



MEXICO CROSS-BORDER SHIPMENT READINESS CHECKLIST



Use this checklist before dispatch to confirm your shipment, customs requirements, capacity, border handoffs, and contingency plans are ready.

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IS YOUR SHIPMENT READY TO MOVE?



SHIPMENT DETAILS

- ☐ Pickup location confirmed
- ☐ Delivery location confirmed
- ☐ Pickup appointment scheduled, **if required**
- ☐ Delivery appointment scheduled, **if required**
- ☐ Commodity description verified
- ☐ Shipment weight and dimensions verified
- ☐ Equipment requirements confirmed
- ☐ Special handling requirements identified
- ☐ Required permits identified



TRANSPORTATION PLAN

- ☐ Capacity secured in Mexico
- ☐ Capacity secured in the U.S. and/or Canada
- ☐ Planned border crossing confirmed
- ☐ Border movement method confirmed:
 - ☐ Direct crossing
 - ☐ Transload
 - ☐ Other: _____



BROKERS AND DOCUMENTATION

- ☐ Customs brokers confirmed on both sides of the border
- ☐ Commercial documentation complete
- ☐ Transportation documentation complete
- ☐ Documentation sent to brokers for pre-review
- ☐ Tariff classification confirmed
- ☐ USMCA eligibility reviewed, **if applicable**
- ☐ Required origin information confirmed, **if applicable**
- ☐ Commodity-specific permits or certificates identified



SCHEDULING CONSIDERATIONS

- ☐ Broker operating hours checked
- ☐ Customs operating hours checked
- ☐ Operating hours align with the planned crossing
- ☐ Weekend impacts considered
- ☐ Holiday impacts considered



SHIPPING INTO MEXICO?

- ☐ Importer RFC verified
- ☐ Required importer registrations verified
- ☐ Mexican fracción arancelaria confirmed
- ☐ NICO confirmed
- ☐ Applicable NOM requirements reviewed
- ☐ Required Mexican permits or certificates identified
- ☐ Handoff location confirmed
- ☐ Handoff process confirmed
- ☐ Equipment confirmed for each stage
- ☐ Transload/cross-dock facility scheduled, **if required**
- ☐ Carrier responsibilities defined
- ☐ Customs broker responsibilities defined
- ☐ Customer responsibilities defined
- ☐ Facility responsibilities defined, **if applicable**
- ☐ Shipment reference numbers shared
- ☐ Required contact information shared

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IS EVERYONE WORKING FROM THE SAME PLAN?



CONTACTS

- ☐ Primary contacts identified
- ☐ Escalation contacts identified
- ☐ Carrier contacts shared
- ☐ Broker contacts shared
- ☐ Facility contacts shared, **if applicable**



COMMUNICATION

- ☐ Customs clearance updates assigned
- ☐ Clearance notification process established
- ☐ Schedule-change notification process established
- ☐ Delay escalation process established
- ☐ Updated ETA process established

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DO YOU HAVE A BACKUP PLAN?



- ☐ Backup carrier capacity identified
- ☐ Carrier escalation contacts available
- ☐ Customs broker escalation contacts available
- ☐ Safe waiting location identified
- ☐ Customs-delay plan established
- ☐ Capacity-loss plan established
- ☐ Handoff-delay plan established
- ☐ Stakeholder communication plan established

FINAL READINESS CHECK



BEFORE DISPATCHING, CONFIRM:

- ☐ Shipment requirements are complete
- ☐ Customs documentation is ready
- ☐ Brokers are confirmed
- ☐ Capacity is secured on both sides of the border
- ☐ Border crossing and handoff are confirmed
- ☐ Roles and responsibilities are clear
- ☐ Operating hours and calendar impacts are accounted for
- ☐ Backup plans and escalation contacts are in place



ANY UNCHECKED BOXES?

ADDRESS THE GAP BEFORE YOUR FREIGHT LEAVES ORIGIN.

Have questions or need assistance?

TALK TO A TRAFFIX CROSS-BORDER EXPERT

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