



Dear Business Partner,

Consider this Shipping Instructions as a guidance for documents issuance and other export requirements. We count on your collaboration as shipments out of compliance are liable to fines, penalties, extra costs and delays.

1. GENERAL INSTRUCTIONS

Set of the following documents must be sent by e-mail for Greenlight Approval (before starting the shipping process):

- Commercial Invoice;
- Packing List;
- Bill of Landing / Air Waybill draft.

Shipments without greenlight approval are out of compliance and, therefore, **not authorized**.

2. SHIPPING DOCUMENTS

a) COMMERCIAL INVOICE

BILL TO / NOTIFY:

BAYER S.A.
RUA DOMINGOS JORGE, 1100
VILA SOCORRO - CEP 04779-900
SAO PAULO/SP - BRAZIL
CNPJ: 18.459.628/0001-15

SHIP TO / CONSIGNEE:

According to the "Ship To" details from the Purchase Order.

EXPORTER:

Full name and complete address.

COUNTRY OF:

Origin: Country of goods production.



Acquisition: Country from where goods have been acquired (Seller).

PAYMENT TERMS:

Indicate this information according to what was negotiated with Bayer's Procurement Team.

DELIVERY TERMS (INCOTERMS):

CFR for ocean shipments or CPT for air and road shipments.

GOODS DESCRIPTION:

Inform a brief description of goods to allow the cargo's correct identification.

TARIFF CODE:

The first 6 digits must match with the importer's tariff code (NCM).

FREIGHT COSTS:

International Prepaid Freight must be included in the invoice of CFR and CPT shipments. The amount has to be the same declared in the Bill of Landing / Air Waybill to meet Brazilian customs requirements.

NET WEIGHT:

Must be informed per item and total in the invoice.

b) PACKING LIST

The Packing List must contain clear information to allow the cargo's identification during a physical conference or customs' inspection:

- Type of packaging;
- Total number of volumes;
- Dimension of volumes;
- Correlation between items listed on commercial invoice and packaging;
- Gross weight per packaging.

c) BILL OF LANDING / AIR WAYBILL

The BL / AWB must have the same consignee, notify, NCM (tariff code) and material description from the invoice. The original document has to be printed/released at the destination port.



d) CERTIFICATE OF ANALYSIS

It is mandatory to send the Certificate of Analysis directly to Bayer's Brazil Quality Team: **mp.cq@bayer.com.br**.

e) ORIGINAL DOCUMENTS

Original documents (**signed in blue ink**) must be scanned and sent by e-mail to Bayer's Import & Export Analyst. For customs clearance the digital copies should be enough. In exceptional circumstances, if a process is selected for customs audit or inspection, original invoice and packing list can be required. In this case, the exporter must commit to send the signed documents by courier if requested.

f) PURCHASE ORDER DIVERGENCIES

It is very important to confirm the receipt and delivery date of new Purchase Orders. In case of price divergency, inform Bayer's Procurement team via e-mail to request the order's correction: **procurement.br@bayer.com**. In case of quantity or material discrepancy, inform Bayer's Import & Export Team.