


JLR SUPPLIER PACK V.9

FCA PREMIUM FREIGHT – CUSTOMS PROCESSES
March 2024

NEW UPDATE

Version control

#	Date	Change
1		Initial publication for trade after 31.12.20
2	04/01/21	Issue resolution contacts updated
3	06/01/21	Additional contact for transit added FAQ Added to Issue resolution
4	08/02/21	 Page 6 – Explanation of Warning Symbol Addition of Commercial Invoice standard Addition of packing list submission in suppliers documentation Clarification on SFD/EIDR sent to suppliers Clarification on suppliers receiving LRN Further FAQ details Field 44(Box 7)/LRN reference process change
5	Mar 22	Updated wording to align across Brexit process packs Revision to email addresses & websites Inclusion of Requirements around Preference Statement on Supplier CI

Version control (CONTINUED)

#	Date	Change
6	Nov 22	Last step in the process flows have been updated to reflect how to request SAD's as well as certificate of shipments
7	Jan 23	ERN replaced with MRN due to introduction of CDS
8	March 24	Example of a 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.

INTRODUCTION

EU TO UK

DIRECT

UK TO EU

DIRECT

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 to 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.



From the first few weeks of deployment, we have seen regular process failures at certain stages. To support adherence we have marked these with a warning.



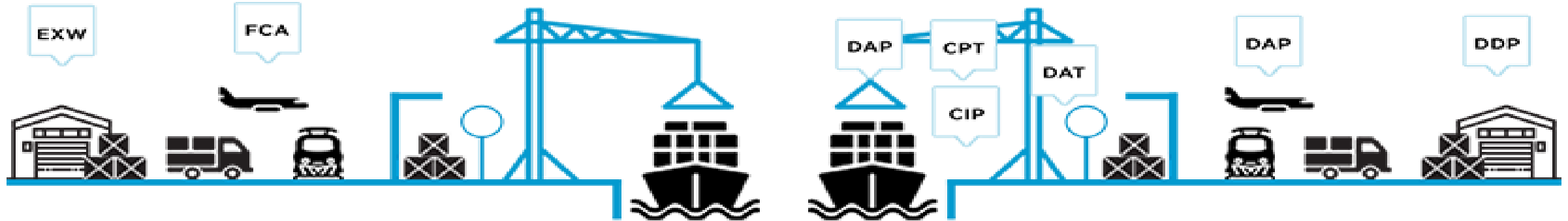
This pack refers to the process to follow for **FCA PREMIUM FREIGHT SHIPMENTS ONLY**. Standard shipments should use your usual customs supplier pack.

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.

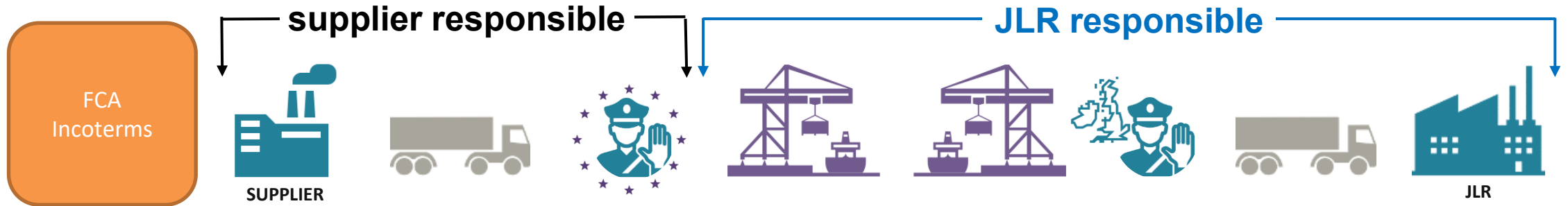
The Incoterms specified in your contract with JLR will define the responsibilities of both parties including in relation customs.

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

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

- PREMIUM FREIGHT SUPPLIERS ON FCA INCOTERMS
- EU TO UK





FCA Premium Freight

Commercial View

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

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 at the latest 4 hours prior to collection.
2. Suppliers are responsible for completing the 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.

As soon as collection is arranged

Day of collection

In transit



These process steps relate to Premium Freight Road Collections for JLR

1

As per the current process, once the need for emergency freight is identified, JLR will confirm with the Vendor when the parts are available for collection. The supplier is the **Exporter Of Record**. The Exporter of Record has the responsibility to complete the customs declaration



WHO?

JLR will confirm availability with vendor



WHERE?

This will be sent to the current supplier contacts



WHEN?

As soon as the need is identified



WHAT?

The premium freight arrangements for collection will be arranged with you via JLR as per the current process.

You must consider the time required to complete your responsibility in raising the required export documentation when confirming availability for the collection



The shipment will be raised in the existing way for Premium Freight orders

2

The Haulier will confirm the carrier, port of exit, and trailer number and SRN (shipment reference number) before the collection. These details are required for the export declaration.



WHO?

The Haulier



WHERE?

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



WHEN?

After the shipment is raised. Once these details are received, the supplier must use them to raise the export declaration.



WHAT?

The details will be required from the selected haulier :

ETA Date

Port of Exit from EU (Route)

Arrival Port into UK (Route)

Vehicle Reg. No. (If Accompanied / Van)

Trailer number

Whether the Trailer is Accompanied or Unaccompanied

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.

The haulier will confirm the carrier, 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 5



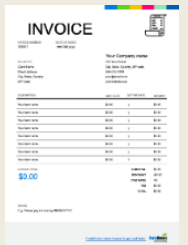
WHEN?

This needs to be prepared once the parts are ready to be collected and prior to submitting the Export declaration



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



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

Field #	Required Information	Field	Explanation
1	Supplier Name (Consignor)	Supplier specific	Supplier Name as specified on the Jaguar Land Rover Purchase Order.
2	Supplier Address (Consignor)	Supplier specific	Supplier Address as specified on the Jaguar Land Rover Purchase Order.
3*	Suppliers EORI	Supplier specific	EORI stands for "Economic Operators Registration and Identification number". The EORI number exists out of two parts: (1) the country code of the issuing Member State followed by a (2) code or number that is unique in the Member State
4*	Sellers VAT Registration Number	Supplier specific	N/A
5	Buyers Company Name	The name Jaguar Land Rover should not be abbreviated.	This is the legal entity as specified on the Jaguar Land Rover purchase order (Production order field 1) who is buying the goods and not necessarily the destination it is delivered to.
6	Buyers Company Address	Company Address on Jaguar Land Rover Purchase Order	This is the address as specified on the Jaguar Land Rover purchase order (Production order field 45) who is buying the goods and not necessarily the destination it is delivered to.
7	Delivery Place Name (Consignee Name)	Delivery Named Place	This is the goods delivery name as specified on the Jaguar Land Rover purchase order (Production order Plant Name)
8	Delivery Address (Consignee address)	Delivery address on Jaguar Land Rover Purchase Order	This is the goods delivery address as specified on the Jaguar Land Rover purchase order (Production order plant address)
9	Invoice Number	Supplier specific	N/A
10	Invoice Date	Either DD/MM/YYYY or MM/DD/YYYY	N/A
11	Invoice Currency	Where possible suppliers should use 3-character abbreviation e.g., EUR / GBP	The currency agreed for this transaction will be stated on the Jaguar Land Rover Part Purchase Order. (Production order field 24)
12	Incoterm	Incoterm on Jaguar Land Rover 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 Jaguar Land Rover will be stated along with the Delivery place on the Jaguar Land Rover Purchase Order. (Production order field 27)

Field #	Required Information	Field	Explanation
13	Export Licence Required (in suppliers' opinion)	Supplier input as required	N/A
14	Total Invoice Value	Numerical Value	This is the total value of goods supplied for customs Value of goods – FCA Incoterms Value of Goods, Transport & Insurance – DDU / DAP, DDP Incoterms
15	Product Number	Part number / Service Part number / Item specified on the Jaguar Land Rover Purchase Order.	(1) Jaguar Land Rover Part number – including engineering level. (2) Service part number for Aftermarket supply. (3) For Non-production goods, Item specified on Purchase order
16	Part Description	Full Part Description specified on the Jaguar Land Rover Purchase Order.	This must be in English Generic or broad descriptions are no longer permitted and are likely to cause delays.
17	Harmonised Tariff Code	10 Digit Number NOTE: Some HS Codes may be 6 or 8 digits long and in these cases zero's must be added to the end of the HS code until 10 digit length has been reached.	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.
18	Origin of Part	Country Code or full country name. "EU" is not acceptable.	Rules to establish the country of origin of imported and exported goods and to help identify those which qualify for lower or nil Customs Duty.
19	Number of parts	Numerical quantity	Specific number of parts
20	Number of boxes	Numerical quantity	Specific number of boxes / pallets
21	Box weight – Gross	Numerical quantity kgs or litres	Unit of Measure is Kilogram OR Litres to 2 decimal places of parts & packaging weight.
22	Box weight - Net	Numerical quantity kgs or litres	Unit of Measure is Kilogram OR Litres to 2 decimal places of parts & packaging weight.
23	Unit value	Numerical value of each part / item	Price and currency on Jaguar Land Rover Purchase Order to 5 decimal places.

*Field is advised but not mandatory

4

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.



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

5

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



WHO?

The supplier must send all required documents to the Haulier & JLR.



WHERE?

In return to the email providing you with the port of exit and carrier details & euukcfsp@jaguarlandrover.com



WHEN?

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



WHAT?

All 3 pdf documents should be sent to the Haulier & JLR.

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<7 digit shipment reference (SRN)>-<supplier GSDB>-<Collection date>
e.g. Clearance Request-1024569-ABQ3A-17092021



COMMON FAILURE

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

The Haulier needs the EAD, MRN & CI + Packing List prior to the collection

5

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

WHAT GOOD LOOKS LIKE: PREMIUM ROAD FREIGHT FCA / DDU / DAP
ACCOMPANIED

Send	To	euukcfsp@jaguarlandrover.com
	Cc	The premium road freight provider
Subject		Clearance Request - 3423490 – XY11Z – 20/02/2022

JLR Route: Premium Freight
INCOTERM: FCA / DDU / DAP
Carrier: Priority Freight
Shipping Ref: 3423490
Loading Date: 20/02/2022

ETA Date: 23/02/2022
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

Please note: For **unaccompanied** premium road freight shipments, JLR are unable to process this through the premium broker. The shipment will be processed as a SFD via JLR standard customs process.

To ensure premium road freight is not held up, we recommend that they are NOT put on a mixed load truck.

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. A green oval labeled '1' highlights the MRN and barcode area in the top right. A green oval labeled '2' highlights the title 'EXPORT ACCOMPANYING DOCUMENT' on the left side. A large green checkmark is overlaid on the bottom half of the form.

The EAD is required with MRN & Barcode

6

After the Haulier & JLR receive the EAD with MRN and CI (+ packing list) they will submit the import declaration, you will receive either a Simplified Frontier Declaration (SFD) reference number or a C88.



WHO?

This will be sent 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 or C88 allows the goods to be released into the UK at the port of entry. This will be created and sent to the supplier.

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



**THE SFD OR
C88 CANNOT
BE**

COMPLETED

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

The SFD reference or C88 is required for the goods to enter the UK

7

The complete set of customs paperwork including EAD, Commercial Invoice & Packing List & SFD/C88 should be given to the driver as paper copies. 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.

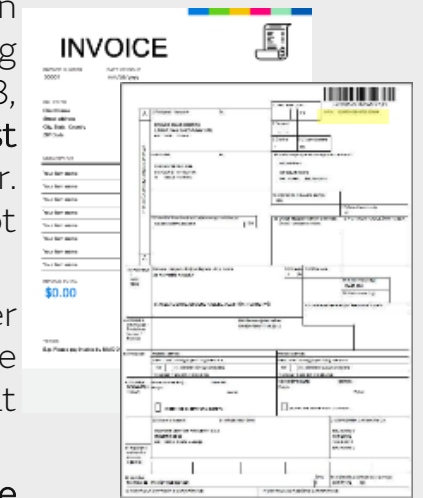


WHAT?

The full set of customs documentation including the Export Accompanying Document (EAD), SFD reference/C88, 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 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 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



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'. JLR can provide a Single Administrative Document (SAD)



WHO?

Supplier to request from Premium Freight Provider in the first instance. JLR will support if required



WHERE?

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



WHEN?

After the goods have been imported into the receiving country



WHAT?

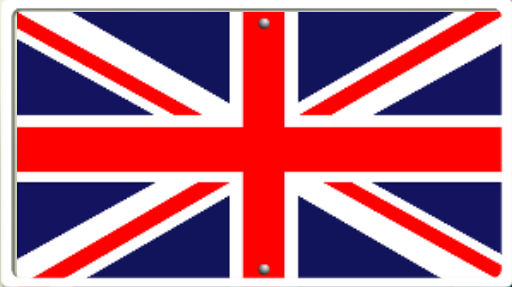
The IE599 message should be sufficient evidence for tax authorities. On exception, JLR can provide one of the following:

- A letter from the haulier
- A signed copy of the CMR
- A signed delivery note

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

The image shows a sample of a Single Administrative Document (SAD) form, which is a customs document used for the export of goods from the European Union. The form is titled 'CERTIFICATE OF EXPORTATION' and contains various fields for identification, origin, and destination. A large 'SAMPLE' watermark is overlaid on the form.

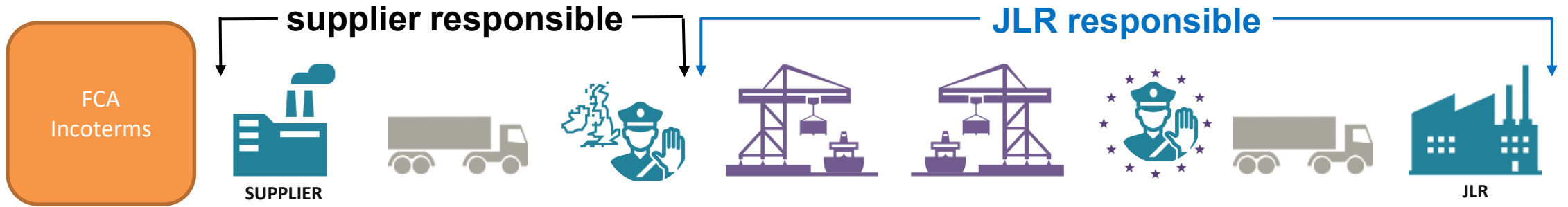
Documents can be provided as evidence of export if required



UK to EU

- SUPPLIERS ON FCA INCOTERMS
- UK to EU Direct – Full Truck Load

JLR SUPPLIER PACK



FCA Premium Freight

Commercial View

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

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 at the latest 4 hours prior to collection.
2. Suppliers are responsible for completing the 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.

As soon as collection is arranged

Day of collection

In transit



These process steps relate to UK to EU Premium Freight Collection for JLR

1

As per the current process, once the need for emergency freight is identified, JLR will confirm with the Vendor when the parts are available for collection. The supplier is the **Exporter of Record**. The Exporter of Record has the responsibility to complete the customs declaration.



WHO?

JLR will confirm availability with vendor



WHERE?

This will be sent to the current supplier contacts



WHEN?

As soon as the need is identified



WHAT?

The premium freight arrangements for collection will be arranged with you via JLR as per the current process.

You must consider the time required to complete your responsibility in raising the required export documentation when confirming availability for the collection



The shipment will be raised in the existing way for Premium Freight orders

2

The Haulier will confirm the carrier, Port of Exit, and trailer number and SRN (shipment reference number) before the collection. These details are required for the export declaration.



WHO?

The Haulier



WHERE?

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



WHEN?

After the shipment is raised. Once these details are received, the supplier must use them to raise the export declaration.



WHAT?

The details will be sent from the selected haulier 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.

The Haulier will confirm the carrier, 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 export declaration in Step 5



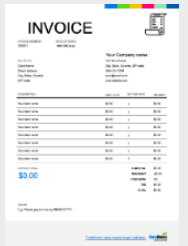
WHEN?

This needs to be prepared once the parts are ready to be collected and prior to submitting the Export declaration



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



Please refer below to a summary of the Jaguar Land Rover Supplier Commercial Invoice Standard. The full version of this document can be found at <https://jlr.portal.covisint.com/web/portal/brexit>

Field #	Required Information	Field	Explanation
1	Supplier Name (Consignor)	Supplier specific	Supplier Name as specified on the Jaguar Land Rover Purchase Order.
2	Supplier Address (Consignor)	Supplier specific	Supplier Address as specified on the Jaguar Land Rover Purchase Order.
3*	Suppliers EORI	Supplier specific	EORI stands for "Economic Operators Registration and Identification number". The EORI number exists out of two parts: (1) the country code of the issuing Member State followed by a (2) code or number that is unique in the Member State
4*	Sellers VAT Registration Number	Supplier specific	N/A
5	Buyers Company Name	The name Jaguar Land Rover should not be abbreviated.	This is the legal entity as specified on the Jaguar Land Rover purchase order (Production order field 1) who is buying the goods and not necessarily the destination it is delivered to.
6	Buyers Company Address	Company Address on Jaguar Land Rover Purchase Order	This is the address as specified on the Jaguar Land Rover purchase order (Production order field 45) who is buying the goods and not necessarily the destination it is delivered to.
7	Delivery Place Name (Consignee Name)	Delivery Named Place	This is the goods delivery name as specified on the Jaguar Land Rover purchase order (Production order Plant Name)
8	Delivery Address (Consignee address)	Delivery address on Jaguar Land Rover Purchase Order	This is the goods delivery address as specified on the Jaguar Land Rover purchase order (Production order plant address)
9	Invoice Number	Supplier specific	N/A
10	Invoice Date	Either DD/MM/YYYY or MM/DD/YYYY	N/A
11	Invoice Currency	Where possible suppliers should use 3-character abbreviation e.g., EUR / GBP	The currency agreed for this transaction will be stated on the Jaguar Land Rover Part Purchase Order. (Production order field 24)
12	Incoterm	Incoterm on Jaguar Land Rover 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 Jaguar Land Rover will be stated along with the Delivery place on the Jaguar Land Rover Purchase Order. (Production order field 27)

Field #	Required Information	Field	Explanation
13	Export Licence Required (in suppliers' opinion)	Supplier input as required	N/A
14	Total Invoice Value	Numerical Value	This is the total value of goods supplied for customs Value of goods – FCA Incoterms Value of Goods, Transport & Insurance – DDU / DAP, DDP Incoterms
15	Product Number	Part number / Service Part number / Item specified on the Jaguar Land Rover Purchase Order.	(1) Jaguar Land Rover Part number – including engineering level. (2) Service part number for Aftermarket supply. (3) For Non-production goods, Item specified on Purchase order
16	Part Description	Full Part Description specified on the Jaguar Land Rover Purchase Order.	This must be in English Generic or broad descriptions are no longer permitted and are likely to cause delays.
17	Harmonised Tariff Code	10 Digit Number NOTE: Some HS Codes may be 6 or 8 digits long and in these cases zero's must be added to the end of the HS code until 10 digit length has been reached.	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.
18	Origin of Part	Country Code or full country name. "EU" is not acceptable.	Rules to establish the country of origin of imported and exported goods and to help identify those which qualify for lower or nil Customs Duty.
19	Number of parts	Numerical quantity	Specific number of parts
20	Number of boxes	Numerical quantity	Specific number of boxes / pallets
21	Box weight – Gross	Numerical quantity kgs or litres	Unit of Measure is Kilogram OR Litres to 2 decimal places of parts & packaging weight.
22	Box weight - Net	Numerical quantity kgs or litres	Unit of Measure is Kilogram OR Litres to 2 decimal places of parts & packaging weight.
23	Unit value	Numerical value of each part / item	Price and currency on Jaguar Land Rover Purchase Order to 5 decimal places.

*Field is advised but not mandatory

4

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



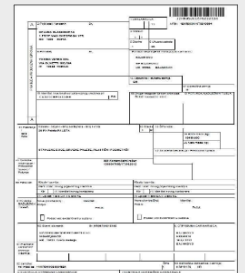
WHAT?

For the customs' declaration, the following are required;

- EORI Number
- Commodity code
- Commercial Invoice
- Trailer/carrier details
- Port of Exit
- DUCR
- Field 44

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 as soon as the carrier information is received

4

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;

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

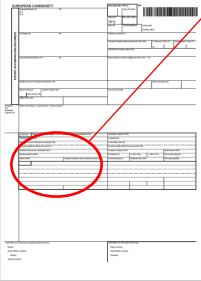
Where:

- **'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'
- **'Country'** - is the country where the DUCR was allocated
- **'EORI'** - is the identity of the trader as known to HM Revenue & Customs (HMRC). In the UK this is the 12 character EORI number
- **'-'** - is a dash
- **'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

The DUCR should follow this format

4

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

5

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 the Haulier & JLR.



WHERE?

In return to the email providing you with the port of exit and carrier details AND
NCTS@jaguarlandrover.com
SKIMPEXP@jaguarlandrover.com



WHEN?

As soon as the export declaration is complete.



WHAT?

All 3 pdf documents should be sent to BOTH the Haulier & JLR customs

1. Export declaration with barcode
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 both the Haulier & JLR email addresses with the correct subject header has caused multiple stoppages

JLR and the Haulier need the Export Declaration and CI as soon as possible

6

Once the Haulier has received the Customs paperwork they will raise transit and provide the T1 to the Supplier



WHO?

Haulier



WHAT?

After the Haulier receives 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 the Haulier receives the customs documentation which should be prior to collection.

T1 will be provided to Supplier

7

The complete set of customs paperwork should be given to the driver, this includes the 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 should receive these when parts are loaded.



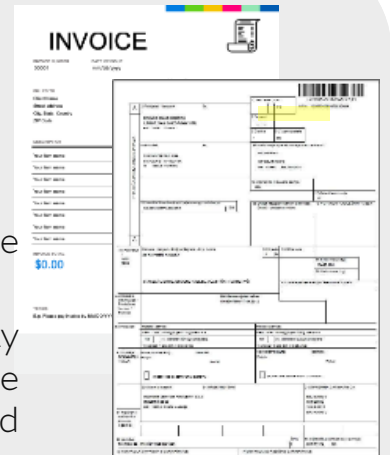
WHAT?

All pdf documents should be provided to the driver

1. Export Declaration
2. Commercial Invoice
3. Packing list
4. Transit document

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

8

JLR will support suppliers on exception who require additional 'evidence of export for VAT purposes'. JLR can supply delivery notes, provide a carrier letter or provide a copy of the signed CMR upon request. JLR can provide a Single Administrative Document (SAD)



WHO?

Supplier to request from Premium Freight Provider in the first instance. JLR will support if required.



WHERE?

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



WHEN?

After the goods have been imported into the receiving country

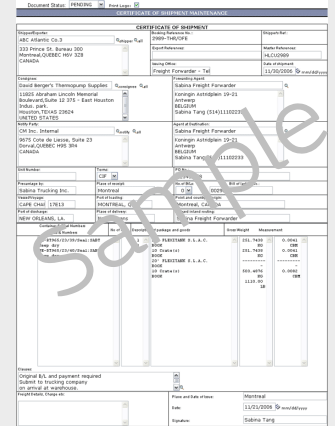


WHAT?

On exception, JLR can provide a signed copy of the CMR.

JLR can provide a SAD.

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



Documents can be provided as evidence of export if required

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

Returnable Packaging

Where JLR manages the transportation of empty plastic and metal pallet returns, we will also manage the associated customs formalities required to move these items across the UK-EU border.

Where suppliers manage pallet returns using their own transport, they will need to put in place processes to manage exportation and importation.

JLR can confirm that both CHEP & GEFCO are managing the movements of their respective empty containers and will manage associated customs procedures and paperwork required.

The customs formalities of returnable packaging between directed Tier 2 and Tier 1 suppliers needs to be managed between the 2 contracted parties.



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 JLR Customs and the Haulier to ensure all parties are aware of the issues.