

Jaguar Land Rover Supplier Facing Vendor Master Request Form PRODUCTION PURCHASING

Submit completed form as an electronic file with supporting documentation to:

JLRVEND@jaguarlandrover.com

(*) Indicates a mandatory section or field - this field **MUST** be completed

Section 1 Supplier Contact Details For This Request	
Supplier Contact Name * Fred Smith	Supplier Contact Job Title * Account Manager
Supplier Contact Email Address * fred.smith@example.com	
Supplier Contact Phone Number * 44 (0)123 456 7890	

Section 2 Request Summary	
Are you a new Supplier to JLR? * <input type="text" value="No"/>	Enter NO, if you are a current supplier to JLR
Please select reasons for your request *	
<input type="checkbox"/> Yes Add new site	
Please describe the request	I would like a new ship/warehouse site

Section 3 Supplier Details	
Supplier Trading Name * Example Limited	
Parent Name Example Limited	Parent Code XXXX

Section 4 Site Details Tax Information			
Manufacturing Site Details		Shipping/Warehouse Site Details	
Vendor Code	XXXX0	Vendor Code	NEW
Trading As		C/O	
Address Line 1 *	EXAMPLE ROAD	Address Line 1 *	NEW ROAD
Address Line 2		Address Line 2	
Address Line 3		Address Line 3	
Address Line 4		Address Line 4	
ZIP/Postal Code *	XX12 0XX	ZIP/Postal Code *	EX15 9EE
City *	EXAMPLE	City *	NEW
State/ Province/ Region		State/ Province/ Region	
Country *	United Kingdom	Country *	United Kingdom
Contact	fred.smith@example.com	Contact	fred.smith@example.com
Tel. Number	44 (0)123 456 7890	Tel. Number	44 (0)123 456 7890
VAT Number	GB12345678	VAT Number *	GB12345678
Email Address	FRED.SMITH@EXAMPLE.COM	Email Address	FRED.SMITH@EXAMPLE.COM
Use the above address for Shipping Site, PO & Remittance as well? <input type="button" value="Select"/>		Bonded Warehouse Y/N *	NO
Purchase Order Details (PO)		Remittance Details (PI)	
Vendor Code	XXXX0	Vendor Code	XXXX0
C/O		C/O	
Address Line 1 *	EXAMPLE ROAD	Address Line 1 *	EXAMPLE ROAD
Address Line 2		Address Line 2	
Address Line 3		Address Line 3	
Address Line 4		Address Line 4	
ZIP/Postal Code *	XX12 0XX	ZIP/Postal Code *	XX12 0XX
City *	EXAMPLE	City *	EXAMPLE
State/ Province/ Region		State/ Province/ Region	
Country *	UNITED KINGDOM	Country *	UNITED KINGDOM
Contact	fred.smith@example.com	Contact	fred.smith@example.com
Tel. Number	44 (0)123 456 7890	Tel. Number	44 (0)123 456 7890
VAT Number	GB12345678	VAT Number	GB12345678
Email Address	FRED.SMITH@EXAMPLE.COM	Email Address	FRED.SMITH@EXAMPLE.COM
		Factoring Company Y/N *	NO

Section 5		Bank Details Currency	
Bank Information			
Bank Name *	LONDON BANK	Currency *	GBP
Bank Address	BANK LANE, BANK ROAD, EXAMPLE		
Bank Country *	UNITED KINGDOM	Bank Key *	SEE NOTES
IBAN	GB12LONXXXXXXXXXXXX	Account Key	
Account Number *	XXXXXXXX	SWIFT *	XXXXXX
Account Name *	EXAMPLE LIMITED	Control Key	
Contact Name *	FRED SMITH	Branch	
		Contact email id *	FRED.SMITH@EXAMPLE.COM
Is currency different from the local currency of the country in which the order is being placed / manufacturing is based? *			NO

Section 6		JLR Buyer Details	
Name	JANE DOE		
Email Address	JDOE@JAGUARLANDROVER.COM		

Form Submission	
<p>After filling the details, please save this form as a PDF, and send it to JLRVEND@jaguarlandrover.com along with following supporting documents</p> <p>-Copy Section 4 & 5 to a new document-> Print on letter head -> Sign and date the document (the date should be within 6 months of receipt of the form)->Scan in pdf format</p> <p>-if a Factoring Company is involved, please ensure Factoring Company details are included on the letterhead</p>	
Title: JLR PP Vendor Master Request Form Record Owner: Shared Service ((PT&O) JLR Retention No: 26.01, Retention: C+3 JLR RMP Security Classification: Confidential	Record Type: Official Date Last Modified: 01.05.2018 Effective Date: 03.11.2016 Issue Level: 6