


DOCUMENTATION			
Documents Required			
DOCUMENT	CANADIAN CUSTOMS	US CUSTOMS	MEXICAN CUSTOMS
Commercial invoice	Always	If goods enter US	in Spanish, with customer's <i>Registro Federal de Causantes (RFC)</i> , taxation registration number
Export declaration (Form B-13A)	If goods will enter US or cost >US \$2,000		
Bill of lading	Always	If goods enter US	Always
Import permit			For certain goods only
Transit and exportation (T&E) bond		If goods enter US	
Packing list			If the invoice is not fully itemized and there is more than one package
Special certificates			For goods subject to product standards or health regulations (see special certificate and permits)
NAFTA certificate of origin			If NAFTA preferences are claimed
General certificate of origin			For non-NAFTA goods that are subject to countervailing duties in Mexico


 Department of Foreign Affairs and International Trade
 Ministère des Affaires étrangères et du Commerce international

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Shipping

Commercial Invoice

The commercial invoice is the basic document on which the importer (buyer) pays the exporter (seller). Invoices should be prepared in Spanish. If prepared in English, the Spanish translation may follow the original text on the invoice.

Mexican customs officials insist on total accuracy in all respects. Any discrepancies may lead to penalties, delays or confiscation. The invoice must contain the following information:

- place and date of issue;
- complete name and address of the exporters and the Mexican importers;
- detailed description of goods, including marks, numbers, types and quantities;
- all freight and insurance charges;
- currency of sale;
- signature of seller, including name and title; and
- shipper's invoice number and customer's order number.

The *Registro Federal de Causantes (RFC)*, taxation registration number, should be included on the invoice whenever possible. The *RFC* number given to every Mexican importer must be approved by the local Mexican customs officials where the shipment crosses the border.

Before the shipment leaves Canada, copies of all shipping documents should be faxed to the Mexican importer and customs broker. This will allow time to make revisions or to obtain special permits, if necessary.