

## **INSTRUCTIONS - COMMERCIAL INVOICE AND PACKING LIST TO BRAZILIAN CUSTOMS**

All the information and data below are requested to be informed on the commercial invoice by Brazilian customs. This instruction must be followed without any exception.

So, we kindly ask them to be fulfilled. If your company cannot accommodate to any of these requests, please, let us know. Also notice that if you fail to comply with some of these requests, you run the risk of incurring a penalty.

### **INVOICES:**

1. Exporter company logo;
2. Complete exporter's (supplier's) name and address;
3. Complete importer's (customer's) name and address;
4. Invoice reference number and date (the date when the invoice is being issued);
5. Complete description of goods that enables them to be identified;
6. Part number of these goods (either manufacturer's and customer's);
7. Shipped quantity of goods and their unit of measurements (piece, Kg, etc.);
8. Total gross weight;
9. Total net weight;
10. Unitary net and gross weight (per item/PN);
11. Manufacturer's name and address;
12. Unit price for each item and its total;
13. If the international freight is pre-paid, it must be exactly informed on the invoice;
14. Amount value of invoice;
15. Incoterms;
16. Payment terms;
17. Bank information;
18. Currency of the values;
19. Package qty / volume qty and their kind (pallets, boxes, crates, etc.);

20. The volumes should have its own reference number and they must be on the documents. The numbers cannot be repeated;
21. Purchase Order number (customer's);
22. Country of origin: the country where the goods were manufactured or have been significantly altered just before shipping to Brazil;
23. Country of acquisition: the country where the goods are being exported from. Notice both origin and acquisition countries should be informed, even if they are the same;
24. A signature in blue ink and the identification of the person in charge of it under it (full name, position in the company and the number of his/her ID).

### **PACKING LIST CONTENTS**

1. Exporter company logo;
2. Complete exporter's (supplier's) name and address;
3. Complete importer's (customer's) name and address;
4. Invoice reference number and date (the date when the invoice is being issued);
5. Purchase order reference number;
6. Part number (PN) of these goods (either manufacturer's and customer's);
7. Quantity shipped;
8. Total gross and net weight in Kg (total and for each PN);
9. Quantity of volumes and pallets;
10. Measurements and weight of the volumes, in centimeters and kilos.

Please, issue two sets of originals (at least ) and sign them in blue ink. They must be shipped with the cargo. A copy has to be emailed to your contact of Material Planning Dept in PST for his/her control. You do not need to send a copy by post when shipped by AIR, unless PST asks for it. When by Ocean, the original documents should be sent to our freight forwarder.

#### **Important notes:**

1. If any of the above data is missing on the invoice, customs may apply to the importer a very high fine (the value depends on inspector's judgement). So, this value will be reimbursed by the exporter or the company in charge of paperwork issuing.

2. Any mistake in the invoice will make the supplier get a demerit in PST's monthly supplier evaluation.
3. The invoice may not have any kind of erasure nor liquid corrective revisions. No information may be handwritten (besides signature).
4. If there is any amendment to the invoice after you have sent the invoice to PST, you must send to your contact person the revised version of the invoices. Any change in the above requested data must be on the revised version.