

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 Bayer CropScience PTY LTD, Level 1, 8 Redfern Road, Hawthorn East, Victoria 312,3 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	
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		
4	Notify Party - Broker (<i>full broker address details</i>)		X	X	X	
5	Purchase Order number (<i>Bayer PO number</i>)		X	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	
9	Payment terms & Bank details for Payment		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	
14	Net weight per units in kg & final gross weight		X	X	X	
15	Unit cost, Total costs & Currency		X			
16	Freight & Insurance values (per incoterms)		X		X	
17	Batch information		X	X		

Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Express Release
AWB (Air)	Scan via Email
Certificate of Origin (Non FTA Shipment)	Listed on invoice
Certificate of Origin (FTA Shipment)	Scan via Email
Packing Declaration	Yes - if an annual one has not been completed
MSDS/Catalogue (technical writeup)	No
Dangerous Goods Declaration	Yes
Original Signed Documents	No (copies accepted via email)
Insurance Certificate	No
Manufacturers Declaration	Yes – only for initial order or if IP requires one
Certificate of Analysis	Scan via Email to bcsofa.anz@bayer.com

Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	Scanned Copy
Is there an FTA in place?	Vendor to Confirm: YES / 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: YES / NO If Yes, share the relevant certificate to below mail ID's for checking

Shipping Requirements:

Document approval required prior to export taking place
Email final document set to: bcsofa.anz@bayer.com and docs@loynes.com.au

Key Contacts:

Name:	Email:	Phone:
Toyah Purdie	toyah.purdie@bayer.com	+61 3 9248 6887

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