



AFTERMARKET SUPPLIER GUIDE

CUSTOMS RESPONSIBILITY, CONTACTS & COMMON FAILURES – ISSUE 2

BREXIT TEAM
14th JANUARY 2021

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We have seen several areas of the customs process where lack of compliance has caused shipment failures, this process non-conformance has resulted in an increasing number of transports being stopped in our cross-dock warehouses and at the border.

It is the legal responsibility of all suppliers to meet their contract of supply with Jaguar Land Rover and this includes 100% compliance with our processes. Failure to communicate and provide the correct paperwork allowing the free flow of goods, is a breach of Jaguar Land Rover's Production Purchasing Global Terms and Conditions.

We fully appreciate that every global organisation is facing new challenges and significant change, to support process compliance we have put together the following one pagers highlighting the common areas of failure as well as a one point guide for FCA aftermarket suppliers on requirements and contacts.

We have also updated this information into the processes on our supplier portal at

<https://jlr.portal.covisint.com/web/portal/brexit>

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AFTERMARKET SUPPLIER GUIDE

CUSTOMS RESPONSIBILITY & CONTACT GUIDE (ISSUE 2)



THIS CONTACT GUIDE IS FOR FCA AFTERMARKET ONLY

Your carrier will have provided you with confirmation of the type of route, Direct or Cross Dock.

Country	Carrier	Type	Responsibility	What to Send		Where
Austria Belgium Denmark France Germany Netherlands Luxembourg Romania Switzerland Turkey Croatia Poland	EBREX	Direct	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 	The email MUST have the following subject format: <Shipment reference (SRN)> <supplier GSDB> <Collection date> e.g. 123456-ABQ3A-17092019	ALL documents must be emailed in PDF to BOTH: JLRDIRECT@ebrex.co.uk AND EUUKCFSP@jaguarlandrover.com
		Cross-dock Fast Lane	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 		jlr@ebrex-deutschland.de (All markets bar Poland) JLRpaperwork@ebrexpolska.pl (Poland) AND EUUKCFSP@jaguarlandrover.com
		Cross-dock Slow lane	JLR is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list 		jlr@ebrex-deutschland.de (All markets bar Poland) JLRpaperwork@ebrexpolska.pl (Poland)

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Czech Estonia Hungary Ireland Latvia Malta Montenegro Norway Portugal Serbia Slovakia Spain Sweden	Carrier SUPPLY CHAIN	Direct	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 	<p>The email MUST have the following subject format:</p> <p><Shipment reference (SRN)> <supplier GSDB> <Collection date></p> <p>e.g. 123456-ABQ3A-17092019</p>	<p>ALL documents must be emailed in PDF to BOTH: jaguareuaftermarket@dhl.com or landroveraftermarket@dhl.com AND EUUKCFSP@jaguarlandrover.com</p>
		Cross-dock Fast Lane	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 		<p>ALL documents must be emailed in PDF to BOTH: jaguareuaftermarket@dhl.com or landroveraftermarket@dhl.com AND EUUKCFSP@jaguarlandrover.com</p>
		Cross-dock Slow lane	JLR is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list 		<p>ALL documents must be emailed in PDF to: jaguareuaftermarket@dhl.com or landroveraftermarket@dhl.com</p>

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Country	Carrier	Type	Responsibility	What to Send		Where
Italy Milan Moderna Turin Florence Verona	ARCESE	Direct	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 	The email MUST have the following subject format: <Shipment reference (SRN)> <supplier GSDB> <Collection date> e.g. 123456-ABQ3A-17092019	ALL documents must be emailed in PDF to BOTH: EUUKCFSP@jaguarlandrover.com AND the carrier for your region UK.MI@arcese.com UK.MO@arcese.com UK.TO@arcese.com UK.FI@arcese.com UK.VR@arcese.com
		Cross-dock Fast Lane	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 		ALL documents must be emailed in PDF to BOTH: EUUKCFSP@jaguarlandrover.com AND the carrier for your region UK.MI@arcese.com UK.MO@arcese.com UK.TO@arcese.com UK.FI@arcese.com UK.VR@arcese.com
		Cross-dock Slow lane	JLR is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list 		ALL documents must be emailed in PDF to the carrier for your region UK.MI@arcese.com UK.MO@arcese.com UK.TO@arcese.com UK.FI@arcese.com

AFTERMARKET PURCHASING SUPPLIER GUIDE

INCOMPLETE COMMERCIAL INVOICE – AFTERMARKET (ISSUE 2)



THIS CONTACT GUIDE IS FOR FCA AFTERMARKET ONLY

For FCA parts travelling from EU into UK, the supplier **MUST** email the **fully completed** commercial invoice to allow Export (Direct) or JLR to act as Exporter of Record (XDOCK)

If the supplier fails to do this, parts will be stranded at the port or cross dock & production will be impacted

You will be notified that your commercial invoice is incomplete & data required.

You MUST respond within 2 hours



The Commercial Invoice needs to contain;

- Supplier Name & Address
 - Gross weight
 - Nett weight
 - Consignor EORI
 - Consignee
 - Commodity Codes
 - Currency
 - Incoterm
 - Origin of Products
- It must also list all parts, detailing;
- JLR Product Codes
 - Product descriptions
 - Number of parts
 - Number of pallets/cages
 - Values

The Commercial Invoice (CI) must be fully completed and emailed to

Direct
EUUKCFSP@jaguarlandrover.com

and (depending on carrier)

Your carrier (see page 3/4)

The email header **MUST** have the following subject format:

<Shipment reference (SRN)>-<supplier GSDB>-
<Collection date>
e.g. 123456-ABQ3A-17092019



FAILURE TO PROVIDE PAPERWORK WILL BE CONSIDERED FAILURE TO PROVIDE GOODS

AFTERMARKET PURCHASING SUPPLIER GUIDE

MISSING COMMERCIAL INVOICE – AFTERMARKET (ISSUE 2)



THIS CONTACT GUIDE IS FOR FCA AFTERMARKET ONLY

For FCA parts travelling from the EU into UK, the supplier **MUST** email the **fully completed** commercial invoice to allow Export (Direct) or JLR to act as Exporter of Record (XDock)
If the supplier fails to do this, parts will be stranded at the port or cross dock & production will be impacted

You will be notified that we have not received your commercial invoice.
via call & email from your JLR contacts immediately



You **MUST** respond within 2 hours



The Commercial Invoice (CI) must be fully completed and emailed to

Direct
EUUKCFSP@jaguarlandrover.com

and (depending on carrier)

Your carrier (see page 3/4)

The email header **MUST** have the following subject format:

<Shipment reference (SRN)>-<supplier GSDB>
<Collection date>
e.g. 123456-ABQ3A-17092019



FAILURE TO PROVIDE PAPERWORK WILL BE CONSIDERED FAILURE TO PROVIDE GOODS

AFTERMARKET PURCHASING SUPPLIER GUIDE

MISSING EXPORT DECLARATIONS – AFTERMARKET (ISSUE 2)



THIS CONTACT GUIDE IS FOR FCA AFTERMARKET ONLY

For FCA parts travelling from the EU into UK on Direct the supplier **MUST** email the **fully approved Export Declaration** If the supplier fails to do this, parts will be stranded at the port & production will be impacted

You will be notified that your EAD is missing.

You **MUST** respond within 2 hours



The full set of customs documentation including the Export Declaration & Invoice (CI) **must** be provided via email to the carrier & to JLR

They also need to be provided as paper copies to the driver.

Without the documentation the parts cannot leave the supplier premises.

The supplier will need to have a printer properly configured to print the documentation in the legally required format including the printed barcode.

Failure to provide paperwork will be considered as failure to provide goods.

The fully approved Export Accompanying Declaration (EaD) **MUST** be emailed to both

Direct
EUUKCFSP@jaguarlandrover.com

and (depending on carrier)

Your carrier (see page 3/4)

The email header **MUST** have the following subject format:

<Shipment reference (SRN)>
<supplier GSDB>
<Collection date>

e.g. 123456-ABQ3A-17092019 SFD ONLY

FAILURE TO PROVIDE PAPERWORK WILL BE CONSIDERED FAILURE TO PROVIDE GOODS

