

Standard Operating Procedure

Division Air/Ocean

Airfreight

PARAGUAY

Division Air/Ocean

September 2019, Version 2.0

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Chapter/Sub-Chapter

Date of Issue


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(1) General information

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Function	Name	Contact Details
Accounting Manager	Ms. Pamela Aguero	Phone: +595 21 495530 ext 215 Mobile: +595 983 656050 Fax: + 595 21 490152 Email: pamela.aguero@totalcargo.com.py

Local currency: **Guaranies**

Public holidays: 2019

from	to	days	Reason
January 1st	January 1st	1	New Year
March 1st	March 1st	1	Heroes' Day
March 29th	April 1st	3	Easter
May 1st	May 1st	1	Labour Day
May 15th	May 15th	1	Independence Day
June 12th	June 12th	1	Chaco Ware Peace Treaty
August 15th	August 15th	1	Founding of Asuncion City
September 29th	September 29th	1	Boqueron Battle
December 8 th	December 8 th	1	Lady of Caacupe Day
December 25 th	December 25th	1	Christmas Day
December 31st	December 31st	1	New Year

(2) Branch facilities

No applicable

(1) Pre-shipment requirements

Following pre-shipments requirements must be considered for all shipments.

(a) Advance manifest:

It is not required.

(b) Inspection:

At the present time, pre-shipment inspection is no longer required. Nevertheless controlled substances and explosives may require approval from local ministries. We suggest you contact local Customer Service to confirm if you have any doubts.

(c) Packing:

No special requirements

(d) Wood packing material requirements:

Paraguay has implemented the International Standards for Phytosanitary Measures (ISPM) No. 15.

(e) Marking:

All shipments must be properly labeled box-by-box providing the MAWB and HAWB information.

(f) Routing:

No special requirements

(g) Language on documents:

English and spanish are acceptable.

(2) Documentary requirements and specifications**(a) Master Airwaybill, containing:**

- The MBL must be consigned to:

TOTAL CARGO S.R.L.

RUC: 80022777-8

Estrella 692 c/O'leary, Edificio Lider IV – Piso 7 – Oficina 78

Asuncion, Paraguay

Phone: +595 21 495530

- Rating "as agreed" **Not allowed.**

- It's mandatory to declare on MAWB the clause "**Consolidated Cargo / Carga Consolidada**" if cargo arrived without this legend, penalties will apply.
- Declaration of weight and pieces must be the total of the HAWB.
- HAWB and all related documents must be attached to the MAWB.
- Partial shipments are allowed

(b) House Airwaybill, containing:

- "To order" consignments **Not allowed**
- Rating "as agreed" **Not allowed**
- Corrections stamp and/or handwritten alterations are not allowed.
- No lump sum rates are allowed
- The description field on the Hawb must match the description listed on the commercial invoice.

Note: as per Paraguayan Customs regulations, it is not allowed to change any HAWB after cargo has arrived.

(c) Commercial invoice, containing:

Any commercial invoice shall show:

- Commercial invoice number and date;
- Shipper's complete name and address as letterhead;
- Consignee's complete name and address;
- Nature and description of goods and quantities (a detailed description of all invoiced items); generic descriptions like "computers" are disallowed. A complete description reflects the type, model, capacity, use and accessories;
- Used articles clearly shall be identified as such;
- Unit price declared per item
- Total amount of the invoice;
- Incoterm;
- Country of origin;
- Exporter's signature and stamp.
- "Proforma" invoice for clearance allowed for values of up to USD. 500.00 only.
- Copies for clearance disallowed
- Documents to be issued in English and/or Spanish

(d) Packing List, containing:

A packing list shall contain:

- Quantity of goods;
- Quantity and kind of packages (boxes, bags, etc.);
- Dimensions of packages;
- Number of items in each package;
- Unitary detailed description of goods;

- Total net and gross weight;
- Unitary net weight (if possible).
- Serial numbers.
- If “sets”, statements how many pieces make up a set.
- Exporter’s signature and stamp.
- Copies for clearance disallowed.
- To be issued in English and/or Spanish.

(e) Certificate of origin, containing:

Certificate of Origin for Mercosur countries is required in order to avoid paying Import duties.

(f) Cargo Manifest, containing:

For all consolidated goods a Cargo Manifest must be issued, containing:

- MAWB number.
- HAWB number.
- STT number.
- Quantities and weights (to be identical between Manifest, Master and House).
- Cargo descriptions.
- Marks and numbers.
- Delivery terms.

(3) Pre-alerts

Prior to acceptance of any collect shipment, the explicit authorization of the Schenker Network Office at destination is required. Therefore the following information / documents shall be sent via email to Customer department for previous approval:

Mauricio Agustti E-mail: mauricio.agustti@totalcargo.com.py

Every air freight shipment must be pre-alerted via email at the latest 2 days prior to arrival.

The pre-alert shall be sent to: prealerts@totalcargo.com.py

The pre-alert shall contain the following documents / information:

- MAWB number.
- HAWB number.
- Air Company.
- Consignee (Full details).
- Legible copy of commercial invoice.
- Special Handling Instructions (if applicable).

(1) Restrictions

- (a) Live animals: are required the following documents to comply with import customs formalities: legalized origin veterinary certificate, vaccination certificate, authorization issued by SENACSA (local government office in charge of animal control and/or animal origin products) prior to shipment.
- (b) Plants and plant material: are required the following documents to comply with import customs formalities: phytosanitary authorization issued by AFIDI (local government office in charge of plants/vegetable control and/or plants/vegetable origin products) prior to shipment.
- (c) Arms, ammunition and explosives: are required the following documents to comply with import customs formalities: authorization issued by DIMABEL (local government office in charge of control) prior to shipment.
- (d) Narcotics and drugs: are required the following documents to comply with import customs formalities: authorizations issued by MSPyBS and SENAD (local government offices in charge of narcotic/drugs control) prior to shipment.
- (e) Human remains: are required the following documents to comply with import customs formalities: death certificate issued at country of origin.
- (f) Pharmaceutical and chemical products: are required the following documents to comply with import customs formalities: authorizations issued by MSPyBS and SENAD (local government offices in charge of pharma and chemical products control) prior to shipment.
- (g) Medicines and vaccines: are required the following documents to comply with import customs formalities: authorizations issued by MSPyBS, MAG and SENAD (local government offices in charge of medicines and vaccines) prior to shipment.
- (h) Animal products: are required the following documents to comply with import customs formalities: for shipments of human direct consumer products: authorization issued by MSPyBS (local government office in charge) prior to shipment. For shipments of beef/meat: authorization issued by MAG (local government office in charge) prior to shipment

In case of DG, pre-alert shall also include Shippers Declaration duly signed by authorized signature containing in particular:

- Proper shipping name as stated in the IMDG-Code
- IMO-class
- UN-number
- Packing group, if applicable
- Number, kind of package, weight
- Properties (e.g. marine pollutant, flash point)
- Additional handling information
- Material Safety Data Sheet, if applicable
- Possible "High Consequence Dangerous Goods (HCDG)" classification

(2) Prohibitions

In addition to the corporate prohibitions and general international import bans the below mentioned commodities are disallowed for importation:

- Pharmaceutical products with chemical compositions and formulas not registered in Paraguay
- Food composed by prohibited ingredients in Paraguay
- Sick animals;
- Sick plants and vegetables with germs declared as harmful by the Ministry of Agriculture;
- Foreign lottery bills and copies of fiscal values, except philatelic catalogs of any nature;
- Used clothing;
- Toxic and caustic substances, harmful wastes that may affect the environment;
- Scrap or junk.

Import handling
(a) Customs clearance:

The Schenker Network office at destination is well equipped to provide customs clearance services. A quotation request shall contain complete commodity information, HS-Code (if possible) and CIF-Value of the goods (if possible a copy of commercial invoice).

Request to be sent to:

Mauricio Agustti E-mail: mauricio.agustti@totalcargo.com.py

Cristina Gibbons E-mail: cristina.gibbons@totalcargo.com.py

(b) DAP/DDP shipments:

DAP/DDP shipments shall not be sent without prior written authorization by the Schenker Network Office at destination and acceptance of involved costs by origin office.

The quotation request must contain the following information:

- Complete name and address of consignee.
- Delivery address (if different from above).
- Complete commodity information incl. HS-Code.
- CIF-Value of goods (if possible a copy of commercial invoice).
- Quantity, weight and volume of cargoes (if possible a packing list).
- If dangerous, it must include Technical specifications such as UN Number, Class, packing group, proper shipping name.

Note: DON'T SEND DAP/DDP shipments until you have our aproval.

For DDP shipments: Duties and Taxes amounts are only paid in advance upto the limit of USD. 2,500.00. If the amount is higher, Schenker Origin has to arrange a transfer in advance to our account.

Intermediary Bank:

Currency	Bank	Account Nbr.	Swift
USD	Bank of America NA	6550770122	BOFAUS3N
CHF	Bank of America UK	57844013	BOFAGB22
GBP	Bank of America UK	57844021	BOFAGB22
JPY	Bank of America UK	57844039	BOFAGB22
CAD	Bank of America UK	57844047	BOFAGB22
EUR	CommerzBank AG	4008810095	COBADEFF

Beneficiary's Bank:

BANCO GNB PARAGUAY S.A. (ASUNCION - PARAGUAY)
 SWIFT CODE: **BGNBPYPX**
 ACCOUNT NUMBER: 6550770122

Final Beneficiary:
TOTAL CARGO S.R.L.
Account Nbr.: 001-091610-020
Intermediary Bank:
BANK OF AMERICA N.A. (NEW YORK – USA)
SWFIT CODE: **BOFAUS3N**
ABA: 026009593

(c) Partial shipments:

It's allowed. Clause "short shipment" or "partial shipment" must be added on mawb and hawb as well as commercial invoice number.

(1) Import charges

(a) Storage: case by case sending costs request via email.

(2) Fines, Penalties, Claims

Fines can vary depending on taxes and penalties paid.

The most common reasons are:

- Discrepancies found regarding consignee's information between commercial invoice and hawb.
- Missing labels on the shipments.
- Inaccurate description of goods, commercial names, brand names.
- Item numbers are not accepted.
- Quantity of pieces, cartons, cases, etc.
- Gross weight.
- Shipment arrived without pre-alert: Usd. 250.00 per HAWB + Customs Penalties USD 330.00/HAWB
- Airport taxes will be billed as per outlay.

(1) Direct shipments

As a general rule, direct shipments without involvement of a Schenker office are disallowed. Exception: If customers are requesting the Schenker Origin to arrange direct shipment.

(2) Co-Loading

No information provided.

(3) Dangerous goods

The Schenker Network office at destination shall receive a pre-alert on every shipment classified as dangerous goods, including:

1. Schenker MAWB and HAWB.
2. Shippers Declaration duly signed by authorized signature.
3. Technical specifications including UN Number, Class, packing group, proper shipping name.

(4) Perishables

Perishable Shipments cannot be sent without an explicit authorization from the Schenker Network Office at destination.

The office at destination shall receive a pre-alert on every perishable shipment advising the following:

1. Master AWB Number.
2. Schenker HAWB Number.
3. Number of pieces and weight.
4. Required temperature that cargo should be stored in.

If more than 1 shipment is being sent in a consolidation or if there is a shipment containing pieces requiring a different temperature, it must be clearly specified in the pre-alert as well as in the MAWB, Manifest, and HAWB(s).

Perishable labels should be affixed to every box.

(5) Donations

Applies special requirements. It's mandatory to declare on all documents that cargo is a donation without commercial value and must be legalized at Paraguayan consulates in origin.

(1) General

For in-bond shipments the respective Schenker Network Office at destination shall be contacted prior to booking.

(2) Transit center

No applicable at this moment

(3) Charges

No applicable at this moment