

XXXX SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of Australian customs laws and regulations. The purpose of this document is to support and facilitate the Suppliers / Exporters to be compliant with documents issued to Imaxeon Pty Ltd (Unit 1, 38-46 South Street, Rydalmere, NSW 2116, Australia).

Documentation Requirements:

Item	Field Description	Proforma Invoice	Commercial Invoice	Packing List	BoL AWB	Any Other Document
1	Ship from (<i>in full exporter details</i>)		X	X	X	X
2	Ship to (<i>full importer ship to address details</i>)		X	X	X	X
3	Sold to (<i>full importer sold to address details & tax ID</i>)		X	X	X	X
4	Notify Party - Broker (<i>full broker address details</i>)		X	X	X	X
5	Purchase Order number (<i>Bayer PO number</i>)		X	X	X	
6	Transaction Date		X	X		X
7	Invoice Number		X	X	X	
8	Incoterms & Mode of Shipment (<i>clearly defined with POE</i>)		X	X	X	
9	Payment terms & Bank details for Payment	X	X	X		
10	Complete clear, detailed description of goods exported		X	X	X	
11	Country of Origin		X	X	X	
12	Harmonised Tariff Number		X		X	
13	Exact quantities per unit & total number of units	X	X	X	X	
14	Net weight per units in kg & final gross weight	X	X	X	X	
15	Unit cost, Total costs & Currency	X	X			
16	Freight & Insurance values (per incoterms)		X		X	
17	Signed documents	X	X	X	X	X

Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Express Bills Scan Copies
AWB (Air)	Scan Copies
Certificate of Origin (Non FTA Shipment)	
Copy of Purchase Order	Yes
MSDS/Catalogue (technical writeup)	Yes, Product specific
Dangerous Goods Declaration	Yes
Original Signed Documents	Yes Digital
Insurance Certificate	No
Manufacturers Declaration	

Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	Imaxeon will align with the respective supplier if it is required depending on the season
Is there an FTA in place?	Vendor to Confirm: NO If Yes, share the draft of relevant FTA certificate to below mail ID's for checking
Any Specific Regulation Permit or Licence	Vendor to Confirm: NO If Yes, share the relevant certificate to below mail ID's for checking

Shipping Requirements:

Document approval required prior to export taking place

Key Contacts:

Name:	Email:	Phone:
Christine Joy Sandocal	christinejoy.sandocal@bayer.com	+63 632/88580600

XXXX SUPPLIER DOCUMENTATION INSTRUCTIONS

--	--	--