

## Introduction

When shipping parts internationally, some countries require Commercial Invoices to comply with worldwide customs regulations. To ensure your shipment to Jaguar Land Rover moves seamlessly through our network without delay, you must complete a Commercial Invoice correctly.

Failure to provide complete and accurate data is one of key reasons for customs process failure within Jaguar Land Rover and it is therefore essential for continuity of supply that all suppliers comply with this standard.

To support our suppliers, Jaguar Land Rover has created this standard document to explain the requirements as we see them. Jaguar Land Rover's guidance is that if your organisation is not familiar with this terminology, or the requirements to meet its customs obligations, that your organisation should seek its own independent customs / tax advice.

The Commercial Invoice must be BOTH:

1. Emailed to the contacts laid out in the Jaguar Land Rover supplier packs - <https://jlr.portal.covisint.com/web/portal/brexit> AND
2. Printed and handed to the driver with each shipment to Jaguar Land Rover for all FCA Incoterm route types and supplied with all deliveries of parts on CIF, DDU / DAP and DDP Incoterms.

The commercial invoice acts as the handshake between the seller and the buyer to confirm responsibility within the supply chain and does not replace the Sales Invoice.

## Principles

- (1) Jaguar Land Rover does not prescribe a format for suppliers Commercial Invoice
- (2) Each Commercial Invoice must have the word "Invoice" on the document
- (3) For Commercial Invoices in dual languages, all fields should have an English translation
- (4) Correct practice is for entries to be typed and not handwritten where possible
- (5) Printed documents must be clearly legible
- (6) Suppliers should ensure that all entries are on the Commercial Invoice. Where this is not possible, as a contingency, suppliers must supply box quantity, along with gross and nett weight details for each part reference and total shipment on the accompanying Packing List.
- (7) At the bottom of each Commercial Invoice a signed declaration can be included "I/We hereby declare that the information contained in this invoice is true and correct and that the contents of the shipment are as stated above" – Where possible this should be signed, with the Name of the individual and position in company
- (8) Certain fields are advisory, and they will be marked with a \* in the field number

Jaguar Land Rover Supplier Commercial Invoice Standard - Final 20210120

Each Commercial Invoice must contain all data, except where field number is marked \*

Field Number	Required Information	Field	Explanation	Further Information
1	Supplier Name (Consignor)	Supplier specific	Supplier Name as specified on the Jaguar Land Rover Purchase Order.	Bonded Parts: For supplier shipments made directly from customs bond, this address should be suppliers manufacturing GSDB address.
2	Supplier Address (Consignor)	Supplier specific	Supplier Address as specified on the Jaguar Land Rover Purchase Order.	N/A
3*	Suppliers EORI	Supplier specific	EORI stands for "Economic Operators Registration and Identification number". The EORI number exists out of two parts: (1) the country code of the issuing Member State (2) followed by a code or number that is unique in the Member State  UK EORI required for export from UK EU EORI required for export from EU	UK EORI Application - <a href="https://www.gov.uk/eori">https://www.gov.uk/eori</a>  EU EORI Application - <a href="https://ec.europa.eu/taxation_customs/national-customs-websites_en">https://ec.europa.eu/taxation_customs/national-customs-websites_en</a>
4*	Sellers VAT Registration Number	Supplier specific	N/A	N/A
5	Buyers Company Name	The name Jaguar Land Rover should not be abbreviated.	This is the legal entity as specified on the Jaguar Land Rover purchase order (Production order field 1) who is buying the goods and not necessarily the destination it is delivered to.	N/A
6	Buyers Company Address	Company Address on Jaguar Land Rover Purchase Order	This is the address as specified on the Jaguar Land Rover purchase order (Production order field 45) who is buying the goods and not necessarily the destination it is delivered to.	N/A
7	Delivery Place Name (Consignee Name)	Delivery Named Place	This is the goods delivery name as specified on the Jaguar Land Rover purchase order (Production order Plant Name)	N/A

Jaguar Land Rover Supplier Commercial Invoice Standard - Final 20210120

8	Delivery Address (Consignee address)	Delivery address on Jaguar Land Rover Purchase Order	This is the goods delivery address as specified on the Jaguar Land Rover purchase order (Production order plant address)	N/A
9	Invoice Number	Supplier specific	N/A	N/A
10	Invoice Date	Either DD/MM/YYYY or MM/DD/YYYY	N/A	N/A
11	Invoice Currency	Where possible suppliers should use the 3-character abbreviation e.g., EUR / GBP	The currency agreed for this transaction will be stated on the Jaguar Land Rover Part Purchase Order. (Production order field 24)	<a href="https://www.iban.com/currency-codes">https://www.iban.com/currency-codes</a>
12	Incoterm	Incoterm on Jaguar Land Rover Purchase Order	The International Commercial Terms (INCO Terms) declare when the ownership of the goods officially changes hands and who becomes responsible for tax, duty and transportation cost. The Incoterm you have agreed with Jaguar Land Rover will be stated along with the Delivery place on the Jaguar Land Rover Purchase Order. (Production order field 27)	<a href="https://iccwbo.org/resources-for-business/incoterms-rules/incoterms-2020/">https://iccwbo.org/resources-for-business/incoterms-rules/incoterms-2020/</a>
13	Export Licence Required (in suppliers' opinion)	Supplier input as required	N/A	<b>UK Information -</b> <a href="https://www.gov.uk/government/organisations/export-control-organisation">https://www.gov.uk/government/organisations/export-control-organisation</a>  <b>EU Information –</b> <a href="https://ec.europa.eu/trade/import-and-export-rules/export-from-eu/">https://ec.europa.eu/trade/import-and-export-rules/export-from-eu/</a>
14	Total Invoice Value	Numerical Value	This is the total value of goods supplied for customs Value of goods – FCA Incoterms Value of Goods, Transport & Insurance – DDU / DAP, DDP Incoterms	For statistical purposes

**PRODUCTION, AFTERMARKET, TRADING DIVISION AND SPECIAL VEHICLES PARTS SUPPLY - This information must then be given for ALL parts supplied**

Field Number	Required Information	Field	Explanation	Further Information
15	Product Number	Part number / Service Part number / Item specified on the Jaguar Land Rover Purchase Order.	(1) Jaguar Land Rover Part number – including engineering level. (2) Service part number for Aftermarket supply. (3) For Non-production goods, Item specified on Purchase order	N/A
16	Part Description	Full Part Description specified on the Jaguar Land Rover Purchase Order.	<b>This must be in English</b> Generic or broad descriptions are no longer permitted and are likely to cause delays.	N/A
17	Harmonised Tariff Code (HS or commodity code)	10 Digit Number  NOTE: Some HS Codes may be 6 or 8 digits long and in this case zero's must be added to the end of the HS code until 10 digit length has been reached.	Harmonised System (HS) Codes are commonly used throughout the export process for goods. The Harmonised System is a standardised numerical method of classifying traded products. It is used by customs authorities around the world to identify products when assessing duties and taxes and for gathering statistics.	<b>UK Information -</b> <a href="https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports">https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports</a>  <b>EU Information -</b> <a href="https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en">https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en</a>  Harmonised Tariff Codes can also be identified as commodity code or HS Codes
18	Origin of Part	Country Code or full country name. "EU" is not acceptable.	Rules to establish the country of origin of imported and exported goods and to help identify those which qualify for lower or nil Customs Duty.	<b>UK Information -</b> <a href="https://www.gov.uk/guidance/check-your-goods-meet-the-rules-of-origin">https://www.gov.uk/guidance/check-your-goods-meet-the-rules-of-origin</a> <b>EU Information -</b> <a href="https://trade.ec.europa.eu/access-to-markets/en/content/welcome-access2markets-market-access-database-users">https://trade.ec.europa.eu/access-to-markets/en/content/welcome-access2markets-market-access-database-users</a>
19	Number of parts	Numerical quantity	Specific number of parts	N/A
20	Number of boxes	Numerical quantity	Specific number of boxes / pallets	N/A
21	Box weight – Gross	Numerical quantity kgs or litres	Unit of Measure is Kilogram OR Litres to 2 decimal places of parts & packaging weight.	N/A
22	Box weight - Net	Numerical quantity kgs or litres	Unit of Measure is Kilogram OR Litres to 2 decimal places of parts & packaging weight.	N/A

Jaguar Land Rover Supplier Commercial Invoice Standard - Final 20210120

23	Unit value	Numerical value of each part / item	Price and currency on Jaguar Land Rover Purchase Order to 5 decimal places.	N/A
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