

# PH, CH, RD - SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of **Brazil** 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 SA**.

## Documentation Requirements:

Item	Field Description	Commercial Invoice	Packing List	BL / AWB
1	Ship from ( <i>in full exporter details</i> )	X	X	X
2	Ship to ( <i>full importer ship to address details &amp; CNPJ-TaxID</i> )	X	X	X
3	Sold to ( <i>full importer sold to address details &amp; CNPJ-TaxID</i> )	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
6	Document Date	X	X	
7	Document 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
12	Name and address of manufacturer	X		
13	Country of Provenance	X		
14	Harmonised Tariff Number	X		X
15	Exact quantities per unit & total number of units	X	X	X
16	Net weight per units in kg & final gross weight	X	X	X
17	Unit of Measure	X	X	
18	Batch Number	X	X	
19	Total produced of each lot (units - only for samples)	X		
20	Quantity/volumes and kind of packing (wood cases, drums, pallets, cartons, bags, etc);	X	X	X
21	Unit cost, Total costs & Currency	X		
22	Freight & Insurance values (per incoterms)	X		X
23	Signed documents	X	X	X

## Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	<b>Original / Scan Original Copies via Email</b>
AWB (Air)	<b>Original / Scan Original Copies via Email – Original 2</b>
Commercial Invoice	<b>Originals Digitally signed by Bayer by Email</b>
Packing List	<b>Copies by Email</b>
Certificate of Analysis - COA	<b>Informing the production date and expire date + Scan Original Copies via Email</b>
Certificate of Origin (Non-FTA Shipment)	<b>Scan Original Copies via Email</b>
Original Signed Documents	<b>Yes Digital or Manual signatures</b>

## Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	<b>Supplier / internally as a declaration</b>
Certificate of Compliance	<b>For Medrad</b>
MSDS/Catalogue (technical writeup)	<b>Yes, Product specific</b>
Dangerous Goods Declaration	<b>Yes, Product specific</b>
Sterilization Certificates	<b>When Applicable for Medrad</b>
Is there an FTA in place?	<b>APTR4 Mexico + ACE18 Argentina</b>
Any Specific Regulation Permit or Licence	<b>Vendor to Confirm: YES / NO If Yes, share the relevant certificate to below mail ID's for checking</b>

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## Shipping Requirements:

All wooden packages must bear the IPPC (International Plant Protection Convention) stamp covering one segment side of packaging and clearly legible (heat stamp is one option) If pallet has made by two segments, both must be stamped. It's suggested to send photos with documents approval request / Green Light process request when you are not 100% sure if it's correct or not.

Also send us the Original and Signed by National Plant Protection Organization (NPPO) Wood Treatment Certificate, attending to NINF 15 authorized treatments or Phytosanitary Certificate issued by a NPPO (National Plant Protection Organization) to wooden package.

**VERY IMPORTANT:** Packages without IPPC stamp or not legible stamps or without Wood Treatment Certificate are going to be returned to the origin.



**Goods imported under terms like "goods without commercial value" must NOW show real cargo value;**

**Document approval required prior to export taking place**

**Shipments without greenlight approval are not authorized and out of compliance**

**After greenlight approval the set of original documents dully signed must be sent DIGITALLY with the AWB Original 2 for Anvisa Regulation.**

**As per Brazilian's regulation, all original documents must be hand signed in blue ink or signed electronically.**

**Inform Temperature Control in all Documents**

**Pre-Shipment import license: Import License must be approved before shipping. Please check the materials in the end of this Instruction**

**Air Shipment: VERY IMPORTANT: The imported material CANNOT be shipped as courier to Brazil. It must be shipped as BSO (Broker Select Option) or REGULAR airfreight DIRECTLY to designed airport.**

**Any above-mentioned missing information on the invoice, may produce a fine, established at the time in (USD 100,0), which amount cannot be assumed by the consignee**

**Any above-mentioned missing information on the Bill of Lading or AWB, may produce a fine, established at the time in (USD 2.500,00), which amount cannot be assumed by the consignee;**

**Brazil is not allowed to import CIF and DDP basis. Please do not issue any documents considering this incoterm;**

**Importer, Consignee and Notify will be informed on Purchase Order**

Email final document set to: [edlaine@itacolomydespachos.com.br](mailto:edlaine@itacolomydespachos.com.br) / [thais@itacolomydespachos.com.br](mailto:thais@itacolomydespachos.com.br)  
/ [camila.amaral.ext@bayer.com](mailto:camila.amaral.ext@bayer.com) / [guilherme.rascadeabreu.ext@bayer.com](mailto:guilherme.rascadeabreu.ext@bayer.com)

Ports of Entry to be used: Air – GRU/VCP Airports | Ocean: Santos/SSZ Port

## Key Contacts:

Name:	Email:	Phone:
Supply Chain Management - Country Logistics BR: Marina Ferreira and Camila Amaral	<a href="mailto:marina.ferreira@bayer.com">marina.ferreira@bayer.com</a> <a href="mailto:camila.amaral.ext@bayer.com">camila.amaral.ext@bayer.com</a>	+55 11 3383-8884 +55 11 5694-4015
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