



STANDARD OPERATING PROCEDURE (SOP)

Ana Branco

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STANDARD OPERATING PROCEDURE - SOP

Ocean Import

This document is to explain the procedures for handling import shipment to Brazil.



STANDARD OPERATING PROCEDURE - SOP

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IMPORTANT POINTS:

- Arpex will not accept any shipment without our greenlight.
- All the documents must be filled as per instructions sent in this document.
- For all ocean import shipments to Brazil ports, 30 free days of demurrage is mandatory.

BRAZILIAN CUSTOMS DOES NOT ACCEPT EXPRESS RELEASE OR SEAWAYBILL. A SET OF 3 ORIGINALS MUST BE ISSUED IN THE SANTOS OFFICE OF THE RESPECTIVE SHIPPING LINE.

ALL CARGO SHIPPED WITHOUT NOTICE WILL OCCUR FINE OF BRL 5000.00 AND WILL BE BILLED TO THE ORIGIN AGENT OFFICE. A debit note converted into US dollar plus currency, tax and administrative fees will be sent.

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MASTER BILL OF LADING

MBL Must be filed as per instructions below:

CONSIGNEE

ARPEX BR LOGISTICA INTEGRADA LTDA.

CNPJ 24.272.769/0001-27

Rua do Russel, nº 804, 4º andar,

Flamengo, Rio de Janeiro /RJ, CEP: 22210-010

Phone: + 55 13 3327-8793

e-mail: ana.branco@arpexbr.com

NOTIFY

ARPEX BR LOGISTICA INTEGRADA LTDA.

CNPJ 24.272.769/0001-27

Rua do Russel, nº 804, 4º andar,

Flamengo, Rio de Janeiro /RJ, CEP: 22210-010

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VESSEL'S NAME AND VOYAGE

PORT OF LOADING

PORT OF DISCHARGE

CARGO DESCRIPTION:

- Cargo description must contain the follow information:
- Container number, quantity and type
- Seal number
- Packages quantity and type
- Cargo description
- Product NCM or HS Code – tariff code per item shipped as per shipper's information must be manifested.
- Freight terms (PREPAID OR COLLECT)
- Gross weight must be informed in Kilos (KGS)
- Measurement must be informed in cubic meters (m3)

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TYPE OF PACKAGING:

The correct type of packaging must be mentioned as received by your terminal. Customs does not accept the following:

Simple “package” description will not be considered by customs clearance. The package description must be specific – as carton, pallet, box, etc.

Wood declaration must follow the below formats:

- Wooden Packing: Processed Wood;
- Wooden Packing: Treated and Certified (the materials have been treated and/or fumigated and include a Certificate);
- Wooden Packing: Not Applicable (when packing material is not wooden).

FUMIGATION:

All shipments come to any Brazilian port containing wood, either for lash or for packing must be fumigated due to the Agriculture department requirements. If the wood will not be treated and certified and the container is inspected by Brazilian authorities, the costs of fumigation and demurrage will be billed to the origin agent office.

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MARKS & NUMBERS:

As marked in the packages. For LCL shipments, if possible add your Lot Number to better identify the pieces upon stripping.

DATE (SHIPPED ON BOARD)

OCEAN FREIGHT

Every BL must be freighted and Destination THC must be mentioned.

Origin charges should not be mentioned.

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HOUSE BILL OF LADING INSTRUCTION

HBL must be filed as per instructions below:

SHIPPER

Shipper's details, as per shipper's instruction. With Tax ID.
Complete address, phone number, e-mail.

CONSIGNEE

Cnee details, as per shipper's instruction, with CNPJ (tax ID)
Complete address, phone number, contact e-mail.

NOTIFY

As per shipper's instruction.
Complete address, phone number, contact e-mail.

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DELIVERY AGENT – Should manifest the local office's

VESSEL'S NAME AND VOYAGE – must be the same as manifested by shipping line in the Master BL.

PORT OF LOADING - must be the same as manifested by shipping line in the Master BL.

PORT OF DISCHARGE - must be the same as manifested by shipping line in the Master BL.

CARGO DESCRIPTION:

- Cargo description must contain the follow information:

- Container quantity and type

- Seal number

- Packages quantity and type

- Cargo description

- Product NCM or HS Code – tariff code per item shipped as per shipper's information must be manifested in every House BL and must match the Master BL.

- Freight terms (PREPAID OR COLLECT)

- Gross weight must be informed in Kilos (KGS)

- Measurement must be informed in cubic meters (m3)

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MARKS & NUMBERS:

As marked in the packages. If possible add your Lot Number to better identify the pieces upon stripping.

DATE (SHIPPED ON BOARD):

Must be the same as manifested by shipping line in the Master BL.

OCEAN FREIGHT:

Every BL must be freighted and Destination THC must be mentioned.
Origin charges should not be mentioned.

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ORIGINAL MASTER BL AND HOUSE BL ISSUANCE

Original Master BL must be issued at Santos city shipping line office. Original HBL must be sent to consignee or notify, as per shipper's instruction.

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SHIPMENT ADVISE

Please send an e-mail to ana.branco@arpexbr.com with all the shipments documents as below:

Commercial invoice or Passport copy in case of household goods,

Packing list,

Drafts of MBL and HBL.

IMO documents, if applicable.

Reefer documents, if applicable.

Arpex will contact cnee, or notify for the greenlight to ship the cargo. Even if it is a prepaid shipment and will send the “go ahead” to the origin agent as soon as cnee’s give their OK.

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PRE ALERT

Please send an e-mail to ana.branco@arpexbr.com with all the final documents as below:

MBL copy

HBL copy

ALL THE FINAL DOCUMENTATION MUST BE SENT TO ARPEX BY E-MAIL AS SOON AS VESSEL'S DEPARTURE.

ALL CARGO SHIPPED WITHOUT NOTICE WILL OCCUR FINE OF BRL 5000.00 AND WILL BE BILLED TO THE ORIGIN AGENT OFFICE.

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For any doubt, please contact as per details below:

Ana Branco

Head of Operations

Phone: + 55 13 3327-8793

Mobile: + 55 13 99715 5403 (also whatsapp)

Skype: anabrancoabreu

Thanks for the partnership.

Arpex Team.



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