBA order to be placed

Amazos-fba.orders@kuehne-nagel.com
Before you place your first order, please ensure that you followed the below Process flow:

1. **FBA order to be placed**
   - Contact Kuehne + Nagel Team: Amazon-fba.overland@Kuehne-nagel.com

2. **Kuehne + Nagel CCS**
   - Provides local specific contact

3. **FBA Seller**
   - Contacts Kuehne + Nagel local branch
   - Provides guidance on required documentation

4. **Kuehne + Nagel local branch**
   - Shares the agreement with Customs Broker
   - Prepares documentation

5. **FBA Seller**
   - Confirms documentation: IMPORTANT: COMPLETENESS CHECK ONLY

6. **FBA Seller**
   - Places order in Seller central

7. **FBA Order placed**
Mandatory customs documentation

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. You might want to contact your local chamber of commerce or any other authority that could support you on that purpose.

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

<table>
<thead>
<tr>
<th>One off documents</th>
<th>Document per Shipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power of Attorney (country specific)</td>
<td>Commercial Invoice (UK &amp; EU EORI + UK and EU VAT)</td>
</tr>
<tr>
<td></td>
<td>Packing List</td>
</tr>
</tbody>
</table>

Commercial Invoice examples

[UK to EU] [EU to UK]
How to book a shipment
Go to 'Manage FBA shipments'
Select 'Work on shipment'

<table>
<thead>
<tr>
<th>Name</th>
<th>Shipment ID</th>
<th>Created on</th>
<th>Last updated</th>
<th>MSKUs</th>
<th>Shipped</th>
<th>Received</th>
<th>Destination</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBA (07/01/2021, 17:48)</td>
<td>FBA15DGQNN35</td>
<td>7 Jan 2021</td>
<td>13 Jan 2021</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>MAD4</td>
<td>WORKING</td>
</tr>
<tr>
<td>FBA (11/01/2021, 16:25)</td>
<td>FBA15DHUMLHKX</td>
<td>11 Jan 2021</td>
<td>12 Jan 2021</td>
<td>1</td>
<td>10</td>
<td>0</td>
<td>WRO1</td>
<td>WORKING</td>
</tr>
<tr>
<td>FBA (11/01/2021, 17:12)</td>
<td>FBA15DHOQROCM</td>
<td>11 Jan 2021</td>
<td>11 Jan 2021</td>
<td>1</td>
<td>5</td>
<td>0</td>
<td>VESIK</td>
<td>WORKING</td>
</tr>
</tbody>
</table>
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.
Shipment 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
• 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.
Shipment status

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 Pli.
- Gross Weight: 154 kg
- Order date: 07.04.2020

Sender:
xxxxxxx
xxxxxxxxxxxx
xxxxxxx

Receiver:
DTM2 · Amazon Logistik Dortmund GmbH
Kältbandstraße 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 collection of goods

• **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](https://example.com)).

• 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](https://example.com)) 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link UK EORI</td>
<td><a href="https://www.gov.uk/eori">https://www.gov.uk/eori</a></td>
</tr>
<tr>
<td>Information page United Kingdom:</td>
<td><a href="https://www.gov.uk/transition">https://www.gov.uk/transition</a></td>
</tr>
<tr>
<td>commodity codes</td>
<td><a href="https://www.gov.uk/trade-tariff">https://www.gov.uk/trade-tariff</a></td>
</tr>
<tr>
<td>EORI number validation</td>
<td><a href="https://ec.europa.eu/taxation_customs/dds2/eos/eori_validation.jsp?Lang=en">https://ec.europa.eu/taxation_customs/dds2/eos/eori_validation.jsp?Lang=en</a></td>
</tr>
<tr>
<td>Kuehne + Nagel website UK:</td>
<td><a href="https://uk.kuehne-nagel.com/en//brexit">https://uk.kuehne-nagel.com/en//brexit</a></td>
</tr>
</tbody>
</table>
Thank you