



# PRODUCTION SUPPLIER GUIDE

## COMMON ISSUES WITH SUPPLIER INVOICE PAPERWORK

BREXIT TEAM  
28th JULY 2021

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Jaguar Land Rover produced a Supplier Commercial Invoice Standard Document, which is available to download on the Covisint Brexit Page (<https://jlr.portal.covisint.com/web/portal/Brexit>)

This communication highlights **4 specific areas** within Supplier Commercial Invoices which have seen the biggest cause for concern by Jaguar Land Rover – and draws particular attention to the standards required.

Suppliers should ensure they familiarise themselves with the full documentation though; 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.



# PRODUCTION SUPPLIER GUIDE

## COMMERCIAL INVOICE ISSUES – INCOTERMS



Please refer below to a summary of the Jaguar Land Rover Supplier Commercial Invoice Standard. The full version of this document can be found at <https://jlr.portal.covisint.com/web/portal/brexit>  
 The 4 key repeat issues we have seen are highlighted in **RED** below and on the following slides to draw particular attention.



**INCOTERMS (Field 12)**

The International Commercial Terms (Incoterms) declare when the risk in 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.

You may need to ensure your system is fully updated with the latest correct Incoterms as per your Jaguar Land Rover Purchase Order.

Field#	Request Information	Field	Explanation	Field#	Request Information	Field	Explanation
1	Supplier Name (Consignor)	Supplier specific	Supplier Name as specified on the Jaguar Land Rover Purchase Order.	13	Export License Required (In supplier's opinion)	Supplier input as required	
2	Supplier Address (Consignor)	Supplier specific	Supplier Address as specified on the Jaguar Land Rover Purchase Order.	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
3 <sup>a</sup>	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 followed by a code or number that is unique in the Member State.	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
4 <sup>a</sup>	Sellers VAT Registration Number	Supplier specific	N/A	16	Part Description	Full Part Description specified on the Jaguar Land Rover Purchase Order.	This must be in English. Generic or broad descriptions are no longer permitted and are likely to cause delays.
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 3) who is buying the goods and not necessarily the destination it is delivered to.	17	Harmonized Tariff Code	10 Digit Number NOTE: Some HS Codes may be 6 or 8 digits long and in these cases zeros 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.
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.	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.
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)	19	Number of parts	Numerical quantity	Specific number of parts
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)	20	Number of boxes	Numerical quantity	Specific number of boxes / pallets
9	Invoice Number	Supplier specific	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.
10	Invoice Date	Supplier specific	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.
11	Invoice Currency	Where possible suppliers should use 3-character abbreviation e.g., EUR / GBP	The currency used for this transaction will be stated on the Jaguar Land Rover Part Purchase Order. (Production order field 24)	23	Unit value	Numerical value of each part / item	Price and currency on Jaguar Land Rover Purchase Order to 5 decimal places.
12	Incoterm	Incoterm on Jaguar Land Rover Purchase Order	The International Commercial Terms (Incoterms) declare when the risk in 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)				



# PRODUCTION SUPPLIER GUIDE

## COMMERCIAL INVOICE ISSUES – HS CODE



Please refer below to a summary of the Jaguar Land Rover Supplier Commercial Invoice Standard. The full version of this document can be found at <https://jlr.portal.covisint.com/web/portal/brexit>  
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**Harmonised Tariff Code (Field 17)**  
 (aka HS code / Commodity Code)

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.

Jaguar Land Rover cannot process documentation for Customs without correctly identifying the correct HS Code.

Field	Required/Optional	Unit	Explanation	Field	Required/Optional	Unit	Explanation
1	Supplier Name (Consignor)	Supplier specific	Supplier Name as specified on the Jaguar Land Rover Purchase Order	13	Export Licence Required (if suppliers' option)	Supplier input as required	N/A
2	Supplier Address (Consignor)	Supplier specific	Supplier Address as specified on the Jaguar Land Rover Purchase Order	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
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 followed by a code or number that is unique in the Member State	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
4*	Sellers VAT Registration Number	Supplier specific	N/A	16	Part Description	Full Part Description specified on the Jaguar Land Rover Purchase Order	This must be in English Generic or broad descriptions are no longer permitted and are likely to cause delays.
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.	17	Harmonised Tariff Code	10 Digit Number	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. NOTE: Some HS Codes may be 8 or 9 digits long and in these cases zero's must be added to the end of the HS code until 10 digit length has been reached.
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 43) who is buying the goods and not necessarily the destination it is delivered to.	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.
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)	19	Number of parts	Numerical quantity	Specific number of parts
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)	20	Number of boxes	Numerical quantity	Specific number of boxes / pallets
9	Invoice Number	Supplier specific	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
10	Invoice Date	Either DDMMYYYY or MM/DD/YYYY	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
11	Invoice Currency	Where possible suppliers should use 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)	23	Unit Value	Numerical value or 3 character code	Price and currency on Jaguar Land Rover Purchase Order to 3 decimal places
12	Incoterms	Incoterms on Jaguar Land Rover Purchase Order	The international commercial terms (incoterms) specify when the risk in the goods officially changes hands and who becomes responsible for tax, duty and transportation cost. The incoterms 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)				





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## COMMERCIAL INVOICE ISSUES – COUNTRY OF ORIGIN

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### Origin of Part (Field 18) (aka Country of Origin)

Country Code or full country name must be stated on the Invoice documentation.  
**“EU” or “European Union” 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.

Further information on guidance for Country of Origin can be found at;  
 UK Information - <https://www.gov.uk/guidance/check-your-goods-meet-the-rules-of-origin>  
 EU Information - <https://trade.ec.europa.eu/access-to-markets/en/content/welcome-access2markets-market-access-database-users>

Field	Import/Information	Field	Explanation	Field	Import/Information	Field	Explanation
1	Supplier Name (Consignee)	Supplier specific	Supplier Name as specified on the Jaguar Land Rover Purchase Order.	13	Export Licence Required (In supplier's country)	Supplier input as required	N/A
2	Supplier Address (Consignee)	Supplier specific	Supplier Address as specified on the Jaguar Land Rover Purchase Order.	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
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 followed by a code or number that is unique in the Member State	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
4*	Sellers VAT Registration Number	Supplier specific	N/A	16	Part Description	Full Part Description specified on the Jaguar Land Rover Purchase Order.	This must be in English Generic or broad descriptions are no longer permitted and are likely to cause delays.
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.	17	Harmonized Tariff Code	10 Digit Number. NOTE: Some HS Codes may be 6 or 8 digits long and in these cases zeros must be added to the end of the HS code until 10 digit length has been reached.	Harmonized System (HS) Codes are commonly used throughout the export process for goods. The Harmonized 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.
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.	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.
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)	19	Number of parts	Nominal quantity	Specific number of parts
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)	20	Number of boxes	Numerical quantity	Specific number of boxes / pallets
9	Invoice Number	Supplier specific	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.
10	Invoice Date	Either DD/MM/YYYY or MM/DD/YYYY	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.
11	Invoice Currency	Where possible suppliers should use 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)	23	Unit Value	Nominal value or kilojoules per litre	Unit of Measure on Jaguar Land Rover Purchase Order to 2 decimal places.
12	Incoterms	Incoterms on Jaguar Land Rover Purchase Order	The international commercial terms (Incoterms) state when the risk in the goods officially changes hands and who becomes responsible for tax, duty and transportation cost. The Incoterms 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)				



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## COMMERCIAL INVOICE ISSUES – PACKAGING/WEIGHT DETAILS

Please refer below to a summary of the Jaguar Land Rover Supplier Commercial Invoice Standard. The full version of this document can be found at <https://jlr.portal.covisint.com/web/portal/brexit>  
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### Packaging/Weight Details (Fields 20, 21, & 22) (aka Packaging Type and Quantity / Net Weight / Gross Weight)

Should show specific number of boxes or pallets, the Unit of Measure in Kilogram OR Litres, to 2 decimal places of parts & packaging weight.

It is unlikely that a Commercial Invoice or accompanying Packing List or Delivery note is correct if the Gross Weight and Net Weight show the same value, or if the Net Weight exceeds the Gross Weight

Jaguar Land Rover cannot process documentation for Customs without this information in full, clearly stated on the Supplier Commercial Invoice or Delivery Note.

Field	Document/Information	Field	Explanation	Field	Document/Information	Field	Explanation
1	Supplier Name (Consignee)	Supplier specific	Supplier Name as specified on the Jaguar Land Rover Purchase Order	13	Export Licence Required (in supplier's opinion)	Supplier input as required	N/A
2	Supplier Address (Consignee)	Supplier specific	Supplier Address as specified on the Jaguar Land Rover Purchase Order	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
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 followed by a code or number that is unique in the Member State (2)	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
4	Seller's VAT Registration Number	Supplier specific	N/A	16	Part Description	Full Part Description specified on the Jaguar Land Rover Purchase Order	This must be in English Generic or based descriptions are no longer permitted and are likely to cause delays
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 3) who is buying the goods and not necessarily the destination it is delivered to.	17	Harmonized Tariff Code	10 Digit Number NOTE: Some HS Codes may be 6 or 8 digits long and in these cases zero's must be added to the end of the HS code until 10 digit length has been reached	Harmonized System (HS) Codes are commonly used throughout the export process for goods. The Harmonized 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.
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 4) who is buying the goods and not necessarily the destination it is delivered to.	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.
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)	19	Number of parts	Numerical quantity	Specific number of parts
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)	20	Number of boxes	Numerical quantity	Specific number of boxes / pallets
9	Invoice Number	Supplier specific	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.
10	Invoice Date	Either DD/MM/YYYY or MM/DD/YYYY	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.
11	Invoice Currency	Where possible suppliers should use 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)	23	Unit Value	Numerical value or 6 digit price	Price into currency on Jaguar Land Rover Purchase order to 2 decimal places.
12	Incoterms	Incoterms on Jaguar Land Rover Purchase Order	The international commercial terms (provisional) define when the risk in the goods officially changes hands and who becomes responsible for tax, duty and transportation costs. The incoterms 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)				



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## COMMERCIAL INVOICE ISSUES – CLEAR PRESENTATION

This slide provides guidance for a simple Commercial Invoice format where all required fields from the Jaguar Land Rover Supplier Commercial Invoice Standard are clearly identifiable. The 4 standout issues identified in this pack already are highlighted in red.

PRO FORMA INVOICE		To be printed on Company Letter headed paper									
(This is not a VAT Invoice)											
Any Company		<--- See Field 1									
Any Street											
Any Town		<--- See Field 2									
Any Place											
Sold To:		<--- See Field 5									
Anyone											
Any Street		<--- See Field 6									
Any Town											
Any Place											
		Invoice Number		<--- See Field 9							
		Invoice Date		<--- See Field 10							
		ASN									
		Incoterms (named place)		<--- See Field 12							
		Currency		<--- See Field 11							
		Country of Origin		<--- See Field 18 if not listed individually at Part Level							
Ship to:		<--- See Field 7									
Anyone											
Any Street		<--- See Field 8									
Any Town											
Any Place											
Part Number	Part Description	HS Code	Country of Origin	Qty	Unit Price	Total Price	Nett Weight	Gross Weight	Number of Packages	Type of package	
↑See Field 15↑	↑See Field 16↑	↑See Field 17↑	↑See Field 18↑	↑See Field 19↑	↑See Field 23↑	↑Field 19 * Field 23↑	↑See Field 22↑	↑See Field 21↑	↑See Field 20↑	↑See Field 20↑	
↑See Field 15↑	↑See Field 16↑	↑See Field 17↑	↑See Field 18↑	↑See Field 19↑	↑See Field 23↑	↑Field 19 * Field 23↑	↑See Field 22↑	↑See Field 21↑	↑See Field 20↑	↑See Field 20↑	
↑See Field 15↑	↑See Field 16↑	↑See Field 17↑	↑See Field 18↑	↑See Field 19↑	↑See Field 23↑	↑Field 19 * Field 23↑	↑See Field 22↑	↑See Field 21↑	↑See Field 20↑	↑See Field 20↑	
Total							0.00	<--- See Field 14			
Preference statement if applicable											
Name of Signatory											
Signature											
Signed for and on behalf of xxxxxx											

Field headers are clearly identified to distinguish field content

All required fields present on same template and laid out in logical order

Information is shown at Part Level to ensure clarity of understanding

# PRODUCTION SUPPLIER GUIDE

## RECTIFICATION OF COMMERCIAL INVOICES – PRODUCTION

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Jaguar Land Rover has also faced significant delay from Suppliers in responding to requests for Invoice data to be reviewed or updated when presented with issues.

The following slide reminds all Suppliers of the Jaguar Land Rover requirements for responding to requests for incomplete or missing data and was originally communicated in January 2021.





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## RECTIFICATION OF COMMERCIAL INVOICES – PRODUCTION



For FCA parts travelling from EU into UK, the supplier **MUST** email **both DHL and JLR** the **fully completed** commercial invoice to allow Export (Direct / X-Dock Fast Lane) or JLR to act as Exporter of Record (X-Dock Slow Lane).

For Direct / X-Dock Fast Lane, the supplier **MUST ALSO** email the **fully approved Export Declaration**. 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 and data required.

or

You will be notified that we have not received your commercial invoice.

or

You will be notified that your EAD is missing.

You **MUST** respond within  
2 hours



Commercial Invoice / Delivery Note must contain ALL information as per Jaguar Land Rover Supplier Commercial Invoice Standard found at: <https://jlr.portal.covisint.com/web/portal/Brexit>

Export Declaration must be provided via email to DHL AND JLR where load is Direct or X-dock Fast Lane. They must also be provided as paper copies to the driver

Export Declaration MUST match Supplier's Invoice documentation

Supplier must have properly configured printer to print documentation in legally required format, including printed barcode



FAILURE TO PROVIDE PAPERWORK WILL BE CONSIDERED FAILURE TO PROVIDE GOODS