

XXXX SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of **New Zealand** 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 New Zealand Limited, 74 Taharoto Road, Takapuna, Auckland, 0622, New Zealand.**

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	x
2	Ship to (<i>full importer ship to address details</i>)		x	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	x	x	
5	Purchase Order number (<i>Bayer PO number</i>)		x	x	x	x
6	Transaction Date		x	x		x
7	Invoice Number		x			
8	Incoterms & Mode of Shipment (<i>clearly defined with POE</i>)		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		
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					

Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Express Release
AWB (Air)	Scanned copy
Certificate of Origin (Non FTA Shipment)	Listed on invoice
Sea Container Quarantine Declaration	Yes – For all FCL shipments
Copy of Purchase Order	No
MSDS/Catalogue (technical writeup)	No
Dangerous Goods Declaration	Yes
Original Signed Documents	No
Insurance Certificate	No
Manufacturers Declaration	No

Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	Scanned copy
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: bcs.supplychain.nz@bayer.com

Key Contacts:

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