

INSTRUCTIONS ON HOW TO PREPARE SHIPPING DOCUMENTS FOR WORLDFOOD MOSCOW 2019

Deadline for proforma invoice: August 26, 2019

Deadline for arrival at Moscow airport: to be confirmed

Please send us your pro-forma invoice(s) in excel format by email, using our draft.

Short guideline to fill out the proforma invoice for foodstuff:

Description of goods

- The items' description must be clear and understandable and must specify the type of product in simple words that are understandable for non-experts
- Brand name, Trade Mark, Manufacturer, Producer
- Product name
- Type of product (i.e. Cheese, Ham, Cookies, Chips, Chocolate, etc.)
- Main ingredients of the product
- Production and Expiry dates
- Storage conditions
- Quantity in pcs.
- Details of first packing (jar/can/plastic box/bottle, etc.)
- Product weight per package without any primary packing in accordance with details on package.

BTN customs code/ HS customs code

List customs code numbers for each product. Products showing different customs code must be listed in separate lines. Different products with the same customs codes must be consolidated and must be listed under one customs code.

Gross-/ Net weight

- Customs requires gross and net weight for each single article with different customs codes.
- List under net weight cargo with primary packing (jar/can/plastic box/bottle, etc.)
- List under gross weight items include all packing.

Goods value

Goods value in proforma invoice must be list in EUR including all freight charges up to DAP Moscow

Additional information for:

Goods including Alcohol

The import of goods with alcohol is limited to a maximum quantity of five bottles per each sort/name. Alternatively, these goods can be declared as Diplomatic Cargo without any quantity limits.

The following information must be provided in the proforma invoice:

- Information which is printed on front and backside label of each bottle
- Type of wine such as red, white, rose
- Type of wine such as: sparkling / still wine
- Type of primary package (glass bottle, tin, can, carton pack)
- Volume in litres
- Percentage of Ethyl-Alcohol on volume %
- Content of sugar in gram per litre

Continues on next page...

- Year of Harvest
- Date of bottling
- Best before date
- Wine category – protected name of origin / protected geographical indication
- Wine region
- The age (stars) of strong drinks (brandy/cognac and etc.)

Goods of animal origin

All goods of animal origin are subject to a veterinary control upon entering Russia. The import of such goods requires obligatory Veterinary and Quality certificates and these goods can only be imported by companies or producers, which are registered by the Veterinary Service of RF. A list of these companies can be found under: <http://www.fsvps.ru/fsvps/importExport? language=en>
 These companies must also have permission for importing the goods from Rosselkhoznadzor (Federal Service for Veterinary and Phytosanitary Surveillance). Quality certificates are needed as well.

Goods of plant origin

The import of plant based goods to Russia is possible, but requires a Phyto-Sanitary certificate in the Standard international format (<http://www.fsvps.ru/fsvps/laws/1177.html>)

- Products need to be listed in detail with botanical name in Latin letters.
- Port of Entry must say “Name of airport/Moscow”.
- The Shipper mentioned in the proforma invoice(s) and certificate(s) must be identical.
- Certificates need to be addressed to Worldfood Moscow and must contain the full contact details of our customs broker, who must also be mentioned as consignee in the AWB.
- The net weight listed in the proforma invoice needs to include the weight of the primary packaging.
- The Phyto Certificate must mention: **“THE QUARANTINE PRODUCTS ARE PRODUCED IN SITES FREE FROM QUARANTINE HARMFUL ORGANISMS, ACCORDING TO THE UNIFORM REQUIREMENTS APPROVED BY THE DECISION OF COUNCIL OF THE EUROASIAN ECONOMIC COMMISSION FROM 11/30/2016 NO 157”** under “additional declaration”. For further information, please also check the following website: <http://www.eurasiancommission.org>

-Only original certificates are valid for the Russian customs authorities. Copies will not be accept in Russia. Please send your certificates to Moscow separately by courier service. Make sure to send us draft version(s) in order to have them checked prior to sending them.

-Prepare separate certificates for each product. It is not possible to mix different products on one certificate. To be on the safe side you should in any case contact the authorities in your country as well and ask about the latest regulations of exporting goods from your country to Russia

-Make sure to check about the latest restrictions and prohibitions on the import of goods to Russia.

The list of countries and restrictions on import and release for free circulation in Russia is constantly changing. Observe the latest Russian sanctions against agricultural products from the European Union, USA, Canada, Australia, New Zealand and other countries.

Russian authorities are very strict and in case of any discrepancies, the documents are not valid and the cargo will not be release for the exhibition and will instead be held at the airport at your expense.

Additionally a Hygienic standard letter needs to be send with the goods, confirming that the goods were produced according to the latest hygienic standards and are fit for human consumption. A sample letter will be send with our detailed instructions.