



SHM-MT-047 Shipping Instructions

Realizada por:	Foreign Trade Coordinator	Fecha de emisión:	10-ago-17			
Aprobada por:	Logistics & Materials Manager		Hoja	1	de	2

- 1. Purpose:** To define to foreign suppliers the instructions to ship materials and equipment to Shape Corp México, ensuring the delivery at time.
- 2. Scope:** For all shipments from foreign suppliers to Shape Corp México, Querétaro and Hermosillo plants.
- 3. References:** N/A
- 4. Definitions:**
 - EUR1: European Union Free Trade Agreement Certificate
 - EXW: ExWorks Incoterm
 - FOB: Free On Board Incoterm
 - NAFTA: North America Free Trade Agreement Certificate
 - PO: Purchase Order
 - TaxID: Official register for fiscal purposes

5. Process

To assure the arrival of this order ON TIME to our facility, please comply with the following:

1-Original Invoice to:

SHAPE CORP MEXICO S. DE R.L. DE C.V.
Address: Av. La Estacada #312. Parque Industrial Querétaro.
Querétaro, Querétaro. CP 76220. México
RFC/TAX ID: SCM0411166F6

*Invoice must have: P.O. number, SHAPE item number and part description.

*Do not use regular mail for sending us original invoices

2 - Consigned to according shipping method as follow:

Ground Shipments (Less than 20,000 lbs. ship in LTL mode / Greater than 20,000 lbs. ship in FTL mode)

*If EXW term, ship by ProTrans

SHAPE / IMPEX FORWARDING AGENCY, INC
Address: 8506 EL GATO ROAD. LAREDO, TX 78045. US
Contact: Jose Luis Zamora (joseluis@impexfwd.com)
Ph: (956) 650-0270
Receiving hours: 8am to 6pm

Air Shipments from USA, less than 110 lbs.

*If EXW term, ship by UPS

SHAPE / IMPEX FORWARDING AGENCY, INC
Address: 8506 EL GATO ROAD. LAREDO, TX 78045. US
Contact: Jose Luis Zamora (joseluis@impexfwd.com)
Ph: (956) 650-0270

Air Shipments, greater than 110 lbs.

*If EXW term, ship by FEDEX

SHAPE CORP MEXICO S. DE R.L. DE C.V.
Address: Av. La Estacada #312. Parque Industrial Querétaro.
Querétaro, Querétaro. CP 76220. México



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Contact: Alonso Suárez (alonso.suarez@nadglobal.com) / NAD AEREO BAJIO

Ocean Shipments (EXW/FOB terms)

EUROPARTNERS MEXICO, S.A. DE C.V.

Address: Calzada del Valle Alberto Santos Pte. #404 Local 28. Col. Del Valle.

San Pedro Garza García, Nuevo León. CP 66220. MX.

Tax ID: EME020824U4A

Contact: Nallely De la Torre (nallely.delatorre@europartners.com.mx)

*Note: Be aware of in case that our instructions does not follow as stated, we will issue a debit note.

3. - Shipping Marks:

Hard copies on shipment (On the Package and Shipment) to:

SHAPE CORP MEXICO S. DE R.L. DE C.V.

RFC/TAX ID: SCM0411166F6

Package must include:

- Bill of Lading (*freight bill*)
- Copy of Invoice (*pro-forma and/or commercial invoice are not acceptable by governmental Mexican regulations*)
- Packing List (*Breakdown of empty returnable & raw material per ocean container*)
- Tax I.D. number
- Certificate of Origin (*NAFTA for US and Canada, EUR1 and/or export legend for Europe, for any other country please contact us*)
- Data sheet. (*applicable for hazardous materials*)

***All above information must be send by electronic to the following e-mail:**

SHMX_Customs@shapecorp.com

Thank you for your assistance and support. If you have any comments or questions regarding these shipping instructions, please contact:

Daniela Aburto

Jorge Alcocer

Logistics Analyst

Foreign Trade Coordinator

SHAPE CORP Mexico

SHAPE CORP Mexico

(442) 101 4721

(442) 101 4750

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alcocerj@shapecorp.com

6. Environment N/A

7. Flowchart N/A