

SUPPLIER COMMUNICATION (POST BREXIT) V5

January 2023

NEW UPDATE

Version control

#	Date	Change
1	Oct 21	Initial publication
2	Feb 22	<ul style="list-style-type: none"> • Updating email requirements and guidance • Inclusion of Common Faults • Inclusion of Excise Duty process (only Oil based products with commodity codes starting 2710, 340319 & 3811)
3	Mar 22	<ul style="list-style-type: none"> • Inclusion of Prototype process • Inclusion of Indirect process • Other minor wording updates, including clarification that customsc@jaguarlandrover.com is only for ROW and not EU imports, also advising that premium freight shipments are not put on mixed load trucks
4	Dec 22	<ul style="list-style-type: none"> • Updated wording for preference statements (EU suppliers to include the REX number) • Inclusion of how SAD's can be requested • Pages 26 – 39 Update on Full Delivery Addresses for UK production sites
5	Jan 23	<ul style="list-style-type: none"> • Guidelines for Aftermarket emails templates updated. • What good looks like updated for Aftermarket. • New address for Aftermarket receiving site – Mercia Park.

NEW UPDATE

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Overview

- Like many other UK importers, in 2021 JLR took advantage of UK Government dispensations that reduced the administrative burden at the point of EU/UK cross border movements.
- Those dispensations ceased from 1 January 2022, so JLR must now complete import declarations in a more structured way to minimise any risk of the production and aftermarket parts supply chain being disrupted.
- For the benefit of JLR and its key stakeholders in customs processes including suppliers, hauliers and customs brokers, JLR is requesting that all stakeholders follow a more structured e-mail based process to deliver export documents. This will reduce the heavy burden of rework on suppliers and JLR.
- Standard customs documentation templates should also be used to ensure HMRC compliance requirements are met.

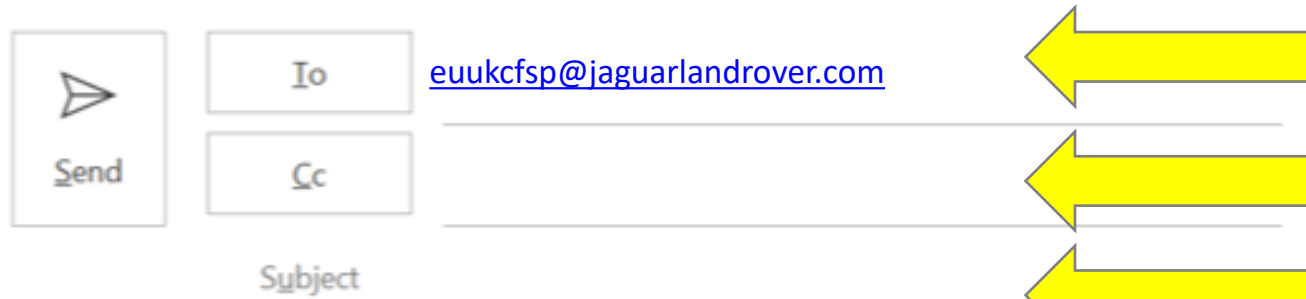
Supplier requirements

Using a more structured email based solution and automation tools, JLR will have less manual intervention when processing Customs documentation. The process is aligned to the Simplified Frontier Declaration (SFD) process for EU to UK imports required from 1 January 2022.

There are 3 core changes that will be expected from the Supplier enable this solution:

1. Emails must be sent to euukcfsp@jaguarlandrover.com in the standardised format on page 6, copying in the relevant Production / Aftermarket / Premium road freight / Prototype / Indirect email contacts on page 9. It is essential that all suppliers send electronic copies of their documentation no later than 30 minutes after the truck has departed. NB: Only one shipment/van/load per email, each email should have a unique subject line (per page 6).
2. Suppliers are encouraged to adopt standardised Customs documentation templates, examples of which are given in the Appendix. All required information included in these examples must be included. Please use one pdf for each documentation type.
3. Where any information is missing, an email will be sent back to the Supplier based on the error state – a response will then be required to plug any gaps of missing / erroneous data. This response should come back in the specific format requested.

Email based process



E-mails should be addressed to euukcfsp@jaguarlandrover.com

Cc appropriate carrier/LLP listed on page 9

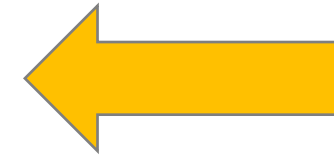
Subject should be in format: Clearance request – SRN/ASN/Prototype Tracking ref – GSDB – Collection Date

JLR Route (Production/Aftermarket/Premium Freight/Prototype/Indirect*): _____
INCOTERM: _____
Carrier: _____
Shipping Ref (SRN/ASN/Proto tracking ref): _____
Loading Date: DD/MM/YYYY

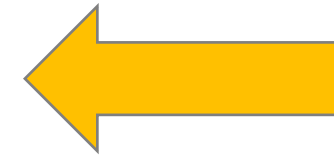
ETA Date: _____
Port of Exit from EU (Route): _____
Arrival Port into UK (Route): _____
Vehicle Reg No. (If Accompanied / Van): _____
Trailer No: _____
Accompanied Trailer: _____

If Unaccompanied
UK Carrier Email Address: _____
Devanning Location in UK if Groupage: _____
Port Manifest System (e.g: CNS/Destin8): _____
Badge Reference: _____

*Indirect purchasing includes capital and non-production goods

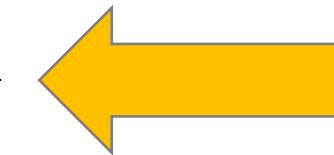


MANDATORY for ALL emails



MANDATORY for emails where shipment is:

- Incoterm DAP or DDU
- Prototypes, Indirect, Premium Road Freight / Vendor Specials (incl those on FCA incoterms)
- Direct FCA shipment that is NOT DHL LLP, DHL SC, Arcese or Ebrex



MANDATORY for emails sent where the Trailer is per the above **AND UNACCOMPANIED** (no driver or truck or van. Trailer only)

Guidance for emails templates

MANDATORY for ALL emails

JLR Route	Select either 'Production', 'Aftermarket' 'Premium Freight', 'Prototype', or 'Indirect'
INCOTERM	The incoterm for the shipment is agreed with JLR e.g. FCA, DDU (DDP shipments not applicable)
Carrier	The carrier taking the goods out of the EU.
Shipping Ref (SRN/ASN/Proto tracking ref)	The Shipment Reference Number (SRN or ASN for Aftermarket or Prototype tracking reference)
Loading Date	The date the goods are to be loaded by the vendor from the supplier warehouse / plant (DD / MM / YYYY)

MANDATORY for DAP/DDU; Prototype, Indirect, Premium Road Freight / Vendor Specials (incl FCA); Direct FCA that is NOT DHL LLP, DHL SC, Arcese or Ebrex

ETA Date	The date the goods are expected to be delivered to the dispatch location (DD / MM / YYYY)
Port of Exit from EU (Route)	The port of exit from Europe e.g Calais, Rotterdam etc
Arrival Port into UK (Route)	The port of arrival into the UK e.g Dover, Felixstowe
Vehicle Reg No. (If Accompanied)	If the trailer is accompanied, the vehicle reg number (accompanied meaning with a driver and truck or van)
Trailer No.	Is the trailer is accompanied with a tractor unit across border
Accompanied Trailer	Select either 'Yes' or 'No' (accompanied meaning with a driver and truck)

MANDATORY where trailer is per above AND UNACCOMPANIED (NB: Premium freight can not be processed as premium if unaccompanied)

UK Carrier Email Address	The UK carrier e-mail address that will take the trailer upon arrival in the UK
Devanning Location in UK if Groupage	Where the goods will be removed from the trailer in the UK if groupage
Port Manifest System	The UK port manifest system that will be used e.g CNS / Destin8
Badge Reference	A customs agent requires a 'badge' (electronic login) for each inventory linked port in order to clear it

Guidelines for email templates continued

NEW UPDATE

For SRN/ASN in the e-mail title and body, please obtain from the following sources:

- Supplier Arranged Transport: Supplier's Carrier issued Shipment Reference Number
- Production - JLR Arranged Transport: DHL issued Shipment Reference Number (emailed to the supplier by DHL in advance of the shipment)
- Aftermarket - JLR Arranged Transport:
 - All shipments to 'Mercia' / Honeybourne booked via SNC: JLR provided ASN.
 - Jaguar shipments to Baginton / Honeybourne booked direct with Carrier: Carrier provided Shipment Reference Number (SRN).
 - Land Rover shipments to Neovia Desford/JLR SNC provided ASN (as applicable).

The Appendix give examples of what good looks like for:

- Production - Incoterm FCA – Accompanied & Unaccompanied
- Aftermarket – Incoterm FCA – Accompanied & Unaccompanied
- Production – Incoterm DDU – Accompanied
- Production – Incoterm DDU – Unaccompanied
- Premium Road Freight – Incoterm FCA / DDU / DAP – Accompanied
- Prototype – Incoterm FCA – Accompanied
- Prototype – Incoterm FCA – Unaccompanied
- Indirect – Incoterm FCA / DDU / DAP – Accompanied
- Indirect – Incoterm FCA / DDU / DAP – Unaccompanied

BREXIT

Contacts

JAGUAR LAND ROVER

Production:

- DHL at eusupplier.brexitjlt@dhl.com

Aftermarket/Service:

- **Ebrex Carrier:** Route Type/Market Contact: JLRdirect@ntgebrex.co.uk (Direct Loads) / JLRpaperwork@ebrexpolska.pl (Cross-Dock - Poland market) / JLR@ntgroad.de (Cross Dock - Other markets except Poland)
- **DHL Carrier:** Brand Contact: jaguareuaftermarket@dhl.com / landroveraftermarket@dhl.com
- **Arcese Carrier:** Regional Contact: UK.MI@arcese.com / UK.MO@arcese.com / UK.TO@arcese.com / UK.FI@arcese.com / UK.VR@arcese.com

Prototypes:

Please cc in Ebrex: jlrprototype@ntgebrex.co.uk

Premium Road Freight / Indirect purchasing:

Please cc in your Premium Road Freight / Indirect purchasing provider

Queries:

If there are any queries with this process please contact brexitqa@jaguarlandrover.com.

Common faults: receiving data

- **No paperwork** sent to euukcfsp@jaguarlandrover.com or to carrier
- **Paperwork issued late:** It is essential that all suppliers send electronic copies of their documentation no later than 30 minutes after the truck has departed (minimal exceptions apply)
- **Paperwork sent to DHL / carrier only:** Obtaining supplier information from the carrier causes delays
- **Paperwork sent to wrong JLR address:** Paperwork is not to be sent to personal JLR email accounts
- **Non-conformant email titles:** Paperwork sent, but we are unable to find it and hence causes delays

Please ensure you send paperwork to euukcfsp@jaguarlandrover.com and cc in appropriate LLP/carrier, no later than 30 minutes after the truck has departed.

Subject should be in format: Clearance request –SRN or ASN or Prototype tracking number – GSDB – Collection Date

Common faults: Data / Preference statement

Supplier Data:

- Body of email not including information, as per slide 6, causing delays in processing
- Gross weight mismatches between documents resulting in queries back to the supplier
- SRN's not being included on ASN's
- JLR part numbers not being included on invoices resulting in not being able to create SDI's
- Part values showing as 0 on the invoice. Even when provided free of charge, parts need to have a customs value in order to complete the SDI process
- Paperwork including the Incoterms EXW or FOB need to be amended to reflect either FCA or DDU/DAP

Preference Statement:

- Preference Statement not being included and hence increasing landed cost to JLR

Air Freight & Full Frontier requests:


- EU Air Freight & Full Frontier: Please email euffdclearance_smb@jaguarlandrover.com (new email address, do NOT cc in customsc@jaguarlandrover.com)
- Rest of World: Please continue to email customsc@jaguarlandrover.com

Evidence of Export

- Required evidence will usually come from the IE599 message from the Europa system. However, suppliers who wish to request a Single Administrative Document (SAD) can do so by emailing customsC88request@jaguarlandrover.com, referencing the Shipping Reference (SRN/ASN clearance ref)

APPENDIX: EXAMPLES OF EMAIL TEMPLATES & DOCUMENTATION

WHAT GOOD LOOKS LIKE: PRODUCTION FCA ACCOMPANIED & UNACCOMPANIED


 Send	To	euukcfsp@jaguarlandrover.com
	Cc	eusupplier.brexitjlt@dhl.com
	Subject	Clearance Request - 1023678 - RF65A - 20/02/2022

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

BREXIT


NEW UPDATE

WHAT GOOD LOOKS LIKE: AFTERMARKET FCA ACCOMPANIED & UNACCOMPANIED

	<input data-bbox="425 319 631 401" type="text" value="To"/>	euukcfsp@jaguarlandrover.com
	<input data-bbox="425 422 631 504" type="text" value="Cc"/>	jlr@ntgroad.de (NB: Carrier Email Address varies by Brand/Market – see page 9)
	<input data-bbox="425 525 631 606" type="text" value="Subject"/>	Clearance Request - 123456789 – XY11Z – 20/02/2022

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


WHAT GOOD LOOKS LIKE: PRODUCTION DDU ACCOMPANIED

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

JLR Route: Production
INCOTERM: DDU
Carrier: Waberers
Shipping Ref: 3423490
Loading Date: 20/02/2022

ETA Date: 23/02/2022
Port of Exit from EU (Route): Calais
Arrival Port into UK (Route): Dover
Vehicle Reg No. (If Accompanied): WA456
Trailer No: RE2345K
Accompanied Trailer: Yes

WHAT GOOD LOOKS LIKE: PRODUCTION DDU UNACCOMPANIED


	<input type="text" value="To"/>	euukcfsp@jaguarlandrover.com
	<input type="text" value="Cc"/>	
	<input type="text" value="Subject"/>	Clearance Request - 3423490 – XY11Z – 20/02/2022

JLR Route: Production
INCOTERM: DDU
Carrier: Waberers
Shipping Ref: 3423490
Loading Date: 20/02/2022

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

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

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

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


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

ETA Date: 23/02/2022
Port of Exit from EU (Route): Calais
Arrival Port into UK (Route): Dover
Vehicle Reg No. (If Accompanied): WA456
Trailer No: RE2345K
Accompanied Trailer: Yes

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

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


WHAT GOOD LOOKS LIKE: PROTOTYPE FCA ACCOMPANIED

	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

WHAT GOOD LOOKS LIKE: PROTOTYPE FCA UNACCOMPANIED

	To	euukcfsp@jaguarlandrover.com
	Cc	jlprototype@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


WHAT GOOD LOOKS LIKE: INDIRECT- FCA / DDU / DAP ACCOMPANIED

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

JLR Route: Indirect
INCOTERM: FCA / DDU / DAP
Carrier: Waberers
Shipping Ref: 3423490
Loading Date: 20/02/2022

ETA Date: 23/02/2022
Port of Exit from EU (Route): Calais
Arrival Port into UK (Route): Dover
Vehicle Reg No. (If Accompanied): WA456
Trailer No: RE2345K
Accompanied Trailer: Yes

WHAT GOOD LOOKS LIKE: INDIRECT- FCA / DDU / DAP -UNACCOMPANIED

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

JLR Route: Indirect
INCOTERM: FCA / DDU / DAP
Carrier: Waberers
Shipping Ref: 3423490
Loading Date: 20/02/2022

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

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

STANDARD REQUIREMENTS LIST

Commercial Invoice (mandatory), this should include the following information:

Your address and ideally vendor code
 The delivery address of the JLR facility to which the goods are travelling
 The date of the invoice
 The Incoterm under which the goods are provided
 The currency of the invoice

A list of parts provided in this consignment showing the following information:

JLR Part Number
 Part Description
 Net weight of the part
 Gross weight of the part
 Piece price
 Quantity of parts
 Total price per line
 Country of Origin of the part
 The total value of the invoice

Commercial Invoice (continued)

A **preference statement** indicating whether each part does or does not qualify for preferential duty under the UK-EU Free Trade Agreement. If this is not provided we will require a separate Preference Statement (see below). We would expect the statement to be provided in a form similar to the below:

*The Exporter of the products covered under this document (REX Number ****) declares that except where otherwise clearly indicated (*), the products are of EU preferential origin.*

Packing List (mandatory) (or other documentation showing details of the packaging of the consignment)

- A Preference Document (if available) (to the extent no preference statement is included on the commercial invoice) which clearly states whether the parts on this consignment meet the rules of preferential origin for the UK-EU Free Trade Agreement and therefore qualify for the duty reductions available under that agreement.
- A Transport Document (if available) (e.g. CMR, Airwaybill or Seawaybill).
- An EAD or SAD for the export from the EU (**mandatory**).

STANDARD COMMERCIAL INVOICE

PRO FORMA INVOICE (On company Letter head)

(This is not a VAT Invoice)

Supplier Ship from (if different to supplier)
Any Company Any Company
Any Street Any Street
Any Town Any Town
Any Place Any Place

Sold To: Ship to:
Anyone Anyone
Any Street Any Street
Any Town Any Town
Any Place Any Place

Supplier EORI

Invoice Number
Invoice Date
ASN
Incoterms (named place)
Currency
GSDB Code
Type of Import Permanent / Temporary
Purchase Order Number

Table with 10 columns: JLR Part Number, JLR Part Description, HS Commodity Code, Country of Origin, Qty, Unit Price, Total Price, Nett Weight, Weight UOM, Gross Weight

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
The exporter of the products covered by this document (Exporter Reference No ...) declares that, except where otherwise clearly indicated, these products are of EU preferential origin.

I/We hereby declare that the information contained in this invoice is true and correct and the contents of the shipment are as stated above.
The Exporter of the products covered under this document (REX Number ****) declares that except where otherwise clearly indicated (*), the products are of EU preferential origin.

(Name of the exporter)
Exporter Reference No. is the EORI number of suppliers. Without correct EORI the statement will be not accepted and we need to pay full import duty.

Signature Name of Signatory
Signed for and on behalf of xxxxxx

STANDARD PACKING LIST

PACKING LIST

(On company Letter head)

Supplier

Any Company
 Any Street
 Any Town
 Any Place

Ship From

Any Company
 Any Street
 Any Town
 Any Place

Ship To

Any Company
 Any Street
 Any Town
 Any Place




Packing list number
 Packing list date
 Invoice number
 Shipping date
 Incoterms (named place)
 ASN

Description of goods	JLR Part number	Type of packaging	Marks/ Numbers	Number of Shipped packages Quantity	Net Weight	Nett mass UOM	Gross Weight
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Totals

EMAIL BASED PROCESS FOR EXCISE GOODS


To euukcfsp@jaguarlandrover.com
Cc _____
Subject _____

-  E-mails should be addressed to euukcfsp@jaguarlandrover.com
-  Cc appropriate carrier/LLP listed on page 9 and exciseeuuk_smb@jaguarlandrover.com when excise goods included (Oil based products with commodity codes starting 2710, 340319 and 3811)
-  **Subject should be in format:** EXCISE Clearance request – SRN/ASN/Prototype Tracking ref – GSDB – Collection Date

JLR Route (Production / Aftermarket / Premium Freight/Prototype): _____
 INCOTERM: _____
 Carrier: _____
 Shipping Ref (SRN/ASN/Proto tracking ref): _____
 Loading Date: DD/MM/YYYY



MANDATORY for ALL emails

ETA Date: _____
 Port of Exit from EU (Route): _____
 Arrival Port into UK (Route): _____
 Vehicle Reg No. (If Accompanied / Van): _____
 Trailer No: _____
 Accompanied Trailer: _____



MANDATORY for emails where shipment Incoterm is:

- DAP or DDU
- Prototypes, Premium Road Freight / Vendor Specials (incl those on FCA incoterms)
- Direct FCA shipment that is NOT DHL LLP, DHL SC, Arcese or Ebrex

If Unaccompanied
 UK Carrier Email Address: _____
 Devanning Location in UK if Groupage: _____
 Port Manifest System (e.g: CNS/Destin8): _____
 Badge Reference: _____



MANDATORY for emails sent where the Trailer is per the above **AND UNACCOMPANIED** (no driver or truck or van. Trailer only)

FULL POSTAL ADDRESS FOR JLR PLANTS IN THE UK

Full Postal Address list – JLR Plants

Why are we asking you to check your commercial/proforma invoice?

We are having a common fault with regards to the delivery addresses being incorrectly shown on commercial/proforma invoices, the following pages show the **CORRECT** full delivery addresses for our JLR Plants.

What is IPR?

IPR is – Inward Processing Relief, this is a method of obtaining relief from Customs duties and VAT Charges on your products, and the wrong Postal delivery address (including the postcode) on your invoice can cause Jaguar Land Rover to pay more duty unnecessarily.

Jaguar Land Rover - Halewood

DHL Eastlands Receiving

Jaguar Land Rover LTD

East Road

Halewood

Liverpool

L24 9LE



Jaguar Land Rover - Solihull

Jaguar Land Rover

Gate D2

Damson Parkway

Solihull

B92 9EH



Jaguar Land Rover – Castle Bromwich

Jaguar Land Rover

B Block Castle Bromwich Plant

Chester Road

Birmingham

B35 7RA



Jaguar Land Rover – Battery Assembly Centre

Battery Assembly Centre

Canton Lane

Hams Hall

Coleshill

B46 1GA

Jaguar Land Rover – Engine Manufacturing Centre

Engine Manufacturing Centre

i54 Business Park

Innovation Drive

Coven

Wolverhampton

WV9 5GA

Jaguar Land Rover – Mercia Park

Mercia Park

Swallow Drive

Stretton en le Field

Swadlincote

DE12 8BA



Jaguar Land Rover – Satellite Sites

Midpoint

DC4, Minworth

Birmingham

B76 9BL

Jaguar Land Rover – Satellite Sites

DHL Tyrefort

Wingfoot Way

Birmingham

B24 9HY



Jaguar Land Rover – Satellite Sites

Pilot Plant

Prologis JLR

Wingfoot Way

Birmingham

B24 9QT

Jaguar Land Rover – Logistics Operations Material Storage Centre (Solihull LOC)

JAGUAR LAND ROVER

Prologis LOC

Damson Lane

Solihull

B92 9EP

Jaguar Land Rover – Satellite Site - Leadec

Leadec

460 Torrington Services Avenue

Tile Hill

Coventry

CV4 9HL



Jaguar Land Rover – Satellite Site – Tata Steel

Tata Steel Limited

Round Oak Rail Automotive

Pedmore Road

Brierley Hill

DY5 1LJ

Jaguar Land Rover – Satellite Site – IAC

IAC

Elmdon Trading Estate

Bickenhill Lane

Solihull

B37 7HE

