

## 4. SHIPPING DOCUMENTS: GENERAL REQUIREMENTS

Every shipment of goods to Mexico must be accompanied by the standard set of documents that is generally used in all international trade. In addition, to benefit from new arrangements that may emerge under NAFTA, the shipment should also include a Certificate of Origin.

### DOCUMENTATION REQUIRED TO EXPORT TO MEXICO

- Commercial invoice
- Packing list
- Bills of lading
- Special certificates
- Import permits
- Certificate of Origin

### COMMERCIAL INVOICE

The commercial invoice is the most important document, and must accompany every shipment. Invoices should be prepared in Spanish. If prepared in English, the Spanish translation may follow the original text on the invoice or a translation may accompany the invoice. The invoice should be manually signed by the exporter. Mexican customs officials insist on absolute accuracy and completeness of all documents. Any discrepancies could result in delay, penalties or confiscation. The invoice must contain the following information:

- place and date of issue;
- complete name and addresses of the buyer or importer in Mexico and the exporter;
- detailed description of the merchandise, including marks, numbers, types, and quantities;
- all freight and insurance charges;
- signature of seller, along with name and title; and,
- shipper's invoice number and customer's order number.

