

Supplier Instructions

Bayer have prepared a guide in accordance with the process of Czech 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 locations in the Czech Republic.

1. If you are shipping parcels from outside of EU, you are requested to send the following to the receiving mail address customscs.czsk@bayer.com :
 - Invoice with stated Invoice Number, clear description of imported goods and their value and Air Waybill (AWB)
 - AWB (label with a barcode from forwarder on the package – with address of the sender and recipient)

2. Once you have sent all these documents, **we** will be contacted by FedEx from address CZavizo_GTS@fedex.com <CZavizo_GTS@fedex.com> about the following (please if you do have any of this information, include it in the original email sent to customscs.czsk@bayer.com for more efficient handling process):
 - **EORI Number**
 - **VAT ID N. (DIC):**
 - **Type of Customs clearance** (choose from types below):
 - **JSD** (handled by FedEx)
 - **Transition**
 - **Customs handled at CO Ruzynw**
 - **Detailed description of goods, material and intended**
 - **TARIC:** we can ask Ilka Elbert for this
 - **Origin of goods**
 - **Total invoiced amount or value for customs**
 - **Suppliers invoice number**

3. FedEx in some cases then needs a more detailed description of goods and they send **us** LoA (Letter of Authorization) to sign

4. We then wait for confirmation that the process is completed