



# Quick Guide for Suppliers

## Your main information & service channels to Procurement

This quick guide for suppliers contains the most relevant information and service channels of our Procurement teams – covering key topics like order confirmations, invoicing instructions, or payment status inquiries. Please address your issues in due time to enable processing without delays. Kindly access our website for more details and further useful resources: **Contact Procurement at Bayer.**

# 1

### INVOICES

// SAP ARIBA is our preferred invoice upload tool. Do you have any question about SAP ARIBA? Use [our web form](#).

// PDF invoices will also be accepted. Please adhere to our [invoicing guidelines](#) and kindly use our designated [invoicing email addresses](#) to send us your invoices per attachment.

// Paper invoices are also acceptable if unavoidable. Please use our [invoicing postal addresses](#).

// [Bayer Invoice Portal\\*](#)

\* If your country has already been implemented with the new Bayer Invoice Portal



### PAYMENT REMINDERS

Payment reminders and statements of account can be sent to the same designated [invoicing email addresses](#).

# 2

# 3

### PAYMENT STATUS REQUESTS

// First, please check on [Bayer Invoice Portal](#).

// If questions remain after our response, [use our web form](#) to submit your query by choosing the option “Invoicing / Payment”.

// If web-form response not satisfactory: request Call Back ([link](#) ; [video](#); [service hours per country](#)).



### PURCHASE ORDER COPIES / RE-SENDING

You can request purchase order copies or a re-sending of purchase orders through [our web form](#) – kindly choose the option “Purchase order related queries”.

# 4

# 5

### ORDER CONFIRMATIONS

Order confirmations are to be sent to this email address only:

[orderconfirmations@bayer.com](mailto:orderconfirmations@bayer.com)



### COMPANY DATA CHANGES

If you wish to update your fiscal or legal data or any address information, kindly use [our web form](#). Choose the option “Invoicing / Payment” and then, “I would like to update my personal/ company’s data”.

# 6