

## DOCUMENTATION

Every product exported to Mexico requires a specific set of accompanying documents. It is best to work with a Mexican customs broker to ensure that documents that are needed for the transaction are included with the shipment. These include a commercial invoice, an export declaration form, a packing list specifying contents, a bill of lading (B/L) or air waybill, import permits, a certificate of origin and any special certificates specifically required by the nature of the transactions.

It is important to note that in addition to these export-related documents, goods imported into Mexico are required to meet the regular labelling requirements for goods sold in Mexico. In most cases, these labelling requirements will be enforced at the border and should be part of the planning process for shipping goods, since the responsibility for meeting Mexican labelling requirements rests with the exporter. Information on these labelling requirements can be obtained from the Department of Foreign Affairs and International Trade (DFAIT), or from the Mexican government departments responsible for the particular labelling requirements.

## COMMERCIAL INVOICE

A commercial invoice must accompany every shipment and should be prepared in Spanish. If in English, the Spanish translation can follow the original text on the invoice or else a translation may accompany it. The invoice should be manually signed by the exporter. Mexican officials insist on absolute accuracy and completeness in all documentation, and any discrepancies will cause delays, penalties or confiscation. Make sure that the documentation includes the following:

- place and date of issue;
- complete name and addresses of the Mexican buyer or importer as well as 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;
- shipper's invoice number and customer's order number; and
- the importer's *Registro Federal de Causantes (RFC)*, taxation registration number.