

## ANEXO II

### **“IMPORTAÇÃO COMUM”** *(Orientação em inglês)*

A Proforma Invoice deve ser confeccionada, emitida e assinada pelo exportador em papel timbrado da empresa, no idioma que o mesmo eleger, contendo as seguintes informações:

**Ship to and Bill to:**

UNIVERSIDADE DE SÃO PAULO  
CNPJ: 63.025.530/0001-04  
Rua da Reitoria, 374  
Butantã – São Paulo – SP – CEP: 05508-220 – Brasil

**Exporter:** complete name / address / phone / e-mail.

**Manufacturer:** complete name / address / phone / e-mail.

**Goods:**

- Quantity
- Complete description
- Net weight of each item
- Total gross weight
- Unit and total value

**Incoterms:**

- FCA (air freight - airport)
- FOB (sea freight – port)

**Payment Terms:** Letter of Credit or Wire Transfer After Delivery

**Bank information:** Name, address, account number, SWIFT and IBAN codes.

**Package:** Quantity, dimension and wooden box or cardboard box, inform.

**Shipping conditions:**

- Air Freight Collect – by Air Cargo.
- Sea Freight Collect.

**Country and Airport/Port of origin,** inform.

**Destination:**

- Guarulhos Airport – SP (air freight)
- Santos Port – SP (sea freight)

**Delivery time**

**Representative in Brazil** (if any): complete name / address / phone / e-mail / agent's comission value and bank details (if commission is withheld/paid in Brazil).

**Validity:** for minimum 90 days

**Date**

**Responsible person signature (preferably signed with blue pen)**

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**ATTENTION:**

- PARTIAL SHIPMENTS ARE FORBIDDEN.
- DO NOT PERMITTED USE COURIER SERVICE A UPS, FEDEX, DHL, TNT, etc.