

Logistics Partner for |



Events' logistics

May 2012

OVERVIEW

SCHEDULE FOR LOGISTIC ACTIVITIES

DOCUMENTATION

IDENTIFICATION AND PACKAGING

WAREHOUSES FOR DELIVERIES

PORLOGIS' CONTACTS

COSTS AND PAYMENT CONDITIONS

INSURANCES

RESPONSABILITY



EVENT'S LOGISTICS

Porlogis, within its Brazilian agent, is the logistic operator chosen by WTM for the Iberia Expo'12.

We have skilled and experienced staff and worldwide partners to provide a full range of services.

Producers will get from Porlogis logistics support and counseling for:

- Pick up and delivery of samples in its premises in Portugal;
- Warehousing for samples, before expedition and according to the products specifications;
- Organization of the documents for transport and customs clearance;
- Products expedition to Brazil, in conditions adjusted to products specifications;
- Delivery of the samples in the event's premises.



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INSURANCES

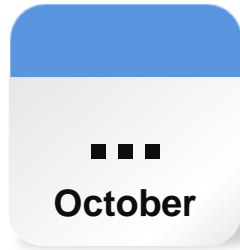
RESPONSABILITY



Schedule



Last day for documents delivery in Porlogis



Last day for Porlogis to pick up products in producers premises



Last day to deliver the products in Porlogis premises



Period to deliver the products in the event's premises



Event



OVERVIEW

SCHEDULE FOR LOGISTIC ACTIVITIES

DOCUMENTATION

INVOICE/ PACKING LIST

HOLD HARMLESS LETTER

SPECIFIC DOCUMENTS BY PRODUCT

IDENTIFICATION AND PACKAGING

WAREHOUSES FOR DELIVERIES

PORLOGIS' CONTACTS

COSTS AND PAYMENT CONDITIONS

INSURANCES

RESPONSABILITY



INVOICE/ PACKING LIST



HEADER 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;
- ✓ Phytosanitary certificate;
- ✓ Certificate of Free sales;
- ✓ 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.



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.



SPECIFIC DOCUMENTS BY PRODUCT

REMARKS FOR ALL PRODUCTS

- ✓ License process takes around 30 days (it can vary a lot).

- ✓ All trade advertising material, give-away, printed matters, expendable items and material with CPT/CFR values of uS 3,000.00 intended to be disposed in the course of the exhibition can only be imported duty free upon release of import license. Duty free request/import license must be processed to Customs authorities ahead of time and, at least, 15 days. This does not insure Duty free / Import license will be authorized.



OVERVIEW

SCHEDULE FOR LOGISTIC ACTIVITIES

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IDENTIFICATION AND PACKAGING

WAREHOUSES FOR DELIVERIES

PORLOGIS' CONTACTS

COSTS AND PAYMENT CONDITIONS

INSURANCES

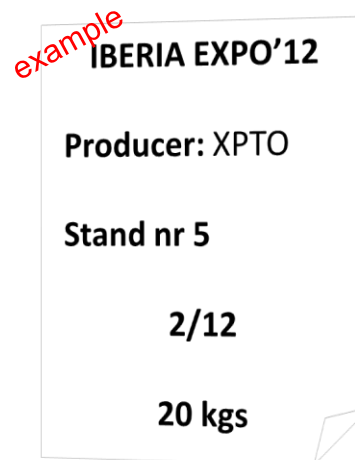
RESPONSABILITY




VOLUMES' IDENTIFICATION

Every volume should be identified with a label with the following information:

- the name of the event,
- the name of producer,
- number of the stand,
- sequential number of the volumes (example: 2/12, where 2 is the number of the volume and 12 is the total number of volumes)
- Gross weight of the volume.



PACKAGING SPECIFICATIONS

	<p>XX - 000</p> <p>YY</p>
<p>Logotipo da empresa</p>	<p>UR - Unidade Rastreável</p>

All wood packaging must be treated and marked which certifies the approved treatment on two opposite sides of the WPM.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of the producer / treatment facility designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB)



OVERVIEW

SCHEDULE FOR LOGISTIC ACTIVITIES

DOCUMENTATION

IDENTIFICATION AND PACKAGING

WAREHOUSES FOR DELIVERIES

PORLOGIS' CONTACTS

COSTS AND PAYMENT CONDITIONS

INSURANCES

RESPONSABILITY



WAREHOUSE FOR NORMAL TEMPERATURE PRODUCTS

Rua da Telheira, 142

4455-561 Perafita – Matosinhos



WAREHOUSE FOR REFRIGERATED/ FROZEN PRODUCTS



Parque Logístico da Aguda
Edifício H2

Largo de Arcozelo, nº 76

4405-021 Vila Nova de Gaia



OVERVIEW

SCHEDULE FOR LOGISTIC ACTIVITIES

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IDENTIFICATION AND PACKAGING

WAREHOUSES FOR DELIVERIES

PORLOGIS' CONTACTS

COSTS AND PAYMENT CONDITIONS

INSURANCES

RESPONSABILITY



Porlogis Contacts

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OVERVIEW

SCHEDULE FOR LOGISTIC ACTIVITIES

DOCUMENTATION

IDENTIFICATION AND PACKAGING

WAREHOUSES FOR DELIVERIES

PORLOGIS' CONTACTS

COSTS AND PAYMENT CONDITIONS

INSURANCES

RESPONSABILITY



COSTS

Estimated costes from producer domicile to the local of the event

It will be a pleasure to analyze, case by case, the costs and necessary elements for the event.

Please fill up the form available in our website: www.porlogis.pt and send it to margaridavieira@porlogis.pt.

PAYMENT CONDITIONS

Payment should be made before products expedition from Portugal.

Occasional corrections to the costs are invoiced and paid after custom clearance in Brazil and when products are delivered at the event.



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SCHEDULE FOR LOGISTIC ACTIVITIES

DOCUMENTATION

IDENTIFICATION AND PACKAGING

WAREHOUSES FOR DELIVERIES

PORLOGIS' CONTACTS

COSTS AND PAYMENT CONDITIONS

INSURANCES

RESPONSABILITY



INSURANCE

We can issue insurance of the goods upon request and price agreement.

In case of goods damage, our responsibility is limited to CMR Convention (Road freight) or Warsaw Convention (Air and Sea freight).

RESPONSABILITY

Porlogis perform services under the General terms of forwarding agents in Portugal.

the General terms of forwarding agents are available in our website: www.porlogis.pt, menu General Information > Legislation.



FOR MORE INFORMATIONS AND DOWNLOAD THE TEMPLATE FILES, PLEASE GO TO
OUR WEBSITE

www.porlogis.pt

