

IMPORTANT INFORMATION FOR SHIPPING TO RUSSIA

GENERAL INFORMATION:

- THERE ARE TWO MAJOR INTERNATIONAL AIRPORTS IN MOSCOW: **DME** (DOMODEDOVO) AND **SVO** (SHEREMETYEVO)
- FOR THE MAJORITY OF COMMODITIES BEING SENT TO RUSSIA, IMPORT LICENSES ARE REQUIRED.
- ALL FREIGHT SHIPMENTS TO RUSSIA ARE CLEARED EITHER **OFFICIALLY** OR **UNOFFICIALLY**.
- FOR SHIPMENTS TO BE CLEARED OFFICIALLY, THE CONSIGNEE MUST BE REGISTERED WITH CUSTOMS AND HAVE ALL NECESSARY IMPORT PERMITS/LICENSES.
- THE CONSIGNEE'S CUSTOMS REGISTRATION CAN BE SPECIFIC TO A PARTICULAR AIRPORT, MEANING THAT IN CERTAIN CIRCUMSTANCES IT WILL NOT BE POSSIBLE TO SHIP ON OUR REGULAR FLIGHT – IN THIS CASE IN TIME CAN QUOTE VIA ALTERNATIVE CARRIERS.
- UNOFFICIAL CLEARANCE IS USED EITHER WHERE THE CONSIGNEE IS NOT CUSTOMS REGISTERED, DOES NOT HOLD THE RELEVANT IMPORT LICENSES AND/OR DOES NOT WISH TO BE INVOLVED IN THE CLEARANCE PROCESS.
- IN SOME CASES, OFFICIAL CLEARANCE IS PRE-REQUISITE IN ORDER FOR THE CONSIGNEE TO COMPLY WITH TAX REQUIREMENTS, CLAIM BACK VAT ETC.
- IN ORDER TO QUOTE FOR ANY FREIGHT CONSIGNMENT, IN ADDITION TO THE NORMAL SHIPMENT INFORMATION – PIECES, WEIGHT, DIMS ETC. – WE NEED TO KNOW THE NAME OF THE ORIGINAL SHIPPER AND FULL CONTACT INFORMATION FOR THE CONSIGNEE. A COPY OF THE SHIPPING INVOICE (SEE BELOW) IS ALSO VERY HELPFUL.

PAPERWORK REQUIREMENTS

- ALL FREIGHT SHIPMENTS MUST BE ACCOMPANIED BY A COMPLETED **HAWB**.
- **LOW VALUE SHIPMENTS (MAX. \$200 VALUE)** MUST BE ACCOMPANIED BY AT LEAST THREE ORIGINAL SIGNED COPIES OF A PRO-FORMA INVOICE DETAILING THE TYPE OF GOODS AND THE EXACT QUANTITY AND CONTENT OF EACH ITEM, THE COUNTRY OF ORIGIN OR MANUFACTURE, A VALUE FOR CUSTOMS PURPOSES AND THE CURRENCY (PREFERABLY US DOLLARS).

SAMPLE PRO-FORMA INVOICE DETAIL

ITEM	DESCRIPTION	QTY	UNIT	TOTAL
1	GLOSS LAMINATED COMPANY BROCHURES (GLUE BOUND)	50	1.50	75.00
2	BUSINESS DOCUMENTS IN CARDBOARD WALLET	1	1.00	1.00
GOODS OF NO COMMERCIAL VALUE / VALUE FOR CUSTOMS PURPOSES ONLY				
TOTAL VALUE:			GBP	76.00

- HIGH VALUE SHIPMENTS MUST BE COVERED BY A MINIMUM OF THREE ORIGINAL SIGNED COPIES OF A COMMERCIAL INVOICE – PRO FORMA INVOICES ARE UNACCEPTABLE – DETAILING ALL OF THE ABOVE INFORMATION, BUT INCLUDING SPECIFIC DETAILS WITH REGARD TO THE QUANTITY OF AN ITEM AND, WHERE POSSIBLE, SERIAL NUMBERS AND COMMODITY CODES. COMMERCIAL INVOICES SHOULD CONTAIN UNIT AND TOTAL COSTS PER LINE ITEM - PLEASE REFER TO THE EXAMPLE BELOW.

SAMPLE COMMERCIAL INVOICE DETAIL

ITEM	DESCRIPTION	SERIAL NO.	COMMODITY	QTY	UNIT	TOTAL
1	MODEM CABLE	us398/1669A	84731090	8	12.50	100.00
2	US ROBOTICS V90 56K MODEM	us411/9671x	84731090	8	115.00	920.00
TOTAL VALUE:					USD	1,020.00

- INVOICES MUST CONTAIN THE CORRECT INCOTERM – E.G. DDU MOSCOW.

ACCEPTABLE & RESTRICTED COMMODITIES

- MOST COMMODITIES CAN BE ACCEPTED FOR CARRIAGE BY AIR FREIGHT TO RUSSIA. HOWEVER, IN COMMON WITH MOST DESTINATIONS, SOME RESTRICTIONS APPLY. ON THE FOLLOWING PAGE IS A STRAIGHTFORWARD GUIDE DETAILING THE MAJORITY OF RESTRICTED ITEMS WHERE ATTENTION IS REQUIRED.

ACCEPTABLE & RESTRICTED COMMODITIES

CLASS	DESCRIPTION OF GOODS	COURIER	RAS (OBC)	FREIGHT
DOX	DOCUMENTS: UNBOUND BUSINESS DOCUMENTS UP TO A MAXIMUM WEIGHT OF 10KG PER HAWB	✓	N/A	N/A
LV	PRINTED MATTER: BOOKS, BROCHURES, LEAFLETS, MAGAZINES, PROMOTIONAL FLIERS ETC.	✓	N/A	N/A
LV	MEDIA: CD ROMS, DVD ROMS, FLOPPY DISKS, VHS CASSETTES UP TO A MAXIMUM WEIGHT OF 10KG PER HAWB (EXCL. LICENSED SOFTWARE)	✓	N/A	N/A
LV	STATIONARY ITEMS: PENS, PENCILS, STAPLERS, PUNCHES ETC. UP TO A MAXIMUM WEIGHT OF 10KG PER HAWB	✓	N/A	N/A
LV	BETA & DAT CASSETTES ETC.	✗	✓	N/A
HV	COMPUTER GOODS: GENERAL HARDWARE, NETWORKING CARDS & EQUIPMENT ETC.	✗	✓	✓
HV	COMPUTER SOFTWARE: FULL LICENSED SOFTWARE TITLES ON REMOVABLE MEDIA SUCH AS FLOPPY DISK, CD OR DVD-ROM ETC.	✗	✓	✓
R	ANTIQUES	✗	✗	✓
R	ANY PUBLICATIONS OR DOCUMENTS CONTAINING MATERIAL THAT COULD BE CONSIDERED A THREAT TO STATE SECURITY, SOCIAL ORDER, PUBLIC MORALITY OR THE RIGHT TO PRIVACY.	✗	✗	✗
R	COLLECTABLE AND / OR IRREPLACABLE ITEMS	✗	?	✓
R	COUNTERFEIT OR PIRATE GOODS AND MATERIAL	✗	✗	✗
R	CURRENCY	✗	✓	✗
R	DANGEROUS GOODS	✗	✗	✓
R	DRUGS – INCLUDING PRESCRIPTION & NON-PRESCRIPTION MEDICINE	✗	✗	✓
R	ENDANGERED ANIMAL PRODUCTS	✗	✗	✗
R	EXCISE STAMPS	✗	✗	✗
R	FILMS (UNDEVELOPED PHOTOGRAPHIC MATERIAL)	✗	✓	✓
R	FIREARMS & PARTS THEREOF	✗	✗	?
R	FOODSTUFFS – INCLUDING FLAVOURINGS & SAMPLES	✗	✗	✓
R	FURS, IVORY ETC.	✗	✗	✗
R	JEWELRY OR ANY PRECIOUS STONES, METALS ETC.	✗	✗	✓
R	NEGOTIABLE INSTRUMENTS IN BEARER FORM (BANDEROLES, BANK NOTES, BANKER'S DRAFTS, BONDS, CHEQUES, CREDIT CARDS, GIFT CERTIFICATES, LOTTERY TICKETS, MONEY ORDERS, POSTAL ORDERS, STAMPS (NOT CANCELLED OR FRANKED), STOCK CERTIFICATES, TAX STICKERS, TELEPHONE CARDS, TELEPHONE SIM-CARDS, TICKETS TO EVENTS, TRAVELLER'S CHEQUES)	✗	?	✗
R	PASSPORTS OF RUSSIAN CITIZENS *	✗	✓	✗
R	PASSPORTS OF UK CITIZENS *	✗	✓	✗
R	PERISHABLE ITEMS (FLOWERS, FOODSTUFFS, PLANTS ETC.)	✗	?	✓
R	PORNOGRAPHIC MATERIAL	✗	✗	✗
R	TEXTILES – ALL CLOTHING & FABRIC/GARMENT SAMPLES	✗	?	✓
R	WATCHES OR COSTUME JEWELRY	✗	✓	?
R	WEAPONS & AMMUNITION	✗	✗	?
<p>KEY TO CLASS: DOX = DOCUMENTS LV = LOW VALUE HV = HIGH VALUE R = RESTRICTED KEY TO SERVICE GUIDE: ✓ = ACCEPTABLE ? = SUBJECT TO RESTRICTIONS ✗ = PROHIBITED * note all passports MUST be reported to UK Customs & Excise before shipping</p>				