



**Shipment Documentation Instructions**

**OCEAN SHIPMENTS**

**AIR SHIPMENTS**

<p><b>Consignee:</b> Company Name: Address:  Tel.: Attention to:</p>	<p><b>Consignee:</b> Company Name: Address:  Tel.: Attention to:</p>
<p><b>Notify Party:</b> Néstor Reyes, Inc. US Customs Brokers PO Box 9023474 San Juan, Puerto Rico 00902-3474 Tel. 787-289-6465</p>	<p><b>Notify Party:</b> Néstor Reyes, Inc. US Customs Brokers PO Box 9023474 San Juan, Puerto Rico 00902-3474 Tel. 787-289-6465</p>
<p><b>Courier Services:</b> Néstor Reyes, Inc. Mercantil Plaza Bldg. #2 Ponce de León Ave. Suite 501 San Juan, PR 00918 Tel. 787-289-6465</p>	<p><b>Courier Services:</b> Néstor Reyes, Inc. Mercantil Plaza Bldg. #2 Ponce de León Ave. Suite 501 San Juan, PR 00918 Tel. 787-289-6465</p>
<p><b>Documentation:</b> Documents set include Commercial Invoice, Packing List and Bill of Lading. Please send by Courier or Express Mail so it arrive prior steamship vessel arrival. Shipper should retain a full set of documents for his records. One (1) set to Consignee (Company Name) and three (3) sets to Nestor Reyes, Inc.</p>	<p><b>Documentation:</b> Please send: Three (3) sets of documents (Commercial Invoice and Packing List) attached to the Air Way Bill. One (1) set of documents attached (outside) in a plastic pouch or envelope, to Carton #1; include a note in the Air Way Bill to this effect. One (1) set to the Consignee.</p>
<p><b>Shipment Pre-Advise:</b> Notify shipping details upon departure to: Nestor Reyes, Inc. Fax Number: 787-289-6457 E-mail: <a href="mailto:info@nreyes.com">info@nreyes.com</a></p> <p><b>Include the following information:</b> Vessel Name &amp; Voyage Number Bill of Lading Number and/or copy Container Number Sailing Date Commercial Invoice</p>	<p><b>Shipment Pre-Advise:</b> Notify shipping details upon departure to: Nestor Reyes, Inc. Fax Number: 787-791-1710 E-mail: <a href="mailto:info@nreyes.com">info@nreyes.com</a></p> <p><b>Include the following information:</b> Air Way Bill Number or AWB Copy Cartons Number Flight Number Departure Date Commercial Invoice Copy</p>
<p><i>If shipment is subject to Food &amp; Drug Administration release, please make sure that copy of the Commercial Invoice and Bill of Lading/Air Way Bill is <u>faxed and/or e-mailed</u> prior to the arrival. This will expedite the clearance of your Shipment.</i></p>	
<p><b>Additional requirements for Ocean or Air Shipments</b></p>	
<p><b>Local Excise Tax Department:</b> If you are a manufacturer under PRIDCO's (PR Industrial Development Company) Economic Development Program, and your merchandise is considered "Tax Exempt", please make sure to include the following information on all your Bills of Lading and Air Way Bills: <b><u>Tax Exemption Number and/or Tax ID Number.</u></b></p>	

**Mailing Address**  
P.O. Box 9023474  
San Juan, Puerto Rico  
00902-3474

**Main Office**  
Mercantil Plaza Bldg.  
Suite 501  
#2 Ponce de León Ave.  
San Juan, Puerto Rico 00918  
Tel. 787-289-6465  
Fax 787-289-6457

**Western Area Division**  
Wingroad, Bldg 448  
Aguadilla, PR 00604  
Tel. 787- 890-6113  
Fax 787-890-0147