

When shipping by sea or by land, all documents should be sent to the Mexican importer, customs broker or agent, before the shipment is sent. This will allow time to make revisions or to obtain special permits, if necessary. When shipping by air, all documents should accompany the goods. The exporter should also advise the importer or broker exactly when and how the goods were shipped, including the bill of lading number.

If possible, the invoice should be accompanied by a catalogue or other literature describing the goods shipped. This may be helpful for properly classifying the goods for customs purposes. The original invoice should be accompanied by as many as eleven copies depending upon the importer or customs broker involved.

## **PACKING LIST**

A packing list is necessary when more than one package is shipped. The list should include the number of packages and a detailed list of merchandise contained in each package. The net, gross and legal weight of each package and of the total shipment must be shown in metric units, along with the volume or measurements of each package and of the total shipment. At least four, but up to seven, copies may be needed depending upon the mode of transportation.

## **BILL OF LADING**

The bill of lading will vary depending upon the mode of transportation. The exporter should keep one set for future reference and send one original to the importer and one to the customs broker. This document should show the types of packages in the shipment and their weights and measurements. It should also include the names and addresses of the shipper and the Mexican importer, consignee or customs broker. Other required details include the ports of origin and destination, a description of the goods, a list of freight and other charges and the number of bills of lading in the full set. Finally, the carrier's official acknowledgment of receipt on board of the goods for shipment is required.

## **SPECIAL CERTIFICATES**

Shipments of livestock or animal products, most seeds, plant and plant products require special certificates such as sanitary, phytosanitary and origin certificates. Many of these certificates are available through Canadian government agencies and most do not have to be legalized. All shipments of foodstuffs, beverages and similar products for public consumption, as well as drugs, toilet and beauty products, soaps and cleaners must be registered with the *Secretaría de Salud* (Secretariat of Health) prior to importation. The requirements are listed below:

