



Mexico Shipping Checklist

Shipping Requirements

By following the requirements below and avoiding the common pitfalls, shipping to Mexico can be a seamless process. The rail bill of lading (waybill) triggers the start of the clearance process in Mexico.

- | | | |
|--------------------------|--|------------|
| <input type="checkbox"/> | Obtain commodity permit (if necessary) | Consignee* |
| <input type="checkbox"/> | Provide complete and accurate bill of lading | Shipper* |
| <input type="checkbox"/> | Provide commercial invoice to both
Freight Forwarder and Mexican broker | Shipper* |
| <input type="checkbox"/> | Pay all duties | Consignee* |

* The step is generally done by this party, however it can be performed by other parties involved.

Shipping Pitfalls

Avoid these common pitfalls that prevent shipments from crossing the border.

- ! Mexico broker not provided
- ! Misspelled name (Shipper, Consignee, Send Freight, Freight Forwarder or Mexico Broker)**
- ! Incomplete address**
- ! Care of Party required if Consignee is not the physical receiver of merchandise
- ! Missing commercial invoice
- ! Permit or Certificates not issued timely or expired
- ! Duties/Taxes not paid in a timely manner

** To avoid errors, please ensure consignee or care of party, and Mexico broker are registered with the Mexican Railroad and the information on waybill matches exactly. Please verify before submitting waybill.

For more information on shipping to Mexico, contact our International Customer Service Center:

Toll free in U.S. or Canada	800-877-0531	ICSCMGR@up.com (English)
Toll free from Mexico	800-520-1771	SERVICIO@up.com (Spanish)



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