

# PH, CH, RD - SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of **Brazil** 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 SA**.

## Documentation Requirements:

Item	Field Description	Commercial Invoice	Packing List	BL / AWB
1	Ship from ( <i>in full exporter details</i> )	X	X	X
2	Ship to ( <i>full importer ship to address details &amp; CNPJ-TaxID</i> )	X	X	X
3	Sold to ( <i>full importer sold to address details &amp; CNPJ-TaxID</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
6	Document Date	X	X	
7	Document 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
12	Name and address of manufacturer	X		
13	Country of Provenance	X		
14	Harmonised Tariff Number	X		X
15	Exact quantities per unit & total number of units	X	X	X
16	Net weight per units in kg & final gross weight	X	X	X
17	Unit of Measure	X	X	
18	Batch Number	X	X	
19	Total produced of each lot (units - only for samples)	X		
20	Quantity/volumes and kind of packing (wood cases, drums, pallets, cartons, bags, etc);	X	X	X
21	Unit cost, Total costs & Currency	X		
22	Freight & Insurance values (per incoterms)	X		X
23	Signed documents	X	X	X

## Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	<b>Original / Scan Original Copies via Email</b>
AWB (Air)	<b>Original / Scan Original Copies via Email – Original 2</b>
Commercial Invoice	<b>Originals Digitally signed by Bayer by Email</b>
Packing List	<b>Copies by Email</b>
Certificate of Analysis - COA	<b>Informing the production date and expire date + Scan Original Copies via Email</b>
Certificate of Origin (Non-FTA Shipment)	<b>Scan Original Copies via Email</b>
Original Signed Documents	<b>Yes Digital or Manual signatures</b>

## Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	<b>Supplier / internally as a declaration</b>
Certificate of Compliance	<b>For Medrad</b>
MSDS/Catalogue (technical writeup)	<b>Yes, Product specific</b>
Dangerous Goods Declaration	<b>Yes, Product specific</b>
Sterilization Certificates	<b>When Applicable for Medrad</b>
Is there an FTA in place?	<b>ATTR4 Mexico + ACE18 Argentina</b>
Any Specific Regulation Permit or Licence	<b>Vendor to Confirm: YES / NO If Yes, share the relevant certificate to below mail ID's for checking</b>

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## Shipping Requirements:

<b>Goods imported under terms like "goods without commercial value" must NOW show real cargo value;</b>
<b>Document approval required prior to export taking place</b>
<b>Shipments without greenlight approval are not authorized and out of compliance</b>
<b>After greenlight approval the set of original documents dully signed must be sent DIGITALLY with the AWB Original 2 for Anvisa Regulation.</b>
<b>As per Brazilian's regulation, all original documents must be hand signed in blue ink or signed electronically.</b>
<b>Inform Temperature Control in all Documents</b>
<b>Pre-Shipment import license: Import License must be approved before shipping. Please check the materials in the end of this Instruction</b>
<b>Air Shipment: VERY IMPORTANT: The imported material CANNOT be shipped as courier to Brazil. It must be shipped as BSO (Broker Select Option) or REGULAR airfreight DIRECTLY to designed airport.</b>
<b>Any above-mentioned missing information on the invoice, may produce a fine, established at the time in (USD 100,0), which amount cannot be assumed by the consignee</b>
<b>Any above-mentioned missing information on the Bill of Lading or AWB, may produce a fine, established at the time in (USD 2.500,00), which amount cannot be assumed by the consignee;</b>
<b>Brazil is not allowed to import CIF and DDP basis. Please do not issue any documents considering this incoterm;</b>
<b>Importer, Consignee and Notify will be informed on Purchase Order</b>
Email final document set to: <a href="mailto:edlaine@itacolomydespachos.com.br">edlaine@itacolomydespachos.com.br</a> / <a href="mailto:thais@itacolomydespachos.com.br">thais@itacolomydespachos.com.br</a> / <a href="mailto:camila.amaral.ext@bayer.com">camila.amaral.ext@bayer.com</a>
Ports of Entry to be used: Air – GRU/VCP Airports   Ocean: Santos/SSZ Port

## Key Contacts:

Name:	Email:	Phone:
Supply Chain Management - Country Logistics BR: Marina Ferreira and Camila Amaral	<a href="mailto:marina.ferreira@bayer.com">marina.ferreira@bayer.com</a> <a href="mailto:camila.amaral.ext@bayer.com">camila.amaral.ext@bayer.com</a>	+55 11 3383-8884 +55 11 5694-4015
Notify / Broker Itacolomy Despachos Marítimos Ltda R. Braz Cubas, nº 3 Loja 7 Térreo City: Santos – SP - Brazil ZIP: 11013-161 CNPJ: 44.980.696/0001-35	<a href="mailto:edlaine@itacolomydespachos.com.br">edlaine@itacolomydespachos.com.br</a> <a href="mailto:thais@itacolomydespachos.com.br">thais@itacolomydespachos.com.br</a>	+55 13 3878-6648