

# New Customer On-Boarding Checklist

## Southbound

- Shipper
- Consignee
- Importer
- Care Of (Intermodal México SA de CV-  
INTERMMEXSAD)
- Freight Forwarder-DSS (FW)-if using T3
- Freight Forwarder- if using A1 or F2 (FW)
- Mexican Broker (XR)
- Customs Broker at final destination, Silao (CB)

L  E  T3  A1  F2

- Registered with BNSF Railway (bnsf.com) one-time only prior to first shipment
- Registered with FXE Railway (ferromex.com.mx) one-time only prior to first shipment
- Waybill submitted to BNSF, (loads must include value EDI WB - M12 segment, 05 position)
- POA or Encargo Conferido [www.SAT.gob.mx](http://www.SAT.gob.mx), Carta de Encomienda, T3, ITN#- (loads)
- FW provides ITN# to CSMexico and/or DSS – (loads)
- CB at Silao, files final pedimento – (loads)

## Northbound

- Shipper
- Consignee
- Care Of
- Mexican Broker (XR)
- US Customs Broker (XU)

L  E  T3  A1  F2

- Waybill submitted to FXE
- Mexico Broker files appropriate pedimento
- US Broker files entry with US Customs
- Registered with BNSF Railway (bnsf.com)
- Registered with FXE Railway (ferromex.com.mx)

## Types of Pedimentos

### Southbound

Commodity must be identified: **FAK (Freight of All Kinds) or Auto Parts**

<b>FAK</b>	<b>T3</b>	<b>In-Bond Pedimento</b> (bond opened at Juarez and closed at Silao)
	<b>A1</b>	<b>Pedimento</b> (clearance prior to Mexico entry) Standard pedimento of raw materials – may result in inspection at the border
<b>Auto Parts</b>	<b>F2</b>	<b>Auto Decree</b> (clearance prior to Mexico entry) Consignee must be Original Equipment Manufacturer (OEM) automaker

#### **T3 Bond Pedimento:**

FW	DSS –will file and open T3 bond (using Franyutti’s patente), responsible for complete clearance process prior to container loaded to flat <ul style="list-style-type: none"><li>• Will need value of merchandise –( WB M12 segment 05 position)</li><li>• Commercial invoice</li><li>• Shipper/Exporter must have ‘<i>Power of Attorney</i>’ filed with DSS (submits SED, to obtain ITN#)</li></ul>
XR	AA Miguel Franyutti G, patente 3035 –IMEX will close T3 upon arrival at destination, on behalf of AA Miguel Franyuti (Customer must have ‘ <i>Carta de Encomienda</i> ’ filed with XR, provides XR authority to process T3 bond) or “Encargo Conferido” <a href="http://www.SAT.gob.mx">www.SAT.gob.mx</a>
CB	Customs Broker at Silao –to file final pedimento with Mexico Aduana (customer’s choice, must be selected from the approved Silao broker list)

#### **T3 Bond Pedimento, not using DSS as FW:**

FW	DSS –will file and open T3 bond (using Franyutti’s patente), responsible for complete clearance process prior to container loaded to flat <ul style="list-style-type: none"><li>• Will need value of merchandise –( WB M12 segment 05 position)</li><li>• Commercial invoice</li><li>• Consignee must have ‘<i>Power of Attorney</i>’ filed with DSS (to open T3) or “Encargo Conferido” listed below in XR information</li></ul>
XU	(Customer FW) File for ITN # with US Census Bureau and provide CSMexico with ITN # CSMexico will forward ITN# to DSS for export process
XR	AA Miguel Franyutti G, patente 3035 (Customer must have ‘ <i>Carta de Encomienda</i> ’ filed with XR, provides XR authority to process T3 bond) – IMEX will close T3 bond at Silao on behalf of AA Miguel Franyutti or “Encargo Conferido” <a href="http://www.SAT.gob.mx">www.SAT.gob.mx</a>
CB	Customs Broker at Silao (customer’s choice, must be selected from the approved broker list) –to file final pedimento with Mexico Aduana

**F2 Pedimento (Auto Decree):**

Exporter must be Chrysler, Ford, GM, or valid EOM

- FW Responsible for completing clearance process prior to container loading to flat at origin. FW must be registered with BNSF for export clearance process, to complete Despacho Previo, with pedimento, ITN# and Mexican Broker patente
- XR Responsible for completing clearance process with Mexico Aduana prior to container loading to flat at origin. XR must be registered with FXE for import process

**A1 Pedimento:**

- FW Responsible for completing clearance process with Mexico Aduana prior to container loading to flat at origin. FW must be registered with BNSF for export clearance process, to complete Despacho Previo, with pedimento, ITN# and Mexican Broker patente
- XR Responsible for completing clearance process with Mexico Aduana prior to container loading to flat at origin. XR must be registered with FXE for import process

## **Northbound**

**T3 Bond Pedimento:**

- XR Mexico Broker at Silao (customer's choice, must be selected from the approved Silao broker list)
- XU US Broker responsible for filing entry with US Customs prior to Silao departure. XU must be registered with BNSF for import entry process

**F2 Pedimento (Auto Decree):**

Exporter must be Chrysler, Ford, GM, etc.

- XR Mexico Broker at Silao, (customer's choice, must be selected from the approved Silao broker list)
- XU US Broker responsible for filing entry with US Customs prior to Silao departure. XU must be registered with BNSF for import entry process