Brazil Export Guide
For DHL Express customers

The agility that takes care of both your product and your production.
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When we talk of exports, we are referring to the exit of documents and non-documents from the country, which is generally considered an opportunity for both Brazil and Brazilian companies who export and stimulate the nation’s economy.

The first step to start exporting is to check if the goods to be exported are subject to any trading restriction. Brazil also has a few specific laws that must be considered and hence it is very important to know how the process functions before closing the deal.

In this guide you will find step-by-step orientation for secure and speedy exports. Remember that you can use DHL Express’ solutions and tools for exports through both courier and formal shipments.
Did you know that courier is mainly used in Brazil to ship documents and samples purpose? Read on for more details:

**WHAT MAY BE RELEASED THROUGH COURIER**
» Items in quantity that does not characterize a sale;
» Items shipped abroad by an individual or legal entity, without foreign exchange cover, up to US$5,000;
» Samples: quantity sufficient only to get acquainted with the product (subject to the interpretation of the Customs Officer at the destination)

**Documents Required**
» Waybill (original);
» Brazilian Invoice (Nota Fiscal);
» Commercial Invoice.

**Customs procedures**
» It is not necessary to hire a customs broker.

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**Operational Flow:**

1. Complete the Waybill and the commercial invoice, provide the Brazilian invoice (Nota Fiscal);
2. Contact DHL Express to schedule a shipment;
3. Your shipment will be inspected by Brazil’s Federal Customs Service. If everything is Ok, it will be released for shipping by courier process;
4. After departure, your shipment is transported to the final destination through DHL Express’ operational network;
5. After reaching the destination and being cleared by local authorities, your shipment is on course to the final delivery.
The Solução Carga Aérea Expressa for exports is available for companies that wish to export cargo with customs clearance, without foregoing the speed and agility of DHL Express’ express courier transport service.

WHAT CAN BE CLEARED IN THE FORMAL MODE WITH THE SOLUÇÃO CARGA AÉREA EXPRESSA

» Items with declared value of over US$5,000, even without foreign exchange cover;
» Goods destined for sale or that need foreign exchange cover regardless of the declared value;
» Items to be exported in a temporary mode;
» Used personal items like used computers or cameras. This is valid only for individuals and is subject to proof of ownership of the object;
» Unaccompanied luggage that characterizes the migration of an individual to another country.

Documents Required¹

» Waybill – original;
» Commercial Invoice and Packing List;
» Brazilian Invoice (Nota Fiscal);
» Other documents (if required).

Customs procedures with Solução Carga Aérea Expressa

» WITH SIMPLIFIED EXPORT DECLARATION (DSE): In this case, DHL Express is authorized to process the shipment clearance through SISCOMEX and the shipment of goods with declared value of up to US$50,000 for customers without prior registration with our customs broker at the Federal Customs Service.

» WITH EXPORT REGISTRATION (RE): In this process, there is no limit on the value, but prior registration with the customs broker is required. The RE contains commercial, foreign exchange and fiscal information, which characterize the export of certain merchandise and its classification.

¹ Fines may be applied by the Federal Customs Service for noncompliant documents.

If you use DHL CUSTOMS SERVICE, our custom broker has the registration on the same day as the shipment is cleared by customs. We have a commercial and operational agreement that ensures us priority in the processes, saving you time and bureaucracy.
OPERATIONAL FLOW
Understand the operational flow of exports by solução carga aérea expressa:

1. Complete the Waybill, packing list and the commercial invoice, provide the Brazilian invoice (Nota Fiscal);
2. Contact DHL Express to schedule pickup;
3. Your shipment will be inspected by the Federal Customs Service:
   - In case of DSE: DHL Express will prepare the Simplified Export Declaration (DSE) via SISCOMEX
   - In case of RE: DHL Express will prepare the Export Registration (RE) and the Export Declaration (DDE) via SISCOMEX
4. If the process is OK, your shipment is cleared for dispatch through formal mode on the same day as the customs clearance;
5. After dispatch, your shipment is transported to the final destination through DHL Express’ operational network;
6. As soon as your shipment it arrives at the country of destination and cleared by local authorities, it is on course to the final delivery.

DOCUMENTATION

COMMERCIAL INVOICE:
Fiscal document that formalizes the transfer of ownership of a certain good to a buyer. All shipments that are dutiable in the country of destination must be accompanied by a document.

Filling out this document is very simple:

» First, fill it out in quadruplicate (one original and three copies), all signed in blue ink;
» Inform the country of destination of the product and detailed information on the consignor and consignee (including the Corporate Taxpayer Identification Number (CNPJ/TAX-ID) of both);
» Describe the products in detail, including the Mercosur Common Nomenclature (NCM);
» Fill out the unit and total value in foreign currency (US$);
» Quantity of each item, gross weight and net weight;
» Freight (only when paid by the exporter (manufacturer) in the country of origin);
» Payment conditions and export terms, as well as Incoterms negotiated.

WAYBILL
It is an international postal form issued by the carrier company, attesting to the receipt of the cargo, the terms of transport and the obligation to deliver the goods to the legal consignee at the agreed point of destination, and verifying the ownership of goods.

To complete an Waybill, just:

» Provide all the information about the consignor and consignee;
» Inform the declared value of the shipment in US$ in the field “Value Declared”;
» If freight is paid at the destination and the consignee has an account number with DHL Express, inform the account number in the field ‘Transportation Costs’
### Field 2: From (Sender)
Required fields: To charge your shipment, enter your account number, CNPJ/INN/TIN, complete address including postcode and your company name and department.

### Field 3: To (Receiver)
Required fields: Fill in the company (or individual) name and complete address including postcode, country and contact person’s name. A telephone/fax or e-mail address is required.

### Field 4: Shipment’s Details
Required fields: Fill in the number of pieces in your shipment, the total weight rounded up to the nearest ½ kilo, and size of each piece in cm (length x width x height).

### Field 5: Full Description of Product
Required fields: Give and exact description of the contents and quantities in English language

### Field 6: Customs required
Required fields: For quick and reliable export of declarable items, DHL needs precise information on the characteristics of the export including actual value of the goods

### Field 8: Product & Services
Tick the box next to the product and service options you require. If “other” is selected, please specify the required service in the space provided.
ON-LINE SOLUTIONS

In order to your daily routine and simplify your shipments, DHL Express offers a complete portfolio of on-line solutions, from the issue of documents to the control of invoices and the complete tracking of all your shipments.

Learn more about the main benefits of our electronic tools and start using them right away.

1 Tool to find out the services available and the transit time:
DHL DCT: provides the transit time of your shipment and all the express delivery services available in your location.

Main benefits:
» More Options: provides all of DHL Express’ service alternatives for the location selected;
» Organization: provides information on the latest scheduling and collecting times.

2 Shipment tools:
EMAILSHIP: It is a shipment tool that enables you to complete a waybill form, customs documents and scheduling of pickup in a single PDF document.

Main benefits:
» Speed: shipments sent and received by email;
» Simplicity: no need for high-speed Internet and registration of data on the web;
» Cost reduction: no need for a telephone call to request a pickup.

DHL CONNECT: It is a shipment tool with Internet access that allows processing and management of shipments directly on the desktop.

Main benefits:
» Easy: complete the electronic Waybill and request pickup through the tool;
» Agility: storage of addresses of consignors and consignors.

3 Tool for complete management of your shipments:
DHL PROVIEW: on-line tool for managing shipments, which provides full visibility of all stages of your shipments, quicker and safer.

Main benefits:
» Visibility: access to information of all your shipments up to 1,999 accounts;
» Control: notification of status (from pickup to delivery) by email and/or text message (SMS).

4 Tool for invoices
E-Billing: the e-Billing is an on-line tool that allows access to DHL Express invoices. With it you can query not only your invoices but also the component Waybills, print the bill for payment at the bank and view images of Waybills.
# CHECK LIST

Make sure you followed all the instructions listed belows.

<table>
<thead>
<tr>
<th>INDIVIDUALS</th>
<th>EXPORT NOT ALLOWED</th>
<th>COURIER SHIPMENT</th>
<th>FORMAL SHIPMENT THROUGH SUAÇO/GONÇA/EKSPRESSA</th>
<th>LEGAL ENTITY NOT ALLOWED</th>
<th>COURIER SHIPMENT</th>
<th>FORMAL SHIPMENT THROUGH SUAÇO/GONÇA/EKSPRESSA</th>
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Formal shipment through SUAÇO/GONÇA/EKSPRESSA requires special permission and is not allowed for personal use. Individuals are not allowed for courier shipment.
INCOTERMS

Incoterms (International Commercial Terms) are a set of rules that help to simplify the definition of rights and obligations in international commerce. They are represented by the letters E (departure – EXW), F (international transport not paid - FCA, FAS, FOB), C (international transport paid - CIF, CPT, CIP), and D (arrival - DAF, DES, DEQ, DDU, DDP) There are a total of 13 incoterms, but only six apply to air transport.

DHL Express operates only with three incoterms because, as it offers a Door-To-Door Express service, it uses terms under which either the place of origin or destination pays all transport costs. They are:

- EXW (Ex Works) – All costs are paid by the destination.
- DDU (Delivered Duty Unpaid) – All transport costs are paid by the origin. Taxes and duties will be paid by the destination.
- DDP (Delivered Duty Paid) – All transport charges, taxes and duties are paid by the origin.

The following table lists all the incoterms:

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<th>COSTS</th>
<th>EXW</th>
<th>FCA</th>
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DHL EXPRESS
CALL DHL EXPRESS

São Paulo:
55 (11) 3618.3200

Other locations:
0800 771 3451

www.dhl.com.br