

# BAYER SOUTH AFRICA SUPPLIER DOCUMENTATION INSTRUCTIONS



Bayer have prepared a guide in accordance with the processes of South Africa's customs laws and regulations. The purpose of this document is to support and facilitate the Suppliers / Exporters to be compliant with documents issued to Bayer South Africa Proprietary Limited, 27, Wrench Road, 1601 Isando, Johannesburg, South Africa.

## Documentation Requirements:

Item	Field Description	Proforma Invoice	Commercial Invoice	Packing List	Consignment Note (AWB, BOL, ROAD MANIFEST)	FTA Certificate (Eur1, SADC, AFCFTA) / Licenses	Clearing Instruction (POA)
1	Ship from (in full exporter details)	x	x	x	x	x	x
2	Ship to (full importer ship to address details)	x	x	x	x		x
3	Sold to (full importer sold to address details & VAT reg Number)	x	x	x			x
4	Notify Party - Broker (full broker address details)				x		x
5	Purchase Order number (Bayer PO number)	x					x
6	Transaction Date	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
9	Payment terms & Bank details for Payment	x	x			x	
10	Complete clear, detailed description of goods exported	x	x	x	x	x	x
11	Country of Origin	x	x	x	x	x	x
12	Country of Export	x	x	x	x	x	
13	Harmonised Tariff Number	x	x	x	x	x	
14	Exact quantities per unit & total number of units	x	x	x	x	x	x
15	Net weight per units in kg & final gross weight	x	x	x	x	x	x
16	Unit cost, Total costs & Currency	x	x			x	x
17	Freight Cost	x	x		x	x	
18	Signed documents	x	x	x	x	x	x
19	Importers Code		x	x	x	x	x

**NB:** Exporters/Suppliers are encouraged to engage the services of professional clearing agents because of the complexities of the valuation system and the Harmonised Tariff System

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## 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, Product specific</b>
Original Signed Documents	<b>No</b>
Insurance Certificate	<b>No</b>

## Conditional Documents Required:

Conditional Documents:	Comment
Fumigated Certificate for wooden pallets	<b>Supplier, On Regulated form</b>
Any Specific Regulation Permit or Licence	Products specific. Importer to Confirm: If <b>YES</b> , Import Permit to be shared with Supplier

## Shipping Requirements:

<b>Document approval required prior to export taking place</b>
Email final document set to: <a href="mailto:una.ggamane@bayer.com">una.ggamane@bayer.com</a> , <a href="mailto:christel.duplessis@bayer.com">christel.duplessis@bayer.com</a>
<b>Ports of Entry to be used:</b> <b>Air:</b> O.R. Tambo International Airport <b>Ocean:</b> Port of Durban

## Key Contacts:

Name:	Email:	Phone:
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