

BAYER PLC UK SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of UK 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 Plc, 400 South Oak Way, Reading, RG2 6AD, Great Britain.

Mandatory Documents:	Comment
Commercial Invoice	Containing the info listed in Documentation requirements
Packing list	Containing the info listed in Documentation requirements
Delivery note	Containing the info listed in Documentation requirements
Bill of Lading (Ocean)	Original / Scan via Email / Original through Bank / etc.
AWB (Air)	Original / Scan via Email / Original through Bank / etc.
CMR(Road)	Original / Scan via Email / Original through Bank / etc.
Certificate of Origin Form A (Non-FTA Shipment)	Original / Scan via Email / Authorised external agency
Preference certificate EUR.1, EUR-MED	If available/Original / Scan via Email / Authorised external agency
Export declaration-MRN	Original / Scan via Email
MSDS/Catalogue (technical writeup)	Yes, Product specific
Dangerous Goods Declaration	Yes, Product specific
Import/Export license required	Vendor to Confirm: YES / NO If Yes, share the relevant certificate to below mail ID's for checking

All documents must be in PDF format when delivered via email.

Commercial invoice must be in English language as appropriate.

Documentation Requirements:

Item	Field Description	Proforma Invoice	Commercial Invoice	Packing List/ Delivery note	BoL AWB CMR	Any Other Document
1	Consignor- Ship from (full exporter details)	x	x	x	x	
2	Consignee (full importer address details & tax ID- GB EORI, VAT)	x	x	x	x	x
3	Delivered to (full address details)	x	x	x	x	
4	Notify party – Customs Broker (full broker address details)	x	x		x	
5	Purchase Order number (Bayer PO number)		x	x	x	x
6	Delivery number	x	x	x	x	
7	Transaction Date		x	x	x	x
8	Invoice Number- unique reference	x	x	x	x	
9	Complete clear, detailed description of goods exported/imported	x	x	x	x	
10	HS Commodity Codes, 10 Digit for Import & 8 Digit for Export for each item line	x	x		x	
11	Country of Origin	x	x	x	x	
12	Preferential statement of origin		x	x		x
13	Customs Procedure Code	x	x		x	
14	Incoterms applicable including named place	x	x		x	
15	Batch number and expiry date	x	x	x		
16	Exact quantities per unit & total number of units	x	x	x	x	
17	Gross/Net weight per units in kg & final total weight	x	x	x	x	
18	Unit cost, Total Customs Value & Currency	x	x			
19	Payment terms & Bank details for Payment		x			
20	Freight & Insurance values (depending on Incoterms)		x		x	x
21	Import/Export Licence					x
22	Contact person details (Full name, email and phone)	x				
23	Additional statements (Intercompany use, Non-commercial samples)	x				
24	Signed documents		x	x	x	x

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Shipping Requirements:

Document approval required prior to export taking place.

Email final documents set to: uk.customsbrokeragebayer@kuehne-nagel.com and customsukie@bayer.com

Email should be assigned to unique subject for every shipment and that will be a chain of correspondence to all parties involved.

Customs clearance instructions provided in the email should include but not limited to the information in the template below:

Dear KN-Team,

Please submit an import entry to release the goods mentioned in the documents attached into free circulation. The information provided in the subject of this email should be used as a unique reference number. Once the import entry has been made by you, please forward the ENO/MRN number and file back by replying to all people in the email chain correspondence.

Attention:

Please enter the AI code **[to be completed by carrier]** in box 44 of your pre-lodgment import customs clearance to ensure that the dtls will transfer to the GVMS.

Moreover, please use the information from the documents as well as the information below to make the import entry.

Consignee [Box 8]:	Bayer Plc VAT GB641958611 EORI GB641958611000
Declarant [Box 14]:	[2] Kühne & Nagel Ltd.
Deferment Account:	8118524
Dispatching country:	[to be completed by carrier]
License plate number of truck/trailer:	[to be completed by carrier]
Truck nationality:	[to be completed by carrier]
Departure Port:	[to be completed by carrier]
UK Arrival Port:	[to be completed by carrier]
Booking reference no.(e.g. from ferry):	[to be completed by carrier]
ETA:	[to be completed by carrier]
ETD:	[to be completed by carrier]

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Key Contacts:

Name:	Company position held:	Email:	Phone:
Goce Sokoloski	Customs Compliance Officer UK/IE	goce.sokoloski@bayer.com customsukie@bayer.com	Mob: +44 770 4444707
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