

UK Suppliers to Rolls-Royce EU plants

Self-billing proof of removal

Guidelines for Suppliers & HMRC visiting officers

Background

Many of Rolls-Royce's UK suppliers make supplies of goods from their UK manufacturing plants to Rolls-Royce plants located throughout Europe and beyond.

The majority of goods are sent to Rolls-Royce assembly and production sites using CEVA's Matrix system to track and manage inventory. Such supplies are either collected from the UK supplier by Rolls-Royce's appointed logistics company, CEVA or a third party haulier.

Shipments to Rolls-Royce's overseas locations are in principal, zero rated supplies of goods.

In the majority of cases where delivery is to a Rolls-Royce location within the EU, the supplies of goods are treated as such for VAT purposes on either the supplier's invoice or the self-billed invoices (SBI's) issued by Rolls-Royce on behalf of their UK Suppliers.* In each case, electronic commercial and documentary supplementary evidence exists that demonstrates the fact that the goods in question have been supplied and transported from a supplier's UK location and received by Rolls-Royce's overseas plants.

** note that exports to Rolls-Royce plants outside the EU are not sent under self-billing agreements but electronic commercial and documentary supplementary evidence still exists.*

By agreement with HMRC, Rolls-Royce are specifically authorised to provide electronic commercial evidence in this manner to substantiate the VAT zero rating of their supplies overseas. This short guide explains how to conduct your compliance check.

The basket of evidence, both electronic and documentary has been tested by HMRC to satisfy the evidential requirements having force of law for exports and removals in identifying;

- the supplier
- the consignor (where different from the supplier)
- the customer
- the goods
- an accurate value

- the export destination, and
- the mode of transport and route of the export movement

Conducting a compliance check; Document & Matrix verification process

For supplies recorded on Matrix from the adoption date of March 2017 follow the procedures in Appendix 1 to cross reference supplier records to information held on the Matrix system. Further detailed information and system/document diagrams are explored in detail in the following pages. If you require any assistance or support please contact the VAT, Export & Removals Unit of Expertise.

Supplies to Rolls-Royce are usually demonstrated by the following documents and data which is created in the order stated;

1. Rolls-Royce Purchase order and/or scheduling agreement
2. Supplier internal invoice – stating the Rolls-Royce PO. Note - the supplier should not issue their own invoice to RR where self-billing applies but often one will exist for the purposes of generating an entry in their own accounting system.
3. Delivery / Release note / Certificate of conformity – stating the supplier invoice number and Rolls-Royce PO
4. CEVA Shipping Order SO note - this has various barcodes which confirm the release note, Rolls-Royce PO and goods part number references
5. Commercial evidence of the transport of goods to the overseas destination held on Matrix
6. Rolls-Royce Proof of delivery
7. Rolls-Royce SBI – stating the Rolls-Royce PO and supplier delivery note

You should be able to trace specific supplies via any or a combination of the above references.

When conducting an audit you should;

1. Select a sample of supplies covering your period of review to verify. You can use any or all of the documents in points 1-4 as a starting point, these documents will satisfy the supply element of the law.

2. Using the document(s) selected ask the supplier to help you to query the physical movement of goods either on Matrix or via other means for Pre March 2017 supplies. This will satisfy the movement element of the law and conclude your check.
3. Supplies dated from March 2017 can be verified on Matrix, ask the supplier to help you find them on the system.

If there are any difficulties or the supplier is not familiar with the system the guidance in the following appendices offer further detail and screen shots from the system. **Do not use the system or any computer at the premises yourself.**

4. Supplies pre March 2017 will need to be verified with commercial documents, the supplier may have copies of these but if not the procedures below detail how to request these documents to check these movements.

Data on Matrix replaces the usual commercial evidence of movement though in some cases you may also be able to view or see references to specific commercial transport documents.

HMRC has conducted a thorough audit of Matrix and is content that the commercial documents underpin the system therefore you do not need to see these documents but rather evidence on the system to demonstrate that the goods reached their destination.

The evidence trail should flow and be straightforward to check that goods supplied have reached their destination to enable satisfaction of the law, you should be able to see that;

1. A supply has taken place and
2. That supply relates to the goods physically sent from the UK

Across the basket of evidence outlined in points 1-7 above you should be able to fulfil the bullet points on page 1.

Note also that with the exception of point 7 above you should be able to easily trace supplies to Rolls-Royce which were not arranged via self-billing.

Checking pre March 2017 supplies

Prior to March 2017, CEVA were only contracted to move the Rolls-Royce, and its suppliers', materials via the UK Ground network.

CEVA's records for road freight movements are held at CEVA Willow Farm (Cross Dock), in the archives.

Any requests for data prior to March 2017 will need to be sent in writing to the CEVA UK Ground Team, who will in turn request the information internally via the archives and provide the information back to the requestor within the agreed timeframe (2 Weeks from request).

The email address for these requests is details out below;

rrincab@cevalogistics.com

If you encounter any difficulty or require assistance contact the VAT, Export & Removals Unit of Expertise via the contact details on the UoE intranet page.

APPENDIX 1-WORKING INSTRUCTIONS FOR EXPORTING THE SHIPPING ORDER REPORT –

a) POST MARCH 2017 ROAD FREIGHT MOVEMENTS VIA CEVA

A 'Shipping Order (SO) Report – Supplier' can be used to extract a report with Matrix Shipment Level (SO & Line ID, HAWB) Data, Milestone Tacking (POC/POD & Basic Routing) in addition to linking back to Part Level (PO/Line/Delivery Schedule) and User Entered Data (Package Information & Release Number).

The Report will provide a row per package on every SO within the criteria set, allowing a link between Supplier / Rolls Royce generated SO's, and the CEVA shipping reference.

This report will also provide a Proof of Collection (POC), and Proof of Delivery (POD) milestone, which will work to satisfy HMRC that the goods have been exported out of the UK.

The Matrix system holds SO data, and documentation, for 16 months from SO generation. For any requests exceeding this period, the request will need to be sent to CEVA European Control Tower. The Control Tower will in turn request the relevant information, and documentation from the archive team, and provide back to the requestor within the agreed timeframe (2weeks), this email request is to be sent to the below email address;

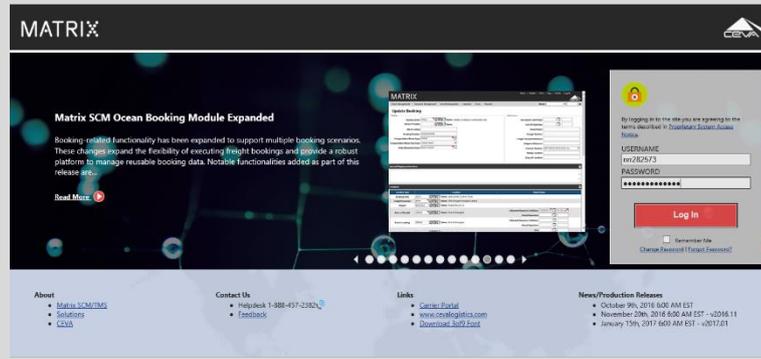
SH-NE-UK-RRASCT@CevaLogistics.com

1 The purpose of this work Instruction is to guide users through the Report process in Matrix.



2 Log into Matrix

<http://mymatrix.cevalogistics.com>

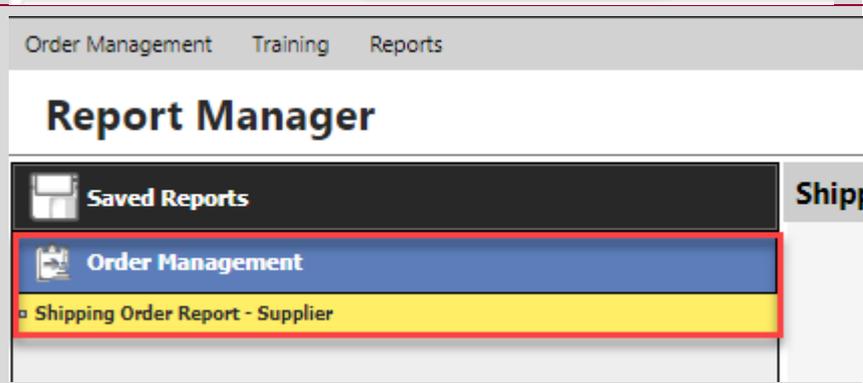


3 Select Reports > Report Manager



4 From Report Manager, in the Left Hand menu select:

Order Management > Shipping Order Report - Supplier



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The Shipping Order Report can be used to search within a Time Window or to Target Specific SO's.

To make a targeted Search, enter the SO Number(s) in a List format, separated by a Comma.

Once this is done, proceed to Step 10.

Shipping Order Report - Supplier

Date Type: - Not Selected -
 Date From:
 Date To:
 Shipping Order Number(s): 3601999, 3615432
 Current State(s):
 Approval State(s):
 Path Type(s):
 Service Level(s):
 1202:PTFD - R-R - PTF Add
 Ultimate Origin(s):
 Remove All Remove
 Origin Country(s):
 Origin Region(s):
 Name: Add
 Ultimate Destination(s):
 Remove All Remove
 Destination Country(s):
 Destination Region(s):
 BL/HAWB(s): *
 PO Number(s): *
 SO Line ID(s): *
 Search ID:

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To Search by a Date Range, first Enter the Date Type and From/To you wish to Search in. (Max Range 92 Days/3 Months)

*Date Types:

- Ship Date –

Pickup Date

entered on the SO's.

- Creation Date –

Date SO was first Pre-Advised.

- Delivery Date –

Date the SO's were set to Deliver based on Pickup Date.

Shipping Order Report - Supplier

Date Type: Ship Date
 Date From: 08/06/2018
 Date To: 08/09/2018
 Shipping Order Number(s):
 Current State(s):
 Approval State(s):
 Path Type(s):
 Service Level(s):
 1202:PTFD - R-R - PTF Add
 Ultimate Origin(s):
 Remove All Remove
 Origin Country(s):
 Origin Region(s):
 Name: Add
 Ultimate Destination(s):
 Remove All Remove
 Destination Country(s):
 Destination Region(s):
 BL/HAWB(s): *
 PO Number(s): *
 SO Line ID(s): *
 Search ID:

- 7** By Default, all Alias (Vendor/Plant) Codes attached to your Account will be included, to restrict:
- 'Remove All' from 'Origins'
 - Select Codes you wish to be included in Drop Down.
 - Hit 'Add' to include in Filter Grid.

- 8** To View Only SO's that are Scheduled (Should have/Will Ship):
- Set 'Current State' to 'Approved'
 - Set Approval State to 'SO Scheduled'

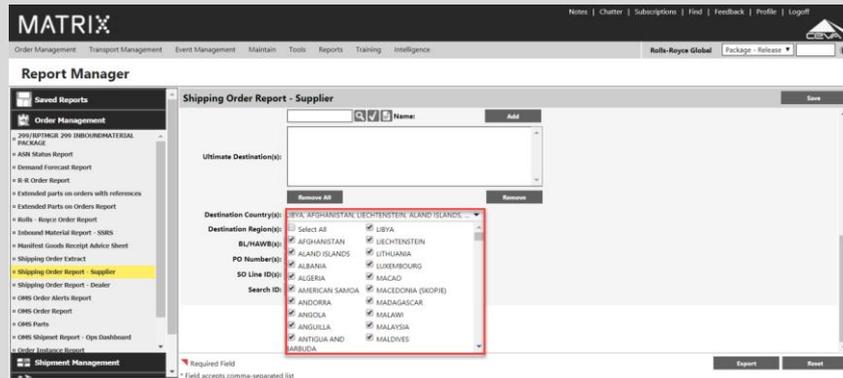
- 9** To Further Restrict Results apply the following:
- Destination Filters by entering the Destination Code (PLNT:SLOC or VC) and 'Add'ing them into the Filter Grid.
 - List Searches for individual HAWB Nos. or PO/SO Lines. (List Format, separated by Comma & Space)

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Export SO's for Proof of Removal
 To view only SO's that have been exported from your Origin Country for your Business:

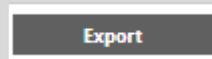
- Navigate to the Destination Country filter, and 'Select All'.
- Once this is done, locate your Country of Business and de-select it (i.e. 'United Kingdom')

This will ensure the records that you see are shipments that have been Exported from your Country of Origin.



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Once Filters have been entered to satisfaction, check correct and Click 'Export' to Download Excel Report with SO & Part Level Data.



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When exporting the report referencing to Columns K-Q will provide Destination Address data for every package included in the search.

	K	L	M	N	O	P	Q
	Delivery Location Name	Delivery Location Alias	Delivery Location Country Name	y Location Countr	Delivery Location City	Delivery Location State	Delivery Location Postal Cod
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	R-R DEUTSCHLAND LTD & CO KG	3102 ENGG	GERMANY	DEU	DAHLEWITZ		15827
	R-R DEUTSCHLAND LTD & CO KG	3102 ENGG	GERMANY	DEU	DAHLEWITZ		15827
	R-R DEUTSCHLAND LTD & CO KG	3102 ENGG	GERMANY	DEU	DAHLEWITZ		15827
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575
	Singapore Assembly and Test Un	4110 ENGS	SINGAPORE	SG	Singapore		797575

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- Column Z provides the HAWB/BOL number the shipment flew under (Air Only). A hard copy of this Document is available against the SO itself.
- Columns AA – AD Provide Shipment Totals on Packages shipped, Weights & Volume Etc.
- Columns AE – AG tie in RR PO Numbers/Part Numbers back to their SO Line ID references that the Dest. Plant receipted against.

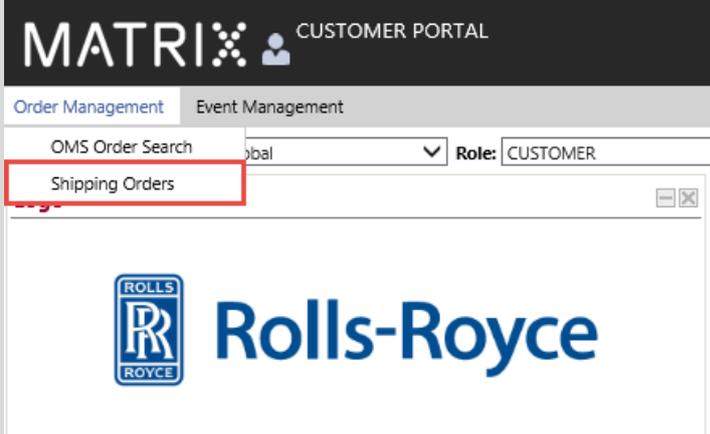
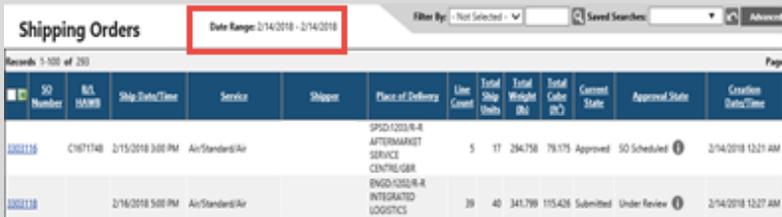
Z	AA	AB	AC	AD	AE	AF	AG
B/L HAWB	Total Shipping Units	Total Weight	Total Volume (CBM)	Total Cartons	PO	Part Number	Shipping Order Line ID
C13980890	12	69.12	0.348	12	PO Number 1	Part Number 1	ShipOrd/LinID1
C13980890	12	69.12	0.348	12	PO Number 2	Part Number 2	ShipOrd/LinID2
C13980890	12	69.12	0.348	12	PO Number 3	Part Number 3	ShipOrd/LinID3
C13980890	12	69.12	0.348	12	PO Number 4	Part Number 4	ShipOrd/LinID4
C13980890	12	69.12	0.348	12	PO Number 5	Part Number 5	ShipOrd/LinID5
C13980890	12	69.12	0.348	12	PO Number 6	Part Number 6	ShipOrd/LinID6
C13980890	12	69.12	0.348	12	PO Number 7	Part Number 7	ShipOrd/LinID7
C13980890	12	69.12	0.348	12	PO Number 8	Part Number 8	ShipOrd/LinID8
C13980890	12	69.12	0.348	12	PO Number 9	Part Number 9	ShipOrd/LinID9
C13980890	12	69.12	0.348	12	PO Number 10	Part Number 10	ShipOrd/LinID10
C13980890	12	69.12	0.348	12	PO Number 11	Part Number 11	ShipOrd/LinID11
C13980890	12	69.12	0.348	12	PO Number 12	Part Number 12	ShipOrd/LinID12
C13980915	4	17.79	0.2	4	PO Number 13	Part Number 13	ShipOrd/LinID13
C13980915	4	17.79	0.2	4	PO Number 14	Part Number 14	ShipOrd/LinID14
C13980926	4	17.79	0.2	4	PO Number 15	Part Number 15	ShipOrd/LinID15
C13980926	3	29.71	0.252	3	PO Number 16	Part Number 16	ShipOrd/LinID16
C13980977	7	57.72	0.595	7	PO Number 20	Part Number 20	ShipOrd/LinID20
C13980977	7	57.72	0.595	7	PO Number 21	Part Number 21	ShipOrd/LinID21
C13980977	7	57.72	0.595	7	PO Number 22	Part Number 22	ShipOrd/LinID22
C13980977	7	57.72	0.595	7	PO Number 23	Part Number 23	ShipOrd/LinID23
C13980977	7	57.72	0.595	7	PO Number 24	Part Number 24	ShipOrd/LinID24

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- Column AN provides a count of the number of Parts shipped against each Package
- Column AU provides a link between the SO Line ID (used for receipting at plant) & the Internal Release No. (Invoice/Packing list No.) entered during SO Creation.

AN	AO	AP	AQ	AR	AS	AT	AU
Associated Quantity	Package Count	Package Length	Package Width	Package Height	Package Cube	Package Weight	Release Number
1	12	40.64	40.64	17.78	0.029	5.76	GENREL1
1	12	40.64	40.64	17.78	0.029	5.76	GENREL2
1	12	40.64	40.64	17.78	0.029	5.76	GENREL3
1	12	40.64	40.64	17.78	0.029	5.76	GENREL4
1	12	40.64	40.64	17.78	0.029	5.76	GENREL5
1	12	40.64	40.64	17.78	0.029	5.76	GENREL6
1	12	40.64	40.64	17.78	0.029	5.76	GENREL7
1	12	40.64	40.64	17.78	0.029	5.76	GENREL8
1	12	40.64	40.64	17.78	0.029	5.76	GENREL9
1	12	40.64	40.64	17.78	0.029	5.76	GENREL10
1	12	40.64	40.64	17.78	0.029	5.76	GENREL11
1	12	40.64	40.64	17.78	0.029	5.76	GENREL12
1	2	60.96	40.64	35.56	0.088	9.3	GENREL13
15	1	45.72	30.48	30.48	0.042	6.275	GENREL14
2	3	30.48	30.48	30.48	0.028	2.51	GENREL15
8	1	50.8	38.1	60.96	0.118	13.94	GENREL16
8	1	50.8	38.1	60.96	0.118	13.94	GENREL17
1	1	30.48	22.86	22.86	0.016	1.83	GENREL18
3	3	60.96	40.64	35.56	0.088	9.3	GENREL19
3	3	30.48	30.48	30.48	0.028	3.02	GENREL20
3	3	60.96	40.64	35.56	0.088	9.3	GENREL21
3	3	60.96	40.64	35.56	0.088	9.3	GENREL22
3	3	60.96	40.64	35.56	0.088	9.3	GENREL23
3	3	60.96	40.64	35.56	0.088	9.3	GENREL24
3	3	60.96	40.64	35.56	0.088	9.3	GENREL25

b) –POST MARCH 2017 AIR FREIGHT MOVEMENTS VIA CEVA

<p>1</p>	<p>The purpose of this work Instruction is to guide users through the Track and Trace process in Matrix, which includes Milestones for CEVA Air movements, and documentation required for proof of removal/Export.</p>																																								
<p>2</p>	<p>Log into Matrix http://mymatrix.cevalogistics.com New User ID's need to be requested to your regional control tower contacts.</p>																																								
<p>3</p>	<p>Select Order Management > Shipping Orders.</p>																																								
<p>4</p>	<p>The Shipping Orders page will display. The default Search results will list all shipping orders created by the Supplier, Buyer or SCT by the given Date Range.</p>	 <table border="1"> <thead> <tr> <th>SO Number</th> <th>R/L NUMBER</th> <th>Ship Date/Time</th> <th>Service</th> <th>Shipper</th> <th>Place of Delivery</th> <th>Line Count</th> <th>Total Ship Units</th> <th>Total Weight (kg)</th> <th>Total Cubic (m3)</th> <th>Current Status</th> <th>Approval State</th> <th>Creation Date/Time</th> </tr> </thead> <tbody> <tr> <td>2002116</td> <td>C187118</td> <td>2/15/2018 3:00 PM</td> <td>AirStandard/Air</td> <td></td> <td>SPD122016-R AFTERMARKET SERVICE CENTRAL/GER</td> <td>5</td> <td>17</td> <td>294.758</td> <td>79.175</td> <td>Approved</td> <td>SO Scheduled</td> <td>2/14/2018 12:21 AM</td> </tr> <tr> <td>2002118</td> <td></td> <td>2/16/2018 5:00 PM</td> <td>AirStandard/Air</td> <td></td> <td>ENGO-020216-R INTEGRATED LOGISTICS</td> <td>39</td> <td>40</td> <td>341.799</td> <td>115.426</td> <td>Submitted</td> <td>Under Review</td> <td>2/14/2018 12:27 AM</td> </tr> </tbody> </table>	SO Number	R/L NUMBER	Ship Date/Time	Service	Shipper	Place of Delivery	Line Count	Total Ship Units	Total Weight (kg)	Total Cubic (m3)	Current Status	Approval State	Creation Date/Time	2002116	C187118	2/15/2018 3:00 PM	AirStandard/Air		SPD122016-R AFTERMARKET SERVICE CENTRAL/GER	5	17	294.758	79.175	Approved	SO Scheduled	2/14/2018 12:21 AM	2002118		2/16/2018 5:00 PM	AirStandard/Air		ENGO-020216-R INTEGRATED LOGISTICS	39	40	341.799	115.426	Submitted	Under Review	2/14/2018 12:27 AM
SO Number	R/L NUMBER	Ship Date/Time	Service	Shipper	Place of Delivery	Line Count	Total Ship Units	Total Weight (kg)	Total Cubic (m3)	Current Status	Approval State	Creation Date/Time																													
2002116	C187118	2/15/2018 3:00 PM	AirStandard/Air		SPD122016-R AFTERMARKET SERVICE CENTRAL/GER	5	17	294.758	79.175	Approved	SO Scheduled	2/14/2018 12:21 AM																													
2002118		2/16/2018 5:00 PM	AirStandard/Air		ENGO-020216-R INTEGRATED LOGISTICS	39	40	341.799	115.426	Submitted	Under Review	2/14/2018 12:27 AM																													

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You can sort by clicking on any of the column headers on the SO panel.

SO Number	R/L	Date/Time	Service	Shipper	Place of Delivery	Line Count	Total Ship Units	Total Weight (lb)	Total Cube (ft ³)	Current State	Approval State	Creation Date/Time	Revision Author	Document Count
101294	107296	1/15/2018 12:00	Auto/Standard	SPD/USDR & AFTERMARKET SERVICE CENTER/US	45410HONDA/US/NA HAZEL PTE CT/US	1	1	35.00	0.00	Approved	SO Scheduled	1/15/2018 09:31	amrath	2
101295	107298	1/15/2018 12:00	Motor Common	SPD/USDR & AFTERMARKET SERVICE CENTER/US	MA0001/Kuathle & Nagel Frankfurt/DEU	1	1	7.00	0.14	Approved	SO Scheduled	1/15/2018 12:08	janabrad	2
101296	107299	1/15/2018 12:00	Carrier/Standard/Overland	SPD/USDR & AFTERMARKET SERVICE CENTER/US	MA0001/Kuathle & Nagel Frankfurt/DEU	8	1	23.00	6.00	Approved	SO Scheduled	1/15/2018 12:03	katyay	2

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To find a specific order, you can quickly search Matrix.

In the Filter By drop down menu, select the applicable reference (i.e. SO Number) from the list. Enter the value in the empty field next to the menu. Click the magnifying glass to prompt the search.

7

The Advanced Search button in the top right corner of the screen allows the user to filter the Search results.

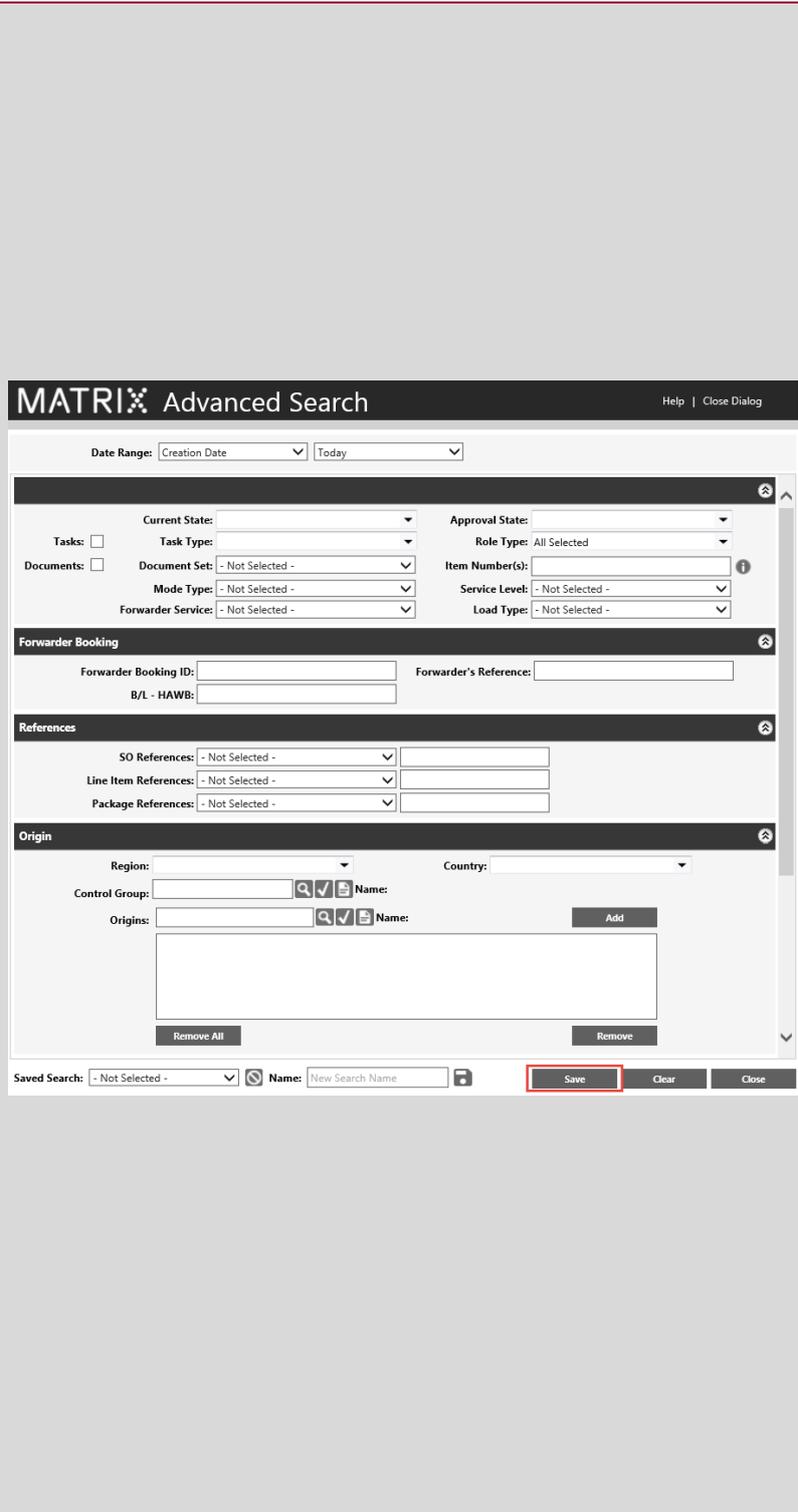
Delivery	Line Count	Total Ship Units	Total Weight (lb)	Total Cube (ft ³)	Current State	Approval State	Creation Date/Time	Revision Author	Document Count
I/R-R CKET	5	17	294.758	79.175	Approved	SO Scheduled	2/14/2018 12:21 AM	sarumugam	2
BR 2/R-R ED , R	39	40	341.799	115.426	Submitted	Under Review	2/14/2018 12:27 AM	vsharma	

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The Advanced Search allows the user to filter the Shipping Order Search results by any of the following criteria.

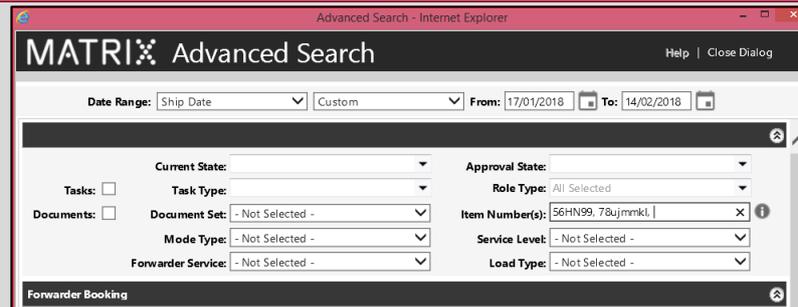
- Date Range
- State of Shipping Order (Pending, Submitted, Approved, Cancelled)
- Mode (Air, Ground)
- Purchase Order Number
- Release Number
- Work Order Number
- Origin Region/Country or specific location
- Destination Region/Country or specific location

Once the desired filters are selected, click the Save button.



9

To search for various part/item numbers, you can enter them into the Item Number field, separated with a comma.



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To Search for a specific Rolls-Royce Shipment number or Delivery Order Number, (i.e 10734050 or 0088919440), set the Filter for Line Item References field to Purchase Order No' and enter the Shipment No. in the field to the right.

Once entered, click Save.

Note: Ensure you have no other filters set at this point, as this may exclude your Shipment.

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The Shipping Orders page will now display the shipping orders specific to the criteria selected in the Advanced Search

The header information will reflect the filter criteria.

SO Number	B/L HAWB	Ship Date/Time	Service	Shipper	Place of Delivery	Line Count	Total Ship Units	Total Weight (lb)	Total Cube (ft³)	Current State	Approval State	Creation Date/Time	Revision	Document Count
3303164		2/15/2018 12:00 AM	Air/Standard/Air	1202/1202 R-R INTERGRATED LOGISTICS CENTRE/GBR	201516/PARKER HANNIFIN CORPORATION/USA	3	3	39.683	3.602	Submitted	Under Review	2/14/2018 1:21 AM	iddell	3
3303192		2/15/2018 12:00 AM	Air/Standard/Air	1202/1202 R-R INTERGRATED	201746/PARKER STRATOPLEX - FORTH	2	2	85.185	80.411	Submitted	Under Review	2/14/2018 1:33 AM	iddell	2

SO Number	B/L HAWB	Ship Date/Time	Service	Shipper	Place of Delivery	Line Count	Total Ship Units	Total Weight (lb)	Total Cube (ft³)	Current State
303164		2/15/2018 12:00 AM	Air/Standard/Air	1202/1202 R-R INTERGRATED LOGISTICS CENTRE/GBR	201516/PARKER HANNIFIN CORPORATION/USA	3	3	39.683	3.602	Submitted

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To view Shipping Order details, click on the SO Number hyperlink from the Shipping Orders screen.

SO Number	B/L HAWB	Ship Date/Time	Service	Shipper	Place of Delivery	Line Count	Total Ship Units	Total Weight (lb)	Total Cube (ft³)	Current State	Approval State	Creation Date/Time
3293231		2/19/2018 9:00 AM	Air/Standard/Air		RCV2/TB/N/Turbines Manufacturing Indpls/USA	1	1	3.748	1.165	Submitted	Under Review	2/7/2018 2:59 AM
3293241	C13853958	2/8/2018 12:00 PM	Air/Standard/Air		815F-8810/Rolls-Royce Corporation (VM) Warehouse/USA	2	2	5.071	0.742	Approved	SO Scheduled	2/7/2018 3:37 AM
3293288	13852814	2/7/2018 12:00 AM	Air/Premium/Air		815F-8810/Rolls-Royce Corporation (VM) Warehouse/USA	1	1	39.683	12.713	Approved	SO Scheduled	2/7/2018 3:57 AM

13

The Shipping Order Overview screen will display the following information.

- Operational Milestone data
- Parties (Ship From, Ship To, Consignee)
- Line Items (Purchase Order details)
- Package Dimensions
- Shipping Instructions
- Documents Uploaded

Shipping Order Overview: 3293388

Origin: Sheffield 5 Yorkshire/GBR, Est. Departure: 2/7/2018 12:00 AM, Ship To: Plainfield/USA, Est. Arrival: 2/9/2018 1:50 PM

Service: Air - Premium - Air, Mode: Type: Air, Service Level: Premium, Forwarder Service: Door to Door, Hazardous/DG: No, Total Volume: 12.713 M³, Total Weight: 19.683 lb

Goods Received: 2/9/2018 1:50 PM, 2/12/2018 12:26 PM

Party	Reference	Alias	Original Location	Current Location	City / Country	Telephone	Sched. Arrival	Sched. Depart	EIA	ETD	Actual Arrival	Actual Depart
Ship From			708832		SHEFFIELD 5 YORKSHIRE/GBR		2/7/2018 11:00 PM	2/7/2018 12:00 AM				2/7/2018 7:50 PM
Ship To			8574810	Rolls-Royce Corporation (YMI Warehouse)	Plainfield/USA		2/9/2018 1:50 PM	2/9/2018 2:00 PM	2/9/2018 6:00:00 PM		2/12/2018 12:26 PM	
Ultimate Consignee			8574810	Rolls-Royce Corporation (YMI Warehouse)	Plainfield/USA		2/9/2018 1:50 PM	2/9/2018 2:00 PM	2/9/2018 6:00:00 PM		2/12/2018 12:26 PM	

Line Item	Destination	Item Number	Ordered Qty	Booked Qty	Actual Qty	Purchase Order Number	Line Item Number	SO Line ID
8574810	Rolls-Royce Corporation (YMI Warehouse)/USA	915506	1	1	1	555033963	0003	3293388-44870

Operational Milestone	Location	Original Expected Fulfillment Date/Time	Expected Fulfillment Date/Time	Actual Fulfillment Date/Time	Author	Reason Code	Comments	Current Status
Operational Milestone								
Depart Supplier		2/7/2018 12:00 AM	2/7/2018 12:00 AM	2/7/2018 9:50 PM				Fulfilled
Arrived at Port of Departure	London Heathrow Airport	2/8/2018 1:50 AM	2/8/2018 1:50 AM	2/8/2018 2:37 AM				Fulfilled
Departed on Air	London Heathrow Airport	2/8/2018 5:50 AM	2/8/2018 5:50 AM	2/8/2018 8:47 AM				Fulfilled
Arrived at Port of Entry	Chicago O'Hare Airport	2/8/2018 8:00 PM	2/8/2018 8:00 PM	2/8/2018 11:52 AM				Fulfilled
Outgate	Chicago O'Hare Airport	2/9/2018 1:50 AM	2/9/2018 1:50 AM	2/12/2018 12:12 PM				Fulfilled
Delivered	Rolls-Royce Corporation (YMI Warehouse)	2/9/2018 1:50 PM	2/9/2018 1:50 PM	2/12/2018 12:26 PM				Fulfilled
Goods Received		2/9/2018 1:50 PM	2/12/2018 12:26 PM					On Time

14

The Operational Milestones section outlines the trip details for each leg of the shipment and to identify any missing or late milestone events. Based on the transit times, Matrix calculates the Expected Fulfillment Date/Time for each milestone and the Status of the milestone (On Time, Late, Fulfilled). When milestones are transmitted to Matrix, the Shipping Order will display the Actual Fulfillment Date/Time, any corresponding Reason Codes.

Shipping Order Overview: 3293388

Origin: Sheffield 5 Yorkshire/GBR, Est. Departure: 2/7/2018 12:00 AM, Ship To: Plainfield/USA, Est. Arrival: 2/9/2018 1:50 PM

Service: Air - Premium - Air, Mode: Type: Air, Service Level: Premium, Forwarder Service: Door to Door, Hazardous/DG: No, Total Volume: 12.713 M³, Total Weight: 19.683 lb

Goods Received: 2/9/2018 1:50 PM, 2/12/2018 12:26 PM

Operational Milestone	Location	Original Expected Fulfillment Date/Time	Expected Fulfillment Date/Time	Actual Fulfillment Date/Time	Author	Reason Code	Comments	Current Status
Operational Milestone								
Depart Supplier		2/7/2018 12:00 AM	2/7/2018 12:00 AM	2/7/2018 9:50 PM				Fulfilled
Arrived at Port of Departure	London Heathrow Airport	2/8/2018 1:50 AM	2/8/2018 1:50 AM	2/8/2018 2:37 AM				Fulfilled
Departed on Air	London Heathrow Airport	2/8/2018 5:50 AM	2/8/2018 5:50 AM	2/8/2018 8:47 AM				Fulfilled
Arrived at Port of Entry	Chicago O'Hare Airport	2/8/2018 8:00 PM	2/8/2018 8:00 PM	2/8/2018 11:52 AM				Fulfilled
Outgate	Chicago O'Hare Airport	2/9/2018 1:50 AM	2/9/2018 1:50 AM	2/12/2018 12:12 PM				Fulfilled
Delivered	Rolls-Royce Corporation (YMI Warehouse)	2/9/2018 1:50 PM	2/9/2018 1:50 PM	2/12/2018 12:26 PM				Fulfilled
Goods Received		2/9/2018 1:50 PM	2/12/2018 12:26 PM					On Time

15

The Parties section outlines the arrivals and departures based on the trip details and to identify any missing or late arrivals/ departures. Based on the transit times, Matrix calculates the Scheduled Arrival and Departure for each Party. When ETAs, ETDs, Actual Arrival and Actual Departures are transmitted to Matrix, the Shipping Order will display the Fulfilment Date/Time.

Operational Milestone	Location	Original Expected Fulfillment Date/Time	Expected Fulfillment Date/Time	Actual Fulfillment Date/Time
Depart Supplier		03/01/2019 12:00	03/01/2019 12:00	03/01/2019 08:15
Arrived at Consol Center	CEVA UK X-DOCK	03/01/2019 20:15	03/01/2019 20:15	
Depart Consol Center	CEVA UK X-DOCK	04/01/2019 08:15	04/01/2019 08:15	
Arrived at Port of Departure	London Heathrow Airport	04/01/2019 20:15	04/01/2019 20:15	04/01/2019 11:25
Departed on Air	London Heathrow Airport	05/01/2019 08:15	05/01/2019 20:40	05/01/2019 20:40
Arrived at Port of Entry	Changi Airport	08/01/2019 08:15	08/01/2019 20:40	07/01/2019 18:46
Documents Submitted to Broker		08/01/2019 08:15	08/01/2019 08:15	05/01/2019 19:00
Cleared Import Customs		08/01/2019 08:15	08/01/2019 08:15	05/01/2019 22:24
Outgate	Changi Airport	09/01/2019 15:15	09/01/2019 15:15	08/01/2019 07:00
Delivered	Singapore Assembly and Test Un	10/01/2019 15:15	10/01/2019 19:00	08/01/2019 08:15
Goods Received		10/01/2019 15:15	08/01/2019 08:15	07/01/2019 21:45

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The Transportation Summary section on the Shipping Order Overview provides a high level status of the shipment.

MTI	Shipment Count	Current Status	Current Status Date/Time	Current Health	Next Status	Next Status Date/Time	Next Health	Final Status	Final Status Date/Time	Final Health
50823794	0	Arrived at Port of Entry	2/8/2018 11:12:00 AM	Fulfilled	Outgate	2/8/2018 7:50:02 AM	On Time	Delivered		On Time

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To view the MTI/House Bill level data, click the MTI Number hyperlink.

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The data at the top of the page provides the following.

- Origin
- Destination
- Estimated Delivery
- House Bill Number
- Total Ship Units
- Total Cartons

Container Tracker Details

Header Information
 MTI: 50823794
 Container Id:
 Origin: Supplier
 Carrier: CEVA
 Weight: 0 lb
 Estimated Delivery: 2/8/2018 6:00 PM

Primary Trans Mode: Air
 Destination: BISF8810, Rolls-Royce Corporation (VM) Warehouse
 Destination Type: Plant
 Alt Carrier:
 Pieces: 0
 Scheduled Delivery: 2/9/2018 1:50 PM

Additional Information
 B/L - HAWB: 13853814
 Freight Forward Reference: PA67-007388
 Master Bill: 00160634291
 Flight Number: AA087
 Freight Carrier: 001
 Total Ship Units: 1 ECH
 Total Cartons: 1 ECH

- Total Volume
- Total Weight
- Chargeable Weight

19

The Status History section provides a list of all statuses/ milestones transmitted to Matrix. The data provides the following.

- Date/Time the event occurred
- Type of status/milestone
- Status Location
- Author
- Date/Time the event was received into Matrix
- Reason Code
 - References
 - House Bill
 - Total Ship Units
 - Total Cartons
 - Total Volume
 - Total Weight

Date/Time	Status	Location	Author	Reason Code	Stop Pieces and Weight
2/8/2018 8:00 AM	Docs to Broker	Aliso:ORD Name:Chicago O'Hare Airport	B2B_SHIPMENT_STATUS		Stop Pieces and Weight: Freight Carrier: 001 B/L - HAWB: 13853814 Shipment Group Id: 4863579
2/8/2018 2:37 AM	Arrive at Port of Departure	Aliso:HR Name:London Heathrow Airport	B2B_SHIPMENT_STATUS		Master Bill: 00160634291 Stop Pieces and Weight: Freight Carrier: 001 B/L - HAWB: 13853814 Shipment Group Id: 4863579
2/8/2018 12:06 AM	Carrier Secured	Aliso: Name:	B2B_SHIPMENT_STATUS 120w6Dx50		Master Bill: 00160634291 Flight Number: AA087 Shipment Group Id: 4863579 Freight Forward Reference: PA67-007388 B/L - HAWB: 13853814 Freight Carrier: AA

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To Download Documents to the Shipping Order, Scroll down to the 'Docs' section.

Under Document Type, locate files; OH-Export Declaration OH-Proof of Export Locate and Click the hyperlink Button on

MATRIX
Shipping Order Overview: 3415685

Origin: Bulls Baye Control Systems - 921837
 Pickup Date/Time: 2/04/2018 00:00
 Delivery Date/Time: 04/05/2018 09:00
 Cargo Ready Date:
 Head in Place:

Service: Air - Standard - Air
 Mode Type: Air
 Service Level: Standard
 Load Type: Air
 IMCO Terms: ICA

Freight Status: Door to Door
 Forwarder/DG: No
 Total Ship Units: 4
 Total Cartons: 4

Total Volume: 5.588 m³
 Total Weight: 43.000 kg

File Name	Description	Creation Date/Time	Size (bytes)	Document Type
6407.pdf		26/04/2018 03:49	212,172	Commercial Invoice
0808053-0807-4040-0107-0213-040702.pdf	0808053-0807-4040-0107-0213-040702.pdf	26/04/2018 14:27	212,172	OH - Commercial Invoice (DNEScan Document)
14605046-0805-4016-0206-280202121.pdf	14605046-0805-4016-0206-280202121.pdf	26/04/2018 16:11	212,172	OH - Commercial Invoice (DNEScan Document)
461762481-0804-0334-0023-14080477202.pdf	461762481-0804-0334-0023-14080477202.pdf	30/04/2018 14:34	212,172	OH - Commercial Invoice (DNEScan Document)
030405-0805-4016-0127-0404060405.pdf	030405-0805-4016-0127-0404060405.pdf	30/04/2018 14:20	72,146	OH - House Bill of Lading (DNEScan Document)
011910216-0807-4346-0438-0404041007.pdf	011910216-0807-4346-0438-0404041007.pdf	30/04/2018 16:44	71,724	OH - House Bill of Lading (DNEScan Document)
0108038-0803-0401-0400-08073242723.pdf		03/05/2018 16:02	61,982	OH - Export Declaration (DNEScan Document)
34051454-0804-0401-0402-0405330742.pdf		03/05/2018 16:01	305,302	POD (DNEScan Document)
04517810-0806-0404-0405-0408040404.pdf	04517810-0806-0404-0405-0408040404.pdf	31/05/2018 11:34	489,832	OH - Export Declaration (DNEScan Document)
34022221-0804-0404-0405-0408040404.pdf		26/07/2018 15:41	17,319	OH - Proof of Export (DNEScan Document)
1340496-1204-0404-0402-0408040404.pdf		26/07/2018 15:42	16,916	OH - Proof of Export (DNEScan Document)

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Any Amendments to Entries will also be available in the Matrix document section – This will also be held under OH-Export Declaration (as this is the document name which enables an automated transfer from the CEVA Air Freight System into Matrix

Thursday, 31 May 2018

FAO: HMRC C81 AMENDMENT

RE: C81 FOR REF – 8GB345886022000-LC13855818 / B95593C – 30/04/2018

Dear HMRC

Please see attached C81 for incorrect number of packages

Incorrect number of packages: 1

Correct number of packages: 4

Apologies for any inconvenience caused.

Yours sincerely,



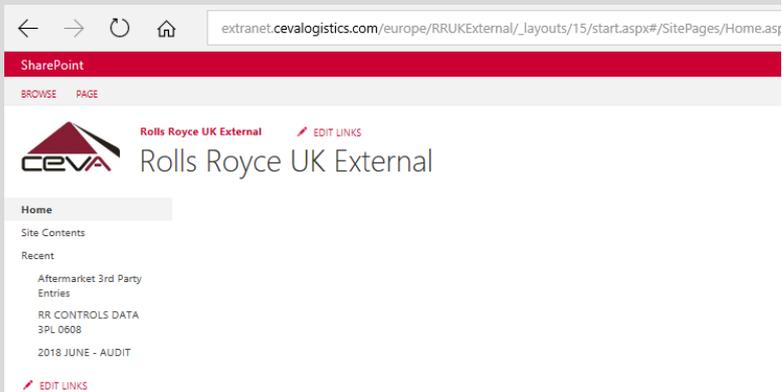
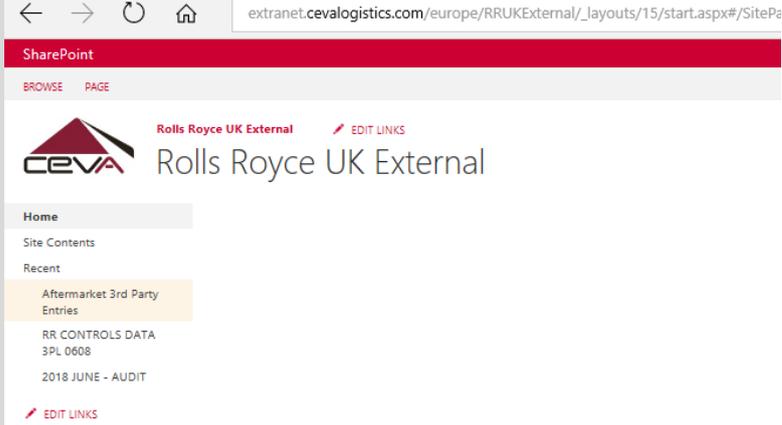
Michael Limpkin-Todd
Customs Gateway Coordinator

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Control Tower Contact Details in case of questions:
SH-NE-UK-RRASCT@CevaLogistics.com



C)POST MARCH 2017 AIR FREIGHT/COURIER MOVEMENTS VIA NON-CEVA CARRIERS

1	<p><i>The purpose of this work Instruction is to guide users through the CEVA SharePoint, which includes documentation required for proof of removal/Export for Non-CEVA carried cargo.</i></p>	
2	<p>Log into CEVA Sharepoint https://extranet.cevalogistics.com/europe/RRUKExternal/_layouts/15/start.aspx#/SitePages/Home.aspx New User ID's need to be requested to your regional control tower contacts.</p>	 <p>The screenshot shows a web browser window with the URL <code>extranet.cevalogistics.com/europe/RRUKExternal/_layouts/15/start.aspx#/SitePages/Home.aspx</code>. The page header includes the SharePoint logo and navigation options. The main content area features the CEVA logo, the text "Rolls Royce UK External", and an "EDIT LINKS" button. A left-hand navigation pane is visible, showing "Home", "Site Contents", and "Recent" sections. The "Recent" section lists "Aftermarket 3rd Party Entries", "RR CONTROLS DATA 3PL 0608", and "2018 JUNE - AUDIT".</p>
3	<p>Select link on the Left hand Side 'Aftermarket 3rd Party Entries'</p>	 <p>This screenshot is identical to the previous one, but the "Aftermarket 3rd Party Entries" link in the "Recent" section of the left-hand navigation pane is highlighted with a yellow background.</p>

4 All Rolls Royce shipments are stored in the file names 'RR Exports Log 2018

Within this log, Rolls Royce can search via their shipment reference to determine the UCR associated with the shipment in question

UCR Ref	Branch Code	DUCR START	DUCR END	RR Invoice Ref	Full docs received	ADG	OOH	Transport details Rcvd	Number of HTS CODE	License	CPC	Serial	
6	RR18000215	BR020	8GB345886022000	10837851	10837851	02-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
7	RR18000216	BR020	8GB345886022000	10838663	10838663	02-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
8	RR18000217	BR020	8GB345886022000	10838692	10838692	02-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
9	RR18000218	BR020	8GB345886022000	10838680	10838680	02-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
0	RR18000219	BR001	8GB345886022000	10838141	10838141	02-Oct	N	N	NO	1	GB0IE2015/00130C	1000001	NA
1	RR18000220	BR020	8GB345886022000	10840691	10840691	08-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
2	RR18000221	BR020	8GB345886022000	10841981	10841981	08-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
3	RR18000222	BR020	8GB345886022000	10841974	10841974	08-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
4	RR18000223	BR020	8GB345886022000	10841959	10841959	08-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
5	RR18000224	BR020	8GB345886022000	10834741	10834741 /	08-Oct	N	N	NO	1	GB0GE2010/01284	1000001	NA
6	RR18000225	BR001	8GB345886022000	10841806	10841806	09-Oct	N	N	NO	3	GB0IE2015/00130C	10000001	NA
7	RR18000226	BR001	8GB345886022000	10840359	10840359	09-Oct	N	N	NO	1	GB0IE2015/00130C	1000001	NA
8	RR18000227	BR020	8GB345886022000	10843306	10843306	10-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
9	RR18000228	BR020	8GB345886022000	10844035	10844035	11-Oct	N	N	NO	1	GB0GE2007/01434	1000001	NA
0	RR18000229	BR001	8GB345886022000	10814396	10814396	12-Oct	N	N	NO	1	NA	1000001	NA
1	RR18000230	BR001	8GB345886022012	10844249	10844249	12-Oct	N	N	NO	1	GB0IE2015/00130C	1000001	NA
2	RR18000231	BR020	8GB345886022000	10845470	10845470	15-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
3	RR18000232	BR020	8GB345886022000	10845478	10845478	15-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
4	RR18000233	BR001	8GB345886022000	10845723	10845723	16-Oct	N	N	NO	1	GB0IE2015/00130C	1000001	NA
5	RR18000234	BR020	8GB345886022000	10847417	10847417	19-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
6	RR18000235	BR020	8GB345886022000	10848105	10848105	19-Oct	N	N	NO	1	GB0GE2007/01433	1000001	NA
7	RR18000236	BR001	8GB345886022000	10847890	10847890	19-Oct	N	N	NO	1	GB0IE2015/00130C	1000001	NA

5 Once the Reference is located, and taken down, open up the relevant folder '2018 Entries'

The screenshot shows a SharePoint interface for 'Rolls Royce UK External'. The page title is 'Aftermarket 3rd Party Entries · 2018 Entries'. On the left, there is a navigation pane with 'Home', 'Site Contents', and 'Recent' sections. Under 'Recent', the folder 'Aftermarket 3rd Party Entries' is expanded, showing sub-folders for 'RR CONTROLS DATA 3PL 0608' and '2018 JUNE - AUDIT'. The main content area displays a list of documents under the heading 'All Documents'. The list includes folders for each month of 2018: April, August, December, February, January, January 2019, July, June, March, May, November, October, and September. Each folder entry shows the month name, a status indicator (three dots), the modification date (all are September 25, 2018), and the modified by user (Pomietlo, Dylan).

6 Open the relevant Month, and locate the folder for the reference you require documentation for

Home

Site Contents

Recent

Aftermarket 3rd Party Entries

RR CONTROLS DATA 3PL 0608

2018 JUNE - AUDIT

EDIT LINKS

+ new document or drag files here

All Documents Find a file

Name	Modified	Modified By
10850060	November 8, 2018	Limpkin-Todd, Michael
10854759	November 5, 2018	Angus, Hayley
10854794	November 5, 2018	Angus, Hayley
10855145	November 5, 2018	Limpkin-Todd, Michael
10856389	November 22, 2018	Angus, Hayley
10856419	November 8, 2018	Limpkin-Todd, Michael
10857508	November 8, 2018	Limpkin-Todd, Michael
10857763	November 8, 2018	Bird, Helen
10857872	November 9, 2018	Limpkin-Todd, Michael
10857993	November 9, 2018	Limpkin-Todd, Michael
10858471	November 9, 2018	Limpkin-Todd, Michael
10859197	November 12, 2018	Angus, Hayley
10859496	November 13, 2018	Bird, Helen
10860562	November 14, 2018	Limpkin-Todd, Michael
10861239	November 16, 2018	Angus, Hayley
10861751	November 16, 2018	Limpkin-Todd, Michael
10861968	November 19, 2018	Limpkin-Todd, Michael
10862034	November 19, 2018	Angus, Hayley
10862307	November 19, 2018	Bird, Helen
10862652	November 19, 2018	Limpkin-Todd, Michael
10863223	November 21, 2018	Limpkin-Todd, Michael

7 Open link to the relevant document, and save as PDF

extranet.cevalogistics.com/europe/RRUKExternal/_layouts/15/start.aspx#/Aftermarket%203rd

SharePoint

BROWSE FILES LIBRARY

Rolls Royce UK External EDIT LINKS

July · RR18000146

Home

Site Contents

Recent

Aftermarket 3rd Party Entries

RR CONTROLS DATA 3PL 0608

2018 JUNE - AUDIT

EDIT LINKS

+ new document or drag files here

All Documents Find a file

Name	Modified	Modified By
NES_EAD_10794899_201807061448	September 25, 2018	Pomietto, Dylan
NES_Entry_Advice_10794899_201807061448	September 25, 2018	Pomietto, Dylan
NES_SAD_Copy3_10794899_201807061447	September 25, 2018	Pomietto, Dylan
Scanned from a Xerox Multifunction Printer	September 25, 2018	Pomietto, Dylan

8 Control Tower Contact Details in case of questions:
SH-NE-UK-RRASCT@CevaLogistics.com

