

XXXX SUPPLIER DOCUMENTATION INSTRUCTIONS



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

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 & CNPJ-TaxID</i>)	X	X	X
3	Sold to (<i>full importer sold to address details & 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)	Original / Scan Original Copies via Email
AWB (Air)	Original / Scan Original Copies via Email – Original 2
Commercial Invoice	Originals Digitally signed by Bayer by Email
Packing List	Copies by Email
Certificate of Analysis - COA	Informing the production date and expire date + Scan Original Copies via Email
Certificate of Origin (Non-FTA Shipment)	Scan Original Copies via Email
Original Signed Documents	Yes Digital or Manual signatures

Conditional Documents Required:

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

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Shipping Requirements:

Goods imported under terms like "goods without commercial value" must NOW show real cargo value;
Document approval required prior to export taking place
Shipments without greenlight approval are not authorized and out of compliance
After greenlight approval the set of original documents dully signed must be sent DIGITALLY with the AWB Original 2 for Anvisa Regulation.
As per Brazilian's regulation, all original documents must be hand signed in blue ink or signed electronically.
Inform Temperature Control in all Documents
Pre-Shipment import license: Import License must be approved before shipping. Please check the materials in the end of this Instruction
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.
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
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;
Brazil is not allowed to import CIF and DDP basis. Please do not issue any documents considering this incoterm;
Email final document set to: edlaine@itacolomydespachos.com.br / thais@itacolomydespachos.com.br / camila.amaral.ext@bayer.com
Ports of Entry to be used: Air – GRU/VCP Airports Ocean: Santos/SSZ Port

Key Contacts:

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