

# XXXX SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance to the processes of xxxx customs laws and regulations. The purposed of this document is to support and facility the Suppliers / Exporters to be compliant with documents issued to PT Bayer Indonesia, Menara Astra 33 floor, Jl Jendral Sudirman Kav 5-6 Jakarta 10220, Indonesia.

## 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	x
3	Sold to ( <i>full importer sold to address details &amp; 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		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		x	
17	Signed documents		x	x	x	x

## Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Original/ express release/ scan copies/ sea waybill
AWB (Air)	Original/ scan via email
Certificate of Origin (Non FTA Shipment)	No
Copy of Purchase Order	No
MSDS/Catalogue (technical writeup)	Yes, Product specific
Dangerous Goods Declaration	Yes for DG product
Original Signed Documents	Yes digital / manual signatures/ No (copies accepted via email)
Insurance Certificate	Yes
Manufacturers Declaration	No

## Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	Supplier/ internally as a declaration/ on regulated form
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: <a href="mailto:nurdiana.suprpto@bayer.com">nurdiana.suprpto@bayer.com</a> and <a href="mailto:Francisca.puan1@bayer.com">Francisca.puan1@bayer.com</a>
Ports of Entry to be used: Air – Juanda Surabaya Airport / Ocean: Tanjung Perak/ Teluk Lamong Surabaya port
Ports of Entry to be used: Air – Soekarno Hatta Jakarta Airport / Ocean: Tanjung Priok/ Jakarta port

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## Key Contacts:

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