

MONSANTO (MALAYSIA) SDN BHD SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of *Malaysia* customs laws and regulations. The purposed of this document is to support and facility the Suppliers / Exporters to be compliant with documents issued to *Monsanto (Malaysia) Sdn Bhd. Plo, 211, Jalan Emas Satu, Pasir Gudang Industrial Estate, 81700 Pasir Gudang, Malaysia.*

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 & tax ID</i>)		X	X		
4	Notify Party - Broker (<i>full broker address details</i>)				X	
5	Purchase Order number (<i>Bayer PO number</i>)		X			
6	Transaction Date		X	X		X
7	Invoice Number		X	X	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	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		X	
17	Signed documents		X	X	X	X

Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Original / Express Release / Scan Copies
AWB (Air)	Original / Scan via Email
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	No (copies accepted via email)
Insurance Certificate	Yes
Manufacturers Declaration	Original / Express Release / Scan Copies

Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	Supplier / internally as a declaration
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:

Document approval required prior to export taking place
Email final document set to: eunice.cho@bayer.com ; sitisuzana.kalam@bayer.com
Ports of Entry to be used: Air – KLIA, Kuala Lumpur Ocean: Pasir Gudang Port

Key Contacts:

Name:	Email:	Phone:
Eunice Cho	eunice.cho@bayer.com	+607-2536431
Siti Suzana Kalam	Sitisuzana.kalam@bayer.com	+607-2536422