

XXXX SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of *Taiwan* 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 Taiwan Company Ltd (address:53rd Floor, TAIPEI 101 Tower, No.7, Sec.5, Xin Yi Rd., Taipei 11049 Taiwan,R.O.C)*

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 - Broker (<i>full broker address details</i>)				X	
5	Purchase Order number (<i>Bayer PO number</i>)		X	X	X	
6	Transaction Date					
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					
10	Complete clear, detailed description of goods exported		X	X		
11	Country of Origin		X			
12	Harmonised Tariff Number					
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" means require

Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Scanned Express Release sent via email is sufficient
AWB (Air)	Scanned Express Release sent via email is sufficient
Certificate of Origin (Non FTA Shipment)	NA (only on ad-hoc base)
Copy of Purchase Order	No
MSDS/Catalogue (technical writeup)	No (only on ad-hoc base)
Dangerous Goods Declaration	No (No items consider DG locally dated 29 Nov 2022)
Original Signed Documents	No (copies accepted via email)
Insurance Certificate	No
Manufacturers Declaration	No

Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	No (only on ad-hoc base)
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: byron.yap@bayer.com , mariekristine.suarez@bayer.com , linda.lin2@bayer.com , jean.hsiao@bayer.com
Ports of Entry to be used: Air –Taoyuan International Airport, Taiwan Ocean: Keelung Port, Taiwan

Key Contacts:

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