


# JLR SUPPLIER PACK V.9

FCA PROTOTYPE PARTS SUPPLY – CUSTOMS PROCESSES  
MARCH 2024

**NEW UPDATE**

## Version control

#	Date	Change
2		Initial publication for trade after 31 <sup>st</sup> December 2020
3	Jan 2021	Issue resolution contacts updated FAQ Added to Issue resolution
4	Feb 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
5	March 2022	Updated wording to align across Brexit process packs Revision to email addresses & websites Inclusion of Requirements around Preference Statement on Supplier CI
6	Nov 2022	Last step in the process flows have been updated to reflect how to request an SAD
7	Jan 2023	ERN replaced with MRN due to introduction of CDS
8	July 2023	Gold Standard Commercial Invoice updated, full details can be found in own pack.
9	March 2024	Example of a good email

**NEW UPDATE**

## WARNING

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

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

## DISCLAIMER

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

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

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

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

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

PROTOTYPE

# CONTENTS

JLR

PROTOTYPE

INTRODUCTION

PROTOTYPE

EU TO UK

DIRECT

PROTOTYPE

ISSUE RESOLUTION

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

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

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



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



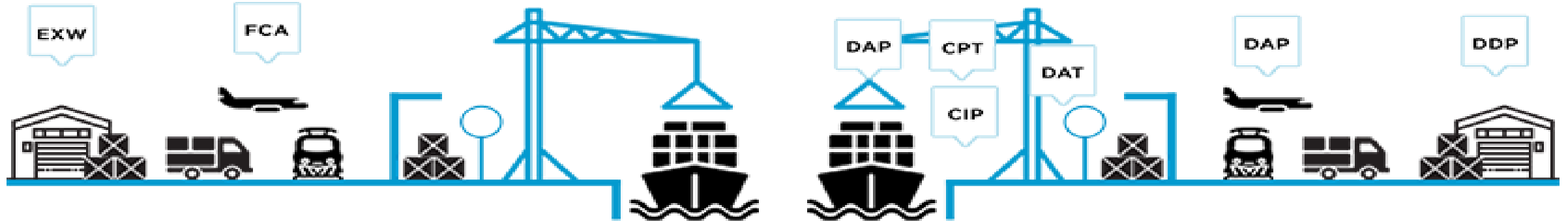
All suppliers must have the capability to carry out customs declarations and to act as the exporter of record for EU to UK and UK to EU shipments.

## WARNING

The following section applies to mainland EU vendors.

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

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



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

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

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

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

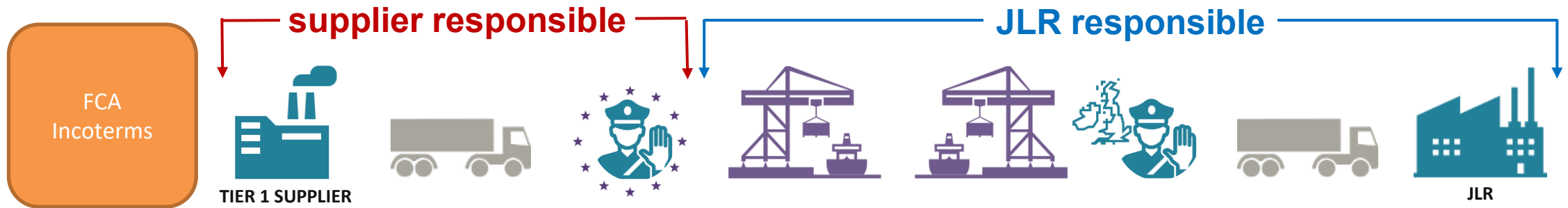
**The Incoterms on your contract with JLR are agreed and cannot be changed at this stage**



- **PROTOTYPE** SUPPLIERS ON FCA INCOTERMS
- EU TO UK



JLR SUPPLIER PACK - **PROTOTYPE**



## FCA Prototype Supplier

### Commercial View

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

### Administration

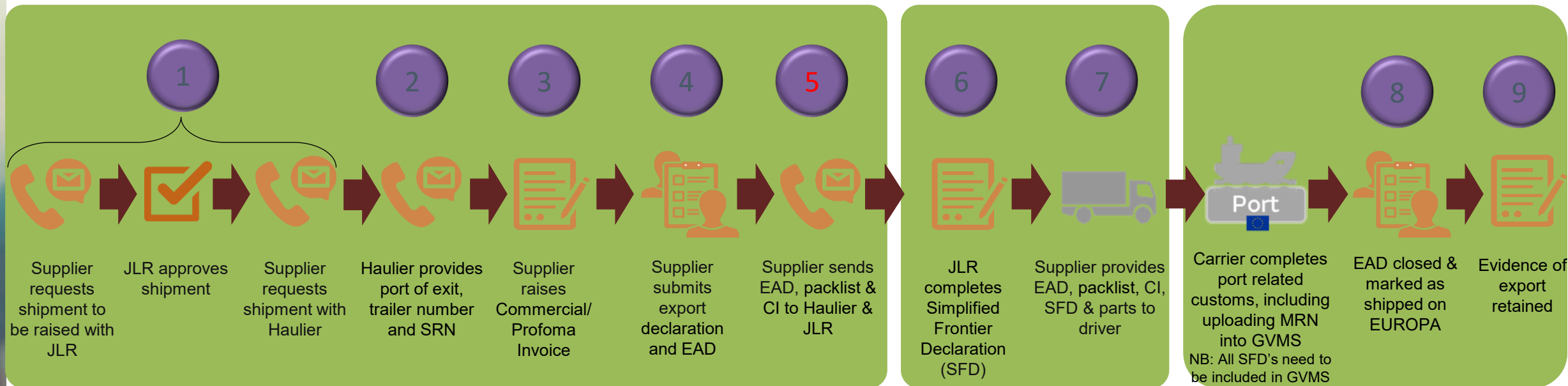
1. The port of exit will be confirmed by the collection plan sent to you by carrier. If there are changes to this collection plan, carrier will notify you at the latest 4 hours prior to collection.
2. Suppliers are responsible for completing the export declaration, providing accompanying documentation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

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

As soon as collection is ready to be arranged

Day of collection

In transit



These process steps relate to supply of PROTOTYPE parts to JLR

1

After JLR approval the supplier contacts the Haulier to arrange the collection

**WHO?**

Supplier to contact the Haulier

**WHAT?**

Please follow the delivery instructions on the order to arrange collection with the Haulier.

Please allow the time required to complete your responsibility in raising the required export documentation when arranging the collection

**WHERE?**

Delivery instructions per the order

**WHEN?**

When collection is to be arranged

The shipment to be raised with the Haulier per delivery instructions on the order

2

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



**WHO?**

The Haulier



**WHERE?**

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



**WHEN?**

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



**WHAT?**

The details will be sent from the Haulier via email and will provide;

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

These details will allow the export declaration to be raised

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

The Haulier will confirm the carrier, port of exit and trailer number before the collection

3



COMMON FAILURE

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



WHO?

The supplier



WHERE?

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



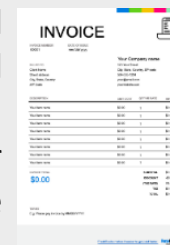
WHEN?

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



WHAT?

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



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



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

A clear and accurate CI is essential for the customs process to proceed  
Correct Preference Statement must also be declared



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

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

Field #	Required Information	Field	Explanation
16	Part Number	Part number / Service Part number / Item specified on the JLR Purchase Order.	(1) JLR Part number – including engineering level. (2) Service part number for Aftermarket supply. (3) For Non-production goods, Item specified on Purchase order
17	Part Description	Full Part Description specified on the JLR Purchase Order.	This must be in English Generic or broad descriptions are no longer permitted and are likely to cause delays.
18	Harmonised Tariff Code (HS or commodity code)	8 Digit Number NOTE: Some HS Codes may be 6 digits long and in these cases, zero's must be added to the end of the HS code until 8-digit length has been reached.	Harmonised System (HS) Codes are commonly used throughout the export process for goods. The Harmonised System is a standardised numerical method of classifying traded products. It is used by customs authorities around the world to identify products when assessing duties and taxes and for gathering statistics. UK Information - <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 quantitykgs 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 quantitykgs or litres	Unit of Measure i.e., Kilogram OR Litres to 3 decimal places of parts & packaging weight. Information can be provided on Delivery Note or Packing List.
24	Unit Value	Numerical value of each part / item	Price and currency on JLR Purchase Order to 4 decimal places.
25	ASN/SRN number	Advanced shipping number	This will ensure the shipment is booked as received against the correct schedule.
26	Signed declaration	Statement	At the bottom of each Commercial Invoice a signed declaration should be included "I/We hereby declare that the information contained in this invoice is true and correct and that the contents of the shipment are as stated above". Where possible this should be signed with the name of the individual and position in company.
27	Means of transport	Transportation details	N/A

4

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



**WHO?**

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



**WHERE?**

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



**WHEN?**

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



**WHAT?**

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

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

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

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



5

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

**WHO?**

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

**WHERE?**

In return to the email providing you carrier details and  
[EUUKCFSP@jaguarlandrover.com](mailto:EUUKCFSP@jaguarlandrover.com)

**WHEN?**

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

**WHAT?**

All 3 pdf documents should be sent to **BOTH** the Haulier & 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 the Haulier & JLR email addresses with the correct subject header will cause delays**

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

5

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

## WHAT GOOD LOOKS LIKE: PROTOTYPE FCA ACCOMPANIED

 Send	To	euukcfsp@jaguarlandrover.com
	Cc	jlrprototype@ntgebrex.co.uk
Subject		Clearance Request – Prototype NTGJLR12345 – XY11Z – 20/02/2022

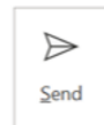
JLR Route: Prototype  
INCOTERM: FCA  
Carrier: NTG [Ebrex](#)  
Tracking Ref: NTGJLR12345  
Loading Date: 20/02/2022  
  
ETA Date: 23/02/2022  
Port of Exit from EU (Route): Calais  
Arrival Port into UK (Route): Dover  
Vehicle Reg No. (If Accompanied): WA456  
Trailer No: RE2345K  
Accompanied Trailer: Yes

Level of detail required on email

5

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

## WHAT GOOD LOOKS LIKE: PROTOTYPE FCA UNACCOMPANIED



To

euukcfsp@jaguarlandrover.com

Cc

jlrprototype@ntgebrex.co.uk

Subject

Clearance Request – Prototype NTGJLR12345 – XY11Z – 20/02/2022

JLR Route: Prototype  
 INCOTERM: FCA  
 Carrier: NTG Ebrex  
 Tracking Ref: NTGJLR12345  
 Loading Date: 20/02/2022

ETA Date: 23/02/2022  
 Port of Exit from EU (Route): Calais  
 Arrival Port into UK (Route): Dover  
 Vehicle Reg No. (If Accompanied):  
 Trailer No: RE2345K  
 Accompanied Trailer: No

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

Level of detail required on email

5



COMMON FAILURE

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

This is the EAD

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

The EAD is required with MRN & Barcode

6

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

**WHO?**

JLR will send this to the supplier

**WHERE?**

In response to the email with which you submitted the 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 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

7

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



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



**WHERE?** At collection/dispatch point on carrier arrival.



**WHEN?** The driver should receive these when parts are loaded.

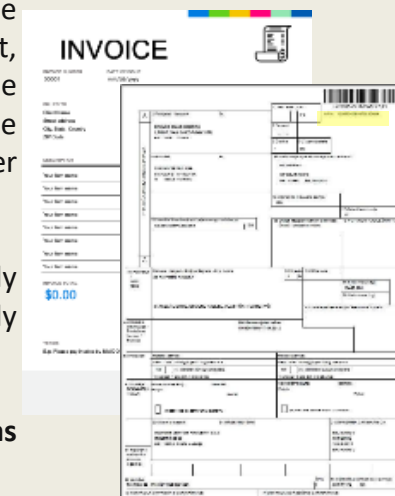


## WHAT?

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

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

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



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

8

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

**WHO?**

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

**WHERE?**

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

**WHEN?**

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

**WHAT?**

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



The supplier is able to confirm shipment via EUROPA

9

Required evidence will usually come from the IE599 message from the Europa system. JLR will support suppliers on exception who require additional ‘evidence of export for VAT purposes’. JLR can 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



**WHERE?**

Vendor to request from JLR via  
CustomsC88Request@jgaurlandrover.com



**WHEN?**

After the goods have been imported into the receiving country



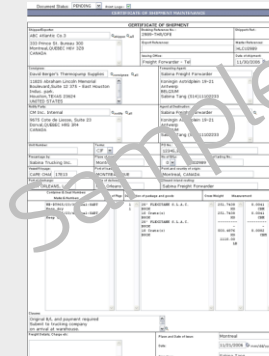
**WHAT?**

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

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

**JLR can provide a SAD.**

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



Documents can be provided as evidence of export if required





# ISSUE RESOLUTION



## FAQs

## Customs Clearance on Site

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

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

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

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

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



## FAQs

## Returnable Packaging

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

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

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

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



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

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

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



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

If there is a delay processing a SFD customs clearance, please contact [sfescalation\\_smb@jaguarlandrover.com](mailto:sfescalation_smb@jaguarlandrover.com)