

PAKISTAN SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of Pakistan customs laws and regulations. The purposed of this document is to support and facility the Suppliers / Exporters to be compliant with documents issued to **BAYER PAKISTIAN PVT LTD, PLOT # 23 SECTOR # 22, KORANGI INDUSTRIAL AREA, KARACHI, PAKISTAN.**

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 Pakistan Pvt Ltd				X	
5	Purchase Order number (<i>Bayer PO number</i>)		X	X	X	
6	Transaction Date		X	X		
7	Invoice Number		X	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)	Original BL is preferred
AWB (Air)	Scanned Express Release sent via email is sufficient
Certificate of Origin	Yes
Copy of Purchase Order	No
Pre shipment inspection report (PSI)	Yes
MSDS/Catalogue (technical writeup)	No (only on ad-hoc base)
Dangerous Goods Declaration	Yes (shown on BL/AWB or form is acceptable)
Original Signed Documents	Yes (copies accepted via email)
Insurance Certificate	No
Copy commercial invoice and packing list	Must inside containers for by sea and with cargo box for by air
Copy documents of CI, PL and BL or AWB	Must arrive bank before arrival shipment at port.

Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	No
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 (Registration certificate issued by local is needed for Cropsience 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 complete by Bayer – contracted 3PL and so no checking by below is needed)

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Shipping Requirements:

Document approval required prior to export taking place

Email final document set to: Martin Jakubowski <martin.jakubowski@bayer.com> Muhammad Noman <mohammad.noman@bayer.com> Imtiaz Saeed <imtiaz.saeed@bayer.com> Ahmed Shoukat <ahmed.shoukat.ext@bayer.com> Muhammad Akbar <muhammad.akbar@bayer.com>

Ports of Entry to be used: Air – Lahore and Karachi Airport | Ocean – port QICT, KICT, SAPT, PICT

Key Contacts:

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