



## NOTIFICATION LETTER

Caucaia, April 14th 2021.

**To:** All Suppliers

**Subject:** Documentation Requirements

In order to comply with Brazilian Customs requirements please be informed we **must** receive via courier (Fedex, DHL, UPS or other), in up to 3 workings days of documents approval, hard copies of the following documents for all shipments:

- B/L / AWB (when not express release) – 3 originals + 3 copies (if applicable)
- Commercial Invoice – 1 signed and stamped originals
- Packing List – 1 signed originals
- Certificate of Analysis / Quality Certificate – 1 original
- Certificate of Origin (if applicable) – 1 original

Please send them to our address:

Aeris Ind. e Com. de Equipamentos para Geração de Energia S.A.

Rod. CE-155, s/n, km 02 - Complexo Industrial e Portuário do Pecém, Setor III

CEP 61.680-000 - Caucaia, Ceará - Brasil

Att: Suprimentos – Comércio Exterior (care of your main contact in Aeris' Foreign Trade department – who is in charge of the process)

Tel.: 55 85 3304-5959 / 55 85 98197-6316

CNPJ: 12.528.708/0001-07

We appreciate your understanding and thank you in advance.

Best regards,

Aeris Energy

Supply Chain Department

**\*\*\* REMINDER \*\*\***  
**DOCUMENTARY INSTRUCTIONS**



## NOTIFICATION LETTER

*Failure to comply may result in the application of fines and penalties in the customs clearance process.*

### For Ocean Shipments

All shipping documents (COMMERCIAL INVOICE, PACKING LIST, BILL OF LADING, INSPECTION CERTIFICATE and FUMIGATION CERTIFICATE) must be sent to the same person who has issued previously the purchase order, at least 3 days prior to vessel departure from origin in order to check compliance with requirements.

After approval / green light, hard copies sent to Import Aeris email address and courier tracking number informed.

All palletized or wooden packed cargo accompanied of a fumigation certificate. BLs must state the presence of wood.

### For Air Shipments

All shipping documents (COMMERCIAL INVOICE, PACKING LIST, AIR WAY BILL, INSPECTION CERTIFICATE and FUMIGATION CERTIFICATE) must be sent to the same person who has issued previously the purchase order via e-mail as soon as the goods are ready for shipment in order to check compliance with requirements. After approval, hard copies must come along with cargo.

Please find below requirements of each shipping document:

<b>COMMERCIAL INVOICE</b> printed on exporter letterhead must include:	✓
1) Importer complete data: AERIS IND. COM. DE EQUIPAMENTOS PARA GERAÇÃO DE ENERGIA S/A RODOVIA CE 155, S/N KM 02, CAUCAIA – CE - CEP 61.680-000 - BRASIL CNPJ: 12.528.708/0001-07	
2) Exporter complete data;	
3) Purchase order reference and date;	
4) Aeris SAP code and complete description of goods in English, Spanish or Portuguese (mark, brand, type, model, serial number, scientific name, etc., if applicable);	
5) Quantity of each material (same unit of measurement as the purchase order); <b><u>If goods are split on more than one container please advise quantity and container number in the table or message</u></b>	
6) Number, dimensions and kind of packages;	
7) Total gross and net weights;	
8) Manufacturer's full name and address;	
9) Country of Origin: place where the goods were produced/manufactured;	
10) Country of Acquisition/Purchase: where the seller is domiciled or has his business;	
11) Country of Provenance: country from which goods were initially dispatched to the importing country;	
12) Unit price and Total amount for each kind of the good;	
13) Freight Value (if covered by exporter, in case of CIP, CIF, DAP, CFR);	
14) Insurance cost (in case of CIP,CIF,DAP);	
15) Sales Terms (incoterm);	
16) Payment terms, currency and bank details;	
17) Signed with name and role of authorized person.	

**\*\*If there is a commercial discount or any cost (documents, packaging, etc.) the amount must be added on the items. \*\***



## NOTIFICATION LETTER

<b>PACKING LIST printed on exporter letterhead must include:</b>	✓
1) Importer complete data: AERIS IND. COM. DE EQUIPAMENTOS PARA GERAÇÃO DE ENERGIA S/A RODOVIA CE 155, S/N KM 02, CAUCAIA – CE - CEP 61.680-000 - BRASIL CNPJ: 12.528.708/0001-07	
2) Exporter complete data;	
3) Purchase order reference and date;	
4) Aeris SAP code and complete description of goods in English, Spanish or Portuguese (mark, brand, type, model, serial number, scientific name, etc., if applicable);	
5) Quantity of each material (same unit of measurement as the purchase order); <b><u>If goods are split on more than one container please advise quantity and container number in the table or message.</u></b>	
6) Number, dimensions and kind of packages;	
7) Total gross weight;	
8) Net weight per item and total.	
<b>BILL OF LADING (Ocean Shipments)</b>	✓
1) Importer complete data: AERIS IND. COM. DE EQUIPAMENTOS PARA GERAÇÃO DE ENERGIA S/A RODOVIA CE 155, S/N KM 02, CAUCAIA – CE - CEP 61.680-000 - BRASIL CNPJ: 12.528.708/0001-07	
2) Exporter complete data;	
3) Goods description;	
4) Number, dimensions and kind of packages;	
5) Total gross weight;	
6) Volume of cargo in CBM;	
7) Container number;	
8) Seal number;	
9) NCM number (only the first 4 digits) of all materials;	
10) Free time demurrage;	
11) In case of IMO (dangerous) and general chemical cargo, all IMO information (class, UN...) and send us MSDS in Portuguese and in English.	
<b>AIR WAY BILL (Air Shipments)</b>	✓
Importer complete data: AERIS IND. COM. DE EQUIPAMENTOS PARA GERAÇÃO DE ENERGIA S/A RODOVIA CE 155, S/N KM 02, CAUCAIA – CE - CEP 61.680-000 - BRASIL CNPJ: 12.528.708/0001-07	
2) Exporter complete data;	
3) Goods description;	
4) Number, dimensions and kind of packages;	
5) Total gross weight;	



## NOTIFICATION LETTER

Please include **Trader Identification Number (TIN)** in every shipping document – harmonized solution proposed by World Customs Organization (WCO) – in order to allow efficient implementation of Mutual Recognition Agreements (ARM) and cooperation between Customs with the OAS identification.

**The TIN consists of two parts:**

- 1) Identification of the issuing country: uses the country ISO code, with two letters.
- 2) Operator identification code in the country, defined by Customs, without points or digits.

**Certificate of Origin:**

The valid Certificate of Origin is required for the preferential treatment applied in Brazil, particularly for industrialized products originated from Mercosul and from ALADI.

**Goods packed with wooden material:**

All packaging that contains wood in its composition, must be properly treated and certified.

**Shipments:**

**Freight collect:**

In order to arrange international freight, the supplier should inform in advance all details of the cargo with Invoice and Packing List issued for approval.

**Freight Prepaid**

Supplier should inform by e-mail ETD on origin port and ETA on destination port.

Supplier should inform the freetime for containers before shipment and never less than 21 days for USA or Europe shipping and 30 days for Asia shipping.

**Please, take note:**

It is important to reinforce that all shipment documents must be sent for approval before shipment occurs to the email address [import@aerisenergy.com.br](mailto:import@aerisenergy.com.br).

Also, the original documents must be send to our head office in the following address.  
All documents must be signed.

*Aeris Ind. e Com. de Equipamentos para Geração de Energia S.A.*

*Rod. CE-155, s/n, km 02 - Complexo Industrial e Portuário do Pecém, Setor III*

*CEP 61.680-000 - Caucaia, Ceará - Brasil*

***Att: Suprimentos – Comércio Exterior (care of your main contact in Aeris' Foreign Trade department – who is in charge of the process)***

*Tel.: 55 85 3304-5959 / 55 85 98197-6316*

*CNPJ: 12.528.708/0001-07*

If you have any further questions, feel free to contact us anytime.