

Logistics Partner for





Events' logistics

May 2012









Agenda



DOCUMENTATION

INVOICE/ PACKING LIST HOLD HARMLESS LETTER SPECIFIC DOCUMENTS BY PRODUCT







INVOICE/ PACKING LIST

HEADR OF INVOICE/ PACKING LIST

- ✓ Consignee [company to be informed by Porlogis]
- ✓ Name of the event.
- ✓ Date
- ✓ Local ; Country

BODY OF INVOICE/ PACKING LIST

- ✓ Number of packages
- ✓ Itemized gross and net weight
- ✓ Total gross weight
- ✓ Complete description of goods including: reference, part and serial number if applicable. [Brazilian Customs are very strict with serial numbers and models. Heavy penalties can be charged by customs if there's any mistake.]
- ✓ Itemized harmonized codes
- ✓ Itemized unit









INVOICE/ PACKING LIST



OTHER RELEVANT INFORMATION

- ✓ The following declaration should be included on the invoice:

 "CARGO DESTINED TO BE CONSUMED DURING THE FAIR"- NO COMERCIAL VALUE/SEM COBERTURA CAMBIAL
- ✓ Invoice must be issued whether in English or in Portuguese.
- ✓ 2 original sets of invoice. Photocopies are NOT accepted even if it bears original signature.
- ✓ It is very important that realistic values are declared. Brazilian authorities have the right to question the value declared on the invoice.
- ✓ Customs authorities inspect every shipment according to each Invoice. In case of any discrepancies, the complete shipment is potentially subjected to delays, fines and/or seizure.
- ✓ Make sure all shipments are weighed and weight figures declared on export documents match with actual weight.









HOLD HARMLESS LETTER



- ✓ For all freight shipped to Brazil, temporarily or permanently, is necessary a Hold Harmless Letter, to allow the customs clearance in the name of the producer.
- ✓ This document should be printed on letterhead and duly signed by the producer.









SPECIFIC DOCUMENTS BY PRODUCT

Wines / Liquor / Sparkling / Spirits / Vinegar

[Agriculture restrictions]

В

A

• Vegetables – fresh, refrigerated or frozen / Seeds and Fruits / Wheat and Bear fruits / Wheat / Rice

[Agriculture restrictions]

C

• Products of Animal origin (Meat, Fish, Milk and derivatives, Eggs, Honey and derivatives)

[Agriculture and Healthy (Anvisa) authorities restrictions]

D

- Chocolates, cacao mix for bakery products (including White chocolate)
- Industrialized Fruits or Canned with and without sugar; Candies, Jelly, Smashed and Dry Fruits
- Olive Oil
- Pasta
- Bakery products, Pastry or Biscuits
- Canned Food

[Anvisa restrictions]







Documentation

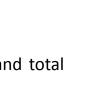
- ✓ Certificate of Origin;
- ✓ Certificate of Analysis;
- ✓ Certificate of Free sales;
- ✓ Invoice detailing: quantity per bottle, bottle capacity, description, net and gross weight, unit value and total value;
- ✓ Packing List with total of volume, dimensions, net and gross weight;
- ✓ Copy of the contract between organizer and exhibitor or copy of the invitation for private events.

Remarks

✓ Maximum12 bottles per kind of wine.











Documentation

- ✓ Certificate of Origin;
- ✓ International Sanitary Certificate expedite by the Official Veterinary Service from country of origin. This document must be notarized by the Consulate;
- ✓ Certificate of Analysis, when necessary (derivatives);
- ✓ Certificate of Free sales;
- ✓ If the company is already registered at an official organ, copy of the register is requires
- ✓ If the product is packaged, it is required copy of the labels with lot number, manufacture date, expiration date it must be exactly the same of the products to be shipped to the event;
- ✓ In case the product is registered at an official organ and on the packaging is also mentioned the register number, a copy of the register will be required.
- ✓ In case there is no registration, it is necessary a letter from the company stating that the shipment is only samples for degustation during an event and such goods have no registration.
- ✓ Invoice detailing: quantity per package, package capacity, description, net and gross, unit value and total value;
- ✓ Packing List with total of volume, dimensions, net and gross weight.
- ✓ Copy of the contract between organizer and exhibitor or copy of the invitation for private events.









Documentation

- ✓ Certificate of Origin;
- ✓ Certificate of Free sales under Codex Alimentarius rules or similar proof of use or commercialization of the product as it is presented;
- ✓ Detailed description of ingredients, additives and all substances used on the production of the product;
- ✓ Technical specifications of the product;
- ✓ Copy of the labels of each product with lot #, date of fabrication and expiration. The copy of the label must exactly the same of the one used for the products to be shipped for the show;
- ✓ In case the product is registered at an official organ and on the packaging is also mentioned the register number, a copy of the register will be required.
- ✓ In case there is no registration, it is necessary a letter from the company stating that the shipment is only samples for degustation during an event and such goods have no registration.
- ✓ Invoice detailing: quantity per package, package capacity, description, net and gross weight, unit value and total value;
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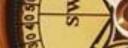
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