

Bayer West Central Africa prepared this guide in accordance with the processes of Benin customs laws and regulations. The purpose of this document is to support and facilitate the Suppliers/Exporters to be compliant with documents issued to our indent customers in Benin.

Documentation Requirements:

Item	Field Description	Proforma Invoice	Commercial Invoice	Packing List	COC	SWB	CTN	COA	MSDS	Any Other Document
1	Ship from (<i>in full exporter details</i>)	x	x	x	x	x		x	x	x
2	Ship to (<i>full importer ship to address details</i>)	x	x	x	x	x	x	x	x	x
3	Sold to (<i>full importer sold to address details & tax ID</i>)	x	x	x	x	x	x	x	x	x
4	Notify Party - Broker (<i>full broker address details</i>)									
5	Purchase Order number (<i>Bayer PO number</i>)									
6	Transaction Date	x	x	x	x	x	x			x
7	Invoice Number	x	x							
8	Incoterms & Mode of Shipment (<i>clearly defined with POE</i>)	x	x	x	x	x	x			x
9	Payment terms & Bank details for Payment	x	x							
10	Complete clear, detailed description of goods exported	x	x	x	x	x	x	x	x	x
11	Country of Origin	x	x	x	x		x	x	x	x
12	Country of Supply	x	x	x	x		x	x	x	x
13	Harmonised Tariff Number	x	x	x	x	x	x	x	x	x
14	Exact quantities per unit & total number of units	x	x	x	x	x	x	x		x
15	Net weight per units in kg & final gross weight	x	x	x	x	x	x	x		x
16	Unit cost, Total costs & Currency	x	x							x
17	Freight Cost	x	x							
18	Signed documents	x	x	x	x	x	x	x		x

Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Sea Waybill / Express Release / Scan Copies / Original through Bank / etc.
AWB (Air)	Original / Scan via Email / Original through Bank / etc.
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	Yes Digital / Manual signatures
Insurance Certificate	No

Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	Supplier, On Regulated form
Any Specific Regulation Permit or Licence	Vendor to Confirm: YES, FDI to be shared with Supplier 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: opeyemi.otokola@bayer.com , olivia.zohuri@bayer.com , marieclotilde.niamke@bayer.com
Ports of Entry to be used: Air: Cotonou Cadjehoun Airport, Cotonou, Benin. Airports Ocean: Port Autonome de Cotonou (PAC), Cotonou, Benin.

Key Contacts:

Name:	Email:	Phone:
Opeyemi Otokola	opeyemi.otokola@bayer.com	+2349038867174
Jonnelle DJAHA	djaha.jonnelle.ext@bayer.com	+225 07 78 14 8887
Olivia Zohouri	olivia.zohouri@bayer.com	+225 79 1297 94
Marie-Clotilde Niamke	marie-clotilde.niamke@bayer.com	+225 07 79 12 97 88