

# Factura Comercial Para México

## Commercial Invoice for Mexico

Número de Factura ( <i>Invoice No.</i> ) <b>1</b>	Lugar y Fecha de Emisión de la Factura ( <i>Place and Date of Issuance of Invoice</i> ) <b>2</b>	Orden de Compra Número ( <i>Customer P.O. No.</i> ) <b>3</b>			
Exportador/Vendedor ( <i>Exporter/Vendor</i> ) <b>4</b>	Fabricante ( <i>Producer</i> ) <b>5</b>				
Número de Registro Fiscal ( <i>IRS or EIN No.</i> ) <b>6</b>	Destinatario Final ( <i>Ultimate Consignee</i> ) <b>9</b>				
Destinatario Intermedio ( <i>Intermediate Consignee</i> ) <b>7</b>	Términos de Pago ( <i>Terms of Payment</i> ) <b>10</b>				
Agente Aduanal ( <i>Customs Broker</i> ) <b>8</b>	Términos de Venta ( <i>Terms of Sale</i> ) <b>11</b>				
	Otras Referencias e Instrucciones para Consignación ( <i>Other References, Consignment Instructions</i> )				
Número y clase de Bultos ( <i>Number &amp; kinds of pkgs</i> ) <b>12</b>	Descripción Detallada de la Mercancía (incluyendo clase, tipo, número de serie, marcas, cantidades parciales/a granel) ( <i>Detailed Commercial Description of Merchandise (include class, type, serial numbers, trademarks, partial/bulk quantities)</i> ) <b>13</b>	Cantidad de Unidades ( <i>Quantity, units</i> ) <b>14</b>	Peso Bruto, en kilos ( <i>Gross weight in kg</i> ) <b>15</b>	Precio por Unidad ( <i>price per unit</i> ) <b>16</b>	Valor Total en Dólares de los EUA ( <i>Total Value, U.S. Dollars</i> ) <b>17</b>
Nota: La Descripción Deberá Ser en Español ( <i>Note: Description must be in Spanish!</i> )					
Dictamen Anticipado ( <i>Advanced Ruling</i> ) Fecha ( <i>Date</i> ) <b>18</b>		Valor Comercial ( <i>Commercial Value</i> ) <b>20</b>			
Identificación de Empaque ( <i>Package Marks</i> ) <b>19</b>		Costos de Transporte, Seguro, Empaque, y Otros ( <i>Transportation, Insurance, Packing, Other Costs</i> ) <b>21</b>			
		Valor Total de la Factura ( <i>Total Invoice Value</i> ) <b>22</b>			
"Declaro bajo protesta de decir la verdad, que el valor y las declaraciones contenidas en esta factura son verdaderas y correctas." ( <i>I declare under oath that the value and specifications contained in this Invoice are true and correct.</i> )		Firma del Declarante ( <i>Signature of Preparer</i> ) <b>23</b>			

# Guide to the Mexican Commercial Invoice

A Commercial Invoice must accompany all Imports into Mexico which are valued at \$300 U.S. or greater. Articles 5, 25, and 88 of the Mexican Customs Law Regulations specify that certain information and procedures must be included and complied with in the preparation of the Commercial Invoice. Mandatory requirements are noted in the following instructions.

The Mexican Commercial Invoice must be prepared in Spanish, or must be accompanied by a corresponding translation attached to each invoice copy and signed by either the sender, the consignee, or the Customs Broker. The invoice must be presented in three original (signed) copies. Additional copies are suggested for the consignee and intermediate consignee.

**Take care in the preparation of the Commercial Invoice — any corrections, erasures, or altering notations may cause the invoice to be returned to the vendor, with a subsequent delay for the shipment. Alterations and erasures will be high-lighted by the screened background.**

**1. INVOICE NUMBER** — A unique number assigned by the Exporter.

## **2. PLACE AND DATE OF INVOICE**

— The date that the invoice was prepared, and the city & country where it was filled out by the Exporter. *(Required)* **Note:** Shipments to Mexico must arrive in Mexico within 90 days of the invoice date, or the invoice will be returned to the Exporter and the shipment delayed.

**3. CUSTOMER PURCHASE ORDER NUMBER** — The Mexican Customer's P.O., Sales Contract, or Release Number(s).

**4. EXPORTER/VENDOR** — Full company name and complete street address of Exporter. *(Required)* **Note:** Failure to record full address (i.e., use of P.O. box, or missing Zip Code) may result in the return of the invoice to the Exporter. Include the Exporter's EIN or IRS number.

**5. PRODUCER** — The producer of the merchandise, if other than the EXPORTER/VENDOR.

**6. ULTIMATE CONSIGNEE** — The full company name and complete street address (see 4 above) of the Mexican buyer to whom the goods are being shipped. *(Required)* **Note:** If an Import License is required, then the Ultimate Consignee must be the same as that on the license. In the event of changes to the Consignee, all applicable headings in the invoice must be so noted, under penalty of perjury.

**7. INTERMEDIATE CONSIGNEE** — The Notify Party (i.e., bank) or other party handling the shipment for the Ultimate Consignee. Enter full name and complete street address. *(Required)*

**8. CUSTOMS BROKER** — Name and address of the agent coordinating the shipment in Mexico.

**9. TERMS OF PAYMENT** — Describe the terms of payment, conditions of sale, and currency of settlement as agreed upon by the vendor and purchaser per the Pro Forma Invoice, Customer Purchase Order or Sales Contract, and/or Letter of Credit; enter the Letter of Credit number and expiration date, if applicable. **Note:** A reference to the adherence to the Uniform Customs and Practices (UCP 500) is advised.

**10. TERMS OF SALE** — Enter the terms of sale/delivery (i.e., FCA, DAF, etc.). **Note:** Use of the 2000 *Incoterms* (ICC Publication 560) is advised.

**11. REFERENCES** — Enter transportation, consignment, routing, and special handling requirements; enter additional reference numbers (i.e., Import license), note any additional documents forwarded with shipment (i.e., Standards Certificates, etc.).

## **12. NUMBER & KIND OF PACKAGES**

— Describe exactly the type of package per line item (i.e., carton, pallet, box, etc.), and record the number of each one (i.e., 7-10 = seventh through tenth packages in shipment). **Note:** Package numbers must reflect those listed on the packing slip and on the packages themselves. *(Required)*

**13. COMMERCIAL DESCRIPTION** — A full commercial description of the goods — preferably in Spanish — must be entered (i.e., color, size, type of material, style, shape, special features, etc.). Include brand names; model and serial numbers, product numbers, etc. Record the number of units per package (i.e., each, bottles, dozen, etc.).

**14. QUANTITY** — Enter the total quantity of units, and the unit of measure as described in description field (i.e., 5,000 bottles, 12 dozen). *(Required)*

**15. GROSS WEIGHT** — Record the gross weight of the shipment (the merchandise plus inner and outer packaging and pallets) in kilograms. *(Required)*

**16. UNIT PRICE** — Enter the selling price per the unit described in the quantity field in U.S. Dollars; this is deemed as the value of the goods at the place of sale, or the price actually charged to the Customer. *(Required)*

**17. TOTAL VALUE** — Enter the extended total of the units for each line item, in U.S. Dollars. *(Required)*

**18. ADVANCED RULING** — If a non-binding advanced ruling by Mexican Customs has been issued regarding the HS number of the merchandise, enter the ruling number and date. Advanced rulings and opinions may be received from Mexican Customs.

**19. MARKS** — Record package marks as they appear on the packages. *(Required)*

**20. COMMERCIAL VALUE** — Enter the sum of all line item Total Values (Field 17). As of January 1, 1993, Mexican Customs considers this amount as the Transaction Value (TV) on which to base the Ad Valorem (ADV) tariff rates. Mexican Customs will also apply a 0.8% Customs Processing Fee (DTA) to this amount. In addition, a 10% Value Added Tax (IVA) will be assessed on the sum of the TV, ADV, and DTA. *(Required)* **Note:** If the value of the shipment is 10% or greater than the Invoice Transaction Value, or if merchandise included in the shipment is not listed on the Invoice, Mexican Customs may impose fines and/or confiscate the shipment.

**21. OTHER COSTS** — If not itemized or included above, list other costs (transportation, insurance, packing, etc.).

**22. TOTAL INVOICE VALUE** — Enter the sum of the total commercial value and other costs.

**23. DECLARATION** — The Exporter, or an agent possessing a Power of Attorney for the Exporter, must sign this declaration assessing the validity of the details entered in the Commercial Invoice. Three copies are required for entry of merchandise into Mexico. **Note:** All three must be signed in ink as originals.