


# JLR SUPPLIER PACK V.9

DDU/DAP PRODUCTION PARTS SUPPLY – CUSTOMS PROCESSES  
MARCH 2024

**NEW UPDATE**

## Version control

#	Date	Change
1		Initial publication for trade after 31.12.20
2	Jan 21	Issue resolution contacts updated
3	Jan 21	FAQ Added to Issue resolution
4	Mar 22	 Updated wording to align across Brexit process packs Addition of Warning Symbols Changes throughout to update EIDR to SFD Addition of Commercial Invoice standard & inclusion of Preference Statement Addition of packing list submission in suppliers documentation Revision to email addresses & websites Reference DAP

## Version control

#	Date	Change
5	Jan 23	ERN replaced with MRN due to introduction of CDS
6	Mar 23	Slide 17 added an additional email address: <a href="mailto:sfescalation_smb@jaguarlandrover.com">sfescalation_smb@jaguarlandrover.com</a>
7	Jul 23	Gold Standard Commercial Invoice updated; full details can be found in own pack.
8	Jul 23	New branding
9	Mar 24	Example of good email

**NEW UPDATE**

## WARNING

It is the supplier's responsibility under the **DDU/DAP** Incoterms in its contract with JLR to clear goods for export and to deliver the parts to the named location and therefore to complete the required customs procedures set out in this document. As goods will be unable to proceed without this, **failure to complete the required customs procedures** or provide the required customs paperwork will be considered as a **failure to provide goods and therefore a breach of contract**.

JLR would like to remind suppliers that supply of the goods shall at all times remain pursuant to JLR's Production Purchasing Global Terms and Conditions, and that the supplier remains responsible for supply of the goods strictly in accordance with such terms.

THIS PACK COVERS **DDU/DAP BUYERS PLANT ONLY** - IF YOU ARE ON DIFFERENT **DDU/DAP** TERMS PLEASE CONTACT YOUR PURCHASING AND CUSTOMS CONTACTS

## DISCLAIMER

The contents of this pack are intended to provide DDU/DAP suppliers with general information and to assist DDU / DAP suppliers in complying with JLR's processes from 1 January 2021.

Whilst every effort has been made to provide correct information, the contents of this pack and JLR's response to any query should not be construed as any customs, legal, tax or any other advice. Suppliers should consult with their own professional advisors for specific advice on all customs, legal, tax and other matters.

JLR does not guarantee the completeness or accuracy of the information contained in this pack or its response to any query. Any such information and any response to any query are provided without any representation, warranty or other contractual term of any kind, whether express or implied.

JLR, to the fullest extent permitted by law, disclaims all liability to suppliers in respect of the content of this pack or its response to any query.

Accordingly, nothing in the contents of this pack or JLR's response to any query shall relieve any supplier from any of its contractual obligations to JLR.

DDU/DAP

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INTRODUCTION

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EU TO UK

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UK TO EU

DIRECT

DDU/DAP

ISSUE RESOLUTION

From the **1st January 2021** all goods moving across the UK / EU border in both directions, need to follow appropriate customs processes and complete appropriate customs documentation.

It is a mandatory requirement that **all** suppliers have the capability to carry out customs declarations and to act as the Exporter of Record for EU to UK and UK to EU shipments.

This pack aims to provide a guide to the newly required processes at an operational level to assist you.



We have seen regular process failures at certain stages. To support adherence we have marked these with a warning.



All suppliers must have the capability to carry out customs declarations and to act as the exporter of record for EU to UK and UK to EU shipments.

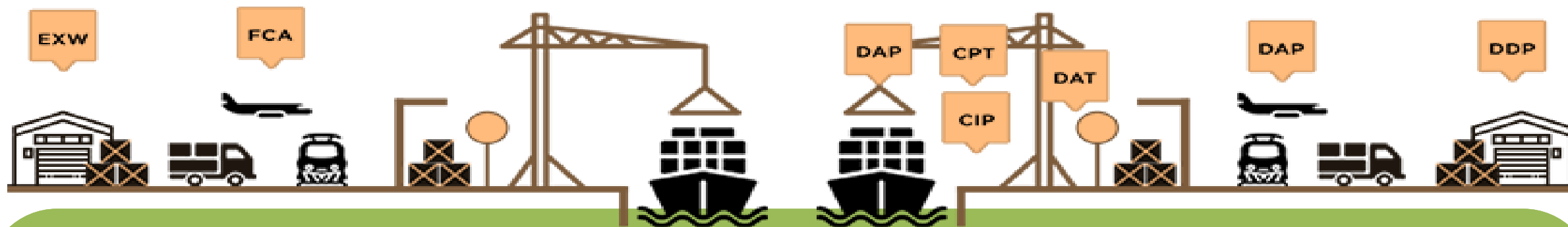
## WARNING

The following section applies to mainland EU vendors.

Vendors in the Republic of Ireland may need additional transit documentation for exit via Republic of Ireland ports.

If parts from Republic of Ireland are routed through Northern Ireland then the Northern Irish Protocol will apply.





The International Chamber of Commerce Incoterms rules provide internationally accepted definitions and rules of interpretation for most common commercial terms used in contracts for the sale of goods.

The trade terms help traders by clarifying the tasks, costs and risks involved in the delivery of goods from sellers to buyers.

The Incoterms specified in your contract with Jaguar Land Rover will define the responsibilities of both parties including in relation customs.

DDU (Delivery Duty Unpaid) ...named place is an Incoterm 2000 term in use in JLR contracts.

<https://iccwbo.org/resources-for-business/incoterms-rules>

**The Incoterms on your contract with JLR are agreed and cannot be changed at this stage**

For DDU / DAP shipments, the seller is responsible for all costs and procedures in order to deliver at the named place, bar duty which is the responsibility of the buyer. In order to pay the duty, JLR will carry out the import customs process for which the supplier must provide the required information.

**Supplier**Transit to  
portExport  
CustomsBorder  
CrossingImport  
CustomsTransit to  
named place**JLR**

The supplier must complete the export process & provide the correct information to allow JLR to complete the import process

DDU/DAP

EU to UK

DIRECT

JLR

SUPPLIERS ON DDU/DAP INCOTERMS  
EU Supply To UK Plants





## DDU/DAP Buyer Plant - Tier 1 Supplier

### Commercial View

- ✓ JLR will expect Tier 1 suppliers to pay costs for export declarations.
- ✓ In the case of EU continental Tier 1 suppliers, JLR will pay the cost of import declarations on these collections

### Administration

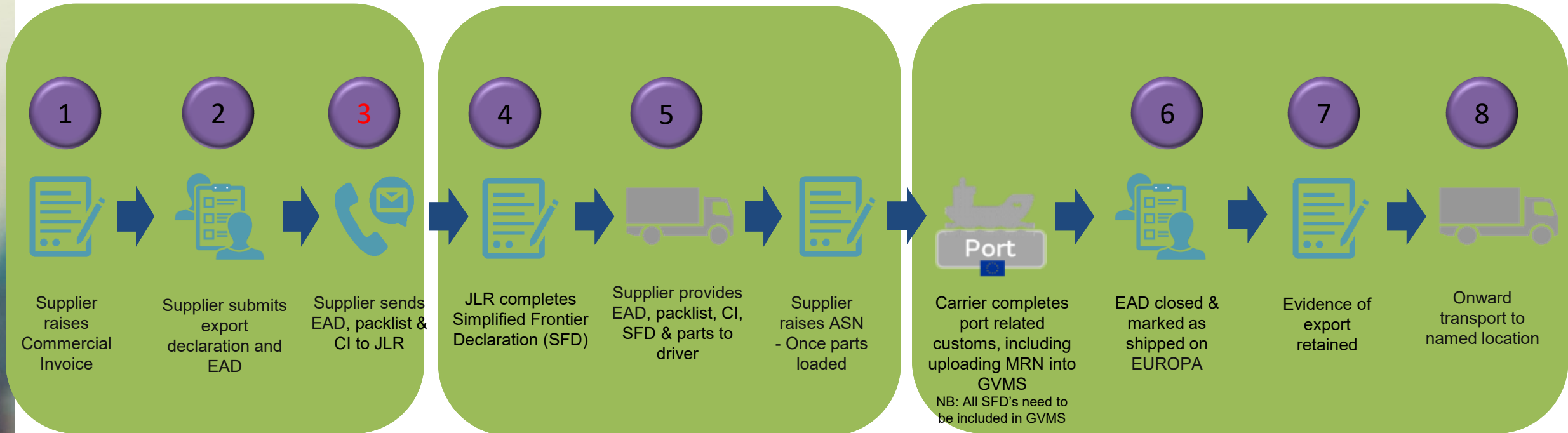
1. Suppliers are responsible for completing the export declaration, providing accompanying documentation & commercial invoice, as well as providing information regarding port of exit, port of entry and carrier information to JLR

Here are the process steps in which the supplier, as Exporter Of Record is required to complete. Each numbered button links to a detailed page on the process step.

-1 Days

Day of collection

In transit



Export process steps from EU to UK for PRODUCTION DDU/DAP supply to JLR

1



## COMMON FAILURE

The supplier is required to complete a full and accurate Commercial Invoice (CI). The information provided on this provides part of the required customs paperwork.

**WHO?**

The supplier

**WHERE?**

This needs to be sent along with the EAD in Step 3

**WHEN?**

This needs to be prepared once the parts are ready to be collected and the day prior to collection

**WHAT?**

JLR has created the Supplier Commercial Invoice Standard document to explain the requirements for your commercial invoice as we see them. This document has been sent to all suppliers and is available on the supplier portal please refer to this for full details, a field summary is provided on the following page.



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.



THE INVOICE CONTAINING **ALL** INFO **MUST** BE COMPLETED OR THE SHIPMENT **WILL** FAIL – REFER TO JLR STANDARD

A clear and accurate CI is essential – REFER TO JLR STANDARD on the next slide  
Correct Preference Statement must also be declared

1

Please refer below to a summary of the JLR Gold Standard Commercial Invoice. The full version of this document can be found at <https://jlr.portal.covisint.com/web/portal/brexit>  
Correct Preference Statement must also be declared

Field #	Required Information	Field	Explanation
1	Supplier Name (Consignor)	Supplier specific	Supplier Name as specified on the JLR Purchase Order.
2	Supplier GSDB Code	Supplier Specific	Global Supplier database which contains key information on JLR suppliers. A unique code for each JLR supplier.
3	Supplier Address (Consignor)	Supplier specific	Supplier Address as specified on the JLR Purchase Order.
4	Preference Statement	Mandatory Field	A preference certificate is issued by exporters when the goods being exported qualify under a preferential trade agreement with specific countries. This certificate permits the goods to be imported into that country at a reduced rate of duty, in most cases zero duty.
5	Suppliers REX (EU), Customs Authorisation Number (Non-EU), or EORI (UK Only)	Supplier specific	1) A REX (Registered Exporter Number) number needs to be included in preference statement for EU exports (see field number 4) 2) Customs Authorisation Number needs to be included in preference statement for Non-EU exports (see field number 4) 3) EORI needs to be included in preference statement for UK Exports (see field number 4)
6	Sellers VAT Registration Number	Supplier specific	N/A
7	Buyers Company Name	JLR should be used	This is the legal entity as specified on the JLR purchase order (Production order field 1) who is buying the goods and not necessarily the destination it is delivered to.
8	Buyers Company Address (sold to details)	Company Address on JLR Purchase Order	This is the address as specified on the JLR purchase order (Production order field 45) who is buying the goods and not necessarily the destination it is delivered to.
9	Delivery Place Name (Ship to name)	Delivery Place Name	The name of where the goods are being delivered to as specified on the JLR schedule.
10	Delivery Address (Ship to address)	Delivery address to include FULL postcode	The address of where the goods are being delivered to as specified on the JLR schedule.
11	Invoice Number	Supplier specific	A unique number is required on each invoice and should not be duplicated.
12	Invoice Date	Either DD/MM/YYYY or MM/DD/YYYY	N/A
13	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 JLR part Purchase Order
14	Incoterm + Name place	Incoterm on as JLR 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 JLR will be stated on the JLR Purchase Order. Incoterm must have place name after 3 letter code. Incoterm FCA, DDU and DAP are accepted by JLR.
15	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 Incoterms

Field #	Required Information	Field	Explanation
16	Part Number	Part number / Service Part number / Item specified on the JLR Purchase Order.	(1) JLR Part number – including engineering level. (2) Service part number for Aftermarket supply. (3) For Non-production goods, Item specified on Purchase order
17	Part Description	Full Part Description specified on the JLR Purchase Order.	This must be in English Generic or broad descriptions are no longer permitted and are likely to cause delays.
18	Harmonised Tariff Code (HS or commodity code)	8 Digit Number  NOTE: Some HS Codes may be 6 digits long and in these cases, zero's must be added to the end of the HS code until 8-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>
19	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. This should be a 2-letter code for the country. Information can be provided on Delivery Note or Packing List.
20	Number of parts	Numerical quantity	Specific number of parts
21	Number of boxes/pallets	Numerical quantity	Specific number of boxes / pallets
22	Gross weight - Total	Numerical quantity kgs or litres	Unit of Measure i.e., Kilogram OR Litres to 3 decimal places of parts & packaging weight. Information can be provided on Delivery Note or Packing List.
23	Net weight - Total by part	Numerical quantity kgs or litres	Unit of Measure i.e., Kilogram OR Litres to 3 decimal places of parts & packaging weight. Information can be provided on Delivery Note or Packing List.
24	Unit Value	Numerical value of each part / item	Price and currency on JLR Purchase Order to 4 decimal places.
25	ASN/SRN number	Advanced shipping number	This will ensure the shipment is booked as received against the correct schedule.
26	Signed declaration	Statement	At the bottom of each Commercial Invoice a signed declaration should 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.
27	Means of transport	Transportation details	N/A



2

An export declaration and Export Accompanying Document (EAD) which includes the Movement Reference Number (MRN) are required to clear the goods for export. These are required before the goods leave the suppliers premises.

**WHO?**

As the Exporter Of Record, the supplier must submit the export declaration or employ a customs broker to complete it on their behalf.

**WHERE?**

This is to be submitted to the customs authority in the **country of export**.

**WHEN?**

As soon as the details of carrier and port of exit are provided, the day before the planned collection.

**WHAT?**

For the customs declaration along with basic company information, the following are required;

- EORI Number
- Commodity code
- Commercial Invoice
- Trailer/carrier details
- Port of Exit

An export declaration is not required for the pallets and/or stillages if they have parts in them.

The export declaration is required as soon as the carrier information is received



3

The complete set of customs paperwork including the Export Accompanying Document (EAD), Commercial Invoice (CI) and Packing List should be sent to all parties as they are required for our records and to complete the import stage of the process.

**WHO?**

The supplier must send all required documents to JLR Customs.

**WHERE?**

[EUUKCFSP@jaguarlandrover.com](mailto:EUUKCFSP@jaguarlandrover.com)  
also copy to  
[sfescalation\\_smb@jaguarlandrover.com](mailto:sfescalation_smb@jaguarlandrover.com)

**WHEN?**

As soon as the EAD/MRN is received. The EAD, CI & Packing List documents need to be with JLR prior to collection.

**WHAT?**

All 3 pdf documents should be sent to JLR customs

1. Full set of EAD with MRN (see next page for further details) and
2. Commercial Invoice and
3. Packing list

The email MUST have the following subject format:

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

**COMMON FAILURE**

Supplier failure to send the export documentation, Commercial Invoice & packing list to JLR email address with the correct subject header has caused multiple stoppages & resulted in premium freight

JLR Customs need the EAD, MRN & CI + Packing List prior to collection

3

## What good looks like: Production DDU/DAP Accompanied

Send ▼

To euukcfsp@jaguarlandrover.com

Cc sfdescalation ×

Clearance Request - 3423490 - XYZ1Z - 20/02/2024

JLR Route: Production  
INCOTERM: DDU  
Carrier: Waberers  
Shipping Ref: 3423490  
Loading Date: 20/02/2024

ETA Date: 23/02/2024  
Port of Exit from EU (Route): Calais  
Arrival Port into UK (Route): Dover  
Vehicle Reg No. (If Accompanied): WA456  
Trailer No: RE2345K  
Accompanied Trailer: Yes

Level of detail required on email

3

## What good looks like: Production DDU/DAP Un-Accompanied

Send ▼

To euukcfsp@jaguarlandrover.com

Cc sfescalation ×

Clearance Request - 3423490 - XYZ1Z - 20/02/2024

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JLR Route: Production  
INCOTERM: DDU  
Carrier: ~~Waberers~~  
Shipping Ref: 3423490  
Loading Date: 20/02/2024

ETA Date: 23/02/2024  
Port of Exit from EU (Route): Calais  
Arrival Port into UK (Route): Dover  
Vehicle Reg No. (If Accompanied):  
Trailer No: RE2345K  
Accompanied Trailer: No

UK Carrier Email Address: abc@ukcarrier.co.uk  
Devanning Location in UK if Groupage:  
Port Manifest System: Destin8  
Badge Reference: AAA

Level of detail required on email

3



## COMMON FAILURE

Suppliers should ensure the document they are submitting is the Export Accompanying Document (EAD) with the MRN barcode.

## This is the EAD

1. It has the required MRN and Barcode
2. It States Export Accompanying Document

The image shows a sample of an Export Accompanying Document (EAD) form. A large green checkmark is overlaid on the bottom half of the form, indicating it is a correct example. Two green circles highlight specific features: circle 1 is around a barcode in the top right corner, and circle 2 is around the text 'EXPORT ACCOMPANYING DOCUMENT' in the top left corner.

The EAD is required with MRN & Barcode

4

After JLR customs receive the EAD with MRN and CI (+ packing list) they will submit the import declaration, you will receive a Simplified Frontier Declaration (SFD) reference number.

**WHO?**

JLR Customs will send this to the supplier

**WHERE?**

In response to the submission of your export documentation

**WHEN?**

Once this is received from UK Customs after the submission of your export documentation

**WHAT?**

The Simplified Frontier Declaration (SFD) reference number allows the goods to be released into the UK at the port of entry and JLR Customs will create this and send the reference number to the supplier.

The information required by JLR to submit this is taken from your commercial Invoice (+ packing list) any issues in this documentation may delay the SFD creation and therefore delay the shipment.



**THE SFD  
CANNOT BE  
COMPLETED**

**UNTIL THE EAD,  
PACKING LIST AND  
COMMERCIAL INVOICE  
HAVE BEEN RECEIVED  
BY JLR. THE  
SUPPLIERS  
COMMERCIAL  
INVOICE MUST BE  
COMPLETE &  
ACCURATE**

The SFD reference is required for the goods to enter the UK

5

The complete set of customs paperwork including EAD, Commercial Invoice + Packing List & SFD should be given to the driver as a paper copy. This is the copy that allows the goods to pass through customs at the Port of Exit. It is a requirement to have a paper copy. Without a paper copy the shipment will be delayed and maybe be unable to clear customs.

**WHO?**

It is the supplier's responsibility to supply the documents to the carrier/driver.

**WHERE?**

At collection/dispatch point on carrier arrival.

**WHEN?**

The driver must receive these when parts are loaded.

**WHAT?**

The full set of customs documentation including the Export Accompanying Document (EAD), Packing List, SFD reference & Commercial Invoice (CI) **must** 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 image shows a sample of a customs invoice form. The title is 'INVOICE'. It contains various fields for 'EXPORTER', 'IMPORTER', 'COMMODITY', 'QUANTITY', 'UNIT', 'VALUE', and 'TAXES'. There is a barcode on the right side of the form. The form is titled 'INVOICE' and has a 'TOTAL' field at the bottom left showing '\$0.00'.

The driver should be given a printed copy of all customs documentation including EAD

6

The haulier will close the EAD once the parts have cleared customs at the Port of Exit. The Movement Reference Number (MRN) will then be marked as shipped. This is done via the EUROPA system.

**WHO?**

The supplier is able to check the status of the MRN to confirm shipment

**WHERE?**

The supplier is able to check an MRN through  
[https://ec.europa.eu/taxation\\_customs/dds2/ecs/ecs\\_home.jsp?Lang=en](https://ec.europa.eu/taxation_customs/dds2/ecs/ecs_home.jsp?Lang=en)

**WHEN?**

The MRN will be marked as closed when the carrier has cleared customs

**WHAT?**

The EUROPA site provides a function to confirm the status of a specific MRN. The supplier can use this to confirm a specific shipment has been exported.



The supplier is able to confirm shipment via EUROPA





8

Once customs cleared the driver continues to deliver at the JLR plant specified in the Incoterms of the contract

**WHO?**

The driver

**WHERE?**

At the named place

**WHEN?**

After Customs clearance

**WHAT?**

Once the driver has been cleared by customs they must continue to the buyers plant specified in the incoterms of the contract.



The driver must deliver to the named place

DDU/DAP

UK to EU

DIRECT

JLR



UK to EU

SUPPLIERS ON DDU / DAP INCOTERMS  
UK SUPPLIER TO EU PLANTS



## DDU/DAP Buyers Plant - Tier 1 Supplier

### Commercial View

- ✓ JLR will expect Tier 1 suppliers to pay costs for export declarations.
- ✓ In the case of UK Tier 1 suppliers, JLR will pay the cost of import declarations into the EU for these collections.

### Administration

- ✓ Suppliers are responsible for completing the export declaration, providing accompanying documentation & Commercial Invoice, as well as providing information regarding port of exit, port of entry and carrier information to JLR

Here are the steps in which the supplier, as Exporter Of Record is required to complete. Each numbered button links to a detailed page on the process step.

-1 Days

Day of collection

In transit

1



Supplier raises Commercial Invoice

2



Supplier submits export declaration

3



Supplier emails Export Declaration, CI & Packing List to Haulier, JLR & DHL Customs

4



DHL Customs provides the T1 to the supplier

5



Supplier provides documentation & parts to driver, including T1

6



Supplier raises ASN after parts loaded

6



Carrier completes port related customs & closes export declaration



Onward transport to named location



Evidence of export retained

These process steps relate to supply of parts to JLR

1



## COMMON FAILURE

The supplier is required to complete a full and accurate Commercial Invoice (CI). The information provided on this provides part of the required customs paperwork.

**WHO?**

The supplier

**WHERE?**

This needs to be sent along with the export declaration in Step 3

**WHEN?**

This needs to be prepared once the parts are ready to be collected and the day prior to collection

**WHAT?**

JLR has created the Supplier Commercial Invoice Standard document to explain the requirements for your commercial invoice as we see them. This document has been sent to all suppliers and is available on the supplier portal please refer to this for full details, a field summary is provided on the following page.



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.



THE INVOICE CONTAINING **ALL** INFO **MUST** BE COMPLETED OR THE SHIPMENT **WILL** FAIL - REFER TO JLR STANDARD

A clear and accurate CI is essential for the customs process to proceed

1

Please refer below to a summary of the JLR Gold Standard Commercial Invoice. The full version of this document can be found at <https://jlr.portal.covisint.com/web/portal/brexit>  
Correct Preference Statement must also be declared

Field #	Required Information	Field	Explanation	Field #	Required Information	Field	Explanation
1	Supplier Name (Consignor)	Supplier specific	Supplier Name as specified on the JLR Purchase Order.	16	Part Number	Part number / Service Part number / Item specified on the JLR Purchase Order.	(1) JLR Part number – including engineering level. (2) Service part number for Aftermarket supply. (3) For Non-production goods, Item specified on Purchase order
2	Supplier GSDB Code	Supplier Specific	Global Supplier database which contains key information on JLR suppliers. A unique code for each JLR supplier.	17	Part Description	Full Part Description specified on the JLR Purchase Order.	This must be in English Generic or broad descriptions are no longer permitted and are likely to cause delays.
3	Supplier Address (Consignor)	Supplier specific	Supplier Address as specified on the JLR Purchase Order.	18	Harmonised Tariff Code (HS or commodity code)	8 Digit Number  NOTE: Some HS Codes may be 6 digits long and in these cases, zero's must be added to the end of the HS code until 8-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/dd2/taric/taric_consultation.jsp?Lang=en">https://ec.europa.eu/taxation_customs/dd2/taric/taric_consultation.jsp?Lang=en</a>
4	Preference Statement	Mandatory Field	A preference certificate is issued by exporters when the goods being exported qualify under a preferential trade agreement with specific countries. This certificate permits the goods to be imported into that country at a reduced rate of duty, in most cases zero duty.	19	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. This should be a 2-letter code for the country. Information can be provided on Delivery Note or Packing List.
5	Suppliers REX (EU), Customs Authorisation Number (Non-EU), or EORI (UK Only)	Supplier specific	1) A REX (Registered Exporter Number) number needs to be included in preference statement for EU exports (see field number 4) 2) Customs Authorisation Number needs to be included in preference statement for Non-EU exports (see field number 4) 3) EORI needs to be included in preference statement for UK Exports (see field number 4)	20	Number of parts	Numerical quantity	Specific number of parts
6	Sellers VAT Registration Number	Supplier specific	N/A	21	Number of boxes/pallets	Numerical quantity	Specific number of boxes / pallets
7	Buyers Company Name	JLR should be used	This is the legal entity as specified on the JLR purchase order (Production order field 1) who is buying the goods and not necessarily the destination it is delivered to.	22	Gross weight - Total	Numerical quantity kgs or litres	Unit of Measure i.e., Kilogram OR Litres to 3 decimal places of parts & packaging weight. Information can be provided on Delivery Note or Packing List.
8	Buyers Company Address (sold to details)	Company Address on JLR Purchase Order	This is the address as specified on the JLR purchase order (Production order field 45) who is buying the goods and not necessarily the destination it is delivered to.	23	Net weight – Total by part	Numerical quantity kgs or litres	Unit of Measure i.e., Kilogram OR Litres to 3 decimal places of parts & packaging weight. Information can be provided on Delivery Note or Packing List.
9	Delivery Place Name (Ship to name)	Delivery Place Name	The name of where the goods are being delivered to as specified on the JLR schedule.	24	Unit Value	Numerical value of each part / item	Price and currency on JLR Purchase Order to 4 decimal places.
10	Delivery Address (Ship to address)	Delivery address to include FULL postcode	The address of where the goods are being delivered to as specified on the JLR schedule.	25	ASN/SRN number	Advanced shipping number	This will ensure the shipment is booked as received against the correct schedule.
11	Invoice Number	Supplier specific	A unique number is required on each invoice and should not be duplicated.	26	Signed declaration	Statement	At the bottom of each Commercial Invoice a signed declaration should 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.
12	Invoice Date	Either DD/MM/YYYY or MM/DD/YYYY	N/A	27	Means of transport	Transportation details	N/A
13	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 JLR part Purchase Order				
14	Incoterm + Name place	Incoterm on as JLR 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 JLR will be stated on the JLR Purchase Order. Incoterm must have place name after 3 letter code. Incoterm FCA, DDU and DAP are accepted by JLR.				
15	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 Incoterms				



2

An export declaration through the New Export System (NES) is required to clear the goods for export. This is required before the goods leave the suppliers premises.

**WHO?**

As the Exporter Of Record, the supplier must submit the export declaration or employ a customs broker to complete on their behalf.

**WHERE?**

This is to be submitted to HM Revenue & Customs, declaration through the New Export System (NES)

**WHEN?**

As soon as the details of carrier and port of exit are provided, the day before the planned dispatch.

**WHAT?**

For the customs' declaration, the following are required;

EORI Number

Commodity code

Commercial Invoice

Gross & Nett weight

Port of Exit

DUCR (see following slides)

Field 44 (see following slides)

An export declaration is not required for pallets and/or stillages if they have parts in them.

Truck/trailer info can be added as TBA to the export declaration. This will prevent new paperwork being raised if there is a truck/trailer change

The export declaration is required before the goods leave the suppliers premises

2

The format of the DUCR should conform to the Unique Consignment Reference (UCR) structure recommended by the World Customs Organisation (WCO)

The format of a trader generated DUCR is;

country Economic Operator Registration and Identification (EORI) – dash - traders' reference – dash - year

Where:

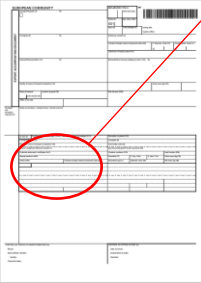
- **'Country'** - is the country where the DUCR was allocated
- **'Reference'** - is a unique series of characters that the trader, whose EORI number is included in the DUCR, devises and which provides an audit trail within traders' commercial records. This component of the DUCR is restricted to numbers, upper case letters and certain special characters
- **'Year'** - is the year in which the DUCR was allocated. For example, '9' if allocated in 2009, '0' if allocated in 2010 and '1' if allocated in 2011. Therefore, for the year 2009, ensure the year component of the DUCR entered onto the PEACH advance notification contains the single '9' digit and not '09'. In 2010, enter the year as a single '0' digit and not '10'

The DUCR should follow this format



2

Suppliers (or Brokers) should ensure that the data in field 44 of the Export Declaration submission on CHIEF / CDS is THE DUCR – YEAR.



32 Item No 1		Number and Kind of packages, pieces, marks and numbers of packages (31/1)	
Consignor/Exporter (2)			
Identity of means of transport at departure (18)			
Unique Consignment reference number (7)			
Produced documents / certificates (44/1)			
GB123456789012-ABC1234-2021			
Special mentions (44/2)			
UNDG (44/4)		transport charges method of payment code (529)	
		---	

The reference **DUCR – YEAR** needs to be on the Export Declarations in field 44  
**Field 44 is Box 7 of a printed EAD document**

Field 44 **MUST** be populated with  
**The DUCR - YEAR**  
 e.g. GB123456789012-ABC1234-2021



FAILURE TO POPULATE FIELD 44 WITH THE REFERENCE RESULTS  
 IN A DISCREPANCY BETWEEN THE EAD AND LRN.  
 THIS COULD RESULT IN A SHIPMENT FAILURE

Field 44 should be populated with DUCR - YEAR

3

The complete set of customs paperwork including the Export Declaration, Commercial Invoice (CI) and Packing List should be sent to all parties as they are required for our records and to complete the import stage of the process.

**WHO?**

The supplier must send all required documents to JLR, DHL Customs & Haulier

**WHERE?**

In return to the email providing you with the port of exit and carrier details AND  
[esusupplier.brexitjlt@dhl.com](mailto:esusupplier.brexitjlt@dhl.com)  
[SKIMPEXP@jaguarlandrover.com](mailto:SKIMPEXP@jaguarlandrover.com)

**WHEN?**

As soon as the export declaration is complete. The documents need to be with the carrier, JLR & DHL Customs prior to collection

**WHAT?**

All 3 pdf documents should be sent to BOTH the carrier, JLR & DHL Customs:

1. Export declaration
2. Commercial Invoice
3. Packing list

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

<7 digit shipment reference (SRN)>--<supplier GSDB>--<Collection date>  
 e.g. 1023456-ABQ3A-17092019

The email must contain truck/trailer info

**COMMON FAILURE**

Supplier failure to send the export documentation, Commercial Invoice & packing list to with the correct subject header has caused multiple stoppages & resulted in premium freight

JLR, DHL Customs and the Haulier need the Export Declaration and CI prior to collection

4

Once DHL Customs have received the Customs paperwork they will raise transit and provide the T1 to the carrier

**WHO?**

DHL Customs

**WHAT?**

After DHL receive the customs documentation they will raise transit and provide the Transit reference number (T1) to the supplier.

A copy will be sent to the driver/carrier.

**WHERE?**

n/a

**WHEN?**

After DHL receive the customs documentation which should be the day prior to collection.

T1 will be provided to carrier

5

The complete set of customs paperwork should be given to the driver, this includes Export Declaration, Commercial Invoice and Packing List, alongside the T1

**WHO?**

It is the supplier's responsibility to supply the documents to the carrier/driver. The supplier should check the driver has all the required documentation

**WHERE?**

At collection/dispatch point on carrier arrival.

**WHEN?**

The driver must receive these when parts are loaded.

**WHAT?**

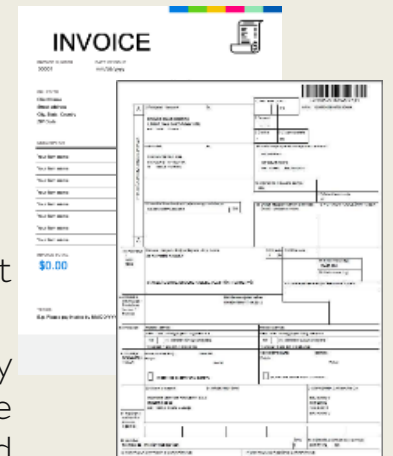
All pdf documents should be provided to the driver

1. Export declaration
2. Commercial Invoice
3. Packing list
4. Transit document (T1)

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 driver **MUST** be given a copy of all customs documentation



# ISSUE RESOLUTION



Further advice and specific requirements and guidance may be found on your countries' custom authority website

[https://ec.europa.eu/taxation\\_customs/national-customs-websites\\_en](https://ec.europa.eu/taxation_customs/national-customs-websites_en)

<https://www.gov.uk/brexit>



If there are any issues during this process or during shipping, you need to contact your JLR Customs contact to ensure all parties are aware of any issues.

If there is a delay processing a SFD customs clearance, please contact

[sfdescalation\\_smb@jaguarlandrover.com](mailto:sfdescalation_smb@jaguarlandrover.com)