



# MONSANTO DO BRASIL LTDA.

## SHIPPING INSTRUCTIONS

**Monsanto Reference# P.O. 4700011914**  
**Authorization for shipment: Only after documents approval.**

**Please consider this Shipping Instructions as a guidance for shipping documents issuance and other export requirements for all Seed Samples shipments to Brazil.**  
**\*Shipments out of compliance are liable to fines, penalties, extra costs and delays.**

**Documents must reflect exactly what is coming in physical**

### 1. GENERAL INSTRUCTIONS

a. The set of the following documents must be sent prior to shipment for Greenlight Approval:

- AWB
- Commercial Invoice
- Packing List
- Phytosanitary Certificate

b. Shipments without greenlight approval are not authorized and out of compliance. A copy of the above mentioned shipping documents must be uploaded to the Sharepoint Brazil Greenlight. Please choose the option “samples” to assign the task to the responsible analyst.

c. After greenlight approval the set of original documents dully signed must be sent along with the AWB Original 2 (delivered to the freight forwarder)

d. **As per Brazilian's regulation, all original documents must be hand signed in blue ink.** Copies of export documentation must be sent attached outside the secondary packaging (box)

VERY IMPORTANT:

- i. Do not fix the original documents on the package
- ii. Do not put the original documents inside of the package

e. Pre-shipment import license: Import Permit is required

### 2. SHIPPING DOCUMENTS

a. COMMERCIAL INVOICE

#### ⇒ BUYER ADDRESS / BILL TO

MONSANTO DO BRASIL LTDA.  
64.858.525/0001-45  
RUA DOMINGOS JORGE, 1.100  
CEP: 04779-900– SÃO PAULO – SP – BRAZIL

⇒ **SHIP TO**

MONSANTO DO BRASIL LTDA.,  
CNPJ 64.858.525/0067-71, ROD.BR 452, KM 149  
38407-049 - UBERLÂNDIA - MG

⇒ **EXPORTER**

Full name and complete address

⇒ **SHIP FROM**

MONSANTO THAILAND LTD., 99 MOO2 WIANGWAI,  
T.MAEGORN, CHIANG RAI,  
CHIANG RAI, 57000, THAILAND

⇒ **COUNTRY OF...**

Origin: Country of production of the goods

Procedence: Country of where the goods are being shipped

Acquisition: Country of where the goods have been acquired (Seller)

⇒ **NOTIFY / BROKER**

Tito Cademartori Assessoria Aduaneira S/C Ltda  
Avenida Goiás, 1860 - 1º Andar  
Neighbor: Barcelona  
ZIP.: 09.550-050  
São Caetano do Sul – São Paulo - Brazil  
Attn: REBECA PONTES - Phone: + 55 11 2102 9367 - Cel.: +55 11 94780-1788 -  
[rebeca.oliveira@titoonline.com](mailto:rebeca.oliveira@titoonline.com)

⇒ SEND ORIGINALS DOCUMENTS TO:

***Tito Cademartori Assessoria Aduaneira S/C Ltda***  
***Address: Centro Empresarial de Viracopos - 1º andar sala 164***  
***Viracopos Airport***  
***Attn: Odemir Jesus Simões***  
***ZIP code: 13052-901***  
***Phone: 55 11 94076-9367***

⇒ **SHIPPING METHOD**

*Air Shipment*

VERY IMPORTANT: The imported material **CANNOT** be shipped as regular courier to Brazil

If courier, it must be shipped as **BSO (Broker Select Option)**.

If not courier, **CONVENTIONAL AIR FREIGHT, Freight Forwarder MUST SEND DIRECTLY** to  
designed airport (cannot make connections in Brazil).

⇒ **POINT OF DISCHARGE**

Viracopos International Airport, Campinas – SP

## ➤ PAYMENT TERMS

Free of charge - (No payment to the exporter)

## ➤ TERMS OF DELIVERY (INCOTERMS)

CPT, Viracopos International Airport, Campinas – SP

## ➤ GOODS DETAILS

### DESCRIPTION

Please inform a brief description of the goods. Only commercial name or internal codes are not allowed – the goods must be able to be clearly identified.

TARIFF CODE - It is not a mandatory information, but if informed, the first 6 numbers must match with the importer's tariff code.

\*Please include IP # | MAPA # | Phyto certificate #

## ➤ QUANTITY

As per Purchase Order (PO)

## ➤ UNIT PRICE

Must follow the customs valuation methodology considering real price of products. In case of doubts please contact your local Compliance Specialist.

Currency must be informed

## ➤ COSTS

International Freight (prepaid)–**\*Freight must be included on invoice when CPT as Brazilian customs regulation\***.

Packaging costs (if applicable)

\*No insurance allowed for shipments to Brazil.

## ➤ NET WEIGHT

Must be informed per item, showing the code as shows in IP, must be informed in KG, and total net weight must be informed at invoice too.

## ➤ MANUFACTURER

a. Name and address per item

b. Country of Origin per item

c. Important: Manufacturer information shown as unknown is allowed only if this information is confidential and not informed in any place. Discrepancies between documents and physical information is liable to penalties and fines.

## ⇒ PACKAGING

Distinctive marks, kind of packaging and gross weight must be informed per volume.

Quarantine Station allows shipments of 25kg max per box and measurements up to 60 cm x 40 cm x 40 cm.

Indicate in the external cases or pallet it is **FRAGILE!**

## ⇒ PARTIAL SHIPMENT

Not allowed.

## ⇒ BR PPO IMPORT DOCUMENTS

Import Permit # 182/2022

MAPA process # 21000.030188/2022-12 ←

**All BR PPO import document numbers must be mentioned in:**

- **Commercial Invoice**
- **Packing List**
- **Packaging (external box)**
- **AWB**
- **Phytosanitary Certificate**

### b. PACKING LIST

The Packing List must contain clearly information to identify the cargo for conference. It must contain:

- Type of packaging
- Total number of volumes
- Dimension of volumes
- Correlation between items listed on commercial invoice and packing
- Gross weight per packaging
- Crop name;
- Event name (in case of GMO material);
- Entry sample codes (strictly the same as described on the Import Request and the Import Permit)
- Import Permit#;
- MAPA#;
- Phyto#

### c. Phytosanitary Certificate

- No Additional Declarations are required. If applicable, material will be sent to an accredited quarantine center in Brazil
- Do not seal shipping secondary packaging (boxes) before the government agency inspections and verification of the copies of export documentation that must be sent attached outside the shipping box.
- Include Import Permit# & MAPA#.

## 3. SPECIAL INFORMATION

### a. Seed preparation

The material list to be prepared should be according the material list added in the Import Request and Import Permit.

#### Amount of seed:

Check if the amount/weight of seed in each sample entry is in accordance with the Import Request and the Import Permit

Quantities must not be superior than approved on the Import Permit and described in the Import Request for each sample entry and total weight

Treatment:

Seed should **NOT** be treated before sent to Brazil

Fumigation is recommended before sent to Brazil

**b. Packaging**

According Brazilian rules the material must be shipped in:

- Sample in a unique code name and identification (“identificação única”) according Import Request and Import Permit;
- Individual sample packaging is primary packaging;
- Secondary packaging is external box;
- Double packaging (primary plus secondary) or triple packaging (single/double primary plus secondary);
- Both packaging must be resistant and properly closed/sealed (do not use plastic, clips, ziplock, bubble wrap, etc.);
- Be cautious of the capacity of a package so any harsh movement does not cause seed or material spillage;
- Do not use wood pallet or wood for wrap/protect the external box.
- Important to inform in external volume it is FRAGILE.



**c. Primary packaging and samples identification and labeling**

Identified samples with the exact crop name, event name, if applicable, codes and quantities, as informed on the Import Request and Import Permit

Quantities **SHOULD NOT BE UP** to the total approved previously informed on the Import Request and Import Permit bellow:

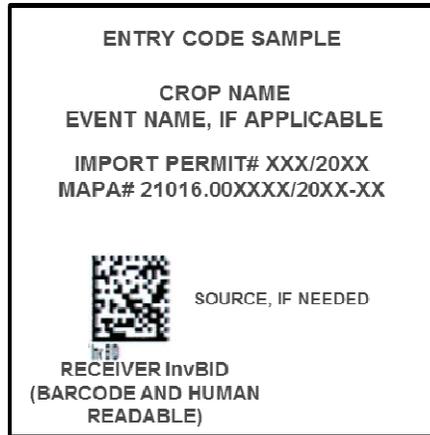
6- Quantidade de artigo regulamentado e cronograma de importação:					
N° total de envios e cronograma de introdução*		N° de embalagens primárias por envio	Quantidade de unidades por embalagem primária (kg)	Quantidade total a ser importada (kg)	Observação
					Código
1	Abril a Setembro/2022	25	0,1	2,5	22THSC001 a 22THSC025

\*Cronograma previsto pode variar conforme a disponibilidade das sementes na origem e época de aprovação da Permissão Fitossanitária de Importação pelo MAPA.

Each sample and primary packaging should be filled only with the following information, as example below:

- Crop name;
- Event name (in case of GMO material);
- Entry sample codes (strictly the same as described on the Import Request and the Import Permit);
- Receiver InvBID (barcode and human readable);
- Import Permit#;
- MAPA#;
- Source, if needed.

Label must **NOT** contain the Pedigree or any other Monsanto confidential information  
No extra information should be added to the label



Label color, if applicable for Regulated, in Stewardship and Non-regulated and conventional materials:

- Regulated materials must have an orange label; 
- Stewardship materials must have a yellow label; 
- Non-regulated and conventional materials must have **white** label. 

**d. Secondary packaging (boxes) identification**

Individual boxes should weigh less than 50 Kg

It is also required that the boxes be labeled '1 of 2', '2 of 2', etc. This will allow the receiver to easily identify if there are any boxes missing

The secondary package (box) must be labeled using **exactly** the label below (please use font Arial 14, as minimum size):

<p style="text-align: center;"><b>Este Pacote Contém</b> <b>ARTIGO REGULAMENTADO PARA PESQUISA CIENTÍFICA OU</b> <b>EXPERIMENTAÇÃO</b></p> <p style="text-align: center;"><b>INSPEÇÃO OBRIGATÓRIA NO PONTO DE INGRESSO POR:</b></p> <p style="text-align: center;"><b>MINISTÉRIO DA AGRICULTURA, PECUÁRIA E ABASTECIMENTO</b> <b>Secretaria de Defesa Agropecuária/DAS</b></p> <p style="text-align: center;"><b>VIGIAGRO: Aeroporto Internacional de Viracopos</b> <b>Ponto de Ingresso</b></p> <p><b><u>Dados da Instituição no Brasil</u></b> <b>Instituição: MONSANTO DO BRASIL LTDA.</b> <b>CNPJ 64.858.525/0067-71,</b> <b>Endereço: ROD.BR 452, KM 149</b> <b>38407-049 - UBERLÂNDIA - MG</b> <b>Responsável: Luis Gustavo Paoli</b></p> <p style="text-align: center;"><b>Permissão de Importação N° 182/2022</b> <b>Processo de Importação N°: 21000.030188/2022-12</b></p>
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**e. Export Documents**

Attention and double-checking at the point of shipment either with export paperwork and the exact crop and event names, if applicable, codes and quantities of goods to be shipped that must be per our Purchase Order and Import Permit.

**f. Special Remarks**

Markings should be good enough and clear so we can do that at a glance

**FEDEX BSO Shipping Instructions**

In order to attend Brazilian legislation, this shipment must be done under service based on instructions below:

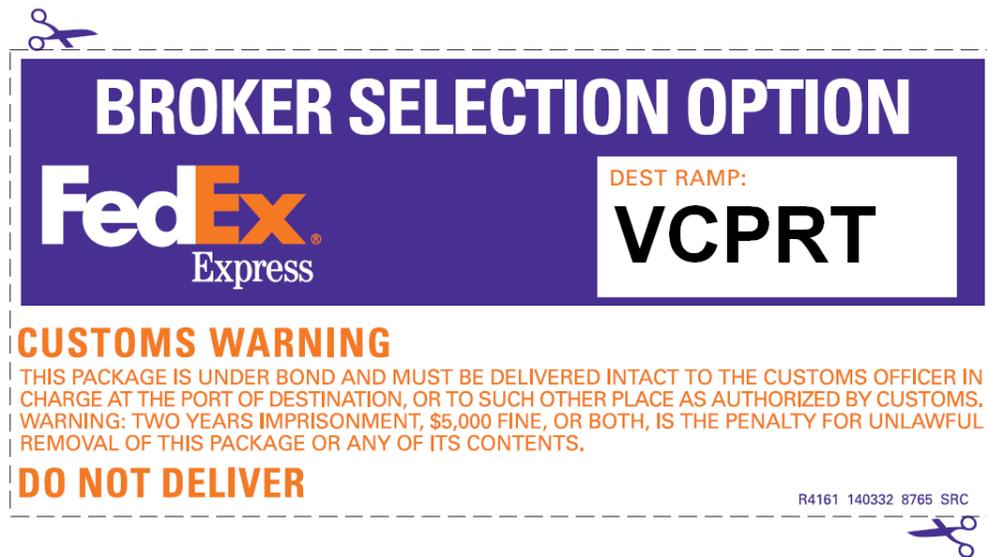
FedEx Service: International Priority (IP)  
Special Handling: Broker Select Option (BSO)

Service IP-BSO or IE-BSO is an express service with formal clearance in Brazil, it is mandatory that FedEx AWB shown correct information and must be filled at FedEx Automation Tool.

- Simply fill the FedEx International Air Waybill, and then be sure to fill in the broker's full name, address information and phone number. Check on next pages the better way to fill your FedEx Awb:  
Automated AWB thru FedEx.com – page 2  
Automated AWB thru FedEx Ship Manager Software - page 3.

- Identify each side of the package with the "BSO Label" (you can ask your courier for the label or print label below) to ensure proper sorting.

- As soon as your shipment is picked up, inform tracking number to recipient for proper tracking with local Fedex Express office.



For AWBs issued thru [www.fedex.com](http://www.fedex.com)

Fill FedEx AWB according your shipment detail

To indicate BSO option, click on EDIT at Special Services and fill broker info as indicated by customer below:

Serviços Especiais (opcional) [Ajuda](#) [Ocultar](#)

Embalagem fora do padrão

Baterias/pilhas de lítio [?](#) [+](#)

Seleção de despachante [?](#)

Indique abaixo o despachante que irá auxiliá-lo nessa remessa.

Nº de conta do despachante

\* Nome da empresa do despachante

Nome de contato do despachante

\* Endereço 1

Endereço 2

\* CEP  [Informações sobre código postal](#)

\* Cidade  [v](#)

\* Estado  [v](#)

País/Território

\* Nº de telefone

Nº do CPF ou CNPJ do despachante

Reter na localidade FedEx [?](#)

In order to have technical support for FedEx Automation systems, please contact your local FedEx Customer Service Center and/or Sales Executive for you account

For AWBs issued thru FedEx Ship Manager Software

- Fill FedEx AWB according to your shipment detail
- To indicate BSO option, click on  button,
- Check Broker Selection and  to insert Broker's information as following:

### Special Handling

Shipping Options  [v](#)

Hold at FedEx Location

Dropoff at FedEx Location

Broker Selection

Broker ID  [!](#) [...](#)

The image shows a software window titled "Broker Information" with a "Details" tab. The form contains the following fields:

- Broker ID: [Empty]
- Company Name: Tito Cademartori Assessoria Aduaneira S/C Ltda
- Contact Name: REBECA PONTES
- Country: Brazil (dropdown menu)
- Address Line 1: Avenida Goiás, 1860 - 1º Andar
- Address Line 2: Neighbor: Barcelona
- City: São Caetano do Sul
- Postal Code: 09.550-050
- Second Phone #: [Empty]
- Fax: [Empty]
- Email: [Empty]
- FedEx Account #: [Empty]
- Bank Account #: [Empty]
- Trade #: [Empty]
- First Phone #: Phone: + 55 11 2102 9367 - +55 11 94780-1788
- Broker will be available to: All Users (dropdown menu)
- VAT/Customs ID/EIN #: [Empty]

Buttons for "OK" and "Cancel" are located at the bottom right of the window.

To have technical support for FedEx Automation systems, please contact your local FedEx Customer Service Center and/or Sales Executive for your account

**Article of legislation on non-compliance with legal procedures:**

**“Failure to comply with the provisions of the caput of this article will cause the seizure and destruction of the article regulated by the federal agricultural inspection, with the interested party and the institution being prevented from importing by this means for a period of three years, without prejudice to the application of other penalties provided for by law.”**