

# PRIO

## Shipper' instructions

Guide for cargo and documents preparation  
of exports to PRIO



This instruction aims to guide PRIO's suppliers regarding the prepare of cargo for export, communication of cargo readiness, as well as the issue of commercial documents (Invoice, Packing List and AWB / BL)

## Prepare of cargo for Exports to Brazil

**Packaging:** PRIO consider that all suppliers are responsible to use proper packaging to assure cargo, logistics, and people involved on cargo manipulation's safety.

**Wooden Package:** All raw wood packaging must go under treatment, the proof will be made through stamp on all sides and / or certificate (making reference to BL / Invoice number).

Note that this is a Brazilian standard and loads without treatment may be returned to origin by the Brazilian authorities.



**Dangerous Cargo:** In case of dangerous goods PRIO should be notified prior to the shipment with MSDS sent to PRIO and also to the named freight forwarder. Cargo should be packed following IMDG and IATA requirements and PRIO should be advised the type of shipment that is allowed considering the packaging used.

**Packaging Label:** For easier identification of the goods it's necessary to attach cargo label informing: Supplier complete name and address, Consignee details, PRIO's order number, project being attended (if applicable).

## Cargo Readiness

Prio Team kindly ask you to advise **at least 3 weeks prior to cargo readiness** for shipment to the following e-mail addresses: [basoares@prio3.com.br](mailto:basoares@prio3.com.br); [groliveira@prio3.com.br](mailto:groliveira@prio3.com.br); and [PRIO@dmslog.com](mailto:PRIO@dmslog.com) attaching the copy of PRIO's Purchase Order and drafts of Invoice and Packing List. **In case of over dimensional cargo a copy of technical drawings with dimensions, weights and lifting points should be sent as well. For dangerous cargo, MSDS should be provided too.**

In this case the Invoice should be issued as a draft without start the counting of payment days. Payment days will start counting from the date of final Invoice issued when the cargo is delivered to shipping agent. Please make sure that issuance date of final invoice matches with the delivery date to shipping agent.

## General Instructions

**COURIER:** Never use a courier company (like DHL, TNT, FEDEX and UPS) to send materials to Brazil. Customs here will retain the cargo and it costs time and money to clear/release the material.

You can use a courier company to send letters, documents, forms or samples and with the **maximum declared value of USD 3000.00**.



**KITS:** it's necessary that the documentation describes all items included in this kit. The same should be done for equipment that will be **delivered dismantled**.

**TEMPORARY EXPORTS** Materials that will be sent to attend a temporary contract in Brazil and should return to the exporter later should be provided with PROFORMA INVOICE instead of Commercial Invoice and the value to be declared should be the same in case PRIO would buy the items.

NOTE: Consumables couldn't be sent as a temporary export and for them PRIO should purchase the items).

**USED / REMANUFACTURED ITEMS:** Materials that are used and would be sell to Brazil should have a special permit that could takes from 3 to 4 months to be granted. Please get in touch with PRIO buyer to advise in case you are selling used or refurbished items.

For temporary exports used items would also need import license, but this is usually granted in up to 5 days after receiving drafts of Invoice and PL.



**Shipping Contents:** In case the materials / equipment contains any liquids, gases, batteries or any other material not listed in the packing list, shipping agent should be notified!



## Cargo Documentation

Shipping documents - documents needed at customs in Brazil to clear cargoes (obligatory):

- AWB or B/L
- COMMERCIAL / Proforma INVOICE
- PACKING LIST
- CERTIFICATE OF FUMIGATION (in case of wooden used for packaging)
- CATALOGUE (in case of equipment)

**It's important to understand that your Invoice should be as a mirror of PRIO's Purchase order. If changes should be done in PRIO's order, kindly contact the buyer.**

## Proforma / Commercial Invoice details

The commercial / proforma invoice should declare all information pointed below.

- Exporter name and complete address (same stated in PRIO's Purchase order)
- Shipper name and complete address (in case is different from Exporter)
- Consignee (following the table in the end of this document)
- Notify party (following the table in the end of this document). This is also the team that is responsible for document analysis
- Full description of goods
- Quantity per line item
- Unit price
- Total price
- Part Number (if it is entailed, it must be declared)
- **Serial Number (if it is entailed, it must be declared and in case of equipment this is an obligation, mainly to grant tax benefits to PRIO)**
- Net weight per item
- Total Gross weight
- Quantity of packages
- Incoterm
- Freight value (in case of prepaid freights)
- Manufacturer with address and TIN number (tax ID)
- Payment Terms
- Bank Information
- **PRIO Purchase order and items numbers.**

**IMPORTANT**



Example



In case of temporary export the document should be titled as "Proforma Invoice". **Consumables can't be sent to PRIO as temporary export. In this case, we kindly ask you to issue a Purchase order and commercial invoice to sell the consumables.**

If manufacturer and supplier are not the same, the manufacturer full name and address must be listed/informed. This is not an arbitrary request and we are subject to be fined in case of misleading information.

## Packing List

Packing list should detail how the material is packed, quantity of volumes, net weight, gross weights and dimensions. This document shouldn't state commercial details.

- Full description of goods per box
- Net weight per item
- Gross weight per box / package
- Dimension, quantity, number and type of packages (wooden pallets, carton boxes, plastic pallets, metal skid...)
- Consignee and invoice number is also necessary.

## AWB / BL

AWB and BL should state cargo information and will follow the cargo on the shipment

- Exporter name and complete address (same stated in PRIO's Purchase order)
- Shipper name and complete address (in case is different from Exporter)
- Consignee (following the table in the end of this document)
- Notify party (following the table in the end of this document). This is also the team that is responsible for document analysis
- General description of the cargo
- Quantity of packages and dimensions
- Total gross weight
- DG info (if applicable)
- In case of wooden package it's recommended to inform that all wooden is treated and certified
- Freight Value

## Subject to fines or penalties by Brazilian customs



- Cargo with wrong manufacturer name and address informed in the documents and stamped in materials
- Discrepancies in weights over 5% than what is detected with weigher when the cargo arrives in Brazil
- Missing DG info when applicable
- Missing wooden treatment in packaging with proper stamp
- All other infos requested above and not informed accordingly

## Consignee / Notify Party:

CNPJ / Tax ID	Cod.	Consignee:	Address:	Notify Party:
03.255.266/0003-35	0703	PRIO BRAVO LTDA – BASE POLVO	V5 Projetada, S/N - Parte Lote A12D - Praia do Açú - São João da Barra - RJ - Postal Code: 28.200-000	MS Logística Internacional Ltda Rua Teófilo Otoni, 52 – sala 601/602 - Centro RJ - CEP 20090-070 Tel 55 21 3095 7777 E-mail: prio-ms@mslogistica.com.br CNPJ 37.679.613/0001-07
03.255.266/0005-05	0705	PRIO BRAVO LTDA – BASE TBMT	V5 Projetada, S/N - Parte Lote A12E - Praia do Açú - São João da Barra - RJ - Postal Code: 28.200-000	MS Logística Internacional Ltda Rua Teófilo Otoni, 52 – sala 601/602 - Centro RJ - CEP 20090-070 Tel 55 21 3095 7777 E-mail: prio-ms@mslogistica.com.br CNPJ 37.679.613/0001-07
02.031.413/0008-35	0606	PETRO RIO JAGUAR PETROLEO S.A. – BASE ABL	V5 Projetada, S/N - Parte Lote A12B - Praia do Açú - São João da Barra - RJ - Postal Code: 28.200-000	MS Logística Internacional Ltda Rua Teófilo Otoni, 52 – sala 601/602 - Centro RJ - CEP 20090-070 Tel 55 21 3095 7777 E-mail: prio-ms@mslogistica.com.br CNPJ 37.679.613/0001-07
02.031.413/0010-50	0608	PETRO RIO JAGUAR PETROLEO S.A. – BASE WAHOO	V5 Projetada, S/N - Parte Lote A12C - Praia do Açú - São João da Barra - RJ - Postal Code: 28.200-000	MS Logística Internacional Ltda Rua Teófilo Otoni, 52 – sala 601/602 - Centro RJ - CEP 20090-070 Tel 55 21 3095 7777 E-mail: prio-ms@mslogistica.com.br CNPJ 37.679.613/0001-07

**\*In case your PO was issued to a different PRIO CNPJ, kindly get in touch with PRIO Purchaser for correction.**

All Shipping documents and communication regarding the shipments should be sent to PRIO contacts mentioned below and [PRIO@dmslog.com](mailto:PRIO@dmslog.com)

DMS is acting as our partner doing the follow up and tracking of all PRIO order's from PO issuance until cargo delivery at PRIO yard.

PRIO's foreign trade analysts are responsible for all strategic decisions and actions between the supplier and PRIO's Purchasers.

Contacts:

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MS Logística is our customs broker responsible for Shipping documents analysis, hs code confirmation, import license when applicable and cargo customs clearance at Brazil. Contact: [prio-ms@mslogistica.com.br](mailto:prio-ms@mslogistica.com.br)

