

Customs

Creating a Power of Attorney (ePoA)



ePoa Tool

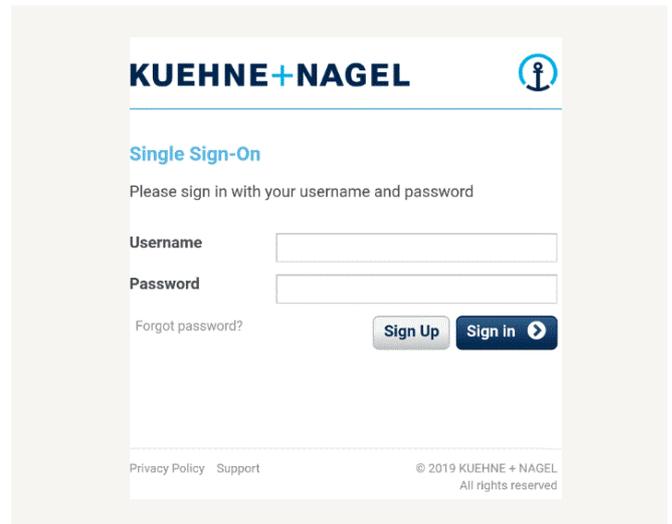
Customs

As recent market changes accelerate, Kuehne+Nagel is driving the transformation from traditional to digital logistics. The ePoA tool is a simple and efficient way to streamline the onboarding process, smoothly integrating customers into our system while saving them time and eliminating errors. We are committed to offering environmentally friendly, sustainable and innovative supply chain solutions. The below instructions will guide you through the process of creating an ePoA.

Step 1

The ePoA may be accessed by visiting: <https://us.kuehne-nagel.com/web/us/-/instructions-for-creating-an-epoa>, preferred browser is Firefox or Chrome.

When accessing the site for the first time, please select the "Sign Up" option. Please note we cannot accept PoA issued from generic email address such as gmail.com, yahoo.com, etc. If this is the email address used for your business please upload a copy of your business card when completing the PoA. The party completing the sign up portion should be legally authorized to bind "Sign" the PoA.



Step 2

After signing up, user will receive a system generated email from donotreply@kuehne-nagel.com. They must click the hyperlink to activate the account.

Dear Sir or Madam,

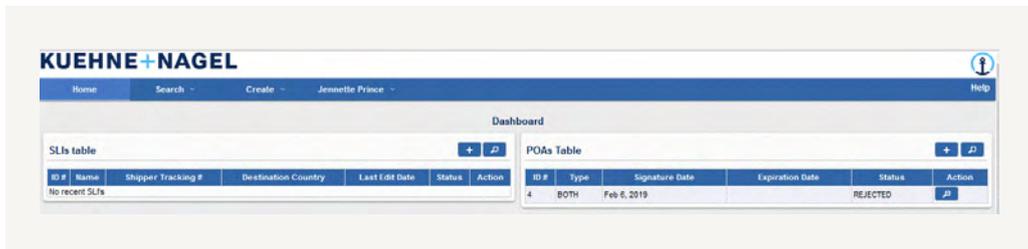
User account <User> has just been registered in Kuehne + Nagel.

To activate your account, please click on this [hyperlink](#).

With best regards
Your Kuehne + Nagel Department for Single Sign-On

Step 3

Upon successful login, a dashboard screen will be displayed. This dashboard is specific to your sign-on.



Step 4

Using the "Create" drop-down menu, select PoA.



Step 5

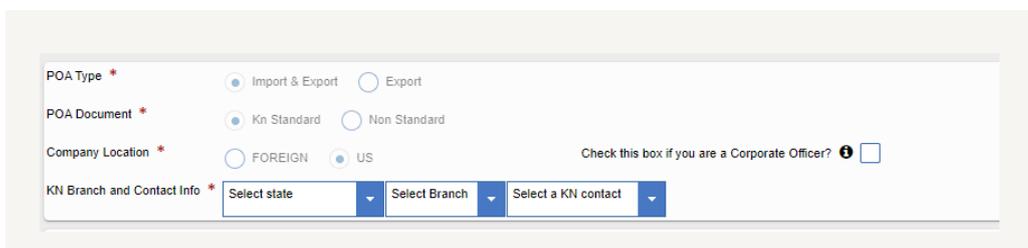
When selecting create there will be 4 Yes/No questions, please provide the appropriate responses and select "OK"



Step 6

Please select the contact you are working with at Kuehne + Nagel. Your local contact should provide you with the correct branch code in order to select their name. For our clients outside of the U.S., your contact will provide you with the correct U.S. branch and contact party to indicate.

Please check the box "Check this box if you are a corporate officer" if the party completing the PoA is a corporate officer. Customs recognizes President, Vice President, Treasurer, Secretary, CEO or CFO only.



Step 7

For Export-only PoA, this is the screen the user will see. The user will be required to complete all fields marked with an asterisk.

The screenshot shows a web form for Step 7. On the left, there are several input fields: 'Legal Company Name' (text), 'Principal Type' (dropdown), 'IRS # / EIN' (text), 'Address Line 1' (text), 'Address Line 2' (text), 'City' (text), 'Country' (dropdown), 'State' (text), 'Registered State' (text), 'Postal Code' (text), and 'Number of divisions' (text). On the right, there are fields for 'First Name of Signatory', 'Last Name of Signatory', 'Title of Signatory', 'Additional Documentation' (with a file upload button), 'Expiration Date' (text), and 'Evergreen' (checkbox).

Step 8

- For Import and Export combined PoA, this is the screen the user will see. All items marked with an asterisk is required.
- Address should be the address where the corporate office is located. Additional addresses may be added by adding "divisions" to the POA.
- The registration state is the state is which the company was legally formed, not necessarily the state in which the company is located.
- If the user chooses to enter an expiration date, it must be no sooner than 1 year from the date of completing the PoA.

The screenshot shows a web form for Step 8. It includes all the fields from Step 7, plus 'Corporate Structure (Letters of Incorporation)' (with a file upload button), 'Witness First Name', 'Witness Last Name', 'Witness Title', and 'Witness Email' (all text fields).

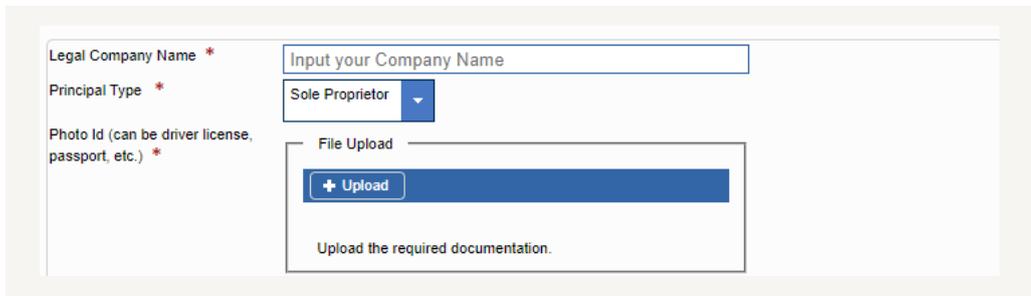
Step 9

- Enter legal company name.
- Select "Principal Type".

This is a close-up of the 'Principal Type' dropdown menu. The options listed are: Corporation, Individual, LLC, Partnership, and Sole Proprietor. The 'Individual' option is currently selected and highlighted.

Step 10

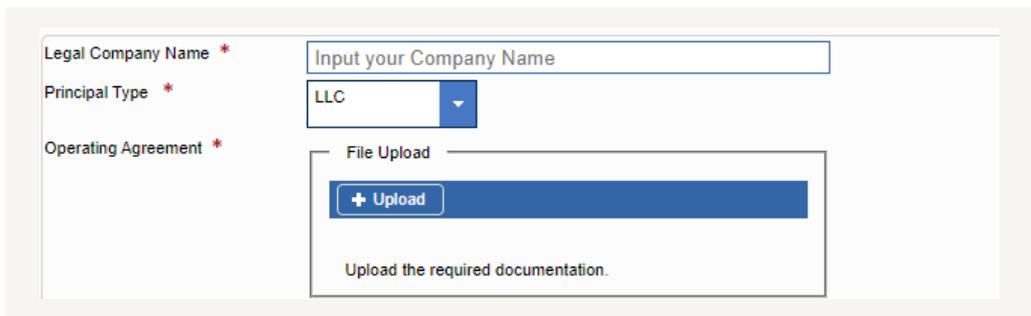
When Individual or Sole Proprietor is selected, the user will be required to upload a government-issued photo ID.



The screenshot shows a web form with the following fields and options:

- Legal Company Name ***: A text input field containing "Input your Company Name".
- Principal Type ***: A dropdown menu with "Sole Proprietor" selected.
- Photo Id (can be driver license, passport, etc.) ***: A file upload area with a blue "+ Upload" button and the text "Upload the required documentation." below it.

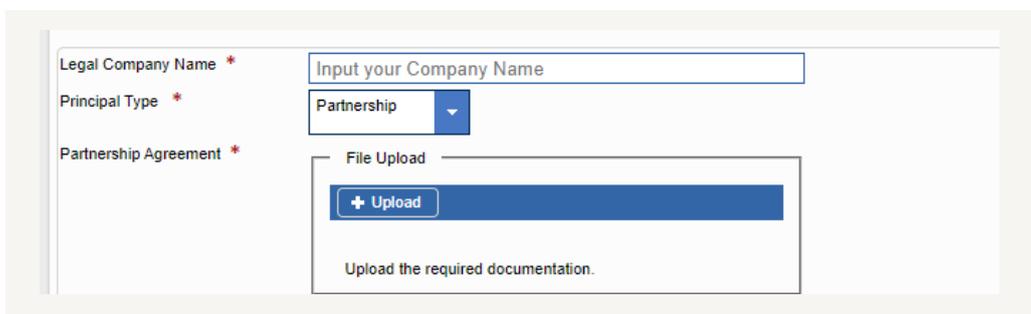
When LLC is selected, the user will be required to upload a copy of the Operating Agreement or Articles of Organization, as required by US Customs for validation purposes. Information required is "How" the company is set up - Manager or Member managed including those authorized to legally bind the company. It is important to note ONLY those individuals may complete the signatory portion of the PoA for LLCs.



The screenshot shows a web form with the following fields and options:

- Legal Company Name ***: A text input field containing "Input your Company Name".
- Principal Type ***: A dropdown menu with "LLC" selected.
- Operating Agreement ***: A file upload area with a blue "+ Upload" button and the text "Upload the required documentation." below it.

When Partnership is selected, the user will be required to upload a copy of the Partnership Agreement as required by US Customs for validation purposes. The signatory must be a general partner authorized to legally bind the company. Note Partnership PoAs are only valid for 2 years per Federal Regulation.

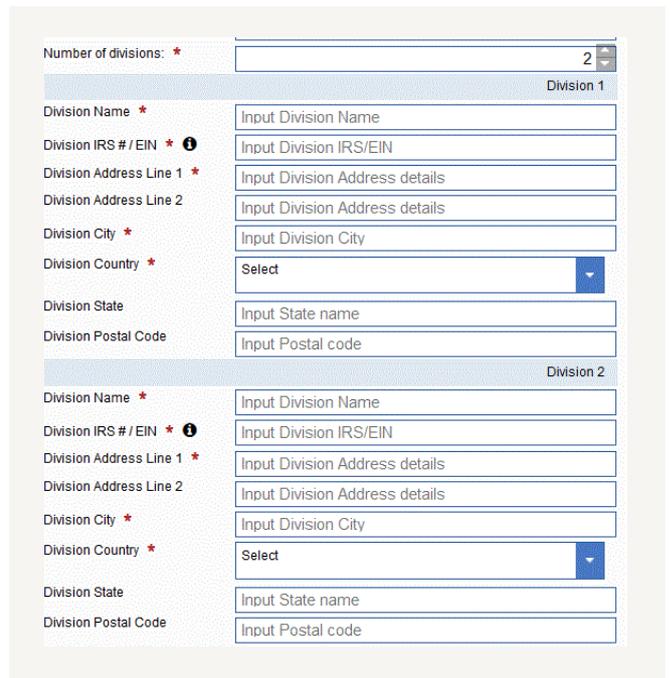


The screenshot shows a web form with the following fields and options:

- Legal Company Name ***: A text input field containing "Input your Company Name".
- Principal Type ***: A dropdown menu with "Partnership" selected.
- Partnership Agreement ***: A file upload area with a blue "+ Upload" button and the text "Upload the required documentation." below it.

Step 11

If the company has multiple divisions to be covered under the PoA, it should be indicated here.



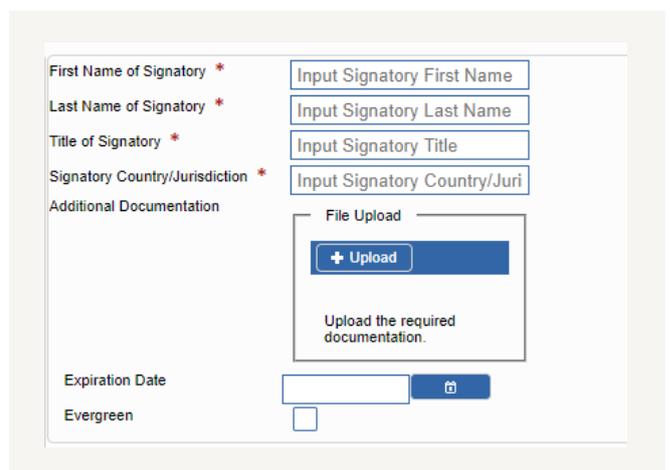
Step 12

- In the event that the corporate officer is not the party completing the PoA, the witness boxes will be made available for corporations only. The witness must be a different party than the party completing the PoA and work for the same company. No generic emails allowed. Again in the event your company uses generic emails a business card must be uploaded to prove the email and relationship.
- Witness information is always required for FPoA submissions.
- An email will be generated with a link for the witness to complete the verification process. The witness does not need to log into the tool.



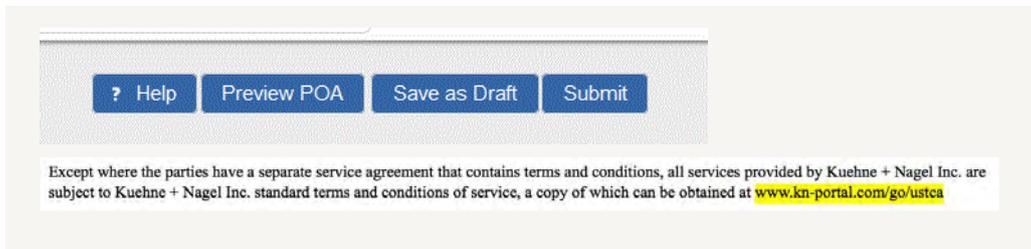
Step 13

U.S. Companies may upload an internal power of attorney that authorizes the signatory to sign the PoA, in lieu of a witness. This internal PoA must be signed by a corporate officer of the company. The user should also check the box "Check this box if you are a corporate officer"



Step 14

- The PoA may be “Previewed,” “Saved as a Draft,” or “Submitted” at this point.
- When previewing the PoA, a link is available to view our Terms and Conditions that they are accepting.



Step 15

Preview of Import/Export PoA.



Step 16

Preview of Export-Only PoA.



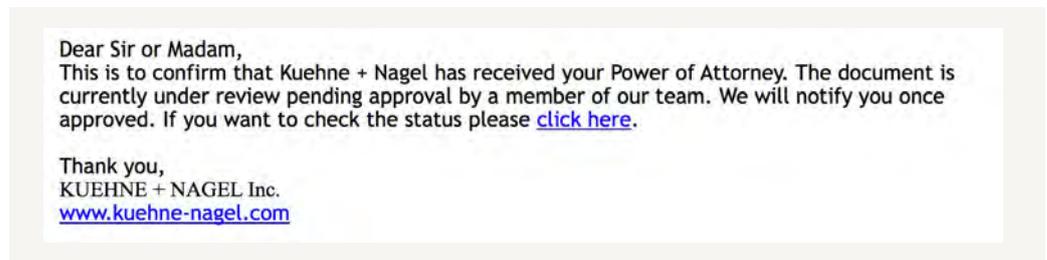
Step 17

Upon clicking “Submit,” an acknowledgement will appear, certifying that the party has full authority to execute the PoA, along with confirmation of acceptance of electronic signature.



A dialog box titled "Acknowledgement" with a blue header. The text inside reads: "Note: By typing your name in Signature details you are electronically signing this form and warrant the truthfulness of the information provided. I certify that I have full authority to execute this power on behalf of grantor". At the bottom, there are two buttons: "Ok" and "Cancel".

After successful submission a system generated email will be received from donotreply@kuehne-nagel.com



Dear Sir or Madam,
This is to confirm that Kuehne + Nagel has received your Power of Attorney. The document is currently under review pending approval by a member of our team. We will notify you once approved. If you want to check the status please [click here](#).

Thank you,
KUEHNE + NAGEL Inc.
www.kuehne-nagel.com

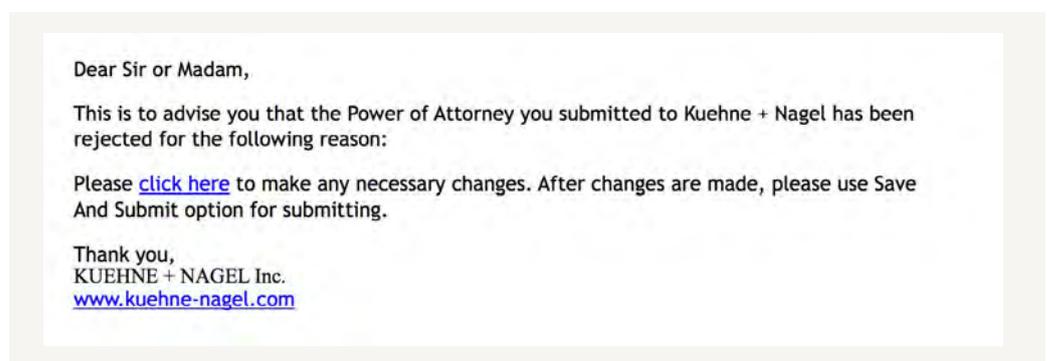
Upon approval of the ePoA below email will be generated by the system to the user. For our non-U.S. clients you will be instructed to print and sign the document and return to our office in the U.S. as this is a requirement for all non-U.S. companies per Federal Regulations.



Dear Sir or Madam,
We are happy to advise that Kuehne + Nagel has accepted the Power of Attorney you submitted. Please [click here](#) to download a copy for your records.

Thank you,
KUEHNE + NAGEL Inc.
www.kuehne-nagel.com

If corrections are required the ePoA will be rejected and the below email will be received. The user will simply click the hyperlink and select “edit” of their document to make the required changes.



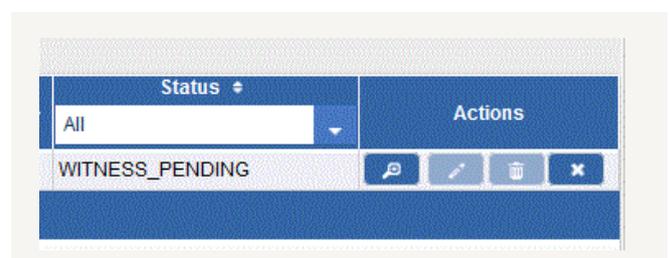
Dear Sir or Madam,

This is to advise you that the Power of Attorney you submitted to Kuehne + Nagel has been rejected for the following reason:

Please [click here](#) to make any necessary changes. After changes are made, please use Save And Submit option for submitting.

Thank you,
KUEHNE + NAGEL Inc.
www.kuehne-nagel.com

The option to “Search a PoA” will appear and give the latest status of the submission – initial status will be “witness pending” until the witness completes the next step.



Status	Actions
All	
WITNESS_PENDING	  

Kuehne + Nagel Inc.
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us.kuehne-nagel.com

