



Kenya SUPPLIER DOCUMENTATION INSTRUCTIONS

Bayer have prepared a guide in accordance to the process of Kenya customs laws and regulations. The purpose of this document is to support and facilitate the Suppliers / Exporters to be compliant on documents issued to KENYA

Main document requirements

Item	Description	Proforma Invoice	Commercial Invoice	Packing List
1	Ship from (complete exporter data including address, TaxID and contact)	×	×	×
2	Ship to (including address)	×	×	×
3	Sold to (including address + tax ID as provided)	×	×	×
4	Tracking Number (PO / Shipping number or others)	×	×	×
5	Date (day/month/year)	×	×	×
6	Document Number	×	×	×
7	Incoterms	×	×	N/A
8	Payment terms	×	×	N/A
9	Bank Details	×	×	N/A
11	A complete, detailed, and clear description of the goods being exported	×	×	×
12	Country of Origin	×	×	N/A
13	The Harmonized System Number (HS code / Tariff Code)	×	×	N/A
14	Country of Acquisition	×	×	×
15	Exact quantity per item	×	×	×
16	The Total number of units / pieces	×	×	×
17	Currency	×	×	N/A
18	Unit Cost	×	×	N/A
19	Total Cost	×	×	N/A
20	Net weight in Kilograms (Kgs) per item	×	×	×
21	Total net weight in Kilograms (Kgs)	×	×	×
22	Total gross weight in Kilograms (Kgs)	×	×	×
23	Specify Freight Cost	×	×	N/A
24	Local Charges (ex. Inland freight)	N/A	N/A	N/A
25	Signed Document	×	×	×

Other specific documents requirements

Item	Description	Import Permit Form	Certificate of Origin	Bill of Lading/AWB
1	Ship from (complete exporter data including address, TaxID and contact)	×	×	×
2	Ship to (including address)	×	×	×
3	Sold to (including address + tax ID as provided)	×	×	×
4	Tracking Number (PO / Shipping number or others)	N/A	×	×
5	Date (day/month/year)	×	×	×
6	Document Number	×	×	×
7	Incoterms	×	N/A	N/A
8	Payment terms	×	N/A	N/A
9	Bank Details	N/A	N/A	N/A
11	A complete, detailed, and clear description of the goods being exported	×	×	×
12	Country of Origin	×	×	N/A
13	The Harmonized System Number (HS code / Tariff Code)	×	N/A	×
14	Country of Acquisition	×	×	×
15	Exact quantity per item	×	×	×
16	The Total number of units / pieces	×	×	×
17	Currency	×	N/A	N/A
18	Unit Cost	N/A	N/A	N/A
19	Total Cost	×	N/A	N/A
20	Net weight in Kilograms (Kgs) per item	×	×	N/A
21	Total net weight in Kilograms (Kgs)	×	×	N/A
22	Total gross weight in Kilograms (Kgs)	N/A	×	×
23	Specify Freight Cost	×	N/A	N/A
24	Local Charges (ex. Inland freight)	N/A	N/A	N/A
25	Signed Document	×	×	×
26				

Other specific documents requirements

Item	Description	Certificate of Analysis		
1	Ship from (complete exporter data including address, TaxID and contact)	×		
2	Ship to (including address)	×		
3	Sold to (including address + tax ID as provided)	×		
4	Tracking Number (PO / Shipping number or others)	X		
5	Date (day/month/year)	×		
6	Document Number	×		
7	Incoterms	N/A		
8	Payment terms	N/A		
9	Bank Details	N/A		
11	A complete, detailed, and clear description of the goods being exported	×		
12	Country of Origin	N/A		
13	The Harmonized System Number (HS code / Tariff Code)	N/A		
14	Country of Acquisition	×		
15	Exact quantity per item	×		
16	The Total number of units / pieces	N/A		
17	Currency	N/A		
18	Unit Cost	N/A		
19	Total Cost	N/A		
20	Net weight in Kilograms (Kgs) per item	N/A		
21	Total net weight in Kilograms (Kgs)	N/A		
22	Total gross weight in Kilograms (Kgs)	N/A		
23	Specify Freight Cost	N/A		
24	Local Charges (ex. Inland freight)	N/A		
25	Signed Document	×		
26				
27				
28				

- **Products with Import License:** Please fill out the attached form “Import Permit Form” and follow the instructions on the form to send it.
- **COMMERCIAL INVOICE:** Must be issued in 2 (two) original and 2 (two) copies, in the name of the mentioned buyer, duly hand *signed IN BLUE INK* (mentioning under signature name and the title of person who signs).
- **PACKING LIST:**
- **Please check the Purchase Order:** the correct conditions, Incoterms, quantities, product, description, Customer consignee.
- **Fumigated Pallet Certificate** – ISPM 15 (The document is required, and each pallet must show a fumigation stamp).
- **Certificate of Origin**