

MONSANTO THAILAND LIMITED/BAYER THAI CO., LTD. SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance with the processes of *Monsanto Thailand and Bayer Thai* customs laws and regulations. The purpose of this document is to support and facility the Suppliers / Exporters to be compliant with documents issued to *Monsanto Thailand (3rd Floor, 130/1, North Sathon Road, Silom, Bangrak, Bangkok 10500 Thailand)* or *Bayer Thai (130/1, North Sathon Road, Silom, Bangrak, Bangkok 10500 Thailand)*

Documentation Requirements:

| Item | Field Description | Commercial Invoice | Packing List | B/L AWB | COA | NON-GMO* | Phyto* |
|------|---|--------------------|--------------|---------|-----|----------|--------|
| 1 | Ship from (<i>in full exporter details</i>) | X | X | X | X | X | X |
| 2 | Ship to (<i>full importer ship to address details</i>) | X | X | X | X | X | X |
| 3 | Sold to (<i>full importer sold to address details & tax ID</i>) | X | 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 | 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 | X | X |
| 11 | Country of origin | X | X | X | X | | X |
| 12 | Harmonised tariff number | X | | X | | | |
| 13 | Exact quantities per unit & total number of units | X | X | X | | | X |
| 14 | Net weight per units in kg & final gross weight | X | X | X | | | X |
| 15 | Final/Total net weight | X | X | | X | | X |
| 16 | Unit cost, total costs & currency | X | | | | | |
| 17 | Freight & Insurance values (per incoterms) | X | | | | | |
| 18 | Signed documents | | | | X | X | X |
| 19 | Shipping Mark | X | | X | | | |

* For Seed shipment

Documents Required:

| Documents: | Comment |
|-----------------------------------|---|
| Commercial Invoice | Scan copies |
| Packing List | Scan copies |
| Certificate of Analysis | Scan copies |
| Bill of Lading (Ocean) | Sea Waybill / Express Release unless specific |
| AWB (Air) | Scan copies unless specific |
| Certificate of Origin | Copies unless specific |
| Purchase Order | Scan copies |
| SDS/Catalogue (technical writeup) | Scan copies |
| Dangerous Goods Declaration | Scan copies |
| Insurance Certificate | Scan copies |
| *NON-GMO | Original |
| *Phyto Sanitary Certificate | Original but scan copies accepted for E-Phyto |

* For Seed shipment

Conditional Documents Required:

| Documents: | Comment |
|---|----------------------|
| Fumigated Certificate for ISPM wooden pallets | Scan copies |
| FTA eligible | Original |
| Any other requirement | Specific by importer |
| E-Signature | Accepted |

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Shipping Requirements:

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| Documents approval required before shipment release. |
| Email contact/documents to: For Monsanto Thailand <dl-monsanto_thailand_imex@bayer.com> For Bayer Thai <bayer-cs-import@bayer.com> |
| Port of discharges: Airport: Bangkok Airport (Suvarnabhumi), Sea freight: Laem Chabang Port |
| Notify party: For Monsanto Thailand 3rd Floor, 130/1, North Sathon Road, Silom, Bangrak, Bangkok 10500 Thailand For Bayer Thai 130/1, North Sathon Road, Silom, Bangrak, Bangkok 10500 Thailand |

Key Contacts:

| Name: | Email: | Remark: |
|---------------------------|--|--------------------------------|
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