Mexico Importation Documents Required

Bestop requires suppliers to provide specific information in support of importation of goods into Mexico.

The following pages list current known requirements supplier must adhere to for each shipment.

Supplier is required to provide the information to Bestop Logistics team and the Planner. Supplier is to email SUPPLIERS.LOGISTICS@BESTOP.COM with the required information.

NOTE : Unless otherwise agreed to in writing or different terms on a Bestop Purchase Order, Bestop manages all logistics from supplier to Bestop locations. Suppliers may not invoice for freight charges unless previously approved by Bestop Logistics department.

Mexico Importation Documents Required

		REQUIREMENT		
Document Type	**Description**	**First shipment**	**Reoccuring Shipments**	**NOTES**
Invoice	Invoice for only the cost of parts / components. (Billing invoice) Details include Bestop part number, description, unit cost, quantity, total cost per line item.	YES	YES	Do not combine other charges onto the part / component invoice.
Miscellaneous Invoice	Invoice for other charges such as packaging, fees, freight, surcharges, etc.	YES	YES	Separate invoice for other charges. All supplier paid freight charges require preapproval from Bestop Logistics.
Technical Information (SDS, MSDS, IMDS, etc.)	Provide technical data for each part / component, including photos of finished item(s).	YES	NO	Technical information is also required as part of a PPAP submission.
Country of Origin Certificate (USMCA or other)	Certificate of origin declaring the country of origin.	YES	ANNUALLY (No later than December 15th each year)	
Packing List	Detailed packing list with Bestop part number, description, quantity.	YES	YES	Must be included with each shipment.

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		First shipment	Reoccuring Shipments	
Tax ID / Exemption Certificate	Supplier provides tax documents based on exemption status and country requirements: W8 / W9, VAT, RFC, etc	YES	NO	
NOM-144-SEMARNAT-2007 International Stamp	All solid wood packaging material entering the country must be officially treated and marked, IPPC logo, ISO Country Code, Treatment provider ID, & Treatment code.	YES	YES	Mexican customs authorities require a **permanent, visible international stamp** directly branded or painted onto the pallets
Airway Bill / Bill of Lading	Airway or Master airway bill for all air freight shipments. Standard BOL for ground shipments.	YES	YES	

Important Information:
BILL TO:
Bestop LLC
11030 Circle Point Rd
Suite 450
Westminster, CO 80020
USA
Email: bills@bestop.com

Important Information:
SHIP TO:
Bestop SA DE CV
Blvd. Aeropuerto No. 654
Lote 1 Bodega 3
San Jose Guadalupe Otzacatipan
Toluca, Edo. De Mexico CP 50230
Mexico