6. SHIPPING DOCUMENTS

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, exporters may chose to include addtional documents that may expedite clearance at the border.

COMMERCIAL INVOICE

A commercial invoice 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.

If possible, the importer's *Registro Federal de Causantes (RFC)*, taxation registration number, should also be included on the invoice.

Copies of all shipping documents should be faxed to the Mexican importer and customs broker before the shipment leaves Canada. This will allow time to make revisions or to obtain special permits, if necessary. The original documents should accompany the goods. The exporter should also advise the importer and/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.

*Unless otherwise stated, all currencies used are in Canadian dollars.