



EXPORT- AND IMPORT GUIDELINES TO RUSSIA

June 2010

Dear DHL Express Customer!

Sending shipments to Russia is still tight to certain restrictions, i.e. it is still not allowed to ship to private individuals in Russia. The accuracy of documents (required paperwork) will be checked already at origin.

To ensure that the paperwork adheres to the Russian customs requirements and regulations, please follow the instructions thoroughly, read the notes and use the provided templates Proforma- and Commercial Invoices. This will avoid unnecessary delays of your shipments. Thank you very much for your support!

Kind regards
DHL Express-Team

Commodity versus value table

Documents	3 USD per kg
CD	3 USD per 1pce
DVD	10 USD per 1pce
Video/Audio	3-5 USD per
Fabrics	6 USD per kg
Silk	7 USD per kg
Plastic parts	4,5 USD per kg
Steel joint	1.3 USD per kg
Steel accessories	7 USD per kg
Ceramic goods	6 USD per kg
Aluminum goods	3.5 USD per kg
Pigment	3.4 USD per kg
Wood goods	6 USD per kg
Glass goods	6 USD per kg
Bag	20 USD per kg
Rubber goods	4 USD per kg
Pens	5 USD per kg
Tooth brushes	9 USD per kg
Pencil	5 USD per kg
Zipper	5 USD per kg

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SAMPLE of original invoice

PRINT COMMERCIAL INVOICE ON THE BLANK OF CONSIGNOR
INDICATE LEGAL ADDRESS OF CONSIGNOR
ORIGINAL COMMERCIAL INVOICE SHOULD BE SUBMITTED.

COMMERCIAL INVOICE

Invoice No 25
Data 01.04.2010

<p>Invoice Address: Russia Moscow Bolshaya str. 15/5 OOO ABC INN 1234567890</p>	<p>Delivery terms (Incoterms) in accordance with trade contract: CIF</p>
<p>Ship to: Russia Moscow Malaya str. 10, building 3, entrance 4, office 10 OOO ABC</p> <p>Phone: 8 910 576 35 26 Contact person: Veselov Sergey</p>	<p>Delivered under: Contract № 110 dd 25.03.2010</p> <p>Payment terms: 90 days from invoice date</p>

Description	Country of origin	Net weight/kg	HS Code	Qty (pieces)	Unit price, currency	Total price, currency
Suit, mod. Business, art. 23840-27, trade mark Loops; wool (65%), silk (35%), lining viscose (100%)	Italy, Lignano spa	5 kg	610429 0000	10	500 Eur	5000 Eur
Suit, mod. Business, art. 23840-29, trade mark Loops; wool (65%), silk (35%), lining viscose (100%)	Italy, Lignano spa	7,6 kg	610429 0000	15	500 Eur	7500 Eur
Sweater, mod. Holiday, trade mark Mosaic; wool (98%), polyester (2%)	China, Bailihua Trade Ltd	4 kg	611011 1000	34	45 Eur	1530 Eur
Brush for cleaning of clothes, plastic 100%	Malaysia, Intertrade Ltd	3,1 kg	392490 9000	100	5 Eur	500 Eur
Catalogues Loops	Italy, Masterprint srl	6,3 kg	491110 1000	5	10 Eur	50 Eur
Total price, currency:						14580 Eur
Insurance cost, currency:						200 Eur
Freight cost, currency:						9500 Eur
Total for payment, currency:						24280 Eur
Gross Weight (total):						30 kg

Signed by:	<i>Signature, stamp of CNOR</i>
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1. Commercial shipments - for sale (1)

The Commercial Invoice must contain the following data:

- Please do not use abbreviations-

Required data on original invoice

- A full detailed description of goods and purpose of use
- Material / Model / Part Number / Article / Technical parameters / chemical composition
- Trade Mark / Name of Manufacturer as indicated on the label/name plate of the goods
- Country of origin
- Name of Manufacturer
- Net weight of each line/position
- Quantity of pieces
- Quantity of Packages
- Unit price (Currency is Mandatory)
- Total Price (Currency is mandatory)
- Number and date of trade Contract
- Number and date of invoice
- Legal Address of both parties (Consignor and Consignee) in accordance with the
- company registration documents of the Consignor and Consignee
- Receiver Company VAT number
- Delivery address of Consignee
- Phone number and contact person at the Consignee
- Insurance cost (for Incoterms: CIP, CIF)
- Freight cost (for Incoterms CIP, CPT, CIF, DDU)
- Gross weight in total
- HS (Tariff) Code of each item – the first six digits should be supplied
- Signature of Consignor
- Stamp of Consignor (where available)
- Delivery terms (Incoterm)
- Payment terms as per trade contract



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1. Commercial shipments - for sale (2)

Copy of insurance certificate with insurance amount (for incoterms: CIP, CIF), where insurance is part of contract/shipping requirements

Price verified by seller

The Russian Customs Authorities need to know that the declared price/value on the invoice is that at which any other company can buy the same goods. This can be a price list verified by the seller's stamp or a link to a web page or catalogue or similar documentation.

Copy of export declaration (where required in your country of export)

Permissions where required by your HS Tariff coding (e.g. if drugs being exported you may require an export license or similar)

Incoterm DDP is not available

Your business partner in Russia (the consignee) will need to provide:

- Charter Registration Documents
- Trade Contract
- Signed Brokerage contract if Customs Broker's Service is used
- Passport of Import Deal (a special document of currency control issued by the importer's bank)
- Translation of invoice
- Permits, licenses and certificates issued by Russian Authorities (e.g. Import permits etc...) where required by HS (tariff) code
- Customs fees, duties and taxes payable in accordance with Russian customs legislation and brokerage fees if customs clearance is provided by Customs broker

2. Inter-Company Shipment

For inter-related companies (Consignor / Consignee with the same name and/or belonging to the same group of companies) Consignor is required to produce a price list for open market for the items shipped in order to verify that the relationship is not impacting value.

In addition, the consignor will have to provide documents stated in section # 1. All the conditions of section # 1 will still apply to your invoice.

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SAMPLE of Proforma-Invoice

PRINT PROFORMA INVOICE ON THE BLANK OF CONSIGNOR.
INDICATE LEGAL ADDRESS OF CONSIGNOR.
ORIGINAL PROFORMA INVOICE SHOULD BE SUBMITTED.
ALL GREY FIELDS MUST BE COMPLETED AS SHOWN.

PROFORMA INVOICE

Proforma invoice No Insert proforma invoice number

Date Insert date of proforma invoice

Invoice Address:

Put legal address and a name of company CNEE in accordance with charter docs of CNEE
Put CNEE company's VAT number

Ship to:

Put delivery address of CNEE (where the Goods should be delivered to after Clearance)

Phone:

Phone number of contact person for clearance and delivery by CNEE

Contact person:

Name and surname of contact person by CNEE

Delivered under:

If a contract of free of charge delivery is signed by parties (CNOR/CNEE) put a number and a date of this contract

No. item	Description	Country of origin	Net weight/kg	HS Code	Qty (pieces)	Unit price, currency (for customs purposes only)	Total price, currency (for customs purposes only)
1.	PUT FULL DETAILED DESCRIPTION OF THE GOODS: PURPOSE OF USE; MATERIAL; TRADE MARK; model/part number/serial number/article technical parameters/chemical composition	PUT COUNTRY OF ORIGIN NAME OF manufacturer	Indicate net weight per each lineposition	Put HS code per each item	Indicate quantity per each lineposition	Put unit price and currency	Put total price and currency

Total price, currency

By many lines indicate total price

FREE OF CHARGE DELIVERY REASON OF EXPORT:

Insurance cost, currency:

Freight cost, currency:

Total for payment, currency:

Put a reason of export under free of charge delivery condition (per example: gift/samples for marketing/samples for testing)

Put Insurance amount as per Insurance certificate if goods insured; Indicate currency

Put transportation cost amount (if transportation is paid by CNOR); Indicate currency

Put total amount: total price, insurance amount (if goods insured), transportation cost (if transportation is paid by CNOR)

Gross Weight, kg (total) :

Put total gross weight of the shipment

Signed by:

Authorized representative of CNOR must put his signature here and a stamp of CNOR's company



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3. Requirements for non-commercial shipments (1)

(Not for sale; value up to US\$1,000.00 including transportation)

A Proforma-Invoice must contain the following data:

- A full detailed description of goods and purpose of use
- Material / Model / Part Number / Serial Number / Article / Technical parameters / chemical composition
- Trade Mark / Name of Manufacturer as indicated on the label/name plate of the goods
- Country of origin
- Name of Manufacturer
- Net weight of each line/position
- Quantity of pieces
- Quantity of Packages
- Unit price (Currency is Mandatory)
- Total Price (Currency is mandatory)
- Number and date of proforma invoice
- Legal Address of the Consignor
- Delivery address of Consignee (for shipments to exhibitions registration/legal address of Consignee company is also mandatory)
- Phone number and contact person at the Consignee
- Gross weight in total
- Insurance cost if shipment is insured
- Signature of Consignor
- Reason for export under free of charge delivery conditions (samples for testing, gifts or others)
- Copy of insurance certificate with insurance amount if shipment is insured
- Permissions where required by your HS Tariff coding (*e.g. if drugs being exported you may require an export license or similar*)

Copy of insurance certificate with insurance amount if shipment is insured

Permissions where required by your HS Tariff coding (*e.g. if drugs being exported you may require an export license or similar*)



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3. Requirements for non-commercial shipments (2)

Optional information you can provide, if available to you:

- HS (Tariff) Code of each item

One of following documents for value confirmation:

- Pricelist (Including print out from internet)
 - Receipt
 - Copy of export declaration if applicable in your country.
 - Catalogues
- Stamp of Consignor (where available)
 - Freight cost if transportation is paid by Consignor
 - Receiver Company VAT number

Your business partner in Russia (the consignee) will need to provide:

- Charter documents
- Translation of pro-forma invoice
- Signed brokerage contract if Customs Broker service is used
- Permissions issued by Russian Authorities (e.g. Import permits etc...) where required by HS (tariff) code
- Customs fees, duties and taxes payable in accordance with Russian customs legislation and brokerage fees if customs clearance is provided by Customs broker

Ideally, you will discuss and agree with the consignee before shipping to Russia if the consignee is able to provide Customs and the Customs Broker with all the information and documents mentioned above in the "Your business partner in Russia (the consignee) will need to provide" section.

Please note that non commercial shipments with a Customs Value (i.e. Goods Value + transport) over US\$ 1,000.00 are treated by Customs as commercial shipments.

As such, the Proforma Invoice for these non commercial shipments should match the requirements of any commercial invoice, excluding details like Incoterms (eg. Delivery Duties Unpaid (DDU)) and terms of payment. All other paperwork requirements for commercial shipments are applicable for non commercial shipments over US\$ 1,000.00



Any further questions?

More information under www.dhl.de/express/zoll
Or contact your sales contact.