



**READY  
TO  
TRADE**

## **PRODUCTION PURCHASING SUPPLIER GUIDE V2**

**CUSTOMS RESPONSIBILITY, CONTACTS & COMMON FAILURES**

BREXIT TEAM  
11<sup>TH</sup> 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 production 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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# PRODUCTION PURCHASING SUPPLIER GUIDE

## CUSTOMS RESPONSIBILITY & CONTACT GUIDE



THIS CONTACT GUIDE IS FOR **FCA PRODUCTION PURCHASING ONLY**

DHL will have provided you with confirmation of the type of route, FTL, Milk-round or Crossdock, via the freight plan.

Incoterm	Type	Responsibility	What to Send	Critical	Where
EU to UK	FCA	FTL & Milk-round Supplier is Exporter of Record (EOR)	<b>ALL documents must be emailed in PDF to BOTH email addresses:</b> <ul style="list-style-type: none"> <li>Commercial Invoice (pdf)</li> <li>Export Accompanying Documentation (pdf)</li> </ul>	The email <b>MUST</b> have the following <b>subject</b> format:  <b>&lt;6 digit shipment reference (SRN)&gt;</b> <b>&lt;supplier GSDB&gt;</b> <b>&lt;Collection date&gt;</b>  e.g. 123456-ABQ3A-17092019	<b>BOTH</b> <a href="mailto:eusupplier.brexitjlt@dhl.com">eusupplier.brexitjlt@dhl.com</a> <a href="mailto:EUSUPPEX@jaguarlandrover.com">EUSUPPEX@jaguarlandrover.com</a>
		Cross-dock JLR is Exporter of Record (EOR)	<ul style="list-style-type: none"> <li>Commercial Invoice (pdf)</li> </ul>		<a href="mailto:eusupplier.brexitjlt@dhl.com">eusupplier.brexitjlt@dhl.com</a>
UK to EU	FCA	FTL & Milk-round Supplier is Exporter of Record (EOR)	<b>ALL documents must be emailed in PDF to BOTH email addresses:</b> <ul style="list-style-type: none"> <li>Commercial Invoice (pdf)</li> <li>Export Accompanying Documentation (pdf)</li> </ul>	The email <b>MUST</b> have the following <b>subject</b> format:  <b>&lt;6 digit shipment reference (SRN)&gt;</b> <b>&lt;supplier GSDB&gt;</b> <b>&lt;Collection date&gt;</b>  e.g. 123456-ABQ3A-17092019	<b>BOTH</b> <a href="mailto:eusupplier.brexitjlt@dhl.com">eusupplier.brexitjlt@dhl.com</a> <a href="mailto:NCTS@jaguarlandrover.com">NCTS@jaguarlandrover.com</a>
		Cross-dock JLR is Exporter of Record (EOR)	<ul style="list-style-type: none"> <li>Commercial Invoice (pdf)</li> </ul>		<a href="mailto:eusupplier.brexitjlt@dhl.com">eusupplier.brexitjlt@dhl.com</a>

**FOR PREMIUM FREIGHT** - You must EMAIL the carrier that contacts ALL relevant documents

**FOR AFTERMARKET** - Ensure you are using the correct carrier contacts as per the aftermarket customs process pack, this may be DHL, EBREX or ARCESE depending on the country of dispatch.



# PRODUCTION PURCHASING SUPPLIER GUIDE

## INCOMPLETE COMMERCIAL INVOICE



For FCA parts travelling from UK into the EU or EU into UK, the supplier **MUST** email the **fully completed** commercial invoice to allow Export (FTL / Milk round) 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

**EU to UK - FTL & MILKRUN**  
[eusupplier.brexitjlt@dhl.com](mailto:eusupplier.brexitjlt@dhl.com)  
[EUSUPPEX@jaguarlandrover.com](mailto:EUSUPPEX@jaguarlandrover.com)

**UK to EU - FTL & MILKRUN**  
[eusupplier.brexitjlt@dhl.com](mailto:eusupplier.brexitjlt@dhl.com)  
[NCTS@jaguarlandrover.com](mailto:NCTS@jaguarlandrover.com)

**ALL CROSS-DOCK**  
[eusupplier.brexitjlt@dhl.com](mailto:eusupplier.brexitjlt@dhl.com)

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

<6 digit shipment reference (SRN)>-<supplier GSDB>-<Collection date>  
e.g. 123456-ABQ3A-17092019



**FAILURE TO PROVIDE PAPERWORK WILL BE CONSIDERED FAILURE TO PROVIDE GOODS**

# PRODUCTION PURCHASING SUPPLIER GUIDE

## MISSING COMMERCIAL INVOICE – PP ONLY



For FCA parts travelling from UK into the EU or EU into UK, the supplier **MUST** email the **fully completed** commercial invoice to allow Export (FTL / Milk round) 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 purchasing contacts immediately



You **MUST** respond within 2 hours



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

EU to UK - FTL & MILKRUN  
[eusupplier.brexitjlt@dhl.com](mailto:eusupplier.brexitjlt@dhl.com)  
[EUSUPPEX@jaguarlandrover.com](mailto:EUSUPPEX@jaguarlandrover.com)

UK to EU - FTL & MILKRUN  
[eusupplier.brexitjlt@dhl.com](mailto:eusupplier.brexitjlt@dhl.com)  
[NCTS@jaguarlandrover.com](mailto:NCTS@jaguarlandrover.com)

ALL CROSS-DOCK  
[eusupplier.brexitjlt@dhl.com](mailto:eusupplier.brexitjlt@dhl.com)

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

<6 digit shipment reference (SRN)>-<supplier GSDB>  
<Collection date>  
e.g. 123456-ABQ3A-17092019



FAILURE TO PROVIDE PAPERWORK WILL BE CONSIDERED FAILURE TO PROVIDE GOODS



# PRODUCTION PURCHASING SUPPLIER GUIDE

## MISSING EXPORT DECLARATIONS



For FCA parts travelling from UK into the EU or EU into UK on FTL or Milk round 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 DHL & 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

**EU to UK - FTL & MILKRUN**  
[eusupplier.brexitjlt@dhl.com](mailto:eusupplier.brexitjlt@dhl.com)  
[EUSUPPEX@jaguarlandrover.com](mailto:EUSUPPEX@jaguarlandrover.com)

**UK to EU - FTL & MILKRUN**  
[eusupplier.brexitjlt@dhl.com](mailto:eusupplier.brexitjlt@dhl.com)  
[NCTS@jaguarlandrover.com](mailto:NCTS@jaguarlandrover.com)

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

<6 digit shipment reference (SRN)>  
<supplier GSDB>  
<Collection date>  
e.g. 123456-ABQ3A-17092019



**FAILURE TO PROVIDE PAPERWORK WILL BE CONSIDERED FAILURE TO PROVIDE GOODS**

This pack is in reference to production purchasing orders.  
 As a reminder there are additional supplier packs by Incoterm and Supply chain available on the JLR supplier portal  
**PLEASE ENSURE YOU ARE FOLLOWING THE APPROPRIATE PROCESS**



Order Type	Pack	Cover	Freight Provider	JLR Contacts	Carrier Contacts	Differences from main pack
EDI	Prod Purch (FCA, DDU & DDP)		DHL & Supplier	EU to UK - <a href="mailto:EUSUPPEX@jaguarlandrover.com">EUSUPPEX@jaguarlandrover.com</a> UK to EU - With transit - <a href="mailto:NCTS@jaguarlandrover.com">NCTS@jaguarlandrover.com</a> Without transit - <a href="mailto:FULLEUP@jaguarlandrover.com">FULLEUP@jaguarlandrover.com</a>	DHL - <a href="mailto:eusupplier.brexitjlt@dhl.com">eusupplier.brexitjlt@dhl.com</a>	n/a
PO from Tier 1	PP DT2 DDP		DT2 Supplier	n/a	n/a	Supplier responsibilities same as standard DDP but to T1 not JLR
EDI	DDU/P Ex-Sellers Warehouse		DHL & Supplier	As per FCA pack where applicable EU to UK - <a href="mailto:EUSUPPEX@jaguarlandrover.com">EUSUPPEX@jaguarlandrover.com</a> UK to EU - <a href="mailto:NCTS@jaguarlandrover.com">NCTS@jaguarlandrover.com</a>	DHL - <a href="mailto:eusupplier.brexitjlt@dhl.com">eusupplier.brexitjlt@dhl.com</a>	Bonded Warehouse – Included supplier responsibility for transit documentation then advises which standard pack to follow Non- Bonded - advises which standard pack to follow
From Magna Steyr	Magna Steyr		Magna Steyr	<a href="mailto:customs.graz.magnasteyr@magna.com">customs.graz.magnasteyr@magna.com</a>	<a href="mailto:customs@leitnerspedition.com">customs@leitnerspedition.com</a> or <a href="mailto:magnajlr@lkwalter.com">magnajlr@lkwalter.com</a> depending on assigned carrier	Details Process for UK suppliers to MS
ASN/Pre-advisement	Aftermarket (FCA, DDU & DDP)		Multiple	<a href="mailto:EUUKCFSP@jaguarlandrover.com">EUUKCFSP@jaguarlandrover.com</a> for direct <a href="mailto:AMEUXDOC@jaguarlandrover.com">AMEUXDOC@jaguarlandrover.com</a> – for Crossdock	<a href="mailto:Unipart-booking@ebrex.co.uk">Unipart-booking@ebrex.co.uk</a> <a href="mailto:jaguareuaftermarket@dhl.com">jaguareuaftermarket@dhl.com</a> <a href="mailto:Jaguar-orders@arcese.com">Jaguar-orders@arcese.com</a> depending on assigned carrier	ASN or pre-advisement happen first, suppliers notified T-1 days of route
RPS/GPIRS	Prototype		TNT	EU to UK - <a href="mailto:EUSUPPEX@jaguarlandrover.com">EUSUPPEX@jaguarlandrover.com</a>	<a href="mailto:nth.heldimports@tnt.com">nth.heldimports@tnt.com</a>	How collections are arranged and contacts/carrier
R&FU will identify need	Premium Freight		Multiple	EU to UK - <a href="mailto:EUSUPPEX@jaguarlandrover.com">EUSUPPEX@jaguarlandrover.com</a> UK to EU - <a href="mailto:NCTS@jaguarlandrover.com">NCTS@jaguarlandrover.com</a>	Dependant on carrier selected – reply to the carrier contacting you	Urgency, How collections are arranged and contacts/carrier



**ALL PROCESSES IN FULL ARE AVAILABLE ON THE JLR SUPPLIER PORTAL**