GRUPO IMEX
Negócios internacionais

EXPORT TO BRAZIL
BEFORE SHIPMENT

Operational responsibilities • 1 / 2

Ship only after written approval from IMEX or the importer.

01 CONFIRM THE OPERATION



- 1.1 **Exporter:** provide the seller and manufacturer details. Confirm the terms of sale.
- 1.2 **Importer:** confirm CNPJ (Brazilian company tax ID), buyer, import model and responsibilities as provided in Incoterms.
- 1.3 **Freight forwarder:** confirm route, destination and details of the parties in the transport.
- 1.4 **Customs broker:** check the identification of the parties in the documents, according to the provided model.

02 VALIDATE PRODUCT AND LICENSES



- 2.1 **Exporter:** send the technical data sheet, composition, intended use, model, serial number and condition of the goods.
- 2.2 **Importer:** validate the NCM (Brazilian tariff classification) and provide the data and authorizations required for the operation.
- 2.3 **Freight forwarder:** confirm transport restrictions and documents for special cargoes.
- 2.4 **Customs broker:** check licensing requirements and submit the filings covered by the authorization to act.

Confirm whether authorization is required before shipment.

03 REVIEW THE COMMERCIAL INVOICE



- 3.1 **Exporter:** issue the invoice with actual data, values, currency, terms of sale and signature.
- 3.2 **Importer:** validate buyer, prices, payment and correspondence with the purchase order.
- 3.3 **Freight forwarder:** provide freight costs and transport charges for review.
- 3.4 **Customs broker:** check the data required for customs clearance and request corrections from the issuer.

04 IDENTIFY THE PACKAGES



- 4.1 **Exporter:** prepare the packing list. Label, weigh, measure and photograph each package.
- 4.2 **Importer:** confirm that the items and quantities match the order.
- 4.3 **Freight forwarder:** verify the package details, weight and dimensions used for booking.
- 4.4 **Customs broker:** compare the packing list, invoice and draft transport document. Identify discrepancies.

Operational division. Each participant's legal and contractual obligations still apply.

GRUPO IMEX
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EXPORT TO BRAZIL

SHIPMENT APPROVAL AND DOCUMENTS

Operational responsibilities • 2 / 2

Has any information changed? Request a new review and approval.

05 • CHECK THE TRANSPORT

5.1 **Exporter:** provide correct cargo data and comply with delivery instructions.

5.2 **Importer:** approve expenses at destination, container free time and document release method.

5.3 **Freight forwarder:** coordinate booking and draft documents. Confirm route, costs and deadlines in writing.

5.4 **Customs broker:** check that the BL, AWB or CRT matches the other shipment documents.

Free time is a commercial term: confirm the agreed period.



06 • TAKE CARE WITH WOODEN PACKAGING

6.1 **Exporter:** provide adequate packaging and, when required, treatment and IPPC marking. Send photos.

6.2 **Importer:** confirm the applicable packaging requirements before authorizing shipment.

6.3 **Freight forwarder:** report any irregularities identified during collection or handling.

6.4 **Customs broker:** advise on the applicable requirements and check the records received.

Never reproduce the IPPC mark yourself. A pallet, by itself, does not require a phytosanitary certificate.



07 • OBTAIN APPROVAL TO SHIP

7.1 **Exporter:** send draft documents and applicable certificates. Wait for written approval to ship.

7.2 **Importer:** approve the operation after reviewing the documents and authorizations required.

7.3 **Freight forwarder:** follow the communicated shipment approval and confirm the carrier's cut-off times.

7.4 **Customs broker:** report outstanding documentary and regulatory issues before shipment approval.

Approval to ship is not customs clearance.



08 • SEND THE FINAL DOCUMENTS

8.1 **Exporter:** send the commercial invoice, packing list and final certificates. Keep the original documents required.

8.2 **Importer:** maintain the operation file and make the necessary documents available to the customs broker.

8.3 **Freight forwarder:** make the transport document available and coordinate corrections with the carrier.

8.4 **Customs broker:** submit the documents and follow up on the customs clearance process within the scope of the powers received.

Final documents must match the approved drafts.



Operational division. Each participant's legal and contractual obligations still apply.