

## Export Instruction

The Export Instruction is meant to provide you with the necessary procedures for exporting goods to Brazil. Proceeding with the following instructions will enable us to receive your shipments avoiding delays and proceed with the payment process as fast as possible.

### Necessary Import Documents

- ✓ Commercial Invoice;
- ✓ Packing List;
- ✓ Certificate of Quality or Conformity;
- ✓ Certificate of Sterility (applicable for sterile items);

### Purchase order instructions

- I – Ship the order through the freight forwarder indicated on the order;
- II – Send the documents (invoice, packing list and certificates) to us by e-mail, before shipment, so that we check them, in order to avoid mistakes;
- III – Send the original and signed a.m. documents to the forwarder (do not put any document on or inside the packages/boxes);
- IV – Do not use any wood for packing. Otherwise, please send the fumigation certificate;
- V – Note that for goods of single use or sterilies we need taht their validity be of at least 14 months;
- VI – The quality certificate and the certificate of sterilization must have to mention the lot number of the products. Otherwise, we will be not able to release the cargo from Customs, because ANVISA is require that.

### Commercial Invoice necessary datas

- I – Complete name and address of the exporter;
- II - Complete name and address of the importer;
- III – Complete description/specification of the goods in English or Portuguese.
- IV – Reference (item code);
- V – Package type, quantities and dimensions;
- VI – Total gross weight (it includes wraps, boxes, and any other package used and the goods);
- VII - Net weight for each item (considering only item –itself-, free of any packages) and total net weight;
- VIII – Manufacturer name and address;
- IX - Country of origin: where the goods were manufactured or where the last substantial transformation occurred;
- X - Country of purchase: where the items were purchased from to be exported to Brazil;
- XI - Country of provenance: place where the items were located at the time of their acquisition;
- XII - Unit price and total amount of each item;
- XIII - Transportation and insurance costs, related to the specific Incoterm;
- XIV - Payment terms;
- XV - INCOTERM;
- XVI – Regarding free of charges orders(courtesy), the following remark is required: "Value for customs purposes only";



XVII – Invoice number, PO number and date;

XVIII – bank account for order payment;

XIX – Local currency;

XX – Type of freight (air or sea);

XXI – Issue this document on your letterhead paper and the signature must be identified with name and title of the signer. This document need to be signed with blue pen.

**Commercial Invoice model**

**XX** - Letterhead paper

**COMMERCIAL INVOICE**

**XVII - INVOICE Nº:**

**XVII - DATE:** ...../...../2018

**XIV - PAYMENT:** In Advance

**XV - INCOTERMS:** EXW

**I - Exporter:** Company name  
Address

Air Freight - Collect

**XVII - PO NUMBER:**

**II - SOLD/SHIP TO:**

H. Strattner & Cia. Ltda.

Av. das Águias, 228 Cidade Universitária

Pedra Branca

88137-280 - Palhoça - SC - Brazil

CNPJ: 33.250.713/0002-43

**XIX - Currency - US\$**

Reference	Net Weight (kg)	Total Weight (Kg)	Description	Qty	Unit Price (US\$)	Total Price (US\$)
<b>IV</b> - Reference code	<b>VII</b> - 0,500	<b>VII</b> - 0,500	<b>III</b> - Complete description/specification of the goods in English or Portuguese.	1	<b>XII</b> - 100,00	<b>XII</b> - 100,00

**VIII - Manufacturer:**  
Company name and address

**VII** - Total Net Weight: 0,500 Kg  
**VI** - Total Gross Weight: 0,850 Kg  
**V** - Package type, Qty and Dimensions:

**TOTAL XII - 100,00**

**XI** - Country of Provenance:

**X** - Country of Aquisition:

**IX** - Country of Origin:

**XVIII - Wire Transfer Instructions**

Bank Information:

**XX** - Name, title and signature



### Packing List

- I – Complete name and address of the exporter;
- II - Complete name and address of the importer;
- III - Code number and quantities;
- IV - Package type and quantities (volume);
- V – Dimensions of each volume;
- VI – Total gross weight (it includes wraps, boxes, and any other package used and the goods);
- VII - Net weight for each item (considering only item –itself-, free of any packages) and total net weight;
- VIII – Packing list number, PO number and date;
- IX – Type of freight;
- X - Issue this document on your letterhead paper and the signature must be identified with name and title of the signer. This document need to be signed with blue pen.

\* This document is similar to Invoice, but without mentioning the prices.

### Packing List model

**IX - Letterhead paper**

#### PACKING LIST

**VIII - Nº:**

**VIII - DATE:** ...../...../2018

**II - SOLD/SHIP TO:**

H. Strattner & Cia. Ltda.  
Av. das Águias, 228 Cidade Universitária  
Pedra Branca  
88137-280 - Palhoça - SC - Brazil  
CNPJ: 33.250.713/0002-43

**I - Exporter:** Company name  
Address

**IX - Air Freight - Collect**

**VIII - PO NUMBER:**

Reference	Net Weight (kg)	Total Weight (Kg)	Description	Qty
<b>III - Reference code</b>	<b>VII - 0,500</b>	<b>VII - 0,500</b>	<b>III - Complete description/specification of the goods in English or Portuguese.</b>	<b>III - 1</b>

**VII - Total Net Weight:** 0,500 Kg

**VI - Total Gross Weight:** 0,850 Kg

**IV / V - Package type, Qty and Dimensions:**

**X - Name, title and signature**

### Quality Certificate

- I – Date;
- II – PO number;
- III – Invoice number;
- IV – Part number and lot or serial number;
- V – Quantity of item per lot or serial number;
- VI – Package type and quantities;
- VII – Manufacturer and expiration\* date;
- VIII - Issue this document on your letterhead paper and the signature must be identified with name and title of the signer. This document need to be signed with blue pen.

### Necessary Information

It was recently published by Anvisa (RDC Nº 208/18, 01/05/2018) a new rule, where It´s mandatory to inform manufacture and expiration\* date for all products. Whithout this information will be impossible to request Import License approval for Anvisa.

\*If applicable (the expiration date is applicable for consumable items)

### Sterilization Certificate (applicable in case of sterile items)

- I – Date;
- II – Part number and lot or serial number;
- III – Sterilization date;
- VI – Expiration date;
- VII – Sterilization method;
- VII - Issue this document on your letterhead and the signature must be identified with name and title of the signer. This document needs to be signed with blue pen.

### Package Instructions

Must contain the following information on the package (can be the primary or secondary package) when entering the Brazilian national territory:

- I - Commercial name of product;
- II - Manufacturer name and place of manufacturing;
- III - Lot number or part number;
- IV – Date of manufacture;
- V – Expiration date (if applicable).

### Inadequate packaging (pallet without fumigation stamped)



## Correct packaging



Wooden pallet with fumigation stamped



Plastic case



Plastic pallet



carton box

## In case of Refurbished products

Besides the previous mentioned documents (commercial invoice and packing list), we must receive the certificate of refurbishment, data sheet and test results.

You must mention the below information on the labels:

- I - Commercial name of product;
- II - Manufacturer name and place of manufacturing;
- III - Lot number or part number;
- IV – Date of manufacture;
- V – Date of refurbishment;
- VI – Expiration date (if applicable);
- VII – Value of products;
- VIII – Mention refurbished material on the shipping documents.

## Certificate of Refurbishment

- I – Part number;
- II – Part Description;
- III - Lot number or serial number;
- IV – Date of manufacture;
- V – Date of refurbishment;
- VI – Declared value;
- VII - Issue this document on your letterhead and the signature must be identified with name and title of the signer, and it need to be signed with blue pen.



### Considerations

Please, NEVER send goods to us by courier (DHL, Fedex, UPS, etc) without our authorization, we can receive penalties because it can be considered tax evasion and sometimes the only alternative to solve the problem is sending the item back to the original company.

For that kind of process it is necessary a previous specific analyze, since there is a limited price that is allowed to be imported, besides that in Brazil we cannot resell products imported by courier, additionally products that have ANVISA register, must be imported under a regular import process, not using courier procedure, since it is necessary follow a specific procedure, in order to have ANVISA agreement for the releasing process.

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