

Logistics Partner for |



Events' logistics

May 2012



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
- ✓ Total prices



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

A

- Wines / Liquor / Sparkling / Spirits / Vinegar

[Agriculture restrictions]

B

- 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

- ✓ Maximum 12 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;
- ✓ 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.



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