



## BAYER EA SUPPLIER DOCUMENTATION INSTRUCTIONS

Bayer have prepared a guide in accordance to the process of Kenya customs laws and regulations. The purpose of this document is to support and facilitate the Suppliers / Exporters to be compliant on documents issued to Bayer EA Ltd

### Main document requirements

Item	Description	Proforma Invoice	Commercial Invoice	Packing List
1	Ship from (complete exporter data including address, Tax ID and contact)	x	x	x
2	Ship to (including address):	x	x	x
3	Sold to (including address + tax ID as provided) ):			
4	Tracking Number (PO / Shipping number or others)	x	x	x
5	Date (day/month/year)	x	x	x
6	Document Number	x	x	x
7	Incoterms	x	x	
8	Payment terms	x	x	
9	Bank Details	x	x	
11	A complete, detailed, and clear description of the goods being exported	x	x	
12	Country of Origin		X	
13	The Harmonized System Number ( HS code / Tariff Code)	x	x	
14	Country of Origin	x	x	
15	Exact quantity per item	x	x	x
16	The Total number of units / pieces	x	x	x
17	Currency	x	x	
18	Unit Cost	x	x	
19	Total Cost	x	x	
20	Net weight in Kilograms (Kgs) per item	x	x	x
21	Total net weight in Kilograms (Kgs)	x	x	x
22	Total gross weight in Kilograms (Kgs)	x	x	x
23	Specify Freight Cost	x	x	
24	Local Charges (ex. Inland freight)			
25	Signed Document	x	x	x

Item	Description	Proforma Invoice	Commercial Invoice	Packing List
1	Unit Cost	X	X	-
2	Total Cost	X	X	-
3	Country Of Origin	X	X	-
4	Country of Adquisition	X	X	-
5	Currency	X	X	-

## Other specific documents requirements

Item	Description	Import Permit Form	Certificate of Origin	XXXXX
1	Ship from (complete exporter data including address, Tax ID and contact)	x		
2	Ship to (including address)	x		
3	Sold to (including address + tax ID as provided)			
4	Tracking Number (PO / Shipping number or others)			
5	Date (day/month/year)	x		
6	Document Number	x		
7	Incoterms	x		
8	Payment terms	x		
9	Bank Details			
11	A complete, detailed, and clear description of the goods being exported	x		
12	Country of Origin			
13	The Harmonized System Number ( HS code / Tariff Code)	x		
14	Country of Acquisition			
15	Exact quantity per item	x		
16	The Total number of units / pieces	x		
17	Currency	x		
18	Unit Cost	x		
19	Total Cost	x		
20	Net weight in Kilograms (Kgs) per item			
21	Total net weight in Kilograms (Kgs)	x		
22	Total gross weight in Kilograms (Kgs)	x		
23	Specify Freight Cost	x		
24	Local Charges (ex. Inland freight)			
25	Signed Document	x		
26				
27				
28				

- **Products with Import License:** Please fill out the attached form “Import Permit Form” and follow the instructions on the form to send it.
- **COMMERCIAL INVOICE:** Must be issued in 2 (two) original and 2 (two) copies, in the name of the mentioned buyer, duly hand ***signed IN BLUE INK*** (mentioning under signature name and the title of person who signs).
- **PACKING LIST:** **Required**
- **Please check the Purchase Order:** the correct conditions, Incoterms, quantities, product, description, Customer consignee.
- **Fumigated Pallet Certificate** – ISPM 15 (The document is required, and each pallet must show a fumigation stamp).
- **Certificate of Origin :** **Not Necessary for KE imports**