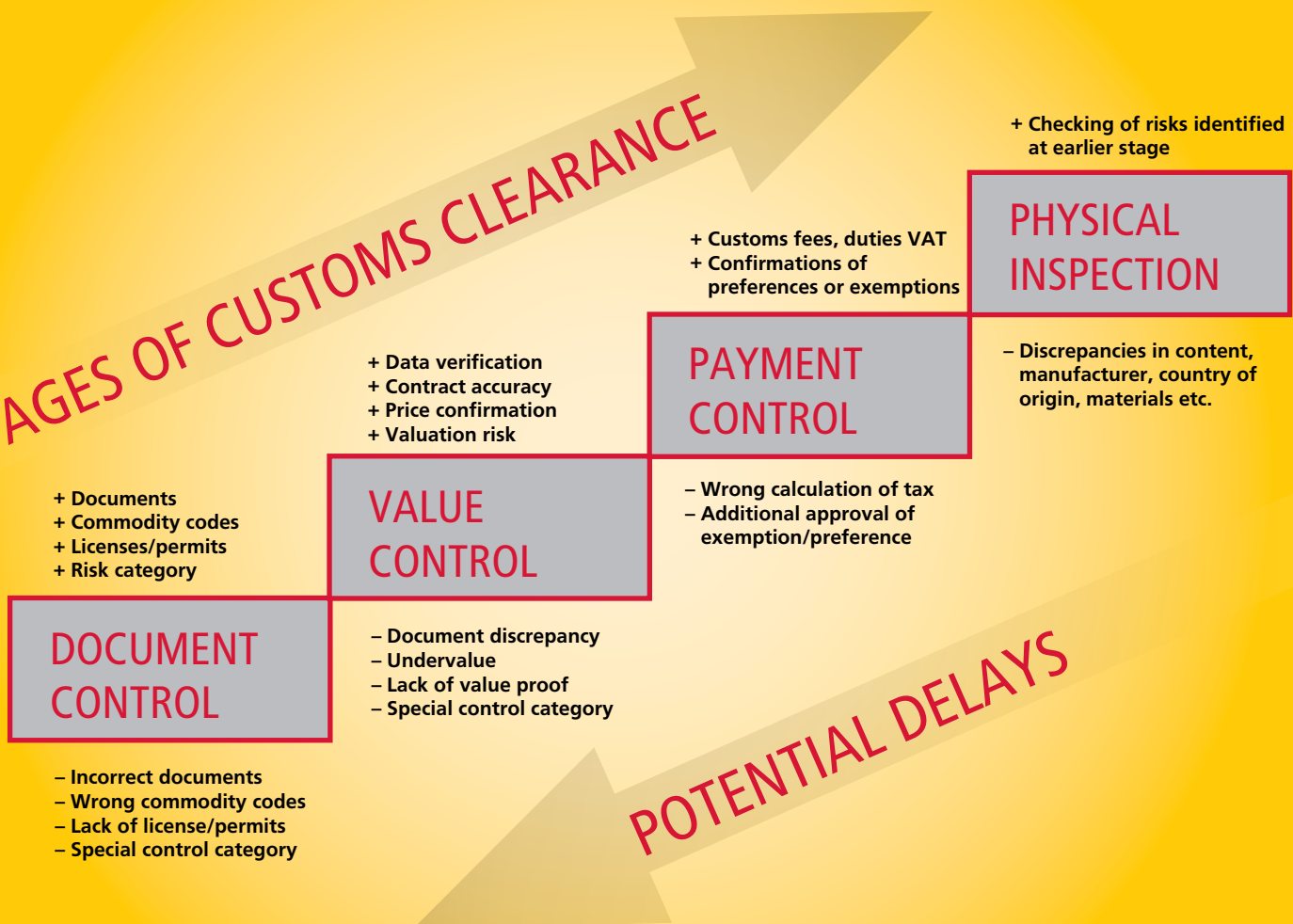


QUICK & EASY GUIDE TO CUSTOMS CLEARANCE IN RUSSIA

STAGES OF CUSTOMS CLEARANCE



CUSTOMS ALLOWS THE RUSSIAN GOVERNMENT TO PROTECT ITS INTERESTS AT THE BORDER, ENABLE AND MONITOR TRADE, AND COLLECT DUTIES, FEES AND TAXES.

IMPORT ALLOWS YOU TO BRING SHIPMENTS TO RUSSIA TO BUILD YOUR BUSINESS.

DHL IS HERE TO MAKE THAT RELATIONSHIP WIN-WIN.

THIS **GUIDE TO CUSTOMS CLEARANCE IN RUSSIA** HAS BEEN DESIGNED TO HELP SHIPPERS AND IMPORTERS UNDERSTAND THE BASIC DOCUMENTATION REQUIRED FOR SMOOTH, EASY CLEARANCE OF THEIR GOODS AT THE RUSSIAN BORDER.

THE IDEAL COMMERCIAL INVOICE

FOR DELIVERY OF COMMERCIAL GOODS (FOR SALE)
PRINTED ON CONSIGNOR'S LETTERHEAD SHOWING LEGAL ADDRESS

COMMERCIAL INVOICE

Invoice No 25
Date 01/04/2010

Invoice Address (no private individuals): Russia Moscow Bolshaya str. 15/5 OOO ABC INN 1234567890	Delivery terms (Incoterms): CIF
Ship to (no private individuals): Russia Moscow Malaya str. 10, building 3, entrance 4, office 10 OOO ABC	Delivered under: Contract ' 110 dd 25.03.2010
Contact person: Veselov Sergey Phone: 8 910 576 35 26	Payment terms 90 days from Invoice date

Description	Country of origin	Net weight/kg	HS Code	Qty (pieces)	Unit price, USD	Total price, USD
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	5000
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	7500
Sweater, mod. Holiday, trade mark Mosaic; wool (98%), polyester (2%)	China, Baillhua Trade ltd	4 kg	611011 1000	34	45	1530
Brush for cleaning of clothes, plastic 100%	Malaysia, Intertrade ltd	3,1 kg	392490 9000	100	5	500
Catalogues Loops	Italy, Masterprint srl	6,3 kg	491110 1000	5	10	50
Total price, USD:						14580
Insurance cost, USD:						200
Freight cost, USD:						9500
Total for payment, USD:						24280

Gross Weight (total):	30 kg
Signed by:	<i>Signature, stamp of CNOR</i>

Most Russian companies will have the designation of an OOO, OAO, ZAO, while state entities will be a FGUP or NPO. The name and address should match the consignee's registration documents.

Don't forget to request the VAT number (or INN) from your Russian partner

Description needs to be as detailed as possible – commodity name, intended use, part/serial numbers, materials, components, sizes etc.

For incoterms CIP, CIF

For incoterms CIP, CIF, CPT, DDU

Your incoterms will also influence whether you include insurance and transport costs separately in the invoice. DHL Express does not offer DDP.

Don't forget to include a reference to the contract and payment terms in your commercial invoice!

Price needs to be realistic, and supported by a price list (from a catalogue or website etc.).

If you can't find the code, don't worry, DHL will help to define it upon arrival anyway.

Try to stick to the same currency throughout the invoice

HERE ARE THE DOCUMENTS THAT THE SHIPPER SHOULD SEND WITH THE SHIPMENT:

- Price list verified by seller
- 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)
- Copy of insurance certificate with insurance amount (for incoterms: CIP, CIF), where insurance is part of contract/shipping requirements

HERE ARE THE DOCUMENTS THAT THE RECEIVER IS OBLIGED TO SUBMIT TO CUSTOMS:

- Charter Documents
- Trade Contract
- Signed Brokerage contract if Customs Broker Service is used
- Passport of Import Deal (a special document of currency control issued by the importer's bank)
- Translation of invoice
- Permissions issued by Russian Authorities (e.g. import permits etc...) where required by HS (tariff) code
- One of the following documents for value confirmation: Pricelist (i.e. catalogue page, print-out from internet etc.); Receipt; Copy of export declaration (if applicable in your country); Catalogues

NON-COMPANY SHIPMENTS HAVE THE SAME REQUIREMENTS (YOU WILL ALSO NEED TO PROVIDE A PRICE-LIST SHOWING THE PRICE ON THE OPEN MARKET)

THE IDEAL PRO-FORMA INVOICE

FOR DELIVERY OF NON COMMERCIAL GOODS (NOT FOR SALE AND LESS THAN 1000 USD INCLUDING TRANSPORTATION)
PRINTED ON CONSIGNOR'S LETTERHEAD SHOWING LEGAL ADDRESS

PROFORMA INVOICE

Date 20/04/2010

Ship to (no private individuals): Russia Moscow Malaya str. 10, building 3, entrance 4, office 10 OOO ABC Contact person: Veselov Sergey Phone: 8 910 576 35 26	Delivered under: Contract of free of charge delivery No 50 dd 05/04/2010
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No. item	Description	Country of origin	Net weight /kg	HS Code	Qty (pieces)	Unit price, USD (for customs purposes only)	Total price, USD (for customs purposes only)
1.	Shaving cream "Man Active", plastic tube 200 ml Stearin – 35,00% Coconut oil – 12,00% Potassium hydrooxid – 9,00% Glycerin – 12,00% Cosmetic keratin – 1,50% Sodium lauryl sulfate – 1,50% Menthol – 0,20% Perfume – 1,50% Dyestuff – 0,05% Distilled water – 27,25%	USA Cosmetic Lab	0,2 kg	3307100000	3	5	15
2.	Electric Shaver mod. 5829, part number 16775; trade mark Braun; 240 V; 60 Hz/4 W	China Braun ltd	0,4 kg	8510100000	1	15	15
Total price, USD							30

FREE OF CHARGE DELIVERY REASON FOR EXPORT:	Samples for marketing
Total invoice value, USD:	Goods not insured 30
Gross Weight, kg (total) :	1,5 kg

Most Russian companies will have the designation of an OOO, OAO, ZAO, while government entities will be a FGUP or NPO. The name and address should match the consignee's registration documents.

VAT number (or INN) is optional

Description needs to be as detailed as possible – commodity name, intended use, part/serial numbers, materials, components, sizes etc.

Freight and insurance are optional in a pro-forma invoice

No need for incoterms

Don't forget to include a reference to the contract or invoice no., if available!

Don't forget to include this phrase! It's very important in a pro-forma invoice!

Price needs to be realistic, and supported by a price list (from a catalogue or website etc.).

Try to stick to the same currency throughout the invoice

Reason for export needs to demonstrate that shipments are non-commercial

If you can't find the code, don't worry. DHL will help to define it upon arrival anyway.

HERE ARE THE DOCUMENTS THAT THE SHIPPER SHOULD SEND WITH THE SHIPMENT:

- One of the following documents for value confirmation: Pricelist (i.e. catalogue page, print-out from internet etc.); Receipt; Copy of export declaration (if applicable in your country); Catalogues
- 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

HERE ARE THE DOCUMENTS THAT THE RECEIVER IS OBLIGED TO SUBMIT TO CUSTOMS:

- Charter Documents
- Signed Brokerage contract if Customs Broker Service is used
- Translation of pro-forma invoice
- Permissions issued by Russian Authorities (e.g. import permits etc...) where required by HS (tariff) code
- One of the following documents for value confirmation: Pricelist (i.e. catalogue page, print-out from internet etc.); Receipt; Copy of export declaration (if applicable in your country); Catalogues

YOU CAN ALSO CREATE YOUR OWN INVOICE STEP-BY-STEP AT WWW.DHL.COM

DHL EXPRESS'S FIVE GOLDEN RULES OF CUSTOMS CLEARANCE IN RUSSIA

1. THE DECLARED VALUE NEEDS TO BE TRUE AND SUPPORTED BY DOCUMENTATION.
2. THE COMMODITY DESCRIPTIONS SHOULD BE AS DETAILED AS POSSIBLE.
3. DOCUMENTS NEED TO BE CONSISTENT, WITH NO DISCREPANCIES (IN CURRENCY, CONSIGNOR NAME ETC.).
4. DUTIES & FEES NEED TO BE PAID AT DESTINATION BY THE RECEIVER (WHO WILL ALSO NEED TO CLEAR THE SHIPMENT IN THEIR OWN NAME). DDP IS NOT AVAILABLE.
5. TIME SPENT ON GETTING ALL DOCUMENTS RIGHT BEFORE SHIPPING IS TIME SAVED UPON ARRIVAL.

CHECKLIST OF QUESTIONS TO ASK BEFORE DISPATCHING YOUR SHIPMENT

- Is the consignee in Russia a company (with a legal entity) and not a private individual?
- Has the company's name been placed as the consignee on the waybill?
- Is the company's name also the consignee written on the invoice?
- Is the consignee's 10 digit VAT number (INN) stated in the commercial invoice for the shipment?
- Are these shipments goods for sale?
If so, the details in the invoice must comply with the "Commercial Invoice sample"
- Are these shipments goods sent for purposes other than sale (on a free of charge basis)?
If so, the details in the invoice need to comply with the "Pro-Forma Invoice sample"

IF YOU HAVE ANY QUESTIONS ABOUT CUSTOMS CLEARANCE IN RUSSIA,
PLEASE CONTACT YOUR SALES EXECUTIVE OR THE CUSTOMS GROUP AT
YOUR DHL COUNTRY OFFICE FOR MORE INFORMATION.
WE'LL BE HAPPY TO HELP!

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