

BAYER LTD. IRELAND SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of **Republic of Ireland** 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 Ltd.**
1st Floor, The Grange Offices, The Grange, Brewery Road, Stillorgan, A94 H2K7, Dublin, Ireland.

Mandatory Documents:	Comment
Commercial Invoice	Containing the info listed in Documentation requirements
Packing list	Containing the info listed in Documentation requirements
Delivery note	Containing the info listed in Documentation requirements
Bill of Lading (Ocean)	Original / Scan via Email / Original through Bank / etc.
AWB (Air)	Original / Scan via Email / Original through Bank / etc.
CMR(Road)	Original / Scan via Email / Original through Bank / etc.
Certificate of Origin Form A (Non-FTA Shipment)	Original / Scan via Email / Authorised external agency
Preference certificate EUR.1, EUR-MED	If available/Original / Scan via Email / Authorised external agency
Export declaration- MRN	Original / Scan via Email
Dangerous Goods Declaration	Yes, Product specific
Import/Export license required	Vendor to Confirm: YES / NO If Yes, share the relevant certificate to below mail ID's for checking

All documents must be in PDF format when delivered via email.

Commercial invoice must be in English language as appropriate.

Documentation Requirements:

Item	Field Description	Proforma Invoice	Commercial Invoice	Packing List/ Delivery note	BoL AWB CMR	Any Other Document
1	Consignor- Ship from (full exporter details)	x	x	x	x	
2	Consignee (full importer address details & tax ID- GB EORI, VAT)	x	x	x	x	x
3	Delivered to (full address details)	x	x	x	x	
4	Notify party – Customs Broker (full broker address details)	x	x		x	
5	Purchase Order number (Bayer PO number)		x	x	x	x
6	Delivery number	x	x	x	x	
7	Transaction Date		x	x	x	x
8	Invoice Number- unique reference	x	x	x	x	
9	Complete clear, detailed description of goods exported/imported	x	x	x	x	
10	HS Commodity Codes, 10 Digit for Import & 8 Digit for Export for each item line	x	x		x	
11	Country of Origin	x	x	x	x	
12	Preferential statement of origin		x	x		x
13	Customs Procedure Code	x	x		x	
14	Incoterms applicable including named place	x	x		x	
15	Batch number and expiry date	x	x	x		
16	Exact quantities per unit & total number of units	x	x	x	x	
17	Gross/Net weight per units in kg & final total weight	x	x	x	x	
18	Unit cost, Total Customs Value & Currency	x	x			
19	Payment terms & Bank details for Payment		x			
20	Freight & Insurance values (depending on Incoterms)		x		x	x
21	Import/Export Licence					x
22	Contact person details (Full name, email and phone)	x				
23	Additional statements (Intercompany use, Non-commercial samples)	x				
24	Signed documents		x	x	x	x

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Shipping Requirements:

Document approval required prior to export taking place.
Email final documents sent to: customsukie@bayer.com
Email should be assigned to unique subject for every shipment and that will be a chain of correspondence to all parties involved.
All other details and correspondence regarding Customs instructions will be handled by CCO UK/IE

Key Contacts:

Name:	Company position held:	Email:	Phone:
Goce Sokoloski	Customs Compliance Officer UK/IE	goce.sokoloski@bayer.com customsukie@bayer.com	Mob: +44 770 4444707
Paul Gilchrist	Warehouse, Transport, Last Mile Manager, UK/IE	paul.gilchrist@bayer.com	Mob: +44 7795 542101