H-D Thailand Supplier Shipping Guide

May 2019

Thailand Shipping Guide Overview

1) Key supplier take-aways
2) Process overview
3) Shipping Checklist to ensure compliance
4) H-D Entities including new Entity and New Ship To information
5) Commercial Invoice detailed review
6) EDI Review
7) B10 Review
8) HU Review
9) ASN Review

Thailand Shipping Guide

Key Supplier Take-aways

- Updated Thailand shipping guidelines require supplier evaluation for compliance
- Commercial Invoice must be Emailed to AMELogistics@Harley-Davidson.com
- Thailand has new Ship To Entities and warehouse locations
- Issue resolution for Non-compliant shipments is required within 24 hours

Process Steps

Order Information to Supplier
- EDI
- H-DSN

Evaluate Order Information
- Material details
- Ship To, Bill To

Fulfill Order

Create Commercial Invoice
- Verify Commercial Invoice Compliance
- Email Commercial Invoice to H-D Inbox AMELogistics@Harley-Davidson.com

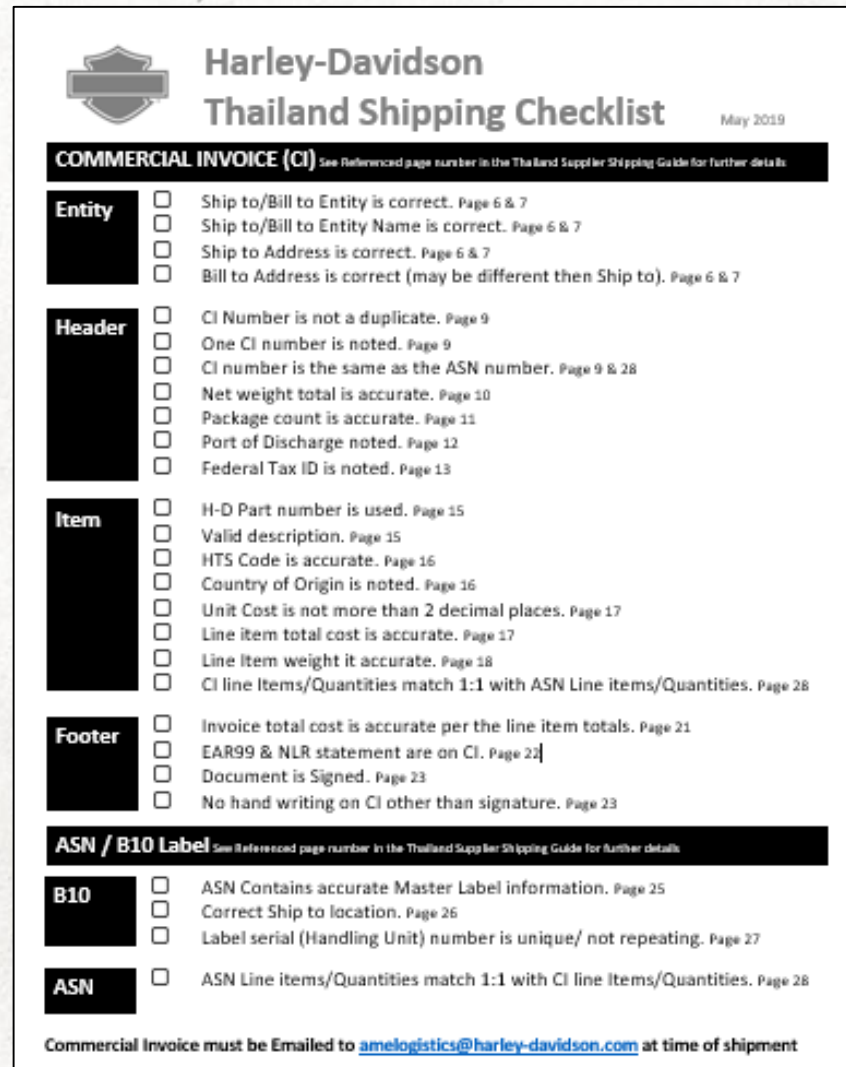**Ship Order**
- Send ASN Information to H-D

Thailand Shipping Checklist

- This Guide will provide detailed information to prepare a Commercial Invoice and ASN information that is compliant for shipments to Thailand

- The Checklist is also available on H-DSN

- Commercial Invoice
    - Entity
    - Header
    - Item
    - Footer

- ASN/B10

- Suppliers using their own Commercial Invoice must comply to these shipping guidelines

Please Note

- If a suppliers own Commercial Invoice does not meet the requirements, suppliers should use the Commercial Invoice Template available on H-DSN

Harley-Davidson Thailand Shipping Checklist   May 2019

COMMERCIAL INVOICE (CI)   See Referenced page number in the Thailand Supplier Shipping Guide for further details

Entity
- ☐ Ship to/Bill to Entity is correct. Page 6 & 7
- ☐ Ship to/Bill to Entity Name is correct. Page 6 & 7
- ☐ Ship to Address is correct. Page 6 & 7
- ☐ Bill to Address is correct (may be different then Ship to). Page 6 & 7

Header
- ☐ CI Number is not a duplicate. Page 9
- ☐ One CI number is noted. Page 9
- ☐ CI number is the same as the ASN number. Page 9 & 28
- ☐ Net weight total is accurate. Page 10
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Item
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- ☐ Valid description. Page 15
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- ☐ Unit Cost is not more than 2 decimal places. Page 17
- ☐ Line item total cost is accurate. Page 17
- ☐ Line Item weight it accurate. Page 18
- ☐ CI line Items/Quantities match 1:1 with ASN Line items/Quantities. Page 28

Footer
- ☐ Invoice total cost is accurate per the line item totals. Page 21
- ☐ EAR99 & NLR statement are on CI. Page 22
- ☐ Document is Signed. Page 23
- ☐ No hand writing on CI other than signature. Page 23

ASN / B10 Label   See Referenced page number in the Thailand Supplier Shipping Guide for further details

B10
- ☐ ASN Contains accurate Master Label information. Page 25
- ☐ Correct Ship to location. Page 26
- ☐ Label serial (Handling Unit) number is unique/ not repeating. Page 27

ASN
- ☐ ASN Line items/Quantities match 1:1 with CI line Items/Quantities. Page 28

Commercial Invoice must be Emailed to amelogistics@harley-davidson.com at time of shipment

H-D Commercial Invoice – Entity Information

Harley-Davidson Thailand Entities

- The Thailand Harley-Davidson factory contains 3 separate entities, which can be viewed as separate "companies".
- Thailand has multiple Ship To locations and may have a different Bill To location like York and Kansas City which also use off-site warehousing.
- **Bill To**
  - Each Entity has one Bill to address that may not be the same as the ship to location.
  - The *exact* legal H-D Thailand company name, entity number, and Bill to address must be used on the commercial invoice, packing list, and payment invoice.
  - Refer to the 862 EDI implementation guide and Appendix A on H-DSN to determine which entity and address to Bill to.
- **Ship To**
  - Each entity has more than one ship to address that may not be the same as the Bill to location.
  - The *exact* legal H-D Thailand company name, entity number, and address must be used on the commercial invoice, packing list, B10 master label and payment invoice.
  - Refer to the 862 EDI implementation guide and Appendix A on H-DSN to determine which entity and location to ship to.
- Please see the following slide for a summary of Ship to and Bill to locations by entity.
- Failure to use the *exact* legal H-D Thailand company name, entity, and address will result in shipments going into NCM or quarantine.
  - Suppliers have 24 hours to provide updated compliant documentation.
  - Suppliers will incur chargebacks for non-compliant shipments.

Harley-Davidson Thailand Entities

- Thailand Bill to and Ship to address summary

Entity	Bill to	Ship to Plant S001	Ship to Warehouse S002
3047	H-D Motorcycle (Thailand) Ltd. Entity # 3047 500/38, Moo3, Tambol Tasit Amphur Pluakdaeng, Rayong, 21140	H-D Motorcycle (Thailand) Ltd. Entity # 3047 SLOC 001 500/38, Moo3, Tambol Tasit Amphur Pluakdaeng, Rayong, 21140	H-D Motorcycle (Thailand) Ltd. Entity # 3047 SLOC 002 911/20 , B2/B4, WHALP2,Moo 5, T. Khaokansong Amphur Sriracha, Chonburi 20110
3048	H-D Motor (Thailand) Ltd. Entity # 3048 500/38, Moo3, Tambol Tasit Amphur Pluakdaeng, Rayong, 21140	Not Applicable	H-D Motor (Thailand) Ltd. Entity # 3048 SLOC 002 911/20 , B2/B4, WHALP2,Moo 5, T. Khaokansong Amphur Sriracha, Chonburi 20110
3049	HDMC (Thailand) Ltd. Entity # 3049 500/38, Moo3, Tambol Tasit Amphur Pluakdaeng, Rayong, 21140	HDMC (Thailand) Ltd. Entity # 3049 SLOC 001 500/38, Moo3, Tambol Tasit Amphur Pluakdaeng, Rayong, 21140	HDMC (Thailand) Ltd. Entity # 3049 SLOC 002 911/20 , B2/B4, WHALP2,Moo 5, T. Khaokansong Amphur Sriracha, Chonburi 20110

Critical Control

- Material must be segregated by ship to location/entity
  - o Example Material with Ship To location of 3047 SLOC 001 cannot ship or share documentation with material shipping to 3047 SLOC 002
- Suppliers will be contacted individually if you are impacted by new Entity or Ship To locations
- Refer to the 862 EDI implementation guide and Appendix A on H-DSN for detailed Bill to and Ship to information

H-D Commercial Invoice – Header Information

CI Header information – Invoice Number

Top Issue Commercial Invoice Number

Critical Control

- CI Reference Number must be the same reference number used on the Packing List, B10, and ASN
- By Referencing the same number as the PL the reference number will be on the B10 label
- Do not list multiple numbers in this field
- Maximum 35 Characters
- Number must be unique and non-repeating, do not use the PO Number
- Do not add additional characters to this field it must match the ASN / Packlist number <u>exactly</u>

	1. Invoice Date:	PAGE	1
	2. Invoice Number:		
Importer/Sold To			

CI Header information – Weight

Total Net Weight

- Total Weight of line items BEFORE packaging material
- Must be less than the Gross Weight (on Packing Slip)
- H-DSN Commercial Invoice document populates this value from the line item weights

- *Note on Gross Weight: Effective May 2019 - Gross Weight was removed as a required field from the Thailand Commercial Invoice per Thailand Logistics. Gross Weight is required on the Packing List.*

CI Header information – Package Count

Total Package Count

- Total number of boxes or skids being shipping

  Examples:
  - 1 Skid
  - 1 Box
  - 1 Carton

CI Header information – Port of Discharge

Port of Discharge

- Port where material will be received in Thailand
  - Sea Containers – Laem Chabang
  - Air Freight – Bangkok

TEL: +66 (0) 2 094 8000 EXT 8018,8014 FAX: +66 (0) 2	
7. FEDERAL TAX I.D.	8. Ship Via
	DHL
9. Inland Tracking Number	INCO Terms
	FCA
10. PORT OF DISCHARGE	PLACE OF DELIVERY BY
	Thailand

CI Header information – Federal Tax ID

Federal Tax ID

- This is where you enter your unique nine-digit number assigned by the Internal Revenue Service
  - XX -XXXXXXX

H-D Commercial Invoice – Item Information

CI Item information – Item Number/Description

Item Number

- Identifying part or item number related to each piece.
- Must be the H-D Part Number

Item Description

- Complete description of the goods shipping
- Cannot be the part number and cannot be blank
- The description must be easy for any reader to understand what the item/part is – it should not be just a technical description

Example:

Full Name including style, color or model number

HTS Code

- The U.S. Harmonized Tariff Code, this 10 digit code is used to file for export clearance.

Example:

0000.00.0000

Country of Origin (C/O)

- The two letter country code where each unit was made.

CI Item information – Item Cost

Unit Cost

- Total value of each unit in U.S. Dollars
- No more than 2 decimal places (Round accordingly)
- Clearly state currency
- Avoid multiple currencies on one CI
- You will be paid according to the CI Cost

Example: Order price is $1.554 per 100 pcs Unit cost = $0.01554 Round on CI to $.02

Line Item Total Cost/Value

- U.S. Dollars or any other currency as per the schedule agreement
- The number of units multiplied by the unit value.
- No more than 2 decimal places (if required, round up to 2 decimal places)

Example:

20 pieces @ $1.00 per unit = $20.00 (total value)

CI Item information – Line Item Weight

Line Item Weight

- Weight of Line Item BEFORE packaging material

17.Qty	18.C/O	19.Net Weight (LBs)	20.TOTA (currency

CI Item information – CI line Items/ASN Match

Top Issue CI line Items/ASN Match

- This is a critical control please see ASN section (on Slide 28) for detailed information
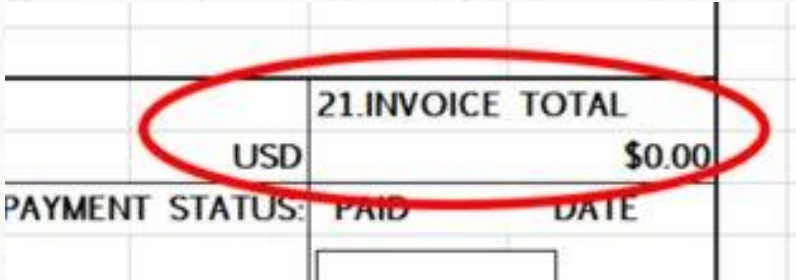
H-D Commercial Invoice – Footer Information

CI Footer information – Invoice Total

Invoice Total

- Invoice Total must be the sum of the Line Item Total Value

- Invoice total currency must be the same as unit price currency

- H-DSN Commercial Invoice document populates this value from the line item totals

EAR99 / NLR Statement

- Export Administration Regulations
- No License Required

of the invoice.

These Commodities were exported from the USA in compliance with EAR99; No License Required (NLR) Diversions contrary to US laws are prohibited

22. Contact

23. PHONE:

CI Footer information – Signature

Signature

- Signature of the invoice creator, this signature could be written or electronic.
  - Electronic is just the typed name in this field
- Signature is the only field that can be handwritten on the Commercial Invoice

	NAME OF SIGNATORY	
with EAR99; rohibited	PLACE AND DATE OF ISSUE	
	24.SIGNATURE:	

H-D Commercial Invoice – ASN/B10 Information

ASN/B10 information – Master Label EDI

Master Label EDI information

- Accurate ASN information with respect to B10 Master label and B10 Container label is required; See H-DSN [856 EDI Implementation Guide](#) for Specifications

  - *(General Business Information>Electronic Commerce Information>EDI Implementation Guide>856)*

- Notable EDI items to Review in the H-DSN [856 EDI Implementation Guide](#)

  - 9S B10 Master Label Serial Numbers need to reference "SE" (Page 17)

  - 3S B10 Container Label Serial Numbers need to Reference "LS" (Page 25)

  Note Incorrect Handling Unit serial reference (SE) will result in Non-Compliant B10/ASN information

B10 Ship To information

- B10 Ship To Entity and address is required to be accurate per H-DSN / 862 EDI implementation / Appendix A

ASN/B10 information – HU Number
Handling Unit Number is Unique

- Handling Unit (s) must be 15 digits all numeric and consist of :
  - XXXXXXYYYYYYYYY
  - XXXXXX : The first 6 digits is SUPPLIER ID
  - YYYYYYYYY : The following 9 digits is unique serial number.
- Handling Unit number (YYYYYYYYY) cannot be repeated for handling unit already used in last 2 years.
- Handling Unit numbers cannot be repeated among Kansas City Plant, York Plant and Thailand Plant.
- Handling Unit number must be identified on the bottom barcode of B10 label.

FROM:
ABC supplier
123 EDEN Road,
York, PA
SUPPLIER # 654321

TO:
Exact H-D Thailand legal company name, entity, & address

PACKING LIST #: (11K) 11111111

PART NO (P) 1234567890

Master Label

REV. LEVEL: A   PART DESC: BRAKE

QUANTITY (Q) 50000

PURCHASE ORDER # (K) R098765432

SERIAL NO (9S) 654321012345678

XXXXXX YYYYYYYYY

ASN information – CI line Items/ASN Match

Top Issue

- Thailand Customs requires that the ASN and Commercial Invoice are aligned
  - Line item count must be the same, if the same part is repeated 4 times in the ASN, having one line for the total quantity in the CI is NOT acceptable.

Example Supplier ASN

Item	Material	Delivery quantity	SU	Description
10	40100073	6	EA	"SPROCKET,ENGN,CAM-SLIDER ASSY"
20	40100073	6	EA	"SPROCKET,ENGN,CAM-SLIDER ASSY"
30	40100073	6	EA	"SPROCKET,ENGN,CAM-SLIDER ASSY"
40	40100073	6	EA	"SPROCKET,ENGN,CAM-SLIDER ASSY"

Correct Supplier Commercial Invoice format for above ASN

Item	13.Part Number	14.Description	15.Unit Cost (currency)	16.HTS Code	17.Qty	18.C/O	19.Net Weight (LBs)	20.TOTAL (currency)
1	40100073	"SPROCKET,ENGN,CAM-SLIDER ASSY"	$1.00	1111.22.3333	6	US	12.000	$6.00
2	40100073	"SPROCKET,ENGN,CAM-SLIDER ASSY"	$1.00	1111.22.3333	6	US	12.000	$6.00
3	40100073	"SPROCKET,ENGN,CAM-SLIDER ASSY"	$1.00	1111.22.3333	6	US	12.000	$6.00
4	40100073	"SPROCKET,ENGN,CAM-SLIDER ASSY"	$1.00	1111.22.3333	6	US	12.000	$6.00

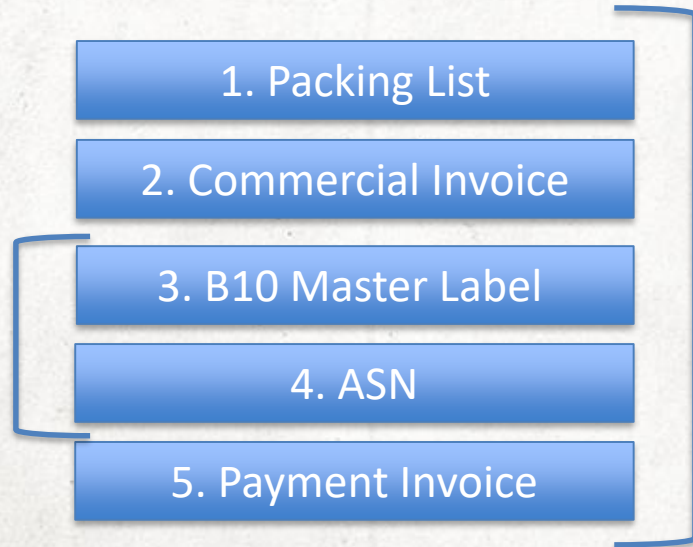Incorrect Supplier Commercial Invoice format for above ASN

Item	13.Part Number	14.Description	15.Unit Cost (currency)	16.HTS Code	17.Qty	18.C/O	19.Net Weight (LBs)	20.TOTAL (currency)
1	40100073	"SPROCKET,ENGN,CAM-SLIDER ASSY"	$1.00	1111.22.3333	24	US	48.000	$24.00

*If the example Supplier ASN showed 1 line with quantity 24 then the one line commercial invoice (red) would be correct

Document Reference

Critical Control
Handling Unit (Serial Number) from the ASN must match the Master B10 label Handling Unit (Serial Number)

1. Packing List

2. Commercial Invoice

3. B10 Master Label

4. ASN

5. Payment Invoice

Critical Control
The reference number (packing list number) must be used on all documents

B10 Labeling Requirements

Appropriate use of Master B10 vs Container B10 label is Required per H-DSN specifications: Bar Code Label Requirements

(*General Business Info>Doing Business with Harley-Davidson>Bar Coding Requirements*)

B10 9S Master Label

- The B10 Master Label is to be used on a single shipment of one or more containers for an identical part / purchase order / packing list numbers.
- Pallets with multiple parts, require a B10 Master label for each part / purchase order / packing list number combination.

B10 3S Container Label

- The B10 Container Label is to be used on a single container holding identical part / purchase order / packing list numbers
    - B10 Container Labels must have a Parent B10 Master label

    B10 Master and Container Label Information is required to be sent to H-D via EDI or H-DSN; See H-DSN 856 EDI Implementation Guide

(*Electronic Commerce Information>EDI Implementation Guide>856*)

Definitions

ASN – A document sent to H-D either through EDI or H-DSN that provides detailed information about a pending delivery.

B10 Container Label (3S) – A label intended to show what is in an individual carton or container.

B10 Master Label (9S) – A label intended to show what is in either the full pallet or full shipment. If shipment fits on one pallet then master label should reflect entire shipment (pallet). This label is used to receive the shipment.

Commercial Invoice (CI) – A legal document required by customs to determine the true value of the imported goods, for assessment of duties and taxes.

Entity – The term used to describe the H-D Thailand legal company registered under the privilege of the Free Trade Zone.

Packing List (PL) – A document that includes details about the contents of a package.

Payment (Sales) Invoice – A document that suppliers send to Accounts Payable to initiate payment for goods shipped.

Reference Number – Packing list number

Handling Unit (Serial Number) – 15-digit unique identifier on the B10 Master Label used for receiving and ASN.

Shipping Schedule (862) Transaction Set – Details to the supplier actual shipping requirements forecasted in a previous Planning Schedule (830)

WCCC – West Coast Consolidation Center, Consolidates material from multiple suppliers shipping to Thailand

Recap

- Thailand shipping requirements are found on H-DSN
  - Thailand Shipping Checklist
  - Thailand Shipping Guide
- Commercial Invoice must be Emailed to AMELogistics@Harley-Davidson.com at time of shipment.
- New Entity and new ship to locations were added in early 2019
- Top Issues observed
  - CI Number matching the ASN and packlist number. Page 8
  - ASN and CI matching line items. Page 27
  - HU number accuracy between B10 and EDI. Page 24
- If a suppliers own Commercial Invoice does not meet any of the requirements, suppliers should use the Commercial Invoice Template available on H-DSN
- Requirements are effective immediately

Harley-Davidson
Thailand Shipping Checklist   May 2019

COMMERCIAL INVOICE (CI) See Referenced page number in the Thailand Supplier Shipping Guide for further details

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Please reach out to your Thailand Supply Chain Analyst with any questions

Version Tracking

- January 2019 – Originating Document
- May 2019 – Updates for removal of Gross Weight from Commercial Invoice