

IMPORT-INSTRUCTIONS 2024

Shipments from Daimler CKD plants and supplier direct deliveries

1) PRICES - NEGOTIATION

Prices shall only be valid if being part of a Purchase Order, signed by the Purchase Dept. of Mercedes-Benz do Brasil Ltda. (MBBras), with validity terms as per the purchase orders (open- or close-ended).

2) PRICES – COMMERCIAL INVOICE

There should not be any discrepancy between the prices stated on the order and those on the invoice. Delay incurred at the customs clearance due to discrepancy between the prices on the invoices as well as penalties as a result of this fact shall be charged to the supplier. Shipments will not be allowed by Mercedes-Benz do Brasil if the prices in the Invoice are not the same as the contract (purchase order). In this case, goods will be stopped at the port of origin.

3) PAYMENT

Payment should be effected in accordance to the established on the Purchase Order:

- Payment w/o draft: The supplier should duly indicate on the commercial invoice the bank through which the payment should be effected;

Further questions on this subject should be directed to our Foreign Trade and Customs Compliance (C/D) to attention of Mr. Ouvidair Gaubeur (Tel. 0055-11-4173 6702; Fax 0055-11-4173 6969).

4) FREIGHT AND INSURANCE

Payments referring to international freight *collect* are negotiated directly between MBBras and the forwarders. Insurance shall be paid by MBBras.

5) TERMS OF DELIVERY

There shall be strict regard for the terms and volumes specified on the *Progressive Delivery Release* (QEP) or on the close-ended orders (EX33).

Any backlog of dispatching which may cause a break into our production line or even the eminence of it, MBBras may have the right of asking the air cost (prepaid freight) in order to not prejudice MBBras assembly line.

6) QUALITY WARRANTY

The supplier warrants that the goods shall be manufactured and delivered strictly in accordance with the drawings and specifications of the order, in perfect conditions for use, without any flaws or defects. MBBras shall reject the goods which do not conform to such specifications, all expenses arising from the return of the goods being borne by the supplier.

7) TERMS OF PACKING

The goods shall be properly packed for oversea transport and storage. In case of damages caused to the merchandise due to inadequate packaging, MBBras reserves itself the right to ask for the immediate alteration of the same, the costs being borne by the supplier.

The packages shall be marked externally (labeled), indicating *destination, importer and invoice number*.

The supplier is also requested to inform the quantity of parts per package, in order to optimize its use.

In order to protect the native forests from the introduction of wood pests, the International Plant Protection Convention (IPPC) Secretariat, part of the Food and Agriculture Organization (FAO) of the United Nations, has issued *ISPM 15* (International Standards for Phytosanitary Measures) "Guidelines for Regulating Wood Packaging Material in International Trade".

This regulation requests a mark (stamp) indicating that wood packaging material has been subjected to approved phytosanitary treatment in accordance with the standard. (*see ISPM15*)

8) SHIPPING AUTHORIZATION

This process for shipping authorization has the purpose to ensure smooth coordination between suppliers, freight forwarders, and MBBras.

1. ASN Submission:

- The supplier must send the Advice Shipment Note (ASN) via email to the origin freight forwarder and the representative of freight forwarder.
- For seafreight, the representative of freight forwarder will be Ms. Juliana Lima (Juliana.Lima@chrobinson.com)
- For airfreight, the representative of freight forwarder will be Ms. Thalita Marquezin (Thalita.Marquezin@chrobinson.com)
- The ASN must include:
 - Commercial Invoice;
 - Packing list;
 - Cargo readiness date.

2. Document Verification:

- The representative of the freight forwarder will verify the compatibility between the submitted documents and the delivery schedule provided by MBBras to the supplier.

3. Approval Process:

- If there are no discrepancies, the representative will approve the documents for the origin freight forwarder.

- Subsequently, the origin freight forwarder will coordinate the shipment dates with the supplier.

3.1 Discrepancy Handling:

- If any discrepancies are identified, the representative must notify MBBras immediately.
- MBBras will then contact the supplier directly to resolve the discrepancies and request any necessary corrections.

3.2 Final Authorization:

- Once the corrections are made, the representative will authorize the shipment for the origin freight forwarder.
- The origin freight forwarder will then coordinate with the supplier to arrange the pick-up.

It is important to be aware that the goods can only be shipped after authorization from representative.

9) DOCUMENTS FOR CUSTOMS CLEARANCE

Airfreight:

The original documentation should be handed over to the forwarder together with the goods in order to optimize the customs clearance process.

Sea freight:

The original documentation should be sent by mail to the logistic contact in Brazil.

Mercedes-Benz do Brasil Ltda.

Department: TT/GL4-1

Mr. Alex Sandro da Silva Feransin

Av. Alfred Jurzykowski, 562

09680-900 – São Bernardo do Campo – SP BRAZIL

Email address: alex.feransin@daimlertruck.com

Phone: 055 011 97146-7533

CIP : B 054 2 R

9.1) DOCUMENTATION LIST:

- 01 Original **invoice**
- 01 Copy of the invoice
- 01 Original of the **Packing List**
- 01 Original of the **Bill of Lading** (B/L) or **Air Way Bill** (AWB) (negotiable)
- 01 Copy of the B/L or AWB (non-negotiable)
- 01 original of **Origin Certificate** (goods cover by special NCM/HS Code)

INSTRUCTIONS FOR THE ISSUANCE OF THE EXPORT DOCUMENTATION

The Invoice:

The original invoice shall be issued on letter headed paper of the firm, not being allowed copies nor use of carbon paper. The original shall be duly signed and rubber- stamped by the firm bearing the complete name of the signer in capital letters. The signature must be hand signed in [blue ink pen](#).

No electronic signature is accepted.

The invoice shall present:

- the invoice number
- specification of the goods (MBBras number and description in Portuguese or/and English)
- address of the manufacturer
- country of origin
- quantity
- unitary and total prices
- the gross and net weight in total
- net weight per part
- mode of transport (air or sea freight)
- shipment terms (Incoterms)
- payment terms

The Origin Certificate:

The Original of the Origin Certificate must be sent for each Invoice. This certificate must be sent together with the original invoice. This document is required for countries: Mexico, Argentina and goods covered by special NCM/HS Code.

The Import License (LI):

For some special NCM/HS Code brazilian law requests an approved import license before shipment.

MBBras informs which part needs the LI and the exporter must provide a draft of the invoice before shipment and wait for the shipment authorization.

The packing list:

The packing list must include:

- volume
- gross and net weight
- item description
- quantity of parts per package
- package dimensions
- MBBras part number
- package number

Label

The invoice shall present (according to VDA4902):

- receiver
- dock / gate
- invoice number
- MBBras part number
- quantity
- description of the goods
- supplier number
- number of doc /volum

B/L:

The B/L shall present:

- NCM / HS Code per part
- Pallet number
- MBBras number and description in Portuguese or/and English
- quantity
- the gross cargo weight
- dimensions in CBM

DOCUMENT CONTENTS:

The information on the invoice must represent exactly as the physical contents of the shipment, mainly the item, description, quantity, and weight.

The **supplier is in charge** to weight the goods and its package and to fill in the export documents with this information, as it is a request from Federal Revenue and its lack incurs in fines. Invoice, packing list, packing label, B/L and AWB must have the same contents.

10)FREIGHT FORWARDER**10.1) Cargo Origin CC Europe, CC India and CC Türkiye**

Airfreight – Karl Heinz Dietrich (KHD) – Global DAG Contract

Representative in Brazil: D-LOG

Sea freight – CC Europe: Hapag Lloyd – Global DAG Contract

CC India and CC Türkiye: Maersk – Global DAG Contract

10.2) Cargo Origin CC FUSO (Japan), CC North America (USA)

Airfreight – C.H. Robinson Worldwide

Sea freight – Maersk – Global DAG Contract

10.3) Cargo Origin Other countries (USA, Mexico, China, Taiwan, Japan, Argentina, South Africa, Panama, South Korea)

Airfreight – C.H. Robinson Worldwide

Sea freight – C.H. Robinson Worldwide

11)FINAL PROVISIONS

We emphasize that the import documents be issued in accordance to these instructions. MBBras shall not be responsible for non-conform documents which may cause delays and costs, latter being borne by the responsible for the fault.

Mercedes-Benz do Brasil, October, 2024.

IMPORTANT: The original of this document is in the issuer's hands.
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