

BCS KR SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of **BCS KR** 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 CropScience KR, 24F, Parc 1 Tower 2, 108 Yeouidaero, Yeongdeungpo-gu, Seoul, Korea.**

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			
4	Notify Party - Broker (<i>full broker address details</i>)		X	X	X	
5	Purchase Order number (<i>Bayer PO number</i>)		X	X	X	X
6	Transaction Date		X	X	X	X
7	Invoice Number		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	
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			
17	Signed documents		X	X	X	X

Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Original/ Scan via Email/ Original through Bank/ etc.
AWB (Air)	Scan via Email
Certificate of Origin (Non FTA Shipment)	Scan via email/ Authorised external agency
Copy of Purchase Order	No
MSDS/Catalogue (technical writeup)	Yes, Product specific
Dangerous Goods Declaration	Yes, Product specific
Original Signed Documents	No (copies accepted via email)
Insurance Certificate	No (copies accepted via email)
Manufacturers Declaration	Certificate of Analysis required

Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	Yes
Is there an FTA in place?	Vendor to Confirm: YES / 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 / NO If Yes, share the relevant certificate to below mail ID's for checking

Shipping Requirements:

Document approval required prior to export taking place
Email final document set to: Eunsun.shon@bayer.com
Email invoice document to: tax.bcs@bayer.com
Ports of Entry to be used: Air – Incheon Airports Ocean: Busan

Key Contacts:

Name:	Email:	Phone:
EunSun Shon	Eunsun.shon@bayer.com	+82 2 3450 1356