



# Access

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## GETTING YOUR PAPERS IN ORDER

# Shipping Documents for Mexico

Mexico is extremely strict in its examination of all documents accompanying the shipments of goods, demanding absolute accuracy and completeness. Discrepancies, even trifling ones, can lead to delays, penalties, even confiscation of the goods being shipped.

Whatever the product you are exporting to Mexico, it will have to be accompanied by a specific set of documents. There are many differences in requirements, depending upon products, and the exporter will have to consult official sources in order to determine what applies. The nearest Mexican Trade Commission will be able to provide accurate advice, or companies could work

with a Mexican customs broker.

All shipments will require at least a commercial invoice, a packing list specifying contents, and a bill of lading or airway bill.

An invoice must contain the following:

- place and date of issuance;
- complete name and address of buyer or importer in Mexico;
- complete name and address of exporter;
- detailed description of the merchandise, including all relevant data, i.e. brand name, model, marks, serial numbers, motor numbers, manufacturer's imprints, product characteristics, material of manufacture, type of use, etc. (Duty rate payable can vary from none to 20 per cent

according to specific characteristics, and if merchandise is not properly classified, it will usually be charged at a higher rate);

- F.O.B. unit value and total value of each item listed on the invoice. (The F.O.B. value will be used to determine tax payments);
- itemized charges making up the C.I.F. value to the Mexican port of entry (trans-

## Don't Forget...

*With few exceptions, all goods exported from Canada must be reported before leaving the country. The Canadian Export Declaration, Form B-13, must be completed by the exporter and submitted to Canada Customs at the point of exit. The document is normally handed over to the carrier transporting the shipment. Information collected from the B-13 forms will provide Statistics Canada with the data to establish export trade statistics.*

portation and insurance);

- in the case of rail and truck transportation, all charges to place the merchandise at the Mexican border;
- signature of seller, name and position; and
- shipper's invoice number and customer's order number.

Documentation must be presented in its original form, with up to 11 copies. A Spanish translation must accompany the English original.

All shipments to Mexico must be insured from departure through their final destination. The Canadian freight forwarder can usually arrange appropriate insurance.

Sanitary certificates in quadruplicate must accompany live animals, seeds, plants and related products.

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## Upcoming Events

ANTAD EXPO '94 (Guadalajara) — 26-28 February 1994 — Mexico's major food products exposition.

COMDEX MEXICO (Mexico City; Info Booth) — 08-11 March 1994 — communications products.

CANADA EXPO '94 (Mexico City) 22-25 March 1994 — Canada's showcase in a full range of products and services.

Details on these and other events may be obtained from Latin American and Caribbean Trade Division, Department of Foreign Affairs and International Trade. Facsimile: (613) 944-0479.