

# BOLIVIA SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of **Import** customs laws and regulations. The purpose of this document is to support and facilitate the Suppliers/Exporters to be compliant with documents issued to **full company name and address**.

## 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	CoA, CoO
2	Ship to ( <i>full importer ship to address details</i> )		X	X	X	CoO
3	Sold to ( <i>full importer sold to address details &amp; tax ID</i> )		X	X	X	CoA, CoO
4	Notify Party - Broker ( <i>full broker address details</i> )					
5	Purchase Order number ( <i>Bayer PO number</i> )		X	X	X	
6	Transaction Date		X		X	CoO
7	Invoice Number		X	X	X	CoO
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	CoO
11	Country of Origin		X	X	X	CoO
12	Harmonised Tariff Number		X		X	CoO
13	Exact quantities per unit & total number of units		X	X	X	CoO
14	Net weight per units in kg & final gross weight		X	X	X	CoO
15	Unit cost, Total costs & Currency		X			CoO
16	Freight & Insurance values (per incoterms)		X		X	
17	Signed documents		X	X	X	CoO

## Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	<b>Original printed at destination</b>
AWB (Air)	<b>Original / Scan via Email</b>
Certificate of Origin (Non FTA Shipment)	<b>Authorised external agency, original document.</b>
Copy of Purchase Order	<b>Yes</b>
MSDS/Catalogue (technical writeup)	<b>Yes, all products</b>
Dangerous Goods Declaration	<b>Yes</b>
Original Signed Documents	<b>Yes Digital / Manual signatures (depends on the document)</b>
Insurance Certificate	<b>No</b>

## Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	<b>Supplier</b>
Is there an FTA in place?	Vendor to Confirm: YES 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 If Yes, share the relevant certificate to below mail ID's for checking

## Shipping Requirements:

<b>Document approval required prior to export taking place</b>
Email final document set to: <a href="mailto:greco.pucho@bayer.com">greco.pucho@bayer.com</a>
Ports of Entry to be used: Air – Viru Viru, Santa Cruz, Bolivia   Ocean: Arica – Iquique Chile

## Key Contacts:

Name:	Email:	Phone:
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