

BRAZIL IMPORT GUIDE

FOR DHL EXPRESS CUSTOMERS

No matter the size of your company, we have the perfect import solution.





Introduction

Courier (Informal) Entry Clearance

- What can be imported by Courier (Informal) mode
- Documentation required
- Customs process
- Taxes and fees
- Operational flow

Formal Import to Brazil Entry Clearance

- What can be imported by Formal Import to Brazil mode
- Documentation required
- Customs process
- Taxes and fees

DHL Customs Services

Documentation

- WayBill
- Commercial Invoice
- Packing List

Online Solutions

- DHL Import Online Express
- DHL ProView

Check List

Prohibited/Restricted Items

Incoterms

Quick Guide



Introduction

Courier (Informal)
Entry Clearance

Formal Import
to Brazil Entry
Clearance

DHL Customs
Services

Documentation

Online Solutions

Check List

Prohibited/
Restricted Items

Incoterms

Quick Guide

In Brazil, import rules and regulations aren't always easy to navigate. For example, all commercial shipments (those intended for resale), regardless of value, must be imported as formal shipments. This is contrary to many other countries where the declared value, quantity and in some cases the weight determine whether the shipment is courier (informal) entry or formal import entry.

Therefore, having prior knowledge of the import process is key to ensuring that the shipment gets cleared efficiently from customs.

All shipments arriving in Brazil are thoroughly inspected by the Federal Customs Service, so the shipment mode you choose will directly impact clearance time. With DHL Express, you can import your shipments via courier (informal) or formal modes. DHL will happily advise you on the best mode for your shipment.

Note: All formal imports are serviced by the Formal Import to Brazil solution.

> **Need to choose
the right import mode
for your shipment?
We're here to help.**



Introduction

**Courier (Informal)
Entry Clearance**

Formal Import
to Brazil Entry
Clearance

DHL Customs
Services

Documentation

Online Solutions

Check List

Prohibited/
Restricted Items

Incoterms

Quick Guide

Did you know that in Brazil, you are able to utilize the courier (informal) entry clearance mode for personal shipments? See details below:

WHAT CAN BE IMPORTED VIA COURIER (INFORMAL) ENTRY ^{1,2}

- » Import clearance for shipments with a CIP/CIF value up to US\$3,000³ — not for resale:
 - Books, periodicals, etc.
 - Samples
 - Finished goods not for resale

Documentation required

- » WayBill (must have the importer's CNPJ/TAX ID)
Important: Importer's Tax ID (CNPJ) is mandatory for all shipments to Brazil. However, Customs clearance may be delayed
- » Commercial Invoice or Pro Forma

Customs process

- » It is not necessary to hire a customs broker; DHL Express can help with the entire Customs process
- » Shipments are cleared on the same day of their arrival

Taxes and fees

- » Import duty: 60% of the shipment's value
- » ICMS tax: (a state value-added tax on services and circulation of goods) average of 18%
- » Internet purchases: the value of freight should be declared on the Commercial Invoice regardless of whether the exporter has already paid taxes and duty

¹ Will be dutiable.

² A legal entity is allowed to make the foreign exchange closing to pay the exporter.

³ CIP/CIF = cost of goods + international freight + international insurance.



Introduction

Courier (Informal) Entry Clearance

Formal Import to Brazil Entry Clearance

DHL Customs Services

Documentation

Online Solutions

Check List

Prohibited/ Restricted Items

Incoterms

Quick Guide

OPERATIONAL FLOW

Here is a quick guide to understanding the steps involved in importing via Courier mode:

IMPORTANT: It is necessary to have at hand the valid Tax ID number (CNPJ) of the importer.¹

NOTE: Brazilian Customs does not accept DHL Express's Tax ID number (CNPJ) in the WayBill.

¹ Along with Federal Customs Service.

* The shipment is subject to Customs examination and revaluation with a fine.

1 Complete the WayBill (WB) and fill out all required Commercial Invoice information.



2 Sender contacts DHL Express to schedule a pickup.



4 After all taxes are assessed, shipment is released for final delivery.*



3 Shipment is loaded and bound for importation into Brazil via Courier mode.



Introduction

Courier (Informal)
Entry Clearance

**Formal Import
to Brazil Entry
Clearance**

DHL Customs
Services

Documentation

Online Solutions

Check List

Prohibited/
Restricted Items

Incoterms

Quick Guide

Formal Import to Brazil Mode is an import clearance solution. It was developed specifically for companies importing cargo, who seek to benefit from the Customs clearance speed and agility offered by DHL Express and its Express courier transport services.

WHAT CAN BE IMPORTED VIA FORMAL IMPORT TO BRAZIL?

- » Materials for resale or with foreign exchange cover, regardless of declared value;
- » Shipping for any purpose that has a greater value than US\$ 3000¹;
- » Donations (only for organizations registered with the government);
- » Materials that require an import license, such as alcoholic beverages and tobacco;
- » Unaccompanied luggage².

The complete list is on Siscomex in the Mercosur Common Nomenclature (NCM).

Documentation required³

- » WayBill must have the consignee's CNPJ*/TAX ID;
- » Commercial invoice and packing list: original copy signed in blue ink;
- » Prior import license: should be approved before the date of shipment to the destination airport (for specific products). This license is only necessary if required by the NCM;
- » Valid CNPJ/TAX ID: the document must be duly registered by Federal Customs Service.

Duties and taxes

- » Some states in Brazil offer tax incentives in accordance with the nature of the company;
- » Import duty: based on the goods' tax classification (NCM);
- » ICMS: average of 18%;
- » IPI (manufactured products): based on the goods' tax classification (NCM);
- » COFINS;
- » PIS;
- » Storage rate (By Infraero);
- » SISCOMEX rate (will be collected by Customs for each record of Import Declaration).

Customs services

- » Formal clearance service.

¹ CIP/CIF = cost of goods + international freight + international insurance.

² The luggage will be cleared by the importer at the Airport (entry by Guarulhos airport or Viracopos airport) being delivered later in any part of Brazil, after the customs clearance.

³ Fines may be applied by the Federal Customs Service for noncompliant documents.

* CNPJ - Cadastro Nacional da Pessoa Juridica (Brazil corporate TAX ID)



Introduction

Courier (Informal) Entry Clearance

Formal Import to Brazil Entry Clearance

DHL Customs Services

Documentation

Online Solutions

Check List

Prohibited/ Restricted Items

Incoterms

Quick Guide

FORMAL IMPORT TO BRAZIL MODE IS EXCLUSIVE TO THE CITIES OF MANAUS, BELO HORIZONTE, PORTO ALEGRE, CURITIBA, RIO DE JANEIRO AND SÃO PAULO

Depending on the State, there are tax benefits for industrial companies and commercial establishments importing to Brazil, such as the tax exemption and tax credit for the ICMS (State tax).

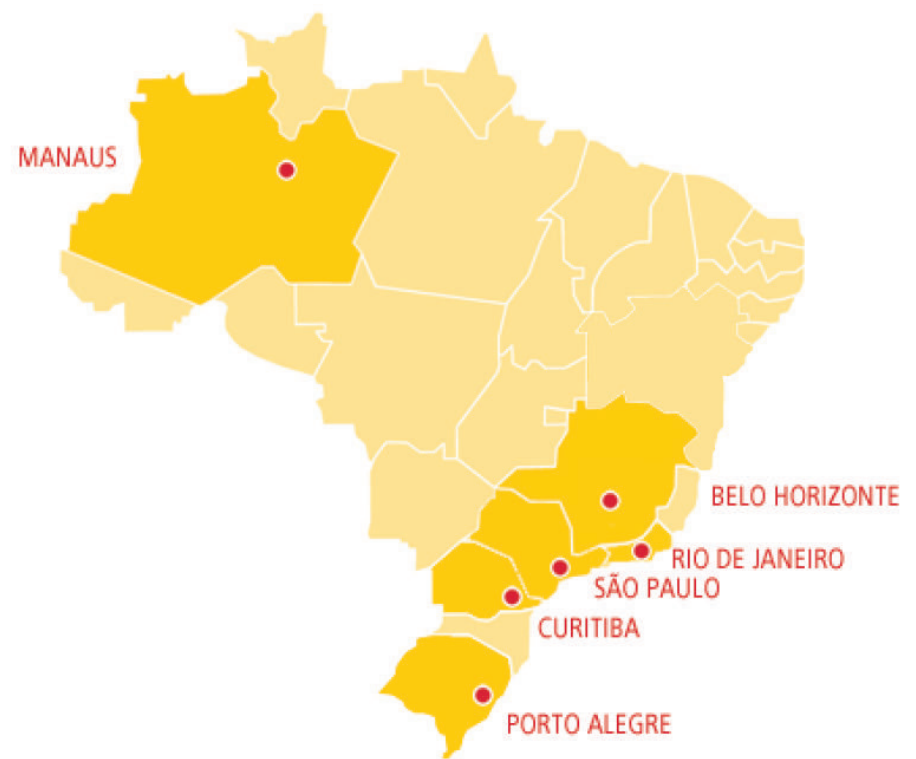
In order for the importer (legal entity) to take advantage of this tax benefit, it is necessary to clear customs in the destination State (offering the benefit). Otherwise, the company will be required to pay taxes applied in the State of São Paulo.

A new express service is performed directly* from the country of origin to the airports of Manaus, Belo Horizonte, Porto Alegre, Curitiba, Rio de Janeiro and São Paulo, and after the arrival of the clearance. Give the documentation to your reliable broker or hire DHL as your broker.

Our Formal Import to Brazil solution flies directly to the final destination without passing through São Paulo.

Main benefits:

- » **The shipment goes straight to the final destination*** (see available targets on map below);
- » **Easy to use** — all you need is a dedicated Import account and the required documentation;
- » **Global Network** — serving 220 countries;
- » **Economy** — table in Reais (R\$) by 0.5 kg to 0.5 kg and no minimum fee.



* For some destinations the shipment may be transferred rather than being sent directly. Consult your sales representative to learn more about using this service.



Introduction

Courier (Informal)
Entry Clearance

Formal Import
to Brazil Entry
Clearance

**DHL Customs
Services**

Documentation

Online Solutions

Check List

Prohibited/
Restricted Items

Incoterms

Quick Guide

If your shipment requires you to use the formal entry clearance mode, Brazilian law requires that you hire a customs broker to assist with the customs clearance process. DHL Express is proud to offer DHL Customs Services to help ensure that the process is seamless and hassle-free.

Here are some of our services at-a-glance:

- » Advisory services for documentation;
- » Guarantee of compliance with laws;
- » Clearance for formal shipments;
- » OHS (NCM) Code Classification Service;
- » Extensive delivery network, covering the entire country;
- » Complete information throughout all stages of the customs process;
- » Portfolio of optional products to meet the diverse needs of your company.

Benefits of using DHL as your Customs Broker:

- » Shortest time between shipment arrival and its clearance through Customs. DHL's unique clearance-in-the-air technology allows us to initiate the clearance process with Customs before the shipment arrives in Brazil;
- » DHL has an experienced team of in-house Customs experts. This allows for more efficient coordination with the Brazilian Customs authorities;
- » DHL Express maintains strong, professional relationships with the Brazilian Customs authority. This ensures that your shipments are cleared with minimal delays.

Additional information can be found at www.dhl.com



Introduction

Courier (Informal) Entry Clearance

Formal Import to Brazil Entry Clearance

DHL Customs Services

Documentation

Online Solutions

Check List

Prohibited/ Restricted Items

Incoterms

Quick Guide

WAYBILL (WB)

» Applies to Formal Import to Brazil and Courier Mode

The WayBill is the contract of transport issued by the company carrier to certify receipt of the cargo. In addition, it certifies the conditions of transportation as well as the obligation of delivery of goods to the legal recipient at the preset destination.

To fill out a WB you must:

- » Complete all sender and recipient data in full;
- » **Provide a detailed description of the content, and be sure to select “FORMAL IMPORT”* in goods description. This avoids shipments being mistakenly sent as Formal Import to Brazil;**
- » Declare the value of the goods in the country as “Declared Value”;
- » If the importer is responsible for shipping, must have the account number on WB;
- » For all import shipments, DHL Express automatically insures the shipment, If you aren’t interested in insuring your shipment, please contact your Sales Executive.

When filling out a WayBill, we recommend using our electronic tools (Check Online Solutions). These tools are easy-to-use, help avoid errors, and save time.

* DHL Express does not validate the FORMAL IMPORT information on the Commercial Invoice, only on the WayBill.

| | |
|--|--------------------------------|
| EXPRESS WORLDWIDE WPX | |
| <small>WSI 3.6.2 / '90-1411'</small> | |
| From | Origin: GRU |
| Contact: Ph : 551161811490 | |
| To : | Contact: Ph :98450394584309 |
| 33002 HIALEAH FL United States Of America | |
| FRMLUS-TMB-FLL | |
| C | Day Time |
| Date: 03-06-2014 | Pce/Shpt Weight: 0.50/0.5 kg |
| | Piece: 1 / 1 |
| Shipper CNPJ/CPF : 58890252000113 Shipper IE :ISENTO | |
| <small>Contents:shdsjdjshd</small> WAYBILL 37 6300 1723 | |
| <small>(2L)US33002+48000001</small> | |
| <small>(J) JD01 4600 0007 2031 9100</small> | |

Recipient's Copy Piece 1 of 1

Introduction

Courier (Informal)
Entry Clearance

Formal Import
to Brazil Entry
Clearance

DHL Customs
Services

Documentation

Online Solutions

Check List

Prohibited/
Restricted Items

Incoterms

Quick Guide

COMMERCIAL INVOICE OR PRO FORMA

» Applies to Formal Import to Brazil and Courier Mode

This is a fiscal document that formalizes the transfer of ownership of goods to a buyer. All shipments that are dutiable in the country of destination must be accompanied by a commercial invoice or Pro Forma.

All commercial invoices must meet the following information prerequisites:

- » Tax ID for importer;
- » Full description and Harmonized System Code (HS);
 - If the shipment's origin is a Mercosur country it must include the Mercosur Common Nomenclature number (NCM).
- » Merchandise unit cost, quantity and currency;
- » Applicable INCOTERM used (DDP/DDU/EXW);
- » Must have the exporter logotype.

IMPORTANT: DHL Express does not produce Commercial Invoices.

| Sender : | | Commercial Invoice | | | | | |
|--|-----------|-----------------------------|------------|----------------|-----------------|--------------|------------------------|
| Phone | Fax | | | | | | |
| Receiver : | | Date : | | | | | |
| | | Invoice Number : 123 | | | | | |
| | | Shipment Reference : 123 | | | | | |
| Phone | Fax | Tax ID/VAT Number: payer | | | | | |
| Exporter ID : | | Exporter Code : | | | | | |
| | | Comments : | | | | | |
| | | Waybill Number : 7983453811 | | | | | |
| Full Description of Goods | Qty | Commodity Code | Unit Value | Subtotal Value | Unit Net Weight | Gross Weight | Country of Manufacture |
| shoes | 10 Pieces | | 1,00 | 10,00 | 10,00 | 10,00 | Brazil |
| Total Declared Value : 10,00 | | Total Net Weight: 100,00 | | | | | |
| Total Pieces : 1 | | Total Gross Weight : 10,00 | | | | | |
| Payer of GST/VAT : payer | | Currency Code : BRL | | | | | |
| Harm.Comm.Code : 123456 | | Terms Of Payment : d | | | | | |
| Invoice Type : COM | | Incoterms 2011 : DAP : mia | | | | | |
| Reason for Export : Permanent | | | | | | | |
| Other Charges : 10,00 | | | | | | | |
| <p>I/We hereby certify that the information on this Invoice is true and correct and that the contents of this shipment are as stated above.</p> <p>SIGNATURE : _____</p> | | | | | | | |
| <p>2010 DHL International Ltd. All Rights Reserved. Terms and conditions</p> | | | | | | | |



Introduction

Courier (Informal)
Entry Clearance

Formal Import
to Brazil Entry
Clearance

DHL Customs
Services

Documentation

Online Solutions

Check List

Prohibited/
Restricted Items

Incoterms

Quick Guide

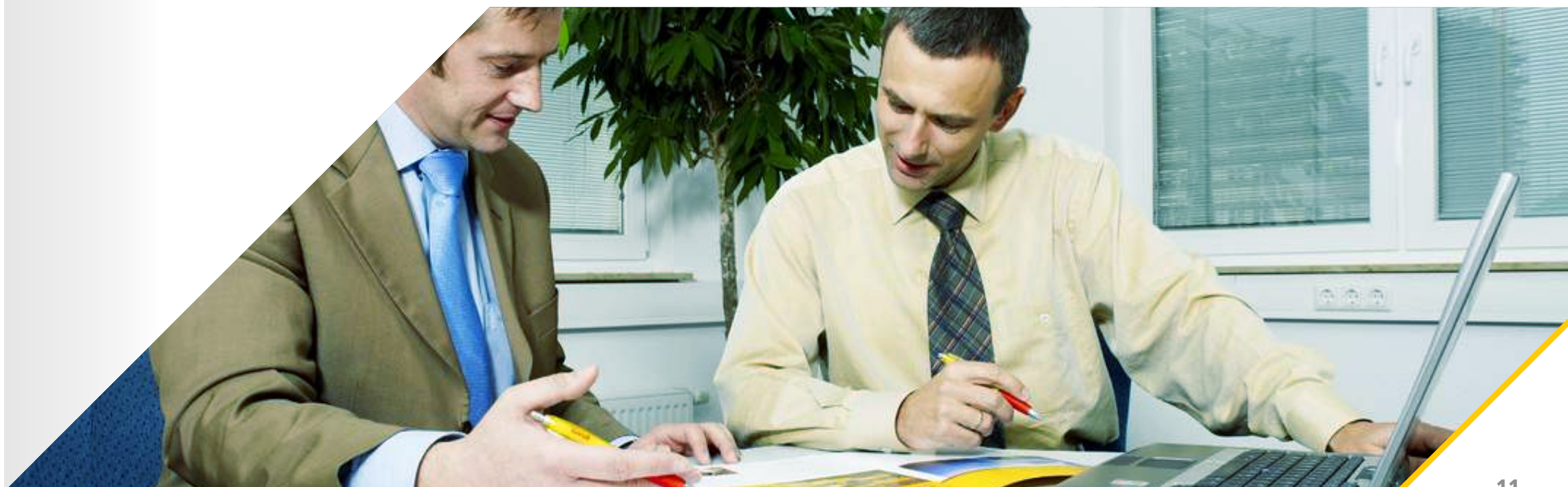
PACKING LIST

The Packing List contains an itemized and detailed list of goods. It is intended to complement the Commercial invoice and assist Customs in the identification and monitoring of goods.

- » The Packing List should reflect the entire contents of the Commercial Invoice;
- » Describe all the shipments, including separate entries detailing exactly what's in each box and the weight of each;
- » The document is indispensable for consignments sent as Formal Import to Brazil.

Packing List

| | | Date: 16/05/2014 | | | | |
|-------------------|-------------|-------------------|---------------|---------------|-----------------------|----------|
| | | Invoice #: 010/09 | | | | |
| | | Customer ID: | | | | |
| To: | | | | | | |
| | | | | | | |
| Salesperson | Job | Shipping Method | Shipping Terr | Delivery Date | Payment Terms | Due Date |
| | | DHL | | | | |
| | | 6717953071 | | | | |
| Quantity | Description | Package | N.W (kg) | G.W (Kg) | Measurement | Serial |
| 20 | Cover | Cartons | 0.190 | 0.268 | 26.5 x 20 x 18 CBM | 1546972 |
| 20 | Cover | Cartons | 0.190 | 0.268 | 26.5 x 20 x 18 CBM | 1546973 |
| TOTAL | | 1 Cartons | 0.380 | 0.535 | 26.5 x 20 x 18 CBM | |
| Box 01 | | | | | | |
| Net Weight: 0.380 | | | | | | |





Introduction

Courier (Informal)
Entry Clearance

Formal Import
to Brazil Entry
Clearance

DHL Customs
Services

Documentation

Online Solutions

Check List

Prohibited/
Restricted Items

Incoterms

Quick Guide

DHL IMPORT EXPRESS ONLINE enables communication between importers and exporters, wherever you are, directly through the Internet.

DHL WEB SHIPPING

Online Shipping is the ideal solution for preparing export shipments. It allows you to create waybills, schedule pickups, store data in submissions, track shipping in real time, and more — all from your computer.

[Click here](#) to learn more about Online Shipping and MyDHL.

DHL PROVIEW

With DHL ProView, you can have real time visibility of your shipments and then you, or anyone specified by you, can receive automatic text or email notifications when shipments are collected or delivered. The application allows users to track shipments by account number or delivery status, in real time, and keeps you and your clients constantly updated.

[Click here](#) to view the DHL ProView User's Guide.

| Pieces | Weight kgs * | L cms * | W cms * | H cms * | Piece Contents | > Copy | > Delete | Total Weight : 0,5 (kgs) |
|--------|--------------|---------|---------|---------|----------------|--------|----------|----------------------------|
| 1 | 0,5 | | | | | Add | | TotalDimWeight : 0,0 (kgs) |

Shipment Details

Description of contents* Guidelines when shipping dutiable shipments

Shipment Status*

> Help me if my shipment is dutiable or not

Document

Non-Document

> Learn more about required paperwork and Customs guidelines

Shipper reference*

Shipping Date

Type Of Service *

Formal (Customs Clearance) > Help

Informal (courier) shipment.

Declared Value *

BRL

Yes, I would like to create my invoice using DHL Web Shipping for dutiable shipment.

Payment Options > Help

Bill To

DHL Account Number *

Bill Duties and Taxes to

DHL Account Number



Introduction

Courier (Informal)
Entry Clearance

Formal Import
to Brazil Entry
Clearance

DHL Customs
Services

Documentation

Online Solutions

Check List

**Prohibited/
Restricted Items**

Incoterms

Quick Guide

Some laws and regulations prohibit DHL Express from shipping certain products or objects. Here are a few examples of prohibited or restricted goods:

COURIER MODE

PROHIBITED



Animals



Antiques
and art works



Cash, debit
card,
checks and
vouchers



Narcotics
(Illegal drugs)



Pirated or
falsified
products



Firearms
(or any part
of) and
ammunition



Ivory



Precious
material
and jewelry



Gambling-
related
paraphernalia



Pornography



Human parts,
including
ashes



Personal
correspondence
and postal
envelopes



Asbestos



Dangerous
or fuel
materials



Goods
used or
reconditioned



Alcoholic
beverages



Tobacco



Semi-
precious
material

RESTRICTED (Consult DHL before)



Medical
samples



Batteries



Plants and
derivatives

Terms, limits and conditions established by IRS Bulletin No. 1,073, October 1, 2010, regulating the customs clearance of import and export consignments transported by business express, international express transport.

Any property is prohibited by law, by international regulation or by any Government or national State where you go or have to pass through to get to its destination.



Introduction

Courier (Informal)
Entry Clearance

Formal Import
to Brazil Entry
Clearance

DHL Customs
Services

Documentation

Online Solutions

Check List

**Prohibited/
Restricted Items**

Incoterms

Quick Guide

FORMAL IMPORT TO BRAZIL

PROHIBITED



Animals



Antiques
and art works



Cash, debit
card,
checks and
vouchers



Narcotics
(Illegal drugs)



Pirated or
falsified
products



Firearms
(or any part
of) and
ammunition



Ivory



Precious
material
and jewelry



Gambling-
related
paraphernalia



Pornography



Human parts,
including
ashes



Personal
correspondence
and postal
envelopes



Asbestos



Dangerous
or fuel
materials



Used or
reconditioned
goods

RESTRICTED (Consult DHL before)



Medical
samples



Batteries



Plants and
derivatives



Products of
vegetable
origin



Tobacco



Semi-
precious
material



Alcoholic
beverages

Terms, limits and conditions established by IRS Bulletin No. 1,073, October 1, 2010, regulating the customs clearance of import and export consignments transported by business express, international express transport.

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Introduction

Courier (Informal) Entry Clearance

Formal Import to Brazil Entry Clearance

DHL Customs Services

Documentation

Online Solutions

Check List

Prohibited/ Restricted Items

Incoterms

Quick Guide

Incoterms (International Commercial Terms) are a set of rules that help simplify the definition of rights and obligations in international commerce. There are a total of eleven Incoterms, but only seven apply to air transport.

By offering Door-To-Door Express service, DHL Express operates with only three Incoterms. Here are some situational examples that determine whether the place of origin/seller or the destination/buyer pays all transport costs:

» **EXW (Ex Works)** — All the costs are paid at the destination by the buyer.

» **DAP/DDU (Delivered At Place/Delivered Duty Unpaid)** — All transport costs are paid by the origin/seller. Taxes and duties are paid by the destination/buyer.

» **DDP (Delivered Duty Paid)** — All transport charges, taxes, and duties are paid by the origin/seller. This service is only available for imports by a courier.

| COSTS | EXW | FCA | FAS | FOB | CFR | CIF | CPT | CIP | DAT | DAP | DDP |
|--|-----------------------------------|---|---|--|---|--|--|-----|-----|-----|-----|
| PACKAGING AND MARKING | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| LOADING | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| DOMESTIC TRANSPORT (EXPORTER'S COUNTRY) | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| EXPORT CUSTOMS CLEARANCE (DEPARTURE) | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| TRANSPORT AT TERMINAL (DEPARTURE) | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| PRINCIPAL TRAVEL INSURANCE | ○ | ○ | ○ | ○ | ○ | ■ | ○ | ■ | ○ | ○ | ○ |
| PRINCIPAL TRAVEL TRANSPORT | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| TRANSPORT AT TERMINAL (ARRIVAL) | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| IMPORT CUSTOMS CLEARANCE (ARRIVAL) | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ▬ | ■ | ■ |
| DOMESTIC TRANSPORT AT DESTINATION | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| UNLOADING AT DESTINATION | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| TRANSFER OF RISKS (FROM SELLER TO BUYER) | AT THE PLACE DESIGNATED AT ORIGIN | UPON DELIVERY TO THE TRANSPORTER NAMED BY THE BUYER | ALONGSIDE SHIP, ON THE QUAY AT THE PORT OF SHIPMENT | UPON CROSSING THE SHIP'S RAILS AT THE PORT OF SHIPMENT | UPON DELIVERY TO THE SUPPLIER CONTRATED BY THE SELLER | ON THE QUAY AT THE PORT OF DESTINATION | DDP (DELIVERED DUTY PAID) - AVAILABLE ONLY FOR COURIER SHIPMENTS. TRANSPORT FEES AND TAXES BORNE BY THE CONSIGNOR. | | | | |

Incoterms/2010

SELLER
 BUYER
 SELLER / BUYER
 ○ OPTIONAL



- Introduction

- Courier (Informal) Entry Clearance

- Formal Import to Brazil Entry Clearance

- DHL Customs Services

- Documentation

- Online Solutions

- Check List

- Prohibited/Restricted Items

- Incoterms

- Quick Guide

| INFORMAL ENTRY | FORMAL ENTRY | INFORMAL ENTRY | FORMAL ENTRY |
|---|---|---|---|
| What can be imported | | Taxes and Fees | |
| <ul style="list-style-type: none"> » Import clearance for shipments with a CIP/CIF up to US\$3,000¹ – not for resale² <ul style="list-style-type: none"> • Books, periodicals, etc. • Samples • Finished goods not for resale <p><small>1 CIP/CIF = cost of goods + international freight + international insurance 2 Does not include items for personal use or unaccompanied luggage</small></p> | <ul style="list-style-type: none"> » Items for personal use » Unaccompanied luggage » Materials for resale or with foreign exchange cover, regardless of declared value » Items with declared customs value over US\$3,000 » Donations (only for organizations registered with the government) » Materials that require an import license, such as alcoholic beverages and tobacco | <ul style="list-style-type: none"> » Import duty: 60% of the shipment's value » ICMS tax: (a state value-added tax on services and circulation of goods) average of 18% | <ul style="list-style-type: none"> » Import duty: based on the goods' tax classification (NCM) » ICMS: average of 18% » IPI (manufactured products): based on the goods' tax classification (NCM) » COFINS: 7.65% of the declared value » PIS: 1.65% of the declared value |
| Documents Required³ | | Customs Services | |
| <ul style="list-style-type: none"> » WayBill (must have the consignee's CNPJ/TAX ID) » Commercial Invoice | <ul style="list-style-type: none"> » WayBill must have the consignee's CNPJ/TAX ID » Commercial Invoice and packing list: original copy signed in blue ink » Prior import license: should be approved before the date of shipment to the destination airport (for specific products) » Valid CPF/CNPJ TAX ID: the document must be duly registered by Federal Customs Service » Main requirement: importer registration with the Federal Customs Service (RADAR) <p><small>3 Other documents may be required</small></p> | <ul style="list-style-type: none"> » Formal clearance service » Bonded storage | |
| | | Online Solutions | |
| | | <p>DHL IMPORT EXPRESS ONLINE enables communication between importers and exporters, wherever you are, directly through the Internet. With DHL Import Express Online you can:</p> <ul style="list-style-type: none"> » Complete waybills electronically, securely, and easily » Control shipments electronically » Gain full visibility of your shipments » Schedule pickups and organize imports » Keep information confidential | |
| | | <p>DHL Web Shipping helps you prepare and manage express international and domestic shipments—all directly from the Internet. With DHL Web Shipping you can:</p> <ul style="list-style-type: none"> » Print labels » Schedule pickups » Store contact details » Track your shipments | |
| Customs Clearance | | Incoterms | |
| <ul style="list-style-type: none"> » It is not necessary to hire a customs broker as DHL Express will handle the customs clearance | <ul style="list-style-type: none"> » DHL Express provides customs clearance services to conduct the process | <ul style="list-style-type: none"> » EXW (Ex Works) — All costs are paid by the destination/buyer. » DAP/DDU (Delivered At Place/Delivered Duty Unpaid) — All transport costs are paid by the origin/seller. Taxes and duties are paid by the destination/buyer. » DDP (Delivered Duty Paid) — All transport charges, taxes, and duties are paid by the origin/seller. This service is only available for imports by a courier. | |



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Other locations: 0800 771 3451