



# AVERITT SHIPPING CHECKLIST

## SHIPPING TO MEXICO

### **Required Documents & Information:**

(Most of these documents are available on [AverittExpress.com](http://AverittExpress.com))

**Bill Of Lading Or Airway Bill:** Issued to Averitt by the shipper/exporter, describes the goods to be shipped.

### **Commercial Invoice From The Seller:**

- **Commercial Invoice:** This document is Issued between the seller/exporter and the buyer/importer for payment and serves to assist in the customs clearance process.
- **US Forwarding Agent /Mexican Customs Broker, Name and Contact Information:** The Mexican customs broker is hired by the Mexican importer to clear the goods to cross the Mexican border. The Mexican customs broker usually has a US office, or will work with a US Forwarder to handle the US export functions.

Typically, this is a separate transaction from the freight transportation. If the party in Mexico does not have a customs broker, or if you (as the US Exporter) want to include customs clearance as part of the shipment, Averitt can assist.

### **Documents That May Be Required:**

**Restricted Merchandise Permit/License:** A license or permit from the responsible governmental agency may be necessary to export certain items such as textiles, food, drugs electronics, chemicals, vehicles, firearms, and ammunition for example.

**Official Mexican Standards (Normas Oficiales Mexicanas, or NOMs).** NOMs are technical regulations, including labeling requirements, issued by government agencies and secretariats. Compliance with NOMs is mandatory.

Products Requiring NOM Certification:

NOM-050: General Merchandise.

NOM-015: Toys.

NOM-051: Food and Non-Alcoholic Beverages.

NOM-004: Textiles.

NOM-020: Leather Goods.

NOM-024: Electric/Electronics

*A Mexican customs broker will be required to determine what is required for each NOM.*

**USMCA Certificate Of Origin:** Exporters are no longer required to complete a formal certificate of origin. Instead, they can use informal documentation if all the required data elements are present. We have prepared an easy to use fillable Certification of Origin, which is available from the Document Center on [AverittExpress.com](http://AverittExpress.com).

**Wood Fumigation:** Mexico, in conjunction with the North American Plant Protection Organization (NAPPO), has adopted measures in line with ISPM 15 for wood packaging material (WPM), which means wood pallets and packaging must be treated and marked with the IPPC stamp.

**For more information on shipping to or from Mexico, or if you need Customs brokerage assistance, please contact the Averitt North America Cross-Border team at [NorthAmerica@AverittExpress.com](mailto:NorthAmerica@AverittExpress.com).**

## SHIPPING TO THE U.S.

### **Required Documents & Information:**

(Most of these documents is available on [Averitt.com](http://Averitt.com))

**US Customs Broker, Name And Contact Information:** The US importer should have a US Customs Broker to assist with the customs clearance of the shipment from Mexico. If the US importer does not have an established US Customs Broker, Averitt can assist.

**Customs Surety Bond:** Required for formal entries (shipments valued at over \$2,000 USD or that are subject to import restrictions). The US Customs Broker will advise the requirements of the Customs Surety Bond.

**Importer Number:** IRS Federal Tax ID number or Social Security number must be placed on file with US Customs prior to importation. The US Customs Broker will ensure the Importer Number is established per customs requirements. Documents That May Be Required:

**Restricted Merchandise Permit/license:** A license or permit from the responsible governmental agency may be necessary to export certain items such as textiles, food, drugs electronics, chemicals, vehicles, firearms, and ammunition for example.

**USMCA Certificate Of Origin:** Exporters are no longer required to complete a formal certificate of origin. Instead, they can use informal documentation if all the required data elements are present. We have prepared an easy to use fillable Certification of Origin, which is available from the Document Center on [AverittExpress.com](http://AverittExpress.com).

**Wood Fumigation:** All wood packaging material entering or transiting the United States, must be heat-treated, or fumigated and be marked with an approved logo (IPPC stamp) certifying that it has been appropriately treated. Shipments containing noncompliant wood packaging material will not be allowed to enter the United States.

**For more information on shipping to or from Mexico, or if you need Customs brokerage assistance, please contact the Averitt North America Cross-Border team at [NorthAmerica@AverittExpress.com](mailto:NorthAmerica@AverittExpress.com).**

