

3<sup>rd</sup> May, 2018

▼ **Mexico-Guadalajara - 01.010 Country / Location Name & Codes**

**Document type:** SPI - Country Specific

**Country:** Mexico-Guadalajara

**Country code:** 781A

**SPI Coordinator:** Patricia Flores

**Section 1:** 01  
Import Country and Location

**Section 2:** 01.010  
Country / Location Name & Codes

**Section 3:**  
Import Country Name/Code  
Mexico / 781

For Customs Purposes

Import Location Names  
IBM de México Comercialización y Servicios, S. de R.L. de C.V .

For Inventory Purposes

IBM Manufacturing Solutions Pte Ltd

For Storage  
IBM International Holdings B.V.  
Singapore Branch

Singapore / 834

For Power

IBM International Holdings B.V.  
Singapore Branch

Singapore / 834

For Appliances

IBM International Holdings B.V.  
Singapore Branch

Singapore / 834

#### ▼ Mexico-Guadalajara - 02.010 List of Products

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	02 Products Covered By SPI
<b>Section 2:</b>	02.010 List of Products
<b>Section 3:</b>	

IBM Mexico has Import Permission for Electronic Components. Any other shipments of textiles, food, promotional gifts, or any other product that is not part of the CORE Manufacturing has to be reviewed in advance by the IBM Control Tower Global Logistics in order to confirm that IBM is allowed to clear from Customs or not.

#### ▼ Mexico-Guadalajara - 04.010 Contact Table

**Document type:** SPI - Country  
Specific

<b>Country:</b>	Mexico- Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	04 Contact List 04.010 Contact Table

**Section 2:**

## ▼ Mexico-Guadalajara - 05.010 Import Ports / Customs Points of Entry

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	05 Import Ports and Brokers
<b>Section 2:</b>	05.010 Import Ports / Customs Points of Entry
<b>Section 3:</b>	

Air Freight  
Guadalajara International Airport

Combined Air/Sea/Overland

Los Angeles, California, USA

Houston, Texas, USA; Dallas, Texas, USA - to be forwarded to Laredo, Texas, USA. To be used only when asked by traffic contact or when air freight shipment has been specified, but the cases are too large for the cargo doors or the airplane.

Truck

Laredo, Texas, USA

Nogales, Arizona, USA

Ocean Freight/Atlantic  
Houston, Texas, USA (to be forwarded to Laredo, TX)

Veracruz, Veracruz, Mexico

Altamira, Tamaulipas, Mexico

Ocean Freight/Pacific  
Manzanillo, Colima, Mexico

▼ **Mexico-Guadalajara - 05.020 Import Brokers**

**Document type:** SPI - Country Specific  
**Country:** Mexico-Guadalajara  
**Country code:** 781A  
**SPI Coordinator:** Patricia Flores  
**Section 1:** 05  
Import Ports and Brokers  
**Section 2:** 05.020  
Import Brokers  
**Section 3:**

Air Freight

Port of Entry: Guadalajara, Jalisco  
Consigned to:

IBM de México, Comercialización y Servicios, S. de R.L. de C.V.  
c/o A.A. Gonzalez Torres y Cia., S.C.  
Aeropuerto Internacional Miguel Hidalgo S/N  
Guadalajara, Jalisco, Mexico

Patente: 3136

Truck  
Port of Entry: Laredo

IBM de México, Comercialización y Servicios, S. de R.L. de C.V.

c/o Allied Forwarding Corp.  
13713 N. Unitec Drive  
Unitec Industrial Center  
Texas, USA 78041  
Ph. (956) 729 4900/ 723 5286

Patente: 1634

Port of Entry: Nogales

IBM de México, Comercialización y Servicios, S. de R.L. de C.V.  
c/o Gamas Warehouse, Inc.  
911 North Industrial Park Avenue  
Nogales, Az. 85621

Ph. (520) 281 4501

Patente: 3711

Ocean Freight/Pacific  
Port of entry: Manzanillo, Colima  
Consigned to:

IBM de México, Comercialización y Servicios, S. de R.L. de C.V.

c/o A.A. Gonzalez Torres y Cia., S.C.  
Blvd. Miguel de la Madrid 374  
Tapeixtles, Manzanillo, Colima. Mx  
CP 28876  
PH. (314) 334 5773 / 6253 / 5774

Patente: 1634

#### ▼ Mexico-Guadalajara - 06.010 Main Office Address

**Document type:** SPI - Country Specific

**Country:** Mexico-Guadalajara

**Country code:** 781A

**SPI Coordinator:** Patricia Flores

**Section 1:** 06  
Addresses / "Invoice To" and "Ship To" Codes

**Section 2:** 06.010  
Main Office Address

**Section 3:**

IBM de México, Comercialización y Servicios, S. de R.L. de C.V.  
Alfonso Napoles Gandara 3111 ; entre Roberto Medellin y Joaquin Gallo  
Col. Parque Corporativo de Pena Blanca

Colonia Santa Fé Peña Blanca, CP 01210

Del. Municipio Alvaro Obregon

01210 Mexico, D.F.  
Mexico

Ciudad de México, México

▼ Mexico-Guadalajara - 06.020 Other Office Address

**Document type:** SPI - Country Specific

**Country:** Mexico-Guadalajara

**Country code:** 781A

**SPI Coordinator:** Patricia Flores

**Section 1:** 06  
Addresses / "Invoice To" and "Ship To" Codes

**Section 2:** 06.020  
Other Office Address

**Section 3:**

IBM Campus Tecnológico  
IBM de México, Comercialización y Servicios, S. de R.L. de C.V.  
Camino al Castillo 2200  
45680 El Salto, Jalisco  
Mexico

▼ Mexico-Guadalajara - 06.030 Mailing Address for Documents

**Document type:** SPI - Country Specific

**Country:** Mexico-Guadalajara

**Country code:** 781A

**SPI Coordinator:** Patricia Flores

**Section 1:** 06  
Addresses / "Invoice To" and "Ship To" Codes

**Section 2:** 06.030  
Mailing Address for Documents

**Section 3:**

Use an authorized Carrier and consign to your contact in Guadalajara:

(See Section12.080 for a list of authorized carriers.)

(Contact's name) / IBM de México, Comercialización y Servicios, S. de R.L. de C.V.  
Camino al Castillo 2200

45680 El Salto, Jalisco  
Mexico

Note: The words ""Only Documents"" should be mentioned as the description in the HAWB

▼ **Mexico-Guadalajara - 06.040 "Invoice To" / "Ship To" Codes and Addresses**

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	06 Addresses / "Invoice To" and "Ship To" Codes
<b>Section 2:</b>	06.040 "Invoice To" / "Ship To" Codes and Addresses
<b>Section 3:</b>	

To access the AWF ( ""Invoice to"" / "" Ship to "" Codes and Addresses) click on the URL below :

<https://www-304.ibm.com/procurement/trips/AWF/LoginServlet.wss>

AWF information can be considered sensitive information under certain agreements. The information contained in the AWF must be used for your business purposes only. The external AWF URL that you will be provided cannot be shared with anyone. Anyone requesting the external AWF URL must go through the established process.

Name: STC 2014 GDL-ANEXO 2.xls STC 2015 GDL.xls



Copy of STC 2015  
GDL-1.xls

▼ **Mexico-Guadalajara - 07.010 List of Documents Required Prior to Shipment**

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	07 Document Requirements
<b>Section 2:</b>	07.010 List of Documents Required Prior to Shipment
<b>Section 3:</b>	

**Pre-Authorization**

Authorization is required prior to shipment to return goods such as Jemts and S&U's, etc. Authorization must be provided by the Returns Analyst (see Contact Table Section 04.010) **and attached the format that must be filled up before shipment.**

**Premium Pre-Authorization**

Authorization is required prior to shipment for all upgraded Freight Service.

**NAFTA Certificate**

Required to obtain favorable duty treatments for goods with a country of origin of USA, Canada or Mexico (see Section 07.120). Only by the importer of record request.



▼ **Mexico-Guadalajara - 07.020 List of Documents Required with Shipment**

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	07 Document Requirements
<b>Section 2:</b>	07.020 List of Documents Required with Shipment
<b>Section 3:</b>	

Other Required Documents

Certificate of Origin: Only by request (see Section 07.120 for details)

Commercial Invoice

Packing List

Airway Bill (AWB) or shipment document

## ▼ Mexico-Guadalajara - 07.130 Commercial / Proforma Invoice

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	07 Document Requirements
<b>Section 2:</b>	07.100 Document Preparation
<b>Section 3:</b>	07.130 Commercial / Proforma Invoice

Language Exception

Spanish preferred, English and/or French also acceptable.

\*All intercompany (IBM to IBM) commercial invoices must show the statement ""Charge or No Charge"" on the invoice.

\*All commercial invoices should be in PDF or in document protected format.

\*The usage of Letter 3.1.7 for Guadalajara customs purposes will be determined by IBM Control Tower criteria.

\*Mexico's government requirements obliges suppliers that are certified under OEA or CTPAT to provide EIN number (Canada, South Korea & USA) and to be declared in customs entry.

\*The commercial invoices for re-works should show the cost of the re-work and the cost of the value of goods, and the sum will be reflected in the total value of goods.

Same requirements dated at 7.130 of Core SPI

Special Shipments

Multimedia Shipments

Cost must be broken down by component for machine accessories and software. CD's, tapes, diskettes, cartridges and other media must be declared. The invoice line item value for the media is to be the value of the recorded media (software and the media where it is recorded) in a single item. When unrecorded media is also provided, it must be declared in a separate line item.

## Ship Groups/Kits/MES

Certain part numbers ordered by IBM represent a grouping of articles which are intended to fulfill a specific purpose (e.g. kits). The commercial invoice must show a separate line item for each article in the grouping. Each line item on the commercial invoice must include part number, description, quantity, unit of measure, unit cost, and country of origin. This is a Mexico Customs requirement.

It is unacceptable for the commercial invoice to have a single line item with the description 'Kit'.

## Finished Machine Shipments

The commercial invoice for finished machines (servers, displays, options, etc.) must include machine type/model and serial number.

The commercial invoice value for finished servers must include the value of the mouse and keyboard.

## Additional Invoice Elements

Tax ID Number: indicate applicable ID # as follows:

Shipments from US: tax id # or social security #

Shipments from Canada: business id # or social security #

Shipments from Korea: business id # or social security #

Shipments from France: VAT number or social security #

Shipments from other countries: the applicable tax or revenue number used in the country.

Note: if the required number does not exist, please note it on the invoice

## General Headings

Statements on All Shipments :

""Tax ID IMC9701024T5""

#### ▼ Mexico-Guadalajara - 07.155 Packing List

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	07 Document Requirements
<b>Section 2:</b>	07.100 Document Preparation
<b>Section 3:</b>	07.155 Packing List

Language Exception  
Spanish preferred, English and/or French also acceptable.

Special Instructions

See CORE SECTION 07.155

#### ▼ Mexico-Guadalajara - 07.165 Special Forms

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	07 Document Requirements
<b>Section 2:</b>	07.100 Document Preparation
<b>Section 3:</b>	07.165 Special Forms

Sanitary Certificate  
Required for:

Only in case of new wooden packages imports

It is issued by the corresponding government authorities for plague control purposes (i.e. insects, fungus, termites, etc...). This certificate must be issued within 20 days from export date.

#### ▼ Mexico-Guadalajara - 08.010 Packaging Requirements

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	08 Packaging and Labeling Instructions
<b>Section 2:</b>	08.010 Packaging Requirements
<b>Section 3:</b>	

#### Air Freight Limitations

Case weight should not exceed 500 pounds or dimensions of 39x24x28 inches. If the shipment exceeds these dimensions and/or weight, please inform the Imports Department as all carriers may not be able to handle them.

Total quantity of cases should not exceed 10 per shipment.

#### Emergency Shipments

It is advisable to mark cases with black letters indicating Speed, CEA or Expedite Shipment.

#### Air Freight Limitations Ex Rodgan, Germany ONLY

Freight : There is no freight limitation in dimensions and weight. Over dimensions cases can be quote with carriers.

Small Package: 68 kgs (dimensional)

Please inform the Imports Department to check the options.

## ▼ Mexico-Guadalajara - 09.020 Insurance Special Instructions

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	09 Insurance
<b>Section 2:</b>	09.020 Insurance Special Instructions
<b>Section 3:</b>	

### Value Limitation

Supplier's liability for Damage for Security Failure is limited to 10 million USD a year. This liability is subject to a commercial agreement between Supplier and Buyer. After the Effective Date the related cost for this liability will be subject to a commercial agreement between parties.

Obtain prior Mexican approval from appropriate contact (see Section 04.010), whenever a shipment exceeds the amount of US\$ 10,000,000.00 (ten million dollars). Provide appropriate shipping details with your request.

## ▼ Mexico-Guadalajara - 12.010 Air Freight

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	12 Delivery Terms / Methods of Transport
<b>Section 2:</b>	12.010 Air Freight
<b>Section 3:</b>	

### Restrictions

Carriers which are not mentioned in the Transportation Matrix (see Section 12.080) should not be used.

Every shipment that has less than 68 Kg of dimensional weight is considered small package and must be transported by the authorized small package carriers. Any shipment that **weights** more than **68 Kg** that is considered heavy weight and must be transported by the authorized heavy weight carriers (see Section 12.080). Carta 3C-158-19 Inbound and outbound freights  
Ago2015.xlsx

Attached Format for Approval Contacts for IBM Guadalajara Adhoc shipments.

## ▼ Mexico-Guadalajara - 12.020 Ocean Freight

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	12 Delivery Terms / Methods of Transport
<b>Section 2:</b>	12.020 Ocean Freight
<b>Section 3:</b>	

Ocean Freight Consolidations

All shipments booked for the same vessel and with same broker to be consolidated under a single Bill of Lading.

The IBM Guadalajara´s ocean freight arrives at the below ports:

Manzanillo, Colima.

Altamira, Tamaulipas.

Veracruz, Veracruz.

The process mainly consist in pick up in origin, transit from origin port to destination port, custom clearance in port and transit from destination port to IBM Guadalajara Warehouse.



#### ▼ Mexico-Guadalajara - 12.030 Truck

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	12 Delivery Terms / Methods of Transport
<b>Section 2:</b>	12.030 Truck
<b>Section 3:</b>	

##### Qualifying Shipments

Truck shipments are accepted from Canada and US via Laredo or Nogales as designated by the order information. Dedicated truck use is not acceptable unless specifically requested or if a full truck load is shipped.

##### Consolidations

All shipments consigned to the same broker are to be consolidated, unless a full truck load is available.

#### ▼ Mexico-Guadalajara - 12.050 Mail (All Types)

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	12 Delivery Terms / Methods of Transport
<b>Section 2:</b>	12.050 Mail (All Types)
<b>Section 3:</b>	

##### Mail

Exclusively in envelopes/documents not exceeding a weight of 500 grams.

#### ▼ Mexico-Guadalajara - 12.060 Courier

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	12 Delivery Terms / Methods of Transport
<b>Section 2:</b>	12.060 Courier
<b>Section 3:</b>	

Qualifying Shipments

Allowed only for documents (papers, literature, printed matters, invoices). Binders are not allowed.

#### ▼ Mexico-Guadalajara - 12.070 Hand Carries

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	12 Delivery Terms / Methods of Transport
<b>Section 2:</b>	12.070 Hand Carries
<b>Section 3:</b>	

Approved Arrival Ports

Guadalajara International Airport, Jalisco

General Guidelines

Geodis is responsible for transport of all IBM goods to/from any part of the world in which IBM does business.

Geodis is responsible for determining and using the most suitable carrier, depending on the hand carry requestor's need.

## Restrictions

It is mandatory that the hand carrier never pushes the stoplight button at customs before declaring the goods.

Hand carries are intended for small packages only. The parcels must meet all commercial airlines' size and weight restrictions.

## Types of Hand Carries

There are two main hand carry types:

1. Hand carry paid for and performed by an external vendor.
2. Hand carry paid by IBM Guadalajara and performed by Geodis.

Each hand carry type, has different characteristics and requirements, which are listed below.

### Hand carry paid by external vendor

The Procurement/Materials department must be the link between the external vendor and Geodis Import Department Guadalajara . (As above, They must provide the following information:

Passenger's name

Airline ticket number (or confirmation number)

Estimated arrival time and flight number

Good's description

Number of parcels

Number of pieces

Copy of passenger's passport

Copy of material's invoice

### Hand carry paid by IBM Guadalajara

Geodis is responsible for determining and using the most suitable carrier, depending on the hand carry requestor's needs.

In order to start with the hand carry process, the requestor must send a note to Geodis Imports Department (see Section 04.010) including the following information:

Complete pick up address, including zip code

Contact name and telephone number

Amount, dimensions and weight of the boxes to be delivered to hand carrier (not the weight and dimensions of the parts themselves)

General description of the material

Exact pick up time

Copy of the invoices (without invoices, the hand carry can't be performed)

Geodis will quote the cost of this service with the provided information. If at any point it changes, i.e., weight, description, the process will need to start over and may be delayed.

Geodis will determine the carrier and will provide all instructions. The original plant (IBM sites or vendors) must proceed accordingly.

If the hand carry service is requested during non-office hours, there must be a note from the requestor and the authorization can be collected once the service is carried out.

All needed authorizations are stated in the instruction letter "" 3C-158-13 Inbound and Outbound Freight"" (contact SPI Coordinator if you need a copy of this - See Section 04.010).

Special Advices for Hand Carries

When checking in at the airport, obtain a ""Customs Declaration Card."" You will also need to fill out a Migration Form (This is only for Mexican Statistics purposes) . On the Customs Declaration form, mark ""NO"" for the question, ""Do you have any packages that have Import Taxation?"" Then the documents must be delivered to the Customs Officer.

Once in Guadalajara, before going through immigration, the broker with the carrier retrieve box(es) from baggage band and takes the merchandise to the Customs Offices accompanied with the Hand Carry person and declare the goods with the virtual entry (created by the broker), if there is no problem then the material can be declared as cleared from customs.

The hand carrier presses the green/red button, only to declare his/her personal baggage.

Broker establish contact with Geodis, and take the material outside the airport to load it in a Geodis truck that will deliver it in Geodis Warehouse.

The hand carrier should bring these instructions in order to avoid any mistakes at Customs.

Refer to Mexico-Guadalajara Air Freight on section 12.010 for all local authorizations required. Hand Carry Format Guad - ANEXO 5.doc



Copy of 12.070 Hand  
Carry Format.xls

### ▼ Mexico-Guadalajara - 12.080 Transportation Matrix / Routings

<b>Document type:</b>	SPI - Country Specific
<b>Country:</b>	Mexico-Guadalajara
<b>Country code:</b>	781A
<b>SPI Coordinator:</b>	Patricia Flores
<b>Section 1:</b>	12 Delivery Terms / Methods of Transport
<b>Section 2:</b>	12.080 Transportation Matrix / Routings
<b>Section 3:</b>	

The Guadalajara transportation matrix / routing tables are contained in the [attached](#) file. shown below. Routing guide GDL 2015.pptx



12.080  
Transportation Matrix

Origin	Heavy Weight > 68 kgs	Small Package < 68 kgs	Service Level
China, Taiwan, Hong Kong	<b>Panalpina</b>	<b>UPS</b> Account # 038-864  <b>FedEx</b> Account # 299752542/ 658636308	<b>Panalpina</b> SL1, SL2, SL3 <b>UPS</b> Express Saver SL1, Expedited SL2 <b>FedEx</b> Int. Priority SL1,
Rest of Asia (TH, SG, PH, MY, etc) Japan is not considered in Geodis scope.	<b>Nippon</b>	<b>UPS</b> Account # 038-864  <b>FedEx</b> Account # 299752542/ 658636308	<b>Nippon</b> SLX, SL1, SL2, SL3 <b>UPS</b> Express Saver SL1, Expedited SL2 <b>FedEx</b> Int. Priority SL1,
Europe (including Israel)	<b>Geodis Freight Forwarding</b>  <b>Panalpina</b>	<b>FedEx</b> Account # 299752542/ 658636308  <b>UPS</b> Account # 038-864	<b>Geodis Freight Forwarding</b> SLX (except Slovakia), SL1, SL2, SL3 <b>FedEx</b> Int. Priority SL1 <b>Panalpina (only Israel)</b> SL1, SL2, SL3 <b>UPS</b> Express Saver SL1, Expedited SL2
USA /CAN AIR	<b>FedEx</b>  <b>CEVA</b> Account # IBMDCA000	<b>UPS</b> Account # 038-864  <b>FedEx</b> Account # 299752542/ 658636308	<b>CEVA</b> SL1, SL2, SL3 <b>UPS</b> Express Saver SL1, Expedited SL2 <b>FedEx</b> Int. Priority SL1, Economy SL3
LATAM	<b>Panalpina</b>	<b>Panalpina</b>	<b>Panalpina</b> SL1, SL2, SL3
<b>USA &amp; CANADA GROUND SHIPMENTS:</b> *Pick up at shipping site by Geodis Transportation Operation Center (gtoc@geodis.com). Acc#IRGWWD00080			

