


JLR SUPPLIER PACK V.11

FCA **AFTERMARKET** PARTS SUPPLY – CUSTOMS PROCESSES
MARCH 2024

NEW UPDATE

#	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	Jan 21	Added Caution Points to critical steps
5	Jan 21	Added full and correct list of carrier contacts
6	Feb 21	 Explanation of Warning Symbol Addition of Commercial Invoice standard Addition of packing list submission in suppliers documentation Clarification on SFD/EIDR sent to suppliers Further FAQ details Cross Dock option
7	Oct 21	Changes throughout to update EIDR to SFD Revision to Email Format Requirements Inclusion of Requirements around Preference Statement on Supplier CI
8	Nov 22	Last step in the process flows have been updated to reflect how to request SADs as well as certificate of shipments
9	Jan 23	ERN replaced with MRN due to introduction of CDS

#	Date	Change
10	Jul 23	Gold Standard Commercial Invoice updated; full details can be found in own pack.
11	Mar 24	Example of good Email NEW UPDATE

WARNING

It is the supplier's responsibility under the **FCA** Incoterms in its contract with JLR to clear goods for export 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.

DISCLAIMER

The contents of this pack are intended to provide FCA suppliers with general information and to assist FCA 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.

AM FCA

CONTENTS

JLR

AM FCA

INTRODUCTION

AM FCA

EU TO UK

DIRECT

AM FCA

EU TO UK

CROSS DOCK

AM FCA

EU TO UK

CROSS DOCK

FAST LANE

AM FCA

EU TO UK

CROSS DOCK

SLOW LANE

AM FCA

ISSUE RESOLUTION

AM FCA

CARRIER INFORMATION

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 necessary 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.



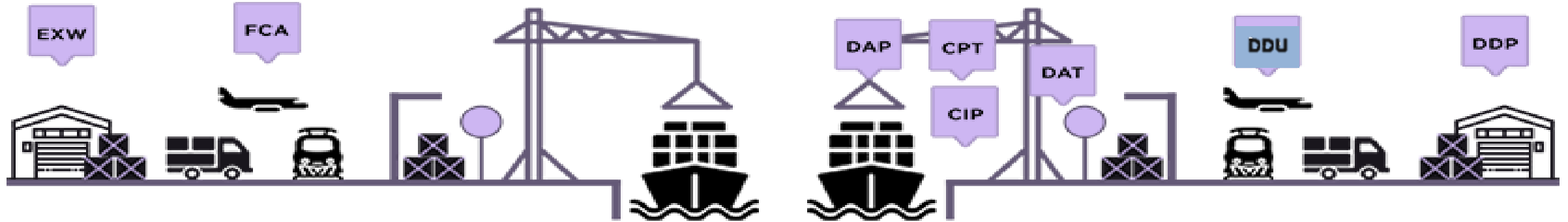
All suppliers must have the capability to carry out customs declarations and to act as the exporter of record for EU to UK and UK to EU shipments.

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 JLR will define the responsibilities of both parties including in relation customs.

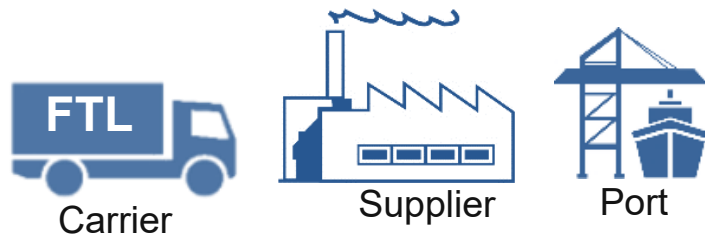
<https://iccwbo.org/resources-for-business/incoterms-rules>

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

For FCA shipments, there are 2 possible transport types.

The transport type determines the party responsible for the export procedure. A single supplier may have multiple transport types and these can change due to freight re-planning activity.

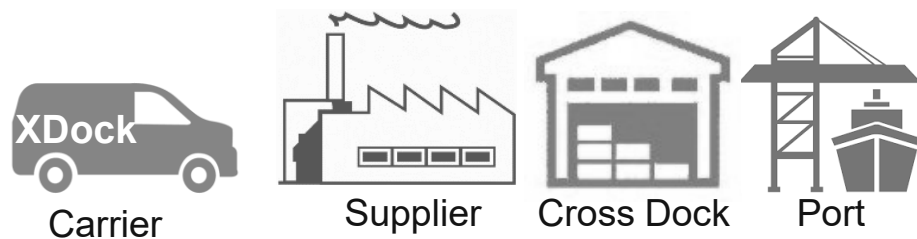
Export Process Only



Direct – Full Trailer/Truck load – Direct shipment with goods from a single supplier

EXPORT DECLARATION RESPONSIBILITY : SUPPLIER

DIRECT



XDock – JLR Cross Dock – Shipment via a JLR Cross dock facility which combines shipments from multiple suppliers

EXPORT DECLARATION RESPONSIBILITY :
See Cross dock section

CROSS DOCK

Carrier will confirm your transport type, this pack will detail how and the steps you need to take

- SUPPLIERS ON FCA INCOTERMS
- EU TO UK
- DIRECT



The transportation type is planned in advance for the greatest efficiency and value, this is subject to change



DIRECT

Example 1 – Direct

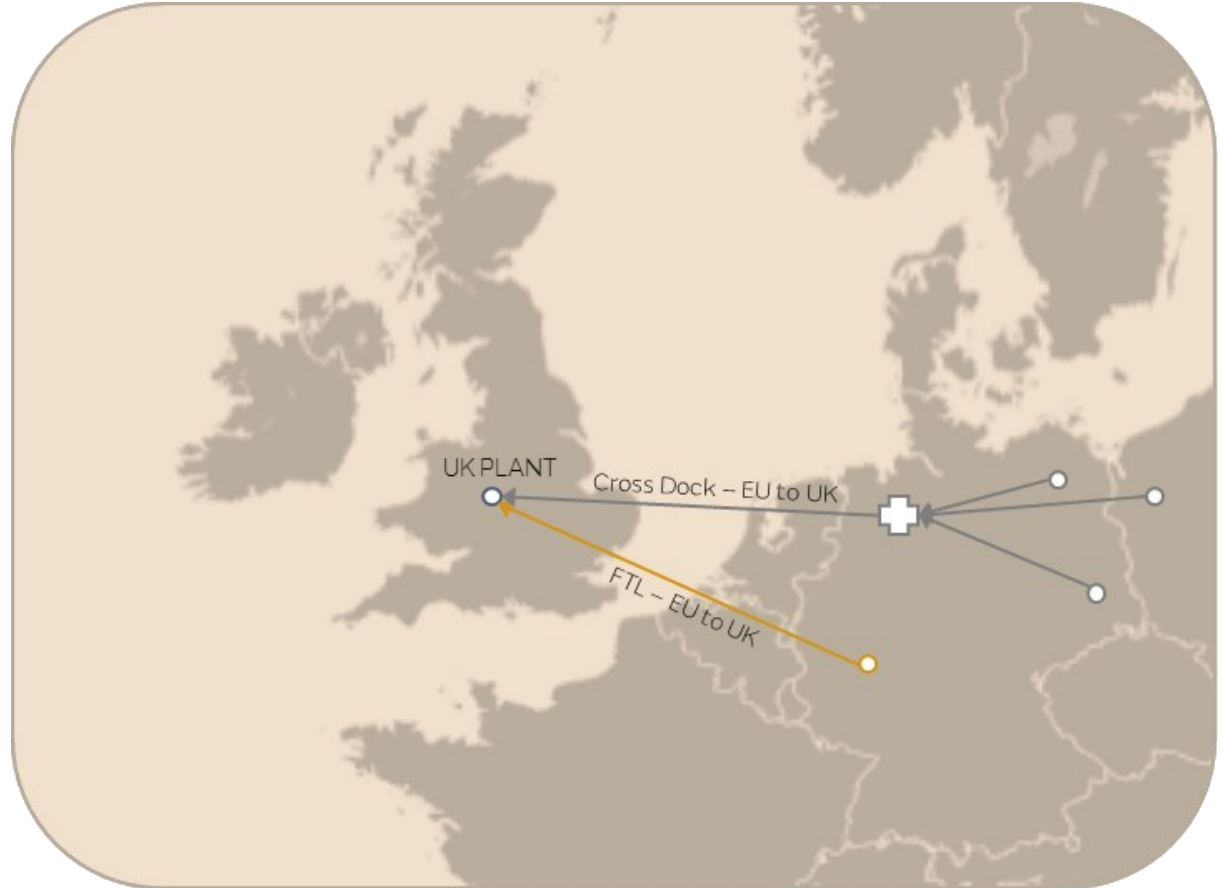
Carrier collects a FTL from **one supplier** and crosses the EU / UK border direct to a JLR Plant/ESC/Cross Dock facility



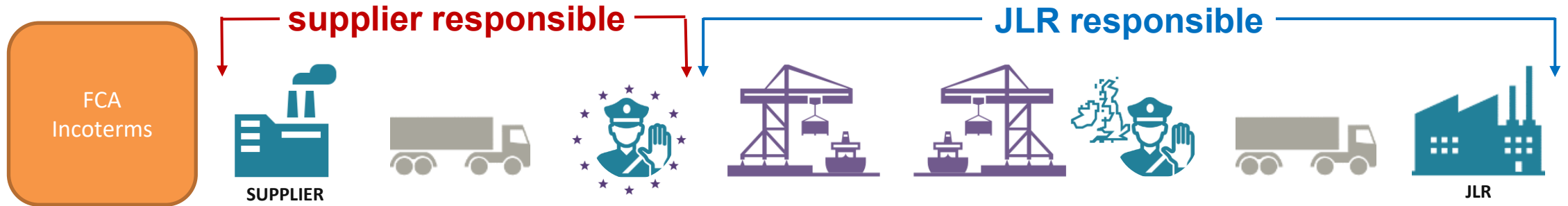
CROSS DOCK

Example 2 – Cross Dock

Carrier will collect small loads from **multiple suppliers & ship parts** into a JLR Cross dock facility. Loads are then consolidated before crossing the EU / UK border.



This pack details the JLR customs processes for these routes



Aftermarket FCA Supplier

Commercial View

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

Administration

1. The port of exit will be confirmed by the collection plan sent to you by Carrier. If there are changes to this collection plan, Carrier will notify you latest on the morning of collection.
2. Supplier is responsible for filing export declaration, providing accompanying documentation & Commercial Invoice
3. Customs clearance must be completed by the supplier AHEAD of JLR collection. JLR will not divert to customs offices.

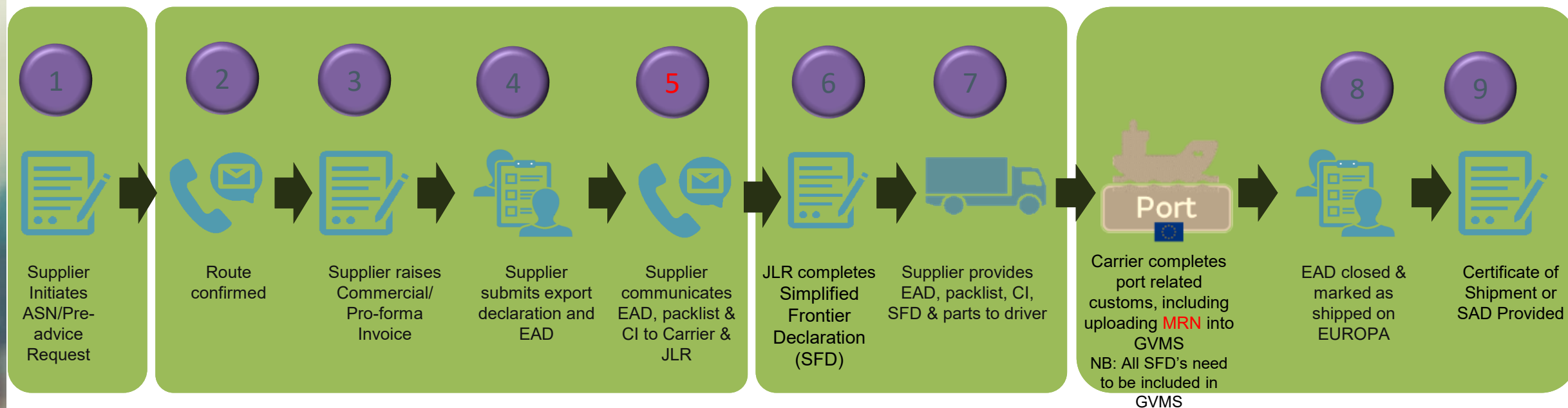
Here are the process steps which the supplier, as Exporter Of Record is required to complete.
Each numbered button links to a detailed page on the process step.

-2 Days

-1 Days (latest day of collection)

Day of collection

In transit



Export process steps from EU to UK for AFTERMARKET supply to JLR

1

Supplier to raise ASN and/or pre-advice request as per the existing Jaguar or Land Rover Process as per detailed in the Supplier Web Guide to Trading with JLR for Parts and Accessories.

**WHO?**

Supplier

**WHERE?**To be sent
via the existing contacts/method**WHEN?**

-2 days before part collection

**WHAT?**

Suppliers who have Incoterm FCA Supplier's Premises and/or Ship From Point on their Schedule Agreements will arrange with the specified JLR contracted carrier to collect using the carrier collection process. The UK receiving point will be detailed on the supplier Schedule Agreement and Delivery Schedule. The Supplier is to contact the designated carrier (**see carrier information**) directly to arrange collection. Transport service providers (carriers) have been selected by JLR to collect from global supplier manufacturing premises, from where they will be delivered to the designated UK warehousing facilities or contract packer/primer.

Suppliers should follow their existing ASN/Pre-advisement process

2

Carrier will now send to Supplier: SRN for Jaguar Shipments
The SNC (or Neovia) provided ASN will act as Reference for and Land Rover shipments or for all shipments to 'Mercia'

**WHO?**

Carrier

**WHAT?**

The details will be sent from JLR Aftermarkets carrier via email and will provide;

- Carrier Confirmation
- Port of Exit/Routing
- Trailer number
- Unit number
- Unique Ref No.

These details will allow the export declaration to be raised.

TIP: It may be beneficial to create a generic email for both supplier dispatch & customs to access.

**WHERE?**

This will be sent to the current supplier contacts.
The supplier contact is responsible for communicating this information to their customs team.

**WHEN?**

Day -1. Once these details are received, the supplier must use them to raise the export declaration.

Carrier will confirm, the haulier, port of exit and trailer number before the collection

3



COMMON FAILURE

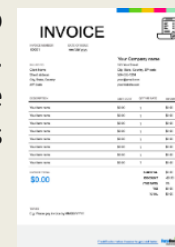
The supplier is required to complete a full and accurate Commercial or Pro-forma Invoice (CI). The information provided on this provides part of the required customs paperwork.

**WHO?**

The supplier

**WHERE?** This needs to be sent along with the EAD in Step 4**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 next slide
Correct Preference Statement must also be declared

3

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. UK Information - https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports EU Information - https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en
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

5

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 Carrier & JLR Customs.

**WHERE?**

Carrier Contacts &
EUUKCFSP@jaguarlandrover.com

**WHEN?**

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

**WHAT?**

All 3 pdf documents should be sent to **BOTH** carrier & 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 123456789-ABQ3A-17092019

COMMON FAILURE

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

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

5

An example of what good looks like for an email layout.

WHAT GOOD LOOKS LIKE: AFTERMARKET FCA ACCOMPANIED & UNACCOMPANIED



To

euukcfsp@jaguarlandrover.com

Cc

jlr@ntgroad.de (NB: Carrier Email Address varies by Brand/Market)

Subject

Clearance Request - 123456789 – XY11Z – 20/02/2022

JLR Route: Aftermarket
INCOTERM: FCA
Carrier: Ebrex
Shipping Ref: 123456789
Loading Date: 20/02/2022

Level of detail required on email

5



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. The form is titled "EUROPEAN COMMUNITY" and "EXPORT ACCOMPANYING DOCUMENT". It contains various fields for product details, quantities, and dates. A large green checkmark is overlaid on the bottom half of the form. Two green circles with the number "1" are drawn around the MRN and barcode fields. A green circle with the number "2" is drawn around the title "EXPORT ACCOMPANYING DOCUMENT".

The EAD is required with MRN & Barcode

6

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

**WHO?**

JLR Customs will send this to the carrier

**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 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

7

The complete set of customs paperwork including EAD, Commercial Invoice + Packing List and 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 may 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 should receive these when parts are loaded.

**WHAT?**

The full set of customs documentation including the Export Accompanying Document (EAD), Packing List, Commercial Invoice (CI) and SFD reference **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 form is titled 'INVOICE' and includes fields for 'INVOICE NUMBER', 'DATE OF INVOICE', 'EXPORTER', 'IMPORTER', 'COMMODITY CODE', 'QUANTITY', 'UNIT', 'VALUE', and 'TAXES'. There is a barcode on the right side of the form. The form is filled out with various details, including a value of '\$0.00' in the 'VALUE' field.

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

8

The haulier will close the EAD once the parts have cleared customs at the Port of Exit. The Movement Reference Number (MRN) will 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

**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

9

Required evidence will usually come from the IE599 message from the Europa system. JLR will support suppliers on exception who require additional 'evidence of export for VAT purposes'. A certificate of shipment can be provided by the carrier, or a Single Administrative Document (SAD) can be provided by Jaguar Land Rover in order to evidence export

**WHO?**

The Carrier and/or Jaguar Land Rover

**WHERE?**

Vendor to request from JLR via
CustomsC88Request@jaguarlandrover.com
 or from Carrier via existing contacts

**WHEN?**

After the goods have been imported into the
 receiving country

**WHAT?**

The IE599 message should be sufficient
 evidence for tax authorities.

On exception, a certificate of shipment
 can be provided by the carrier, or JLR can
 provide a SAD in order to evidence export,
 for VAT or Customs purposes. When
 requesting the SAD, ensure you provide the
 Shipping Ref (SRN/ASN tracking ref).

Vendors can also use the self bill invoice
 supplied by JLR upon goods receipt as
 evidence for tax authorities.

Sample

A Certificate of Shipment can be provided by the carrier or a SAD by JLR

- SUPPLIERS ON FCA INCOTERMS
- EU TO UK
- CROSS DOCK – VIA EU JLR
CROSS DOCK FACILITY



The transportation type is planned in advance for the greatest efficiency and value, this is subject to change



DIRECT

Example 1 – FTL (Full Truck Load)

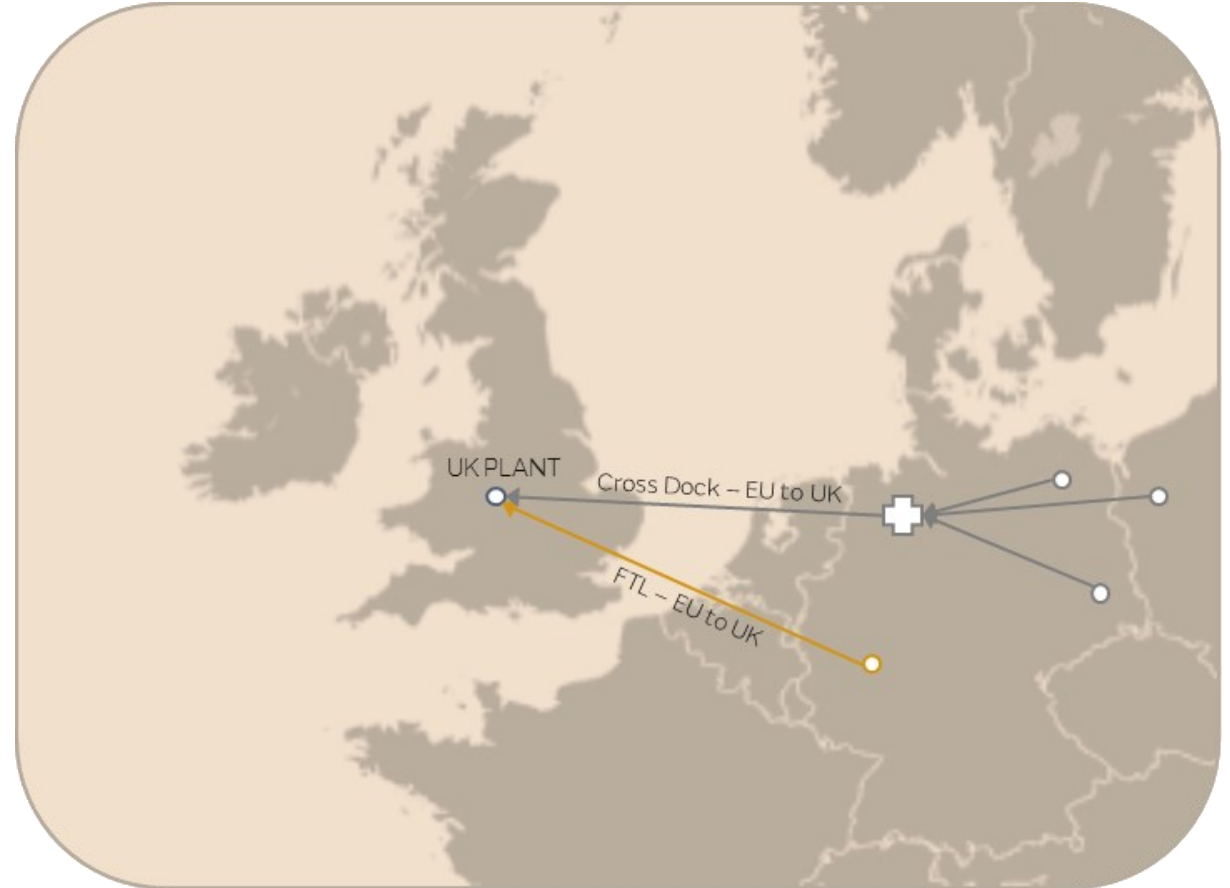
Carrier collects a FTL from **one supplier** and crosses the EU / UK border direct to a JLR Plant/ESC/Cross Dock facility



CROSS DOCK

Example 2 – Cross Dock

Carrier will collect small loads from **multiple suppliers & ship parts into a JLR Cross dock facility**. Loads are then consolidated before crossing the EU / UK border.



This pack details the JLR customs processes for these routes

JLR are continuing the dual process options for FCA Cross Dock for Production and Aftermarket suppliers, which Jaguar Land Rover are calling the 'Fast Lane' and the 'Slow Lane'

This is a voluntary process and will run in conjunction with the previously published cross dock process.

Where suppliers wish to act as exporter of record this can begin with immediate effect.

Option 1 – 'Fast Lane'

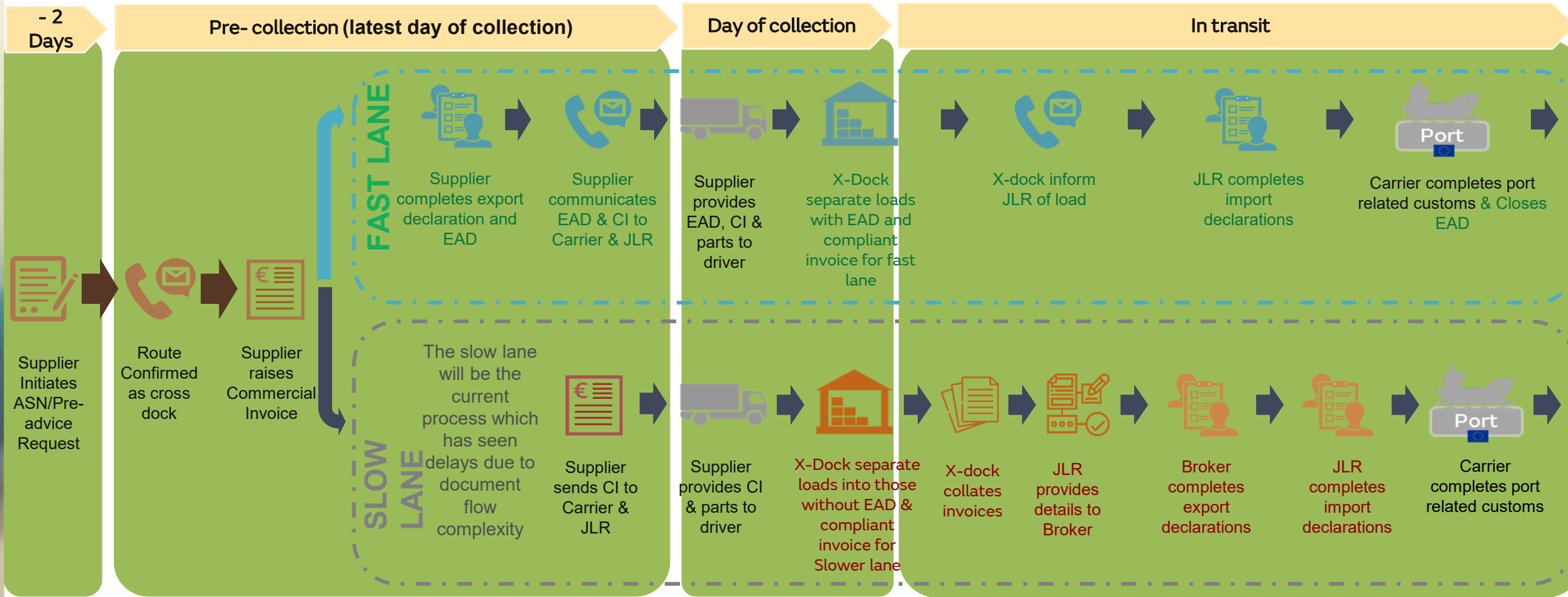
Suppliers who wish to act as exporter of record for cross dock shipments can do so, to participate suppliers will need to;

- Ensure commercial invoice is of the required standard – See JLR commercial invoice standard published 21st January 2021
- Complete and issue the EAD for cross dock shipments and send it to the carrier and to JLR

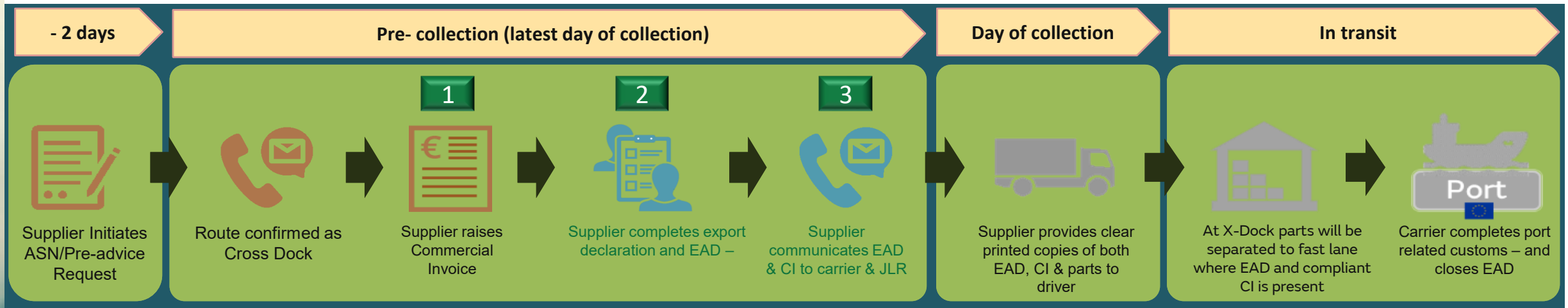
Option 2 – 'Slow Lane'

Suppliers can continue to follow the previous process where JLR acts as exporter of record

The process detailed below illustrates the improvements made by changing to supplier as exporter of record for cross dock shipments.



This is the summary of the process steps required for the Supplier to act as exporter of record on Cross Dock routes. The steps are included as lettered process steps in green in the following process guide.



1

The commercial invoice needs to contain all required information in order to use the fast lane option

2

The suppliers needs to raised the EAD.
The details for Port of Export and Trailer details may be left blank (country depending)

3

The supplier must send the EAD and Invoice to

EUUKCFSP@jaguarlandrover.com

CARRIER CONTACTS

The email **MUST** have the following **subject** format:
Clearance Request <shipment reference (SRN)> <supplier GSDB><Collection date>

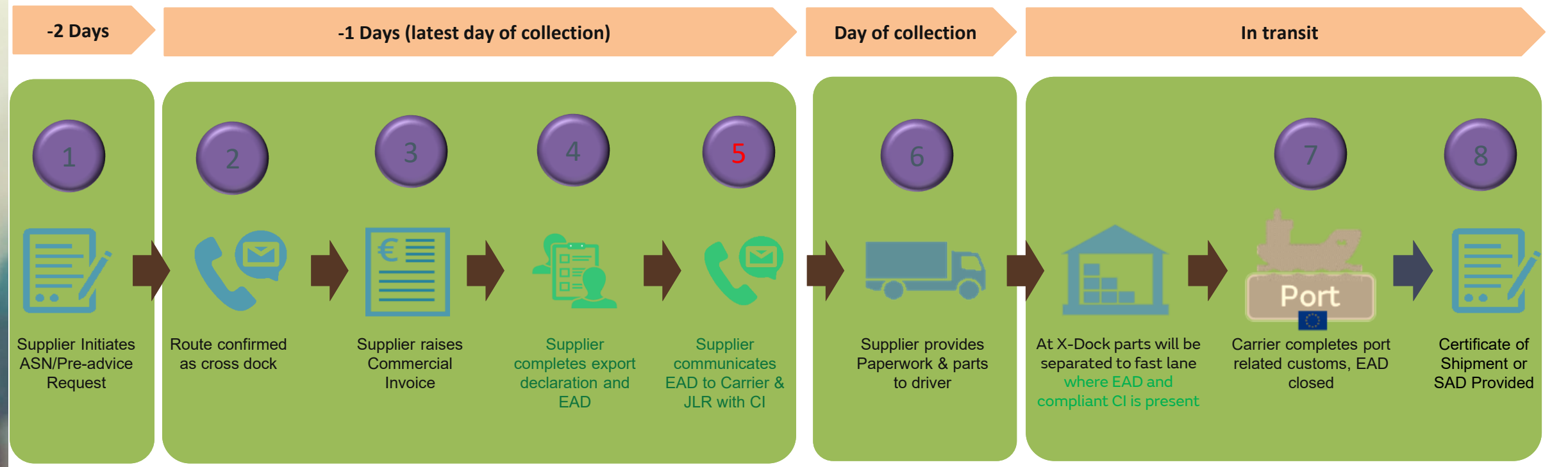
e.g. Clearance Request-123456-ABQ3A-17092019

- SUPPLIERS ON FCA INCOTERMS
- EU TO UK
- CROSS DOCK – VIA EU JLR CROSS DOCK FACILITY
- SUPPLIER AS EXPORTER OF RECORD





Here are the steps which the supplier is required to complete as part of the customs process for Cross Dock – Fast Lane where the supplier is the Exporter of Record.
 Each numbered button links to a detailed page on the process step.



These process steps relate to Aftermarket supply via cross dock FAST LANE



1 Supplier to raise ASN and/or pre-advice request as per the existing Jaguar or Land Rover Process as per detailed in the Supplier Web Guide to Trading with JLR for Parts and Accessories.

WHO? Supplier

WHERE? To be sent via the existing contacts/method

WHEN? -2 days before part collection

WHAT?

Suppliers who have Incoterm FCA Supplier’s Premises and/or Ship From Point on their Schedule Agreements will arrange with the specified JLR contracted carrier to collect using the carrier collection process. The UK receiving point will be detailed on the supplier Schedule Agreement and Delivery Schedule. The Supplier is to contact the designated carrier (**see slide carrier information**) directly to arrange collection. Transport service providers (carriers) have been selected by JLR to collect from global supplier manufacturing premises, from where they will be delivered to the designated UK warehousing facilities or contract packer/primer.

Suppliers should follow their existing ASN/Pre-advisement process



Carrier will now send to Supplier: SRN (Shipping Ref No) for Jaguar Shipments.
The SNC (or Neovia) provided ASN will act as Reference for and Land Rover shipments or for all shipments to 'Mercia'



WHO?

Carrier Operations team



WHERE?

This will be sent to the current supplier contacts.
The supplier contact is responsible for communicating this information to their customs team.



WHEN?

Day -1



WHAT?

Unless advised by JLR Aftermarkets designated carrier the supplier is to assume that shipments will be collected and processed through the JLR Aftermarket Cross-Dock process.

The supplier **must act as the Exporter of Record** through the **fast lane** process for shipments moving through the JLR Aftermarket Cross-Dock process.

TIP: It may be beneficial to create a generic email for both supplier dispatch & customs to access.

Carrier will confirm the haulier and route before the collection



3



COMMON FAILURE

The supplier is required to complete a full and accurate Commercial or Pro-forma 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 5



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 next slide
 Correct Preference Statement must also be declared

4

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. UK Information - https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports EU Information - https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en
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

4

An export declaration and Export Accompanying Document (EAD) which includes the Movement Reference Number (MRN) are required to clear the goods for export. For Cross Dock the EAD can to be raised with blank trailer/vehicle details as the EADs will be captured under the French Envelope process with the exporting trailer details

**WHO?**

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

**WHAT?**

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

- EORI Number
- Commodity code
- Commercial Invoice
- Port of Exit *
- Trailer Details *

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

* For 'Fast Lane' the Port of Exit and Trailer details may be able to be left blank – country dependant

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

5

The complete set of customs paperwork including the Export Accompanying Document (EAD), Commercial Invoice (CI) and Packing List should be sent to Carrier 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 Carrier & JLR customs

**WHERE?**

The supplier must send EAD and Invoice to EUUKCFSP@jaguarlandrover.com
AND
Carrier Contacts

**WHEN?**

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

**WHAT?**

All 3 pdf documents should be sent to **BOTH** Carrier & 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 123456789-ABQ3A-17092019

**COMMON FAILURE**

Supplier failure to send the export documentation, Commercial Invoice & packing list to carrier & JLR customs with the correct subject header will cause stoppages & result in premium freight

JLR Customs & Carrier need the EAD with MRN & CI (+ packing list) prior to collection

5

An example of what good looks like for an email layout.

WHAT GOOD LOOKS LIKE: AFTERMARKET FCA ACCOMPANIED & UNACCOMPANIED



To

euukcfsp@jaguarlandrover.com

Cc

jlr@ntgroad.de (NB: Carrier Email Address varies by Brand/Market)

Subject

Clearance Request - 123456789 – XY11Z – 20/02/2022

JLR Route: Aftermarket
INCOTERM: FCA
Carrier: Ebrex
Shipping Ref: 123456789
Loading Date: 20/02/2022

Level of detail required on email

5



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 EAD is required with MRN & Barcode

6

The complete set of customs paperwork including EAD 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 paper copy. Without a paper copy the shipment will be delayed and may 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 should receive these when parts are loaded.

**WHAT?**

The full set of customs documentation including the Export Accompanying Document (EAD) & Commercial Invoice (CI) + packing list **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 driver should be given a copy of all customs documentation including EAD

7

The Haulier will close the EAD at the port of exit. Once the parts have cleared customs at the Port of Exit the Movement Reference Number (MRN) will 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

**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

Required evidence will usually come from the IE599 message from the Europa system. JLR will support suppliers on exception who require additional 'evidence of export for VAT purposes', A certificate of shipment can be provided by the carrier, or a Single Administrative Document (SAD) can be provided by JLR in order to evidence export



WHO?

The Carrier and/or Jaguar Land Rover



WHERE?

Vendor to request from JLR via CustomsC88Request@jaguarlandrover.com or from Carrier via existing contacts



WHEN?

After the goods have been imported into the receiving country

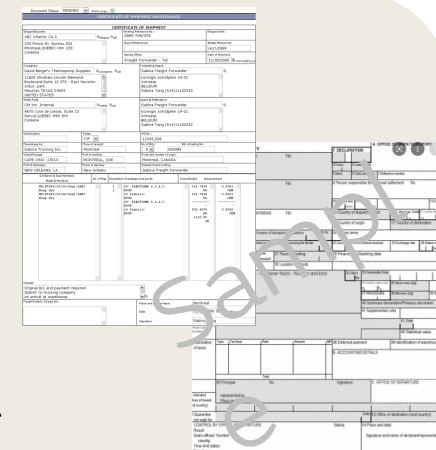


WHAT?

The IE599 message should be sufficient evidence for tax authorities.

On exception, a certificate of shipment can be provided by the carrier, or JLR can provide a SAD in order to evidence export, for VAT or Customs purposes. When requesting the SAD, ensure you provide the Shipping Ref (SRN/ASN/tracking ref).

Vendors can also use the selfbill invoice supplied by JLR upon goods receipt as evidence for tax authorities.



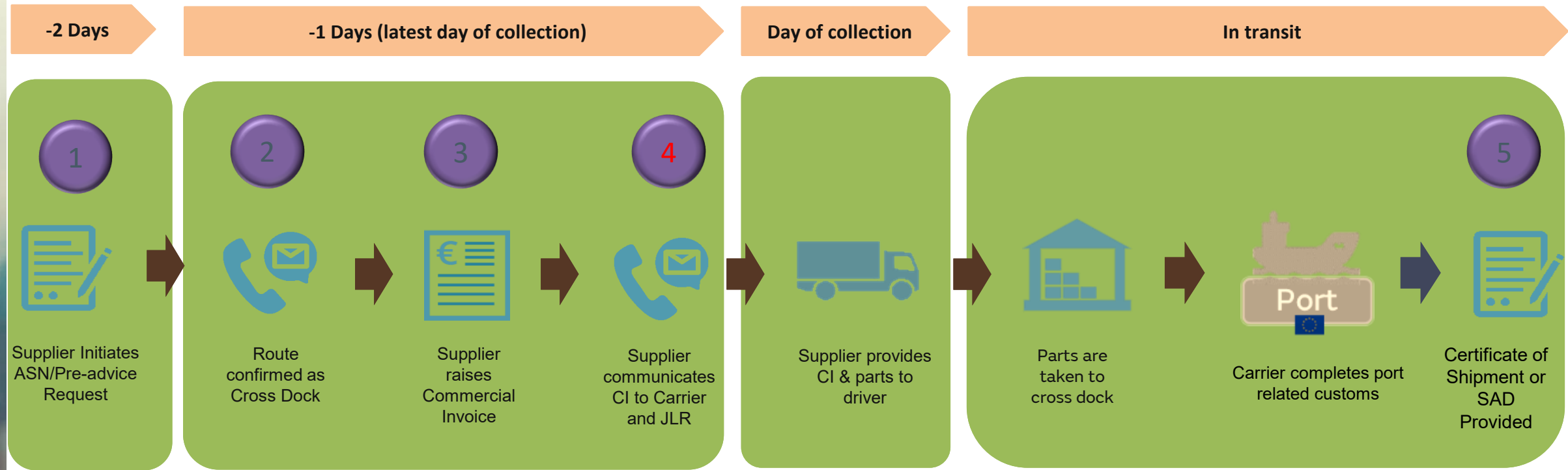
A Certificate of Shipment can be provided by the carrier or a SAD by JLR

- SUPPLIERS ON FCA INCOTERMS
- EU TO UK
- CROSS DOCK – VIA EU JLR
CROSS DOCK FACILITY
- JLR AS EXPORTER OF RECORD





Here are the steps which the supplier is required to complete as part of the customs process for Cross Dock – Slow Lane where JLR is the Exporter of Record.
 Each numbered button links to a detailed page on the process step.



These process steps relate to Aftermarket supply via cross dock SLOW LANE

1

Supplier to raise ASN and/or pre-advice request as per the existing JLR Process as per detailed in the Supplier Web Guide to Trading with JLR for Parts and Accessories.

**WHO?**

Supplier

**WHERE?**To be sent
via the existing contacts/method**WHEN?**

-2 days before part collection

**WHAT?**

Suppliers who have Incoterm FCA Supplier's Premises and/or Ship From Point on their Schedule Agreements will arrange with the specified JLR contracted carrier to collect using the carrier collection process.

The UK receiving point will be detailed on the supplier Schedule Agreement and Delivery Schedule. The Supplier is to contact the designated carrier (**see slide carrier information**) directly to arrange collection.

Transport service providers (carriers) have been selected by JLR to collect from global supplier manufacturing premises, from where they will be delivered to the designated UK warehousing facilities or contract packer/primer.

Suppliers should follow their existing ASN/Pre-advisement process



2 Carrier will now send to Supplier: SRN (Shipping Ref No) for Jaguar Shipments.
 The SNC (or Neovia) provided ASN will act as Reference for and Land Rover shipments or for all shipments to 'Mercia'

WHO? Carrier Operations team

WHERE? This will be sent to the current supplier contacts. The supplier contact is responsible for communicating this information to their customs team.

WHEN? Day -1

WHAT?

Unless advised by JLR Aftermarkets designated carrier the supplier is to assume that shipments will be collected and processed through the JLR Aftermarket Cross-Dock process.

The supplier **will not** be required to complete an export declaration for shipments moving through the JLR Aftermarket Cross-Dock 'Slow Lane' process.

TIP: It may be beneficial to create a generic email for both supplier dispatch & customs to access.

Carrier will confirm the haulier and route before the collection



3



COMMON FAILURE

The supplier is required to complete a full and accurate Commercial or Pro-forma Invoice (CI) for Customs purposes. The information provided on this provides part of the required customs paperwork.



WHO?

The supplier



WHERE?

This needs to be sent to carrier in step 4



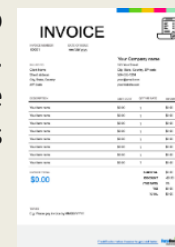
WHEN?

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 next slide
Correct Preference Statement must also be declared

3

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. UK Information - https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports EU Information - https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?lang=en
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



4

IF YOU ARE NOT COMPLETING EAD

The copy of the CI + packing list should be sent to Carrier AND JLR as they are required for our records and to complete the import stage of the process. The driver should also receive as a paper copy.



WHO?

The supplier must send all required documents to Carrier & JLR customs + It is the supplier's responsibility to supply the documents to the carrier/driver.



WHERE?

The supplier must send Invoice to EUUKCFSP@jaguarlandrover.com AND Carrier Contacts



WHEN?

The driver should receive Paper Copy when the parts are loaded. Email should follow at the same time if not already sent ahead of collection.



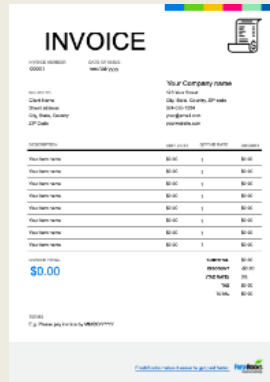
WHAT?

The Commercial Invoice and Packing List should be sent to **BOTH** Carrier & JLR customs

The email MUST have the following subject format: **Clearance Request <shipment reference (SRN)>-<supplier GSDB>-<Collection date>**
e.g. Clearance Request 123456-ABQ3A-17092019

The Commercial Invoice (CI) + packing list should be provided as a paper copy to the driver.

Failure to provide paperwork will be considered as failure to provide goods.



The Supplier MUST email the Commercial Invoice + Packing List to Carrier AND JLR. The driver should ALSO be given a paper copy of both documents.

4

An example of what good looks like for an email layout.

WHAT GOOD LOOKS LIKE: AFTERMARKET FCA ACCOMPANIED & UNACCOMPANIED



To

euukcfsp@jaguarlandrover.com

Cc

jlr@ntgroad.de (NB: Carrier Email Address varies by Brand/Market)

Subject

Clearance Request - 123456789 – XY11Z – 20/02/2022

JLR Route: Aftermarket
INCOTERM: FCA
Carrier: Ebrex
Shipping Ref: 123456789
Loading Date: 20/02/2022

Level of detail required on email



5 JLR will support suppliers on exception who require additional evidence of export for VAT purposes. A certificate of shipment can be provided by the carrier, or a Single Administrative Document (SAD) can be provided by JLR in order to evidence export

WHO? The Carrier and/or Jaguar Land Rover

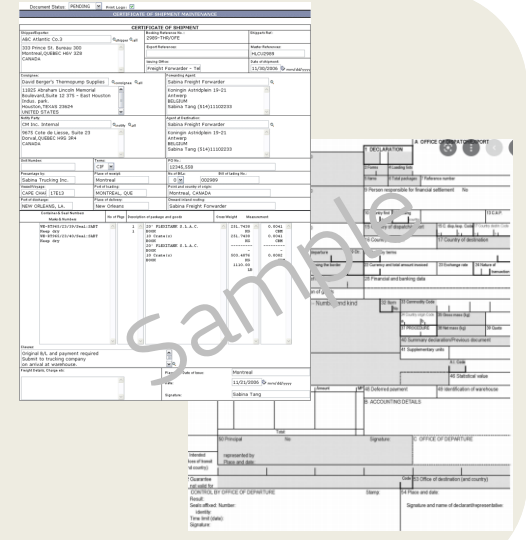
WHERE? Vendor to request from JLR via CustomsC88Request@jaguarlandrover.com or from Carrier via existing contacts

WHEN? After the goods have been imported into the receiving country

WHAT?

A certificate of shipment can be provided by the carrier, or a SAD can be provided by JLR in order to evidence export, for VAT or Customs purposes. When requesting the SAD, ensure you provide the Shipping Ref (SRN/ASN/tracking ref).

Vendors can also use the self bill invoice supplied by JLR upon goods receipt as evidence for tax authorities.



A Certificate of Shipment can be provided by the carrier or a SAD by JLR

- ISSUE RESOLUTION



FAQs

Customs Clearance on Site

Supplier must have the ability to customs clear goods at their dispatch site (at JLR Collection Code address). Suppliers must ensure that parts have an Export Declaration available at the point of JLR collection.

JLR is unable to divert our collection vehicles to transport parts to customs offices / brokers in instances where suppliers cannot clear customs on-site.

A customs declaration may be lodged prior to the expected presentation of the goods to customs. If the goods are not presented within 30 days of lodging of the customs declaration, the customs declaration shall be deemed not to have been lodged. More information can be found in Article 171 - Lodging a customs declaration prior to the presentation of the goods <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02013R0952-20200101> -

If your organisation is not able to meet the JLR customs process, then you will need to arrange transportation to the JLR site(s) on schedule demand at your own cost, with exportation being completed by the supplier & JLR completing the Import process. Guidance on how to contact JLR to complete Import clearance under these circumstances can be found on the DDU – Buyers Place supplier guide.

Once the collection address has the ability to clear parts, JLR will re-instate collection service.



FAQs

JLR as Exporter of Record

Jaguar Land Rover will be undertaking responsibility for being the Exporter Of Record on FCA – Sellers Place contacts where the parts travel through a JLR Cross Dock facility via the ‘Slow Lane’ Process

This is in line with The Unified Customs Code – Article 269 which states:

UCC States Article 269

1. *Customs office of export* The Customs Office of Export is responsible for supervising the place where the goods were or are to be presented or made available to customs controls for that purpose and where:

- *the exporter is established, or*
- *the goods are packed or loaded for export shipment*

The place where goods are packed or loaded for export shipment According to Article 221 UCC IA the export declaration must be lodged either at the customs office responsible for supervising the place where the exporter is established or where the goods are packed or loaded for export shipment.

For Cross Dock via the ‘Fast Lane’ Process the supplier will act as Exporter of Record



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://www.gov.uk/brexit>



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

- CARRIER INFORMATION

CUSTOMS RESPONSIBILITY & Contact guide (ISSUE 2)

THIS CONTACT GUIDE IS FOR FCA AFTERMARKET ONLY

Your carrier will have provided you with confirmation of the type of route, Direct or Cross Dock.

Country	Carrier	Type	Responsibility	What to Send		Where
Austria Belgium Denmark France Germany Netherlands Luxembourg Romania Switzerland Turkey Croatia Poland	EBREX	Direct	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 	The email MUST have the following subject format: Clearance Request <Shipment reference (SRN)> <supplier GSDB> <Collection date> e.g. Clearance Request 123456-ABQ3A-17092019	ALL documents must be emailed in PDF to BOTH: JLRdirect@ntgebrex.co.uk And EUUKCFSP@jaguarlandrover.com
		Cross-dock Fast Lane	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 		JLR@ntgroad.de (All markets bar Poland) JLRpaperwork@ebrexpolska.pl (Poland)
		Cross-dock Slow lane	JLR is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list only 		AND EUUKCFSP@jaguarlandrover.com

CUSTOMS RESPONSIBILITY & Contact guide (ISSUE 2)

THIS CONTACT GUIDE IS FOR FCA AFTERMARKET ONLY

Your carrier will have provided you with confirmation of the type of route, Direct or Cross Dock.

Country	Carrier	Type	Responsibility	What to Send		Where
Czechia Estonia Hungary Ireland Latvia Malta Montenegro Norway Portugal Serbia Slovakia Slovenia Spain Sweden	DHL SUPPLY CHAIN	Direct	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 	The email MUST have the following subject format: Clearance Request <Shipment reference (SRN)> <supplier GSDB> <Collection date> e.g. Clearance Request 123456-ABQ3A-17092019	ALL documents must be emailed in PDF to BOTH: jaguareuaftermarket@dhl.com or landroveraftermarket@dhl.com AND EUUKCFSP@jaguarlandrover.com
		Cross-dock Fast Lane	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 		ALL documents must be emailed in PDF to BOTH: jaguareuaftermarket@dhl.com or landroveraftermarket@dhl.com AND EUUKCFSP@jaguarlandrover.com
		Cross-dock Slow lane	JLR is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list only 		ALL documents must be emailed in PDF to BOTH: jaguareuaftermarket@dhl.com or landroveraftermarket@dhl.com AND EUUKCFSP@jaguarlandrover.com








CUSTOMS RESPONSIBILITY & Contact guide (ISSUE 2)

THIS CONTACT GUIDE IS FOR FCA AFTERMARKET ONLY

Your carrier will have provided you with confirmation of the type of route, Direct or Crossdock.

Country	Carrier	Type	Responsibility	What to Send		Where
Italy Milan Moderna Turin Florence Verona	ARCESE	Direct	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 	The email MUST have the following subject format: Clearance Request <Shipment reference (SRN)> <supplier GSDB> <Collection date> e.g. Clearance Request 123456-ABQ3A-17092019	ALL documents must be emailed in PDF to BOTH: EUUKCFSP@jaguarlandrover.com AND <u>the carrier for your region</u> UK.MI@arcese.com UK.MO@arcese.com UK.TO@arcese.com UK.FI@arcese.com UK.VR@arcese.com
		Cross-dock Fast Lane	Supplier is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list Export Accompanying Documentation (pdf) 		
		Cross-dock Slow lane	JLR is Exporter Of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + packing list only 		

- APPENDICIES

Who?	What?	Supplier Help?
2  CARRIER	Carrier will now send to Supplier: SRN for Jaguar Shipments The SNC (or Neovia) provided ASN will act as Reference for and Land Rover shipments or for all shipments to 'Mercia'	Carrier
3  SUPPLIER	Supplier must raise Commercial Invoice as early as possible to reduce delays at Collection. Invoice MUST contain detail listed on Info Slide	Your JLR Planner
4  SUPPLIER	Supplier is Exporter of Record and must submit Export Declaration (EAD) to Customs Authority as early as possible. The EAD MRN will be required	Supplier Internal / Broker JLR Planner for guidance
5  SUPPLIER	Supplier must send as soon as possible Commercial Invoice (+ any packing list) and approved Export Declaration (EAD), inc the MRN, to: Carrier Contact AND EUUKCFSP@jaguarlandrover.com Subject = "Clearance Request <Carrier's SRN> <Supplier GSDB> <Collection date>" Do NOT copy other JLR emails. Only chase on the help contact given here.	Help Only: Brexcitc @jaguarlandrover.com
6  JLR	JLR Customs Team will complete Import Declaration and SFD Reference	Brexcitc@jaguarlandrover.com
7   SUPPLIER	Supplier to hand physical copy of all paperwork (including Commercial Invoice, Packing List, and EAD) to Driver. Paperwork must be legally compliant and contain MRN barcode	Carrier

Who?	What?	Supplier Help?
2  CARRIER	Carrier has confirmed route is CROSS DOCK. Carrier will now send to Supplier: SRN (Shipping Ref No) for Jaguar Shipments. The SNC (or Neovia) provided ASN will act as Reference for and Land Rover shipments or for all shipments to 'Mercia'	Carrier
3  SUPPLIER	Supplier must raise Commercial Invoice as early as possible to reduce delays at Collection. Invoice MUST contain detail listed on Info Slide	Your JLR Planner
4  SUPPLIER	FAST LANE: Supplier is Exporter of Record and must submit Export Declaration (EAD) to Customs Authority as early as possible. The Port of Exit and Trailer details may be able to be left blank – country dependant. The EAD MRN will be required	Supplier Internal / Broker JLR Planner for guidance
5  SUPPLIER	Supplier must send Commercial Invoice (+ any packing list) and approved Export Declaration (EAD), inc the MRN, to: Carrier Contact AND EUUKCFSP@jaguarlandrover.com as soon as possible Subject = "Clearance Request <Carrier's SRN> <Supplier GSDB> <Collection date>"	Brexctc@jaguarlandrover.com
6  SUPPLIER	Supplier to hand physical copy of all paperwork (including Commercial Invoice and EAD) to Driver. Paperwork must be legally compliant and contain MRN barcode	Carrier

Who?

What?

Supplier Help?

2



Carrier has confirmed route is CROSS DOCK. Carrier will now send to Supplier: SRN (Shipping Ref No) for Jaguar Shipments. The SNC (or Neovia) provided ASN will act as Reference for and Land Rover shipments or for all shipments to 'Mercia'

Carrier

3



SUPPLIER

SLOW LANE: JLR will be the Exporter of Record.
Supplier must raise Commercial Invoice as early as possible to reduce delays at Collection. Invoice MUST contain detail listed on Info Slide.

As soon as possible, Supplier **must** send Commercial Invoice (+ any packing list) to:
Carrier Contacts AND JLR via email

Carrier

Your JLR Planner
for Guidance

4



SUPPLIER

Supplier **must** send Commercial Invoice (+ any packing list) and approved Export Declaration (EAD), inc the MRN, to:
Carrier Contact AND EJUKCFSP@jaguarlandrover.com as soon as possible

Subject = "Clearance Request <Carrier's SRN> <Supplier GSDB> <Collection date>"

Supplier to hand physical copy of all paperwork (Commercial Invoice and Packing List) to Driver.

Carrier