



**Brazilian Naval Commission in Washington**

5130 MacArthur Blvd. NW – Washington, D.C. - 200016  
Phone: (202) 244-3950 ext. 352 Fax: (202) 237-6714

**INTERNATIONAL SHIPPING INSTRUCTIONS**

**The following instructions must be followed in addition to those cited in the Purchase Order**

**1** - All shipments being organized by the **SELLER** must obtain approval from the Brazilian Naval Commission in Washington (BNCW's) shipping coordinator before shipment. If the **SELLER** moves any freight without the BNCW's knowledge and permission, the **SELLER** will be responsible for paying any fees or extra costs that may occur regarding demurrage, storage fees, personnel allocation for customs clearance, or any other documentation issues.

**2** - **SELLER** should ship to the following consignee (“Notify Party” must be same as consignee):

**Centro de Distribuição e Operações Aduaneiras da Marinha (CDAM)**  
**CNPJ: 00.394.502/0382-06**  
**Av. Brasil, 10500 - Olaria**  
**Rio de Janeiro - RJ - Brasil - 21012-350**  
**Email: [cdam.importa@marinha.mil.br](mailto:cdam.importa@marinha.mil.br)**  
**Tel: +55 21 2101-0557 / 0567**

**3** - SELLER shall send BNCW via e-mail “[cnbw.shipment@marinha.mil.br](mailto:cnbw.shipment@marinha.mil.br)” as soon as they are available, the following documents (on pdf. format), observing the instructions in item 2 of the purchase order:

- a - Invoice;*
- b - Packing List (must contain itemized net weight; dimensions and net/gross weight of the packages and observe requirements from item 7 of this document);*
- c - Draft of AWB/BL;*
- d - Copy of Export License(s) (if required).*

**4 - Maritime shipment must go to Port of Rio and air shipments must go to Galeão (GIG-RJ) without any stop/layover in Brazil.** Due to Brazil's customs regulations, it requires customs to be done wherever the vessel/aircraft first stops, however the Brazilian Navy only has personnel to clear customs in the destinations mentioned above.

**5** - Due to Brazilian Regulations for military shipments, the use of courier services (e.g. UPS, FedEx) should be avoided, however if only option, the material should be shipped as “Cargo”, prepaid and insured all risks 110%. **Do not use “door to door” shipping.**

**6** - In accordance with international shipping requirements, all dangerous goods must be properly marked and labeled in accordance to either IATA or IMDG standards and must include a MSDS (Material Safety Data Sheet) and DGD (Dangerous Good Declaration). The consignee must be listed as per the item 2 of this document.

**7** - In accordance with international shipping requirements, all wooden packaging (crate, skids, etc.) should comply with all the requirements of the ISPM-15 (International Standards for Phytosanitary Measures N° 15) regarding heat treatment. **Please write in the 'handling information' section of the AWB "no wood packaging" or "contains heat treated wood" (whichever applies).**