



SOP AGENTES
Ocean Freight
2023

PORTS

SÃO PAULO

There are 2 different ports:

SANTOS (SSZ)

SÃO SEBASTIÃO (SSO)

OTHER BRAZILIAN PORTS

- PARANAGUÁ
- SEPETIBA
- SUAPE
- RIO DE JANEIRO
- VITÓRIA
- NAVEGANTES
- RIO GRANDE
- MANAUS
- SÃO FRANCISCO DO SUL
- ITAJAÍ
- SALVADOR

HOW TO ISSUE **THE MASTER**

MASTER BILL OF LADING

Shipper's name:

- Your company or D.B.A. NVOCC
- Full Address

Consignee's name:

ENTERPRISE TRANSPORTES INTERNACIONAIS LTDA.

CNPJ: 04.799.090/0001-83

Rua Enxovia, 472, 24th floor, suite 2407

Vila São Francisco, São Paulo, SP, 04711-030

Marks and Numbers:

As per shipper's instructions

Ocean freight:

- Shall obligatory show the ocean freight which **must always be prepaid**
- The Freight amount must be the same or lower than H/BL's
- Please do not show any extra charges on MBL, show only the freight value
- Master Bill of Lading must have always to be issued on prepaid basis otherwise we will not be allowed to wire transfer your profit or handling.

HOW TO ISSUE **THE MASTER**

FIELDS – MUST SHOW:

- Container Number
- Seal Number
- Volume Number
- Weight in Kilograms
- Container Tare
- CBM
- NCM Number
- Equipment (20', 40', 40HC...)
- Also if shipment is FCL/FCL (House)
- FCL/LCL (Pier)
- Part of Container (Part Lot)
- CY/CY (House)
- CFS/CFS (Pier)
- Our Shipping Instruction Number
- Clean on board date
- B/L date of issuing
- Wooden material and/or packing

HOW TO ISSUE **THE HOUSE**

HOUSE BILL OF LADING (NVO)

Shipper's name:

- The shipper's full name and address as per Commercial Invoice

Consignee's name:

- The consignee's full name and address as per Commercial Invoice and **CNPJ number**

Marks and numbers:

- As per shipper's invoice or packing list

Demurrage term

- The following sentence must be included :

“The Merchant is responsible for payment of demurrage and/or detention that may be charged against Enterprise Transportes Internacionais Ltda by the shipowner (MB/L), in or out of court”

Ocean freight:

- It can be on Prepaid or Collect basis, as per shipper and consignee negotiation.
- Must always be shown with all costs included (lumpsum all-in), It means, in case of ex-works or similar, you cannot show the breakdown costs, but include everything in one lumpsum freight value
- Freight amount declared in H/BL can not be lower than the amount stated on M/BL
- The date of H/BL must be presented equal or previous than date mentioned in the M/BL
- HB/L signed in BLUE INK

HOW TO ISSUE **THE HOUSE**

FIELDS – MUST SHOW:

- Container Number
- Seal Number
- Volume Number
- Weight in Kilograms
- Container Tare
- CBM
- NCM Number
- Equipment (20', 40', 40HC...)
- Also if shipment is FCL/FCL (House)
- FCL/LCL (Pier)
- Part of Container (Part Lot)
- CY/CY (House)
- CFS/CFS (Pier)
- Our Shipping Instruction Number
- Clean on board date shall be the same of the Master B/L
- House B/L issuing date cannot be after Master B/L date of issuing
- Wooden material and/or packing

LIST OF DOCUMENTS

- Originals of the Master Bill of Lading – 2 originals
- Non-negotiable Copies of the Master Bill of Lading – 4 originals
- Original NVO (House) Bill of Lading (as per shipper's and consignee Negotiation, and our Shipping Instructions) – 3 originals
- Non-negotiable Copies NVO (House) Bill of Lading duly "signed" – 4 originals
- Originals of the Cargo Manifest – 2 originals
- Original Commercial Invoice – 1 original
- Original Packing List – 1 original
- Copies of shipping documents must be sent to the import coordinator, responsible for handling the shipment, for checking vessel's departure from port of loading and the originals must be sent by courier, immediately after our approval.



Obs: The Brazilian Customs Regulation requests that documents must be presented 72 hours before the arrival date at the first Brazilian Port in the routing, therefore we must receive the mentioned documentation at least 05 (five) working days before vessel's arrival.

MANDATORY PROCEDURES

- Do Not show freight as “As Agreed” or “As Arranged”, the freight value must be shown even if the cargo is PREPAID!!!
- The NVO H/BL cannot have any erasures, corrections or carry any “Correction Approved” stamp.
- Photocopies are not acceptable, even if signed and stamped as “original”.
- Discrepancies between M/BL and H/BL regarding weight, cbm or volume are not acceptable.
- The amount declared in H/BL can not be lower than amount stated in M/BL, otherwise cargo will be on hold waiting for revision.
- Date of the House BL must be same or previous from the Master BL’s.
- Cargo can’t be split in different vessels
- Description of packaging has to be specific. Volumes described as “Packages” are no longer allowed.



Obs: Any charges included on H/BL or M/BL without our prior agreement will not be paid.

MANDATORY PROCEDURES

WOODEN MATERIAL AND/OR PACKING

- Under legislation "IN-32" published by MAPA (Ministry of Agriculture, Livestock and Supply), it's mandatory reporting shipments containing wood as packaging material and shoring.
- Pallets, wooden boxes, auxiliary wooden material or any other applicable wooden for the cargo shall be fumigated and with the IPPC stamp (International Plant Protection Convention). Imports from countries that do not internalized the ISPM 15 must be accompanied by Phytosanitary Certificate or Treatment Certificate stamped by the National Organization of Phytosanitary Protection.
- The exporter / importer is the party responsible for providing this information. In this sense, if not informed then any consequences (penalties/delays) arising from lack of information will be the customer's liability alone.
- In EXW shipments if the wood does not follow this instruction the collection is not allowed.



Kindly, make sure with the shipper that wooden pallets are in accordance to these guidelines. Please don't go ahead with the shipment if the wood is not fumigated and stamped.

PENALTIES

The Brazilian Federal Customs applies fines for errors occurred, therefore if you follow our instructions the operation will be perfect and these fines will likely not be applied.

We kindly ask the complete attention of your operations staff to follow our instructions.

All penalties induced by a clear mistake from the origin stations will be charged in its full amount.

- If some correction of shipping documents must be made after 72 hours from arrival of vessel at first Brazilian Port, will be applied by the Brazilian Customs a fine of \$ 5000,00 per correction of B/L.
- Any correction will demand a process in the Brazilian Customs, which will take at least 2 weeks, and during this time will be applied demurrage and storage charges of minimum 0,65% from CIF value per each of 10 days period.
- If shipping documents arrive after the time limit requested by Brazilian Federal Customs rules (72 hours before vessels arrival date, Brazilian Federal Customs will apply a fine of \$ 5000,00 per H/BL for FCL and LCL, and since that process of correction can take at least 2 weeks, it will be subject to demurrage and storage charges of 0,65% of CIF Value per period of 10 days.