

XXXX SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of *Philippine* customs laws and regulations. The purpose of this document is to support and facility the Suppliers / Exporters to be compliant with documents issued to *Bayer CropScience, Inc., with address at 8F Science Hub Tower 1, Campus Avenue cor. Turin St., McKinley Cyberpark, Pinagsama, Taguig City 1630 Philippines.*

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 | X |
| 3 | Sold to (<i>full importer sold to address details & tax ID</i>) | | X | X | 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 |
| 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 | X |

Mandatory Documents Required:

| Mandatory Documents: | Comment |
|--|---|
| Bill of Lading (Ocean) | Original / Express Release / Scan Copies / Original through Bank / etc. – There are times we can process in advance using scanned copies but we will always need to submit the original copies of all documents. |
| AWB (Air) | Original / Scan via Email / Original through Bank /etc. There are times we can process in advance using scanned copies but we will always need to submit the original copies of all documents. |
| Certificate of Origin (Non FTA Shipment) | Authorised external agency / internally as a declaration / listed on invoice. There are times we can process in advance using scanned copies but we will always need to submit the original copies of all documents. |
| Copy of Purchase Order | Yes / No. There are times PO is needed. |
| MSDS/Catalogue (technical writeup) | Yes, Product specific / Yes, all products / No – There are times it is needed depending on the Custom's officer. |
| Dangerous Goods Declaration | Yes / No – if DG, it should be declared. |
| Original Signed Documents | Yes Digital / Manual signatures / No (copies accepted via email) – original signed documents should always be sent to us even when goods are cleared with scanned copies. |
| Insurance Certificate | Yes / No -Yes if applicable |

Conditional Documents Required:

| Conditional Documents: | Comment |
|---|---|
| Fumigated Certificate for wooden pallets | Supplier / internally as a declaration / On Regulated form / No – Yes, Needed |
| 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

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Email final document set to: rolan.ilustrisimo@bayer.com ; angelica.albaira.ext@bayer.com ;
valen.malicedem.ext@bayer.com ; gloria.pastorin@bayer.com

Ports of Entry to be used: Air – Manila | Ocean: Manila or Davao

Key Contacts:

| Name: | Email: | Phone: |
|------------------------|--|---------------|
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