



Universidade Federal do ABC

**“ANEXO C”
INSTRUCTIONS FOR THE ISSUANCE OF
THE PROFORMA INVOICE**

Revised on March 16, 2018

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 - UFABC
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 – HS 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 in INCOTERM-Version 2010 - “**FCA named airport of loading**” (please inform airport name).** The packaging, inland freight and export expenses should be included in the prices.
Remarks: UFABC's forwarder will receive the cargo at the airport, contract the airline and arrange shipment.
In case there are more than one item, the exporter must make the breakdown of the prices and net weights, and respective HS codes and manufacturers for import license purposes;
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** “Irrevocable letter of credit at sight”, “Cash Against Documents” or “NET 30 days”. UFABC, as a federal public university, is not allowed to make advance payments;
11. Bank data for wire transfer (bank name, beneficiary, account number, swift code, IBAN etc);
12. Validity of the offer minimum 90 days;
13. Place of loading;
14. Delivery time;
15. 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;
16. 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.