# JLR SUPPLIER PACK V12

FCA PRODUCTION PARTS SUPPLY - CUSTOMS PROCESSES

March 2024

**NEW UPDATE** 



#	Date	Change
2		Initial publication for trade after 31st 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

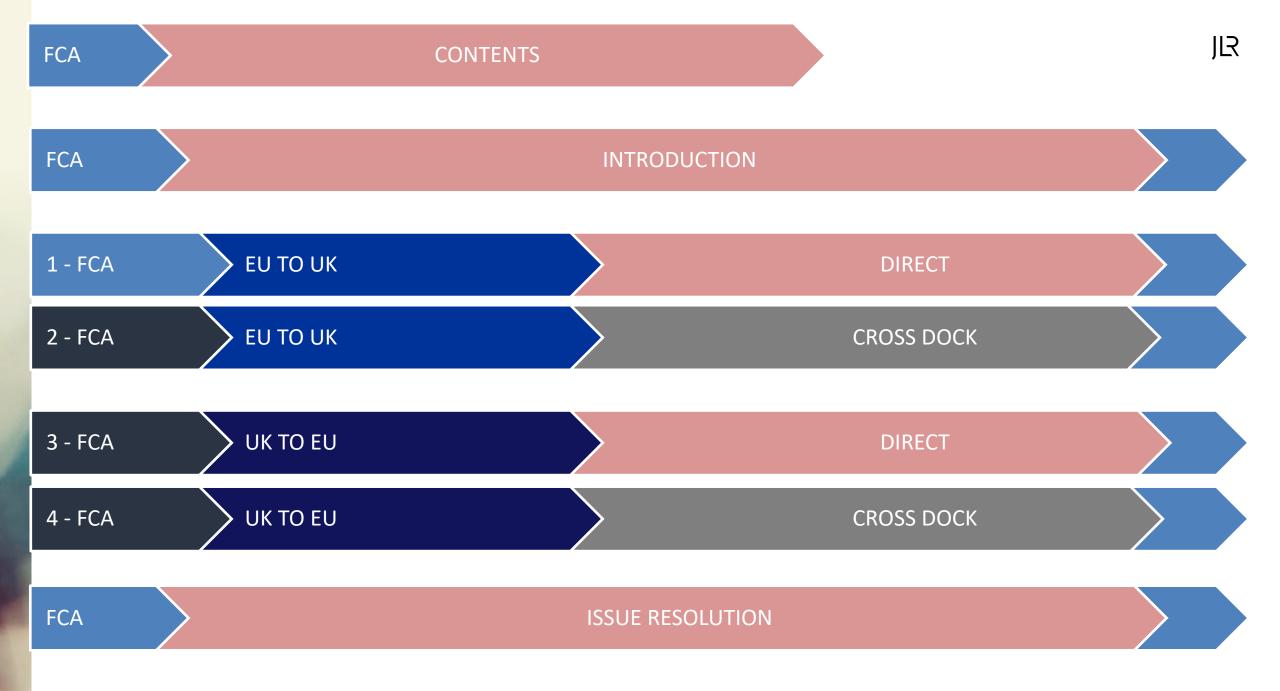
The contents of this pack are intended to provide FCA suppliers with general information and to assist FCA suppliers in complying with JLR's processes from 1 January 2021.

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.



INTRODUCTION

**FCA** 

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.

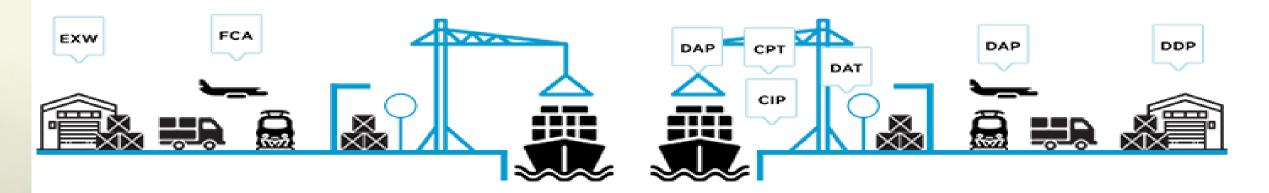
## WARNING

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 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

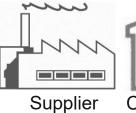


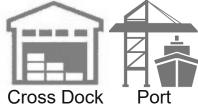
MR – Milk Run – Direct shipment with goods from multiple suppliers

**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

EU tọ UK

JLR SUPPLIER PACK

DIRECT

JLR

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









#### 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









#### 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





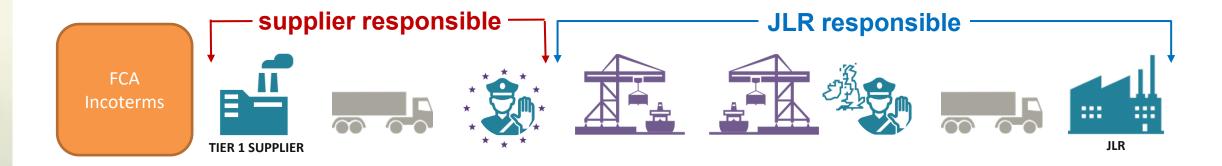


#### Example 3 – Cross Dock

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**

 $\checkmark$  JLR will expect Tier 1 suppliers to pay costs for export declarations.

**EU TO UK** 

✓ In the case of EU continental Tier 1 suppliers, JLR will pay the cost of import declarations on these collections

#### **Administration**

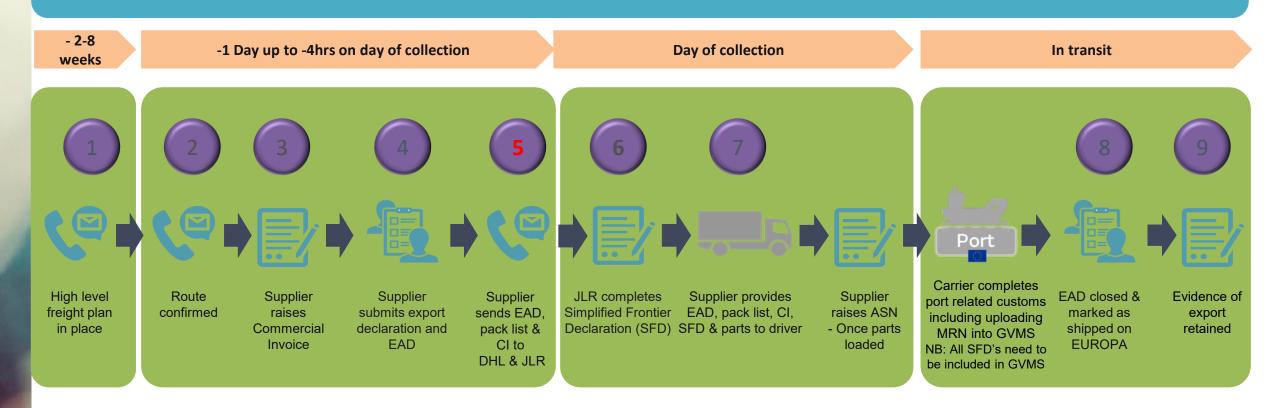
- 1. The port of exit will be confirmed by the collection plan sent to you by DHL. If there are changes to this collection plan, DHL will notify you at the latest 4 hours prior to collection.
- 2. Suppliers are responsible for completing the export declaration, providing accompanying documentation & commercial invoice
- 3. Customs clearance must be completed by the supplier AHEAD of JLR collection. JLR will not divert to customs offices.

EU TO UK DIRECT

JLR

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



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? his will be sent to the current supplier contacts from <u>JLR.Vendor.Management@dhl.com</u>



2 to 8 weeks before the collection. However, the WHEN? 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 Chang	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	твс	TBC	твс	
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	твс	твс	
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	Additional columns to indicate
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	crossing and responsibility Populated as TBC on 1st
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	WK 30 - 22/07/2019	TBC	TBC	твс	communcation until further activities have concluded
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 - ROLITE REE CHANGE FROM MPTE104A TO TE104A / R40EA	WK 30 - 22/07/2019	TBC	TBC	TBC	

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





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



This will be sent to the current supplier contacts.

The supplier contact is responsible for communicating this information to their customs team.



-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	
HW255A	MERG ED ROUTE (A426M, XISSO SAD DED TO ROUTE / EF155 SECOMES OBSOLETE / EF PARTS TO CHAINGE TO HW / CUSTOMS VENDOR 2ND	1	Dunkirk	mr )	10.3	
HW195A	MERG EDROUTE (A426M, X550 SAD DED TO ROUTE / 67155 SECOMES OBSOLETE / 57 PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	1	Dunkirk	¥	/63	
HW155A	MERG SDROUTE (A426M, X550 SAD DED TO ROUTE ( 57155 SECOMES OSSOLETE ( 57 PARTS TO CHANGE TO HW ( CUSTOMS VENDOR 2ND		Dunkirk	4	::: :::	
HW155A	MERGIBD ROUTE (A4 26M, XISSO S AD DED TO ROUT E / 67 155 BECOMES OBSOLETE / 67 PARTS TO CHAINGE TO HW / CUSTOMS VENDOR 2ND		Dunkirk	PTL	/2:3	
TF 104 A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM NPTF1DAA TO TF 1DAA / SADF A MOVED OF F	WK 50- 22/07/2019	Calais	MK	723	
TF 104 A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUSLE-DROF - ROUTE REFICHANGE FROM MPTF1 DAA TO TF1DAA / 840FA MOVED OF F	WK 50- 22/07/2019	Calais	MK	Ye 3	Additional columns to indicate crossing, transportation type and responsibility
TF 104 A	RE-PLANNED ROUTE (ROUTE NO LONGER DOUSLE-DROF - ROUTE REFICHANGE FROM MPTF104A TO TF104A / 540FA MOVED OF F	WK 50- 22/07/2019	Calais	MK	Yes	1 wook prior to planchange reafirm collection profile and advise carrier/ grossing details
TF 104 A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROF - ROUTE REF CHANGE FROM MPTF1 DAA TO TF 10AA / SADF A MOVED OF F	WK 50- 22/07/2019	Calais	MK	Yes	e casing octains
TF 104 A	REPCHANGE PROMINETE NO LONGER DOUBLE-DROF - ROUTE REPCHANGE PROMINETED DATO TO TO 104A / 840F A MOVED OF F	WK 50- 22/07/2019	Calais	MR	Yes	

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

DIRECT







#### **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 <u>ALL</u> INFO <u>MUST</u> BE COMPLETED OR THE SHIPMENT <u>WILL</u> 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

DIRECT





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

Field#	Required Information	Field	Explanation
ı	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 good 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.	JLR Part number – including engineering level.     Service part number for Aftermarket supply.     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 - <a href="https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports">https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports</a> EU Information - <a href="https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en">https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en</a>
19	Origin of Part	Country Code or full country name. "EU" is not acceptable.	Rules to establish the country of origin of imported and exported goods and to help identify those which qualify for lower or nil Customs Duty. This should be a 2-letter code for the country. Information can be provided on Delivery Note or Packing List.
20	Number of parts	Numerical quantity	Specific number of parts
21	Number of boxes/pallets	Numerical quantity	Specific number of boxes / pallets
22	Gross weight - Total	Numerical quantity kgs or litres	Unit of Measure i.e., Kilogram OR Litres to 3 decimal places of parts & packaging weight. Information can be provided on Delivery Note or Packing List.
23	Netweight – 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



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.

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





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.

DIRECT



WHO?

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



WHERE?

<u>eusupplier.brexitjlt@dhl.com</u> EUUKCFSP@jaguarlandrover.com



As soon as the EAD/MRN is received.

WHEN? The EAD & CI documents need to be with DHL & JLR 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-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

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





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

# WHAT GOOD LOOKS LIKE: PRODUCTION FCA ACCOMPANIED & UNACCOMPANIED

$\triangleright$	Ιο	euukcfsp@jaguarlandrover.com
<u>S</u> end	<u>C</u> c	eusupplier.brexitjlt@dhl.com
	S <u>u</u> bject	Clearance Request - 1023678 - RF65A - 20/02/2022

JLR Route: Production INCOTERM: FCA Carrier: VOS Logistics Shipping Ref: 1023678 Loading Date: 20/02/2022

**EU TO UK** 

# Level of detail required on email



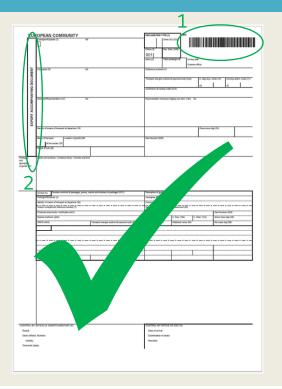


#### **COMMON FAILURE**

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





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



WHO?

JLR Customs will send this to the supplier



WHERE?

In response to the submission of your export documentation



WHEN'

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



# WHAT?

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

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



THE SFD

CANNOT BE

COMPLETED

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

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



The complete set of customs paperwork <u>including EAD</u>, <u>Commercial Invoice + Packing List & SFD</u> 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.



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 driver should be given a printed copy of all customs documentation <u>including EAD</u>



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



The supplier is able to check an MRN through WHERE? https://ec.europa.eu/taxation\_customs/dds2/ecs/ecs\_home.jsp?Lang=en



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.

	TAXATION AND CUSTOMS UNION	
European Commission		
ropean Commission > Taxation and O	astoms Union > Databases > ECS > Export MRN Follow-up (international movements only)	Mail Box   Su
	Help	What's new?   Information   FA
Export MRN	Follow-up (international movements only)	Last Update : 16-09-2019 11:
The EUROPA webserver provides t	the data as received from the different IT environments of the different countries. The o	
only and is binding neither for the	: Commission nor for the National Administrations concerned. For specific enquiries and oms Administration of the appropriate country.[SYS]	information regarding the
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The supplier is able to confirm shipment 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?

**EU TO UK** 

Supplier to request from JLR or DHL contact



Vendor to request from DHL or JLR via

CustomsC88Request@jaguarlandrover.com



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.

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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 SUPPLIER PACK

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









#### 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









#### 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







#### 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

#### **PROCESS OPTIONS**

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'

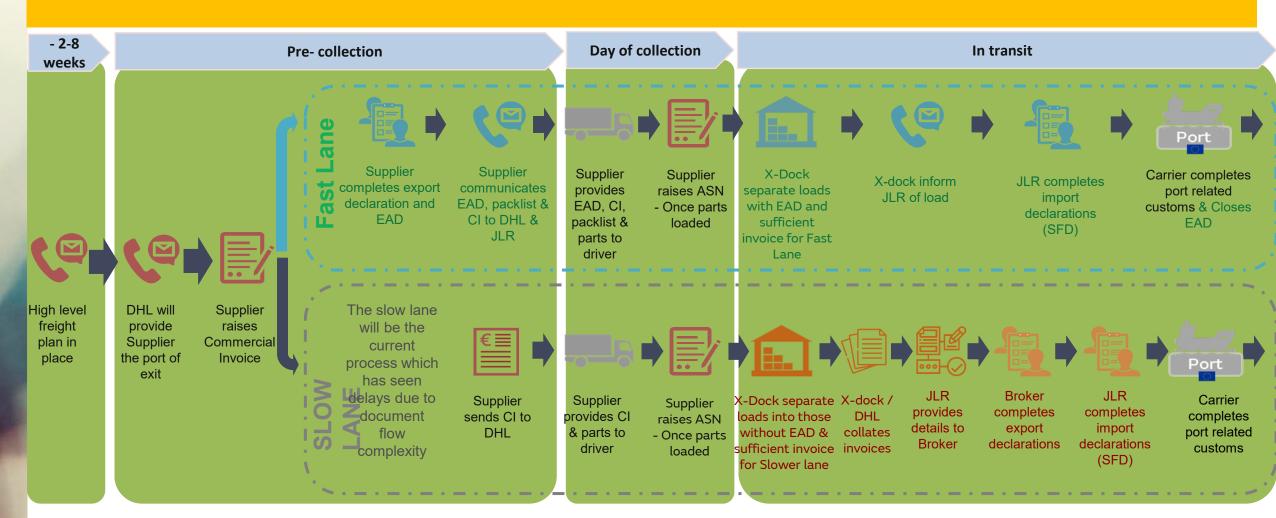
Suppliers who wish to act as exporter of record for cross dock shipments can do so, to participate suppliers will need to;

- 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'

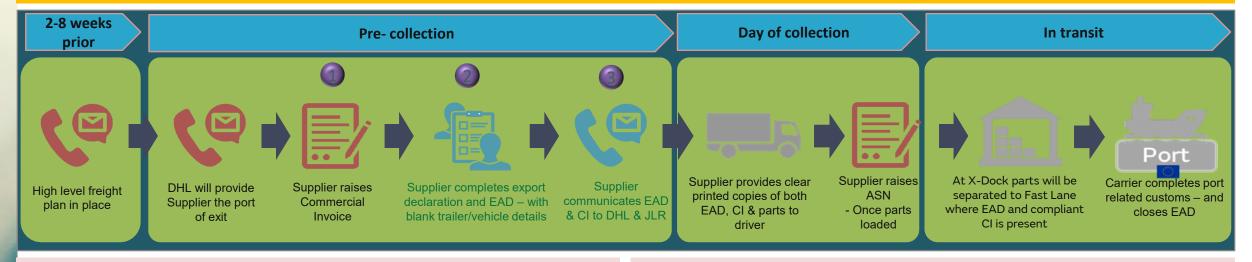
Suppliers can continue to follow the previous process where JLR acts as exporter of record

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



CROSS DOCK

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



The suppliers needs to raised the EAD.

**EU TO UK** 

The details for Port of Export and Trailer details may be left blank (country depending)



The supplier must send the EAD and Invoice to

<u>EUUKCFSP@jaguarlandrover.com</u> <u>eusupplier.brexitjlt@dhl.com</u>

The email <u>MUST</u> have the following subject format:

Clearance Request<7 digit shipment reference (SRN)> <supplier

GSDB><Collection date>

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

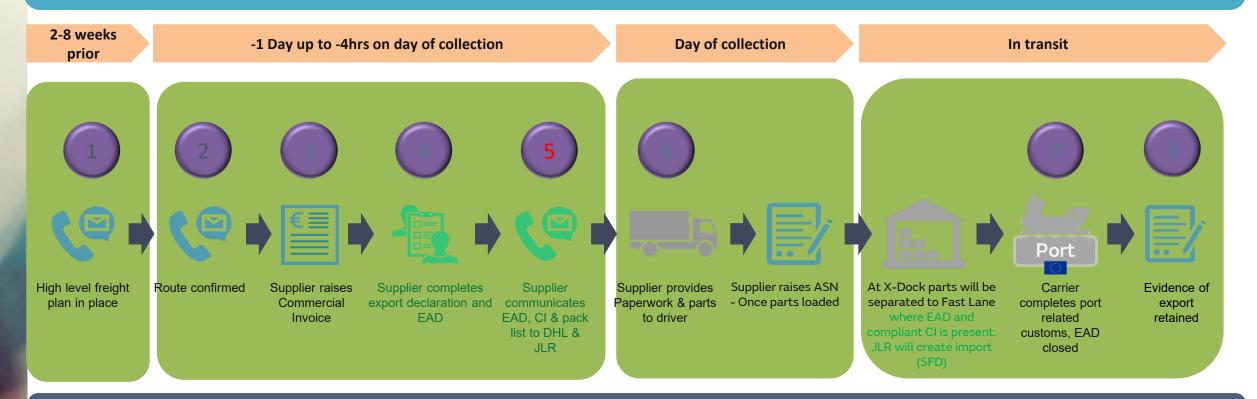
- SUPPLIERS ON FCA INCOTERMS
- EU TO UK
- CROSS DOCK VIA EU JLR
   CROSS DOCK FACILITY
- SUPPLIER AS EXPORTER OF RECORD



JLR SUPPLIER PACK

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

**CROSS DOCK** 





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? his will be sent to the current supplier contacts from <u>JLR.Vendor.Management@dhl.com</u>



2 to 8 weeks before the collection. However, the WHEN? 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 Chang	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	твс	TBC	твс	
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	твс	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	Additional columns to indicate
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	crossing and responsibility Populated as TBC on 1st
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	WK 30 - 22/07/2019	TBC	TBC	твс	communcation until further activities have concluded
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 - ROLITE REE CHANGE FROM MPTE104A TO TE104A / R40EA	WK 30 - 22/07/2019	TBC	TBC	TBC	

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



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



WHO?

**DHL** Operations team



This will be sent to the current supplier contacts.

The supplier contact is responsible for communicating this information to their customs team.



-1 Day upto -4hrs on day of collection



# WHAT?

The details will be in the format...

iew Noute	Communit	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Quatoma Clearance	
HW155A	MERGED ROUTE /A 426M, X5505A DDED TO ROUTE / 67155 SECOMES OSSOLETE / 67 PARTSTO CHANGETO HW / QUSTOMS VENDOR 2ND	WK 30 - 22/07/2019	Dunkirk	_ m. \	103	
HW255A	MERGED ROUTE /A 426M, XESDEA DOED TO ROUTE / SPISS SECOMES OSSOLETE / SPISS TO CHANGE TO HW / QUETOMS VENDOR 2ND	WK 50 - 22/07/2019	Dunkirk	M	/es	
HW155A	MERGED ROUTE /A 426M, X 8805 A DOED TO ROUTE / 87 155 88COMES GBSGLETE / 87 PARTS TO CHANGETO HW / GJS TOMS VENDOR 2ND	WK 50 - 2 2/07/2019	Dunkirk	H.	Yes .	
HW155A	MERS ED ROUTE /A 426M, X 8 8 05 A DOED TO ROUTE / 87 255 8 8 COMES OBSOLETE / 8 P PARTS TO CHANGE TO HW / QUSTOMS VENDOR 2ND	WK 30 - 22/07/2019	Dunkirk	rn.	103	
TF 104 A	MS-PLANNED ROUTE / ROUTE NO LONGER DOU SLS-DROF - ROUTE MSF CHAINGE FROM MPTF 10AA TO TF10AA / SAOFA MOVED OFF	WK 50 - 2 2/07/2019	Calais	MK	Yes	
TF 104 A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REPICHAINGE PROMINETE 1044 TO TIF 1044 / 840FA MOVED OFF	WK 30 - 22/07/2019	Calais	MK	Yes	Additional columnation dicate crossing transportation type and responsibility
TF 104 A	REPLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REPICHAINGE FROM MPTF 1044 TO TIF 1044 / BROPA MOVED OFF	WK 30 - 22/07/2019	Calais	MK	Yes	week prior to planchange reafirm collection profile and advise carrier/ crossing details
TF 104 A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REP CHAINGE FROM NIFTF 1044 TO TIF 1044 / BROPA MOVED OFF	WK 30 - 2 2/07/2019	Calais	MK	Yes	er essing de tails
TF 104 A	REPLANNED ROUTE / ROUTE NO LONGER DOUBLE-DROF - ROUTE REPLANNED FROM MPTF 10AA TO TY10AA / SAOFA MOVED OFF	WK 30 - 2 2/07/2019	Calais	MK	Yes	

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





#### **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 <a href="https://jlr.portal.covisint.com/web/portal/brexit">https://jlr.portal.covisint.com/web/portal/brexit</a>
Correct Preference Statement must also be declared

Field#	Required Information	Field	Explanation				
	Supplier Name (Consignor)	Supplier specific	Supplier Name as specified on the JLR Purchase Order.				
2	Supplier GSDB Code	e Supplier Specific Global Supplier database which contains key information on JLR suppliers. A unique code each JLR supplier.					
3	Supplier Address (Consignor)	Supplier specific	Supplier Address as specified on the JLR Purchase Order.				
1	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	A REX (Registered Exporter Number) number needs to be included in preference statement for EU exports (see field number 4)     Customs Authorisation Number needs to be included in preference statement for Non-EU exports (see field number 4)     EORI needs to be included in preference statement for UK Exports (see field number 4)				
5	Sellers VAT Registration Number	Supplier specific	N/A				
'	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.				
3	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.				
)	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.				
.0	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.				
2	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 good 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.	JLR Part number – including engineering level.     Service part number for Aftermarket supply.     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 - <a href="https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports">https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports</a> EU Information - <a href="https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en">https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en</a>				
19	Origin of Part	Country Code or full country name. "EU" is not acceptable.	Rules to establish the country of origin of imported and exported goods and to help identify those which qualify for lower or nil Customs Duty. This should be a 2-letter code for the country. Information can be provided on Delivery Note or Packing List.				
20	Number of parts	Numerical quantity	Specific number of parts				
21	Number of boxes/pallets	Numerical quantity	Specific number of boxes / pallets				
22	Gross weight - Total	Numerical quantity kgs or litres	Unit of Measure i.e., Kilogram OR Litres to 3 decimal places of parts & packaging weight. Information can be provided on Delivery Note or Packing List.				
23	Net weight – Total by part	Numerical quantity kgs or litres	Unit of Measure i.e., Kilogram OR Litres to 3 decimal places of parts & packaging weight. Information can be provided on Delivery Note or Packing List.				
24	Unit Value	Numerical value of each part / item	Price and currency on JLR Purchase Order to 4 decimal places.				
25	ASN/SRN number	Advanced shipping number	This will ensure the shipment is booked as received against the correct schedule.				
26	Signed declaration	Statement	At the bottom of each Commercial Invoice a signed declaration should be included "I/hereby declare that the information contained in this invoice is true and correct and the contents of the shipment are as stated above". Where possible this should be signed the name of the individual and position in company.				
27	Means of transport	Transportation details	N/A				



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.



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



As soon as the details of carrier and port of exit are provided



## WHAT?

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

**EORI Number** Commodity code Commercial Invoice Gross & Nett weight Port of Exit \* Trailer Details \*

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-		Arra transmission december array		

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

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

FAST LANE



2 - FCA

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



The supplier must send EAD and Invoice to <u>EUUKCFSP@jaguarlandrover.com</u> <u>eusupplier.brexitjlt@dhl.com</u> Subject format: **Clearance Request 1023456**-

ABQ3A-17092021

collection.

As soon as the EAD/MRN is received.

WHEN? The EAD & CI documents need to be with DHL prior to



## 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
- B. 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

$\triangleright$	Ιο	euukcfsp@jaguarlandrover.com
<u>S</u> end	<u>C</u> c	
	S <u>u</u> bject	Clearance Request - 3423490 – XY11Z – 20/02/2022
Carrier: Waber Shipping Ref: 3 Loading Date: ETA Date: 23/Port of Exit fro Arrival Port int Vehicle Reg Ni Trailer No: REZ Accompanied	1423490 20/02/2022 m EU (Route): 0 0 UK (Route): I 0. (If Accompai 1345K Trailer: No	Dover
Devanning Loc Port Manifest : Badge Referer	cation in UK if C System: Destin	Groupage:

# Level of detail required on email



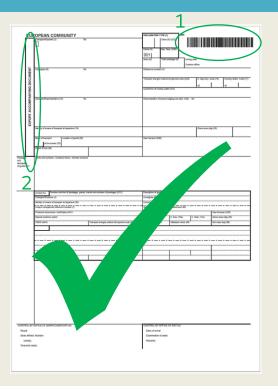


## **COMMON FAILURE**

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



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



WHO?

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



WHERE?

At collection/dispatch point on carrier arrival.



The driver should receive these when parts are loaded.



# WHAT?

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

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

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



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



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



The supplier is able to check an MRN through WHERE? https://ec.europa.eu/taxation\_customs/dds2/ecs/ecs\_home.jsp?Lang=en



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

**FAST LANE** 



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

**CROSS DOCK** 



WHERE?

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



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



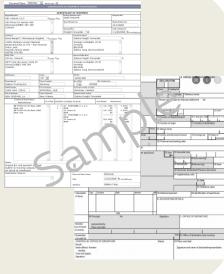
# WHAT?

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.



Documents can be provided as evidence of export if required

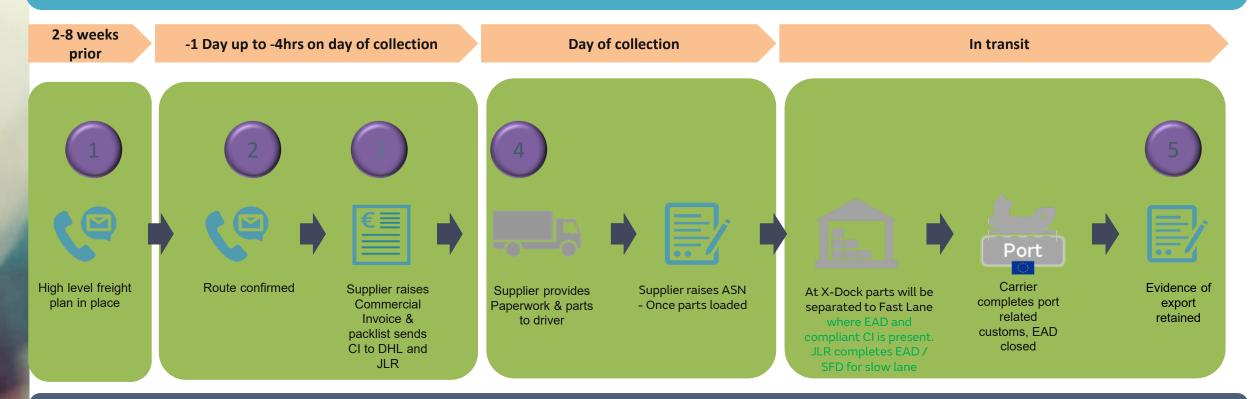
- SUPPLIERS ON FCA INCOTERMS
- EU TO UK
- CROSS DOCK VIA EU JLR
   CROSS DOCK FACILITY
- JLR AS EXPORTER OF RECORD



JLR SUPPLIER PACK

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

**EU TO UK** 

**CROSS DOCK** 





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? his will be sent to the current supplier contacts from <u>JLR.Vendor.Management@dhl.com</u>



2 to 8 weeks before the collection. However, the WHEN? 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 Chang	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	твс	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	твс	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	Additional columns to indicate
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	crossing and responsibility Populated as TBC on 1st
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	communcation until further activities have concluded
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 - ROLITE REE CHANGE FROM MPTE104A TO TE104A / R40FA	WK 30 - 22/07/2019	TBC	TBC	TBC	

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



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



WHO?

**DHL** Operations team



This will be sent to the current supplier contacts.

The supplier contact is responsible for communicating this information to their customs team.



-1 Day upto -4hrs on day of collection



# WHAT?

The details will be in the format...

iew Route	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance	
HW255A	MERS ED ROUTE (A 426M, XISBOS A DOED TO RIQUTE / EF155 SECOMES OSSOLETE / EF PARTS TO CHANGE TO HW / QUISTOMS VENDOR 2ND	WK 50 - 22/07/2019	Dunkirk	_ n.	103	
HW255A	MERGED ROUTE /A 426M, XESDS A DOED TO ROUTE / SP15S SECOMES OSSOLETE / SP PARTS TO CHANGE TO HW / QUSTOMS VENDOR 2ND	WK 30 - 2 2/07/2019	Dunkirk	A	/s=a	
HW255A	MERGED ROUTE/A 426M, XBB05 A DOED TO ROUTE / BP 155 BECOMES OBSOLETE / BP PARTS TO CHANGETO HW / GUSTOMS VENDOR 2ND	WK 30 -	Dunkirk	ь.	Yes /	
HW255A	MERGED ROUTE /A 426M, XESDS A DOED TO ROUTE / SPISS SECONES DESOURTS / SPIPA RESTO CHANGETO HW / QUETONS VENDOR 2ND	WK 50 - 2 2/07/2019	Dunkirk	rn.	162	
TF 104 A	REPLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REPICHAINGE PROMINIPTE IDAA TO TIFIDAA / BADRA INDIVIDUO OFF	WK 50 - 2 2/07/2019	Calais	MR	Yes	
TF 104 A	REPLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROF - ROUTE REPICHANGE PROMINETE 1044 TO TIF 1044 / B40FA MOVED OFF	WK 30 - 22/07/2019	Calais	MR	Yes	Additional columnsteindies to creasing transportation type and responsibility
TF 104 A	REPLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REPICHAINGE PROMINIPTE 1044 TO TIP 1044 / BADPA INDIVIDUOLE	WK 50 - 2 2/07/2019	Calais	MK	Yes	1 week prior to planchange reafirm collection profile and advise carrier/
TF 104 A	REPLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REPICHANGE PROMINGTO DAY TO TITURA / BADRA MOVIED OFF	WK 50 - 2 2/07/2019	Calais	MR	Yes	crossing details
TF 104 A	REFLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROF - ROUTE REF CHAINGE PROMINIFTE TORA TO TETORA / BADEA MOVIED OFF	WK 30 - 2 2/07/2019	Calais	MR	Yes	

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

**SLOW LANE** 





### **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

**CROSS DOCK** 



The supplier must send the Invoice and packlist to EUUKCFSP@jaguarlandrover.com eusupplier.brexitilt@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

EU TO UK

**CROSS DOCK** 







Please refer below to a summary of the JLR Gold Standard Commercial Invoice. The full version of this document can be found at <a href="https://jlr.portal.covisint.com/web/portal/brexit">https://jlr.portal.covisint.com/web/portal/brexit</a>
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	A REX (Registered Exporter Number) number needs to be included in preference statement for EU exports (see field number 4)     Customs Authorisation Number needs to be included in preference statement for Non-EU exports (see field number 4)     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		npany Name  JLR should be used  This is the legal entity as specified on the JLR purchase order (Production order field 1) 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.	JLR Part number – including engineering level.     Service part number for Aftermarket supply.     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 - <a href="https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports">https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports</a> EU Information - <a href="https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en">https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en</a>					
19	Origin of Part	Country Code or full country name. "EU" is not acceptable.	Rules to establish the country of origin of imported and exported goods and to help ide 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					



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.



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

INVOICE	Ē	C	Ē
State State Class	500 November 1990	iruning, EP seeks H soon.	
NORTH	MATERIAL STATE	gmill lutt	MINIST
Yourism name	90.00	1	90.00
Year ison name	\$0.00	1	\$0.00
Vacilies was	\$0.00	1	\$6.60
Year ison name	\$0.00	1	\$0.00
Year larm name	\$0.00	1	\$6-60
Year larm name	\$0.00	1	\$0.00
Year lives name	\$0.00	1	\$0.00
Year larm name	\$0.00	1	\$0.00
\$0.00		DESCRIPTION OF THE PARTY OF THE	90-00 90-00 90-00 90-00
Total Eg Plane paj incionis MM007****			
6	ndifodo-ratos Fassia	to get and home	Para Basic

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



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?

**EU TO UK** 

Supplier to request from JLR or DHL contact

**CROSS DOCK** 



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



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.



Documents can be provided as evidence of export if required

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

JLR SUPPLIER PACK

DIRECT

JLR

# 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









#### 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







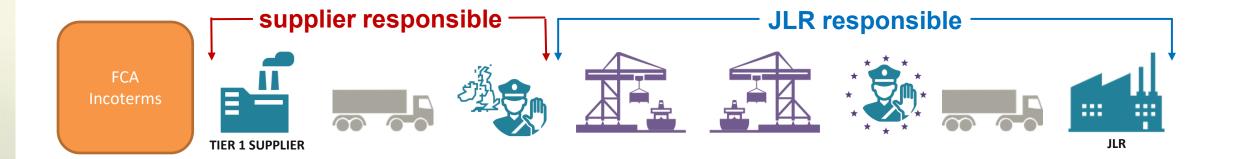
#### Example 3 – Cross Dock

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**

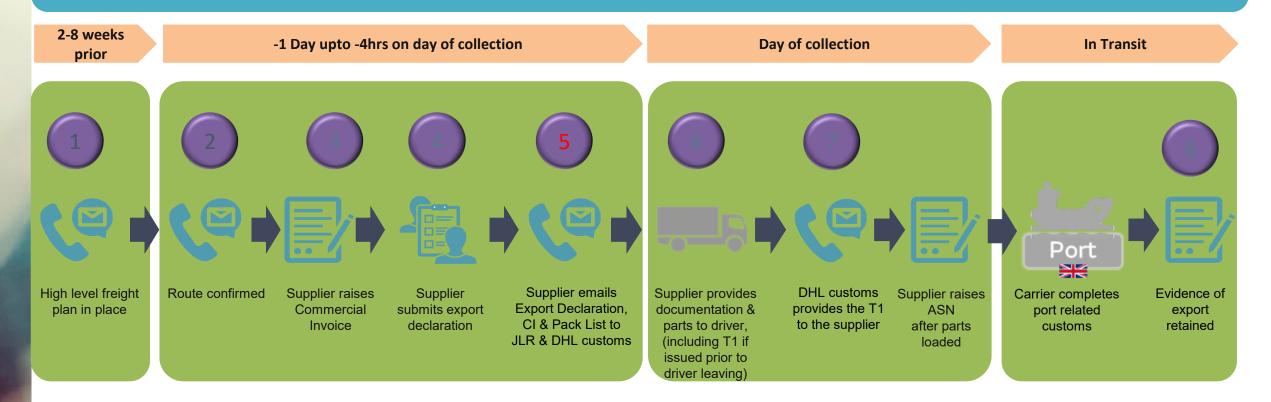
#### **Commercial View**

- ✓ 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





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? his will be sent to the current supplier contacts from <u>JLR.Vendor.Management@dhl.com</u>



2 to 8 weeks before the collection. However, the WHEN? 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 Chang	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	твс	
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	твс	твс	
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	Additional columns to indicate
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	crossing and responsibility Populated as TBC on 1st
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE REF CHANGE FROM MPTF104A TO TF104A / B40FA	WK 30 - 22/07/2019	TBC	TBC	твс	communcation until further activities have concluded
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 - ROLITE REE CHANGE FROM MPTE104A TO TE104A / R40FA	WK 30 - 22/07/2019	TBC	TBC	TBC	

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

DIRECT





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



This will be sent to the current supplier contacts.

The supplier contact is responsible for communicating this information to their customs team.



-1 Day upto -4hrs on day of collection



# WHAT?

#### The details will be in the format...

New Routs	Comment	Proposed Launch Week of Change	Carrier Default Port / Crossing	Transportation Type	Van dor Responsible for Customs Clearance	
HW155A	MERG BD ROUTE (A426M, X550 SAD DED TO ROUTE / 67155 SECOMES  OSSOLETE / 67 PARTS TO CHAINGE TO HAW / CUSTOMS VENDOR 2ND	WK 50- 22/07/2019	Dunkirk	Hr.	100	
HW255A	MERG ED ROUTE (A4 26M, XBSD 3 AD DED TO ROUT E / 67 355 6 60D MES OBSOLETE / 67 PARTS TO CHAINGE TO HW / CUST DMS VENDOR 2ND	WK 30-	Dunkirk	R.	71:3	
HW155A	MERS EDROUTE (A4 25M, X 550 3 AD DED TO ROUTE ( 57 155 5 500 MES OSSOLETE ( 57 PA 8TS TO CHA NOS TO HW / CUST GMS VENIDOR 2ND	WK 50- 22/07/2019	Dunkirk	PT.	: i	
HW155A	MERS SOROUTE (A4 25M, X 550 5 AD 050 TO ROUT E / 57 155 5 500 MES OSSOLETE / 57 PARTS TO CHAINSE TO HW / CUST OWS VENIOUS 2ND	WK 50- 22/07/2019	Dunkirk	FTL	703	
TF 104A	REPCHANGE PROMINETED AND TO LONGER DOUBLE-DROP - ROUTE REPCHANGE PROMINETED AND TO THE JOHA / BASE A MICHED OF F	WK 50- 22/07/2019	Calab	MR	703	
TF 104 A	REPLANNED ROUTE /ROUTE NO LONGER DOUGLE-DROF - ROUTE REP CHANGE FROM MPTF104A TO TF 104A / 540F A MIGNED OF F	WK 50- 22/07/2019	Calais	MK	Yes	Additional columnstoindies to crossing transportation type and responsibility
TF 104A	REPLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROF - ROUTE REP CHANGE PROM NPTF104A TO TF 104A / 540F A MOVED OF F	WK 50- 22/07/2019	Calab	MR	Yes	1 week prior to planchange reafirm collection profile and advise carrier/
TF 104 A	RB-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROF - ROUTE REF CHANGE FROM MPTF104A TO TF104A / 840FA MIGVED OF F	WK 50- 22/07/2019	Calais	MX	Yes	or cossing de tails
TF 104 A	REPCHANGE PROMINETED AND TO SOME DOUBLE GROEP - ROUTE REPCHANGE PROMINETED AND TO THE SOME A ROUTED OF P	WK 50- 22/07/2019	Calais	MK	Yes	

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







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 <u>ALL</u> INFO <u>MUST</u> BE COMPLETED OR THE SHIPMENT <u>WILL</u> 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 <a href="https://jlr.portal.covisint.com/web/portal/brexit">https://jlr.portal.covisint.com/web/portal/brexit</a> 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 Supplier specific (Consignor)		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	A REX (Registered Exporter Number) number needs to be included in preference statement for EU exports (see field number 4)     Customs Authorisation Number needs to be included in preference statement for Non-EU exports (see field number 4)     BORI 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.	JLR Part number – including engineering level.     Service part number for Aftermarket supply.     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.	Y Rules to establish the country of origin of imported and exported goods and to help iden 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			

DIRECT





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)



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

CHASCA PERCONSTRUCTOR.	Control Contro	District Annual Control of the Contr	Victorianis  St. Anticological	
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The export declaration is required as soon as the carrier information is received



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'

DIRECT





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  Consignor/Exporter (2)
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)

UK TO EU

The reference DUCR – YEAR needs to be on the Export Declarations <u>in</u>

<u>field 44</u>

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

DIRECT



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.



<u>eusupplier.brexitjlt@dhl.com</u> <u>SKIMPEXP@jaguarlandrover.com</u>



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 <u>BOTH</u> 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



The complete set of customs paperwork should be given to the driver, this includes EAD with barcode, Commercial Invoice and Packing list.



WHO?

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



WHERE?

At collection/dispatch point on carrier arrival.



The driver should receive these when parts are loaded.



# WHAT?

All pdf documents should be provided to the driver

- 1. EAD with barcode
- 2. Commercial Invoice
- 3. Packing list
- 4. Transit document

Without the documentation the parts cannot leave the supplier premises.

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



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

The driver MUST be given a copy of all customs documentation



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?

**UK TO EU** 

**DHL Customs/Carrier** 



WHERE?

n/a



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



# 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.

T1 will be provided to carrier





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



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



After the goods have been imported into the receiving country

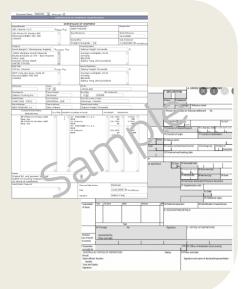


# WHAT?

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.



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

**CROSS DOCK** 

JLR

# 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









#### 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







#### 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

UK TO EU CROSS DOCK

JLR

FCA Incoterms (JLR Cross dock)



# **FCA Tier 1 Supplier**

#### **Commercial View**

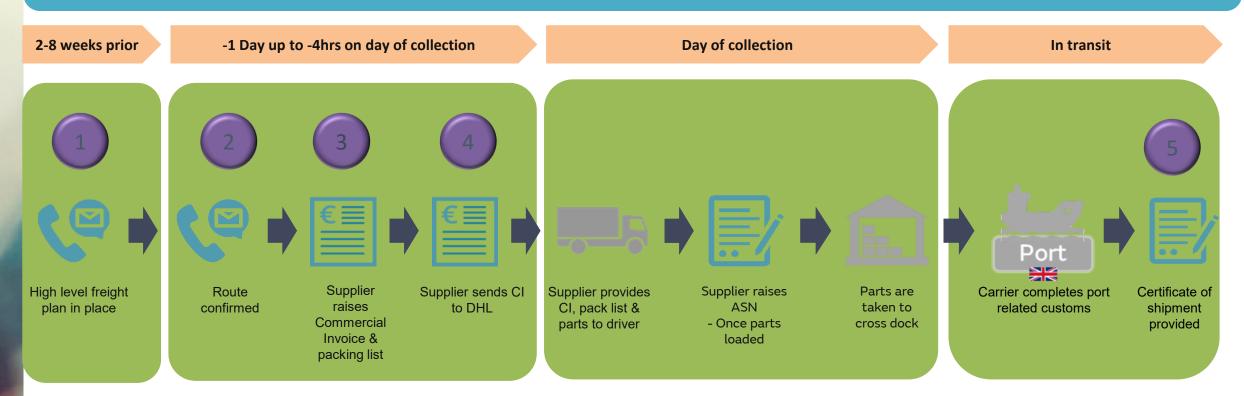
- ✓ Where JLR is the Exporter of Record, JLR will pay cost of export declarations for Tier 1 suppliers.
- ✓ In the case of UK Tier 1 suppliers, JLR will pay cost of import declarations.

#### 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.



These process steps relate to supply of parts to JLR





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? his will be sent to the current supplier contacts from <u>JLR.Vendor.Management@dhl.com</u>



2 to 8 weeks before the collection. However, the WHEN? 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 Chang	Carrier Default Port / Crossing	Transportation Type	Vendor Responsible for Customs Clearance	
HW155A	MERGED ROUTE/A426M, X8803 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	WK 30 - 22/07/2019	TBC	TBC	TBC	
HW155A	MERGED ROUTE/A426M, X8803 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	WK 30 - 22/07/2019	TBC	180	IBC	
HW155A	MERGED ROUTE/A426M, X8803 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	WK 30 - 22/07/2019	TBC	TBC	TBC	
HW155A	MERGED ROUTE/A426M, X8803 ADDED TO ROUTE / EP155 BECOMES OBSOLETE / EP PARTS TO CHANGE TO HW /	WK 30 - 22/07/2019	TBC	TBC	TBC	Additional columns to indicate
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	crossing and responsibility Populated as TBC on 1st
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	communcation until further activities have concluded
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 - BOUTE REE CHANGE FROM METEROLA TO TEXAL / RADEA	WK 30 - 22/07/2019	TBC	TBC	TBC	

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



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



**DHL** Operations team



This will be sent to the current supplier contacts.

The supplier contact is responsible for communicating this information to their customs team.



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	WK 30 -	Dunkirk	FTL	Yes	
	OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	22/07/2019			1	
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES	WK 30 -	Dunkirk	KIL	Yes	
HVVIJJA	OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	22/07/2019	DUIKIK	71	res	
	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES	WK 30 -				
HW155A	OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	22/07/2019	Dunkirk	FTL	Yes	
HW155A	MERGED ROUTE/A426M, XBBD3 ADDED TO ROUTE / EP155 BECOMES	WK 30 -			" "	
HW155A	OBSOLETE / EP PARTS TO CHANGE TO HW / CUSTOMS VENDOR 2ND	22/07/2019	Dunkirk	FTL	Yes	
TE4044	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 30 -		MR	Yes	
TF104A	REF CHANGE FROM MPTF104A TO TF104A / B40FA MOVED OFF	22/07/2019	Calais			
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 30 -	Calais			Additional columns to indicate crossing,
1F104A	REF CHANGE FROM MPTF104A TO TF104A / B40FA MOVED OFF	22/07/2019	Calais	MR	Yes	transportation type and responsibility
*****	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 30 -	0.1.1			1 week prior to plan change reafirm
TF104A	REF CHANGE FROM MPTF104A TO TF104A / B40FA MOVED OFF	22/07/2019	Calais	MR	Yes	collection profile and advise carrier/
TEADAA	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 30 -	Calala	MR	Yes	crossing details
TF104A	REF CHANGE FROM MPTF104A TO TF104A / B40FA MOVED OFF	22/07/2019	Calais	IVIK	res	
TF104A	RE-PLANNED ROUTE /ROUTE NO LONGER DOUBLE-DROP - ROUTE	WK 30 -	Calais	MR	Yes	
1F104A	REF CHANGE FROM MPTF104A TO TF104A / B40FA MOVED OFF	22/07/2019	Carais	IVIK	res	

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

CROSS DOCK





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?

**UK TO EU** 

The supplier



This needs to be sent to <a href="mailto:eusupplier.brexitjlt@dhl.com">eusupplier.brexitjlt@dhl.com</a> 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 <u>ALL</u> INFO <u>MUST</u> 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 <a href="https://jlr.portal.covisint.com/web/portal/brexit">https://jlr.portal.covisint.com/web/portal/brexit</a> 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 fo 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	A REX (Registered Exporter Number) number needs to be included in preference statement for EU exports (see field number 4)     Customs Authorisation Number needs to be included in preference statement for Non-EU exports (see field number 4)     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 Company Address on JLR Address (sold to details)		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)		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.	JLR Part number – including engineering level.     Service part number for Aftermarket supply.     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 - <a href="https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports">https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports</a> EU Information - <a href="https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en">https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en</a>		
19	Origin of Part	Country Code or full country name. "EU" is not acceptable.	Rules to establish the country of origin of imported and exported goods and to help identiful 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		





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.



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



WHERE?

At collection/dispatch point on carrier arrival.



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

INVOICE		c	
Accused to the Control of Control	NAME OF TAXABLE PARTY.	ouries, EP main	
Macames	MET 0047	grow seri	MINISTER Y
Vocalism name	50.00	1	50-00
Your laws name	\$0.00	1	\$0.00
Year laws name	\$0.00	1	\$0.00
Year larm name	\$0.00	1	\$0.00
Year ison rame	80-00	1	\$0.00
Year lam name	\$0.00	1	\$0.00
Year lam name	\$0.00	1	\$0.00
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\$0.00		DECOUNT (NO SATE) 'NO.	90-90 90-90 90-90 90-90
TOTAL E.g. Please pay in closing MMXXVTTY			
Cuddo	to make it make	to get and feeting	Para Books

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



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



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



After the goods have been imported into the receiving country

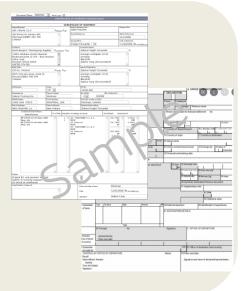


# WHAT?

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.



Documents can be provided as evidence of export if required



# CUSTOMS RESPONSIBILITY & Contact guide



## 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		Туре	Responsibility	What to Send	Critical	Where
		FTL & Milk-run	Supplier is Exporter of Record (EOR)	<ul> <li>ALL documents must be emailed in PDF to BOTH email addresses:</li> <li>Commercial Invoice (pdf) + Packing List</li> <li>Export Accompanying Documentation (pdf)</li> </ul>	The email <u>MUST</u> have the following <b>subject</b> format:	DOT!!
EU to UK	FCA	Cross- dock <b>Fast Lane</b>	Supplier is Exporter of Record (EOR)	<ul> <li>Commercial Invoice (pdf) + Packing List</li> <li>Export Accompanying Documentation (pdf)</li> </ul>	Clearance Request<7 digit shipment reference (SRN)> <supplier gsdb=""> <collection date="">  e.g. Clearance Request-</collection></supplier>	BOTH  eusupplier.brexitjlt@dhl.com  AND  EUUKCFSP@jaguarlandrover.com
		Cross- dock <b>Slow Lane</b>	JLR is Exporter of Record (EOR)	Commercial Invoice (pdf) + Packing List	1023456-ABQ3A-17092021	

# PRODUCTION PURCHASING SUPPLIER GUIDE CUSTOMS RESPONSIBILITY & Contact guide



## 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.

ı	Incote	erm	Туре	Responsibility	What to Send	Critical	Where
			FTL & Milk- round	Supplier is Exporter of Record (EOR)	ALL documents must be emailed in PDF to BOTH email addresses:  Commercial Invoice (pdf) + Packing List Export Accompanying Documentation (pdf)	The email <u>MUST</u> have the following <b>subject</b> format:	<u>eusupplier.brexitjlt@dhl.com</u> SKIMPEXP@jaguarlandrover.com
to El	0	FCA	Cross- dock	JLR is Exporter of Record (EOR)	Commercial Invoice (pdf) + Packing List	<7 digit shipment reference (SRN)> <supplier gsdb=""> <collection date=""> e.g. 1023456-ABQ3A-17092021</collection></supplier>	eusupplier.brexitjlt@dhl.com





# **FAQ**s

## 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 <a href="https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02013R0952-20200101">https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02013R0952-20200101</a> -

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.



# **FAQ**s

# 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

**ISSUE RESOLUTION** 





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

https://ec.europa.eu/taxation\_custom s/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.