



Dutiable Shipments to, Russia.
Service available only to Commercial Importers in Russia

Strengthened control measures introduced by the Customs authorities in Russia (March 2010) to verify the full compliance of the documentation for imported goods can lead to significant delays in the processing of shipments. We have taken the following measures to try to minimize the impact on DHL's customers and the risk of non-compliance with customs requirements:

- The introduction of a stricter focus on the accuracy of documents at origin and that provided for customs clearance by importers
- Acceptance only of shipments which meet the compliance requirements
- Acceptance only of shipments to Russia addressed to valid commercial importers, no shipments addressed to private individuals
- Acceptance only of shipments with true declared value supported by documented proof of the value

This document covers the requirements for:

1. Commercial Shipments (for sale)
2. Inter-Company Shipments
3. Non-commercial shipments (samples not for sale up to US\$ 1,000.00 including Freight costs)

Other attachments in this pack are sample invoices that comply with the requirements of the Russian Customs authorities.

Please do not hesitate to contact either your Account Manager or our local Customer Service Advisors if you need any further advice or clarification.



1. Commercial Shipments (for sale)

You, the shipper, will need to provide the following:

Original Invoice

Your invoice must contain no abbreviations.

Your invoice must contain the following information:

- 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
- 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

.....*Continued/*



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 Shipments

For inter-related companies (Consignor / Consignee with the same name and/or belonging to the same group of companies) the 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.



3. Requirements for non-commercial shipments:

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

You, the shipper, will need to provide the following:

A Proforma Invoice

Proforma-invoice must contain the following information:

- 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*)

.....*Continued/*



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

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