



Dear Suppliers,

To ensure the smooth and efficient transportation of goods, please follow the detailed shipping instructions below for shipments to Grupo HT.

Shipping Instructions

1. Pre-Shipment Requirements

Proforma Invoice: Send the proforma invoice to prazos@grupoht.com.br immediately upon issued and confirm the delivery time of order placed and agreed.

2. **Pre-shipment Coordination and Booking Confirmation:** Kindly coordinate the shipment with our freight forwarder defined. Confirm the booking with them at least 5 days prior to the planned shipping date.
3. **Shipping Notice:** Provide a pre-shipment notice 10 days before the actual shipment. This should include all details of the items, quantities (as per order agreed), pick up and shipment date.

4. Shipment documents

Commercial Invoice: Must match the purchase order details, including product's descriptions, Incoterms, quantities, payment terms unit prices, and total amounts as per agreed.

5. Packing List:

Provide a detailed packing list, including the below details:

- a) Item descriptions and codes
- b) Total Quantities
- c) Quantities per package
- d) Net and Gross Weight – per unit and total
- e) Package dimensions (LxWxH) and weight
- f) Any special handling instructions

6. Bill of Lading (B/L or HAWB):

Ensure the B/L or HAWB is accurately completed, reflecting the agreed terms (e.g., FOB, CIF, FCA, CFR) and destination details. If contains wooden package, kindly inform in the document.

7. Certificate of Origin:

If applicable, a certificate of origin should be included, indicating the country of manufacture.

8. Packaging and Labeling

- a) Packaging Standards: Use robust and appropriate packaging to ensure product integrity during transit. Packaging should meet international shipping standards.
- b) Labeling: Each package must be clearly labeled with:
- c) Supplier's name and address
- d) Consignee's name and address
- e) Purchase order number
- f) Item description and quantity
- g) Handling symbols (e.g., "Fragile," "This Side Up")
- h) Remember that all wooden package / pallet Always must be theated and certified and wooden package must container Heat treatment duly stamped

9. Way of Transport:

Shipments should be arranged via [Specified Mode: air, sea LCL or FCL shipment, truck, etc.], unless otherwise instructed. Contact details are as follows:

[Freight Forwarder's Name] - Use our designated freight forwarder unless an alternative has been agreed upon

[Contact Person's Name]

[Phone Number]

[Email Address]

10. Delivery Terms:

Ensure adherence to the Incoterms specified in the purchase order (e.g., FOB, CIF, FCA, CFR). **In Case of Incoterms CIF, CFR, CPT, DAP, DDU agreed, kindly inform the brazialian forwarder contact, and supply a copy of invoice, packing list and BL immediately**

11. Post-Shipment Requirements

Shipping Notification: Send a shipping notification to [Contact Email] immediately, **if possible, before** dispatch, including: Tracking number; Estimated time of arrival (ETA); Copy of the bill of lading and commercial invoice

12. Compliance Check:

Verify that all documentation and labeling comply with Grupo HT's requirements and international shipping regulations.



13. Customs Requirements:

Always send to the buyer a signed and stamped invoice and packing list. These documents are mandatory to present them to Brazilian Customs. It is the Shipper's obligation to send the requested documentation 5 days before goods arrival in Destination porto or airport.

GHT has two different purchasing parties: Directly (GHT – Grupo Hidrau Torque) or by a Trading called Versa (stated in Santa Catarina). When the order will be placed by our trading company Versa, It is mandatory that the name of "Versa" be declared on the Shipping docs and bill and ship to as Versa to the order of GTH

A draft of documents (invoice, packing list and BL or HAWB) must be issued and sent to the imported to be checked and approved. If something needs a correction, shipper will be informed immediately, so documents can be fixed according to importer's request.

Compliance Check: Verify that all documentation and labeling comply with Grupo HT's requirements and international shipping regulations.

6. Contact Information

For any questions or clarifications regarding these instructions, please contact our logistics team At:
Logistics Department: comex@grupoht.com.br

We appreciate your cooperation in following these detailed shipping instructions. Your adherence will help in maintaining a seamless supply chain process and ensuring timely deliveries.

Thank you for your attention to this matter.

Best regards.