

HONG KONG SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of Hong Kong customs laws and regulations. The purposed of this document is to support and facility the Suppliers / Exporters to be compliant with documents issued to **SINOTRANS (HK) SHIPPING LTD, FLAT F & G, 20/F., MG TOWER, 133 HOI BUN ROAD, KWUN TONG, 00852 KOWLOON, HONG KONG.**

Documentation Requirements:

Item	Field Description	Proforma Invoice	Commercial Invoice	Packing List	BoL AWB	Any Other Document
1	Ship from (<i>in full exporter details</i>)		X	X	X	
2	Ship to (<i>full importer ship to address details</i>)		X	X	X	
3	Sold to (<i>full importer sold to address details & tax ID</i>)		X	X		
4	Notify Party – Bayer Healthcare Ltd				X	
5	Purchase Order number (<i>Bayer PO number</i>)		X	X	X	
6	Transaction Date		X	X		
7	Invoice Number		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	X	
12	Harmonised Tariff Number		X		X	
13	Exact quantities per unit & total number of units		X	X	X	
14	Net weight per units in kg & final gross weight		X	X	X	
15	Unit cost, Total costs & Currency		X			
16	Freight & Insurance values (per incoterms)		X		X	
17	Signed documents		X	X	X	

Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Scanned Express Release sent via email is sufficient
AWB (Air)	Scanned Express Release sent via email is sufficient
Certificate of Origin (Non FTA Shipment)	NA (only on ad-hoc base)
Copy of Purchase Order	No
MSDS/Catalogue (technical writeup)	No (only on ad-hoc base)
Dangerous Goods Declaration	No (No items consider DG locally dated 29 Nov 2022)
Original Signed Documents	No (copies accepted via email)
Insurance Certificate	No

Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	No (only on ad-hoc base)
Is there an FTA in place?	Vendor to Confirm: NO If Yes, share the draft of relevant FTA certificate to below mail ID's for checking
Any Specific Regulation Permit or Licence	Vendor to Confirm: YES (Import license issued by Sinotrans' team is needed for registered products prior to importation) If Yes, share the relevant certificate to below mail ID's for checking (This is applied locally to get approval from authority and completed by Sinotrans – contracted 3PL and so no checking by below is needed)

Shipping Requirements:

Document approval required prior to export taking place
Email final document set to: christopher.castillo@bayer.com , byron.yap@bayer.com , bernadethaimee.bocboc@bayer.com , hk.scm.operations@bayer.com , carol.lee@bayer.com , summerchan@sinotrans.com , bayerhc.hk@sinotrans.com ,
Ports of Entry to be used: Air - Hong Kong Airport Ocean - Hong Kong

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Key Contacts:

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