

## I. DOCUMENTS

The following basic documents are required for freight shipments to Mexico:

1. Commercial invoice
2. Packing list
3. Bills of lading for any carrier
4. Special certificates
5. Import permits

### 1. COMMERCIAL INVOICE

The most important shipping document is the commercial invoice and it must accompany all shipments, whichever the carrier (by air, sea, train or truck, even if the person is hand carrying the items) and whether or not the items are for sale in Mexico (including temporary imports, samples, literature or gifts). The commercial invoice, for whatever amount it covers, no longer needs to be legalized by a consulate.

Invoices should be prepared in Spanish. If they are prepared in any other language, the Spanish translation may follow the original text on the invoice, or the invoices should be accompanied by a written translation signed by the seller, the buyer, or the customs broker. All weights and measures should be indicated in metric equivalents in addition to or instead of other systems. All values should be notated in the original currency (U.S. dollars, Canadian dollars, French francs, etc.) The exchange rate and the Mexican peso equivalent are calculated based on the date the goods reach Mexican territory.

The original and all copies should be signed manually by the exporter, indicating the name and position of the signee. The signature may be accompanied (although it is not required) by a statement to the effect that the value and other details thereon are true and correct. Only in case the exporter does not sign the invoice, the Mexican importer could sign it to certify that it is correct.

The invoice must contain the following information:

- a) Place and date of issuance.
- b) Complete name and address of buyer or importer in Mexico.
- c) Complete name and address of exporter.
- d) Detailed description of the merchandise. This should include all relevant data on brand name, model, marks, serial numbers, motor numbers, manufacturer's imprints, product characteristics, material of manufacture, weight, measurements, type of use, etc. (1)

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<sup>1</sup> This is extremely important, since products are listed within the Harmonized System of Tariff Nomenclature used to determine the import duty rate according to their specific characteristics. The duty rate payable may vary from 0 to 20% according to very detailed and specific characteristics. If