



# International Logistics Group

*Innovation and eXcellence*

[www-xcell-logistic.com](http://www-xcell-logistic.com)

## OPERATIONAL GUIDELINES MEXICO

### ➤ AIRFREIGHT IMPORT SHIPMENTS

#### 1. *AWB Issuing instructions*

##### *a) MAWB consignment*

- For consolidated shipments to MEX airport, MAWB must be consigned as follows:  
XCELL LOGISTIC DE MÉXICO, S.C.  
Insurgentes Sur 826 Piso 5  
Colonia del Valle C.P. 03100  
Ciudad de México  
RFC: XLM000208RW6  
PH: +52 55 5785 1950
- For consolidated shipments to TLC airport, MAWB must be consigned as follows:  
XCELL LOGISTIC DE MÉXICO, S.C. C/O AA MOISES SOLIS FLORES  
TAASA, Toluca, Estado de México
- For consolidated shipments to GDL airport, MAWB must be consigned as follows:  
XCELL LOGISTIC DE MÉXICO, S.C. C/O SOLUCIONES TOTALES CORPORATIVO ADUANAL, S.C.  
Aeropuerto Internacional Miguel Hidalgo  
Av. De los Agentes Aduanales Módulo 27 y 28 C.P. 45640  
Tlajomulco de Zúñiga, Jalisco  
PH: +52 33 3284 1870
- For consolidated shipments to MTY airport, MAWB must be consigned as follows:  
XCELL LOGISTIC DE MÉXICO, S.C. C/O AFS FORWARDING & LOGISTICS  
Reforma 520 Centro  
Apodaca, Nuevo León C.P. 66600  
México

##### *b) HAWB consignment*

- All HAWB must be consigned with full name & address of mexican importer, just as it is declared at commercial invoice. Please always include contact person, e-mail address, tax ID and phone number.

##### *c) Charges on MAWB & HAWB*

- MAWB and HAWB charges must be declared "AS AGREED", however, please take in consideration that for all shipments under EXW, FOB, FCA & FAS terms, all origin charges including airfreight will be necessary for customs clearance purposes.

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### 2. *Prealerts / Shipping documents*

#### *a) Prealert*

- All shipments must be preadvised to Xcell Logistic Mexico prior airline's reservation in order to obtain consignee's green light. If this rule is not followed, Xcell Logistic will not accept any responsibility if consignee refuses shipment, is not IOR or does not agree with freight charges.
- For every import shipment, prealert must be sent prior cargo departure from airport of origin.
- Prealert must contain consignee's contact, e-mail and phone number, flight information & shipping documents.
- Weight must match in MAWB and HAWB.

#### *b) Shipping documents*

- Consolidation pouch & prealert must contain following documents:
  - MAWB
  - HAWB
  - Manifest
  - Commercial invoice
  - Packing list
  - DGD and MSDS (if applicable)
  - Certificate of origin (if applicable)

### 3. *DAT / DAP / DDP Shipments*

#### *a) Quotations*

- All DAT/DAP/DDP quotations from Xcell are always subject to acceptance and confirmation by e-mail. Any shipment should be sent to Mexico unless is authorized.
- It is important to mention that mexican customs law is very strict for the import process of some products, therefore technical information and suggested HS code must be provided in order to validate wether it can be imported or any specific regulation must be complied prior shipping .

#### *b) Consignee acceptance*

- Prior cargo departure from airport of origin, shipment has to be pre-advised to Xcell in order to confirm acceptance from consignee. This acceptance must be send by e-mail.

#### *c) IOR & POA*

- Consignee must be a Importer of Record in order to be able to get cargo cleared at customs. This condition will be validated by Xcell after shipment pre-advise. If consignee is not an IOR, shipment could be imported through a trading company. Power of attorney must be granted to Xcell Logistic customs broker in order to be able to perform customs clearance; the process requieres consignee's legal documentation and POA on line tramit.



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### *d) Duties & taxes payment*

- Duties & taxes cannot be financed by Xcell Logistic. However, we may pay on behalf our representative agents a maximum amount of \$500 USD. If there is an operation that requires a higher amount of duties & taxes, Xcell will request a wire transfer from our representative agents in order to clear cargo at customs.

### *4. Collect Shipments*

Collect terms must be stated clearly on HAWB and our representative agents must send prealert for confirmation and authorization prior shipment and indicate not to turnover documentation until origin charges are covered.

### *5. Certificates of Origin*

In Mexico there are specific and clear rules regarding the application of preferences under international trade agreements. Please consider always to send fullfiled certificate of origin prior cargo departure (at least 48 hours prior flight ETD) in order to validate if the document comply with mexican customs requirements.

### *6. ATA Carnet shipments*

Xcell Logistic is part of ATA Carnet importers of record for CANACO. Please send a copy of ATA Carnet prior departure from origin and send the original by Courier consigned to your customer service executive to following address:

XCELL LOGISTIC DE MÉXICO, S.C.  
Insurgentes Sur 826 Piso 5  
Colonia del Valle C.P. 03100  
Ciudad de México

All ATA Carnet must be registered prior shipping with CANACO in order to get written validation and inform Mexican Customs authorities about cargo arrival; this process may take from 24 to 48 hours, so please consider this time before flight booking.

If possible, please indicate Xcell Logistic Mexico, S.C. as representative at ATA Carnet.

Please always consider to declare all items sent, including model numbers, serial numbers or any other related information that identifies cargo. Also please consider to declare giveaways when applicable and state them as consumables in order to be able to declare at customs clearance process that this cargo will not be returned.

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Once shipment arrives into Mexico, Xcell's staff will perform a physical inspection to validate all items received and compare it to ATA Carnet listed items. It is important to consider that if we receive an item not declared at ATA Carnet, we will not be able to import them unless an IOR may import it on their behalf, pay duties & taxes and comply with applicable customs regulations.

Customs authorities will confirm the date and time to perform a physical inspection prior release and this process may take a few hours, so please always take in consideration that customs clearance may take from 24 to 48 hours after arrival; consider this window time for your delivery date commitment.

If cargo is not returned within ATA Carnet validity or not returned at all, expensive fines will be applicable, so please keep in mind to control with shipper & consignee returning date.

### *7. Trade company shipments*

Xcell Logistic may perform import operations under trading company services when a consignee is not IOR in Mexico. There are a lot of customs and tax regulations to comply for this kind of Imports, that are related to cargo buying process and documentation issuing, so please make sure of contact you customer service executive to get specific instructions prior cargo is even paid by buyer at origin.

### *8. Restricted cargo*

Please consider that following operations cannot be handled by Xcell Logistic:

- a) *Personal effects*
- b) *Household*
- c) *Jewelry*
- d) *Toys*
- e) *Radioactive products*
- f) *Imports under single persons (not companies legally created in Mexico)*
- g) *Companies which are not mexican entities*
- h) *Living animals*
- i) *Human remains*
- j) *Chemical products*
- k) *Textiles (unless IMMEX companies)*
- l) *Guns*

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### 9. *Missrouted shipments / Rejected shipments arrived into Mexico*

The process to return missrouted shipments and/or rejected shipments that arrived at Mexico is complex and depends on a particular tramit up to mexican customs authorities that might take from 15 to 45 days to be completed, depending on every particular case.

A customs entry form, Export AWB and letters must be issued and delivered to customs authorities for their revision and approval and if all is correct, will program an appointment with customs broker for physical inspection. When all documentation and cargo is correct and revised, customs authorities will proceed with return authorization and Xcell will be able to perform customs clearance. If possible, avoid to have this kind of situations, as terminal charges will be highly expensive because of time of response from customs authorities.

### 10. *Billing*

- All origin charges must be billed on behalf of:  
XCELL LOGISTIC MÉXICO, S.A. DE C.V.  
Insurgentes Sur 826 Piso 5  
Colonia del Valle C.P. 03100  
Ciudad de México  
RFC: XLM 000208 RW6
- Every invoice must indicate Xcell's internal reference number, it will be provided by your customer service executive during operation's coordination. Please take in consideration that any invoice without this reference will be paid.
- Please send your invoices to following e-mail address: [facturación@xcell-logistic.com](mailto:facturación@xcell-logistic.com). Also consider to add in CC your customer service executive.

### 11. *Profit share*

Profit share will always be agreed with Xcell's pricing staff and billed according with each negotiated terms during quotation process.

### 12. *Credit terms*

Credit terms are determined according with association's agreements that Xcell and its partners are part of. For all other cases, credit terms will be defined by Xcell's Finance Director according with our credit conditions.