

SHIPPING TO MEXICO: STEP BY STEP

THERE ARE SEVERAL STEPS THAT SHOULD BE KEPT IN MIND WHEN SHIPPING TO MEXICO:

STEP	DESCRIPTION	TIMING
1	Select the Mexican client, importer, consignee, customs broker or trade show organizer for whom the documentation needs to be prepared.	3 months prior to shipment
2	Have the Mexican counterpart initiate all procedures to obtain the necessary authorizations and permits.	3 months prior to shipment
3	Obtain the required documents and send them to your Mexican counterpart if any special permits are required.	2 months prior to shipment
4	Ensure payment by Mexican client and send the commercial invoice, packing list and bills of lading to the Mexican counterpart and ship the goods.	1 month prior to pre-arranged delivery date in Mexico.

CUSTOMS BROKERS

Customs brokers facilitate the importation process and can be a valuable business tool. They are familiar with complex international trade laws and regulations not only in Mexico but elsewhere in the world.

Under Mexican law, "all imports valued at more than U.S. \$2,000 must be handled by a Mexican customs broker." Only Mexican customs brokers are authorized to make a petition for import into Mexico. The customs broker is usually contracted by the importer to make all necessary customs arrangements. As of 1991, an exporter can export directly into Mexico, with the approval of a Mexican company, through a customs broker.

Customs brokers charge a fee of 0.45 percent of the invoice value, plus expenses incurred by the broker, plus a service fee set by each broker to cover operating expenses. The minimum fee is U.S. \$40, increasing with weight and/or value to a maximum of about U.S. \$300. *Section 6 of this guide includes a list of associations for customs brokers in Mexico.*

