



DEAR  
SUPPLY CENTER

**REF.: SHIPPING INSTRUCTIONS TO BAYER SA -  
GUATEMALA**

**Company Name:** Bayer, S.A.  
**RUC (Tax ID):** 32544-9  
**Address Line 1:** Km. 14.5 Carretera Roosevelt, Zona 3 de Mixco.  
Ciudad de Guatemala  
Guatemala

**Postal Code:** 01000

Please consider the following guidelines for next shipments to Guatemala:

**Item Topic**                      **Details**

**1. Pre-Alert**

Please give advance notice all shipments for Bayer SA Guatemala.  
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 76475 // October

Shipment PRE-ALERT // Dispatch CH // Origin Mexico // Invoices 813A142141 //  
October

Shipment PRE-ALERT // Dispatch CH – PH Reference Standard // Origin Germany //  
Invoices 8081883700 – 813A101371 // October

**2. The documents:**

Document transport (AWB- 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.

**SCM Foreign Trade & Customs:**

albarosa.vasquez@bayer.com  
kevin.quesada@bayer.com

**Customs Broker:**

abel.ico@translogisticasa.com  
amilcar.villagran@translogisticasa.com  
victor.teleguario@translogisticasa.com

**Quality Control – QA:**

juancarlos.moreno@bayer.com  
ruth.lopez@bayer.com

**Registry Invoices:**

repcion.facturas@bayer.com

**Supply Planner CH:**

oscar.lino@bayer.com  
eglee.rodriguez@bayer.com



**NOTE:** Please, it is mandatory that the Certificate of analysis must be delivered to Forwarder and/or International transport agency.

**3. Details Of Booking:** Please you must indicate the booking details before the dispatch.

**AIR Shipment**

Example:

Shipment PRE-ALERT // Dispatch Eylia // Origin Panama // Invoices 75857 // October

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

Shipment PRE-ALERT // Alka Extreme Boost // Origin Mexico // Invoices No. 813A145796 // October

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

Example: DHL Routes (fully allocated):

> GB0230 PTY - GUA 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)

Place of Delivery: Bayer Warehouse  
Calzada Doroteo Guamuch Flores 6-30 zona 3 Colonia Cotio – City of Guatemala  
Guatemala  
Guatemala The copy of B/L should be sent to e-mail: [albarosa.vasquez@bayer.com](mailto:albarosa.vasquez@bayer.com)

**SEA Shipment**

Example:

Dispatch CH // Origin Mexico // Invoices 813A142141 // October

Issuing Carrier's Agent Name: Danmar Lines  
ETS Mexico  
ETA Puerto Quetzal - Guatemala

The copy of BL should be sent to: Alba Rosa Vasquez [albarosa.vasquez@bayer.com](mailto:albarosa.vasquez@bayer.com)

Information about the port of destination:  
Guatemala  
Arrival port: Puerto Quetzal / Escuintla - Guatemala

Place of Delivery: Bayer Warehouse  
Calzada Doroteo Guamuch Flores 6-30 zona 3 Colonia Cotio – City of Guatemala  
Guatemala  
Guatemala The copy of B/L should be sent to e-mail: [albarosa.vasquez@bayer.com](mailto:albarosa.vasquez@bayer.com)



## Land Shipment

Examples:

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

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

Consignee Land Waybill

Place of Delivery: Bayer Warehouse

Calzada Doroteo Guamuch Flores 6-30 zona 3 Colonia Cotio – City of Guatemala

Guatemala

Guatemala The copy of Land Waybill should be sent to e-mail: [albarosa.vasquez@bayer.com](mailto:albarosa.vasquez@bayer.com)

## 4. Consignee:

### Document of the International Transport

#### A. Consignee AWB:

Bayer S.A.

Km 14.5 Carretera Roosevelt, Zona 3 de Mixco.

Ciudad de Guatemala.

Guatemala

Contact: Alba Rosa Vásquez

Email: [albarosa.vasquez@bayer.com](mailto:albarosa.vasquez@bayer.com)

Notify: AWB

Contact: Alba Rosa Vásquez

Email: [albarosa.vasquez@bayer.com](mailto:albarosa.vasquez@bayer.com)

#### B. Consignee B/L:

Bayer S.A.

Km 14.5 Carretera Roosevelt, Zona 3 de Mixco.

Ciudad de Guatemala.

Guatemala

Contact: Alba Rosa Vásquez

Email: [albarosa.vasquez@bayer.com](mailto:albarosa.vasquez@bayer.com)

Notify: BL

Contact: Alba Rosa Vásquez

Email: [albarosa.vasquez@bayer.com](mailto:albarosa.vasquez@bayer.com)



### C. Consignee Land Waybill:

Bayer, S.A.  
Km. 14.5 Carretera Roosevelt, zona 3 de Mixco  
Ciudad de Guatemala  
Guatemala

Contact: Alba Rosa Vásquez  
Email: albarosa.vasquez@bayer.com

Notify:  
Contact: Alba Rosa Vásquez  
Email: albarosa.vasquez@bayer.com

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

IN CASE OF QUESTIONS: BAYER SA - CONTACT: Alba Rosa Vásquez –Mobile: +502 30045152 / Kevin Quesada -  
Mobile: +506 6040 2967

### Transport documents information:

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

Delivery #  
Invoice #  
Our PO OR STO #  
Temperature

PLEASE SEND DRAFT BY Email

albarosa.vasquez@bayer.com  
abel.ico@translogisticasa.com  
amilcar.villagran@translogisticasa.com

FOR APPROVAL TO: Email

albarosa.vasquez@bayer.com  
abel.ico@translogisticasa.com  
amilcar.villagran@translogisticasa.com

FINAL COPY BY EMAIL TO

albarosa.vasquez@bayer.com  
abel.ico@translogisticasa.com  
amilcar.villagran@translogisticasa.com

**5. Green Light transport document:** We must validate and confirm the following data in order 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**

Km 14.5 Carretera Roosevelt, Zona 3 de Mixco.  
Ciudad de Guatemala.  
Guatemala

Thanks in advance for your kind help.

A handwritten signature in blue ink, appearing to read "Alba Rosa Vásquez Ramirez".

---

**Alba Rosa Vásquez Ramirez**

**SCM Foreign Trade & Customs Coordinator  
Guatemala**

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

---

**Kevin Quesada**

**SCM Foreign Trade and Customs  
Manager Central America & Caribbean**