



SCARBROUGH

# Shipping to Brazil





Main thing to remember in regards to accuracy  
of South American Documentation is...

**99% = 0%**



# Shipping to Brazil

## Importers & Exporters must Register with the Foreign Trade Secretariat (SECEX)

- All Brazilian importers and exporters must be registered with the Foreign Trade Secretariat (SECEX) of the Ministry of Industry, Commerce and Tourism (MICT). The inscription number in the General Taxpayer Register of the Revenue Ministry (CGC), of the consignee must appear on the commercial invoice or other documentation for clearance. This is referred to as the CNPJ number (short for Cadastro Nacional de Pessoas Juridicas).

## All Brazilian Importers must have a Brazilian Broker

- They will be a critical partner in ensuring smooth clearance and delivery. Scarbrough International is affiliated with several networks of partners, allowing us to have a global reach with local contacts in Brazil that can deal with issues immediately.





# Invoice and Packing List

## Original Commercial Invoices

- INCOTERMS must be stated on the commercial invoice. DAP is allowed, but discouraged.
- DDP is strictly prohibited in Brazil due to tax reasons.
- *A list of INCOTERMS and their definitions can be found on our website at <http://www.scarbrough-intl.com/incoterms/>.*

## Original Packing Lists

## Requirements of Documents

- 3 colored copies of each
- Signed in blue ink
- Docs must show
  - Freight
  - Insurance
  - Other charges (when applicable) as separate line items

*\*All required Regardless of INCOTerms*



## INCOTERMS® 2010 RULES RESPONSIBILITY CHART

	Any Transport Mode		Sea/Inland Waterway Transport				Any Transport Mode				
	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAT	DAP	DDP
<b>Charges/Fees</b>	Ex Works	Free Carrier	Free Alongside Ship	Free On Board	Cost & Freight	Cost Insurance & Freight	Carriage Paid To	Carriage Insurance Paid To	Delivered At Terminal	Delivered At Place	Delivered Duty Paid
<b>Packaging</b>	Buyer or Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
<b>Loading Charges</b>	Buyer	Seller*	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
<b>Delivery to Port/Place</b>	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
<b>Export Duty &amp; Taxes</b>	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
<b>Origin Terminal Charges</b>	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
<b>Loading On Carriage</b>	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
<b>Carriage Charges</b>	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller
<b>Insurance</b>	**	**	**	**	**	Seller	**	Seller	**	**	**
<b>Destination Terminal Charges</b>	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller
<b>Delivery to Destination</b>	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller
<b>Import Duty and Taxes</b>	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller

\*Seller is responsible for loading charges, if the terms state FCA at seller's facility.

\*\*Negotiable between buyer and seller.



**SCARBROUGH**

888.744.7749  
www.scarbrough-intl.com



# Bill of Lading Requirements

## NCM Number

Brazil requires that the NCM number (Nomenclatura Comum do MERCOSUL) be stated on the bill of lading.



This number is a local classification system in Brazil, and is consistent with the Harmonized Tariff System classifications



It is only mandatory that the first 4 digits of the NCM number be listed.



# Required Documents

Original MBL (may be issued at destination)

Original HBL

Commercial Invoice signed in Blue Ink

Packing List signed in Blue Ink

Other documentation may be requested



Scarborough International is adept at assisting in the completion of various other documentation such as certificates of origin and insurance certificates. As long as we know the particular requirements of the customer, we can customize our documentation packet and process to meet those needs.



# Original Bills of Lading



- Original, rated bills of lading are required for Brazil.
- “As Agreed” or “Prepaid” will not be accepted
- The rate must be shown.

As such, Scarbrough always utilizes our trusted partner in Brazil in order to protect your interests and keep your costs confidential, passing along only the necessary documentation required for clearance to the actual consignee.





# Clearance



- There are two types of clearance in most South American countries ..
  - Cargo Clearance (SISCARGA)
  - Customs Clearance



# The Importance of Details

Specific Details between MBL, HBL and Commercial Docs must match exactly.

## This includes, but it not limited to:

Piece count

Commodity description

Port of loading

Port of discharge

Weight

Container

Seal number

Scarborough takes  
**ACCURACY** serious.

We have an **accuracy checklist specific to Brazil** that is used for each file. Once the MBL is received from the carrier, the MBL, HBL, and commercial documents are checked against each other and this checklist immediately by another team member.

**Ideally this is done with 24 hours of sailing.**

Once this internal check is completed, the documentation is then sent to our reliable partner in Brazil, to once again check over all the documentation for any discrepancies.

Having a representative in Brazil that deals with their Customs procedures as part of daily routine is a big advantage. After this second safeguard, the documents are then emailed to the final consignee for their approval before the originals are sent by courier to destination.



# Yet, more Documentation Rules

## All documentation needs to be presented timely

- Originals must be in-hand at destination absolutely no later than 5 days before cargo discharges at first port of call in Brazil. However, Scarbrough International internal policy is to have originals to destination within 5 to 7 business days after cargo has departed the United States

## Correct documentation is **VITAL!**

- There is a very limited window of opportunity to correct documentation, so ensuring accuracy from the beginning is crucial. Once cargo gets stuck in Brazilian customs, it can be a lengthy, expensive process to get it released.

Penalties for late documentation presentation are up to USD\$5000 per HBL.

Correction letters issued for discrepancy are subject to penalties up to USD\$50 per occurrence.



## Main Ocean Ports

Sao Paulo / Santos

Paranagua

Vitoria

Rio Grande

Itajai

Belem

Rio De Janeiro

Fortaleza

Manaus





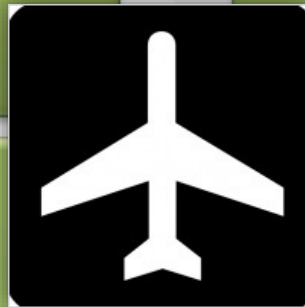
## Main Airports

Sao Paulo / Guarulhos  
International Airport  
(GRU)

*\*Passenger*

Sao Paulo / Viracopos  
International Airport  
(VCP)

*\*Cargo Only*



Rio de Janeiro (RIO)

Porto Alegre (POA)



Questions?



99%=0%