



DEAR
SUPPLY CENTER

**REF.: SHIPPING INSTRUCTIONS TO BAYER SA –
COSTA RICA**

Company Name: Bayer SA
RUC (Tax ID): 310103607028
Address Line 1: Oficentro Plaza Tempo edificio A 2º piso Avenida Próspero Fernández.
Contiguo al Hospital Cima, Escazú.
Costa Rica

Please consider the following guidelines for next shipments to Costa Rica:

Item Topic	Details
1. Pre-Alert:	Please give advance notice all shipments for Bayer S.A., Costa Rica. Please to include our Purchase Orders "PO number" into the subject of the mail.
Example:	Shipment PRE-ALERT // Dispatch Consolidated PH+CH // Origin Panama // Invoices 76302 // October Shipment PRE-ALERT // Dispatch CH // Origin Guatemala // Invoices 76462 // October.
2. The documents:	Document transport (Air Waybill- Land waybill -BL) – Commercial Invoice – Certificate of origin- Packing List, and in the case of Eylia: add the expiration report of the termal box.
Purchase Order:	Please, it is mandatory that all Bayer's Companies and Third Parties must to be mentioned the correct number of the Purchase Order into the invoices and the document transport (AWB, Land Waybill or BL).

SCM Foreign Trade & Customs:	kattya.loaiza@bayer.com kevin.quesada@bayer.com
Customs Broker:	kruiz@gruposervica.com vmontes@gruposervica.com
Quality Control – QA:	annette.leitoncubero@bayer.com
Registry Invoices:	fermina.martinez@bayer.com



3. Details Of Booking:

Please you must indicate the booking details before the dispatch.

Example:

AIR Shipment

Shipment PRE-ALERT // Dispatch Eylia // Origin Panama // Invoices 74631// October

Shipment PRE-ALERT // Iopromide Reference Standard // Origin Germany // Invoices No. 813A145796 // October

Issuing Carrier's Agent Name: Kuehne Nagel/DHL and indicate the flight itinerary.

Example: DHL Routes (fully allocated):

> GB0230 PTY - SJO STD 12-Jul-2022 08:45 UTC (12-Jul-2022 03:45 LT)
STA 12-Jul-2022 10:10 UTC (12-Jul-2022 04:10 LT)

SEA Shipment

Example:

Dispatch CH // Origin Guatemala // Invoices 76462 // October

Issuing Carrier's Agent Name: Danmar Lines

ETS: Guatemala

ETA: Puerto Limón- Costa Rica

The copy of BL should be sent to e-mail: kattya.loaiza@bayer.com

LAND Shipment

Examples:

Dispatch CH // Origin Guatemala // Invoices 76462 // October 2022

Dispatch Consolidated PH+CH // Origin Panama // Invoices 76302 // October

The copy of Land Waybill should be sent to e-mail: kattya.loaiza@bayer.com

4. Consignee:

Document of the International Transport

A. Consignee Land Waybill

Bayer S.A.

Oficentro Plaza Tempo edificio A 2º piso Avenida Próspero Fernández.

Contiguo al Hospital Cima, Escazú.

San José

Costa Rica



Place of delivery:

Almacen Grupo Tical A-230
Coyol de Alajuela
Costa Rica

Contact: Katty A. Loaiza Araya
Email: kattya.loaiza@bayer.com

Notify: Land Waybill

Contact: Katty A. Loaiza Araya
Email: kattya.loaiza@bayer.com

B. Consignee AWB:

Bayer S.A.

Oficentro Plaza Tempo edificio A 2º piso Avenida Próspero Fernández.
Contiguo al Hospital Cima, Escazú.
San José
Costa Rica

Place of delivery:

Almacen Grupo Tical A-230
Coyol de Alajuela
Costa Rica

Contact: Katty A. Loaiza Araya
Email: kattya.loaiza@bayer.com

Notify: AWB

Contact: Katty A. Loaiza Araya
Email: kattya.loaiza@bayer.com

C. Consignee B/L:

Bayer S.A.

Oficentro Plaza Tempo edificio A 2º piso Avenida Próspero Fernández.
Contiguo al Hospital Cima, Escazú.
San José
Costa Rica

Place of delivery:

Almacén Grupo Tical A-230
Coyol de Alajuela
Costa Rica

Contact: Katty A. Loaiza Araya
Email: kattya.loaiza@bayer.com



Notify: BL

Contact: Katty A. Loaiza Araya
Email: kattya.loaiza@bayer.com

Note: The Original B/L must be instructions printed at the Port of Destination

IN CASE OF QUESTIONS: BAYER SA - CONTACT: Katty Loaiza Araya –Mobile: +506 60477967/ Kevin Quesada -
Mobile: +506 6040 2967

Transport information (Land Waybill, BL and AWB):

*Please always identify our purchase order - PO(s) and the invoice(s) with the complete and correct information for the shipment into the Land Waybill // Air Waybill – AWB // Bill of Lading – BL:

Delivery #

Invoice #

Our PO #

Temperature

PLEASE SEND DRAFT BY EMAIL:

kattya.loaiza@bayer.com
kruiz@gruposervica.com
vmontes@gruposervica.com

FOR APPROVAL TO: Email

kattya.loaiza@bayer.com
kruiz@gruposervica.com
vmontes@gruposervica.com

FINAL COPY BY EMAIL TO:

kattya.loaiza@bayer.com
kruiz@gruposervica.com
vmontes@gruposervica.com

Information about destination:

Costa Rica

Place of delivery:

Almacen Grupo Tical A-230
Coyol de Alajuela
Costa Rica



5. Green Light transport document: We must validate and confirm the following data to give you the green light:

- a. Mention of the means of transport (air, land, sea) and name of the vehicle in case of maritime traffic.
- b. Name of the carrier and the consignee.
- c. Ports of embarkation and destination.
- d. Nature, quantity and gross weight of the packages, generic description of their content, numbers and marks.
- e. Hired freight.
- f. Identification number of the bill of lading that allows its individualization.
- g. Place and date of issue.
- h. Carrier's signature.

6. Ship to address

Oficentro Plaza Tempo edificio A 2º piso Avenida Próspero Fernández.
Contiguo al Hospital Cima, Escazú.
San José
Costa Rica

Place of delivery:

Almacén Grupo Tical A-230
Coyol de Alajuela
Costa Rica

Thanks in advance for your kind help.

A handwritten signature in blue ink, appearing to read "Katty A. Loaiza Araya".

Katty A. Loaiza Araya

**SCM Foreign Trade & Customs Coordinator
Costa Rica, Honduras and Dominican Republic**

A handwritten signature in blue ink, appearing to read "Kevin Quesada".

Kevin Quesada

**SCM Foreign Trade and Customs
Manager Centro América & Caribe**