

International users of calibration service for instruments and measurement standards

In addition to the price of the service, the quote will include an additional concept "Complementary cost for managing services abroad", for 25 US dollars, corresponding to the bank commission that CENAM have to pay when receiving deposits in dollars.

Recommendations for sending your equipment.

In order to speed up the customs clearance process for the equipment that will send to CENAM, it is important to take into account the following:

1. Notify the shipment of your equipment

Once quotation and the calibration program have been accepted, notify to CENAM the intention to ship the equipment **at least two weeks in advance** to the emails dsiservtec@cenam.mx and trafico@cenam.mx, adding the following information:

- Brand, model and serial number (these must match what is physically marked on the equipment)
- Declared value for insurance purposes
- Special handling instructions
- Name of the transport company (shipper)
- date of embark
- estimated date of arrival in Mexico

Attach additionally

- proforma invoice of your equipment on letterhead
- Shipping guide
- the document information (FO-TR-01)
- Packing list (with photographs of the brand, model and serial number of the equipment)

***** With this information, a permit will be previously processed in Mexico (temporary import letter) to avoid delays when your equipment arrives in the country *****

The Brand, Model and Series must match what is physically marked on the equipment, to verify that what enters the country is the same as what leaves. If there are brand, model or serial number errors, expenses will be generated for their correction, which must be paid by the client, validate the data before issuing the proforma invoice.

2. Choose a shipping option

To choose the best shipping option, consider the handling care your equipment requires.

- If it is feasible to send by parcel, IT IS SUGGESTED TO USE DHL, BECAUSE THE PACKAGE ARRIVES DIRECTLY AT THE CUSTOMS OF QUERÉTARO (Do not use FEDEX, UPS, ESTAFETA, since their policies are not compatible with those of CENAM and generate additional expenses).

- If your **equipment is delicate** and / or requires special handling, we suggest hiring a consolidator or logistics company in your country to take care of the temporary shipment.

Shipping and return costs, either by parcel or consolidator, must be paid by the customer.

Option 1. Shipping by parcel.

For shipping, generate a guide with DDP incoterm (door to door)

For the return, generate another guide for the collection with incoterm (EXW)

With the previous indications, DHL is responsible for collecting, clearing customs and delivering it. All expenses are included in the invoice issued by DHL, which you can pay without problem from your country (other parcel companies do not accept payments from abroad).

Option 2. Shipping through a consolidator.

Hire a logistics company in your country to handle the DDP (door to door) shipment

This consolidator will be in charge of the collection, customs clearance in your country and Mexico, and they will deliver to CENAM.

The release from customs in Mexico will be made through our authorized agents, however, the cost for the release must be paid by your consolidator, which in turn will charge you. If you wish, you can pay directly to the customs broker.

For the return, you consolidator have to collect at CENAM and pay the export clearance to our customs agent and take care of the air freight and release in your country.

Option 3. Shipping by passenger.

Please send an email to trafico@cenam.mx and mention your interest in shipping by this means, attaching the proforma invoice in order to review the value of the equipment and determine if the Mexican Customs will allow it to enter or if your equipment could be retained until carried out the corresponding temporary import clearance- To avoid setbacks and costs overruns, we recommend contacting the CENAM traffic officer who will suggest the best option.

Additional considerations:

- In case of using wooden packaging, they must be fumigated and have the stamp according to the NOM 144 SEMARNAT 2004 standard, which can be consulted at the following link: <http://www.semarnat.gob.mx/otroleyes/standards/Documents/NOM144/DOF-NOM-144-definitive.pdf>
- The calibration certificate issued by CENAM will only be delivered to the client once a copy of the return request for their equipment is received at CENAM and payment for the service has been made.
- In the customs clearance of the shipped equipment, the costs of storage, custody, taxes, customs broker fees, etc., are at the customer's risk and expense.

Customs Agents

Next, we give you the information of the customs agents with whom CENAM currently works with, which we suggest to carry out your customs clearance process. It is important to clarify that the selection of the agent is client's decision, however if you select a different one, it would imply that CENAM have to register the patent of that new agent, which would delay the process.

For the Customs of the Intercontinental Airport of Querétaro:

1. Organización Aduanal Siglo XXI S.C.

Agente Aduanal: Carlos Alejandro Torres Frías

Patente: 3010

Domicilio: Cerro del Mesontepec N° 81-a-, 81-B., Colinas del Cimatarío, Querétaro.

Contactos: Oscar Garcia Palacios.

Teléfono: +52 (442) 2235704 ext. 103, 106

E-mail: oscarg_gro@carlos-torres.com.mx

For Customs at the International Airport of Mexico City:

1. Organización Aduanal De México, S.C.

Agente Aduanal: Carlos Alejandro Torres Frías

Patente: 3010

Domicilio: Aguascalientes N° 8, int. 201, Col. Peñón de los Baños, México, D.F.

Contactos: Juan Carlos Balderrama Agis

Teléfono: +52 (55) 57629493 ext. 111, 108

E-mail: jbalderrama_mx@carlos-torres.com.mx

2. Corporativo Enciso S.C.

Agente Aduanal: EDMUNDO OSCAR ENCISO VILLARREAL

Patente: 3496

Domicilio: MATAMOROS # 104 COL. PEÑON DE LOS BAÑOS C.P. 15520 MEXICO, D.F.

Contacto: Camila Calzada

Teléfono: +52 (55) 5133 0190, Móvil: 55 7412 5595

E-mail: camila.calzada@corporativoenciso.com

For more information you can contact:

Lic. Jannet Hernández Pascual.

Encargada del Área de Tráfico del CENAM

Correo electrónico: trafico@cenam.mx

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