



INTERNATIONAL TRADE ALLIANCE

Export Requirements Guide

Sample Country Profile - Mexico





ABOUT

The Trade Alliance is an intergovernmental trade promotion partnership created to provide international business opportunities for the Greater Albuquerque Area and to promote the region as a strategic location for foreign direct investment.

OUR MISSION

The mission of the Albuquerque - Bernalillo County Trade Alliance is to:

- Position the Greater Albuquerque Area as a world-class source for value-added services & products.
- Promote the metro-area as a strategic location for foreign direct investment (FDI).
- Be the metro-area catalyst for increased bilateral trade development and job growth.

SERVICES

International Trade Missions

The Trade Alliance will lead a minimum of two international trade missions a year. Markets will be selected based upon demand from local industry. There is no fee to participate on official Trade Alliance missions. International trade missions are a great way for companies of all levels of international business experience to explore foreign market opportunities.

International “How to” business seminars

The Trade Alliance is constantly working to develop contacts and partnerships in promising foreign markets. Through these contacts and partnerships International Business Seminars are offered throughout the year.

Certificates required for international trade

The Trade Alliance recently began offering Specialized Certificates that either the U.S. or other countries require when exporting/importing products. Some of those certificates include Certificates of Origin and Certificates of Free Sale.

The New Mexico Trade and Higher Education Center of Mexico City

The New Mexico Trade and Higher Education Center works with New Mexico companies interested in finding customers, partners or distributors throughout Mexico. The center also plays an important role in New Mexico’s efforts to position the state as a strategic location for Mexican foreign direct investment.

Individual company consultations

The Trade Alliance is a free resource available to companies within the Greater Albuquerque Area who are have specific questions regarding their international business development initiatives.

CONTACT

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Export Documents

Sales documents

Who? | What? | Where? | How much money?

Pro-forma invoice

This is the most important export document. It is not an invoice at all in the traditional sense. It is a price quotation for export sales that defines the price of the goods, type of shipping and the cost, and sales terms. It is the origin form from which most all documents are derived. This is the first document you should always use whenever you are quoting on an export sale.

To start a pro-forma you need to give your forwarder some information: Description of the product, including weight, dimensions, and value, terms of payment, including signed copy of the Purchase Order, letter of credit (L/C) if applicable, the products' harmonized codes, and finally, any special instructions for handling the product (fragile, refrigerated, etc.), especially if you are shipping hazardous materials.

The Forwarder needs to reply with the shipping costs, documents, and insurance. Then, your bank needs to give you the information on service fees and transaction finance charges. Contact your bank's international department and request a written quote and fee schedule.

No special format is needed for the pro-forma. You can use your regular invoice form. Type at the top of the page "Pro-Forma Invoice" and "International quotation".

Requirements for the Pro-forma invoice

- Reference number
- Complete description of the goods
- Weight, number & type of boxes, and dimensions
- Net and gross weight using both, U.S. and metric dimensions, and size of container
- Shipping method ([Incoterms](#)) & transit time
- Sales and payment terms
- Itemized price of goods
- Currency
- Ports of exit and entry
- Country of Origin
- Special routing instructions/flag restrictions imposed by buyer or U.S. government
- Estimated fabrication time or date goods will be available for export (if sale is under letter of credit use the phrase: "from date of receipt of the letter of credit deemed acceptable by us in form and content in our sole judgment")
- Time limit on quotation (no longer than your forwarder's price quote is valid)

For a Pro-Forma Invoice example, please go to the Exhibits section

Purchase Order

After accepting the [Pro-forma Invoice](#), your customer must send you the Purchase Order. It is important that the information on the PO matches all the information in your pro-forma

invoice. No discrepancies should be allowed. Once you receive the PO, check if the shipping costs are still available as quoted. Check for potentially very unpleasant surprises.

For a Purchase Order example, please go to the Exhibits section

Commercial invoice

This is the last export sales document. It is the document bill to the client. It must match the Pro-Forma invoice, and Purchase Order. It is your regular commercial invoice.

For a Commercial Invoice example, please go to the Exhibits section

Shipping Documents

Contents | Insurance | Responsibilities | Transportation mode

Shipper's letter of instruction

This document is a detailed list of instructions for your Forwarder (if you decide to use one), including a checklist of all the things they must take care of. It is supported by a power of attorney or an authorizing letter. These signed forms give them the authority to act on your behalf arranging the logistics services. Attach the Purchase Order (PO), Pro-forma, Commercial Invoice, and L/C (if applicable).

For a Shipper's letter of instruction example, please go to the Exhibits section

Packing List

The packing list describes in precise detail what you are shipping and all the physical characteristics. It also gives handling instructions to shippers, customs, and customers. Although there is no established format, the packing list must cover the following information:

Seller	Mode of transport	Package type (box, crate, etc.)
Buyer	Carrier	Number of packages
Shipper	Itemized quantity	Net and gross weight
Invoice number	Description	Dimensions (U.S. and metric)
Date of shipment		

For a Packing list example, please go to the Exhibits section

Airway bill

This document is only needed in case of air shipping. Because every carrier has their own format, you need to look for it on their official webpage.

For an Airway bill example, please go to the Exhibits section

Bill of lading

This is a document needed if you are shipping by sea. It has the same function as an airway bill. It represents the contract between you and the steamship line used to ship your goods. It can be done in two different ways.

Straight Bill of lading: The goods included in this document must be delivered to a specific end customer without fail. Here, your customer is referred as the consignee.

Negotiable Bill of lading: Using this type of bill of lading means that you can sell the goods while they are on transit, so the consignee can change. Most commonly, it is used for large bulk shipments of commodities like wood or oil.

For a Bill of lading example, please go to the Exhibits section

Automated Export System (AES)

The Automatic Export System is a free online system of filing for U.S. exports operated by the U.S. Customs Service. It is the most common American export control document and is required for all export shipments over \$2,500 USD.

Electronic Export Information (EEI)

The Electronic Export Information (EEI) is used to control exports and is a source document for official U.S. export statistics. It must be filed electronically by you, your freight forwarder, or another qualified third party whom you designate. EEI is required for shipments when the value of the commodities, classified under any single Schedule B number (the four-digit U.S. extension to the six-digit code under the Harmonized Tariff System), exceeds \$2,500 USD. EEI must be prepared and submitted for all shipments, regardless of value, that require an export license or are destined for countries or end users restricted by the U.S. government. The U.S. Census Bureau's Foreign Trade Division is the controlling agency for this document, and AESDirect (aesdirect.census.gov) allows exporters to file EEI electronically for free.

For an Electronic Export Information example, please go to the Exhibits section

Compliance Documents

Licenses | Permits | Safety certificates

Export control licenses

No license to export is required in the U.S. for most of the products. Permission is required for specific products (and quantities) to specific countries, companies or people.

For an Export control license example, please go to the Exhibits section

Export control Agencies

International Traffic in Arms Regulations (ITAR) State Department: export of all kind of military technologies.

Export Administration Regulations (EAR) Commerce Department, Bureau of Industry and Security. Products with potential “dual use” technology (civilian/military)

Office of Foreign Assets Control (OFAC) Treasury Department. Boycotts, sanctions, embargoes.

Controlled products

- Military equipment
- Nuclear material
- Civilian product with potentially military applications

Sanctioned countries

Check the State Department for the updated list.

Burma	Iran	Somalia
Burundi	Iraq	Sudan
Central African Republic	Lebanon	South Sudan
Cuba	Libya	Syria
Democratic Rep. of Congo	North Korea	Ukraine (Russian-held)

Destination control statements

Exporters should always insert a Destination Control Statement in their Commercial Invoices, Bill of lading, and Airway bills. It says your customer can’t re-ship to prohibited countries, companies, or people. It proves you told your exporter not to violate U.S. sanctions.

“I confirm that the goods will not be used in... nuclear, biological or chemical weapons, or missiles... re-exported or sold to a third party who is known or suspected to be involved... or to any sanctioned entities, etc....”

For an End user statement example, please go to the Exhibits section

APHIS inspection certificates for agricultural products

Before shipment, all agricultural products must be inspected by the U.S. Department of Agriculture.

Sanitary certificate

To sell your product in Mexico, the importer or distributor might request you provide a sanitary certificate from an authorized agency like the FDA or USDA. This has the intention of reassuring your product complies with the [sanitary](#) regulations applicable to the U.S.

For an APHIS Inspection Certificate example, please go to the Exhibits section

Physicochemical and microbiological analysis per Lot

For Mexico, the importer or distributor might also request a physicochemical and microbiological analysis done per Lot.

For an USDA Phytosanitary Certificate example, please go to the Exhibits section

Origin Documents

Certificates of Origin | FTA Certificates | Other programs

Certificate of Origin

This document proves where the product was manufactured and guarantee you are not making any false claim about the product's origin.

For a Certificate of Origin example, please go to the Exhibits section

FTA Certificate of Origin

The United States has Free Trade Agreements (FTA) with quite a few countries, and often these reduce the overseas duty rates assessed on your goods. But to get these reduces rates, you must prove that your products were made here. In the case of Canada and Mexico, a NAFTA Certificate of origin is applicable.

NAFTA Certificate of Origin (If Applicable)

This is a trilaterally agreed upon form used by Canada, Mexico, and the United States to certify that goods qualify for the preferential tariff treatment accorded by NAFTA. The Certificate of Origin must be completed by the exporter. A producer or manufacturer may also complete a certificate of origin in a NAFTA territory to be used as a basis for an Exporter's Certificate of Origin. To make a claim for NAFTA preference, the importer must possess a certificate of origin at the time the claim is made.

For a NAFTA Certificate of origin example, please go to the Exhibits section

Source: U.S. Customs and Border Protection. <https://www.cbp.gov/trade/nafta/nafta-certificate-origin>.

The online format and instructions can be found in the following webpage:

<https://www.cbp.gov/sites/default/files/assets/documents/2017-Apr/CBP%20Form%20434.pdf>

For a NAFTA Certificate of Origin format, please go to the Exhibits section

Sugar Re-Export Program Form (If Applicable)

This program is designed to facilitate use of domestic refining capacity to export refined sugar into the world market. The program establishes a license against which a refiner can: export domestically produced refined sugar and later import low-duty raw cane sugar; import low-duty raw cane sugar for refining and distribution to licensed U.S. manufacturers of sugar-containing products and/or licensed producers of polyhydric alcohol for non-food purposes; or import raw sugar, refine it and export it into the world market.

For a Sugar Re-Export Program Form, please go to the Exhibits section

Source: United States Department of Agriculture. Foreign Agricultural Service. <https://www.fas.usda.gov/programs/sugar-import-program>.

The online format and instructions can be found in the following webpage:

<https://www.fas.usda.gov/sites/default/files/2013-12/naftaform.pdf>

Certificate of Free Sale

This form states that products like food, cosmetics, and medical devices are freely sold in the U.S. and that they meet American Safety and Quality Standards. Although there is not a special format, it must be issued, signed, and stamped by a local chamber of commerce or the Department of Agriculture.

For the state of New Mexico, the New Mexico Trade Alliance can issue a Certificate of Free Sale:

Randy Trask | President NM Trade Alliance | randy@nmtradealliance.org | t. (505) 231.0677

Yolanda Ondelacy | NMDA Marketing Division | yondelac@nmda.nmsu.edu | t. (575) 646.4929

For a Certificate of Free Sale example, please go to the Exhibits section

Incoterms® 2010

The 11 incoterms divide obligations and risks between buyer and seller in 10 areas.

1. General obligations of buyer and seller
2. Licenses and other certificates
3. Contracts of carriage and Insurance
4. Delivery of goods
5. Transfer of risk (loss of damage)
6. Division of costs
7. Notices to buyer and seller
8. Proof of delivery, transport documents or equivalent electronic messages
9. Checking, packing, marking, and inspection
10. Providing additional assistance and information

Each of the 11 incoterms has a precise and unique definition, but they can be grouped into four basic categories:

E-terms – where goods are made available to the buyer at the seller’s premise, or other named point.

EXW. Ex Works – (named place). Seller delivers goods at his premise (or other named point) to the buyer and is not responsible for the vehicle, loading or for clearing the goods for export. The buyer bears all cost and risks involved in taking the goods from the seller’s premises (or other named point) to the seller. EXW should not be used when the buyer cannot carry out the export formalities. In such circumstances, the FCA term should be used.

F-terms – where the seller is required to deliver the goods to a carrier at a named point.

FCA. Free Carrier – (named place). Seller hands over the goods cleared for export to the carrier named by the buyer at the named place. If no point is indicated by the buyer, the seller may choose within the range stipulated where the carrier shall take control of the goods. When the buyer needs seller’s assistance in contracting with the rail, air, or other carriers, the seller may act at the buyer’s risk and expense. Carrier means any party, including a forwarder, who performs or procures transport by rail, road, sea, air, inland waterway, or multiple modes. This term may be used for any mode of transportation.

FAS. Free Alongside Ship – (named port of shipment). Seller places goods alongside the vessel at the named port of shipment, cleared for export. Buyer bears all costs and risks of loss or damage to the goods from that point on. This term can only be used for sea and inland waterway transportation.

FOB. Free on Board – (named port of shipment). Seller delivers goods at the named port of shipment, cleared for export. Transfer of risk takes place once goods are on-board the vessel at the port of origin. Buyer bears all costs and risk of loss of damage to the goods from that point on. This term can be used for sea or inland waterway transport.

C-terms – where the seller contracts for carriage but does not assume the risk of loss or damage after shipment, after a certain point in country of origin. These contain two critical points; one for the division of costs and another for the division of risk. The seller is responsible for paying for transport and other charges to the named destination point, but is relieved of responsibility as

soon as the goods are tendered to the carrier. If the buyer and seller intend for the seller to be obligated for costs and risks to the named point, one of the D-terms should be used.

CFR. Cost and Freight – (named port of destination). Seller clears goods for export. Seller delivers the goods to the named port of destination, and pays for same. Risk of loss or damage, as well as any additional costs due to events occurring after the time the goods have been delivered on board of the vessel, is transferred from the seller to the buyer when the goods are placed on board the vessel at the port of shipment. This term can only be used for sea and inland waterway transport.

CIF. Cost, Insurance, and Freight – (named port of destination). Seller has the same CFR obligations, plus he must procure marine insurance against the buyer's risk of loss or damage to the goods during the carriage. The seller contracts for insurance and pays the insurance premium. Only minimum coverage is required (110%). This term can only be used for sea and inland waterway transport.

CPT. Carriage Paid To – (name place of destination). Seller clears goods for export. Seller delivers the goods to the carrier, and pays the freight for the carriage of the goods to the named destination. Risk of loss or damage to the goods, as well as any additional costs due to events occurring after the time of goods have been delivered to the carrier is transferred from the seller to the buyer when the goods have been delivered to the carrier. Carrier means any party, including a forwarder, who performs or procures transport by rail, road, sea, air, inland waterway, or by multiple modes. If subsequent carriers are used for the carriage to the agreed destination, the risk passes when the goods have been delivered to the first carrier. This term may be used for any mode of transport.

CIP. Carriage and Insurance Paid To: - (named place of destination). Seller has the same CPT obligations, plus he must procure cargo insurance against the buyer's risk of loss or damage to the goods during the carriage. The seller contracts for insurance and pays for the insurance premium. Only minimal coverage is required (110%). This term may be used for any mode of transport.

D-terms – where the seller bears all costs and risks to bring the goods to a named destination point.

DAT. Delivered At Terminal – (named terminal port, warehouse of destination). Seller places goods at the disposal of the buyer at a named foreign terminal, named port of destination or foreign warehouse. The seller bears all costs and risks involved in bringing the goods to the agreed foreign destination. This term may be used for any mode of transport.

DAP. Delivered At Place – (named place of destination). Seller delivers goods at the named place in the country of import. Seller bears costs and risks involved in delivering the goods to the named place. This excludes duties, taxes, and other official charges payable upon import. Buyer is responsible for carrying out import customs formalities. Buyer pays additional costs and bears the risks caused by the failure to clear the goods for import in time. This term may be used for any mode of transportation.

DDP. Delivered Duty Paid – (named place of destination). Seller delivers goods at the named place in the country of import. Seller bears the costs and risks, including duties, taxes, and other charges to deliver the goods cleared for import. DDP represents the

maximum obligation to the seller. This term can be used for any mode of transport. Unless this reads DDP excluding “VAT” or other such taxes, VAT charges are the responsibility of the seller.

Incoterms® 2010 as written, cannot be used blindly or universally. Each trade has its own customary practices, Buyers and sellers must negotiate the terms of trade for each transaction with local practices in mind. The final term agreed upon, whether or not it is a standard Incoterm, may determine all rights, obligations and risks. Incoterms do not talk to title of the goods or when you get paid. Incoterms are not law in and of themselves, but can fall under contract law if used consistently and accurately throughout the quote, invoice, letter of credit and general terms and conditions.

Source: Narrow Road Transportation and Warehousing. <http://www.nrabq.com/>.

Transportation

Businesses should take the following factors into consideration when finding the most efficient freight services.

Transit Times – How fast do you need to get your shipment to your customer? Long-haul carriers tend to have slower transit times in regional lanes, while regional and multi-regional carriers are much faster in these lanes but may not provide service in longer haul lanes.

Geographic Coverage – Once you get beyond the top 10 less than load (LTL) carriers (carriers that transport relatively small freight), most of the remaining players provide only regionalized direct pickup and delivery services. Understanding carrier coverage areas helps you optimize which carriers are best suited for the service.

Service Performance – On time pickup and delivery performance is not always the same. Often this depends on where your business is located relative to the nearest freight terminals. Long-haul carriers traditionally have been known to provide low 90% delivery reliability, while regional carriers tend to provide reliability in the high 90% range. Almost all the LTL carriers will guarantee delivery or provide deliveries that are "faster than standard" for additional fees.

Tracking Services – A general rule of thumb is that it's always better to choose a carrier with remarkable tracking services. Most reputable shipping companies have a website where customers can use their provided tracking number to check on their package's delivery status. Tracking allows customers to know if their package is on the way, already delivered, or if there's been a delay. It'll also allow you to monitor deliveries and easily coordinate with customers if a shipping or delivery concern arises.

Liability Insurance Coverage – Most LTL carriers will provide liability insurance coverage to shippers at a rate of \$10 per pound. Although harder to find, best-in-class coverage limits tend to be around \$25 per pound. On the other end of the spectrum, some regional carriers will offer liability coverage as low as \$1 per pound. However, there are many other factors that come into play such as freight classifications, whether your product is new or used, etc.

Financial Stability – Most of the remaining LTL carriers in the industry are pretty stable from a financial standpoint. However, there are a few carriers that continue to struggle with profitability and debt issues. Anyone who may recall when industry behemoth Consolidated Freightways closed its doors in 2002 will understand the importance of not having your freight in the hands of a financially unstable carrier.

Pricing Factors – Lastly, and perhaps most importantly for many small business, is price. When working with LTL freight carrier, there are many factors that will determine your true cost of transportation. These include:

Discounts, base rates, and net price. Most LTL carriers provide pricing in the form of discounts off of base rates, which will vary by carrier. So, a 68% discount from one carrier might actually be less expensive than a 70% discount from another. The main point to consider when comparing LTL carriers is not what the discount or the base rates are, but rather what is the final net price to you.

Minimum charge floors. Generally, it is a flat fee under which the carrier will not discount its price. Some carriers offer big discounts but set the minimum charge floor high which may result in less of a discount on smaller weighted shipments than you anticipated.

Freight classification. There are 18 different classes ranging from 50 to 500. These classes are based on the density of your product and will definitely impact your overall price.

FAK provisions. If negotiated, "freight-all-kinds" provisions may allow you to ship products with different classes under a single class from a pricing standpoint.

Weight. Volume discounts may occur as your shipment weight increases. For shipments that are over 5,000 pounds, or greater than 750 cubic feet, it's often better to negotiate a "spot rate" rather than ship using an LTL carrier's standard pricing.

Accessorial fees. Extra services performed by the carrier generally add additional fees to your overall freight bill. The fees that carriers charge for these services can often be radically different. Some of these fees can be "waived" if negotiated with the carrier (as PartnerShip often does).

There are other factors not mentioned above that need to be considered when choosing an LTL freight carrier as well, such as equipment specifications (e.g., liftgate, trailer size, etc.), scheduling flexibility, and tracking capabilities, to name a few. It's easy to see why, what may seem like a simple service of picking up a shipment and delivering it, is often more complex than meets the eye.

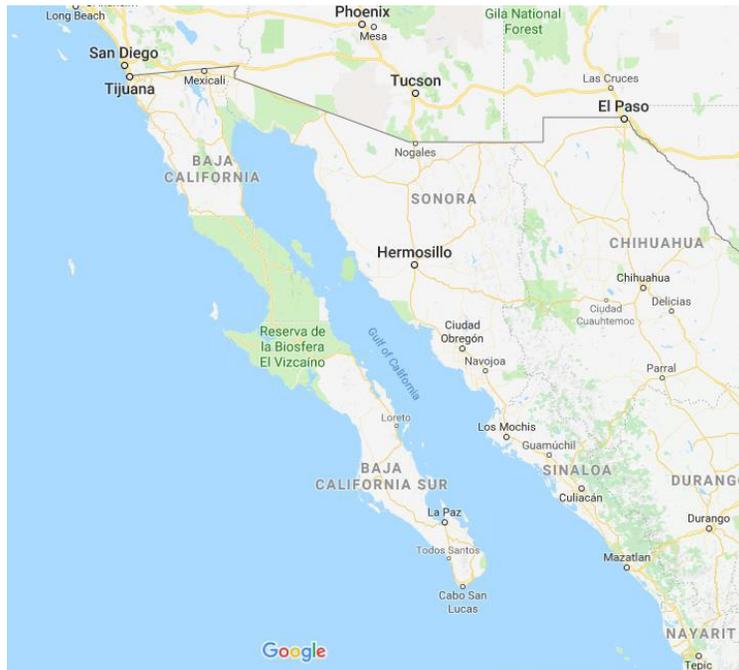
There is almost never just one LTL freight carrier that fits every need you may have. Unless you have spare time on your hands, your best bet is to work with an established 3PL partner that can do the "heavy lifting" for you so that you can stay focused on running your business.

Source: PartnerShip. <https://www.partnership.com/blog/post/6-Considerations-for-Choosing-an-LTL-Freight-Carrier>

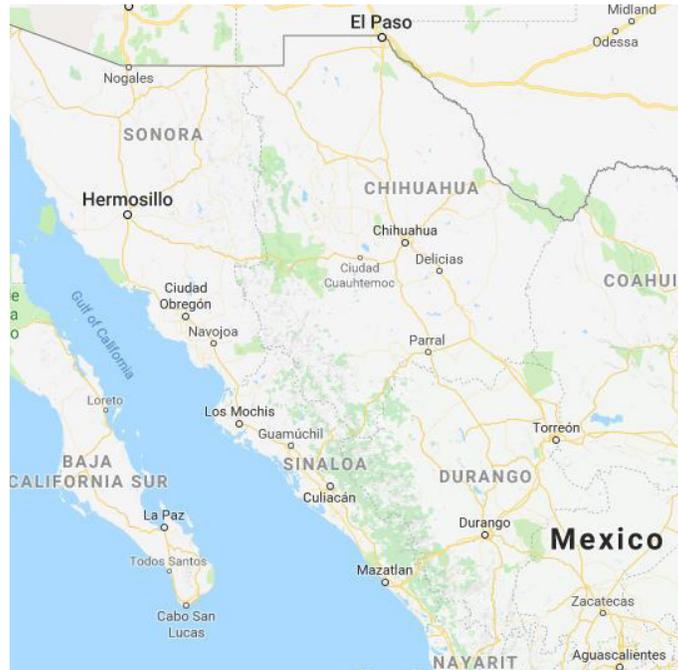
Deciding port of entry

Depending on your strategy of entry in Mexico, and what regional markets you are interested in penetrating, certain considerations must be made when you are deciding the port of exit from the U.S. and port of entry to Mexico. Although this is not a general requirement, this guide can help you to plan the route your product will take. Also, take into consideration the recommendations of the freight company you decide to hire.

San Diego, CA. – Tijuana, BC. This port of entry is recommended when you try to access the northwest of the country, the Baja California peninsula, or the pacific region of Mexico.



El Paso, TX. – Ciudad Juárez, CH. This port of entry is recommended when you try to access the northern region of the country, and a couple of the states in the center.



Laredo, TX. – Nuevo Laredo, NL. This port of entry is recommended when you try to access the northeast region of the country, the center and south of Mexico. This port of entry gives you an easier access to the most economically dynamic areas of Mexico, including Monterrey, Mexico City, Guadalajara, Puebla City, among others.



Special requirements

Labeling

For Mexico, the re-labeling of the products is necessary. This has the intention to show important information in Spanish. Changing the entire label is not necessary. For imported products (in Mexico), an extra attachable label with all the information will suffice. It is important to mention that the re-labeling of the product is responsibility of the importer.

Norm

NOM-051-SCFI/SSA1-2010

4.2.1 Name or denomination of the pre-packaged food or non-alcoholic beverage.

4.2.1.1 The name or denomination of the pre-packaged product must correspond to the established in the specific law ordinance; in the absence of these, the common name can be indicated or a description according to the basic composition's characteristics of the pre-packaged food or non-alcoholic beverage that does not drive the consumer to a misconception or lies to the consumer can be used. If the product has been subject to some kind of treatment, the name of the treatment can be included, except for those that according to the corresponding law are mandatory.

4.2.2 List of Ingredients.

4.2.2.1 The label of the pre-packaged products' units to be sold individually must contain an ingredients list which can be exempted of if the product has only one ingredient.

4.2.2.1.1 The ingredients list must be titled or preceded by the term "**Ingredientes:**"

4.2.2.1.2 The pre-packaged food or non-alcoholic beverage must be numbered in quantitative decreasing order (m/m).

4.2.2.1.4 The water added must be indicated in the ingredients list in predominant order, except when the water is part of a composed ingredient declared in the list and the water used in the cooking or reconstitution process. It is not necessary to declare the water or other volatile ingredients that evaporate during the manufacture.

4.2.2.1.6 The list of ingredients must contain a specific denomination according to the indications in 4.2.2.1, including the ingredients mentioned in 4.2.2.2.3 except for the ingredients which generic denominations are included in Table 1.

4.2.4 Name, Denomination or Legal Name and Fiscal Address

4.2.4.1 For pre-packaged food and non-alcoholic beverages the name, denomination, legal name and fiscal address of the person responsible for the product must be indicated as a statement not limited to but including: street, number, zip code, and federative entity.

4.2.4.2 For imported pre-packaged food and non-alcoholic beverages the name, denomination or legal name and fiscal address of the person responsible for the product must be indicated in the label. This information can be incorporated to the pre-packaged product in Mexican territory, after the customs release and before the product is sold.

4.2.5 Country of Origin

4.2.5.1 The national or foreign origin pre-packaged food and non-alcoholic beverages must incorporate a statement that identifies the product’s country of origin, for example: “Hecho en...” (Made in...), “Producto de...” (Product of...), “Fabricado en...” (Made in...), or other similar, followed by the name of the country, subject to the international agreements that Mexico has signed with. The use of gentile nouns and other analog terms is permitted as long as these are precise and do not drive to a mistake in regards with the country of origin.

4.2.6 Lot Traceability

4.2.6.1 Each packaging must have engraved or marked in any way the lot identification with a key that allows its traceability.

4.2.6.2 The lot identification incorporated in the prepackaged product by the manufacturer must be marked in permanent form and cannot be altered or hidden in any way until it is purchased by the consumer.

4.2.6.3 The Lot Number must be preceded by any of the following indications: “LOTE”, “Lot”, “L”, “Lote”, “lote”, “lot”, “I”, “It”, “LT”, “LOT”, or include a reference of the place in the package where it can be found.

4.2.7 Caducity Date of Preferred Consumption Date

4.2.7.1 If it is not indicated in a different way in a Mexican Official Norm, the Caducity Date of Preferred Consumption Date must comply with the following:

- I. The manufacturer must declare it in the container of label, which must consist in at least:
 - The day and month for products with a maximum shelf life of 3 months
 - The month and year for products with a shelf life longer than three months
- II. The date must be preceded by a statement that specifies that such date is referring to the caducity date and not to the preferred consumption date.
 - In the case of the caducity date, it must be indicated preceded by one of the following words, abbreviations of analog statements:

“Fecha de caducidad_____”, “Caducidad_____”, “Fech Cad_____”, CAD, Cad, cad, Fecha de Expiracion, Expira, Exp, EXP, exp, Fecha de Vencimiento, Vencimiento.

- In the case of the preferred consumption date, it must be indicated and preceded by any of the statements, abbreviations or analog statements:

“Consumir preferentemente antes del_____”, “Cons.Pref. antes del_____”, and “Cons Pref”

III. The words prescribed in ii) should be accompanied by:

- The date, or
- A reference of the place in which the date is located in the packaging.

For the imported products, when the caducity date or preferred consumption date statements does not correspond to the format established in 4.2.7.1 i), it can be adjusted in order to comply with the norm, or the label or package must have the interpretation of this date. In neither of these situations the adjustments will be considered and alteration.

4.2.7.2 When declaring the caducity date or preferred consumption date it must be indicated in the label any of the special conditions required for the pre-packaged food or

non-alcoholic beverage product preservation when it is vital to the effect of the date, such as: “manténgase en refrigeración” (keep refrigerated), “consérvese en congelación” (keep frozen), “una vez descongelado no deberá volverse a congelar” (once thawed, do not freeze again), “una vez abierto, consérvese en refrigeración” (once open, keep refrigerated).

4.2.8 Nutritional Information

4.2.8.1 The nutritional information statement in the label is mandatory for pre-packaged products

4.2.8.2 Nutriment that must be declared

4.2.8.2.1 It is mandatory to declare the following, with the exception of the pre-packaged food and non-alcoholic beverages regulated by other applicable laws:

- a) Energetic content.
- b) Protein content.
- c) Carbohydrates content or available carbohydrates indicating the corresponding amount from sugar.
- d) The fat or lipids content specifying the amount corresponding to saturated fat.
- e) The dietetic fiber content.
- f) Sodium content.
- g) The content of any other nutriment that is considered important, regulated by the applicable law.
 - o Nutrients that must be declared:
 - Energetic content.
 - The amount of protein.
 - The amount of carbohydrates, indicating the amount of sugar.
 - The amount of fat or lipids, specifying the amount that corresponds to fat saturated.
 - The amount of diet fiber.
 - The amount of sodium.
 - The amount of any other nutrient about which a claim is made.

4.2.8.2.4 Apart from the established in 4.2.8.1, the following are exempt of including the nutritional information as long as no product property declaration is made:

- I. Products with only one ingredient.
- II. Herbs, spices or blends of these.
- III. Coffee extracts, whole coffee beans or ground, decaffeinated or regular.
- IV. Herbs infusions, decaffeinated or not decaffeinated tea, instant and/or soluble that do not contain added ingredients.
- V. Fermented vinegar and substitutes.
- VI. Purified bottled water, natural mineral water.

4.2.8.3 Nutritional Information Presentation.

4.2.8.3.1 The nutritional information must be expressed in the corresponding units of the Measurement Units General System NOM-008-SCFI-2002, mentioned in the references chapter. Additionally, other measurement units can be used. In the case of dietetic fiber, vitamins and inorganic nutrients (minerals), these must comply with the ruling stated in 4.2.8.3.5.

4.2.8.3.2 The energetic content declaration must be expressed in either (kcal) per 100 gr, or 100 ml, or per portion when the package has several portions or per container when it has only one portion.

4.2.8.3.3 The pre-packaged food and non-alcoholic product's protein, carbohydrates, lipids (fat) and sodium content declaration must be expressed in measurement units per 100g or per 100 ml or per portion and per container if it has only one portion.

4.2.8.3.4 The numeric declaration of dietetic fiber, vitamins and inorganic nutrients (minerals) must be expressed in measurement units or percentage of the nutritional values referenced or both per 100g or per 100 ml or per portion contained in a package with several portions or per container when it has only one portion.

4.2.8.3.5 For these labels, the Suggested Daily Intake and Recommended Daily Intake table for the Mexican population must be used as follows:

Nutritional values for reference for the Mexican population:

Nutrient / Measurement Unit	VNR	
	IDR (Recommended daily intake)	IDS (Suggested daily intake)
Protein g/kg of body weight	1	
Diet fiber g	30	
Vitamin A µg		568
Vitamin B1 µg		800
Vitamin B2 µg		840
Vitamin B6 µg		930
Niacin mg		11
Folic acid µg		380
Vitamin B12 µg		2,1
Vitamin C mg	60	
Vitamin D µg		5,6
Vitamin E mg		11
Vitamin K µg		78
Pantothenic acid mg		4,0
Calcium mg		900
Copper µg		650
Chromium µg		22
Fluorine mg		2,2
Phosphorus mg	664	
Iron mg		17
Magnesium mg		248
Selenium µg		41
Iodine µg		99
Zinc		10

4.2.8.3.6 The Nutritional Information may be presented in the following or analog formats:

Información nutrimental / Datos de nutrición (Nutritional Information / Nutrition facts)	Por 100 g, por 100 mL, por porción o por envase (Per 100 g, per 100 mL, per serving or per package)
Contenido energético / Calorías (Energetic content / Calories)	_____ kJ (kcal)/Cal (Kj)/KJ
Proteínas (Protein)	_____ g
Grasas (lípidos) / Grasas totales (Fat (lipids) / total fat)	_____ g
Grasa Saturada (Saturated fat)	_____ g
Carbohidratos (hidratos de carbono) / Carbohidratos totales Carbohydrates / total carbohydrates	_____ g
Azúcares (Sugars)	_____ g
Fibra dietética (Diet fiber)	_____ g
Sodio (Sodium)	_____ mg
Información adicional (Additional information)	_____ mg, µg o % de VNR

4.2.10 Mandatory Requirements Presentation

4.2.10.1 Generals

4.2.10.1.1 The pre-packaged products labels must be attached to the container in such way that they are correctly preserved until the moment of the product's consumption and must be placed in each unit, multiple container or collective package.

4.2.10.3 The information included in the label must appear in clear, visible, indelible font and contrast colors easy to be read by the consumer in normal purchase and use circumstances.

The lot and caducity or preferred consumption date information can be placed in any part of the container/package.

4.2.10.5 On the main exhibit panel of the prepackaged food or non-alcoholic beverage must be placed at least the following information:

Brand, quantity declaration and denomination or name of the product and any other information which location may have been specified before. The remaining information established in the Mexican Official Norm, can be incorporated in any other part of the container or package.

4.2.11 Language

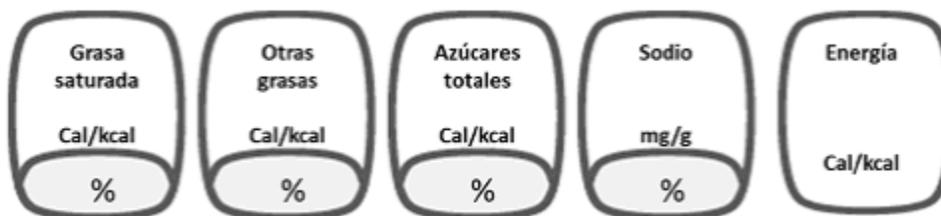
4.2.11.1 The pre-packaged food or non-alcoholic beverages must show the mandatory information stated in this Mexican Norm in Spanish language not minding if it is also expressed in other languages. When the information is expressed in other languages it must also be expressed in Spanish, at least in the same size and equally visible conditions.

- The use of the following rounding parameters for the expression of nutritional information is accepted, as appropriate for the respective nutrients:

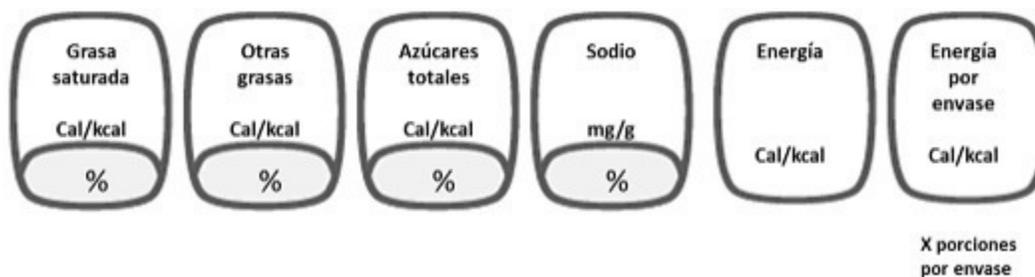
Nutrient	Rounding parameter
Energetic content or Calories	< 5 Cal, report 0 < 50 Cal, display in multiples of 5 Cal > 50 Cal, display in multiples of 10 Cal
Fats or lipids	< 0.5 g, report 0 < 5 g, display in multiples of 0.5 g > 5 g, round to nearest integer
Cholesterol	< 2 mg, report 0 2 – 5 mg, report “menos de 5 mg” (less than 5 mg) > 5 mg, display in multiples of 5 mg
Sodium Potassium	< 5 mg, report 0 5 – 140 mg, display in multiples of 5 mg > 140 mg, display in multiples of 10 mg
Carbohydrates and its components	< 0.5 g, report 0
Diet fiber	< 1 g, report “contiene menos de 1 g” (contains less than 1 g) or “menos de 1 g” (less than 1 g) > 1 g round to nearest integer
Protein	< 0.5 g, report 0 < 1 g, report “contiene menos de 1 g” (contains less than 1 g) or “menos de 1 g” (less than 1 g) > 1 g round to nearest integer
Vitamins & minerals	Express in VNR percentage < 2% of VNR, report 0 < 10% of VNR, display in multiples of 2% > 10% - 50% of VNR, display in multiples of 5% > 50% of VNR, display in multiples of 10%

4.2.9 Nutritional front labeling.

- The frontal nutritional declaration will be mandatory in the case of saturated fats, other fats, total sugars, sodium and energy.
- The mandatory particulars referred to in Article 25 of the Regulation shall be subject to the following specifications and characteristics:
 - The nutritional information should be included in the following icons:



- The minimum dimensions are regulated according to the frontal display area, such as so that the mandatory mentions must occupy at least 0.5% of the same for each icon that is to be reported but should never be less than 0.6 cm wide and 0.9 cm high. In all cases, each icon should keep the ratio of two thirds of the width to the height.
 - It must keep the same order from left to right: Saturated fat, Other fats, Total sugars, Sodium, and Energy.
 - Represent the percentage of the caloric intake of saturated fat, other fats and total sugars in kilocalories or Calories using the abbreviation "kcal" or "Cal" and the percentage with the percent sign "%".
 - Report the sodium content in milligrams using the abbreviation "mg", or "g" when declaring more than a thousand, and the percentage with the percent sign "%".
 - Express the energy content using the word "Energy" followed by the number of corresponding kilocalories, using the abbreviation "kcal" or "Cal".
- Food and non-alcoholic beverages, considered as individual, must make the declaration of Saturated Fat, Other Fats, Total Sugars, Sodium and Energy, for the total contents of the container.
 - In the case of a family size package, in which the producer chooses to declare per serving, he must comply with the following:
 - The statement shall be made by portion, piece or used measure.
 - An icon will be added in which the total kilocalories will be declared, which will be located at the end of the icons.
 - The number of portions contained in the package shall be indicated under the last of the icons mentioned.



4.2.9.3 For the packages included in fractions IV, V and VI of clause 4.2.9.2, the following shall be observed:

- I. When the value of a nutrient is equal to zero, zero must be declared "0", as well as its percentage value.
- II. When the value of a nutrient is less than 5 kilocalories, zero "0" must be declared, as well as its percentage value.
- III. To perform the calculation of the conversion of the weight of the nutrients to be declared, to its equivalent in energy supply, follow the table:
 - a. Multiply the content in grams by the corresponding conversion factor:

Nutrient	Kcal/Cal	The value in grams is multiplied by the caloric value indicated for each nutrient
Total sugars	4 kcal/Cal	Grams x 4 = value expressed in kcal/Cal

Saturated fat	9 kcal/Cal	Grams x 9 = value expressed in kcal/Cal
Other fat	9 kcal/Cal	Grams x 9 = value expressed in kcal/Cal

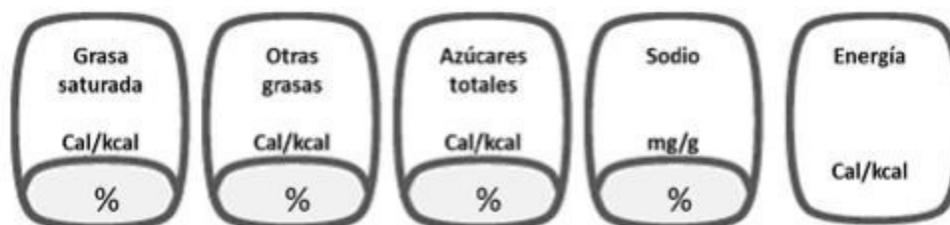
To calculate the "Energy" and "Energy per pack", the sum of the energy intake of the following nutrients must be taken into account:

Nutrients	The value in grams is multiplied by the caloric value indicated for each nutrient
Protein	Grams x 4 = value expressed in kcal/Cal
Total fat	Grams x 9 = value expressed in kcal/Cal
Available carbohydrates	Grams x 4 = value expressed in kcal/Cal

- b. Declare the obtained result in integers according to the following criteria:
 - i. If the decimal to be discarded is equal to or greater than 0.5, it is reported in the next higher integer.
 - ii. If the decimal to be discarded is less than 0.5, it is reported in the immediate lower integer.
- IV. The producer may choose to declare the contribution of sodium as an integer or with one decimal place.
- V. In the declaration of the reference percentage value, the following shall be considered:
 - a. Declare the obtained result in integers according to the following criteria:
 - i. If the decimal to be discarded is equal to or greater than 0.5, it is reported in the next higher integer.
 - ii. If the decimal to be discarded is less than 0.5, it is reported in the immediate lower integer.
- VI. The legend that indicates the content by container, homemade measure, piece or portion shall be placed on top of the mandatory icons referred to in the second and third paragraphs of Article 25 of the Regulation, having to establish some of the following legends, according to:
 - a. "Una medida casera de xx g o ml aporta" (A homemade measure of xx g or ml provides).
 - b. "Una pieza de xx g o ml aporta" (A piece of xx g or ml provides).
 - c. "Una porción de xx g or ml aporta" (A serving size of xx g or ml provides).
 - d. "Este envase aporta" (This package provides).

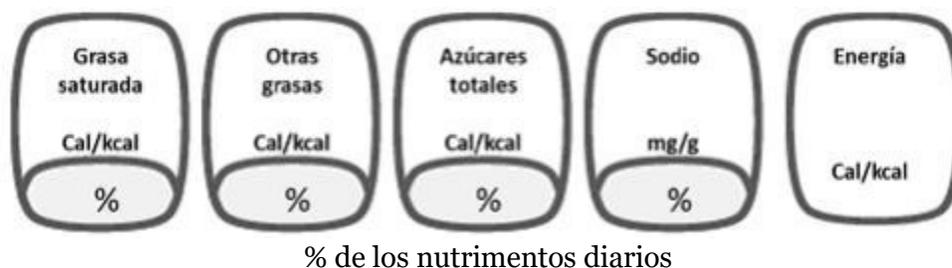
Example:

Una cucharada de 15 ml aporta:
(A 15 ml scoop provides)



- VII. In the case of products which, because of their manufacturing process, it is impossible to obtain a uniform basis weight, the manufacturer may use the term "aproximadamente" or "aprox." in the weight declaration.

- VIII. In foods intended for reconstitution or requiring preparation before being consumed, nutritional information should be reported as consumed in accordance with the instructions on the label.
- IX. The legend that refers to the determination of percentages, except for the caloric content of the package, should be placed in the lower part of the mandatory icons and should read: "% de los nutrientes diarios".



- X. The color of the icons will be chosen by each producer, and the same color should be used in each of them. The color of the typography and the lines of the form should contrast with the color chosen and contrasting colors should be used with the background of the area where the icons are located.
- XI. The location of the mandatory icons referred to in the second and third paragraphs of Article 25 of the Regulation should consider the following:
- a. When the front display area measures more than 60 cm² all icons should be located in the same area.
 - b. When the front display area measures between 20 cm² and 60 cm², the energy icon should be located on the front panel and the other four icons on the side panels, and if not, on the rear panels. If the producer wants to, all the icons can be located on the front panel.
 - c. When the front display area is less than 20 cm², it is only necessary to locate the energy icon on the front panel.
 - d. When the front display area is less than 10 cm², it will only be necessary to place the energy icon anywhere on the package.
 - e. When the front display area is less than 5 cm², no statement will be required regarding the information contained in the Agreement by which the Labeling Guidelines are issued.
 - f. When the product container has a single display surface and is less than 78 cm², only the Energy icon should be declared. The assumption shall not apply to those products that share a single label in a multiple or collective package.

4.2.9.4 The following products are exempted from declaring, by means of labeling located in the frontal display area, in addition to those set forth in the second paragraph of Article 25 of the Regulation:

- a. The herbs, spices, condiments, or a mixture of them.
- b. Extracts of pure coffee, whole grains, ground, decaffeinated or not, soluble or non-soluble.
- c. Herbal infusions, decaffeinated or not, instant and / or soluble tea that do not contain added ingredients.
- d. Fermented and substitutes vinegars.

- e. Products and raw materials contained in containers intended exclusively for use and consumption by institutions, which must bear the legend "institutional presentation" in the front display area.
- f. Food and non-alcoholic beverages where each of the nutrients per serving represents an energy intake equal to or less than 1% of the daily nutrients.
- g. Packaging in which two or more units of non-prepackaged products are contained individually, different and intended for joint sale to the consumer.
- h. The containers that in addition to containing the food or nonalcoholic drink are intended to serve as a gift or decorative item in itself.
- i. Products whose individual presentation indicates the legend of "Not labeled for individual sale", or similar, and that are in a multiple or collective packaging.
- j. Those containers whose contents correspond to more than one type of product individually labeled may not be labeled provided that at least 70% of the products contained therein are labeled in accordance with section 4.2.9 of this standard.
- k. The products of sale in bulk.

Producers of food and non-alcoholic beverages who are exempt from declaring by labeling in the front display area and who are interested in using such a labeling system will have to comply with the provisions of this Standard.

4.2.9.5 For the purposes of Article 25 of the Regulation, the definition of foodstuffs for infants and young children includes: infant formulas, infant formulas for special nutritional requirements, follow-on formulas, continuation formulas for special nutrition, and food and non-alcoholic beverages for infants and young children.

4.2.9.6 In the case of products in returnable containers used as containers for more than one type of product or flavor, producers are only obliged to express, on the outside of the lid, the calorific content of the total product.

4.2.9.7 For front nutritional labeling, food and non-alcoholic beverage producers shall observe the reference quantities provided for in the Agreement laying down the Labeling Guidelines.

4.2.9.8 In case the producer chooses to declare per portion the energy content or the energy supply of a product, it may choose to do so indifferently by serving or domestic measure, in accordance with the provisions of the Agreement by which the Labeling Guidelines are issued.

When, due to its characteristics, the nutritional information of the product is declared by domestic measure, the value in grams, milligrams or milliliters corresponding to it must be indicated. The indicated value of the home measure may or may not coincide with the reference portion.

4.2.9.9 For confectionery, chocolate and chocolate-like products, the individual package whose product is clearly divisible or quantifiable, the producer can add the icon corresponding to the energy content per serving as well as the number of portions contained in the package, based on the reference portion or unit of domestic measure contained in the Agreement by which the Guidelines are issued.

4.2.9.10 The frontal nutrition labeling is mandatory and independent of the nutritional declaration specifications.

4.2.10 Declaration of nutritional properties.

4.2.10.1 Notwithstanding the provisions of this standard, any statement regarding nutritional properties must be subject to NOM-086-SSA1 (see references).

Exhibits

Export Requirements Checklist



Sales documents

G e n e r a l

- Pro-forma Invoice
- Purchase Order
- Commercial Invoice

Shipping documents

- Shipper's letter of instruction
- Packing list
- Airway bill
- Bill of Lading
- Electronic Export Information

Compliance documents

M e x i c o

- APHIS inspection certificates for agricultural products
- Sanitary certificate
- Physicochemical and microbiological analysis per lot

Origin documents

- NAFTA Certificate of Origin
- Sugar Re-Export Program Form
- Certificate of Free Sale

Purchase Order Pro-forma Comparison



Requirements

- Reference number
- Complete description of the goods
- Weight, number & type of boxes, and dimensions
- Net and gross weight (Imperial and metric systems)
- Sales and payment terms
- Itemized price of goods
- Currency (USD).
- Ports of exit and entry*
- Country of Origin
- Special routing instructions/flag restrictions imposed by buyer or U.S. government
- Estimated fabrication time or date goods will be available for export
- Time limit on quotation (no longer than your forwarder's price quote is valid)

Pro-forma Invoice | Example

Export-U²

A1- Pro-Forma Invoice

<p>Company Name Road Address City, State, Zip Telephone Fax</p>	<p>PRO-FORMA INVOICE EXPORT QUOTATION LETTER</p>																																																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">TO</td> <td style="width: 45%;">BUYER'S COMPANY NAME COMPANY ADDRESS HAMBURG, GERMANY</td> <td style="width: 15%;">DATE:</td> <td style="width: 25%;">REF. No: JPN 4583 APRIL 26, 2011</td> </tr> <tr> <td>ATTN.:</td> <td>MR. BUYER</td> <td></td> <td></td> </tr> </table>	TO	BUYER'S COMPANY NAME COMPANY ADDRESS HAMBURG, GERMANY	DATE:	REF. No: JPN 4583 APRIL 26, 2011	ATTN.:	MR. BUYER																																																		
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ATTN.:	MR. BUYER																																																							
<p>AS REQUESTED IN YOUR EMAIL ON 4/24/2011, WE SUBMIT THE FOLLOWING PRICE QUOTATION/PRO-FORMA INVOICE:</p> <p>EXPORT PACKAGING: 24 UNITS(CAPS) PER BOX - 6 BOXES PER MASTER CARTON VOLUME: MASTER CARTON DIMENSIONS: 19 1/2" * 20" * 24 1/2"</p> <p>SALES TERMS: INTERNATIONAL BANK CHECK / DRAFT OR INTERNATIONAL WIRE TRANSFER, S.W.I.F.T., FOR FULL INVOICE AMOUNT, PAYABLE TO (YOUR COMPANY NAME), DRAWN ON A US BANK, IN US DOLLARS. FUNDS MUST ARRIVE AND BE CLEARED BY OUR BANK PRIOR TO SHIPMENT OF MERCHANDISE.</p> <p>DELIVERY TERMS: SHIPPED VIA OCEAN FROM SAVANNAH, GEORGIA, USA To HAMBURG, GERMANY LOADED IN 20 FOOT SEA CONTAINER, 55 MASTER CARTONS PER CONTAINER.</p>																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">UNITS</th> <th style="width: 40%;">PRODUCT DISCIPTION</th> <th style="width: 15%;">UNIT PRICE</th> <th style="width: 15%;">TOTAL</th> <th style="width: 20%;">NOTES</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10,000</td> <td style="text-align: center;">Wondewipe Pair</td> <td style="text-align: center;">US\$ 4.25</td> <td style="text-align: center;">US\$ 42,500.00</td> <td style="text-align: center;">High Performance Windshield Wiper Pair</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Product Price</td> <td style="text-align: center;">US\$ 42,500.00</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">-Inland Freight (Atlanta, Georgia, USA to Savannah, Georgia, USA)</td> <td style="text-align: center;">US\$ 500.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">-Handling- Savannah Port</td> <td style="text-align: center;">US\$ 85.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">-Terminal Handling Charges- Savannah Port</td> <td style="text-align: center;">US\$ 85.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">-Forwarding Fee</td> <td style="text-align: center;">US\$ 100.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">-Marine Insurance 110% of Value (\$ 0.36 per \$100.00 Value)</td> <td style="text-align: center;">US\$ 153.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">-Ocean Freight (Savannah, GA., USA to Hamburg, Germany)</td> <td style="text-align: center;">US\$ 2,000.00</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td style="text-align: center;">US\$ 2,923.00</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL PRICE C.I.F HAMBURG, GERMANY</td> <td style="text-align: center;">US\$ 45,423.00</td> <td></td> </tr> </tbody> </table>		UNITS	PRODUCT DISCIPTION	UNIT PRICE	TOTAL	NOTES	10,000	Wondewipe Pair	US\$ 4.25	US\$ 42,500.00	High Performance Windshield Wiper Pair	Total Product Price			US\$ 42,500.00			-Inland Freight (Atlanta, Georgia, USA to Savannah, Georgia, USA)	US\$ 500.00				-Handling- Savannah Port	US\$ 85.00				-Terminal Handling Charges- Savannah Port	US\$ 85.00				-Forwarding Fee	US\$ 100.00				-Marine Insurance 110% of Value (\$ 0.36 per \$100.00 Value)	US\$ 153.00				-Ocean Freight (Savannah, GA., USA to Hamburg, Germany)	US\$ 2,000.00			Total			US\$ 2,923.00		TOTAL PRICE C.I.F HAMBURG, GERMANY			US\$ 45,423.00	
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<p>DELIVERY TIME: MAXIMUM OF (20) DAYS AFTER RECEIPT OF FULL INVOICE AMOUNT</p> <p>ABOVE PRICES ARE QUOTED IN US DOLLARS AND WILL REMAIN IN EFFECT UNTIL (MAY 26, 2011), AFTER WHICH DATE PRICES QUOTED WILL EXPIRE, UNLESS AN ORDER HAS BEEN RECEIVED AND ACKNOWLEDGED BY (YOUR COMPANY NAME, INC.) IN WRITING.</p> <p>ANY CHANGES IN SHIPPING OR INSURANCE CHARGES WILL BE THE RESPONSIBILITY OF THE BUYER.</p> <p>WE APPRECIATE YOUR INTEREST IN OUR PRODUCTS AND LOOK FORWARD TO RECEIPT OF YOUR ORDER.</p> <p><i>Your Signature</i> JOHN SMITH COMPANY NAME</p>																																																								

Purchase Order | Example

Export-U²

PURCHASE ORDER			
Acme Gmbh, 123 Irgendwo Strasse, Werweiswo, Federal Republic of Germany			
Phone: 123-123-1234	Fax: 123-123-1235	www.acmegmbh. Com	
Date: 15-Feb-08	Ref: 1234A		
To: Wonderwipes, Inc. 123 Someplace Street Any Town, Georgia U.S.A.		Attn: Mr. Frank Harris Vice President - Sales Your Ref: xxxx-12 date 1 Apr 2008	
In accordance with our earlier communications, we submit our order for the following:			
Product	No. Units	Cost/Unit	Totals
Windshield Wipers Model Nr. 12345	5000 pair	US\$ 4.26 ex factory	US\$ 21,300
Windshield Wipers Model Nr. 12346	5000 pair	US\$ 4.26 ex factory	US\$ 21,300
		CIF Bremerhaven:	US\$ 45,300
Payment Terms:	At Sight Letter of Credit	Ship By:	May 20, 2008
To be shipped by:	Ocean	Delivered to:	Bremerhaven, Germany
Transshipment:	Not permitted	Partial Shipment:	Not Permitted
Marks/Notations:	B/L to be marked "Freight Prepaid" and "Notify: O'Higgins & Bern, Gmbh 345 Brewster Strasse, Hamburg, Germany"		

If order cannot be executed in a timely manner as stated above, please contact the undersigned

Commercial Invoice | Example

Export-U²

Commercial Invoice				
Wonderwipes, Inc. 123 Someplace Street Any Town, Georgia 30083. U.S.A.				
Telephone: 404-123-4567		Fax: 404-123-7890		E-mail: www.wonderwipes.com
DATE: May 15, 20008	INVOICE # xxx-12-INV			
Invoice To: Acme GmbH 23 Irgendwo Strasse Werweisswo Federal Republic of Germany	ProForma Invoice Date		April 1, 2008	
	ProForma Reference No.		xxx-12	
	Your Reference		12345 A 15-Feb-08	
	Terms of Sale		CIF Bremerhaven, Germany	
		Ship Via		Ocean to Bremerhaven
Ship To: Acme GmbH 23 Irgendwo Strasse Werweisswo Federal Republic of Germany	Date of Shipment:		15-May-08	
	Vessel:		Parzival	
	Lines:		Evergreen	
	ETA Discharge Port:		7-Jun-08	
	Container No.:		Evergreen 123456	
No. of Cartons:		160 Cartons		
Remarks: - Per your request Non-negotiable B/L and copies of other documents sent to notify party directly on date.				
Item #	Description	Quantity	Unit Price	Total
Model 12345	Windshield Wipers	5000 pr	USD 4.26	USD 21,300
Model 12346	Windshield Wipers	5000 pr	USD 4.26	USD 21,300
Total: "10,000 pair of windshield wipers per P.O. 12345A of Acme, GmbH"			Ex Works	
		Total:	Ex Factory	USD 42,600
		Total:	FOB Savannah	43,100
		Total:	CFR Bremerhaven	45,200
		Total:	CIF Bremerhaven	USD 45,300

We appreciate your providing us this opportunity to work with you.
 We look forward to working with you to meet your future needs.

Shipper's Letter of Instruction | Example

Export-U²

John S. Cargeaux. LLC							
Letter of Instruction							
Shippers Name and Address Wonderwipes , Inc. 123 Someplace Street Any Town, Georgia 30083. U.S.A.	Date: 25-Apr-08 Order No. xxxx-12 dd 1 April 2008 IRS No. 12345 Schedule B No. 12345678 Contact: Frank Harris, 404-123-4567						
PLEASE (BOOK) (<u>HANDLE</u>) THE FOLLOWING SHIPMENT FOR US, FOR WHICH DOCUMENTS ARE ENCLOSED							
Consignee: To Order of Shipper in Blank endorsed	Importer: Acme GmbH 23 Irgendwo Strasse Werweisswo Federal Republic of Germany						
Notify: O'Higgins & Bern, GmbH Customs Brokers 345 Brewster Str. Hamburg, Germany	Container Nos. (If Applicable): Evergreen #13456 Marks: N/A						
Description for Ocean B/L:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Model 12345</td> <td style="width: 40%;">Windshield Wipers</td> <td style="width: 30%;">5000 pr</td> </tr> <tr> <td>Model 12346</td> <td>Windshield Wipers</td> <td>5000 pr</td> </tr> </table>	Model 12345	Windshield Wipers	5000 pr	Model 12346	Windshield Wipers	5000 pr
Model 12345	Windshield Wipers	5000 pr					
Model 12346	Windshield Wipers	5000 pr					
Vessel / Due Date:	Please Arrange : Latest Shipment Date May 20, 2008						
Ocean Freight:	Prepaid						
Port of Discharge:	Bremerhaven, Germany						
Weight/Cube	2500 lbs /1140 Kgs 43 cubic meters						
Value for Customs:	CFR Bremerhaven USD 445200						
Terms of Sale:	At Sight Letter of Credit						
Export License:	General License						
The items checked apply to this shipment							
1. Please insure the shipment for	110% of invoice value	X					
2. Add Following Charges to Comm'l Inv.	N/A						
3. Please prepare Certificate of Origin		X					
4. Other:	N/A						
5. Return all documents directly to shipper:							
6. Mail to Importer:	Non-original documents only	X					
7. Mail to Notify Party:	Non-original documents only	X					
8. Prepare At Sight Draft and forward to	Per L/C Instructions	X					
9. Forward Documents as per Letter of Credit (Attached)		X					
10. Other							
SPECIAL INSTRUCTIONS:	(Attach or place on reverse hereof)						

Packing List | Example



PACKING LIST (Prepared by commercial dept.)					
EXPOTER/SHIPPER NAME: LTD., BANGLADESH.		INVOICE NO.:		DATE: 20-06-2011	
		EXP NO.:		DATE: 20-06-2011	
		L/C NO.:		DATE: 02-02-2011	
		CAT :			
		H.T.S. CODE NO.:			
Applicant: E.S. SUTTON INC. 1400 BROADWAY, 26TH FLOOR NEW YORK, NY 10018, USA.		B/L NO.:		DATE:	
		CARRIER:			
		E.R.C. NO.: RA-79178			
		TERMS OF PAYMENT:			
		IRREVOCABLE LETTER OF CREDIT AT SIGHT.			
NOTITY: A) E.S. SUTTON INC 115 KENNEDY DRIVE SAYREVILLE, NJ 08872, CANADA.		L/C ISSUIN BANK: HSBC BANK USA, N.A. 2 HANSON PLACE, BROOKL YN, NEW YORK 11217, USA.			
		ADVISING BANK: FIRST SECURITY ISLAMI BANK LTD. BANANI BRANCH, PLOT # 80, BLOCK # B, KEMAL ATATURK AVENUE, DHAKA-1213			
PORT OF LOADING : DHAKA AIRPORT,		FINAL DESTINATION : VANCOUVER, CANADA.			
PORT OF DISCHARGE : VANCOUVER, CANADA.		SHIPPED PER : AIR			
SHIPPING MARKS	DESCRIPTION OF GOODS	CTN NO	CTN QTY	PCS CTN	TOTAL PCS
SHIP TO: WAL-MART CANADA DEPT: 33 BRAND NAME: GEORGE ITEMDESCRIPTION: FUR TRIMMED DUSTER SWEATER MEASUREMENTS: 17 X 17 X 12 INCH MADE IN BANGLADESH SIDE MARK DEPT: 33 BRAND NAME: GEORGE ITEM: FUR TRIMMED DUSTER SWEATER STYLE: GRF120307G PO: 84233VM, 84234VM, 84267VM COLOR: TRUE BLACK SIZE: S(7/8)-M(10/12)-L(14)-(2-3-3) QUANTITY: 8PCS CARTON-OF- G.W : 12.74 LBS PRICE TICKET: YES	FUR TRIMMED DUSTER SWEATER STYLE NO PO NO GRF120307G 84233VM	1-445	445 Ctn	8 Pcs	3,560 Pcs
TOTAL			445 Ctn		3,560 Pcs
GRAND TOTAL CARTON : 445 CTN					
GRAND TOTAL PCS : 3,560 PCS		For, Ltd.			
GRAND TOTAL NET WEIGHT : 2,051.00 KGS					
GRAND TOTAL GROSS WEIGHT : 2,571.00 KGS					
GRAND TOTAL MEASUREMENT : 17" X 17" X 12"					
CARTON MEASUREMENT : 24.00 CBM					
COUNTRY OF ORIGIN : BANGLADESH		Authorized Signature			

Airway Bill | Example



B3- Airway Bill

GREY SECTIONS FOR DHL USE ONLY

Origin copy

<p>06 2009</p> <p style="text-align: center;">69 4633 9514</p>	<p>1 Payer account number and Shipment Value Protection details</p> <p>Track this shipment: http://www.dhl.com</p> <p>Shipment Waybill <small>(Non responsible)</small></p> <p>Charge to <input checked="" type="checkbox"/> Shipper <input type="checkbox"/> Receiver <input type="checkbox"/> 3rd party <input type="checkbox"/> Cash <input type="checkbox"/> Check</p> <p>Payer Account No. 787963624</p> <p>Shipment Value Protection see reverse</p> <p><input type="checkbox"/> Yes Increased Protection Value <input type="checkbox"/> No, all payment methods are available in all countries.</p>	<p>2 From (Shipper)</p> <p>Shipper's account number 1234567</p> <p>Contact name John Doe</p> <p>Shipper's reference (up to 32 characters) No. 98765</p> <p>Company name Export-U.com</p> <p>Address 2530 Makebelieve Pl. Anystate 30679 USA</p> <p>Postcode/Zip Code (required) 30679</p> <p>Phone, Fax or E-mail (required) 1+404-225-1234</p>	<p>3 To (Receiver)</p> <p>Company name Overseas Company</p> <p>Delivery address (DHL cannot deliver to a PO Box) 9450 Diveplace Drive Oddsounding Street North Oddplaceistan City</p> <p>Postcode/Zip Code (required) a62833SW</p> <p>Country North Oddplaceistan</p> <p>Contact person Olli Incomefree</p> <p>Phone, Fax or E-mail (required) 1+902745,0274</p>	<p>4 Shipment details <i>Billed weight is calculated from total weight and dimensions</i></p> <p>Total number of packages: 1</p> <p>Total Weight: 100.22 oz</p> <p>Dimensions in inches: Length 20, Width 2, Height 1</p> <p>Pieces: 1 @ 20, 2 @ 2m, 1 @ 1m</p>	<p>5 Full description of contents</p> <p>Give content and quantity.</p> <p>Sample documents for Export-U in paper form and surrounded by lead casing with rubber edges and toothpaste tube caps for no reason.</p>	<p>6 Non-Document Shipments Only (Customs Requirement)</p> <p>Attach the original and two copies of a Proforma or Commercial Invoice</p> <p>Shipper's VAT/GST number: _____ Receiver's VAT/GST or Shipper's EIN/SSN: _____</p> <p>Declared Value for Customs (as on commercial/proforma invoice): _____ Harmonized Commodity Code if applicable: _____</p> <p>AES Transaction Number: _____ TYPE OF EXPORT: <input type="checkbox"/> Permanent <input type="checkbox"/> Repair/Return <input type="checkbox"/> Temporary</p> <p>Destination duties/taxes: If left blank receiver pays duties/taxes</p> <p><input type="checkbox"/> Receiver <input type="checkbox"/> Shipper <input type="checkbox"/> Other <small>specify approval account number</small></p>	<p>7 Shipper's agreement (Signature required)</p> <p>Unless expressly stated in writing, I agree that DHL's Terms and Conditions of Carriage are all the terms of the contract between myself and DHL and (1) such Terms and Conditions and, where applicable, the Warsaw Convention, limits and/or excludes DHL's liability for loss, damage or delay and (2) this shipment does not contain cash or dangerous goods (see reverse).</p> <p>Signature: </p> <p>Date: 1 / 1 / 2018</p>	<p>8 Products & Services</p> <p>International Document <input checked="" type="checkbox"/> Non-Document <input type="checkbox"/></p> <p>Products not all are available to and from all countries:</p> <p><input type="checkbox"/> EXPRESS 5.00 <input type="checkbox"/> EXPRESS 10.20 <input type="checkbox"/> EXPRESS 12.00 <input type="checkbox"/> EXPRESS WORLDWIDE <input type="checkbox"/> ECONOMY SELECT <input type="checkbox"/> EXPRESS ENVELOPE <input type="checkbox"/> OTHER</p> <p>Optional Services (extra charges may apply):</p> <p><input type="checkbox"/> Saturday Delivery <input type="checkbox"/> Non standard Pickup <input type="checkbox"/> Delivery Notification <input type="checkbox"/> Payable Packaging <input type="checkbox"/> Non standard Shipment <input type="checkbox"/> Other</p> <p>Global Mail Business: <input type="checkbox"/> Priority <input type="checkbox"/> Standard <input type="checkbox"/> Other</p>	<p>DESTINATION CODE</p> <p>ORIGIN</p> <p>DIMENSIONAL CHARGEABLE WEIGHT: _____ lb _____ oz</p> <p>CHARGES Services: _____ Other: _____</p> <p>SHIPMENT VALUE PROTECTION: _____ VAT: _____ CURRENCY: _____ TOTAL: _____</p> <p>PAYMENT DETAILS (Check, Card No.): _____ No.: _____ Type: _____ Expires: _____</p> <p>Picked up by: _____ Route No.: _____ Time: _____ Date: _____</p>
--	--	---	---	--	---	---	---	--	---

For more information see DHL Web Site or call your local DHL office

Bill of Lading | Example

Export-U²

4- Ocean Bill of Lading

BILL OF LADING				
Shipper SHIPPER NAME AND ADDRESSES TEL & FAX			Bill of Lading No.	
Consignee (if 'To Order' so indicate) SENDERS NAME AND ADDRESS TEL				
Notify Party (No claim shall attach for failure to notify) SAME AS CONSIGNEE OR AGENTS NAME & ADDRESS.				
Place of Receipt BANGKOK, THAILAND		Port of Loading BANGKOK, THAILAND		Cargo Delivery, please Contact : THIS IS THE RECEIVER OF THE GOODS ONCE IN PORT. TRY TO CHANGE WITH YOUR AGENTS NAME ADDRESS SO YOU DO NOT INCUR EXTRA FEES
Vessel HEUNG -A ASIA V. 817 N		Port of Discharge POINT LISAS,TRINIDAD		
Place of Delivery POINT LISAS,TRINIDAD				
Marks & Numbers Container No.	No. of Pkgs. or Shipping Units	Description of Goods & Pkgs.	Gross Weight	Measurement
AZIM POINT LISAS TRINIDAD	2 CARTONS	CFS/CFS MENS T-SHIRT 100% COTTON KNITTED LADIE'S BLOUSE 100% COTTON WOVEN AS PER INV. NO. 0-397-08 *LOCAL DESTINATION CHARGE ARE FOR CNEE ACCOUNT* CTNR No.:GLDU7246240 FREIGHT PREPAID Total TWO CARTONS ONLY	120.000 KGS	1.000 CBM
PARTICULARS FURNISHED BY SHIPPER				
Freight Details, Charges etc :		PREPAID	COLLECT	Excess Value Declaration : Refer to Clause 6 (4) (B) + (C) on reverse side December28,2008
JURISDICTION AND LAW CLAUSE		RECEIVED by the Carrier the Goods as specified above in apparent good order and condition unless otherwise stated, to be transported to such place as agreed, authorised or permitted herein and subject to all the terms and conditions appearing on the front and reverse of this Bill of Lading to which the Merchant agrees by accepting this Bill of Lading, any local privileges and customs notwithstanding The particulars given above as stated by the shipper and the weight, measure, quantity, condition, contents and value of the Goods are unknown to the Carrier. IN WITNESS whereof THREE(3) original Bills of Lading have been signed, one of which being accomplished, the others to be void. Place and date of issue December 28, 2008 Signed on behalf of the Carrier : GATEWAY CONTAINER LINE CO., LTD, by _____		

Electronic Export Information | Example

Export-U²

5- AES System Screenshot

AES Direct: SED/EEI Filing
AES Direct

AES Direct: SED/EEI Filing

Submit SED/EEI SED/EEI Status

Shipment Number Delivery

General | Additional Data

Shipment Ref No. Transportation Ref No. Related Companies

State of Origin Departure Date Hazardous Cargo

Foreign Trade Zone Mode of Transport Vessel, Containerized Routed Trans Flag

Port of Export Carrier

Country of Destination Conveyance Name UPS

Port of Unloading Vessel Flag

Import Entry Number Inbond Type

USPPI | Ultimate Consignee | Intermediate Consignee | Freight Forwarder

Name ID Number

Addr 1 ID Type

Addr 2 Contact First/Intr/Last DOE

City State Contact Phone

Zip Code

SED/EEI Items

LineItemNo	ExportCode	ValWithUSD	FUUnitofMe	FirstQty	SecUnitMeas	SecondQty	GrossWght	LicnsType	License No	Description	CommCode
Y	OS	6	NO	1			10	C33		DIGITAL ...	8423810 ...

Export License | Example

Export License

D [REDACTED]

Validated: December 15, 2016

Expires: December 31, 2020



UNITED STATES DEPARTMENT OF COMMERCE
BUREAU OF INDUSTRY AND SECURITY
WASHINGTON, D.C. 20230

Unless limited by a condition set forth below, the export, reexport or transfer (in-country) authorized by this license is for the item(s), end-use(s), and parties described in the license application and any letters of explanation. The applicant is responsible for informing the other parties identified on the license, such as ultimate consignees and end-users, of the license's scope and of the specific conditions applicable to them. BIS has granted this license in reliance on representations the applicant made in the license application, letters of explanation, and other documents submitted.

Applicant Reference Number: [REDACTED]

APPLICANT: A [REDACTED]



United States

PURCHASER:

ROYAL THAI AIR FORCE
DON MUANG AIR BASE
DUSIT
BANGKOK 10300
Thailand

ULTIMATE CONSIGNEE:

ROYAL THAI AIR FORCE
DON MUANG AIR BASE
DUSIT
BANGKOK 10300
Thailand

INTERMEDIATE CONSIGNEE:

APPROVED END USER(S):

ROYAL THAI AIR FORCE
DON MUANG AIR BASE
DUSIT
BANGKOK 10300
Thailand

COMMODITIES:

QTY	DESCRIPTION (May Include Product Name or Model Number)	ECCN	TOTAL PRICE
10	2006602-105, LANDING GEAR STRUTS FOR [REDACTED]	9A610	\$ [REDACTED]
5	2006602-105, LANDING GEAR STRUTS FOR [REDACTED]	9A610	\$ [REDACTED]

TOTAL: \$ [REDACTED]

The Export Administration Regulations require you to take the following actions when exporting under the authority of this license.

End-User Statement | Example

Export-U²

To:
 Director-General, Singapore Customs
 Attn: Strategic Goods Control Branch
 Fax: 6355 2156

END-USER STATEMENT

I/we, ABC Company, 123 Main St, Anytown, California 90210, USA

Phone #: 01+ 888-555-1234 Fax #: 01+ 888-555-5678 Email: itmanager@abccompany.com

have requested SCHENKER SINGAPORE PTE LTD on behalf of Cisco Systems International BV NO. 51 ALPS AVENUE, LEVEL 5, SINGAPORE 498783. ATTN: CISCO SUPPORT, LOGISTICS OPERATIONS

	1	2	3
Product Description	uBR10012, 8MC+ 4WAN+ 2TCC+, 2PRE Slots, Display, Fan Tray	Cisco ubr10k-PRE4 Ser IOS DOCSIS 3DES LAWFUL INTERCEPT	
Category Code	5A991	5D002.C.1	
HS Code	8517620050		
Brand	CISCO	CISCO	
Model	UBR10012	SU14MK9U-12233SCC	
Type	Cisco Hardware	Cisco Software	
Quantity	1	1	
Value	USD 22,523.00	USD 12,980.00	
Sales Order No. (SO#)	12345678	12345678	
Ship Set No. (SS#)	1	1	
Company Website	www.abccompany.com		

I/we confirm that the goods will not be used in relation to nuclear, biological or chemical weapons, or missiles capable of delivering these weapons. I/we also confirm that the goods will not be re-exported or sold to a third party who is known or suspected to be involved in relation to nuclear, biological or chemical weapons, or missiles capable of delivering these weapons, or to any sanctioned entities.

APHIS Inspection Certificate | Example

Export-U²

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control numbers for this information collection are 0578-0038 and 0579-0333. The time required to complete this information collection is estimated to average 25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
UNITED STATES INTERSTATE AND INTERNATIONAL
CERTIFICATE OF HEALTH EXAMINATION
FOR SMALL ANIMALS**

1. TYPE OF ANIMAL SHIPPED (select one only)
 Dog Cat Other _____
 Nonhuman Primate Ferret Rodent

2. CERTIFICATE NUMBER - OFFICIAL USE ONLY

3. TOTAL NUMBER OF ANIMALS
ONE

4. PAGE
ONE OF ONE

5. NAME, ADDRESS, AND TELEPHONE NUMBER OF OWNER (CONSIGNOR)
 [Redacted]

6. NAME, ADDRESS, AND TELEPHONE NUMBER OF RECIPIENT AT DESTINATION (CONSIGNEE)
 [Redacted]

7. ANIMAL IDENTIFICATION

NAME AND/OR TATTOO NUMBER OR OTHER IDENTIFICATION	BREED - COMMON OR SCIENTIFIC NAME	AGE	SEX	COLOR OR DISTINCTIVE MARKS OR MICROCHIP
(1) [Redacted]	HONGKONG	5/18/11	M	Black/White
(2) [Redacted]				
(3) [Redacted]				
(4) [Redacted]				
(5) [Redacted]				
(6) [Redacted]				

8. PERTINENT VACCINATION, TREATMENT, AND TESTING HISTORY

RABIES VACCINATION	OTHER VACCINATIONS, TREATMENT, AND/OR TESTS AND RESULTS
<input type="checkbox"/> 1 YEAR <input type="checkbox"/> 2 YEARS <input checked="" type="checkbox"/> 3 YEARS	Product Type and/or Results
Vaccination Date: 10/11/11	10/11/11 DHCOP (HAS 2 MONTHS)
Product: PEI	10/11/11 Borden UO

9. REMARKS OR ADDITIONAL CERTIFICATION STATEMENTS (WHEN REQUIRED)
 VETERINARY CERTIFICATION: I certify that the animal(s) described in box 7 have been examined by me this date, that the information provided in box 8 is true and accurate to the best of my knowledge, and that the following findings have been made (X: applicable statements).
 I have verified the presence of the microchip, if a microchip is listed in box 7.
 I certify that the animal(s) described above and on continuation sheets, if applicable, have been inspected by me on this date and appear to be free of any infectious or contagious diseases and to the best of my knowledge, exposure thereto, which would endanger the animal(s) or other animals or would endanger public health.
 To my knowledge, the animal(s) described above and on continuation sheet(s) if applicable, originated from an area not quarantined for rabies and has/have not been exposed to rabies.

ENDORSEMENT FOR INTERNATIONAL EXPORT (IF NEEDED)
 PRINTED NAME OF USDA VETERINARIAN: FRANCISCO COLLAZO-MATTEI, AVIC
 USDA APHIS Veterinary Services, 8100 NW 15th Place, Gainesville, FL 32606
 SIGNATURE OF USDA VETERINARIAN: [Signature]
 DATE: OCT 10 2011
 Apply USDA Seal or Stamp here

LICENSE NUMBER AND STATE
 Accredited Yes No
 If yes, please complete below NATIONAL ACCREDITATION NUMBER: [Redacted]

NOTE: International shipments may require certification by an accredited veterinarian.
 SIGNATURE OF ISSUING VETERINARIAN: [Signature]
 DATE: [Redacted]

APHIS Form 7001 (NOV 2010)

This certificate is valid for 30 days after issuance

USDA Phytosanitary Certificate | Example

Export-U²

No phytosanitary certificate can be issued until an application is completed (7 CFR 353)		FORM APPROVED OMB NO. 0579-0052
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE PHYTOSANITARY CERTIFICATE TO: THE PLANT PROTECTION ORGANIZATION(S) OF SAMPLE	FOR OFFICIAL USE ONLY PLACE OF ISSUE SAMPLE	
	NO. FPC XXXXXXX	
	DATE INSPECTED	
	CERTIFICATION This is to certify that the plants, plant product or other regulated articles described herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from the quarantine pests, specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party including those for regulated non-quarantine pests.	
DISINFESTATION AND/OR DISINFECTION TREATMENT		
1. DATE	2. TREATMENT	
3. CHEMICAL (active ingredient)	4. DURATION AND TEMPERATURE	
5. CONCENTRATION	6. ADDITIONAL INFORMATION	
DESCRIPTION OF THE CONSIGNMENT		
7. NAME AND ADDRESS OF EXPORTER SAMPLE	8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE SAMPLE	
9. NAME OF PRODUCE AND QUANTITY DECLARED SAMPLE	10. BOTANICAL NAME OF PLANTS SAMPLE	
11. NUMBER AND DESCRIPTION OF PACKAGES SAMPLE	12. DISTINGUISHING MARKS SAMPLE	
13. PLACE OF ORIGIN SAMPLE	14. DECLARED MEANS OF CONVEYANCE SAMPLE	
	15. DECLARED POINT OF ENTRY	
WARNING: Any alteration, forgery, or unauthorized use of this phytosanitary certificate is subject to civil penalties of up to \$250,000 (7 U.S.C. Section 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. Section 1001).		
ADDITIONAL DECLARATION		
SAMPLE	 NAPPO	SAMPLE
Page 1 of 1		
16. DATE ISSUED	17. NAME OF AUTHORIZED OFFICER (Type or Print)	18. SIGNATURE OF AUTHORIZED OFFICER
No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.		
PPQ Form 577	FEB 2001	Previous editions are obsolete after 6/30/01

Certificate of Origin | Example



CERTIFICATE OF ORIGIN			
Shipper/Exporter: Wonderwipes, Inc. 123 Someplace Street Any Town, Georgia 30083. U.S.A.		Document No. ABC-101	
		Export References: Wonderwipe Ref: xxxx-12 dd 1 April 2008 Acme GmbH Ref: 12345A dd 15 Feb 2008 L/C#: 1234b - US Bank L/C # 1234A-German Bank	
Consignee: Acme GmbH 23 Irgendwo Strasse Werweisswo Federal Republic of Germany		Forwarding Agent: John S. Cargeaux, Freight Forwarder 12 Pier Street Savannah, Georgia U.S.A.	
		Point & Country of Origin: Any Town, Georgia, United States of America	
Notify Party: O'Higgins & Bern, GmbH Customs Brokers 345 Brewster Str. Hamburg, Germany		Domestic Routing/Export Instructions:	
Pier or Airport: 121-SAV		Port of Loading: Savannah, Georgia, USA	Onward Inland Routing: Hamburg, Germany
Exporting Carrier/Vessel/Airline: Parzival		Air/Sea Port of Discharge: Bremerhaven, Germany	Departure Date: 28-May-08
Particulars Attested To By Shipper			
Marks and Nos.	Units	Description	Weights/Vols
Evergreen #13456	5000 pair	Model No. 12345 Windshield Wipers	1250 lbs/750 Kgs 21.25 cubic meters
	5000 pair	Model No. 12345 Windshield Wipers	1250 lbs/750 Kgs 21.25 cubic meters
<p>The undersigned <u>Frank Harris</u> (owner or agent) does hereby declare for the above named shipper, the goods as described above were shipped and consigned as indicated and are products of the United States of America.</p> <p>Dated at: <u>Any Town, Georgia, U.S.A.</u> on the <u>25th</u> Day of <u>May</u> 2008.</p> <p>Signature of Owner/Agent: _____</p> <p>Notary Public The <u>Any Town Chamber of Commerce</u> a recognized Chamber of Commerce under the laws of the state of <u>Georgia</u> has examined the manufacturer's invoice or shippers affidavit concerning the origin of the merchandise, and, according to best of its knowledge and belief, finds the products named originated in the United States of America.</p>			

NAFTA Certificate of Origin | Example



DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection		OMB No. 1651-0088 Exp. 02-28-2017			
NORTH AMERICAN FREE TRADE AGREEMENT CERTIFICATE OF ORIGIN					
19 CFR 181.11, 181.22					
1. EXPORTER NAME, ADDRESS AND EMAIL Joe Trader Jr. 2530 Industrial way Fort Collins, CO 89354 Export-U@americaneedstoexport.com USA TAX IDENTIFICATION NUMBER: 108-2345194			2. BLANKET PERIOD FROM (mm/dd/yyyy) 02/07/2017 TO (mm/dd/yyyy) 05/12/2017		
3. PRODUCER NAME, ADDRESS AND EMAIL Dante's Sweatshop Factory East Overshoe, GA 30047 sweatshop@danteburnsyou.com USA TAX IDENTIFICATION NUMBER: 111-2475634			4. IMPORTER NAME, ADDRESS AND EMAIL Jose Mexicanguy Guadajajara 92648918 MEXICO TAX IDENTIFICATION NUMBER:		
5. DESCRIPTION OF GOOD(S)	6. HS TARIFF CLASSIFICATION NUMBER	7. PREFERENCE CRITERION	8. PRODUCER	9. NET COST	10. COUNTRY OF ORIGIN
Artificial tractors for plowing imaginary fields in winter.	HS-597237			1,234,12 USD	USA
Fake seeds for use in artificial fields in winter to grow fictitious crops.	HS-8364053			25,175 USD	USA
I CERTIFY THAT: • THE INFORMATION ON THIS DOCUMENT IS TRUE AND ACCURATE AND I ASSUME THE RESPONSIBILITY FOR PROVING SUCH REPRESENTATIONS. I UNDERSTAND THAT I AM LIABLE FOR ANY FALSE STATEMENTS OR MATERIAL OMISSIONS MADE ON OR IN CONNECTION WITH THIS DOCUMENT; • I AGREE TO MAINTAIN AND PRESENT UPON REQUEST, DOCUMENTATION NECESSARY TO SUPPORT THIS CERTIFICATE, AND TO INFORM, IN WRITING, ALL PERSONS TO WHOM THE CERTIFICATE WAS GIVEN OF ANY CHANGES THAT COULD AFFECT THE ACCURACY OR VALIDITY OF THIS CERTIFICATE. • THE GOODS ORIGINATED IN THE TERRITORY OF ONE OR MORE OF THE PARTIES, AND COMPLY WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE NORTH AMERICAN FREE TRADE AGREEMENT AND UNLESS SPECIFICALLY EXEMPTED IN ARTICLE 411 OR ANNEX 401, THERE HAS BEEN NO FURTHER PRODUCTION OR ANY OTHER OPERATION OUTSIDE THE TERRITORIES OF THE PARTIES; AND • THIS CERTIFICATE CONSISTS OF <input type="text" value="1"/> PAGES, INCLUDING ALL ATTACHMENTS.					
11a. AUTHORIZED SIGNATURE 11c. NAME Bob Exportuguy		11b. COMPANY Export-U Company, Inc. 11d. TITLE Emperor			
11e. DATE (mm/dd/yyyy) 02/21/2017	11f. TELEPHONE NUMBERS (Voice) 404-274-1245 (Facsimile) 404-253-2976		11g. EMAIL bob-exportguy@uga.edu		

CBP Form 434 (11/16)

NAFTA Certificate of Origin | Format

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

OMB No. 1651-0098
Exp. 04-30-2020

**NORTH AMERICAN FREE TRADE AGREEMENT
CERTIFICATE OF ORIGIN**

19 CFR 181.11, 181.22

1. EXPORTER NAME, ADDRESS AND EMAIL	2. BLANKET PERIOD				
	FROM (mm/dd/yyyy)				
	TO (mm/dd/yyyy)				
TAX IDENTIFICATION NUMBER:					
3. PRODUCER NAME, ADDRESS AND EMAIL	4. IMPORTER NAME, ADDRESS AND EMAIL				
TAX IDENTIFICATION NUMBER:	TAX IDENTIFICATION NUMBER:				
5. DESCRIPTION OF GOOD(S)	6. HS TARIFF CLASSIFICATION NUMBER	7. PREFERENCE CRITERION	8. PRODUCER	9. NET COST	10. COUNTRY OF ORIGIN

I CERTIFY THAT:

- THE INFORMATION ON THIS DOCUMENT IS TRUE AND ACCURATE AND I ASSUME THE RESPONSIBILITY FOR PROVING SUCH REPRESENTATIONS. I UNDERSTAND THAT I AM LIABLE FOR ANY FALSE STATEMENTS OR MATERIAL OMISSIONS MADE ON OR IN CONNECTION WITH THIS DOCUMENT;
- I AGREE TO MAINTAIN AND PRESENT UPON REQUEST, DOCUMENTATION NECESSARY TO SUPPORT THIS CERTIFICATE, AND TO INFORM, IN WRITING, ALL PERSONS TO WHOM THE CERTIFICATE WAS GIVEN OF ANY CHANGES THAT COULD AFFECT THE ACCURACY OR VALIDITY OF THIS CERTIFICATE;
- THE GOODS ORIGINATED IN THE TERRITORY OF ONE OR MORE OF THE PARTIES, AND COMPLY WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE NORTH AMERICAN FREE TRADE AGREEMENT AND UNLESS SPECIFICALLY EXEMPTED IN ARTICLE 411 OR ANNEX 401, THERE HAS BEEN NO FURTHER PRODUCTION OR ANY OTHER OPERATION OUTSIDE THE TERRITORIES OF THE PARTIES; AND
- THIS CERTIFICATE CONSISTS OF PAGES, INCLUDING ALL ATTACHMENTS.

11.	11a. AUTHORIZED SIGNATURE	11b. COMPANY		
	11c. NAME	11d. TITLE		
	11e. DATE (mm/dd/yyyy)	11f. TELEPHONE NUMBERS <i>(Voice)</i>	11g. EMAIL <i>(Facsimile)</i>	

PAPERWORK REDUCTION ACT STATEMENT: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0098. The estimated average time to complete this application is 2 hours. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 90 K Street, NE., Washington DC 20229.

NORTH AMERICAN FREE TRADE AGREEMENT CERTIFICATE OF ORIGIN INSTRUCTIONS

For purposes of obtaining preferential tariff treatment, this document must be completed legibly and in full by the exporter and be in the possession of the importer at the time the declaration is made. This document may also be completed voluntarily by the producer for use by the exporter. Please print or type:

- FIELD 1: State the full legal name, address (including country), email and legal tax identification number of the exporter. Legal taxation number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number (RFC); and in the United States, employer's identification number or Social Security Number.
- FIELD 2: Complete field if the Certificate covers multiple shipments of identical goods as described in Field #5 that are imported into a NAFTA country for a specified period of up to one year (the blanket period). "FROM" is the date upon which Certificate becomes applicable to the good covered by the blanket Certificate (it may be prior to the date of signing this Certificate). "TO" is the date upon which the blanket period expires. The importation of a good for which preferential treatment is claimed based on this Certificate must occur between these dates.
- FIELD 3: State the full legal name, address (including country), email and legal tax identification number, as defined in Field #1, of the producer. If more than one producer's good is included on the Certificate, attach a list of additional producers, including the legal name, address (including country) and legal tax identification number, cross-referenced to the good described in Field #5. If you wish this information to be confidential, it is acceptable to state "Available to CBP upon request". If the producer and the exporter are the same, complete field with "SAME". If the producer is unknown, it is acceptable to state "UNKNOWN".
- FIELD 4: State the full legal name, address (including country), email and legal tax identification number, as defined in Field #1, of the importer. If the importer is not known, state "UNKNOWN"; if multiple importers, state "VARIOUS".
- FIELD 5: Provide a full description of each good. The description should be sufficient to relate it to the invoice description and to the Harmonized System (H.S.) description of the good. If the Certificate covers a single shipment of a good, include the invoice number as shown on the commercial invoice. If not known, indicate another unique reference number, such as the shipping order number.
- FIELD 6: For each good described in Field #5, identify the H.S. tariff classification to six digits. If the good is subject to a specific rule of origin in Annex 401 that requires eight digits, identify to eight digits, using the H.S. tariff classification of the country into whose territory the good is imported.
- FIELD 7: For each good described in Field #5, state which criterion (A through F) is applicable. The rules of origin are contained in Chapter Four and Annex 401. Additional rules are described in Annex 703.2 (certain agricultural goods), Annex 300-B, Appendix 6 (certain textile goods) and Annex 308.1 (certain automatic data processing goods and their parts). **NOTE: In order to be entitled to preferential tariff treatment, each good must meet at least one of the criteria below.**

Preference Criteria

- A The good is "wholly obtained or produced entirely" in the territory of one or more of the NAFTA countries as referenced in Article 415. **Note: The purchase of a good in the territory does not necessarily render it "wholly obtained or produced"**. If the good is an agricultural good, see also criterion F and Annex 703.2. (Reference: Article 401(a) and 415)
- B The good is produced entirely in the territory of one or more of the NAFTA countries and satisfies the specific rule of origin, set out in Annex 401, that applies to its tariff classification. The rule may include a tariff classification change, regional value-content requirement, or a combination thereof. The good must also satisfy all other applicable requirements of Chapter Four. If the good is an agricultural good, see also criterion F and Annex 703.2. (Reference: Article 401(b))
- C The good is produced entirely in the territory of one or more of the NAFTA countries exclusively from originating materials. Under this criterion, one or more of the materials may not fall within the definition of "wholly produced or obtained", as set out in article 415. All materials used in the production of the good must qualify as "originating" by meeting the rules of Article 401(a) through (d). If the good is an agricultural good, see also criterion F and Annex 703.2. Reference: Article 401(c).
- D Goods are produced in the territory of one or more of the NAFTA countries but do not meet the applicable rule of origin, set out in Annex 401, because certain non-originating materials do not undergo the required change in tariff classification. The goods do nonetheless meet the regional value-content requirement specified in Article 401(d). This criterion is limited to the following two circumstances:
1. The good was imported into the territory of a NAFTA country in an unassembled or disassembled form but was classified as an assembled good, pursuant to H.S. General Rule of Interpretation 2(a), or
 2. The good incorporated one or more non-originating materials, provided for as parts under the H.S., which could not undergo a change in tariff classification because the heading provided for both the good and its parts and was not further subdivided into subheadings, or the subheading provided for both the good and its parts and was not further subdivided.
- NOTE: This criterion does not apply to Chapters 61 through 63 of H.S. (Reference: Article 401(d))**
- E Certain automatic data processing goods and their parts, specified in Annex 308.1, that do not originate in the territory are considered originating upon importation into the territory of a NAFTA country from the territory of another NAFTA country when the most-favored-nation tariff rate of the good conforms to the rate established in Annex 308.1 and is common to all NAFTA countries. (Reference: Annex 308.1)
- F The good is an originating agricultural good under preference criterion A, B, or C above and is not subject to a quantitative restriction in the importing NAFTA country because it is a "qualifying good" as defined in Annex 703.2, Section A or B (please specify). A good listed in Appendix 703.2B.7 is also exempt from quantitative restrictions and is eligible for NAFTA preferential tariff treatment if it meets the definition of "qualifying good" in Section A of Annex 703.2. **NOTE 1: This criterion does not apply to goods that wholly originate in Canada or the United States and are imported into either country. NOTE 2: A tariff rate quota is not a quantitative restriction.**

- FIELD 8: For each good described in Field #5, state "YES" if you are the producer of the good. If you are not the producer of the good, state "NO" followed by (1), (2), or (3), depending on whether this certificate was based upon: (1) your knowledge of whether the good qualifies as an originating good; (2) your reliance on the producer's written representation (other than a Certificate of Origin) that the good qualifies as an originating good; or (3) a completed and signed Certificate for the good, voluntarily provided to the exporter by the producer.
- FIELD 9: For each good described in field #5, where the good is subject to a regional value content (RVC) requirement, indicate "NC" if the RVC is calculated according to the net cost method; otherwise, indicate "NO". If the RVC is calculated over a period of time, further identify the beginning and ending dates (MM/DD/YYYY) of that period. (Reference: Article 402.1, 402.5).
- FIELD 10: Identify the name of the country ("MX" or "US" for agricultural and textile goods exported to Canada; "US" or "CA" for all goods exported to Mexico; or "CA" or "MX" for all goods exported to the United States) to which the preferential rate of CBP duty applies, as set out in Annex 302.2, in accordance with the Marking Rules or in each party's schedule of tariff elimination.
For all other originating goods exported to Canada, indicate appropriately "MX" or "US" if the goods originate in that NAFTA country, within the meaning of the NAFTA Rules of Origin Regulations, and any subsequent processing in the other NAFTA country does not increase the transaction value of the goods by more than seven percent; otherwise indicate "JNT" for joint production. (Reference: Annex 302.2)
- FIELD 11: This field must be completed, signed, and dated by the exporter. When the Certificate is completed by the producer for use by the exporter, it must be completed, signed, and dated by the producer. The date must be the date the Certificate was completed and signed.

Sugar Re-export Program | Format

North American Free Trade Agreement

Declaration that no claims have been or will be made for the benefits of the "Sugar Re-export Program" or any other like program in connection with the export of sugar or syrup good, or sugar-containing product from the United States.

Please print or type

1. Exporter name and address			
Tax identification number:		Phone number:	
2. Importer name and address:			
Tax identification number:		Phone number:	
3. Bill of Lading:		4. Sales Invoice Number	
5. Description of Merchandise	6. H.S. Tariff Classification number	7. Gross Weight (Kg.) or (Lbs.)	8. Gross Weight of sugar (Kg.)
9. U.S. Port of Export:		10. Mexican Port of Entry:	
Date of Export (DD/MM/YY):		Date of Entry (DD/MM/YY):	
I CERTIFY THAT:			
* The refined sugar or syrup good and/or sugar-containing products described above have not and will not receive benefits of the U.S. Sugar Re-Export Program or any other like Program in connection therewith in accordance with 7 C.F.R. 1530:			
* I truly declare that the statements contained herein are true and accurate to the best of my knowledge and belief and I assume the responsibility for proving such representations.			
* This declaration consists of ____ pages, including all attachments.			
11. Name and Authorized Signature:		Title:	Date (DD/MM/YY):

North American Free Trade Agreement

Declaration that no claims have been or will be made for the benefits of the “Sugar Reexport Program” or any other like program in connection with the export of sugar or syrup good, or sugar-containing product, from the United States

INSTRUCTIONS

For purposes of obtaining preferential tariff treatment, this document must be completed legibly and in full by the exporter and the importer shall have this document in its possession at the time of importation, provide a copy to the customs broker, and attach a copy to the entry documents. Please print or type.

- Field # 1 State the full legal name, address (including city and country), telephone number and legal tax identification number of the exporter. Legal tax identification number in the United States is the employer’s identification number or Social Security Number.
- Field # 2 State the full legal name, address (including city and country), telephone number and legal tax identification number of the importer. Legal tax identification number in Mexico is the federal taxpayer’s registry number (RFC). If multiple importers state “VARIOUS” and attach a list. If the importer is unknown, state “UNKNOWN”.
- Field # 3 Indicate the bill of lading or the airway bill number.
- Field # 4 Indicate the invoice number for each good described in Field 5.
- Field # 5 Provide a full description, quantity and unit of measure of each good, including the brand, type, catalogue number, or any other information to identify the good, where available. The description should be sufficient to relate it to the invoice description and to the Harmonized System (H.S.) description of the good.
- Field # 6 For each good described in Field # 5, identify the H.S. tariff classification to six digits.
- Field # 7 For each good described in Field # 5, provide the gross weight in liters or in kilograms.
- Field # 8 Provide the gross weight in kilograms of the sugar contained in each good described in field # 5. Note: Sugar means raw or refined sugar derived directly or indirectly from sugar cane or sugar beets, including liquid refined sugar (Reference: Annex 703.2, Section A, paragraph 26).
- Field # 9 Indicate the US Port and date of export of the goods.
- Field # 10 Indicate the Mexican Port and date of entry of the goods. If Mexican Port and/or date of entry of the goods is unknown, state “UNKNOWN”.
- Field # 11 This field must be completed, signed and dated by the exporter or its legal representative. The date must be the date the Declaration was completed and signed.

Certificate of Free Sale | Example

Export-U²

September 29, 2013

**CERTIFICATE OF FREE SALE**

TO WHOM IT MAY CONCERN:

The East Overshoe County Chamber of Commerce, State of Georgia, United States of America, recognizes that to the best of our knowledge, Kim Un LLC, headquartered at 3542 Crazyman Road, Morrow, GA 30260, U.S.A. is a well-established U.S. distributor of Beauty and Personal Care Products, these products are sold freely in and distributed generally throughout the United States of America, and conform to FDA standards. In order to be sold freely in the United States market, the products listed below which are designated as Cosmetics for Personal Care & Bath, are considered to be safe for healthy contact with the skin. To the best of our knowledge, there is no prohibition against export of this product into the country of India.

PRODUCT LIST

No.	Item Description
1.	Avon Lip Balms
2.	Avon Lip Gloss
3.	Avon Perfumed Skin Softener Cream
4.	Avon Naturals Body Lotion
5.	Avon Skin So Soft Body Lotion
6.	Avon Shimmering Body Powder
7.	Avon Eau de Toilette/Cologne Spray
8.	Avon Naturals Body Spray
9.	Avon Naturals Shower Gel
10.	Avon Naturals Shampoo

As a matter of policy, the East Overshoe County Chamber of Commerce, while assisting and promoting export sales, does not endorse the products described herein. This statement is not to be construed as either an expressed or implied approval or warranty of any such product. This statement shall not be used for propaganda, advertising or similar purpose.