

# BAYER KOREA SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of *Bayer Korea* customs laws and regulations. The purpose of this document is to support and facility the Suppliers / Exporters to be compliant with documents issued to *Bayer Korea, 24F, Parc 1 Tower 2, 108 Yeoui-daero, Yeongdeungpo-gu, Seoul, Korea.*

## Documentation Requirements:

Item	Field Description	Proforma Invoice	Commercial Invoice	Packing List	BoL AWB	Any Other Document
1	Ship from ( <i>in full exporter details</i> )		X	X	X	
2	Ship to ( <i>full importer ship to address details</i> )		X	X	X	
3	Sold to ( <i>full importer sold to address details &amp; tax ID</i> )		X			
4	Notify Party - Broker ( <i>full broker address details</i> )				X	
5	Purchase Order number ( <i>Bayer PO number</i> )		X	X	X	X
6	Transaction Date		X	X	X	X
7	Invoice Number		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	X	
12	Harmonised Tariff Number			X	X	
13	Exact quantities per unit & total number of units		X	X	X	
14	Net weight per units in kg & final gross weight		X	X	X	
15	Unit cost, Total costs & Currency		X			
16	Freight & Insurance values (per incoterms)		X			
17	Signed documents		X	X	X	X

## Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Original or Express release (Scan via Email) or Original through Bank/ etc.
AWB (Air)	Scan via Email
Certificate of Origin (Non FTA Shipment)	Scan via email/ Authorised external agency
Copy of Purchase Order	No
MSDS/Catalogue (technical writeup)	Yes, Product specific
Dangerous Goods Declaration	Yes, Product specific
Original Signed Documents	No (copies accepted via email)
Insurance Certificate	No (copies accepted via email)
Manufacturers Declaration	No

## Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	Yes /On regulated form
Is there an FTA in place?	Vendor to Confirm: YES 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 If Yes, share the relevant certificate to below mail ID's for checking

## Shipping Requirements:

Document approval required prior to export taking place
Email final document set to: <a href="mailto:kangjin.seo@bayer.com">kangjin.seo@bayer.com</a>
Email invoice document to: <a href="mailto:kangjin.seo@bayer.com">kangjin.seo@bayer.com</a>
Ports of Entry to be used: Air – Incheon Airports   Ocean: Busan

## Key Contacts:

Name:	Email:	Phone:
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