

GUIDE FOR SENDING OF SAMPLES

In order to carry out a successful process of importing samples, it is necessary to comply with the following requirements: **ALL SHIPPING, WITHOUT EXCEPTION SHALL BE PERFORMED UNDER THE INCOTERM DDP "DELIVERY DUTY PAID"**.

For this event you can only use without any exception the following Courier Shipping Company **(FEDEX, UPS, DHL)**, as long as it complies with the above mentioned line.

- A. It is required that eight (8) days before the sending of samples, you should send by email the commercial invoice for review and validation. This document will serve to ensure that the import process complies with the requirements established by Costa Rican Laws.

Based on the type of event, all the samples should be in accordance with "REQUIREMENTS FOR THE IMPORT OF FOOD PROCESSED FOR DISPLAY AND TASTING" stated in RTCA (Central American Technical Regulation - see Annex 4, Requirements)

- B. ALL PRODUCTS REQUIRING IMPORT PERMITS IN COSTA RICA SHOULD BE SHIPPED **NO LATER THAN 22 days prior to assembly of stands. Maximum date of shipment: January 31, 2017. After that date Walmart is not responsible for samples that are not released in time for the Exhibitor booth assembly.**

- C. People assigned to support or assist the Imports team in sending samples are:

| | | |
|-------------------|--|--|
| Carlos Zeledón | Carlos.Zeledon@walmart.com | tel. (506) 4032-7551 |
| Alexander Salazar | alexander.salazar@walmart.com | tel. (506) 4032-7577 |
| Francini Ruiz | Francini.ruiz@walmart.com | tel. (506) 4032-7606 |
| Wendy Howard | Wendy.howard@walmart.com | tel. (506) 4032-7574 & (506)-7243-5923 |

- D. Whenever you place a Courier, you must send by email, a copy of the Air WayBill, the commercial invoice stating "samples with no commercial value" and the assigned stand number. This will help us to track shipping status.

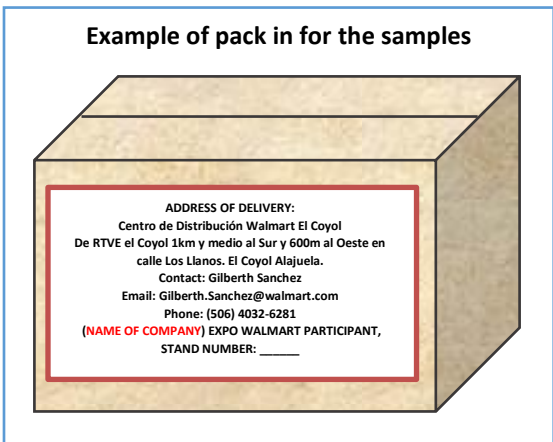
- E. When filling in the Air WayBill information, be sure the recipient's name is as follows:

A nombre de: CORPORACION DE SUPERMERCADOS UNIDOS, S.A.
Dirección: Pozos de Santa Ana, 1.3 km al este de Empaques Santa Ana
Centro de Distribución Walmart Centroamérica
San Jose, Costa Rica
Contacto: Carlos Zeledón, Alexander Salazar, Francini Ruiz
Phone #: (506) 4032-7551 - (506) 4032-7577 - (506) 4032-7606

- F. Samples must be packed with the following information in order that COURIER Company can identify them easier. You should place a sheet of paper in each box with the following information.

ADDRESS OF DELIVERY:
Centro de Distribución Walmart El Coyal
 De RTVE el Coyal 1km y medio al Sur y 600m al Oeste en calle
 Los Llanos. El Coyal Alajuela.
Contact: Gilberth Sanchez
Email: Gilberth.Sanchez@walmart.com
Phone: (506) 4032-6281

(NAME OF COMPANY)
EXPO WALMART PARTICIPANT
STAND NUMBER: _____



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All products (unit per unit) must have a label stating **"PROHIBIDA SU VENTA"**

G. To avoid any problem or non-authorization of release of the samples by the State and custom dependencies, you must comply with the requirements listed below according to the type of product that is sending.

| TYPE OF SAMPLE | EXAMPLES | AUTHORIZATIONS TO BE OBTAINED IN COSTA RICA | REQUIREMENTS | REQUIRED DATA BEFORE THE SHIPMENT | WEIGHT or MAXIMUM UNIT PERMITTED |
|--|---|--|--|---|--------------------------------------|
| SAMPLES OF ANIMAL ORIGIN | Cheese, cream, ice cream, sausages, processed or canned seafood | 1. FOODS DEPARTMENT 2. MINSA 3. MAG - | - copy of invoice - bill of lading - waybill, or consignment note - phytosanitary certificate - Free sale certificate - State type of animal and process | 8 days before the arrival of products to COSTA RICA | From 3 to 5 units per model or style |
| SAMPLES OF VEGETABLE ORIGIN | Nuts, beans, chickpeas, etc. | 1. FOODS DEPARTMENT 2. MINSA 3. MAG | - copy of invoice - bill of lading - waybill, or consignment note - phytosanitary certificate - Free sale certificate - State if vegetables are fresh or processed. | 8 days before the arrival of products to COSTA RICA | From 3 to 5 units per model or style |
| SAMPLES OF PERSONAL CARE AND DOMESTIC PRODUCTS | Diapers, body lotions, lotions, detergents, softeners, cosmetics, soaps, shampoo. | 1. MEDICINES | -Original invoice -bill of lading -waybill, or consignment note - Detailed description of case (color, fragrance, in cases of lipstick, blushes and eye shadows). - Technical note 50 -Any product containing surfactant (soap) should state the amount of soap in kg per unit. | 8 days before the arrival of products to COSTA RICA | From 3 to 5 units per model or style |
| TEXTILE PRODUCTS | Cloths for ladies, gentlemen, children, babies, underwears | NO PERMIT REQUIRED | - Technical data - Gender, tissue type, composition. - Mutilated garments. | | From 3 to 5 units per model or style |
| SOFT PRODUCTS | Quilts, toys, towels, shoes, pillows, bath sponges. | NO PERMIT REQUIRED | -Item material -Type of filling -Technical characteristics. -Shoes with a hole -toys (features) | | From 3 to 5 units per model or style |
| HARD PRODUCTS | Electrical appliances, | Environment | If product contains or uses refrigerant, send copy of | 8 days before the arrival of | From 3 to 5 units per model or style |

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| | white goods | | invoice, bill of lading, certificate of origin, technical data and Free Ozone Certification. - Series and Models | products to COSTA RICA | |
|--|---|---|--|--|--------------------------------------|
| TYPE OF SAMPLE | EXAMPLES | AUTHORIZATIONS TO BE OBTAINED IN COSTA RICA | REQUIREMENTS | REQUIRED DATA BEFORE THE SHIPMENT | WEIGHT or MAXIMUM UNIT PERMITTED |
| NON-ALCOHOLIC BEVERAGES | Soda, juice, water | FOODS DEPARTMENT | - Commercial invoice with milliliters detail - Copy of waybill, bill of lading or consignment note - Value brix. - Additional percentage of water added to identify if it is juice or not. - Free Sale Certificate | 8 days before the arrival of products to COSTA RICA | From 3 to 5 units per model or style |
| ALCOHOLIC BEVERAGES <u>See Note 1</u> | Wines, whisky, rum, vodka, etc. | FOODS DEPARTMENT | - Commercial invoice with milliliters detail - Copy of waybill, bill of lading or consignment note - Certificate of origin - Packing list - Alcohol percentage. | At least 8 days before the arrival of products to COSTA RICA | From 3 to 5 units per model or style |
| PERISHABLE GOOD | Depending on the type or origin of product, the first two lines of chart (Animal Origin Products or Vegetable Origin Products) should be checked. | | | | |

ALL IMPORT EXPENSES MUST BE COVERED BY THE SENDER (PARTICIPANT COMPANY IN EXPO WALMART). CORPORACIÓN DE SUPERMERCADOS UNIDOS, S.A. IS NOT RESPONSIBLE FOR ANY COST IN DESTINY, AS WE ARE ONLY SUPPORT FOR LOGISTICS.

ALL SAMPLES MUST BE NOTIFIED PREVIOUSLY TO BE SHIPPED TO COSTA RICA. CORPORACIÓN DE SUPERMERCADOS UNIDOS S.A. IS NOT RESPONSIBLE FOR MERCHANDISE THAT DO NOT ENTER TO COUNTRY BECAUSE OF LACK OF BACKUP DOCUMENTATION OR THAT DOES NOT COMPLY WITH REQUISITES LISTED IN REQUIREMENTS CHART, WHICH IS REQUESTED BY COMPETENT AUTHORITIES.

CORPORACION DE SUPERMERCADOS UNIDOS, S.A, SHALL NOT BE RESPONSIBLE FOR RELEASE OF SAMPLES THAT HAVE NOT BEEN SENT IN THE ESTABLISHED LAPSE, OR THAT THEY HAVE NOT BEEN NOTIFIED WITH ANTICIPATION VIA MAIL.

- H. AT THE TIME OF DELIVERING SAMPLES TO THE COURIER REMEMBER THAT YOU MUST DELIVER THE ORIGINAL COMMERCIAL INVOICE. (See Annex)

The commercial invoice must contain the following information of your company:

- Company logo
- Business name of the company.

- Complete address including city and department or province.
- Fax number.
- Phone number.
- Correlative invoice number
- Number of pages in the invoice (if it has more than one sheet)
- Country, Place and date of issuance of invoice.
- You must specify INCOTERM in invoice (DDP or DELIVERY DUTY PAID)
- Insert the words "samples without commercial value".
- Code or Item.
- Total.
- Description in Spanish. (If they are empty packages, state it in description)
- Shipping weight and volume.

1. Consign to:

- ✓ CORPORACION DE SUPERMERCADOS UNIDOS, S.A.
- ✓ Pozos de Santa Ana, 1.3 km al este de Empaques Santa Ana
Centro de Distribución Walmart Centroamérica
San Jose, Costa Rica

2. The cost of the sample declared in the invoice must be real per piece, expressed in dollars.

CHECK LIST

- BEFORE SHIPMENT THE SAMPLES, PLEASE VERIFY THAT DOCUMENTS ARE CORRECT.
- EACH BOX MUST BE IDENTIFIED PROPERLY.
- INCLUDE ORIGINAL COMMERCIAL INVOICE AND OTHER DOCUMENTATION BASED ON REQUIREMENTS LISTED ABOVE.
- CONFIRM THAT SHIPPING IS PERFORMED UNDER INCOTERM DDP.
- COMPLY ALL GUIDELINES LISTED ABOVE FOR AN EFFECTIVE PROCESS.

ANNEXES



COMMERCIAL



AA -- Requisitos

INVOICE - Costa Rica Importación Alimento: