

BAYER WCA SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer West Central Africa have prepared a guide in accordance with the processes of Togo customs laws and regulations. The purpose of this document is to support and facilitate the Suppliers/Exporters to be compliant with documents issued to our indent customers in Togo

Documentation Requirements:

| Item | Field Description | Proforma Invoice | Commercial Invoice | COO | Packing List | COA | MSDS | SWB | OBL | CTN | EX1 | BESC | Any Other Document |
|------|---|------------------|--------------------|-----|--------------|-----|------|-----|-----|-----|-----|------|--------------------|
| 1 | Ship from (<i>in full exporter details</i>) | x | x | x | x | x | x | x | x | x | x | x | x |
| 2 | Ship to (<i>full importer ship to address details</i>) | x | x | x | x | x | x | x | x | x | x | x | x |
| 3 | Sold to (<i>full importer sold to address details & tax ID</i>) | x | x | x | x | x | x | x | x | x | x | x | x |
| 4 | Notify Party - Broker (<i>full broker address details</i>) | | | | | | | | | | | | |
| 5 | Purchase Order number (<i>Bayer PO number</i>) | | | | | | | | | | | | |
| 6 | Transaction Date | x | x | x | x | | | x | x | x | | x | x |
| 7 | Invoice Number | x | x | | | | | | | x | | x | |
| 8 | Incoterms & Mode of Shipment (<i>clearly defined with POE</i>) | x | x | x | x | | | x | x | x | | x | x |
| 9 | Payment terms & Bank details for Payment | x | x | | | | | | | | | | |
| 10 | Complete clear, detailed description of goods exported | x | x | x | x | x | x | x | x | x | x | x | x |
| 11 | Country of Origin | x | x | x | x | x | x | | | x | x | x | x |
| 12 | Country of Supply | x | x | x | x | x | x | | | x | x | x | x |
| 13 | Harmonised Tariff Number | x | x | x | x | x | x | x | x | x | x | x | x |
| 14 | Exact quantities per unit & total number of units | x | x | x | x | x | | x | x | x | | x | x |
| 15 | Net weight per units in kg & final gross weight | x | x | x | x | x | | x | x | x | | x | x |
| 16 | Unit cost, Total costs & Currency | x | x | | | | | x | x | x | | x | x |
| 17 | Freight Cost | x | x | x | | | | x | x | x | | x | x |
| 18 | Signed documents | x | x | x | x | | | x | x | x | | x | x |

Mandatory Documents Required:

| Mandatory Documents: | Comment |
|--|---|
| Bill of Lading (Ocean) | Original / Express Release / Scan Copies / Original through Bank / etc. |
| AWB (Air) | Original / Scan via Email / Original through Bank / etc. |
| Certificate of Origin (Non FTA Shipment) | Authorised external agency / internally as a declaration / listed on invoice |
| Copy of Purchase Order | No |
| MSDS/Catalogue (technical writeup) | Yes, Product specific |
| Dangerous Goods Declaration | Yes |
| Original Signed Documents | Yes Digital / Manual signatures |
| Insurance Certificate | No |

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Conditional Documents Required:

| Conditional Documents: | Comment |
|---|------------------------------------|
| Fumigated Certificate for wooden pallets | Supplier, On Regulated form |
| Any Specific Regulation Permit or Licence | FDI |
| | |

Shipping Requirements:

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|---|
| Document approval required prior to export taking place |
| Email final document set to: opecyemi.otokola@bayer.com , olivia.zohuri@bayer.com , marie-clotilde.niamke@bayer.com |
| Ports of Entry to be used: Air: Lomé–Tokoin International Airport Sea Ocean: The Port of Lome |

Key Contacts:

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