

BAYER MALAWI SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance with the processes of Malawi 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 Malawi Limited, P.O. Box 30050 Lilongwe, Malawi

Documentation Requirements:

#NAME?	Field Description	Proforma Invoice	Commercial Invoice	Packing List	Consignment Note (AWB, ROAD MANIFEST, BOL)	Preferential Certificate (SADC, AFCFTA) / Licenses	Certificate of Origin Form 18	Clearing Instruction
1	Ship from (in full exporter details)	x	x	x	x	x	x	x
2	Ship to (full importer ship to address details)	x	x	x	x	x		x
3	Sold to (full importer sold to address details & tax ID)	x	x	x		x		x
4	Notify Party - Broker (full broker address details)				x			x
5	Purchase Order number (Bayer PO number)	x						x
6	Transaction Date	x	x	x				
7	Invoice Number	x	x			x	x	x
8	Incoterms & Mode of Shipment (clearly defined with POE)	x	x	x	x			x
9	Payment terms & Bank details for Payment	x	x					
10	Complete clear, detailed description of goods exported	x	x	x	x	x	x	x
11	Country of Origin	x	x	x	x	x	x	x
12	Country of Export	x	x	x	x	x	x	
13	Harmonised Tariff Number	x	x	x	x	x		
14	Exact quantities per unit & total number of units	x	x	x	x	x	x	x
15	Net weight per units in kg & final gross weight	x	x	x	x	x	x	x
16	Unit cost, Total costs & Currency	x	x			x	x	x
17	Freight Cost	x	x		x	x		
18	Signed documents		x			x	x	x
19	Importers code							x

NB: Exporters/Suppliers are encouraged to engage the services of professional clearing agents because of the complexities of the valuation system and the Harmonised Tariff System

Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Original / Express Release / Scan Copies / Original through Bank / etc.
AWB (Air)	Original / Scan via Email / Original through Bank /etc.
Certificate of Origin (Non FTA Shipment)	Authorised external agency / internally as a declaration / listed on invoice
Copy of Purchase Order	No
MSDS/Catalogue (technical writeup)	Yes, Product specific
Dangerous Goods Declaration	Yes
Original Signed Documents	Yes Digital / Manual signatures
Insurance Certificate	No

Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	Supplier, On Regulated form
Any Specific Regulation Permit or Licence	Products specific. Importer to Confirm: If YES , Import Permit to be shared with Supplier

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Shipping Requirements:

Document approval required prior to export taking place

Email final document set to: Bickson.machila@bayer.com

Ports of Entry to be used:

Air: Kamuzu International Airport

Road: Kasumulu border post

Ocean: Port of Dar es Salaam or Durban Port

Key Contacts:

Name:	Email:	Phone:
Bickson Machila	Bickson.machila@bayer.com	+265999888819
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