

Bayer West Central Africa prepared this guide in accordance with the processes of Burkina Faso 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 Burkina Faso.

Documentation Requirements:

Item	Field Description	Proforma Invoice	Commercial Invoice	Packing List	COA	MSDS	SWB	OBL	CTN	EX1	BESC	Any Other Document
1	Ship from (in full exporter details)	x	x	x	x	x	x	x	x	x	x	x
2	Ship to (full importer ship to address details)	x	x	x	x	x	x	x	x	x	x	x
3	Sold to (full importer sold to address details & tax ID)	x	x	x	x	x	x	x	x	x	x	x
4	Notify Party - Broker (full broker address details)	x	x	x	x	x	x	x	x	x	x	x
5	Purchase Order number (Bayer PO number)											
6	Transaction Date	x	x	x			x	x	x		x	x
7	Invoice Number	x	x						x		x	
8	Incoterms & Mode of Shipment (clearly defined with POE)	x	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	x	x
11	Country of Origin	x	x	x	x	x			x	x	x	x
12	Country of Supply	x	x	x	x	x			x	x	x	x
13	Harmonised Tariff Number	x	x	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	x
15	Net weight per units in kg & final gross weight	x	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

Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	Original / 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: To be advised by Customer

Key Contacts:

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