

**MCS ENGENHARIA LTDA**  
**Commercial Invoice Instructions**

**Requirements for Importation into Brazil**

Each shipment must be accompanied by three original copies of the corresponding commercial invoices. To be considered as an original commercial invoice, it must be printed on paper stamped as original and must be signed in blue ink. If you use a carbon form, you must use the first copy. The form must always be the original printed form and not a copy of it, even if you originally sign the copy. The message "original invoice" printed does not classify the invoice as an original one. It means that the MCS supplier must deliver the original commercial invoices to the freight forwarder/ transporter at the moment of the goods pick up at your dock. Please ensure your Export/Logistics teams follow these instructions.

**SUPPLIER IS RESPONSIBLE ENSURING INCLUSION OF THE FOLLOWING INFORMATION ON THE COMMERCIAL INVOICE**

Original Invoice (3 copies)	Must include Vendor Logo; Stamped and signed in blue ink.
Invoice Number and Date	
Purchase Order	Invoice must state MCS's purchase order number
Invoice to Party/Ship to Party	Must read: <b>MCS ENGENHARIA LTDA</b> <b>AL CAIAPOS 596 TAMBORE</b> <b>BARUERI SAO PAULO 06560-110</b> <b>Brazil 65-120419-G178</b>
Shipper's Name and Address	
Manufacturer's Name and Address	Must be listed if Manufacturer is different from Supplier
Merchandise Specification	Required: Part number Full description in English Quantity, unit of measure, unit price, total price (Quantities, unit price and total price expressed In multiples <u>are not</u> allowed)
Inland Freight	Must be added to the total invoice amount (except for Ex Works); otherwise will not be paid
Casing/Packing Expenses	Must be added to the total invoice amount (except for Ex Works); otherwise will not be paid
Currency	Invoice must state currency
Payment Terms	
Terms of Delivery (Incoterms)	Must be on invoice and must match PO
Pieces Identification	Required: Type (box, skid, etc) Total quantity Dimensions

		Unit and extended gross weight in kilos
Country of Origin		Country where parts were manufactured
Country of Acquisition		Country with which Brazil is conducting business
Proceeding Country		Country of departure
Airport of Destination		Must read: Guarulhos, São Paulo – SP, Brazil

### Sample Commercial Invoice for Shipments into Brazil

		<p><b>VENDOR &amp; VENDOR INC.</b> 1234 Michigan Drive, Chicago IL 37013, USA Phone: (999) 123-4567 Fax: (999) 890-1234</p>				
<p>Invoice to: MCS ENGENHARIA LTDA AL CAIAPOS 596 TAMBORE BARUERI SAO PAULO 06560-110 Brazil 65-120419-G178</p>			<p>Ship to: MCS ENGENHARIA LTDA AL CAIAPOS 596 TAMBORE BARUERI SAO PAULO 06560-110 Brazil 65-120419-G178</p>			
<p>Commercial invoice number: 123456 Shipment date: 01/05/2000</p>			<p>Payment terms: Net 30 Shipment terms: Ex works</p>			
<p>Purchase order number: 086/2013</p>						
Customer	Description	Quantity	Unit of measure	Currency	Unit price	Total price
Part Number						
SS2000MD4	Drive Motor Modular	5	EA	USD	255	1,125.00
<p>Pieces identification: 2 Cartons at 118.0 x 80.0 x 76.0 cm each Unit gross weight: 50 Kg Extended gross weight: 60Kg</p>						
<p>Country of origin: USA Acquisition country: USA</p>			<p>Proceeding country: USA</p>			
<p>Airport of destination: Guarulhos, São Paulo – SP, Brazil</p>						
<p>Manufactured by: XYZ Electronics Components 1598 Business Center Drive, Santa Ana, IL 60056, USA</p>						
						<p><b>Signature in blue ink !!</b></p>
						

**MCS ENGENHARIA LTDA**  
**Packing List Instructions**

**Requirements for Importation into Brazil**

As per Brazilian Customs regulations, a packing list is required for every shipment and must contain the following information.

**SUPPLIER IS RESPONSIBLE ENSURING INCLUSION OF THE FOLLOWING INFORMATION ON THE  
PACKING LIST**

Packing Slip (2 copies)	One attached to packaging; One attached to commercial invoice
Shipper's Name and Address	
MCS's Part Number	Must match part number on Purchase Order
Full Description	In English
Quantities Per Box	
Dimensions	In Centimeters
Gross Weight	In Kilos
Net Weight	In Kilos
Box Quantities	Internal and external (Example: 2 pallets with 100 boxes)

**MCS ENGENHARIA LTDA**  
**Packaging/Labeling Instructions**

**Requirements for Importation into Brazil**

It is imperative that each package is labeled with the following information in order to avoid Customs issues.

**SUPPLIER IS RESPONSIBLE ENSURING INCLUSION OF THE FOLLOWING INFORMATION ON PACKAGING.**

Purchase Order Number	The purchase order number allows ease in preparation of documentation for any customs audit in case is required. Also, improves the receiving process in our factory.
Commercial Invoice Number	
MCS's Part Number	This information is essential to customs verification and for our internal receiving process.
Packaging Numbering	The numbering of each package should be based on the total quantity of packages corresponding to each invoice that is been shipped to Brazil.  <b><i>Note: Do not combine multiple commercial invoices in one box. Each invoice should have its own box. Do not add information that is not found on the invoice (such as serial number).</i></b>
Quantities	
Unit of Measure	
Ship to Address	Must read: MCS ENGENHARIA LTDA AL CAIAPOS 596 TAMBORE BARUERI SAO PAULO 06560-110 Brazil 65-120419-G178

(cont.)

**MCS ENGENHARIA LTDA  
Packaging/Labeling Instructions**

**Requirements for Importation into Brazil**

It is imperative that each package is labeled with the following information in order to avoid Customs issues.

**Sample Package Number Identification for Shipments into Brazil**

<i>Purchase Number</i>	<i>Invoice Order Number</i>	<i>Total quantity of packages</i>	<i>Packages Numbering</i>
PO 085/2013	105625	3	1/3; 2/3; 3/3
PO 087/2013	105626	2	1/2; 2/2

**Sample Label for Shipments into Brazil**

Commercial Invoice Number: <b>0029924</b>	Ship to: <b>MCS ENGENHARIA LTDA AL CAIAPOS 596 TAMBORE BARUERI SAO PAULO 06560-110 Brazil</b>
Quantity: <b>1,200</b>	Unit of measure: <b>EA</b>
Purchase order number: <b>086/2013</b>	Package count: <b>002 of 003</b>
part number: <b>65-120419-G178</b>	Comments:

**MCS ENGENHARIA LTDA**  
**Fumigation**

**Requirements for Importation into Brazil**

ISPM 15 is an international measure that directly addresses the need to treat wood materials. Its main purpose is to prevent the international transport and spread of disease and insects that could negatively affect plants or ecosystems.

ISPM 15 affects all wood packaging material (pallets, crates etc.). Products exempt from ISPM 15 are made of alternative material, such as paper, plastic or wood panel products (hardboard and plywood).

All cargo originating from Asia or the United States is subject to Fumigation. These shipments will incur additional import costs and delay in delivery. Because of this, ***it is preferable that shippers do not utilize affected wood packaging materials.***

**MCS ENGENHARIA LTDA**  
**Proof of Delivery Instructions**

**Requirements for Importation into Brazil**

We would like to emphasize that it is imperative that shippers obtain the proof of delivery (POD) for all the goods you deliver to Brazil through our freight forwarders.

No losses or damage complaints are accepted by the insurance companies when documentation is not completely fulfilled and signed off.

Information required on POD:

	Full Name of Freight Forwarder Representative	
	Freight Forwarder Personal ID	
	Freight Forwarder Signature	
	Transporter company name	(ex. DHL, Expeditors, Greenwich)
	Pick up date	