

EXPORT DOCUMENTATION

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COMMERCIAL INVOICE

A commercial invoice must accompany every shipment of goods into Mexico. Invoices should be prepared in Spanish, but if they are 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 signed by the exporter. Mexican customs officials insist on absolute accuracy and completeness of all documents. Any discrepancies could result in delay, penalties or even 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. The RFC number, given to every Mexican importer when they register with the Mexican government, must be approved by the local Mexican customs officials where the shipment crosses the border.

Where 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.

Copies of all shipping documents should be faxed to the Mexican importer and customs broker before the shipment leaves Canada.