

How to track overnight direct ship between JLR and Newstead.

Requires:

ERA S08 access (2525, 2124 and 2022)

RPOS Access

<https://teamglobalexp.com>

Email Notifications

1. Using "2525" or if on ROBO "2124" enter the RO and find the part/s that is missing

12 DEC 2025 P571

Brisbane JLR - Counter Sales

STORE08 2525

Invoice# Cust # Name Phone Pay Ctrmn Ot Pl
ROL416917 199138 Patricia Barnes CASH 333 1
Make RO Cust Po# COMMENTS Tax EX# ID# SALCA2AN0HH650128

Ln#	Part# / Description	Qord	Qshp	List....	Sale....	Extended	Tc	Pl
1	LR072044		1	664.77	764.49	764.49		^1
2	LR180070		1	2045.68	2352.53	2352.53		^1
3	LR058339		1	9.74	11.20	11.20		^1
4	LR024747		1	7.48	8.60	8.60		^1
5	LR024151		1	23.46	26.98	26.98		^1
6	LR003158		1	4.68	5.38	5.38		^1
7	FY112056		1	3.99	4.59	4.59	S	^1
8	FX110056		1	3.67	4.22	4.22		^1
9	LR181439		1	194.36	223.51	223.51		^1
10	LR161110		1	16.68	19.18	0.00	40	1

Veh: 16 RO DISCOVERY SPORT 5000299552 Vin : SALCA2AN0HH650128 Eng# 160914W037

AVAI LIST SCIT ASSOC ~GP\$ 1205.74
BN1 TRADE STS SRC COMPNT ~GP% 34.1
BN2 ACOS GRP ALTER Tot 3534.40
New# Old# Tax 353.45
Remarks Bal 3887.85

(A=Add)(D=Del)(E=Ent)(M=Mod)(Pn=Pg#)(O=Cls)(R=Reprice)(Q=Inq)(CI=Custinq)

Enter a valid counter man number

2. Using 2022, enter the part number. Then Press "P"
Information to take note: Part Number, PO Date and PO number (4D10851)

12 DEC 2025 P571

Parts Master Enquiry

STORE08 2022

Part Info : LR161110

RETAINER - BEARIN



PO#.....	PO Date.	QPR.	OT.	QArr	PO Due..	Rcv Dets..	Cust Name...	Inv#/SO#...
4D10851	11/12/25	1	EB	1		I:5733794P	Patricia Bar	ROL416917
				1				

1 / 1

Command: Enter Custorders Order-summ eXit

Help: Exit from this window

3. Using RPOS navigate to “Financial & Shipping Documents” then to Invoices.



Home

Ordering

Receipts

Returns

RIM Replenishment

Financial & Shipping Documents

Utilities

Change Password

Logout

HOME

Invoices

Credit Notes

Shipping Notes

Credit Management

NOTIFICATION

12/12/2025 - 4P403235 - RIM Review Details

11/12/2025 - Please Review Download Files

11/12/2025 - Please Review General Items

11/12/2025 - Please Review Shipping Notes

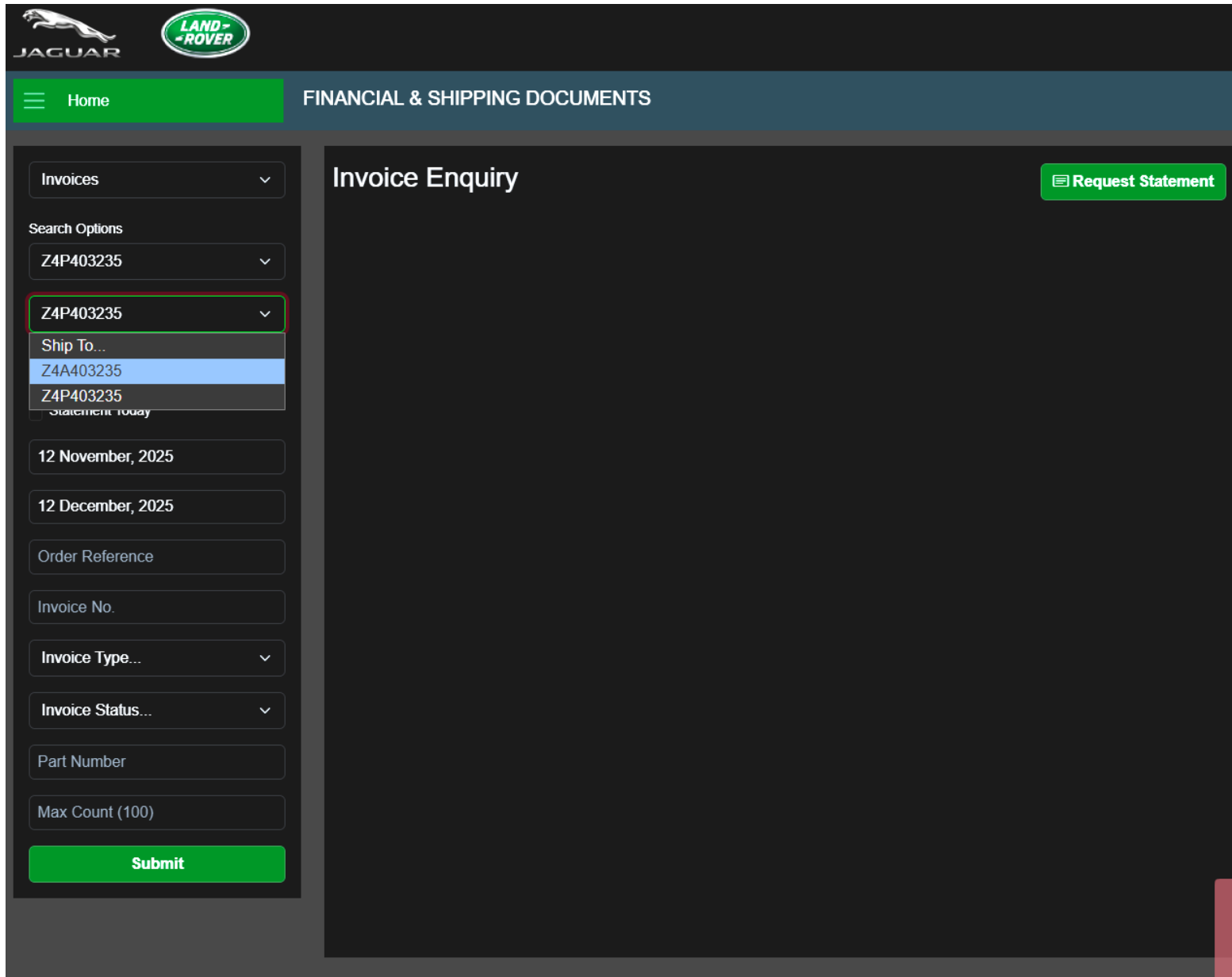
11/12/2025 - Please Review Ageing Back Orders as Soon as Possible

RIM REPLENISHMENT REVIEW - 4P403235

Part No	Description	Variation	Current Min	Current Max	Proposed Min	Proposed Max
28LR166061	SCREEN WASH	-1040.6	84	240	29	185
28LR082683	CLIP	81.19	15	48	23	71
28LR112137	CLIP	16	105	385	111	401
28YWK10003L	BATTERY - ADDITIONAL	66.6	30	177	32	192

SALES

4. Change the second search option to Z4A403235



The screenshot displays the Jaguar Land Rover Financial & Shipping Documents portal. The top navigation bar includes the Jaguar and Land Rover logos, a 'Home' link, and the title 'FINANCIAL & SHIPPING DOCUMENTS'. The main content area is titled 'Invoice Enquiry' and features a 'Request Statement' button. On the left, a sidebar contains a list of search options: 'Invoices', 'Search Options', 'Z4P403235', 'Z4P403235' (highlighted), 'Ship To...', 'Z4A403235' (highlighted), 'Z4P403235', 'Statement today', '12 November, 2025', '12 December, 2025', 'Order Reference', 'Invoice No.', 'Invoice Type...', 'Invoice Status...', 'Part Number', 'Max Count (100)', and a 'Submit' button.

JAGUAR LAND ROVER

Home FINANCIAL & SHIPPING DOCUMENTS

Invoice Enquiry [Request Statement](#)

Invoices

Search Options

Z4P403235

Z4P403235

Ship To...

Z4A403235

Z4P403235

Statement today

12 November, 2025

12 December, 2025

Order Reference

Invoice No.

Invoice Type...

Invoice Status...

Part Number

Max Count (100)

Submit

5. Change the start date to a day prior to the one shown in ERA (in step 2) and change end date to a day after PO date or to today's date (in step 2)

The screenshot shows the Jaguar Land Rover Financial & Shipping Documents portal. The main heading is "Invoice Enquiry". On the left sidebar, under "Search Options", there are two date selection buttons: "10 December, 2025" and "12 December, 2025", both of which are highlighted with a red circle. Below these are fields for "Order Reference", "Invoice No.", "Invoice Type...", "Invoice Status...", "Part Number", and "Max Count (100)". A green "Submit" button is at the bottom of the sidebar. In the main area, there is a "Request Statement" button. A date picker calendar for December 2025 is open, showing the days of the week and the dates. The date "10" is highlighted in blue. At the bottom of the calendar, there are three buttons: "Today", "Clear", and "Close".

Home FINANCIAL & SHIPPING DOCUMENTS

Invoice Enquiry Request Statement

Search Options

Z4P403235

Z4A403235

Customer statement (single st)

Statement Today

10 December, 2025

12 December, 2025

Order Reference

Invoice No.

Invoice Type...

Invoice Status...

Part Number

Max Count (100)

Submit

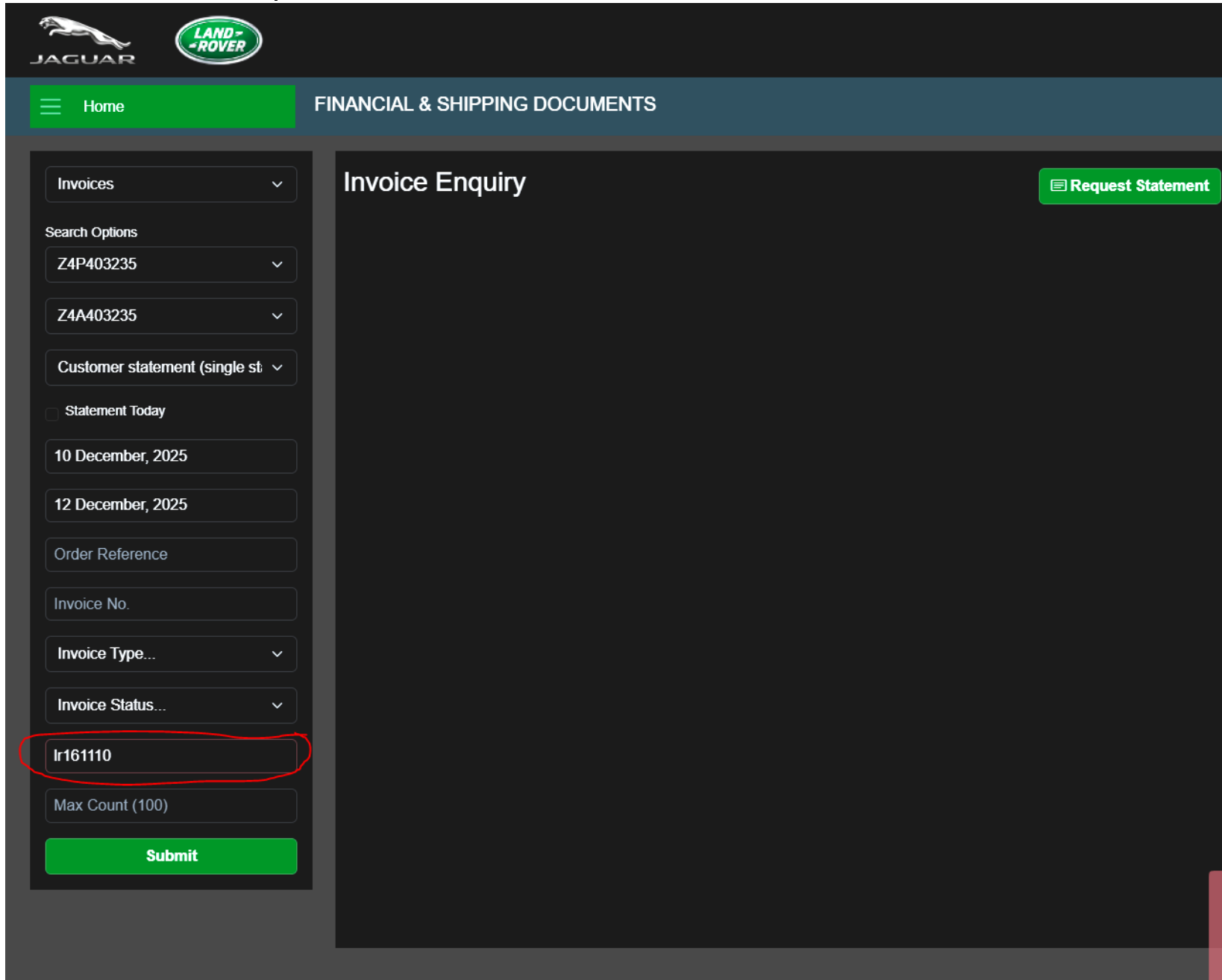
December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today Clear Close

Help

6. Lastly enter in the part number in question then hit "submit".



The screenshot displays the Jaguar Land Rover Financial & Shipping Documents portal. The header includes the Jaguar and Land Rover logos, a 'Home' link, and the title 'FINANCIAL & SHIPPING DOCUMENTS'. The main content area is titled 'Invoice Enquiry' and features a 'Request Statement' button. The left sidebar contains a form with the following fields:

- Invoices** (dropdown menu)
- Search Options** (dropdown menu)
- Z4P403235** (dropdown menu)
- Z4A403235** (dropdown menu)
- Customer statement (single st** (dropdown menu)
- ☐ **Statement Today**
- 10 December, 2025** (text input)
- 12 December, 2025** (text input)
- Order Reference** (text input)
- Invoice No.** (text input)
- Invoice Type...** (dropdown menu)
- Invoice Status...** (dropdown menu)
- Ir161110** (text input, highlighted with a red circle)
- Max Count (100)** (text input)
- Submit** (green button)

7. Once the invoice has shown up, click on the small box on the left to select it. Then press "View/Print Invoice"

FINANCIAL & SHIPPING DOCUMENTS

Invoice Enquiry

View/Print Invoice

Invoice Extract

Request Statement


	Invoice No.	Invoice Type	Ship to	Invoice Date	Total Value	Status	Viewed
<input checked="" type="checkbox"/>	9171033909	Invoice	Z4A403235	11/12/2025	24.38	Unpaid	Y

8. Once in the invoice, find your part number (May have a prefix "28" for Land Rover)

Take note of the:

Shipping Unit Number, Eagers Invoice number (Highlighted in yellow, Ends with P) and segment it is in (Indicated with Red lines in example) as this is what it will be shipped with.

Jaguar Land Rover Australia Pty Ltd
Level 1, 189 O'Riordan Street,
MASCOT, NSW 2020
AUSTRALIA
Tel: +61 408 146 023
Fax: N/A
ABN : 86 004 352 238

BRISBANE CITY LAND ROVER
180 Holt Street
PINKENBA QLD 4008

TAX INVOICE Number : 9171033909
Page 1 of 1 Date : 11.12.2025

Deliver to
BRISBANE CITY LAND ROVER
14 Evelyn Street
NEWSTEAD QLD 4006

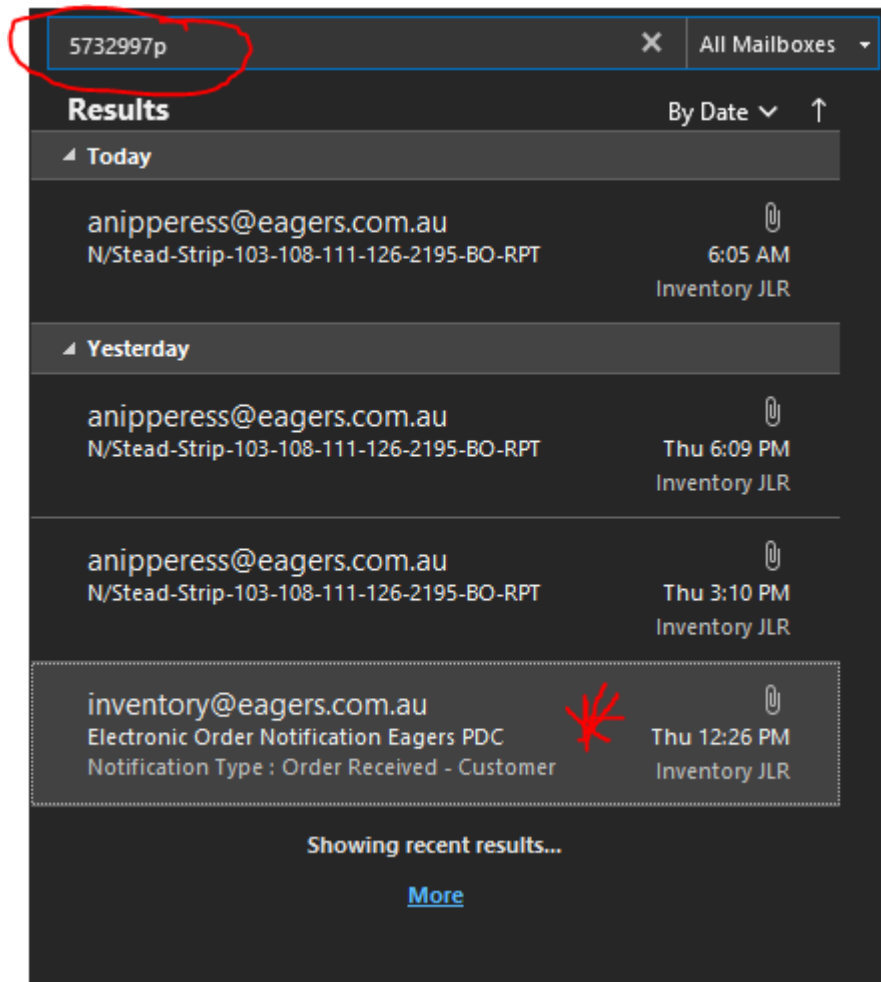
Terms of Delivery DAP PLACE OF ARRIVAL
Terms of Payment Statement date + 30 days

Customer number : Z4P403235
ABN reference :

All values are shown in AUD

Item	Material	Description	Country of Origin	Discount Value	GST Code
	Customer Order	F/P Qty Uol			
	Delivery / Line	Tariff No.	List Price	Gross Value	Discount Code %
	Our Ref	Tracking Number			
		NATO Number			Net Value Surcharge
Shipping Unit Number: 620002890					
10	28LR096839	O-Ring	SE		
	D4D224276	F 1 1			
	838322026 / 10	4016930090	13.80	13.80	2J 20.00 V 2.76 A1
	226344896 / 100				11.04 0.00
B6E17F4A (5732997P)					
20	28LR161110	RETAINER - BEARING	CN		
	D4D224276	F 1 1			
	838322026 / 20	8708999790	16.68	16.68	2J 20.00 V 3.34 A1
	226344896 / 200				13.34 0.00
(5732997P)					
Shipping Unit Total:					24.38
Total:			NIV	24.38	
			GST	2.44	
			TOTAL	26.82	
GST Code	GST Rate	Net Amount	GST Amount		
A1	10.00	24.38	2.44		

9. Using the Eagers invoice number from before, Search emails and look for an email from Inventory@eagers.com.au



The screenshot shows an email search interface. At the top, a search bar contains the text "5732997p", which is circled in red. To the right of the search bar is a close button (X) and a dropdown menu labeled "All Mailboxes". Below the search bar, the word "Results" is displayed, followed by a sort option "By Date" with a downward arrow and an upward arrow. The results are organized into sections: "Today" and "Yesterday". Under "Today", there is one email from "anipperess@eagers.com.au" with the subject "N/Stead-Strip-103-108-111-126-2195-BO-RPT", received at "6:05 AM", and labeled "Inventory JLR". Under "Yesterday", there are three emails from "anipperess@eagers.com.au" with the same subject line, received at "Thu 6:09 PM", "Thu 3:10 PM", and "Thu 12:26 PM", all labeled "Inventory JLR". The email received at "Thu 12:26 PM" is highlighted with a red star icon. Below the email list, the text "Showing recent results..." is displayed, followed by a blue link labeled "More".

Results	By Date
Today	
anipperess@eagers.com.au N/Stead-Strip-103-108-111-126-2195-BO-RPT	6:05 AM Inventory JLR
Yesterday	
anipperess@eagers.com.au N/Stead-Strip-103-108-111-126-2195-BO-RPT	Thu 6:09 PM Inventory JLR
anipperess@eagers.com.au N/Stead-Strip-103-108-111-126-2195-BO-RPT	Thu 3:10 PM Inventory JLR
inventory@eagers.com.au Electronic Order Notification Eagers PDC Notification Type : Order Received - Customer	Thu 12:26 PM Inventory JLR

Showing recent results...

[More](#)

10. Open attachment and using the PO from step 2 verify if this is the correct order.


11/12/25 CLERA/partsales.com.au Order Notification 2356
12:26 Branch: Eagers Parts-PDC (STORE200) Page 1

Notification Type : Order Received

Customer : 103 / (S08) Brisbane City L/rover-Jag
Ship To : ID#
: Austral P A G
: Newstead QLD 4006
: **Directship**
Order # : 4D10851
Invoice # : 5732997P
Date/Time : 11/12/25 12:26

Line	Part#	Qord	Qshp	TC	Sale
1	ROLR161110	1	0	4D	11.68
2	ROLR096839	1	0	4D	9.58

11. Once verified, Get the "Shipping Unit Number" from Step 8 and go to [Team Global Express](#) and enter the number into "Track a Shipment" and hit Track.

Business SolutionseCommerce

TRACK A PARCEL

Delivery from JAGUAR_LANDROVER

Tracking number

620002890

Track

Delivery details

Delivery status

Delivered

Parcel Location

NEWSTEAD QLD, 4006

✓

Your parcel has been successfully delivered.

If you're having trouble finding it, please double-check any safe locations where our driver might've chosen for extra security.

Tracking details

● Delivered

10 Dec 2025 12:37 PM
NEWSTEAD, QLD

12. Now you can provide ETA's based on the information provided by Team Global Express.

