



Supplier's Check List

I Want to do What do I need to submit to the JLRVEND team

	Completed Form						Letterhead Required	Additional Supporting Document
	Section 1	Section 2	Section 3	Section 4	Section 5	Section 6		
Amend an address	YES	YES	YES	YES	YES	YES	YES	
Amend Bank Details	YES	YES	YES	YES	YES	YES	YES	If a factoring company, a support letter from the factoring company themselves email jlrvend@jaguarlandrover.com
Amend VAT number ONLY	-	-	-	-	-	-	-	
Amend currency	This is not possible - a new code would be required							
New Warehouse/Shipping address	YES	YES	YES	YES	YES	YES	YES	Indicate if this location is a Bonded Warehouse facility
New Manufacturing address	YES	YES	YES	YES	YES	YES	YES	
New Remittance address	YES	YES	YES	YES	YES	YES	YES	
Change the Purchase Order address	YES	YES	YES	YES	YES	YES	YES	
Change the invoice/remittance address	YES	YES	YES	YES	YES	YES	YES	
Change the warehouse/ship address	YES	YES	YES	YES	YES	YES	YES	Indicate if this location is a Bonded Warehouse facility
Change the bank details	YES	YES	YES	YES	YES	YES	YES	If a factoring company, a support letter from the factoring company themselves
Change of Name	YES	YES	YES	YES	YES	YES	YES	Name Change Certificate

** Quote all address for all the boxes

NB What we can't change	
Currency on a code	If you do need a different currency a new code request is required for all the supply chain
Country on a code	If you do need to change the country of a code, a new code is required for that element of the supply chain

Restructure your supply chain
Please contact JLRVEND@jaguarlandrover.com including your JLR buyer into the email and we will make contact to discuss your requirements

Amending contact details
Depending on system/location of the contact details, these could be changed by yourself.
Please contact JLRVEND@jaguarlandrover.com detailing the change and location of the data you want to change

Jaguar Land Rover Supplier Facing Vendor Master Request Form PRODUCTION PURCHASING

- 1** The Person's details completing the request
- 2** What are you asking for ?
- 3** Trading name/Parent Name of company.
- 4** Address Details for the Supply Chain
 - All addresses need to be completed
 - VAT numbers need to be completed where applicable
 - Contact details for individuals for all of the addresses

This information needs to be on your Company letterhead (copy and paste the data)
- 5** Bank Details
 - Enter all you banking information
 - Include : the currency we are trading with on this code.
 - Include : Contact details to answer the bank verification questions, if the bank details are changing

This information needs to be on your Company letterhead (copy and paste the data)
- 6** Your JLR Buyer contact details