



Universidade Federal do ABC

Í ANEXO CÍ
INSTRUCTIONS FOR THE ISSUANCE OF
THE PROFORMA INVOICE

Revised on June 2, 2015

Dear Sir / Madam,

In order to comply with internal procedures of UFABC and Brazilian Customs legislation, the following information should be included in the *Proforma Invoice*:

1. Exporter's complete name, address, tel. and e-mail;
2. Importer's complete name, address and tax number (CNPJ), as shown below;

Fundação Universidade Federal do ABC
Av. dos Estados, 5001, Bloco A, Torre I, 2º Andar,
Bairro Santa Terezinha, Santo André, SP 09210-580
CNPJ 07.722.779/0001-06

3. The description of the goods should enable their perfect identification (description, model, codes, references etc);
4. Tariff Classification Code ~~Harmonized System Code~~+or NCM code if available;
5. Manufacturer's complete name and address;
6. Country of origin;
7. Quantity, unit and net weight;
8. Price of the goods: **only** ~~CA~~ named airport of loading+. In case there are more than one item, the exporter must make the breakdown of the prices and weights;
9. Please indicate the estimated number of packages, dimensions and gross weight to enable the calculation of the cost of international freight.
10. Payment terms: **only** ~~letter of credit at sight~~+, ~~Cash Against Documents~~+ or ~~NET 30 days~~+
11. Bank data for wire transfer (bank name, beneficiary, account number, swift code, IBAN etc);
12. Validity of the offer minimum 90 days;
13. Please include in the Proforma Invoice the following statement: ~~The prices in this Proforma Invoice are the current export values offered to any other country~~+
14. Place of loading;
15. Delivery time;
16. Please inform in the Proforma Invoice about the existence of sales agent in Brazil. In its absence, please include the following statement ~~The exporter does not have sales agent in Brazil~~+. Otherwise, please inform in the same document its complete name, address, contact person, tel. and e-mail;
17. If the exporter has an agent in Brazil, please confirm if there will be commission over sales, amount and if it should be paid in Brazil.