

# XXXX SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of Indian Customs Act 1962. The purposed of this document is to support and facility the Suppliers / Exporters to be compliant with documents issued to **Bayer Vapi Private Limited, Plot No. 306/3, 2<sup>nd</sup> Phase, G.I.D.C, Vapi, Gujarat – 396195, India.** ( since we are having multiple operating locations in India, shipping Address should be mentioned as per Purchase Order )

## Documentation Requirements:

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

## Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Telex Released / Sea waybill is required
AWB (Air)	AWB copy required via email
Certificate of Origin (Non FTA Shipment)	Copy required via email
Copy of Purchase Order	-
MSDS/Catalogue (technical writeup)	Copy required via email
Dangerous Goods Declaration	Copy required via email
Original Signed Documents	Original required only incase of FTA benefit
Insurance Certificate	Copy required via email
Manufacturers Declaration	Copy required via email

## Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	Copy required via email
Is there an FTA in place?	Vendor to Confirm: YES / NO If Yes, share the draft of relevant FTA certificate to below mail ID's for checking
Any Specific Regulation Permit or Licence	Vendor to Confirm: YES / NO If Yes, share the relevant certificate to below mail ID's for checking

## Shipping Requirements:

Copy of Labels of the packages required for Chemical shipments. Technical Brochure / Catalogue required for Machinery / Equipments.

## Key Contacts:

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Name:	Email:	Phone:
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