BTX GLOBAL LOGISTICS
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TRANSBORDER SHIPPING INSTRUCTIONS

FOR SHIPMENTS BETWEEN THE U.S., CANADA AND MEXICO

In order to efficiently process a transborder shipment it is essential to have the correct required documentation to ensure a smooth transaction. ***Please note that all items in red denote a clickable link**.

• Commercial Invoice* - A commercial invoice should always show a value, even if it is not a sale. No value on an invoice may result in a Customs hold. Three (3) signed copies are required. For questions or more information, please reach out to your BTX representative.

• **Packing List** - The packing list is a detailed summary of what you are shipping, how much of it is being sent, and where it's going.

• United States-Mexico-Canada Agreement Certificate (USMCA)* - Completion of the USMCA certifies that the goods qualify for preferential tariff treatment.

Keep the Following in Mind when Shipping Across Borders:

- Import/export between the U.S., Mexico & Canada requires completion of the USCMA form if the goods are manufactured in the U.S., Mexico or Canada.
- Exports from Mexico require two brokers: A Mexican broker to clear goods out of Mexico and a U.S or Canadian broker to clear goods at destination. Exports to Mexico only require a Mexican broker.

• Shipper Letter of Instruction (SLI)* - This document instructs the freight forwarder how to handle the transaction. By signing the SLI, the exporter is granting the forwarder permission to act as an agent for the U.S. Export & Controls.

• **Harmonized System Code (HS)** - On the USMCA and the SLI forms, you are asked to provide an HS code. This is a global numbering system used by all countries to classify imported and exported goods. It is essential to properly classify your product(s) as this affects import duty and tax. Only the first six numbers of the HS codes are required, please **click here** to look up your product.

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