



CARTA PORTE

Overview and FAQs

September 6, 2022



Carta Porte

- What is Carta Porte?
 - “Carta porte” is an annex to the Digitalized Tax Receipts (CFDI) that will help Mexican tax authority (SAT by its Spanish acronym) certify the ownership/type of goods, origin/destination, mode of transportation
- Which shipments are subject to this requirement?
 - All cross-border shipments in and out of Mexico, as well as shipments within Mexico via all modes, including train, truck, vessel and airline
- Where will Carta Porte be enforced?
 - Carta Porte will only be enforced within Mexican Territory
- At what point in the shipment process is Carta Porte required?
 - Before the beginning of the shipment in Mexican Territory
- Who needs to submit Carta Porte to MX SAT?
 - Owners of goods (who carry their own transportation of cargo in Mexico), direct providers of freight transportation and transportation intermediaries responsible for logistics services in Mexico (using their own equipment) will have to generate a CFDI with their Carta Porte
 - U.S. customers are responsible for providing the required information on the waybill to the MX carriers/railroads so shipments can move into or within Mexican territory

Carta Porte

- What do customers need to provide and to whom?

Commodity Code “UNSPSC” (Clave Producto)

- **What** : Commodity Code per the SAT Catalogue (Clave Producto). It is comparable with Rail Transportation STCC, but different number and format. Shipments using generic commodity will need to provide the actual Commodity Code (Clave Producto) that describes your commodity.
- **Who** : Shipper will be responsible for providing this information
- **How** : The transmission process of this information will be done via EDI404 or other acceptable railroad Bill of Lading system

Note: United Nations Standard Products and Service Code (UNSPSC). Required on all loaded and revenue empty shipments with an origin or destination within Mexico. Also required on all residue last-contained hazardous with an origin or destination within Mexico.”

- **How will I know which Commodity Code (Clave Producto) corresponds to the STCC?**

The Mexican Railroad Association developed a mapping for STCC vs. SAT catalogue for the main carload products identified as moved by rail (500-600 products)

Link: <https://www.kcsouthern.com/pdf/Rail-Resource-Center/STCC-SAT%20Proposed%20Mapping%20.pdf>

- If your commodity is not in that catalogue you will have to consult the direct SAT Catalogue and determine which Commodity Code(s) corresponds to your shipment(s). Your customs broker may also be able to help you determine this code.

Carta Porte

- What do customers need to provide and to whom (cont.)?

Customs Tariff Code “Tariff rate code” (Fracción Arancelaria)

- **What** : The Tariff Rate Code is comparable to the Harmonized Schedule Tariff code, but different number and format. The code source is Mexican Tax Authority (SAT) in the link below

http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/c_FraccionArancelaria08012021.xls

- **Who** : Your customs broker will be best equipped to provide you the customs tariff code
- **How** : The transmission process of this information will be done via EDI404 or other acceptable railroad Bill of Lading system

24 Hour Contact Information

- **What** : A 24-hour contact (name, phone number and email) who is qualified to give Mexican Carta Porte instructions for a shipment.
- **How** : The transmission process of this information will be done via EDI404 or other acceptable railroad Bill of Lading system

Note: “Required on all international loaded and revenue empty moves into or out of Mexico, including those processed through ocean ports. Also required on all international residue last-contained hazardous moves into or out of Mexico, including those processed through ocean ports.

Carta Porte

- What do customers need to provide and to whom (cont.)?
 - For shipments from the United States or Canada to Mexico (Southbound), this information will be submitted to the origin line haul railroad
 - For shipments from Mexico to the U.S. or Canada (Northbound), this information will be submitted to the Mexican carrier/railroad
 - Note: Please contact the origin railroad for more information*
 - For any Northbound intermodal shipments documenting with UP (e.g. Purchased Transportation), this information will be submitted to UP

*Note: *Customers will be responsible for the accuracy of the information they or their representatives (e.g. custom brokers) provide to Union Pacific.**

Carta Porte

- What do customers need to provide and to whom (cont.)?

Shipments Using a Generic STCC (e.g. FAK, Auto Parts)

- Based on guidance from the AAR Customer Service Committee, which oversees initiatives to improve the accuracy of data that is exchanged among railroads and customers, the rail industry has agreed to continue accepting generic STCCs to avoid any rating issues (e.g., FAK, auto parts)

All Hazardous Traffic

UN Identification Code “UN Number” of the hazardous substance (Clave Producto Peligroso)

- **What** : A four-digit number used by the United Nations
- **How** : The transmission process of this information will be done via EDI404 or other acceptable railroad Bill of Lading system

Note: Required on all hazardous loaded and residue last-contained shipments with an origin or destination within Mexico.

Carta Porte

Shipments from Mexico to the U.S.

UUID (Universally Unique Identifier)

- **What** : The UUID is a 36-character number (32 digits and 4 dashed) provided by the Mexican SAT authorities. It appears as a standard field on electronic documents
- **Who** : Your customs broker will be best equipped to provide you the UUID, although they do not generate it
- **How** : The transmission process of this information will be done via EDI404 or other acceptable railroad Bill of Lading system

Note: Required on all loaded shipments with a rail origin within Mexico to a destination outside of Mexico. Also required on revenue empty shipments with a rail origin within Mexico to a destination outside of Mexico and shipped under an 'A1' Pedimento type.

Carta Porte

- **What is the effective date of Carta Porte?**

- The entry in effect is January 1, 2022 (Based on SAT publication on November 25, 2021)

Note: January 1, 2022 refers to the actual crossing date. Trial period Jan 1- Dec 31 2022, no fines will be assessed on shipments, but requirement is still mandatory

- **Are these the final requirements or will there be changes?**

- As of now, the entire industry is working off the latest version of the rules. Authority (SAT) can make additional changes based on the feedback from the Mexican Railroad association and the Chamber of Industrial Chambers in Mexico.
- Will we share information on the final rules as it becomes available. If you have additional questions, please reach out to cartaporte@up.com for assistance. To see the latest Carta Porte information, [visit the SAT website.](#)

- **Why Is Carta Porte important?**

- The Carta Porte requirement is mandatory for all shipments in Mexico. If a shipment does not include this newly required information, it may be at risk of clearance delays and/or interchange delays, as well as border setouts. Customers need to be fully compliant to avoid delayed shipments, additional fees or even penalties on the Mexican portion of the shipment.

Carta Porte

- For a Southbound shipment, to whom do I submit the Carta Porte information if UP is the bridge carrier?
 - To the originating line haul carrier
- Will UP take my Southbound shipment from another origin line haul carrier if it does not have the Carta Porte information?
 - Yes, but this is subject to change depending on final implementation.
- For a Southbound shipment originating on UP, can the car start moving without the Carta Porte information?
 - Yes, but this is subject to change depending on final implementation.
- Will the Despacho Previo (DP) Process for Southbound Shipments change with Carta Porte implementation? If so, please list how.
 - No. As of now, DP process is not affected. It is separate from the Carta Porte requirement in Mexico.
- For a Southbound Shipment, if my car reaches the border without the Carta Porte information, what will happen to it?
 - Expect more clarity to this question as we continue to discuss with MX railroads.

Carta Porte

- For a Northbound Shipment, if I do not provide the Carta Porte information, will it start shipping?
 - For customers documenting with the Mexican Railroads, please consult directly with them
 - For customers documenting with UP (e.g. IMCs): the Mexican railroads will determine their process. In particular for intermodal traffic, the ramp could either reject entrance or hold at ramp until all requirements have been completed to load shipments on Northbound/export trains.

Note: KCSM will begin rejecting waybills that do not include required Carta Porte information starting 11/1/2022.

- What if I do not have the pedimento information before my shipment starts moving? How can I add it to the Carta Porte?
 - Carta Porte does not need the pedimento to start shipping.

Carta Porte – EDI Important Information

- EDI version 5010 or newer
- No new segments are being introduced
- New qualifiers for existing segments:
 - N9***UUI** (Universally Unique Identifier)
 - N9***MTC** (Customs Tariff Code [Fracción Arancelaria])
 - N9***MHC** (UN Identification Code of the hazardous substance [Clave Producto Peligroso])
 - REF***UNC** (Commodity Code [Clave Producto])
 - N10 Segment (Commodity description, package type & quantity, etc.)
 - At least one instance of this segment is required when REF01 is 'UNC'. Additional instances are required when different package types (N1010) exist for the same commodity within a single shipment
[Appendix N Manifest Units of Measurement \(cbp.gov\)](#)
 - PER***SP** (Special Program Contact)
 - Contact name, phone number (TE) and email address (EM) are required
 - Customers shipping in or out of Mexico will be required to add a 24-hour contact when billing a car. This is important as the Railroads require immediate response from the contact provided if there is an issue with the Carta Porte information.

Carta Porte – EDI Requirements

New element qualifiers and characteristics to existing segments

- N9*UUI (Universally Unique Identifier)
 - When UUI is used in the N901, the maximum allowed length of the N902 increases to 50 characters.
 - Required on all loaded shipments with a rail origin in Mexico to a rail destination outside Mexico. Also required on revenue empty shipments with 'A1' Pedimento type.
- N9*MHC (UN Identification Code of the hazardous substance)
- N9*MTC (Customs Tariff Code [Fracción Arancelaria])- *must contain 10 digits and should not include punctuation*
http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/c_FraccionArancelaria08012021.xls
- REF*UNC (Commodity Code (Clave Producto))
 - <https://www.kcsouthern.com/pdf/Rail-Resource-Center/STCC-SAT%20Proposed%20Mapping%20.pdf>
 - Additional instances are required when different commodities exist within a single shipment.
- N10 Segment
 - At least one instance of this segment is required when REF01 is 'UNC'. When REF01 is 'UNC', the following are required:
 - N1001, N1002, & N1010 – Description of the Commodity Code
 - N1007 and N1008 – Weight and weight qualifier are required on loaded shipments
 - N1011 - Required when ultimate origin country is **outside North America**
 - This field should NOT contain Canada, United States, or Mexico
 - N1012 - Required when ultimate destination country is **outside North America**
 - This field should NOT contain Canada, United States, or Mexico
- PER*SP (Special Program Contact)
 - Contact name, phone number (TE) and email address (EM) are required

Carta Porte EDI Formats

Single Commodity

SAT commodity info provided in the N7/REF loop

...

N7*KCSM*267687*12179*N*****RR***5300

REF***UNC***41113310 <----- Commodity Code (Clave Producto)

N9***MHC***UN1554 <----- UN Identification Code (if hazardous)

N9***MTC***3823101000 <----- Tariff Rate Code

N10*1*FATTY ACIDS OF THE TALL OIL*****K*5000**CTN <---- Quantity/Description/
Weight/Pkg Type

N1*SH*SHIPPER NAME

N3*ADDRESS

N4*CITY*ST*POSTAL CODE*COUNTRY

PER*SP*JOHN DOE*TE*9195550101*EM*JOHN.DOE@MEXSHIPPING.MX ←24hr Contact Info
(Part of the N1*SH Loop)



Carta Porte EDI Formats

Multiple Commodities

SAT commodity info provided in the N7/REF loops, as many as needed (up to 99 maximum)

N7*KCSM*267687*12179*N*****RR****5300

REF***UNC***41113310 <----- 1st Commodity Code (Clave Producto)

N9***MHC***UN1554 <----- UN Identification Code (if hazardous)

N9***MTC***3823101000 <----- Tariff Rate Code

N10*1*FATTY ACIDS OF THE TALL OIL*****K*5000**CTN <-- Qty/Smallest Pkg Type

REF***UNC***41113315 <----- 2nd Commodity Code (Clave Producto)

N9***MHC***UN0476 <----- UN Identification Code (if hazardous)

N9***MTC***3803000100 <----- Tariff Rate Code

N10*1*TALL OIL REFINED*****K*5000**CAN <----- Quantity/Description/ Weight/Pkg Type

N1*SH*SHIPPER NAME

N3*ADDRESS

N4*CITY*ST*POSTAL CODE*COUNTRY

PER*SP*JOHN DOE*TE*9195550101*EM*JOHN.DOE@MEXSHIPPING.MX ←24hr Contact Info

(Part of the N1*SH Loop)



Carta Porte EDI Formats

All Northbound Shipments Addition of N9*UUI Segment

ST*404*0001

BX*00*X*PP*3C81205**L*B

BNX*A**S

M3*R*20210916*1514*CT

N9*BM*3C81205*KCSM*20210916*1514*CT

N9***UUI***45b42935-89f4-4b60-8b94-44157ef4dd6e <----- UUID

Waybill Management

An alternative to providing this information via EDI 404 is UP's web billing tool, Waybill Management (WBM). It is located under the SHIP banner on MyUPRR or access it by clicking the Waybill Management icon.

The screenshot displays the MyUPRR Home page interface. At the top, there is a yellow header with the MyUPRR logo and a search bar. Below the header is a navigation bar with tabs for Home, Plan, Ship, Track, Pay, and Popular Resources. A dropdown menu is open under the 'Ship' tab, listing various shipping-related functions. Two 'Waybill Management' options are highlighted with red boxes: one in the 'Recents' section and one in the 'Ship' dropdown menu. A red 'OR' with arrows points between these two options. The main content area features a grid of icons for various services like Case Management, Terms & Conditions, and Train Inquiry. On the right side, there are sections for 'Featured News' and a 'STAY CONNECTED YOUR SHIPMENT' banner.

Waybill Management

Users can include Carta Porte information on new billing or update it on existing bills. New bills can be entered by selecting previously created PATTERNS or via a blank form found on the NEW WAYBILL option on the navigation rail on the left side of the page.

Waybill Management [START TOUR](#)

Unprocessed bills of lading (0)

Search By: User Sender ID | User Sender ID | GO | Enter a date range | Enter keyword or number | Errors only

Billing status	BOL reference	Last updated	Equipment ID	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
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Items per page: 50 | 0 of 0

Processed waybills

Search By: Equipment ID | Equipment ID: test50 | GO | Enter a date range | Enter keyword or number | [Icons]

Waybill ID	Equipment ID	BOL reference	Billing status	Submitted	L / E	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
547947	TEST50	test-weight	Pended	12/27/2021 10:44	Load	UNION PACIFIC RAILROAD	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL	4021125	



Waybill Management

Whether the bill was created via the web or by EDI you can update Carta Porte:

- Access the **BILLS** option on the navigation rail, then enter Search By criteria (like Equipment ID or Sender ID)
- If the bill is editable, the “Add/Update Carta Porte info” or “Edit” options will be displayed
- Select “Edit” when other changes are needed in addition to Carta Porte updates

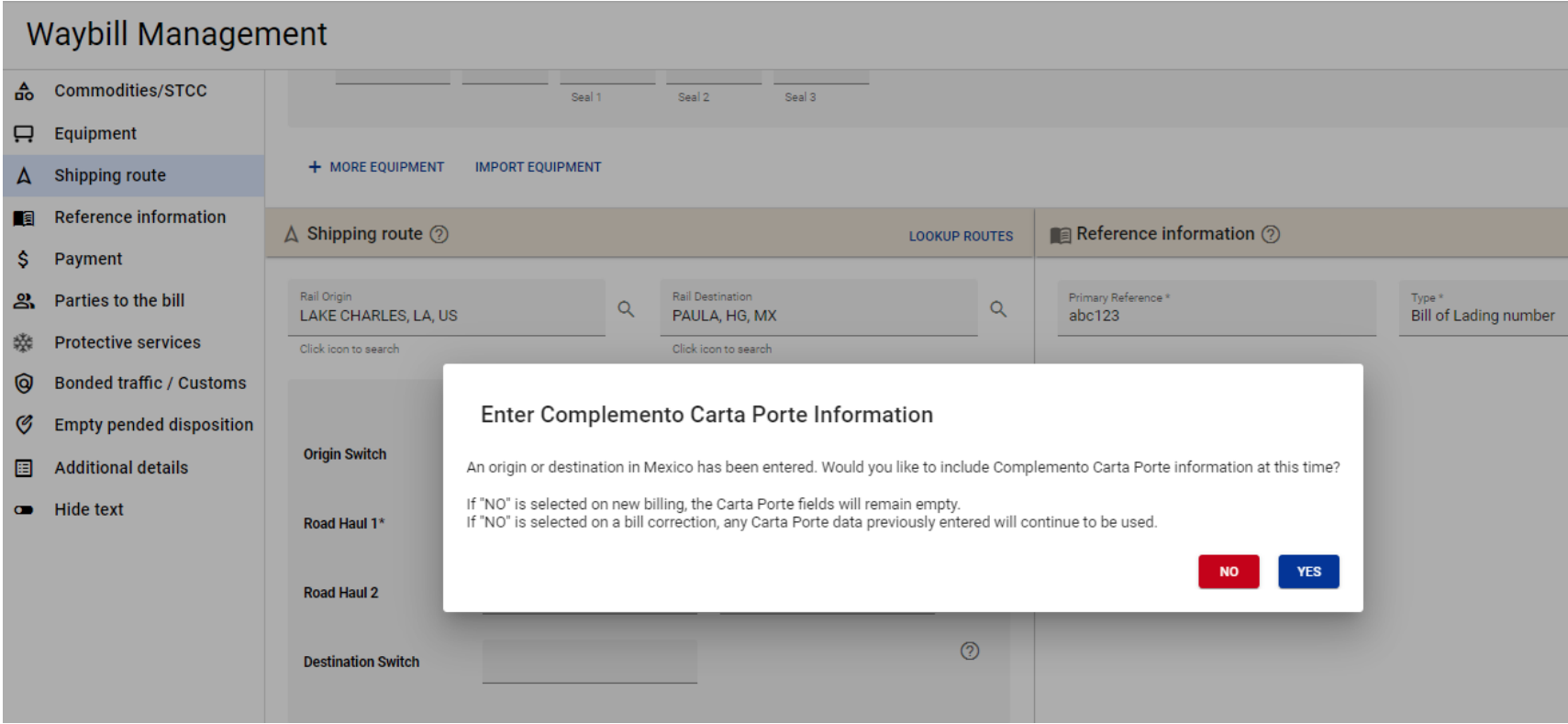
The screenshot displays the 'Waybill Management' interface. On the left is a navigation rail with icons for SUMMARY, **BILLS** (highlighted with a red box), WAYBILL HISTORY, PATTERNS, CONVEYING FLATCAR, KCSM EMPTY, and NEW WAYBILL. The main content area is divided into two sections: 'Unprocessed bills of lading (0)' and 'Processed waybills'. The 'Processed waybills' section features a search bar with 'Search By Equipment ID' and 'Equipment ID test50' (both highlighted with a red box), a 'GO' button, and a date range selector. Below the search bar is a table with columns: Waybill ID, Equipment ID, BOL reference, Billing status, Submitted, L / E, Shipper, Origin, Consignee, Destination, Primary commodity, and Actions. Two rows are visible: one with Waybill ID 547947 and another with 330240, both with Equipment ID TEST50 and Billing status Pended. The 'Actions' column for the second row is expanded, showing a dropdown menu with options: 'Add / Update weights', 'Add / Update embargo info', 'Add / Update carta porte info' (highlighted with a red box), 'Cancel bill OR', 'Clone this bill', and 'Edit' (highlighted with a red box). A red arrow points to the dropdown menu.

Waybill ID	Equipment ID	BOL reference	Billing status	Submitted	L / E	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
547947	TEST50	test-weight	Pended	12/27/2021 10:44	Load	UNION PACIFIC RAILROAD	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL	4021125	⋮
330240	TEST50	test-weight	Pended	12/20/2021 12:38	Load	DERICHEBOURG RECYCLING USA	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL		⋮



Waybill Management

Users get a Carta Porte prompt when a Rail Destination in Mexico is entered in the Shipping Route section.



Selecting "Yes" enables the draft, pattern, and submit buttons to direct users to the Carta Porte page prior to processing. Selecting "No" skips the Carta Porte page. When editing an existing bill, any previously entered Carta Porte stays as is.



Waybill Management

When accessing the Carte Porte screen, users can opt to copy the weight entered in the Equipment section or type it in manually. If billing multiple equipment, an option to enter the data once and apply it to all equipment will appear. Select by clicking the toggle buttons.

The screenshot displays the 'Waybill Management' interface. On the left is a navigation menu with options: Commodities/STCC, Equipment, Shipping route (selected), Reference information, Payment, Parties to the bill, Protective services, Bonded traffic / Customs, Empty pending disposition, Additional details, and Hide text. The main content area shows a table with columns for Equipment ID*, Weight (lbs), and Display seals. Two rows are visible: 1. TEST200, 150000; 2. TEST29, 140000. A modal dialog titled 'Complemento Carta Porte Format Options' is overlaid on the screen. It contains the following text and options:

Format how the data is entered:

- Select **Single Form** to enter data once and apply to all equipment
- Select **Multiple Form** to enter data for each equipment

Buttons: SINGLE FORM, MULTIPLE FORM

- Select **Equipment Weight** to use weights from equipment section
- Select **Manual Weight** to enter weights manually

Buttons: EQUIPMENT WEIGHT, MANUAL WEIGHT

Buttons: CANCEL, CONTINUE

Waybill Management

Complemento Carta Porte ?

1 Equipment ID UNSPSC * Tariff rate code * UN / NA Number

[CLEAR CARTA PORTE EQUIPMENT](#)
[REMOVE CARTA PORTE EQUIPMENT](#)

Required for hazardous commodities

COPY TO ALL EQUIPMENT

A Quantity * Type * Weight * Weight Unit * Ultimate Origin Ultimate Desti...

Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Commodity description * [CLEAR COMMODITY DETAILS](#)

+ MORE COMMODITY DETAILS

2 Equipment ID UNSPSC * Tariff rate code * UN / NA Number

[CLEAR CARTA PORTE EQUIPMENT](#)
[REMOVE CARTA PORTE EQUIPMENT](#)

Required for hazardous commodities

COPY TO ALL EQUIPMENT

A Quantity * Type * Weight * Weight Unit * Ultimate Origin Ultimate Desti...

Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Enter Data as Needed in Each Field

Equipment ID: matches equipment previously entered

UNSPSC: Commodity Code per the SAT Catalogue (Clave Producto). It is comparable with Rail Transportation STCC but different number and format. Shipments using generic Commodity (ie, FAK, auto parts) will need to provide the actual Commodity Code that describes your commodity

Tariff rate code: The Tariff Rate Code is comparable to the Harmonized Schedule Tariff code but different number and format. The code source is Mexican Tax Authority (SAT by its Spanish acronym)

UN Number: applicable to the commodity.

Quantity: Enter count of packages per commodity

Type: Select the smallest unit per commodity

Weight: Enter the number of pounds or kilograms

Weight Unit: Select pounds or kilograms

Ultimate Origin: Where the product was initially loaded into shipping equipment (i.e., container or car). The ultimate origin country is outside North America.

Ultimate Destination: Where the shipping equipment will be delivered for unloading. The ultimate destination country is outside North America.

Commodity description: SAT commodity description



Waybill Management FAQ (1)



What happens if I want to document multiple cars and/or multiple commodities?


When multiple cars are listed on a bill, WBM gives you the option to fill out one Carta Porte form and apply the same data to all equipment (Single Form option) or display an individual form for each equipment id (Multiple Form). Click the toggle button to change the format.


If more than one commodity is being shipped in that equipment, click the "+ More Carta Porte Equipment Information" link to display additional data fields. Each commodity will be numbered and each package type per commodity will be lettered.

☰ Complemento Carta Porte ?

SINGLE FORM **MULTIPLE FORM** EQUIPMENT WEIGHT MANUAL WEIGHT


1  Equipment ID TEST200 UNSPSC * 51171511 Tariff rate code * UPCQ 101253 UN / NA Number  [X CLEAR CARTA PORTE EQUIPMENT](#)
[REMOVE CARTA PORTE EQUIPMENT](#)


 COPY TO ALL EQUIPMENT

 A Quantity * Type * Weight 150000 Weight Unit Pounds Ultimate Origin Ultimate Destination
Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Commodity description * [X CLEAR COMMODITY DETAILS](#)

[+ MORE COMMODITY DETAILS](#)

2 Equipment ID TEST29 UNSPSC * Tariff rate code * UN / NA Number  [X CLEAR CARTA PORTE EQUIPMENT](#)
[REMOVE CARTA PORTE EQUIPMENT](#)

 COPY TO ALL EQUIPMENT

A Quantity * Type * Weight 140000 Weight Unit Pounds Ultimate Origin Ultimate Destination
Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Commodity description * [X CLEAR COMMODITY DETAILS](#)

Ultimate Origin and Destination are only required on shipments moving outside North America




Waybill Management FAQ (2)

Do you have a UNSPSC list that I can check?

- Icons located after fields provide additional information.
- Please be aware that the Mexican Railroad Association developed a mapping for STCC vs. SAT catalogue for the main carload products identified as moved by rail (500-600 products). If your commodity is not in that catalogue you will have to consult the direct SAT Catalogue and determine which Commodity Code(s) corresponds to your shipment(s). Your customs broker may also be able to help you determine this code.

☰+ Complemento Carta Porte ?

1	Equipment ID	UNSPSC *	 Tariff rate code *	UN / NA Number	X CLEAR CARTA PORTE EQUIPMENT
				Required for hazardous commodities	REMOVE CARTA PORTE EQUIPMENT

Use this icon to open the mapping of STCC codes to SAT codes.

[COPY TO ALL EQUIPMENT](#)

A	Quantity *	Type *	Weight *	Weight Unit *	Ultimate Origin	Ultimate Destinati...
		Smallest Package			ISO-3166 Alpha-3 Country Code	ISO-3166 Alpha-3 Country Code

Commodity description *

[X CLEAR COMMODITY DETAILS](#)

[+ MORE COMMODITY DETAILS](#)

[+ MORE CARTA PORTE EQUIPMENT INFORMATION](#)



Waybill Management FAQ (3)

On the Type field, what would be the most appropriate option to choose when shipping bulk commodities?
If the commodity is loaded directly into the rail car without packaging, we recommend using the option of "Car Load, Rail" or "Tank Car" (if applicable).

☰+ Complemento Carta Porte ?

1 Equipment ID UNSPSC * Tariff rate code * UN / NA Number
Required for hazardous commodities

✕ CLEAR CARTA PORTE EQUIPMENT
🗑 REMOVE CARTA PORTE EQUIPMENT

📄 COPY TO ALL EQUIPMENT

A Quantity * **Type *** Weight * Weight Unit * Ultimate Origin Ultimate Destinati...
Car Load, Rail
Smallest Package

ISO-3166 Alpha-3 Country Code ISO-3166 Alpha-3 Country Code

Commodity description * ✕ CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS

+ MORE CARTA PORTE EQUIPMENT INFORMATION



Waybill Management FAQ (4)

What is the difference between the Quantity and Weight fields?

- Quantity indicates the number of packages. In the case of a bulk shipment where the commodity is not packaged, use one (1) carload ("Car Load, Rail" or "Tank Car").
- If the commodity has been stored in a mix of package types for shipment, be sure to select the smallest kind of packaging in the corresponding Type field.
- Weight indicates the number of pounds or kilograms of the commodity being shipped.

The screenshot displays the 'Complemento Carta Porte' form. At the top, there is a header with a menu icon and a help icon. Below the header, there is a row of input fields: 'Equipment ID' (dropdown), 'UNSPSC *' (text), 'Tariff rate code *' (text with a warning icon), and 'UN / NA Number' (text with a warning icon). To the right of these fields are two buttons: 'CLEAR CARTA PORTE EQUIPMENT' and 'REMOVE CARTA PORTE EQUIPMENT'. Below this row is a 'COPY TO ALL EQUIPMENT' button. The main form area contains several fields: 'Quantity *' (text, highlighted with a red box), 'Type *' (dropdown, highlighted with a red box), 'Weight *' (text), 'Weight Unit *' (dropdown, highlighted with a red box), 'Ultimate Origin' (text with a warning icon), and 'Ultimate Destina...' (text with a warning icon). Below these fields is a 'Commodity description *' (text) and a 'CLEAR COMMODITY DETAILS' button. At the bottom, there is a '+ MORE COMMODITY DETAILS' button.

Waybill Management FAQ (5)

What if I don't have the Carta Porte information available, but need to get the car billed?

When a Mexico destination is entered a pop-up option appears. To submit billing without Carta Porte information and add it later, click the "NO" button. Clicking "NO" allows users to bypass Carta Porte. Keep in mind that it must be added prior to border crossing to avoid delays and/or penalties.

The screenshot shows a 'Shipping route' form. The 'Rail Origin' is 'LAKE CHARLES, LA, US' and the 'Rail Destination' is 'PAULA, HG, MX', which is highlighted with a red box. A pop-up dialog titled 'Enter Complemento Carta Porte Information' is displayed over the form. The dialog contains the text: 'An origin or destination in Mexico has been entered. Would you like to include Complemento Carta Porte information at this time? If "NO" is selected on new billing, the Carta Porte fields will remain empty. If "NO" is selected on a bill correction, any Carta Porte data previously entered will continue to be used.' There are 'NO' and 'YES' buttons at the bottom right of the dialog.

To add the Porta Carte data later go to the Bills page, then click the "Actions" icon and select "Edit".

Destination	Primary commodity	Actions
SAN LUIS POTOSI, SL	4021125	
SAN LUIS		Add / Update weights
10		Add / Update embargo info
		Add / Update carta porte info
		Cancel bill
		Clone this bill
		Edit

To add Carta Porte later, find the bill on the Processed Bills section and click the Actions icon (3 dots). If the bill is editable, the "Add/Update Carta Porte info" or "Edit" options will be displayed. Select "Edit" if other changes are needed besides adding Carta Porte data.



Waybill Management FAQ (6)

How do I empty the boxes or remove equipment?

The "Clear Carta Porte Equipment" link will remove data from the boxes.

The "Remove Carta Porte Equipment" link will remove all fields for that equipment ID.

☰+ Complemento Carta Porte ?

1 Equipment ID BKTY152367 UNSPSC * 11141604 Tariff rate code * 4707300100 UN / NA Number
Required for hazardous commodities

X CLEAR CARTA PORTE EQUIPMENT
REMOVE CARTA PORTE EQUIPMENT

COPY TO ALL EQUIPMENT

A Quantity * 92 Type * Unit Weight * 106864 Weight Unit * Pounds Ultimate Ori... Ultimate De...
Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Commodity description * Paper Wastes **X CLEAR COMMODITY DETAILS**

+ MORE COMMODITY DETAILS

Waybill Management FAQ (7)

How do I add another set of boxes to indicate more than one package type per commodity on a single equipment ID? Click the link titled "+ More Commodity Details" to add another set of boxes for quantity, type, weight, unit, and description.

☰+ Complemento Carta Porte ?

1 Equipment ID BKTY152367 UNSPSC * 11141604 Tariff rate code * 4707300100 UN / NA Number
Required for hazardous commodities

✕ CLEAR CARTA PORTE EQUIPMENT
■ REMOVE CARTA PORTE EQUIPMENT

📄 COPY TO ALL EQUIPMENT

A Quantity * 92 Type * Unit Weight * 106864 Weight Unit * Pounds Ultimate Ori... Ultimate De...
Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Commodity description * Paper Wastes
✕ CLEAR COMMODITY DETAILS
■ REMOVE COMMODITY DETAILS

B Quantity * Type * Weight * Weight Unit * Ultimate Ori... Ultimate De...
Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Commodity description *
✕ CLEAR COMMODITY DETAILS
■ REMOVE COMMODITY DETAILS

+ MORE COMMODITY DETAILS

+ MORE CARTA PORTE EQUIPMENT INFORMATION



Waybill Management FAQ (8)

How do I add multiple commodities per equipment?

Use the "+ More Carta Porte Equipment Information" link to add another set of fields for Equipment ID, UNSPSC commodity, Tariff rate code, and UN Number. On multi equipment bills, select the equipment that contains the new commodity by clicking the Equipment ID drop down.

Waybill Management

[START TOUR](#)

☰+ Complemento Carta Porte ⓘ

[SINGLE FORM](#)[MULTIPLE FORM](#)[EQUIPMENT WEIGHT](#)[MANUAL WEIGHT](#)

1

[X CLEAR CARTA PORTE EQUIPMENT](#)[REMOVE CARTA PORTE EQUIPMENT](#)

Required for hazardous commodities

[COPY TO ALL EQUIPMENT](#)

Ultimate Origin and Destination are only required on shipments moving outside North America

A

Smallest Package



ISO-3166 Country Code




ISO-3166 Country Code

[X CLEAR COMMODITY DETAILS](#)[+ MORE COMMODITY DETAILS](#)[+ MORE CARTA PORTE EQUIPMENT INFORMATION](#)

Waybill Management FAQ (9)

Here you can see additional fields for Equipment ID, UNSPSC commodity, Tariff rate code, and UN Number have been added. Be sure to select the same equipment ID from the drop down.



Complemento Carta Porte

SINGLE FORM | **MULTIPLE FORM** | EQUIPMENT WEIGHT | MANUAL WEIGHT

24 Hour Carta Porte Contact
These fields must contain the contact information for someone who is available 24 hours a day, 7 days a week and is qualified to give Mexican Carta Porte instructions in the event any questions arise about the Carta Porte information provided for this shipment. A group telephone number and email address may be provided.

Contact Name *
Anyone

Phone Number
15555555555

Email Address *
anyone@up.com

1 Equipment ID
VRBX11009

UNSPSC *
123456

Tariff rate code *
1234567890

UN / NA Number
Required for hazardous commodities

Quantity *
1

Type *
Bag
Smallest Package

Weight *
50000

Weight Unit *
Pounds

Ultimate Origin
ISO-3166 Country Code

Ultimate Destination
ISO-3166 Country Code

Commodity description *
test2

2 Equipment ID
VRBX11010

UNSPSC *

Tariff rate code *

UN / NA Number
Required for hazardous commodities

Quantity *

Type *

Weight *

Weight Unit *

Ultimate Origin
ISO-3166 Country Code

Ultimate Destination
ISO-3166 Country Code

Commodity description *



Waybill Management FAQ (9 cont)

How do I add the 24-hr contact billing details?

Enter the 24-hr contact billing details in the following fields: Contact Name, Phone Number, and Email Address.

Complemento Carta Porte

SINGLE FORM MULTIPLE FORM EQUIPMENT WEIGHT MANUAL WEIGHT

24 Hour Carta Porte Contact

These fields must contain the contact information for someone who is available 24 hours a day, 7 days a week and is qualified to give Mexican Carta Porte instructions in the event any questions arise about the Carta Porte information provided for this shipment. A group telephone number and email address may be provided.

Contact Name * Anyone Phone Number * 15555555555 Email Address * anyone@up.com

Equipment ID VRBX11009 UNSPSC * 123456 Tariff rate code * 1234567890 UN / NA Number CLEAR EQUIPMENT REMOVE CARTA PORTE EQUIPMENT

COPY TO ALL EQUIPMENT

Quantity * 1 Type * Bag Weight * 50000 Weight Unit * Pounds Ultimate Origin Ultimate Destination

Commodity description * test2 CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS

Equipment ID CLEAR EQUIPMENT

BACK CONTINUE

Important Links

UP Carta Porte team contact

- Cartaporte@up.com

UP Carta Porte Material

- <https://www.up.com/customers/mexico/>
- [https://www.up.com/cs/groups/public/@uprr/@customers/documents/ms-nativedocuments/pdf up carta porte faqs.pdf](https://www.up.com/cs/groups/public/@uprr/@customers/documents/ms-nativedocuments/pdf_up_carta_porte_faqs.pdf)

EDI 404 Standards:

- <https://wpc-edi.com/publications/rail-industry-implementation-guides>
- [Interline Service Management \(ISM\) - Rail Carrier Industry Guide to Electronic Data Interchange \(up.com\)](#)

Q&A



Disclaimer:

The material contained in this document is based on the draft of the rules published by the Mexican Fiscal Authority (SAT). Requirements, observations, recommendations could vary, once the official norm is published in Mexico's Official Gazette.

For specific requirements of the law not covered in this presentation, enforcement of the law, and/or other items outside of how UP is implementing the law, please visit the SAT website and obtain independent guidance if you have further questions or concerns.