

SHIPPING INSTRUCTIONS Brazilian Customs Regulation

Dear Sirs,

In accordance with Brazilian Authorities Regulation for Imports, it is mandatory for all foreign suppliers to follow below the instructions **before** shipping of any material to ThyssenKrupp Metalúrgica Campo Limpo.

In case of these instructions are not followed, your cargo may be put on hold by Brazilian Customs and penalties may be applied.

Considering the mentioned above, it is mandatory that Supplier provides following documents to ThyssenKrupp Import Department, independent of modal freight (air/sea):

1) Invoice, stamped and signed (in blue ink) as original, containing:

- a. Invoice number and date
- b. Exporter's full name and address
- c. Manufacturer's full name and address
- d. Delivery terms (Incoterm)
- e. Payment terms
- f. Complete description of the item
- g. Part number
- h. Material quantity and unit of measure
- i. Unit price, total price and currency
- j. Freight Cost (if CFR, CIF, CPT, CIP, DAP or DAT Delivery Terms) –
the value of the freight must be mentioned in the invoice and be the same of the bill of lading
- k. Insurance Cost (if CIF or CIP Delivery Terms)
- l. Harmonized System Code for each item (Tariff Code)
- m. Package type and quantity
- n. Total net weight (in kg)
- o. Total gross weight (in kg)
- p. Exporter's bank details (Bank name and address, IBAN / SWIFT ...)
- q. Importer's reference (Purchase Order number)
- r. Importer's full name and address
- s. Importer's Tax ID (Bercosul CNPJ)
- t. Country of origin, Country of acquisition and Country of provenance

- u. Port of Loading / Port of Discharge
- v. Name and position of the person who signed the invoice

2) Packing List, stamped and signed (in blue ink), containing:

- a. Exporter's full name and address
- b. Importer's full name and address
- c. Part number
- d. Complete description of the material
- e. Package type and quantity
- f. Quantity of parts per package
- g. Net and Gross weight of part number (in kg)
- h. Total net weight (in kg)
- i. Total gross weight (in Kg)
- j. Dimensions of each package (in cm)
- k. Name and position of the person who signed the packing list

3) Special Instructions for Incoterms EXW, FOB, CIF, CFR, CPT, CIP, DAP, DAT, DDP:

- a. Exporter should arrange shipments with first-line ship owners (if freight prepaid condition).
- b. **CIF** - Insurance Certificate showing door-to-door condition, covering "All Risks" and CIF + 10% value.
Beneficiary should be ThyssenKrupp Metalúrgica Campo Limpo
Brazilian Insurance Company Representative should be mentioned on Insurance Certificate (full name, address and contact).

4) Packaging:

- a. Exporter must provide proper packaging to guarantee integrity of cargo and protection against rust and humidity during transportation and clearance process.

5) Other Assumptions:

- a. No shipment can be delivered by courier service.
- b. The original documentation (commercial invoice and packing list) must be delivered to the freight forwarder nominated, together with the cargo.
- c. The weights mentioned in the commercial invoice and packing list are of total responsibility of the Exporter. All the cargoes are re-weighted at origin port before the shipments, and in case of any divergence found in the gross weight, the shipment keep "on hold" until the Exporter does the amendment in the shipping documents accordingly.
- d. According to Brazilian legislation, when cargo arrives at the port, the terminal weighs all the containers and if weights found is more than 5% of the weights mentioned in the shipping documents, the authorities keep the clearance "on hold" and all documentation (commercial invoice, packing list and bill of lading) must be amended, in order to continue the clearance process at customs.
- e. As per instructions of MAPA- Ministry of Agriculture, Livestock and Supply (instruction MAPA No. 32/2015) we kindly inform you that all the wooden pallets to Brazil must have the legible IPPC stamp (International Plant Protection Convention) in all sides and the fumigation certificate needs to be delivered with the cargo. On HAWB/HBL & MAWB/MBL issued from 01st Feb, 2016 it must be mentioned if wooden package was used, describing its type, using one of the options as follows:

- Wooden Package: Not applicable (not used)
- Wooden Package used: Processed
- Wooden Package used: Treated/Certified
- Wooden Package used: Not treated/Not Certified

The non-compliance of the above requirement could cause delays in customs procedures, generating extra costs (storage & penalties). It is strongly recommended that the shipper exporting to Brazil uses plastic pallets /packages instead of wooden packages.

6) Contacts at ThyssenKrupp Import Department:

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Please forward these Instructions to all involved staff at your facility, in order to maintain the logistic process in accordance with our operational and quality standards.

We would like to emphasize that these Instructions must be strictly followed. Eventual extra costs generated by the non-conformance of shipping documents will be charged back to you.

We highly appreciate your support. If you have any question, please do not hesitate to contact us.

Thank you.
Best regards,

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