


JLR SUPPLIER PACK V12

FCA **PRODUCTION** PARTS SUPPLY – CUSTOMS PROCESSES

March 2024

NEW UPDATE

#	Date	Change
2		Initial publication for trade after 31 st December 2020
3	January 2021	Issue resolution contacts updated
4	January 2021	Additional contact for transit added FAQ Added to Issue resolution
5	January 2021	Clarifying that Supplier will not receive the Transport Accompanying Document (TAD) from JLR. The T1/TAD will be managed through JLR and the carriers CMR request details added Caution Points added to critical steps
6	February 2021	 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 Cross Dock 'Fast Lane' option
7	April 2021	Page 53, 58, 61, 63, 77 Updated for new UK to EU process. Page 59, DUCR now in correct order
8	November 2021	Changes throughout to update EIDR to SFD Revision to Email Format Requirements Updates to evidence of export Inclusion of Requirements around Preference Statement on Supplier CI

Version control (Continued)

#	Date	Change
9	November 2022	Last step in the process flows have been updated to reflect how to request an SAD
10	January 2023	ERN replaced with MRN due to introduction of CDS
11	July 2023	Gold Standard Commercial Invoice updated, full details can be found in own pack.
12	March 2024	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.

FCA

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ISSUE RESOLUTION

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

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

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



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



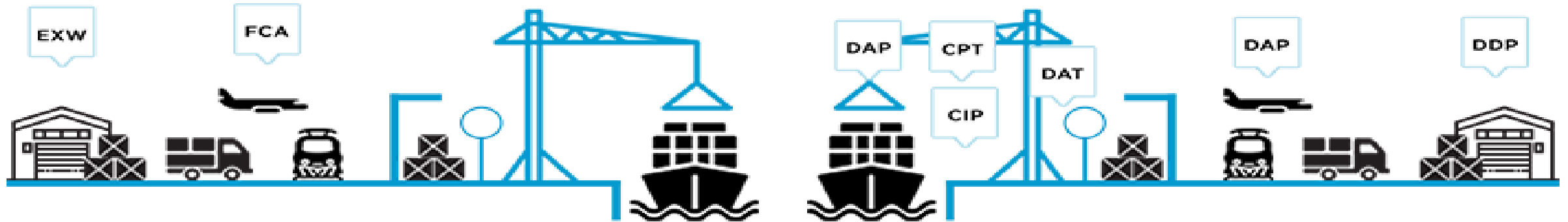
All suppliers must have the capability to carry out customs declarations and to act as the exporter of record for EU to UK and UK to EU shipments.

WARNING

The following section applies to mainland EU vendors.

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

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



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

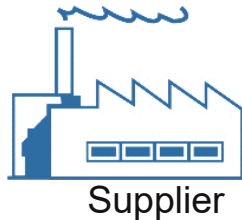
The trade terms help traders by clarifying the tasks, costs and risks involved in the delivery of goods from sellers to buyers.

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

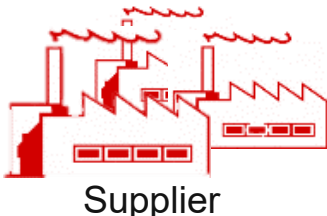
<https://iccwbo.org/resources-for-business/incoterms-rules>

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

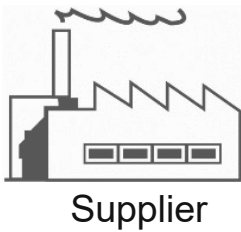
For FCA shipments, there are 3 possible transport types. **The transport type determines the party responsible for the export procedure.** A single supplier may have multiple different transport types and these can change due to freight re-planning activity.



FTL – Full Trailer/Truck load – Direct shipment with goods from a single supplier
 EXPORT DECLARATION RESPONSIBILITY : SUPPLIER **DIRECT**



MR – Milk Run – Direct shipment with goods from multiple suppliers
 EXPORT DECLARATION RESPONSIBILITY : SUPPLIERS **DIRECT**



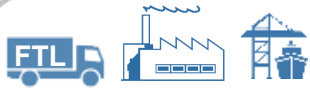
XDock – JLR Cross Dock – Shipment via a JLR Cross dock facility which combines shipments from multiple suppliers
 EXPORT DECLARATION RESPONSIBILITY : See Cross Dock sections **CROSS DOCK**

DHL 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 – FULL TRUCK LOAD
AND MILK RUN



The transportation type is planned 2 to 8 weeks in advance for the greatest efficiency and value, this is subject to change



DIRECT

Example 1 – FTL (Full Truck Load)

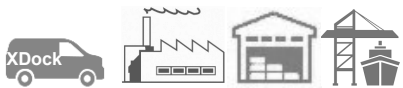
DHL collects a FTL from **one supplier** and crosses the EU / UK border direct to a JLR Plant/ESC/Cross Dock facility



DIRECT

Example 2 – Milk Run

DHL will collect smaller loads from **up to 3 suppliers** to utilise a full vehicle. This vehicle then crosses the EU / UK border direct to a JLR Plant/ESC/Cross Dock facility



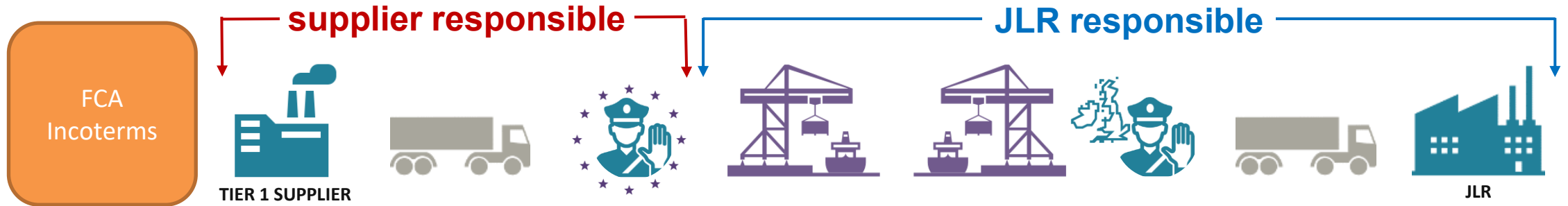
CROSS DOCK

Example 3 – Cross Dock

DHL 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



FCA Tier 1 Supplier

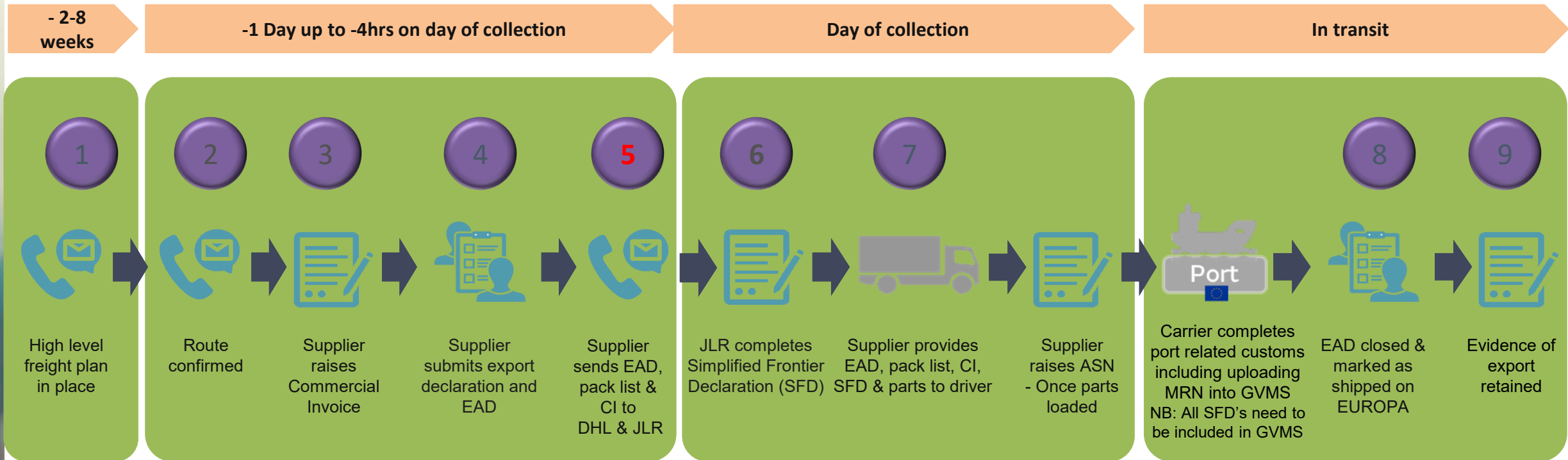
Commercial View

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

Administration

1. The port of exit will be confirmed by the collection plan sent to you by DHL. If there are changes to this collection plan, DHL 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.



Export Process steps from EU to UK for PRODUCTION supply to JLR

1 DHL plan and communicate the freight plan to the supplier. The freight plan will inform the supplier of the route and transportation type. Where the parts are on a Full Trailer Load or Milk Run route, direct to the UK, the supplier is the **Exporter Of Record**. The Exporter Of Record has the responsibility to complete the customs declaration.

WHO? DHL Vendor Management

WHERE? This will be sent to the current supplier contacts from JLR.Vendor.Management@dhl.com

WHEN? 2 to 8 weeks before the collection. However, the freight plan can change due to tactical requirements such as national holidays.

WHAT?

The freight plan will be sent via email as per the current process. The email will have a plan attachment which will contain the default port/crossing and the confirm if the supplier is responsible for the customs clearance.

New Route	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance
Hw155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	wk 30 - 22/07/2019	TBC	TBC	TBC
Hw155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	wk 30 - 22/07/2019	TBC	TBC	TBC
Hw155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	wk 30 - 22/07/2019	TBC	TBC	TBC
Hw155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC

Additional columns to indicate crossing and responsibility Populated as TBC on 1st communication until further activities have concluded

The freight plan will detail if the supplier is required to be the **Exporter Of Record**

2

DHL will confirm the carrier, port of exit, and trailer number before the collection. These details are required for the export declaration.



WHO?

DHL 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?

-1 Day upto -4hrs on day of collection



WHAT?

The details will be in the format...

New Route	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance
HW125A	MEMOED ROUTE (A428M, X880 S40 DED TO ROUTE) / SP155 S800MIES	WK 30- 22/07/2019	Dunkirk	FTL	Yes
HW125A	MEMOED ROUTE (A428M, X880 S40 DED TO ROUTE) / SP155 S800MIES	WK 30- 22/07/2019	Dunkirk	FTL	Yes
HW125A	MEMOED ROUTE (A428M, X880 S40 DED TO ROUTE) / SP155 S800MIES	WK 30- 22/07/2019	Dunkirk	FTL	Yes
HW125A	MEMOED ROUTE (A428M, X880 S40 DED TO ROUTE) / SP155 S800MIES	WK 30- 22/07/2019	Dunkirk	FTL	Yes
TF 104A	RE-PLANNED ROUTE (ROUTE NO JOINER DOUBLE-DROP - ROUTE RE-CHANGE FROM NPT104A TO TF 104A / S40P A MOVED OFF	WK 30- 22/07/2019	Calais	MR	Yes
TF 104A	RE-PLANNED ROUTE (ROUTE NO JOINER DOUBLE-DROP - ROUTE RE-CHANGE FROM NPT104A TO TF 104A / S40P A MOVED OFF	WK 30- 22/07/2019	Calais	MR	Yes
TF 104A	RE-PLANNED ROUTE (ROUTE NO JOINER DOUBLE-DROP - ROUTE RE-CHANGE FROM NPT104A TO TF 104A / S40P A MOVED OFF	WK 30- 22/07/2019	Calais	MR	Yes
TF 104A	RE-PLANNED ROUTE (ROUTE NO JOINER DOUBLE-DROP - ROUTE RE-CHANGE FROM NPT104A TO TF 104A / S40P A MOVED OFF	WK 30- 22/07/2019	Calais	MR	Yes
TF 104A	RE-PLANNED ROUTE (ROUTE NO JOINER DOUBLE-DROP - ROUTE RE-CHANGE FROM NPT104A TO TF 104A / S40P A MOVED OFF	WK 30- 22/07/2019	Calais	MR	Yes

Additional columns indicate crossing, transportation type and responsibility, 1 week prior to plan change reconfirm collection profile and driver carrier/crossing details

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

DHL 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 Invoice (CI). The information provided on this provides part of the required customs paperwork.

**WHO?**

The supplier



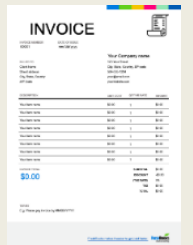
WHERE? This needs to be sent along with the EAD in Step 5



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

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. These are required before the goods leave the suppliers premises.

**WHO?**

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

**WHERE?**

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

**WHEN?**

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

**WHAT?**

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

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

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

The image shows a complex form with multiple sections and fields. Key sections include:

- Header with a barcode and 'EXPORT DECLARATION' title.
- Section 1: Exporter information (Name, Address, EORI Number).
- Section 2: Commodity details (Commodity Code, Description, Port of Exit).
- Section 3: Carrier and transport details (Carrier Name, Trailer/Carrier details).
- Section 4: Declaration and signature fields.

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 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 DHL & JLR Customs.

**WHAT?**

All 3 pdf documents should be sent to **BOTH** DHL & 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<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 DHL & JLR email addresses with the correct subject header has caused multiple stoppages & resulted in premium freight

**WHERE?**

eusupplier.brexitjlt@dhl.com
EUUKCFSP@jaguarlandrover.com

**WHEN?**

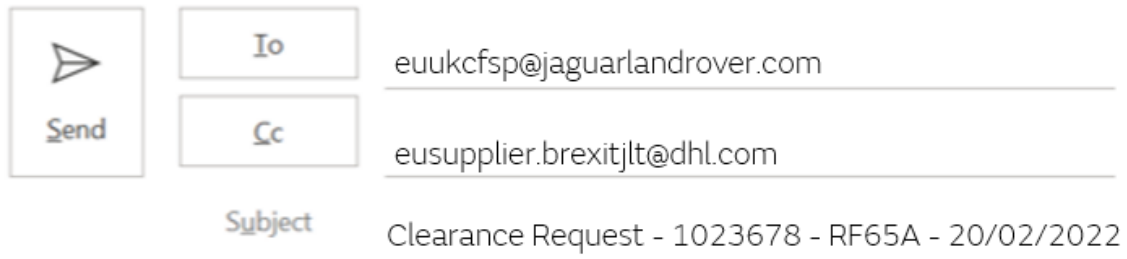
As soon as the EAD/MRN is received.
The EAD & CI documents need to be with DHL & JLR prior to collection.

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

5

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

WHAT GOOD LOOKS LIKE: PRODUCTION FCA ACCOMPANIED & UNACCOMPANIED



JLR Route: Production
INCOTERM: FCA
Carrier: VOS Logistics
Shipping Ref: 1023678
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

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

**WHO?**

JLR Customs will send this to the supplier

**WHAT?**

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

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



**THE SFD
CANNOT BE
COMPLETED**

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

**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

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 & 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, SFD reference & Commercial Invoice (CI) **must** be provided as paper copies to the driver. Without the documentation the parts cannot leave the supplier premises.

The supplier will need to have a printer properly configured to print the documentation in the legally required format including the printed barcode.

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

The image shows a sample Commercial Invoice form. It includes a title 'INVOICE' at the top, a barcode, and various fields for invoice details such as 'INVOICE NUMBER', 'DATE OF INVOICE', 'TOTAL VALUE', and 'COUNTRY OF ORIGIN'. The total value is listed as '\$0.00'. The form is a standard customs document used for international trade.

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

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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

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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 or JLR's nominated LLP, DHL 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 JLR or DHL contact

**WHERE?**

Vendor to request from DHL 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, DHL can provide one of the following:

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

JLR can provide a **SAD**. When requesting the SAD, ensure you provide the Shipping Ref (SRN/ASN clearance ref).

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

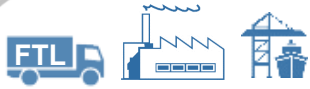
Sample

Documents can be provided as evidence of export if required

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



The transportation type is planned 2 to 8 weeks in advance for the greatest efficiency and value, this is subject to change



DIRECT

Example 1 – FTL (Full Truck Load)

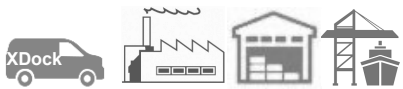
DHL collects a FTL from **one supplier** and crosses the EU / UK border direct to a JLR Plant/ESC/Cross Dock facility



DIRECT

Example 2 – Milk Run

DHL will collect smaller loads from **up to 3 suppliers** to utilise a full vehicle. This vehicle then then crosses the EU / UK border direct to a JLR Plant/ESC/Cross Dock facility



CROSS DOCK

Example 3 – Cross Dock

DHL 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 JLR 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'

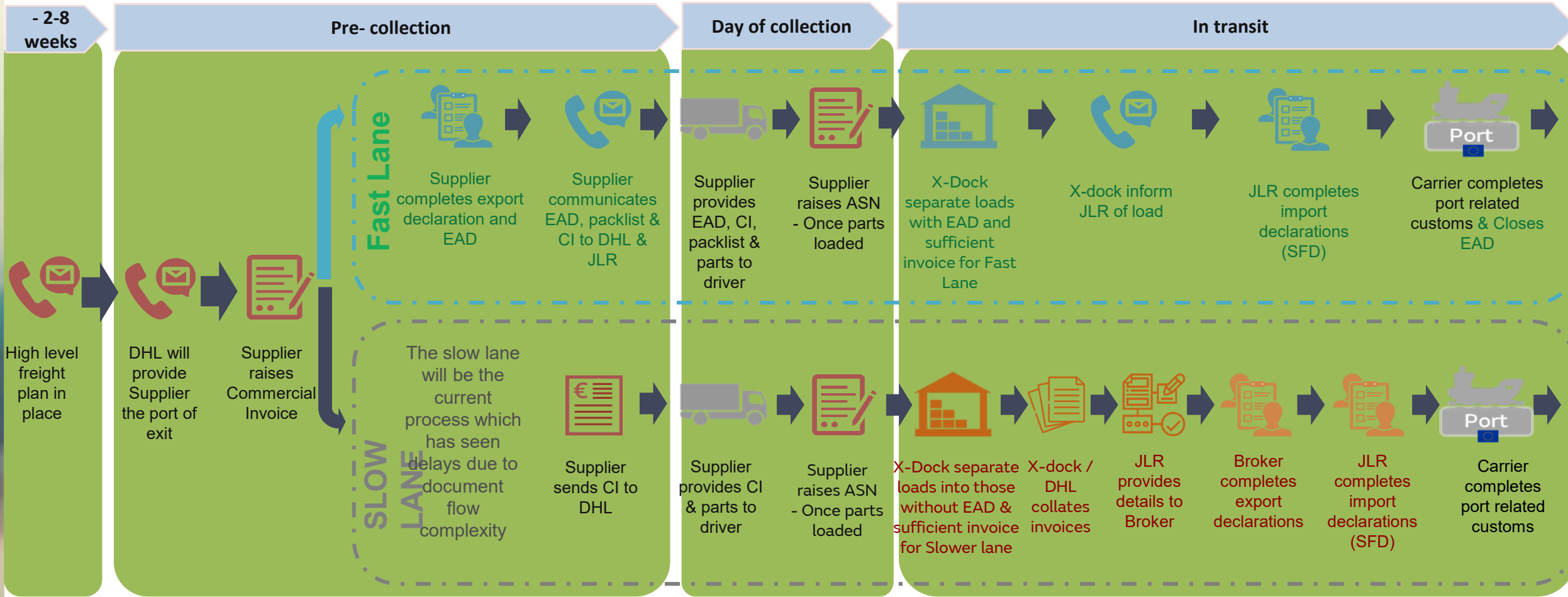
Suppliers who wish to act as exporter of record for cross dock shipments can do so, to participate suppliers will need to;

- 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 DHL and to JLR

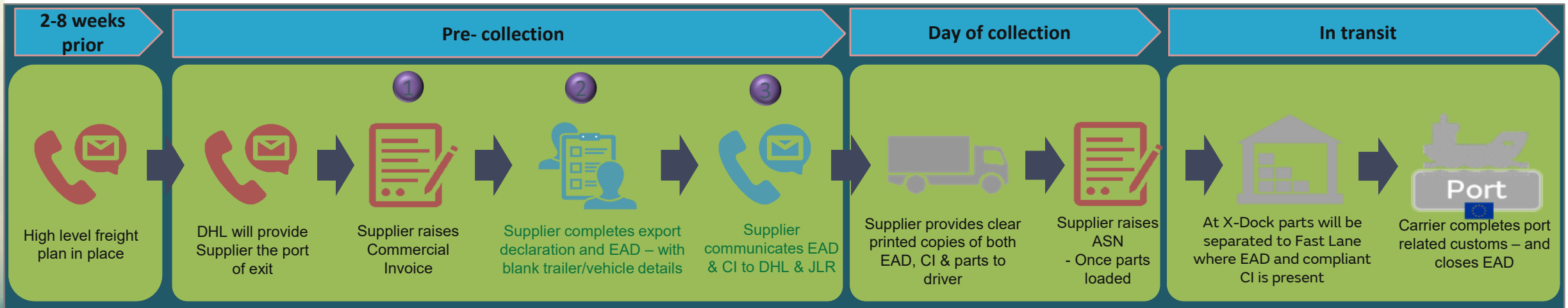
Option 2 – 'Slow Lane'

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

The process detailed below illustrates the available options for suppliers with shipments on an EU to UK cross dock route



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
eusupplier.brexitjlt@dhl.com

The email **MUST** have the following **subject** format:
Clearance Request<7 digit shipment reference (SRN)> <supplier GSDB><Collection date>

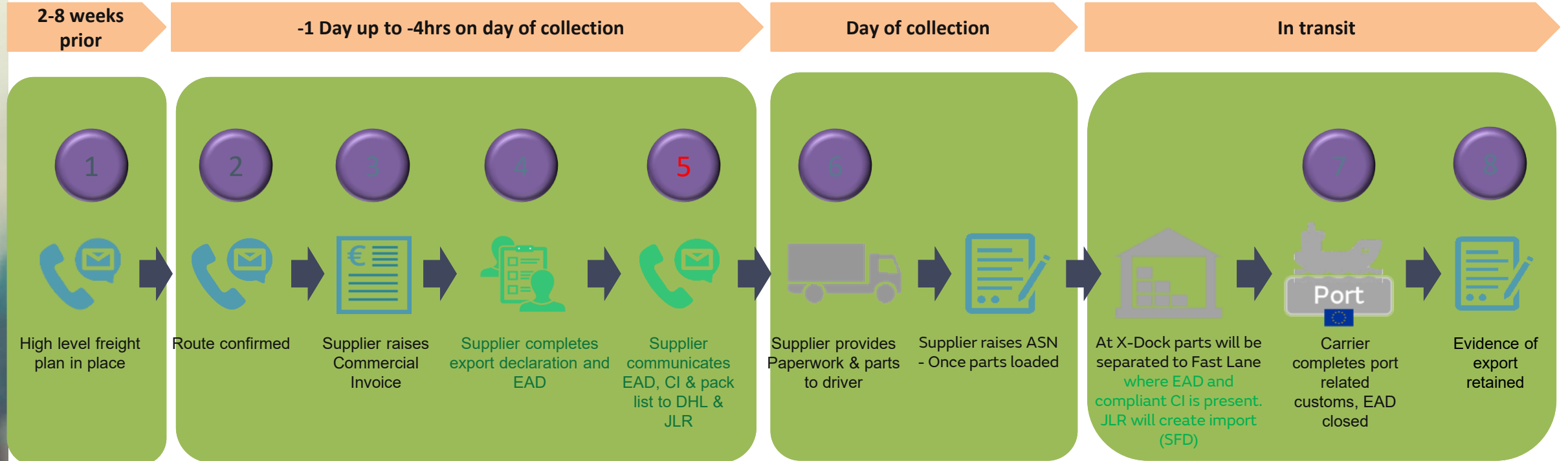
e.g. Clearance Request-1023456-ABQ3A-17092021

- 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 Production supply via cross dock FAST LANE

1

DHL plan and communicate the freight plan to the supplier. The freight plan will inform the supplier of the route and transportation type.

**WHO?**

DHL Vendor Management

**WHERE?**

This will be sent to the current supplier contacts from
JLR.Vendor.Management@dhl.com

**WHEN?**

2 to 8 weeks before the collection. However, the freight plan can change due to tactical requirements such as national holidays.

**WHAT?**

The freight plan will be sent via email as per the current process. The email will have a plan attachment which will contain the default port/crossing and the confirm if the supplier is responsible for the customs clearance.

New Route	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW1	wk 30 - 22/07/2018	TBC	TBC	TBC
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW1	wk 30 - 22/07/2018	TBC	TBC	TBC
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW1	wk 30 - 22/07/2018	TBC	TBC	TBC
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW1	wk 30 - 22/07/2018	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	wk 30 - 22/07/2018	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	wk 30 - 22/07/2018	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	wk 30 - 22/07/2018	TBC	TBC	TBC
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Additional columns to indicate crossing and responsibility
 Populated as TBC on 1st communication until further activities have concluded

The freight plan will detail if the shipment is on a cross dock route

2

DHL will confirm the carrier, route and that the shipment is on a cross dock route before the collection.



WHO?

DHL 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?

-1 Day upto -4hrs on day of collection



WHAT?

The details will be in the format...

New Route	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance
HW125A	MERGED ROUTE (A426M, X8603A) ADDED TO ROUTE / EP135 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 50 - 22/07/2019	Dunkirk	FTL	Yes
HW125A	MERGED ROUTE (A426M, X8603A) ADDED TO ROUTE / EP135 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 50 - 22/07/2019	Dunkirk	FTL	Yes
HW125A	MERGED ROUTE (A426M, X8603A) ADDED TO ROUTE / EP135 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 50 - 22/07/2019	Dunkirk	FTL	Yes
HW125A	MERGED ROUTE (A426M, X8603A) ADDED TO ROUTE / EP135 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 50 - 22/07/2019	Dunkirk	FTL	Yes
TP 104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50 - 22/07/2019	Calais	MR	Yes
TP 104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50 - 22/07/2019	Calais	MR	Yes
TP 104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50 - 22/07/2019	Calais	MR	Yes
TP 104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50 - 22/07/2019	Calais	MR	Yes
TP 104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50 - 22/07/2019	Calais	MR	Yes

Additional columns indicate crossing, transportation type and responsibility 3 weeks prior to plan change to confirm collection profile and advise carrier/crossing details

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

DHL will confirm the carrier and route before the collection

3



COMMON FAILURE

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

**WHO?**

The supplier



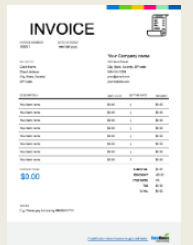
WHERE? This needs to be sent along with the EAD in Step 5



WHEN? This needs to be prepared once the parts are ready to be collected and before the scheduled 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

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 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
- Gross & Nett weight
- 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 DHL 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 DHL

**WHERE?**

The supplier must send EAD and Invoice to
EUUKCFSP@jaguarlandrover.com
esusupplier.brexitjlt@dhl.com
 Subject format: **Clearance Request 1023456-ABQ3A-17092021**

**WHEN?**

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

**WHAT?**

All 3 pdf documents should be sent to **BOTH** DHL & 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<7 digit shipment reference (SRN)>-<supplier GSDB>-<Collection date>
 e.g. Clearance Request-1023456-ABQ3A-17092021

**COMMON FAILURE**

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

JLR Customs & DHL 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: INDIRECT- FCA / DDU / DAP -UNACCOMPANIED

Send	To	euukcfsp@jaguarlandrover.com
	Cc	
Subject		Clearance Request - 3423490 - XY11Z - 20/02/2022

JLR Route: Indirect
 INCOTERM: FCA / DDU / DAP
 Carrier: Waberers
 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):
 Trailer No: RE2345K
 Accompanied Trailer: No

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

Level of detail required on email

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, Commercial Invoice & Packing List 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.

**WHAT?**

The full set of customs documentation including the Export Accompanying Document (EAD), Packing List & Commercial Invoice (CI) **must** be provided as paper copies to the driver. Without the documentation the parts cannot leave the supplier premises.

The supplier will need to have a printer properly configured to print the documentation in the legally required format including the printed barcode.

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

The image shows a sample Commercial Invoice form. It includes fields for 'INVOICE NUMBER', 'DATE OF INVOICE', 'EXPORTER', 'IMPORTER', 'SHIP TO', 'SHIP FROM', 'QUANTITY', 'UNIT OF MEASURE', 'DESCRIPTION OF GOODS', 'HS CODE', 'COUNTRY OF ORIGIN', 'GROSS WEIGHT', 'NET WEIGHT', 'VOLUME', 'CURRENCY', and 'TOTAL INVOICE VALUE'. A barcode is visible on the right side of the form.

**WHERE?**

At collection/dispatch point on carrier arrival.

**WHEN?**

The driver should receive these when parts are loaded.

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

7

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 the closure of the EAD via EUROPA



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 or JLR's nominated LLP, DHL 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 JLR or DHL contact



WHERE?

Vendor to request from DHL 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, DHL can provide one of the following:

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

JLR can provide a **SAD**. When requesting the SAD, ensure you provide the Shipping Ref (SRN/ASN clearance ref). Vendors can also use the self bill invoice supplied by JLR upon goods receipt as evidence for tax authorities.

Sample

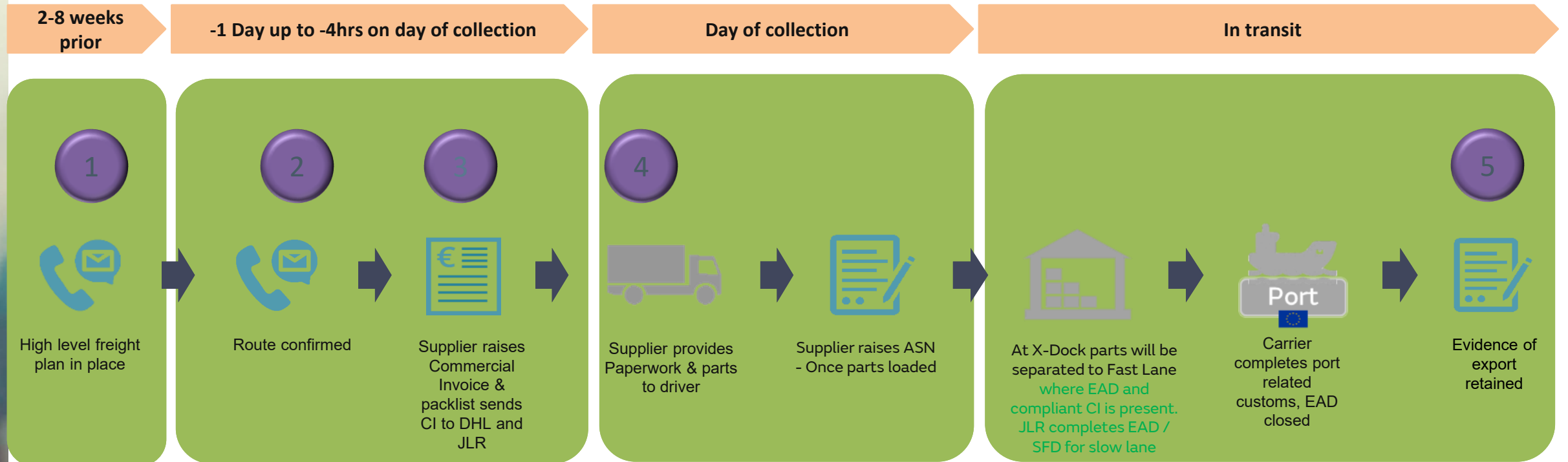
Documents can be provided as evidence of export if required

- 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 Production parts supply via cross dock SLOW LANE

1

DHL plan and communicate the freight plan to the supplier. The freight plan will inform the supplier of the route and transportation type.

**WHO?**

DHL Vendor Management

**WHERE?**

This will be sent to the current supplier contacts from
JLR.Vendor.Management@dhl.com

**WHEN?**

2 to 8 weeks before the collection. However, the freight plan can change due to tactical requirements such as national holidays.

**WHAT?**

The freight plan will be sent via email as per the current process. The email will have a plan attachment which will contain the default port/crossing and the confirm if the supplier is responsible for the customs clearance.

New Route	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW1	wk 30 - 22/07/2018	TBC	TBC	TBC
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW1	wk 30 - 22/07/2018	TBC	TBC	TBC
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Additional columns to indicate crossing and responsibility
 Populated as TBC on 1st communication until further activities have concluded

The freight plan will detail if the shipment is on a cross dock route

2

DHL will confirm the carrier, route and that the shipment is on a cross dock route before the collection.



WHO?

DHL 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?

-1 Day upto -4hrs on day of collection



WHAT?

The details will be in the format...

New Route	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance
HW125A	MERGED ROUTE (A426M, X8603A) ADDED TO ROUTE / EP135 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 50 - 22/07/2019	Dunkirk	FTL	Yes
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TP 104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50 - 22/07/2019	Calais	MR	Yes
TP 104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50 - 22/07/2019	Calais	MR	Yes
TP 104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50 - 22/07/2019	Calais	MR	Yes
TP 104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50 - 22/07/2019	Calais	MR	Yes

Additional columns indicate crossing, transportation type and responsibility 3 weeks prior to plan change to confirm collection profile and advise carrier/crossing details

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

DHL will confirm the carrier and route before the collection

3



COMMON FAILURE

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



WHO?

The supplier



WHERE?

The supplier must send the Invoice and packlist to
EUUKCFSP@jaguarlandrover.com
eusupplier.brexitjlt@dhl.com
 Subject format: **Clearance Request -01023456-ABQ3A-17092019**



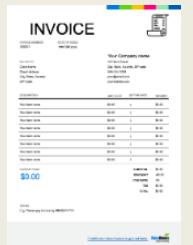
WHEN?

This needs to be prepared once the parts are ready to be collected and before the scheduled 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

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/dd2/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

The CI and packlist should be given to the haulier as a paper copy.
This ensures that the JLR Cross Dock receives the Commercial Invoice.

**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 the parts are loaded.

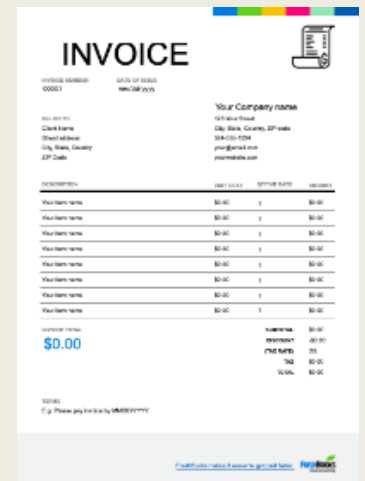
**WHAT?**

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

This ensures that the JLR Cross Dock has a copy of the Commercial Invoice.

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

The Commercial Invoice must be legible in print and paper copies



The driver should be given a legible printed copy of the Commercial Invoice

5

JLR will support suppliers on exception who require additional 'evidence of export for VAT purposes'. JLR or JLR's nominated LLP, DHL 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 JLR or DHL contact

**WHERE?**

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

**WHEN?**

After the goods have been imported into the receiving country

**WHAT?**

On exception, DHL can provide **one** of the following:

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

JLR can provide a **SAD**. When requesting the SAD, ensure you provide the Shipping Ref (SRN/ASN clearance ref).

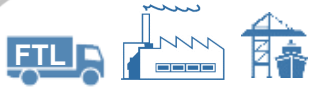
Vendors can also use the self bill invoice supplied by JLR upon goods receipt as evidence for tax authorities.

Sample

Documents can be provided as evidence of export if required

- SUPPLIERS ON FCA
INCOTERMS
- UK TO EU
- DIRECT – FULL TRUCK LOAD
AND MILK RUN

The transportation type is planned 2 to 8 weeks in advance for the greatest efficiency and value, this is subject to change



DIRECT

Example 1 – FTL (Full Truck Load)

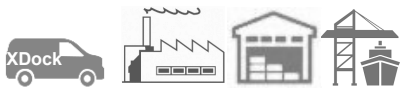
DHL collects a FTL from **one supplier** and crosses the EU / UK border direct to a JLR Plant/ESC/Cross Dock facility



DIRECT

Example 2 – Milk Run

DHL will collect smaller loads from **up to 3 suppliers** to utilise a full vehicle. This vehicle then then crosses the EU / UK border direct to a JLR Plant/ESC/Cross Dock facility



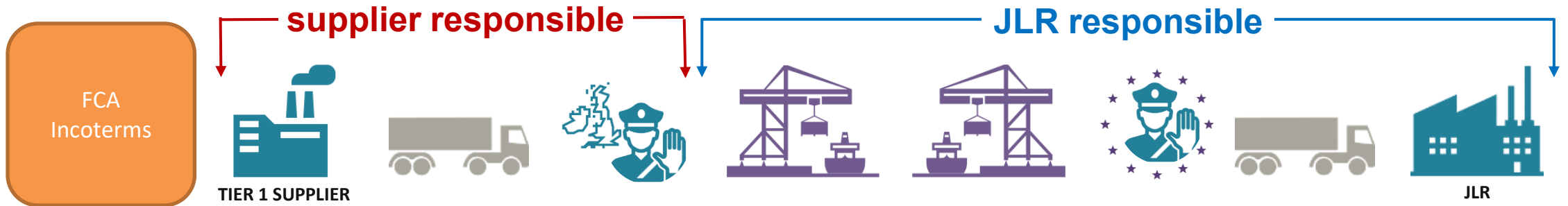
CROSS DOCK

Example 3 – Cross Dock

DHL 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 supply to Nitra and does not cover Magna Steyr



FCA Tier 1 Supplier

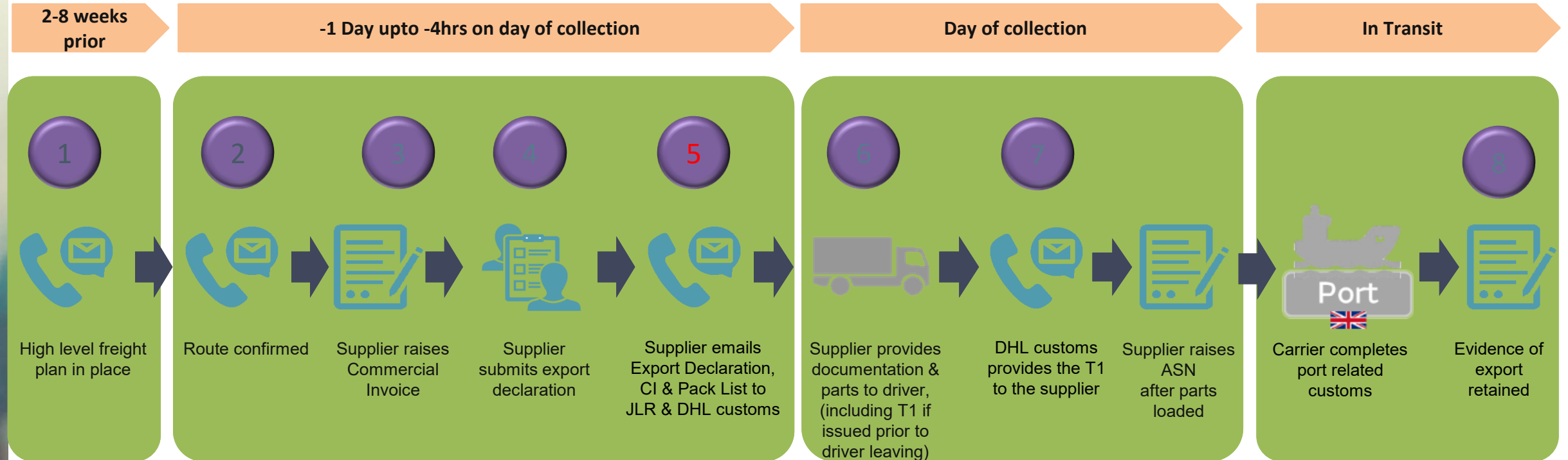
Commercial View

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

Administration

1. The port of exit will be confirmed by the collection plan sent to you by DHL. If there are changes to this collection plan, DHL 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 steps in which the supplier, as Exporter Of Record is required to complete. Each numbered button links to a detailed page on the process step.



Export Process from UK to EU for PRODUCTION supply to Jaguar Land Rover

1

DHL plan and communicate the freight plan to the supplier. The freight plan will inform the supplier of the route and transportation type. Where the parts are on a Full Trailer Load or Milk Run route direct to the EU, the supplier is the **Exporter of Record**. The Exporter of Record has the responsibility to complete the customs declaration.



WHO?

DHL Vendor Management



WHERE?

This will be sent to the current supplier contacts from JLR.Vendor.Management@dhl.com



WHEN?

2 to 8 weeks before the collection. However, the freight plan can change due to tactical requirements such as national holidays.



WHAT?

The freight plan will be sent via email as per the current process. The email will have a plan attachment which will contain the default port/crossing and the confirm if the supplier is responsible for the customs clearance.

New Route	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance
HW155A	MERGED ROUTE/A426M, XBB03 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	wk 30 - 22/07/2019	TBC	TBC	TBC
HW155A	MERGED ROUTE/A426M, XBB03 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	wk 30 - 22/07/2019	TBC	TBC	TBC
HW155A	MERGED ROUTE/A426M, XBB03 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	wk 30 - 22/07/2019	TBC	TBC	TBC
HW155A	MERGED ROUTE/A426M, XBB03 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MP TF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MP TF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MP TF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MP TF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC

Additional columns to indicate crossing and responsibility
Populated as TBC on 1st communication until further activities have concluded

The freight plan will detail if the supplier is required to be the **Exporter of Record**

2

DHL will confirm the carrier, Port of Exit and trailer number before the collection. These details are required for the export declaration.



WHO?

DHL 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?

-1 Day upto -4hrs on day of collection



WHAT?

The details will be in the format...

New Route	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance
HW125A	NEED ROUTE (A426M, X550 S4000 TO ROUTE / EP155 S600M) OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 50- 22/07/2020	Dunkirk	FTL	Yes
HW125A	NEED ROUTE (A426M, X550 S4000 TO ROUTE / EP155 S600M) OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 50- 22/07/2020	Dunkirk	FTL	Yes
HW125A	NEED ROUTE (A426M, X550 S4000 TO ROUTE / EP155 S600M) OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 50- 22/07/2020	Dunkirk	FTL	Yes
HW125A	NEED ROUTE (A426M, X550 S4000 TO ROUTE / EP155 S600M) OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 50- 22/07/2020	Dunkirk	FTL	Yes
TP 104 A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50- 22/07/2020	Calais	MR	Yes
TP 104 A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50- 22/07/2020	Calais	MR	Yes
TP 104 A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50- 22/07/2020	Calais	MR	Yes
TP 104 A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50- 22/07/2020	Calais	MR	Yes
TP 104 A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 50- 22/07/2020	Calais	MR	Yes

Additional columns include crossing, transportation type and responsibility. 3 weeks prior to plan change confirm collection profile and discuss carrier/crossing details

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

DHL will confirm the carrier, Port of Exit and trailer number before the collection

3

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

**WHO?**

The supplier

**WHERE?** This needs to be sent along with the EAD in Step 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 for the customs process to proceed

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

**WHO?**

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

**WHERE?**

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

**WHEN?**

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

**WHAT?**

For the customs' declaration, the following are required;

EORI Number
Commodity code
Commercial Invoice
Gross & Nett weight
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 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;

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

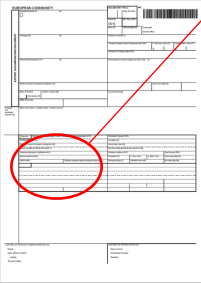
Where:

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

The DUCR should follow this format

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 DHL & JLR Customs.

**WHERE?**

eusupplier.brexitjlt@dhl.com
SKIMPEXP@jaguarlandrover.com

**WHEN?**

As soon as the export declaration is complete. The documents need to be with DHL the day prior to collection.

**WHAT?**

All pdf documents should be sent to BOTH DHL & JLR customs:

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

The email MUST have the following subject format:

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

The email must contain truck/trailer info

**COMMON FAILURE**

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

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

7

Once DHL Customs have received the Customs paperwork they will raise transit and provide the T1 to the carrier. The driver MAY leave site before they receive this provided all complete and correct paperwork is provided.

**WHO?**

DHL Customs/Carrier

**WHAT?**

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

A copy will be sent to the driver/carrier.

The goods are permitted to leave the suppliers premises before this is received. However you **MUST** check with the driver that they have a way of printing the T1 if not provided.

**WHERE?**

n/a

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

T1 will be provided to carrier

8

JLR will support suppliers on exception who require additional 'evidence of export for VAT purposes'. JLR or JLR's nominated LLP, DHL 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 JLR or DHL contact

**WHERE?**

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

**WHEN?**

After the goods have been imported into the receiving country

**WHAT?**

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

JLR can provide a **SAD**. When requesting the SAD, ensure you provide the Shipping Ref (SRN/ASN clearance ref).

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

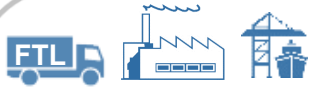
Sample

Documents can be provided as evidence of export if required

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

JLR SUPPLIER PACK

The transportation type is planned 2 to 8 weeks in advance for the greatest efficiency and value, this is subject to change



DIRECT

Example 1 – FTL (Full Truck Load)

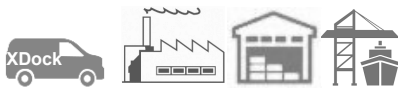
DHL collects a FTL from **one supplier** and crosses the EU / UK border direct to a JLR Plant/ESC/Cross Dock facility



DIRECT

Example 2 – Milk Run

DHL will collect smaller loads from **up to 3 suppliers** to utilise a full vehicle. This vehicle then then crosses the EU / UK border direct to a JLR Plant/ESC/Cross Dock facility



CROSS DOCK

Example 3 – XDock

DHL 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

FCA
Incoterms
(JLR Cross
dock)



FCA Tier 1 Supplier

Commercial View

- ✓ Where JLR is the Exporter of Record, JLR will pay cost of export declarations for Tier 1 suppliers.
- ✓ In the case of UK Tier 1 suppliers, JLR will pay cost of import declarations.

Administration

1. The Port of Exit will be confirmed by the collection plan sent to you by DHL. If there are changes to this collection plan, DHL will notify you at the latest 4 hours prior to collection.
2. SUPPLIER IS RESPONSIBLE FOR PROVIDING A COMPLETE AND ACCURATE COMMERCIAL INVOICE TO DHL

Here are the steps in which the supplier, is required to complete as part of the customs process where JLR is the Exporter of Record.

Each numbered button links to a detailed page on the process step.

2-8 weeks prior

-1 Day up to -4hrs on day of collection

Day of collection

In transit

1



High level freight plan in place

2



Route confirmed

3



Supplier raises Commercial Invoice & packing list

4



Supplier sends CI to DHL



Supplier provides CI, pack list & parts to driver



Supplier raises ASN - Once parts loaded



Parts are taken to cross dock

5



Carrier completes port related customs



Certificate of shipment provided

These process steps relate to supply of parts to JLR

1

DHL plan and communicate the freight plan to the supplier. The freight plan will inform the supplier of the route and transportation type. Where the parts are on a JLR Cross Dock route, the supplier is **NOT** the Exporter Of Record. The Exporter Of Record has the responsibility to complete the customs declaration.



WHO?

DHL Vendor Management



WHERE?

This will be sent to the current supplier contacts from JLR.Vendor.Management@dhl.com



WHEN?

2 to 8 weeks before the collection. However, the freight plan can change due to tactical requirements such as national holidays.



WHAT?

The freight plan will be sent via email as per the current process. The email will have a plan attachment which will contain the default port/crossing and the confirm if the supplier is responsible for the customs clearance.

New Route	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance
Hw155A	MERGED ROUTE/A426M, XB6D3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW/	wk 30 - 22/07/2019	TBC	TBC	TBC
Hw155A	MERGED ROUTE/A426M, XB6D3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW/	wk 30 - 22/07/2019	TBC	TBC	TBC
Hw155A	MERGED ROUTE/A426M, XB6D3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW/	wk 30 - 22/07/2019	TBC	TBC	TBC
Hw155A	MERGED ROUTE/A426M, XB6D3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW/	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC
TF104A	RE-PLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	wk 30 - 22/07/2019	TBC	TBC	TBC

Additional columns to indicate crossing and responsibility Populated as TBC on 1st communication, until further activities have concluded

The freight plan will detail if the supplier is required to be the **Exporter of Record**

2

DHL will confirm the carrier, route and that the supplier is NOT Exporter Of Record before the collection.

**WHO?**

DHL 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 to -4hrs before collection

**WHAT?**

The details will be in the format...

New Route	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 30 - 22/07/2019	Dunkirk	FTL	Yes
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 30 - 22/07/2019	Dunkirk	FTL	Yes
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 30 - 22/07/2019	Dunkirk	FTL	Yes
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	WK 30 - 22/07/2019	Dunkirk	FTL	Yes
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA MOVED OFF	WK 30 - 22/07/2019	Calais	MR	Yes
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA MOVED OFF	WK 30 - 22/07/2019	Calais	MR	Yes
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA MOVED OFF	WK 30 - 22/07/2019	Calais	MR	Yes
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA MOVED OFF	WK 30 - 22/07/2019	Calais	MR	Yes
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA MOVED OFF	WK 30 - 22/07/2019	Calais	MR	Yes

Additional columns to indicate crossing, transportation type and responsibility 1 week prior to plan change reconfirm collection profile and advise carrier / crossing details

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

DHL will confirm the carrier and route before the collection

3

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

**WHO?**

The supplier

**WHERE?**

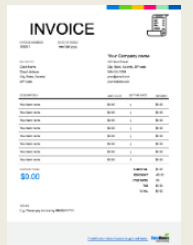
This needs to be sent to
eusupplier.brexitjlt@dhl.com
 with subject format:
 e.g. **1023456-ABQ3A-17092021**

**WHEN?**

This needs to be prepared once the parts are ready to be collected and before the scheduled collection

**WHAT?**

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



Suppliers should ensure that all entries are on the Commercial Invoice. Where this is not possible, as a contingency, suppliers must supply box quantity, along with gross and nett weight details for each part reference and total shipment on the accompanying Packing List.



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

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

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

The Commercial Invoice (CI) should be given to the driver as a paper copy. This ensures that the JLR Cross Dock receives the required information.

**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 the parts are loaded.

**WHAT?**

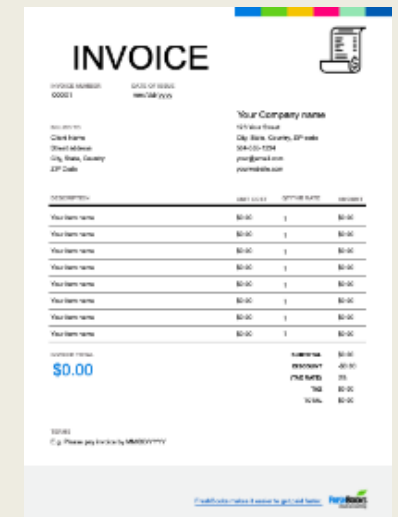
The Commercial Invoice (CI) should be provided as a paper copy to the driver.

This ensures that the JLR cross dock has a copy of the Commercial Invoice.

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

The Commercial Invoice must be legible in print and paper copies

Note: The supplier **must not** raise the ASN before goods are loaded



The driver should be given a legible printed copy of the Commercial Invoice

5

JLR will support suppliers on exception who require additional 'evidence of export for VAT purposes'. JLR or JLR's nominated LLP, DHL 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 JLR or DHL contact

**WHERE?**

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

**WHEN?**

After the goods have been imported into the receiving country

**WHAT?**

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

JLR can provide a **SAD**. When requesting the SAD, ensure you provide the Shipping Ref (SRN/ASN clearance ref).

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

Sample

Documents can be provided as evidence of export if required



ISSUE RESOLUTION



THIS CONTACT GUIDE IS FOR **FCA PRODUCTION PURCHASING ONLY**
 DHL will have provided you with confirmation of the type of route, FTL, Milk-round or Crossdock, via the freight plan.

Incoterm	Type	Responsibility	What to Send	Critical	Where
EU to UK		Supplier is Exporter of Record (EOR)	<p>ALL documents must be emailed in PDF to BOTH email addresses:</p> <ul style="list-style-type: none"> Commercial Invoice (pdf) + Packing List Export Accompanying Documentation (pdf) 	<p>The email MUST have the following subject format:</p> <p>Clearance Request<7 digit shipment reference (SRN)> <supplier GSDB> <Collection date></p> <p>e.g. Clearance Request-1023456-ABQ3A-17092021</p>	<p>BOTH</p> <p>eusupplier.brexitjlt@dhl.com</p> <p>AND</p> <p>EUUKCFSP@jaguarlandrover.com</p>
	FCA	Supplier is Exporter of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + Packing List Export Accompanying Documentation (pdf) 		
		JLR is Exporter of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + Packing List 		



THIS CONTACT GUIDE IS FOR **FCA PRODUCTION PURCHASING ONLY**
 DHL will have provided you with confirmation of the type of route, FTL, Milk-round or Crossdock, via the freight plan.

Incoterm	Type	Responsibility	What to Send	Critical	Where
UK to EU	FCA				
	FTL & Milk-round	Supplier is Exporter of Record (EOR)	<p>ALL documents must be emailed in PDF to BOTH email addresses:</p> <ul style="list-style-type: none"> Commercial Invoice (pdf) + Packing List Export Accompanying Documentation (pdf) 	<p>The email MUST have the following subject format:</p> <p><7 digit shipment reference (SRN)> <supplier GSDB> <Collection date></p> <p>e.g. 1023456-ABQ3A-17092021</p>	<p>esusupplier.brexitjlt@dhl.com SKIMPEXP@jaguarlandrover.com</p>
	Cross-dock	JLR is Exporter of Record (EOR)	<ul style="list-style-type: none"> Commercial Invoice (pdf) + Packing List 		<p>esusupplier.brexitjlt@dhl.com</p>



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, Jaguar Land Rover 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.

JLR as Exporter of Record

JLR 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

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 and DHL contacts to ensure all parties are aware of the issues.