



## SUPPLIER DOCUMENTATION INSTRUCTIONS

Bayer have prepared a guide in accordance to local Belgium customs laws and regulations. The purpose of this document is to support and facilitate the Suppliers / Exporters to be compliant on documents issued to Bayer B.V.

### Main document requirements

Item	Description	Commercial Invoice	Packing List
1	Ship from (complete exporter data including address, VAT ID and contact details)	x	x
2	Ship to (including address)	x	x
3	Sold to (including address + tax ID as provided)	x	x
4	PO Number	x	x
5	Date of issue of invoice (day/month/year)	x	x
6	Delivery date of goods	x	x
6	Document Number	x	x
7	Incoterms	x	n/a
8	Payment terms	x	n/a
9	Bank Details	x	n/a
11	A complete, detailed, and clear description of the goods being delivered (incl. SKU number, batch, manufacturing and expiration date)	x	x
12	Country of Origin	x	x
13	The Harmonized System Number (HS code / Tariff Code)	x	x
14	Exact quantity per item	x	x
15	The Total number of units / pieces	x	x
16	Currency	x	n/a
17	Unit Cost	x	n/a
18	Total Cost – please mention freight costs separately if not included in total cost	x	n/a
19	Net weight in Kilograms (Kgs) per item	x	x
20	Total net weight in Kilograms (Kgs)	x	x
21	Total gross weight in Kilograms (Kgs)	x	x
21	Transport temperature range, if applicable	n/a	x