



Mercedes-Benz

Mercedes-Benz
do Brasil Ltda.
Uma Empresa Daimler

São Bernardo do Campo, October 30th, 2018

Ref.: **Import Instructions 2018 - Shipments from Daimler plants and supplier direct deliveries**

Dear Supplier,

We kindly request your attention on the following rules for imported prices delivery to Mercedes-Benz do Brasil (MBBras).

1) Prices - Negotiation

Prices shall only be valid if being part of a Purchase Order signed by MBBras Purchase Department, with validity terms as per the purchase orders (open- or close-ended).

2) Prices – Commercial Invoice

There should not be any discrepancy between prices stated on the order and those on the invoice. Delay incurred at the customs clearance due to discrepancy between prices on the invoices as well as penalties as a result of this fact shall be charged to the supplier.

Shipments will not be allowed by MBBras if prices in the Invoice are not the same as the contract (purchase order). In this case, goods will be stopped at the port of origin.

3) Payment

Payments shall be effected in accordance to the established on the Purchase Order:

- Payment w/o draft: The supplier should duly indicate on the commercial invoice the bank through which the payment should be effected;
- Further questions on this subject should be directed to our Foreign Trade and Customs Compliance (C/D) to attention of Mr. Ouvidair Gaubeur (Tel. 0055-11-4 173 6702; Fax 0055-11-4 173 6969).

4) Freight and Insurance

Payments referring to international freight collect are negotiated directly between MBBras and the forwarders. Insurance shall be paid by MBBras.

5) Terms of Delivery

There shall be strict regard for the terms and volumes specified on the Progressive Delivery Release (QEP) or on the close-ended orders (EX33). Any backlog of dispatching which may cause a break into our production line or even the eminence of it, MBBras may have the right of requesting airfreight (prepaid freight) in order not to jeopardize MBBras' assembly line.

6) Quality Warranty

The supplier warrants that the goods shall be manufactured and delivered strictly in accordance with the drawings and specifications of the order, in perfect conditions for use, without any flaws or defects. MBBras shall reject the goods which do not conform to such specifications, all expenses arising from the return of the goods being borne by the supplier.

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7) Terms of Packing

Goods shall be properly packed for oversea transport and storage. In case of damages caused to the merchandise due to inadequate packaging, MBBras reserves itself the right to ask for the immediate alteration of the same, the costs being borne by the supplier. Packages shall be marked externally (labeled), indicating *destination, importer and invoice number*.

Supplier is also requested to inform the quantity of parts per package, in order to optimize its use.

In order to protect the native forests from the introduction of wood pests, the International Plant Protection Convention (IPPC) Secretariat, part of the Food and Agriculture Organization (FAO) of the United Nations, has issued *ISPM 15* (International Standards for Phytosanitary Measures) "Guidelines for Regulating Wood Packaging Material in International Trade".

This regulation requests a mark (stamp) indicating that wood packaging material has been subjected to approved phytosanitary treatment in accordance with the standard. (*see ISPM15*)

Note on Phytosanitary Treatment Stamp (IPPC):

"Since 1st march 2016 our Customs authority (Agricultural Authority) are blocking our cargo which are coming without Phytosanitary Treatment Stamp (IPPC). This is a new regulation that was implemented in Brazil and has the purpose of stop any container with wood pallet/box suspected of having insects pest. In case we receive one single box or pallet without the stamping of the Official Treatment, the cargo will be totally blocked at the Harbor or Airport, treated by an official treatment company, and sent back to the origin.

Be sure that all wooden pallets or boxes are treated and have the stamp in the wood, monitor and audit the incoming from your suppliers in order to prevent process deviation and future problems at Customs in Brazil. In order to help us in the discussions with the Authorities please send us a certificate of your Packaging Suppliers proving that all solid wood is/was fumigated and has clear IPPC stamp".

8) Documents for Customs Clearance

- Airfreight: original documentation should be handed over to the forwarder together with the goods, and additionally a set of original documents must be sent by courier to MBBras (See address below).
- Sea freight: original documentation should be sent by courier to MBBras (See address below).

For both cases, the ASN (Advice Shipment Note) must be sent to the contact person at the logistic department in Brazil. This ASN must include the copy of invoice, the date of pick-up of the goods by the freight forwarder and the ETS (estimated date of shipment), and must be sent to us by email.

Mercedes-Benz do Brasil Ltda.

Department: TE/XME- OLE

Mr. Alvaro Pizarro

Av. Alfred Jurzykowski, 562

09680-900 – São Bernardo do Campo – SP BRAZIL

Email address: alvaro.pizarro@daimler.com

Phone: + 55 11 4173-7958

CIP: B 046 MB

The documentation must be presented to TE/XME and to requester and goods can only be shipped after their authorization. Do not contact freight forwarder without this confirmation.



8.1) Documentation LIST:

- 01 Original invoice
- 01 Copy of the **invoice**
- 01 Original of the **Packing List**
- 01 Original of the **Bill of Lading** (B/L) or **Air Way Bill** (AWB) (negotiable)
- 01 Copy of the B/L or AWB (non-negotiable)
- 01 original of **Origin Certificate** (goods covered by special NCM/HS Code)

INSTRUCTIONS FOR THE ISSUANCE OF THE EXPORT DOCUMENTATION

The Invoice:

The original invoice shall be issued on letter headed paper of the firm, not being allowed copies nor use of carbon paper. The original shall be duly signed and rubber- stamped by the firm bearing the complete name of the signer in capital letters. The signature must be hand signed in blue ink pen. **No electronic signature is accepted.**

The invoice shall present:

- the invoice number
- specification of the goods (MBBras number and description in Portuguese or/and English)
- address of the manufacturer
- country of origin
- quantity
- unitary and total prices
- the gross and net weight in total
- net weight per part
- mode of transport (air or sea freight)
- shipment terms (Incoterms)
- payment terms

The Origin Certificate: The Original of the Origin Certificate must be sent for each Invoice. This certificate must be sent together with the original invoice. This document is required for countries: Mexico, Argentina and goods covered by special NCM/HS Code.

The Import License (LI): For some special NCM/HS Code Brazilian law requests an approved import license before shipment. MBBras informs which part needs the LI and the exporter must provide a draft of the invoice before shipment and wait for the shipment authorization.

The packing list: The packing list must include:

- volume
- gross and net weight
- item description
- quantity of parts per package
- package dimensions
- MBBras part number
- package number

Label: The invoice shall present (according to VDA4902):

- receiver
- dock / gate

- invoice number
- MBBras part number
- quantity
- description of the goods
- supplier number
- number of doc /volum

B/L: The B/L shall present:

- NCM / HS Code per part
- Pallet number
- MBBras number and description in Portuguese or/and English
- quantity
- the gross cargo weight
- dimensions in CBM

DOCUMENT CONTENTS: The information on the invoice must represent exactly as the physical contents of the shipment, mainly the item, description, quantity and weight.

The supplier is in charge to weight the goods and its package and to fill in the export documents with this information, as it is a request from Federal Revenue and its lack incurs in fines. Invoice, packing list, packing label, B/L and AWB must have the same contents.

9) Forwarder

9.1) Cargo Origin Europe (except Germany)

- Airfreight and Sea freight – Agility Logistics

9.2) Cargo Origin Germany

- Airfreight – Karl Heinz Dietrich (KHD) – Global DAG Contract
- Sea freight – Hamburg-Süd – Global DAG Contract

9.3) Cargo Origin India

- Airfreight – Agility Logistics
- Sea freight – Hapag Lloyd – Global DAG Contract

9.4) Cargo Origin Other countries

- Airfreight, Sea freight and Land transportation – Agility Logistics

10) Final Provisions

We emphasize that the import documents be issued in accordance to these instructions. MBBras shall not be responsible for non-conform documents which may cause delays and costs, latter being borne by the responsible for the fault.

IMPORTANT: The original of this document is the issuer's responsibility.

Att.,

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