

# SOP – STANDARD OPERATIONAL PROCEDURES

## 1. DOCUMENTATION

### 1.1 MBL

#### 1.1.1 Shipper's details :

Agent at origin details (complete), and the agent must be the same as the agent on HBL form.

If necessary to show an agent on shipper column and issue HBL in the form of another agent, you can show shipper's details as below example:

Agent A : agent at origin

Agent B: agent that will issue the HBL

Shipper on MBL must be:

Agent A C/O Agent B

#### 1.1.2 Consignee's details:

**FOX CARGO DO BRASIL**  
**Rua Cuiabá , 229 - Mooca**  
**03183-000 - São Paulo - SP**  
**Fone: +55 11 3543-0200**  
**Fax: +55 11 3543-0210**  
**CNPJ: 05.317.708/0001-94**

#### 1.1.3 Notify:

**SAME AS CONSIGNEE**

#### 1.1.4 Freight Rate :

The shown rate on MBL must be always lower or the same as the rate on HBL. Brazilian customs do not accept "Freight as per agreement" and documents without Ocean Freight rate.

### 1.1. 5 Further information

All the other information must be the same as HBL : Place of receipt, port of loading, vessel name, Voy, number, description of goods, gross weight, CBM, shipped on board date, container number , seal number , and a really important information is the NCMs (code for the goods agreed in Mercosul), the system allow us to show only the four first digits of NCM.

In Brazil the complete NCM have 8 digits (example: 6042.00.00), but we must show only the first 4 numbers (example: 6402) and we must show the NCMs of all the goods that are in the container.

If there are more than one good with the same 4 first digits of NCM, it is not necessary to repeat this information.

### 1.1. 6. Original MBL

Once we pay the destination charges (and freight if freight collect) we must present the original MBL to carrier so they will inform on system that the payment have been settled.

## 1.2. HBL

### 1.2.1 Shipper's details :

**Supplier or shipper details as instructed by shipper.**

### 1.2.2 Consignee's details:

You must show name of the company in Brazil, address, phone number and CNPJ (CNPJ is a number of registration that all Brazilian companies have).

It is not recommended to show the cnee as "TO THE ORDER" as it is really difficult to get the cargo released later by customs. If really necessary, it is possible to show to the other of a company in Brazil showing the CNPJ of this company.

In case of HBL "TO THE ORDER OF A BANK" you must show the name of the bank and banks CNPJ.

### 1.2.3 Notify:

As instructed by shipper.

### 1.2.4 Freight Rate :

The Ocean Freight shown rate on HBL must be always higher or the same as the rate on MBL. Brazilian customs do not accept "Freight as per agreement" and documents without Ocean Freight rate.

### 1.2.5 Further information

All the other information must be the same as MBL : Place of receipt, port of loading, vessel name, voy number, description of goods, gross weight, cbm, shipped on board date/bill of lading issuing date , container number , seal number, NCM number , etc.

It is really important to show the NCMs (the first 4 digits as explained before).

### 1.2.6. Original HBL

The Original HBLs uses to be released by origin directly to shipper, and shipper send the original HBLs to their client.

Shipper can ask agent at origin to send the original hbl to us to be released to cnee in Brazil, but we will only release the original hbl with authorization of the agent at origin.

Brazilian customs request the original HBL once the cargo is in clearance process.

## 2. SISCOMEX CARGA

Carrier inform details of MBL on Siscomex Carga at least 48 hs before the vessel arrival in the first port of Brazil.

After the vessel arrival in the first port, any correction needed must be made on system and then carrier will have to present the correction letter and copy of MBL to customs to accept the amendment. We need to receive the original correction letter from origin and amended hbl to present to customs

Freight forwarders must include the information of the HBL on system 48 hours before the cargo arrival at port of discharge. Before this time we are able to amend the information and after that we must amend the information on system and send documentation to customs and wait for the inspector to analyze and accept the amendment.

Amendments after the customs dead line or late manifest of the cargo are subject to a fine of BRL 5000.

Change of cnee information is almost impossible to be acceptable by customs.

### 2.2 THE INFORMATIONS THAT BECAME IMPORTANT AFTER SISCOMEX CARGA

- a) CBM – We must always inform the CBM of the cargo on the system and on documentation
- b) NCM – all the NCMs (first 4 digits) must be informed on bill of ladings and on system
- c) Tare of Container – The tare of the container must be informed on system but it won't cause problem if we don't show this information on bill of ladings
- d) **please inform the type of the packages (big bag, wooden box...) specially for LCL cargoes as we have to inform it on Siscomex Carga.**



### 3. FOX OPERACIONAL PROCEDURES:

- A.** Once you have a new shipment to Brazil, please always inform us consignee's details, cargo details and Booking details so we can keep cnee informed and follow the shipment.
- B.** Always send us copy of HBL and MBL so we can check and confirm by e-mail. You can send us draft HBL before or as soon as the vessel leaves origin. Fox will confirm the document within 24 hours to avoid amendment fee. If we don't confirm within 24 hours, it is probably because cnee didn't confirm the HBL.
- C.** Fox always send copy of hbls to cnees to check. They will check the description, shipper's and cnee's information, weight , qty of good and NCMs, etc.
- D.** After cnee check the HBL, we will confirm HBL to origin.
- E.** After that, origin must send us the documentation as soon as possible to avoid the cargo to arrive before the documentation.
- F.** After sending the documents, please inform the courier pouch number and the courier's company so we can track the pouch. We must receive the pouch with documents one week before cargo arrival.

### 4. DOCUMENTATION AGENT AT ORIGIN MUST SEND US

- a)** 3 or at least 2 Originals MBLs (signed, with the ocean freight on it)
- b)** 4 Non Negotiable Copies of HBL ) signed, stamped, with the same shipping on board as c (MBL and showing the ocean freight) – The Non Negotiable copies must be exactly the same as the originals HBLs and signed by the same person that signed the Originals HBLs (some ports don't accept the signature to be stamped, so that please sign documents by hand to avoid problems).
- c)** Debit/Credit Note (If any)

[www.foxbrasil.com](http://www.foxbrasil.com)