

# BAYER WCA SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer West Central Africa have prepared a guide in accordance with the processes of Mali 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 Mali

## Documentation Requirements:

Item	Field Description	Proforma Invoice	Commercial Invoice	Packing List	COO	SWB	OBL	CTN	COC	COA	MSDS	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)											
5	Purchase Order number (Bayer PO number)											
6	Transaction Date	x	x	x	x	x	x	x	x			x
7	Invoice Number	x	x									
8	Incoterms & Mode of Shipment (clearly defined with POE)	x	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		x
15	Net weight per units in kg & final gross weight	x	x	x	x	x	x	x	x	x		x
16	Unit cost, Total costs & Currency	x	x		x							
17	Freight Cost	x	x		x							
18	Signed documents	x	x	x	x	x		x				x

## Mandatory Documents Required:

Mandatory Documents:	Comment
Bill of Lading (Ocean)	<b>Original / Express Release / Scan Copies / Original through Bank / etc.</b>
AWB (Air)	<b>Original / Scan via Email / Original through Bank / etc.</b>
Certificate of Origin (Non FTA Shipment)	<b>Authorised external agency / internally as a declaration / listed on invoice</b>
Copy of Purchase Order	<b>No</b>
MSDS/Catalogue (technical writeup)	<b>Yes, Product specific</b>
Dangerous Goods Declaration	<b>Yes</b>
Original Signed Documents	<b>Yes Digital / Manual signatures</b>
Insurance Certificate	<b>No</b>

## Conditional Documents Required:

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Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	<b>Supplier, On Regulated form</b>
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:**

<b>Document approval required prior to export taking place</b>
Email final document set to: <a href="mailto:opeyemi.otokola@bayer.com">opeyemi.otokola@bayer.com</a> , <a href="mailto:olivia.zohuri@bayer.com">olivia.zohuri@bayer.com</a> , <a href="mailto:marie-clotilde.niamke@bayer.com">marie-clotilde.niamke@bayer.com</a>
Ports of Entry to be used: Air: Modibo Keita International Airport Sea   Ocean: <b>As advised by Customer</b>

**Key Contacts:**

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