



Mexico import routing guide

Guide to importing into Mexico

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SECTION 1: Scope

1.1 This guide to Importing into Mexico is a supplement to Avnet's Supplier Handbook, the International Routing Guide and Avnet's packaging and labeling requirements. The instructions contained herein supersede all previous importing instructions and are to be followed except when indicated otherwise in Avnet's purchase orders or authorized by Avnet's Global Transportation Department.

1.2 This document applies to the following locations and subsidiaries:

Avnet de Mexico S.A. de C.V.
Periférico Sur 6588, 1Y 2 Toluquilla
Tlaquepaque,
Jalisco - CP 45610 Mexico

Avnet
Carr. Anillo Periferico Sur No. 7980 Int. 1-B
San Pedro Tlaquepaque, Jalisco - CP 45600
Mexico

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SECTION 2: Customs broker instructions

Cabrera Llamas y Asociados S.A. de C.V

Tax Id: CLA910515NFO

Customs Broker Info:

Phone: +523122744648

daniel.gonzales@carerallamas.com

zyanya.ocadiz@cabrerallamas.com

SECTION 3: International documentation instructions

3.1 When products are shipped to Avnet from outside of Mexico., a packing slip, airway bill and commercial invoice are required at a minimum. In some cases, a declaration addressing wood materials, FCC documentation or Electronic Integrated Circuits form may be required.

3.2 **Transportation Bill of Lading/Waybill requirements**

- Waybills can be completed electronically using the transportation carrier's online tool or manually using a hard copy document. The requirements for each method are the same:
- Consolidate all individual shipments per day on to one consolidated airway bill.
- When shipping multiple boxes via pallet, the number of boxes must be referenced as the piece count.
- Avnet Purchase order # must be referenced in the primary reference field or in the ATTN field.
- Do not declare a value for cargo insurance purposes (A Customs Value is always required)

3.3 **Commercial invoice data requirements**

The commercial Invoice must contain at a minimum the data below:

- Manufacturer (or supplier) name and address and if different than shipper name and address
- Consignee name and address
- Port of Entry
- PO Number(s) or Avnet reference number
- Quantity shipped in purchased unit of measure
- Part Number(s)
- Detailed description of goods
- Commodity Harmonized Tariff Schedule number
- Country of origin
- Incoterms
- Purchase price/value of each price by country of origin
- Value of royalties, assists, packing cost and proceeds if applicable.
- Notation of currency

SECTION 4: Carrier routing instructions

- 4.1 Consolidate all individual shipments per day on to one consolidated airway bill.
- 4.2 Use the following guidelines for shipment methods only if Avnet is responsible for freight charges.

International Parcel Shipments (less than 250kg)

Country	Carrier	Contact information
All	DHL	To prepare a shipment or find a local DHL office to schedule a pick-up, please use the following phone number: +1.877.873.2521

NOTE: Routing material to any address other than the approved address on the purchase order requires written approval from your designated materials contact at Avnet.

Palletized & Ocean shipments (greater than 250kg)

Country	Carrier	Account #	Contact information
China	Crane	Avnet	Qingdao/Beijing
	Worldwide		Cathy Zhang Cathy.Zhang@craneww.com 86-532-85029973 Qing Qing Yuan qingqing.yuan@craneww.com 86-532-85029972 Irion Wang Irion.Wang@craneww.com 86-532-85029852
Hong Kong	Crane	Avnet	Shanghai
	Worldwide		Apple Shi Apple.Shi@craneww.com 86-21-32515851 Jerry Chen Jerry.Chen@craneww.com 86-21-32515832 Fred Wang fred.wang@craneww.com 86-21-32515831
Philippines	Crane	Avnet	Yan Chan yan.chan@craneww.com 852 3796 6380
	Worldwide		Carmen Hung carmen.hung@craneww.com 852 3796 6387 Alby Wong alby.wong@craneww.com 852 3796 6386 Alan Mak alan.mak@craneww.com 852 3796 6388
Singapore	Crane	Avnet	Manila Patricia Oraya patricia_oraya@superhawk.ph 63 920 9780253
	Worldwide		Manila Jennifer Peace jennifer_peace@superhawk.ph 63 998 9625471 Manila Cris Meso cris_meso@superhawk.ph 63 999-8854211
South Korea	Crane	Avnet	Bookings cs.sin@craneww.com 6542 6055
	Worldwide		Ran Lee Ran.Lee@craneww.com 82-2-2093-3813 Sammy Lee Sammy.Lee@craneww.com 82-2-2093-3803 Hanan Kim Hanan.Kim@Craneww.com 82 2 2093 3814
Thailand	Crane	Avnet	Maneerat Laothammajak (Kai)
	Worldwide		Maneerat.Laothammajak@craneww.com 66 2 7456 088 – 089 EXT 113 Monthicha Somlorkpon Monthicha.Somlorkpon@craneww.com 66 2 7456 088 – 089 EXT 110 Budsaba Malasri Budsaba.Malasri@craneww.com 66 2 7456 088 – 089 ext. 105
All Other Countries	Crane	Avnet	To find a local Crane office to schedule a pick-up, please contact transportation-operations@avnet.com

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Acknowledgement

As the authorized representative for the company identified below, I acknowledge the following:

1. My company has received the Avnet, Inc. Mexico Import Routing Guide (the "Guide") version/dated that is notated on page 1 of this document.
2. The instructions contained in the Guide supersede all previous shipping instructions and are to be followed except when indicated otherwise in Avnet's purchase orders or any contract between Avnet, Inc. and my company, or authorized by Avnet's Global Transportation Department.
3. My company will be responsible for all excessive import and freight charges due to shipments being shipped contrary to these instructions. Those charges will be debited to my company's account.

Each supplier is required to acknowledge routing guidance through Avnet's electronic acknowledgment system. You will receive an email containing instructions and a link to complete the acknowledgment process.

For transportation questions contact: Transportation-Operations@Avnet.com

For import / brokeratequestions contact: angel.saldana@avnet.com
josealejandro.sanchez@avnet.com