MyKCS Carta Porte 3.0 Job Aid
Updated April 2, 2024

CPKC

MyKCS - Carta Porte Instruction guide for Billing

For KCSM Carload and Intermodal Customers and KCS Customers exporting goods into Mexico:

Carta Porte is a mandated requirement for customers tendering traffic to/from Mexico and is issued by the Mexican Tax Authority (SAT). This industry requirement issued by the SAT applies to all cross-border shipments in and out of Mexico, as well as shipments within Mexico, via all modes including rail, road, sea, and air.

On MyKCS we have 3 options to add the Carta Porte Information:

Option 1: Add the Carta Porte information when creating a new waybill: The patterns will have the Carta Porte information blank, but you will be able to add it as you work with your waybills.

Option 2: Add the Carta Porte information when creating a new waybill: The patterns will have the Carta Porte information blank, but you will be able to upload a file with the information with a Carta Porte template you can download and complete in Excel, this will be useful if you have a big list of cars/containers to bill.

Option 3: Add the Carta Porte information for your existing patterns: Clone your patterns to add the Carta Porte information and re-submit them for approval. You can delete the original patterns once the new ones are approved. When you are creating a new waybill, the Carta Porte Details will be pre-loaded.

Carta Porte information includes:
- SAT Commodity Code and Description.
- Weight, Package Quantity & Type.
- Country of Origin.
- Tarif Rate Code.
- HAZMAT Code if applicable.
- MX HAZMAT Packing Code, if applicable.
- SAT MX Unit Packing Code.
- MX HAZMAT Packing Code, if applicable.
- MX HAZMAT Packing Code Description, if applicable.
- UUID per SAT Commodity Code.

Effective on April 1st, 2024, new fields will be required:
- Additional Role of Mexican IMPORTER, only for traffic going into Mexico.
- Mexican Importer's Tax ID (RFC) only for traffic going into Mexico.
- Mexican Material Type **for cross-border traffics**.

Option 1 – Add the Carta Porte information when creating a new waybill.
Your Carta Porte information will be blank, but you will be able to add the information as follows:

When creating a Waybill, you will find below the General Information in the Equipment Selected List a new section will be shown to add or change the Importer information including the Tax ID (RFC), Only if the origin of your traffic is outside of Mexico and the car is going into Mexico.

Equipment Selected List

General Information:

Shipper:	Contract:	Consignee:	Pattern Name:
KCSM	48222	KCSM	ALORHUM - C70

Origin:	Destination:	STCC:	Route:
GRAMERCY - LA	LAGRANGE - NL	1051310 - ALUMINA, CALCINED	KCS LARED KCSM

Importer:

Company Name:	Address 1:	Address 2:
KCSM	MANUEL L BARRAGAN NO SECOND LINE	

City:	State:	Postal Code:
MONTERREY	Nuevo Leon	64540

Tax ID :

GAGT750613KJ8

Manual Car Entry (Cut and Paste)

Format is Initial Number (Example KCS1234) or Initial Number - Net Weight (Example KCS1234-1234)
*** Net Weight is mandatory for loaded cars.

Once the importer information and you have selected the cars/containers you are going to bill proceed to the next section to continue with the billing.

When you reach the Other Information page at this point you have 2 Options depending on how many cars/containers you are billing:

Option A: You are creating billing for more than one car/container.
Option B: You are creating billing for one car/container or a multiwaybill (you will find the steps below on page x)

Option A: You are billing more than one car/container, click on **Details per Car** button:

Customer Bill of Lading - Other Information

General Information:

Shipper:	Contract:	Consignee:	Pattern Name:
KANSAS CITY SOUTHERN DE	10078	KANSAS CITY SOUTHERN DE	APM - CUAUTITLAN LLEN
Origin:	Destination:	STCC:	Route:
APM LAZARO - MH	CUAUTITLAN NM - EM	4611110 - CONSOLIDAD	KCSM

Please enter Details per Car:

Details per Car

Seal Information for population to all equipment:

Seal 1	Seal 2	Seal 3	Seal 4	Seal 5

Your cars/containers will be displayed. Each one of them requires Carta Porta information.

*Note: If you want to use the template to upload the Carta Porte information, **click to download the example template** link and **Upload File** button. This option will require additional steps to submit the file that you will find in page x.*

Customer Bill of Lading - Seal/Vin/Special Handling Information

General Information:

Shipper:	Contract:	Consignee:	Pattern Name:
KANSAS CITY SOUTHERN DE	10078	KANSAS CITY SOUTHERN DE	APM - CUAUTITLAN LLEN

Origin:	Destination:	STCC:	Route:
APM LAZARO - MH	CUAUTITLAN NM - EM	4611110 - CONSOLIDAD|	KCSM

Click to download the example template.

Upload Carta Porte Details.

	📁	**Upload File.**

	Initial	Number
▶	TCGU	122701
▶	TCGU	122702

Return to Previous Section   Cancel

Click over the car/container you are going to work with, and the details will be displayed by clicking on the **Add Carta Porte Details**:

The Carta Porte Details will be blank, but you can add your information as you need:

- Enter the **SAT Commodity Code** and the Description will be auto populated.
- Enter the **Weight, Package Quantity.**
- Select the **Package Type, SAT MX Unit Packing Code & Country of Origin** from the drop-down lists.
- Enter the **Tariff Rate Code** if your traffic is cross-border.
- Enter in the **HAZMAT Code** if applicable (if your STCC number starts with '49' (i.e. 4918125) then you must complete this field). If the commodity is not hazardous material, the system will mark this as an error.
- **MX HAZMAT Packing Code** – this field does *not* automatically populate, and the user must enter in the correct code that corresponds to the HAMZAT Code entered.

- **MX HAZMAT Packing Code Description** will be auto populated.
- Select the **Mexican Material Type** & the **Description Material Type** if your traffic is cross-border.
- The **International Trade CFDI (UUID)** field is optional for some traffic, ask your Mexican Customs Broker if you need one. Users can add in more than one UUID field by clicking the **Add UUID** button.

Please check the **NOTES** at the end of this document if you need more info or have Carta Porte questions.

Once you have completed the required information, click on the **Add Carta Porte Details** *button. If you do not complete this step, the information you have completed will not be saved and you will not be able to continue with your billing.*

The information will be saved, and you will be able to add other Carta Porte Details if you need to repeat the same steps. Clicking on the **SAT Commodity Code** arrow will allow you to view the options to **Modify** or **Delete** your information

You will find the editable section above the current information:

Attached Ladings

STCC	Description	QUANTITY	PACKAGE TYPE
1051310	ALUMINA,CALCIND	1	CLD - Car load

Attached Carta Porte Details

SAT Commodity Code	Description	Weight	Quantity of Pkgs
60141200	Active play equipment and accessories	10000	100

Package Type	SAT MX Unit Packing Code	Country of Origin	Tariff Rate Code
BAG - Bag	XBA - Barrel	United States (the)	9806000900

HAZMAT Code	MX HAZMAT Packing Code	MX HAZMAT Packing Code Description	Material Type
			05 - Other

Material Type Description

OTHER

International Trade CFDI (UUID)

[Save International Trade CFDI (UUID)]

[Update Carta Porte Details] [Close Carta Porte Details] [Clear Carta Porte Details]

SAT Commodity Code 60141200

SAT Commodity Code	Description	Weight	QUANTITY
60141200	Active play equipment and accessories	10000	100

Package Type	SAT MX Unit Packing Code	Country of Origin	Tariff Rate Code
BAG - Bag	XBA - Barrel	United States (the)	9806000900

HAZMAT Code	MX HAZMAT Packing Code	MX HAZMAT Packing Code Description	Material Type
			05 - Other

Material Type Description

OTHER

[Modify] [Delete]

Upon completion of the first car/container information, you will be able to continue with your next shipment on the list.

Don't forget to click on the **Add Carta Porte Details** button to save your Carta Porte information and avoid errors.

All the loaded cars/containers must have the Carta Porte details completed to submit your waybills.

When these steps are completed continue with your billing and submit.

Option B: You are creating billing for one car/container or a multiwaybill.

Note: If you stay on this page billing more than one car/container all the cars will have the same information for Carta Porte.

Click on the **Add Carta Porte Details**:

Customer Bill of Lading - Other Information

General Information:

Shipper:	Contract:	Consignee:	Pattern Name:
KANSAS CITY SOUTHERN	42296	TEXAS GONZALES & NORTHERN RAILR	HARWOODTX2

Origin:	Destination:	STCC:	Route:
XICOTENCATL - TL	HARWOOD - TX	3742213 - CARROS DE FERROCARRIL, [	KCSM LARED UP

Please enter Details per Car:

[Details per Car]

Seal Information for population to all equipment:

Seal 1	Seal 2	Seal 3	Seal 4	Seal 5

Attached Ladings

STCC	Description	QUANTITY	PACKAGE TYPE
3742213	CARROS DE FERRO	1	UNT - Unit ▼

[Add Carta Porte Details]

The Carta Porte Details will be blank, but you can add your information as you need:

Attached Carta Porte Details

SAT Commodity Code	Description		Weight	Quantity of Pkgs

Package Type	SAT MX Unit Packing Code		Country of Origin	Tariff Rate Code
Select One ▼	Select One ▼		Select One ▼	

HAZMAT Code	MX HAZMAT Packing Code	MX HAZMAT Packing Code Description	Material Type
			Select One ▼

Material Type Description

International Trade CFDI (UUID)

[Save International Trade CFDI (UUID)]

[Add Carta Porte Details] [Close Carta Porte Details] [Clear Carta Porte Details]

- Enter the **SAT Commodity Code** and the **Description** will be auto populated.
- Enter the **Weight, Package Quantity.**
- Select the **Package Type, SAT MX Unit Packing Code & Country of Origin** from the drop-down lists.
- Enter the **Tariff Rate Code** if your traffic is cross-border.
- Enter in the **HAZMAT Code** if applicable (if your STCC number starts with '49' (i.e. 4918125) then you must complete this field). If the commodity is not hazardous material, the system will mark this as an error.
- **MX HAZMAT Packing Code** – this field does *not* automatically populate, and the user must enter in the correct code that corresponds to the HAMZAT Code entered.
- **MX HAZMAT Packing Code Description** will be auto populated.
- Select the **Mexican Material Type** & the **Description Material Type** if your traffic is cross-border.
- The **International Trade CFDI (UUID)** field is optional for some traffic, ask your Mexican Customs Broker if you need one. Users can add in more than one UUID field by clicking the **Add UUID** button.

Please check the **NOTES** at the end of this document if you need more info or have Carta Porte questions.

Once you have completed the required information, click on the **Add Carta Porte Details** *button. If you do not complete this step, the information you have completed will not be saved and you will not be able to continue with your billing.*

[Add Carta Porte Details] [Close Carta Porte Details] [Clear Carta Porte Details]

The information will be saved, and you will be able to add other Carta Porte Details if you need to repeat the same steps and they will look like this:

Attached Ladings

	QUANTITY	PACKAGE TYPE	STCC	DESCRIPTION
Delete	1	BOX	3429912	COMPUTERS

Add Carta Porte Details

▶ SAT Commodity Code 43211507

▶ SAT Commodity Code 43211508

Clicking on the **SAT Commodity Code** arrow will allow you to view the options to **Modify** or **Delete** your information

SAT Commodity Code	Description	Weight	QUANTITY
60141200	Active play equipment and accessories	10000	100

Package Type	SAT MX Unit Packing Code	Country of Origin	Tariff Rate Code
BAG - Bag	XBA - Barrel	United States (the)	9806000900

HAZMAT Code	MX HAZMAT Packing Code	MX HAZMAT Packing Code Description	Material Type
			05 - Other

Material Type Description

OTHER

Modify   Delete

You will find the editable section above the current information:

Upon completion of the first car/container information, you will be able to continue with your next shipment on the list.

Don't forget to click on the **Add Carta Porte Details** button to save your Carta Porte information and avoid errors.

When these steps are completed continue with your billing and submit.

Option 2: Add the Carta Porte information when creating a new waybill: The patterns will have the Carta Porte information blank, but you will be able to upload a file with the information with a Carta Porte template you can download and complete in Excel:
Click on **Details per Car** button:

Customer Bill of Lading - Other Information

General Information:

Shipper:	Contract:	Consignee:	Pattern Name:
KANSAS CITY SOUTHERN DE	10078	KANSAS CITY SOUTHERN DE	APM - CUAUTITLAN LLEN
Origin:	Destination:	STCC:	Route:
APM LAZARO - MH	CUAUTITLAN NM - EM	4611110 - CONSOLIDAD	KCSM

Please enter Details per Car:

Details per Car

Seal Information for population to all equipment:

Seal 1	Seal 2	Seal 3	Seal 4	Seal 5

Download the template

Customer Bill of Lading - Seal/Vin/Special Handling Information

General Information:

Shipper:	Contract:	Consignee:	Pattern Name:
KANSAS CITY SOUTHERN DE	10078	KANSAS CITY SOUTHERN DE	APM - CUAUTITLAN LLEN

Origin:	Destination:	STCC:	Route:
APM LAZARO - MH	CUAUTITLAN NM - EM	4611110 - CONSOLIDADI	KCSM

Click to download the example template.

Upload Carta Porte Details.

[Upload File.]

Initial	Number
▶ TCGU	122701
▶ TCGU	122702

[Return to Previous Section] [Cancel]

Follow the instructions:
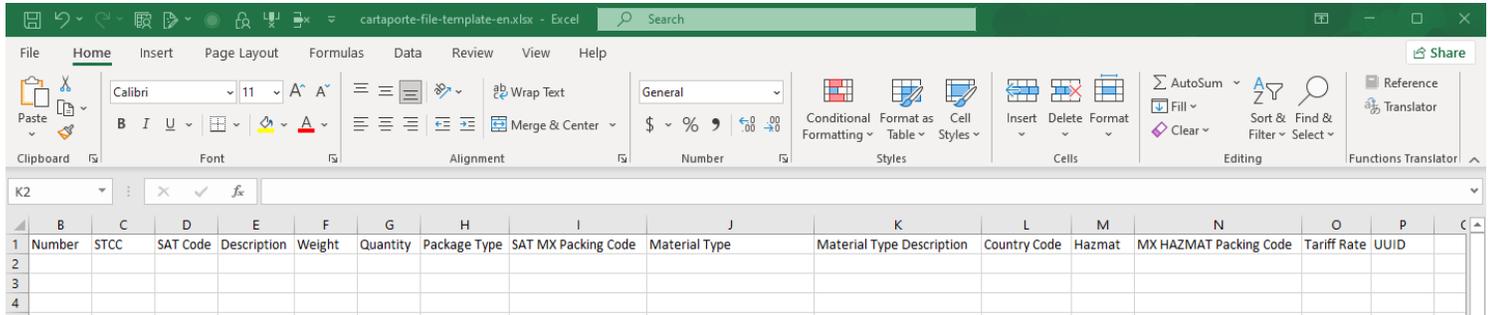
Fill in the required fields in the "cartaporte-file-template " tab:

- Enter the car/container's **Initial** & **Number**, one per line.
- Enter the **SAT Commodity Code** and the **Description**.
- Enter the **Weight, Package Quantity.**
- Select the **Package Type, SAT MX Unit Packing Code & Country of Origin** from the drop-down lists.
- Enter in the **HAZMAT Code** if applicable (if your STCC number starts with '49' (i.e. 4918125) then you must complete this field). If the commodity is not hazardous material, the system will mark this as an error.
- **MX HAZMAT Packing Code** – this field does *not* automatically populate, and the user must enter in the correct code that corresponds to the HAMZAT Code entered.
- **MX HAZMAT Packing Code Description** will be auto populated.

- Enter the **Tariff Rate Code** if your traffic is cross-border.
- Select the **Mexican Material Type** & the **Description Material Type** if your traffic is cross-border.
- The **International Trade CFDI (UUID)** field is optional for some traffic, ask your Mexican Customs Broker if you need one. Users can add in more than one UUID field by clicking the **Add UUID** button.

If a car/container has more than one SAT Commodity Code, you will have to add another line with the same car/container number with the information.

Note: You can't use upload file if it is a multiwaybill.

Once you have filled in the "cartaporte-file-template " tab, follow the instructions below to save the file in CSV format.
   a. Review the data entered in the "cartaporte-file-template " tab for accuracy. Updates can be made within the file before uploading or within MyKCS after uploading.
   b. Next, make sure that the "cartaporte-file-template " tab is selected. This step is important to correctly save the information entered in the template.
   c. Go to the "File" tab on the top ribbon.
   d. Select "Save as".
   e. Select "Browse", this will allow the file to be saved locally or in any selected folder.
   f. Once the browse window appears, select the "Save type as: CSV (comma delimited) (*.csv)" option.
   Note: use the CSV type described above, as using any different CSV description will cause the information
to   load incorrectly.

        Example of formats NOT recognized
         a) CSV UTF-8(comma delimited) (*.csv)
         b) CSV (Macintosh) (*.csv)
         c) CSV (MS-DOS)(*.csv)

   g. Select "Save" to save the file.
      Note 1: After selecting "Save", Excel may display a message indicating that the selected format (csv) does not support documents with multiple sheets, in this case, select "Continue".
      Note 2: "Save" will save the file in CSV format, which is necessary to be recognized in the upload process.

Go back to MyKCS and click on Upload File and follow the instructions.

Click to download the example template.

Upload Carta Porte Details.

Upload File.

When this step is completed continue with the billing and submit.

Option 3 - Add the Carta Porte information for your existing patterns
Clone the existing pattern you want to work with.

If your pattern has an origin at USA or Canada with Mexico as destination you will have to add an Importer and an Importer's Tax ID (RFC) on the Pattern Contact Information Page.

Customer Bill of Lading - Pattern Contact Information

| General Information | **Contact Information** | Rule 11 Information | Additional Information |

Contact Information:

Consignee:

Company:	*Address1:	Address2:
KANSAS CITY SOUTHERN	6022 INDUSTRIAL WAY	

*City:	*State:	*Postal Code:
HOUSTON	TX-Texas ▾	770111122

In care of party:

Company:	*Address1:	Address2:
KANSAS CITY SOUTHERN	6127 INDUSTRIAL WY	

*City:	*State:	*Postal Code:
HOUSTON	TX-Texas ▾	77029

Delete

Importer:

Company:	*Address1:	Address2:
KANSAS CITY SOUTHERN	AV DE LAS PALMAS TORRE OPTIMA	275 DESPACHO 303 304

*City:	*State:	*Postal Code:	Tax ID/RFC
MEXICO	DF-Distrito Federal ▾	11000	

Delete

The system will require that you go back and add an importer and importer tax ID (RFC) prior to moving forward if your pattern does not contain this information as it is now required.

When you are at the **Pattern Additional Information** tab you will find the Add Carta Porte Details button, click on it to add the information.

Customer Bill of Lading - Pattern Additional Information

| General Information | Contact Information | **Additional Information** | Intermodal Information |

Additional Information

Special Conditions (Can be added at time of creating bill of lading)

Code:
Select One ▼

[Add Special Condition]

References (Can be added at time of creating bill of lading)

Code:
Select One ▼

Number:

[Add Reference]

Ladings:

Quantity of Pkgs:

Package Type:
Select One ▼

STCC #

Description:

[Add STCC]

Attached Ladings

	QUANTITY	PACKAGE TYPE	STCC	DESCRIPTION
Delete	1	BOX	3429912	COMPTUTERS

[Add Carta Porte Details]

Complete the Carta Porte details as required (at this level, all the information input is *optional*).

- Enter the **SAT Commodity Code** and the Description will be auto populated.
- Enter the **Weight, Package Quantity.**
- Select the **Package Type, SAT MX Unit Packing Code & Country of Origin** from the drop-down lists.
- Enter the **Tariff Rate Code** if your traffic is cross-border.
- Enter in the **HAZMAT Code** if applicable (if your STCC number starts with '49' (i.e. 4918125) then you must complete this field). If the commodity is not hazardous material, the system will mark this as an error.
- **MX HAZMAT Packing Code** – this field does *not* automatically populate, and the user must enter in the correct code that corresponds to the HAMZAT Code entered.
- **MX HAZMAT Packing Code Description** will be auto populated.
- Select the **Mexican Material Type** & the **Description Material Type** if your traffic is cross-border.
- The **International Trade CFDI (UUID)** field is optional for some traffic, ask your Mexican Customs Broker if you need one. Users can add in more than one UUID field by clicking the **Add UUID** button.

4. Click on the **Add Carta Porte Details** button.

6. The information will be saved. If you need to add more SAT Commodities, repeat the steps above.
7. You can add as many SAT Codes as you need. They will be displayed as follows:

Attached Ladings

	QUANTITY	PACKAGE TYPE	STCC	DESCRIPTION
Delete	1	BOX	3429912	COMPUTERS

Add Carta Porte Details

▶ SAT Commodity Code 43211507

▶ SAT Commodity Code 43211508

8.   Continue completing your patter creation as usual.

9.   Re-submit to send the pattern through the approval process. Once approved, you can create your billing with the pre-loaded Carta Porte information.

10.   If you clone a pattern with pre-loaded Carta Porte information, you can delete or change the information as needed.

Note: The system has validations in place for all mandatory fields. If the codes are incomplete or entered incorrectly, the user will receive an error indicating the actions to be completed

Correct Waybill at MyKCS

To add or change the Carta Porte information to your billing go to Track and Trace on MyKCS landing page.

Select Waybill Inquiry and follow the instructions:

1.   You can leave the filters blank and only change the waybill search date to match the waybill date you need to change. This will display all the waybills billed on the same date search.

2.   Fill in the car/container Initial and number and change the waybill search date to match the waybill date on the car/container's billing date.

Click on Inquiry to get your results:

Track and Trace
Waybill Inquiry Results

Legend:	● Active	● Pended	● Cancelled	● Suspended	● Closed

Export Microsoft Excel File

| Results 1 - 30 of 45 | Next Page ▶ |

Details			Initial	Number	Status	Waybill #	Waybill Date	BOL #	Shipper	Manifest Number	Pedim Nbr	MBOL #	Entry Nbr	Multi/Single	Waybill Type	Payment Type	Shipper	Consignee	C/O Party	Payer of Freight	Rule 11 Payer
Details	▼	≫	TCGU	454304	●	260147	2024-02-28	502184744						Single	Shipper Routing	Prepaid	CPKC	CPKC			
Details	▼	≫	TCGU	553447	●	260165	2024-02-28	502185054						Single	Shipper Routing	Prepaid	CPKC	CPKC			

Select Correct from the list at drop-down box and click on the arrow:

Track and Trace
Waybill Inquiry Results

Legend:	● Active	● Pended	● Cancelled	● Suspended	● Closed

Export Microsoft Excel File

| Results 1 - 30 of 45 | Next Page ▶ |

Details			Initial	Number	Status	Waybill #	Waybill Date	BOL #	Shipper	Manifest Number	Pedim Nbr	MBOL #	Entry Nbr	Multi/Single	Waybill Type	Payment Type	Shipper	Consignee	C/O Party	Payer of Freight	Rule 11 Payer
Details	▼	≫	TCGU	454304	●	260147	2024-02-28	502184744						Single	Shipper Routing	Prepaid	CPKC	CPKC			
Details																					
Cancel																					
Correct					2024-02-28	502185054							Single	Shipper Routing	Prepaid	CPKC	CPKC				

A new page will be display with the waybill information, if the waybill has the Import role information already it will be display below the Consignee information:

Correct Waybill

General Information

Equipment ID	MRSU 475224	**Status**	Active
Origin City	APM LAZARO, MH	**L/E**	Loaded
Destination City/State	SALINAS VICTORIA, NL		
Waybill#	351593	**BOL #**	N/S
		BOL Date	2023-02-02
Route	KCSM		
Route Type	Shipper Routing		
Payment Type	Prepaid		

Agency / Road	ID	Number	Item	Suffix
KCSM		10078		

Weight Type No Wt. Req. Ship. Moving on Contract or per car rate

Total Weight (all cars) 63045

Shipper

KCSM
CAMINO VECINAL S N
ISLA LAS PALMAS
LAZARO CARDENAS , MH 60950

Consignee

KCSM
AV DE LAS PALMAS TORRE OPTIMA II
275 DESPACHO 303 304
COL LOMAS DE CHAPULTEPEC
MEXICO . DF 11000

Importer

KCSM
AV DE LAS PALMAS TORRE OPTIMA II
275 DESPACHO 303 304
COL LOMAS DE CHAPULTEPEC
MEXICO . DF 11000
DCE8301012HR

If not, you can add the role or change the information on the information above on the section below:

EDIT Ultimate consignee	**EDIT** Importer
EDIT Party to be billed - Rule 11	**EDIT** Ship from (Intermodal Only)
EDIT Account of party (at origin)	**EDIT** Account of party (at destination)

Click on the **EDIT** button beside the **Importer** role, a pop up will show:

CPKC

EDIT IMPORTER

* Required

* Name: [ ]

* Address 1: [ ]

Address 2: [ ]

Address 3: [ ]

* City: [ ]

* State: [ ]   * Zip: [ ]

* Tax ID (RFC) [ ]

[Submit] [Cancel]

Fill in or change the information as you needed, please note that all the * is mandatory information.

Note: The system has validations in place for all mandatory fields. If the codes are incomplete or entered incorrectly, the user will receive an error indicating the actions to be completed.

To change or add the carta Porte information you will find a section on the same page for Carta Porte:

Commodity

Quantity	Package Type	STCC	Commodity Description
1	Intermodal Trailer/Container Load (Rail)	4611110	CONSOLIDADO O M

International Trade CFDI (UUID)

[   ] Add UUID

Add Carta Porte Details

▶ SAT Commodity Code   30171505

Click on the Add Carta Porte Details for the car/container if the waybill has no Carta Porte Information or if you want to add more SAT Commodity Codes.

- Select the **Initial/Number** and the **Commodity**.
- Enter the **SAT Commodity Code** and the Description will be auto populated.
- Enter the **Weight, Package Quantity.**
- Select the **Package Type, SAT MX Unit Packing Code & Country of Origin** from the drop-down lists.
- Enter the **Tariff Rate Code** if your traffic is cross-border.
- Enter in the **HAZMAT Code** if applicable (if your STCC number starts with '49' (i.e. 4918125) then you must complete this field). If the commodity is not hazardous material, the system will mark this as an error.
- **MX HAZMAT Packing Code** – this field does *not* automatically populate, and the user must enter in the correct code that corresponds to the HAMZAT Code entered.
- **MX HAZMAT Packing Code Description** will be auto populated.
- Select the **Mexican Material Type** & the **Description Material Type** if your traffic is cross-border.
- The **International Trade CFDI (UUID)** field is optional for some traffic, ask your Mexican Customs Broker if you need one. Users can add in more than one UUID field by clicking the **Add UUID** button.

Click on the **Add Carta Porte Details** button to save the information.

Clicking on the **SAT Commodity Code** arrow will allow you to view the options to **Modify** or **Delete** your existing information.

You will find the editable section above the current information:

Please enter Details per Car:

[Details per Car]

Seal Information for population to all equipment:

Seal 1	Seal 2	Seal 3	Seal 4	Seal 5

Attached Ladings

STCC	Description	QUANTITY	PACKAGE TYPE
2083110		2000	BAG - Bag ▼

Attached Carta Porte Details

SAT Commodity Code	Description		Weight	Quantity of Pkgs

Package Type	SAT MX Unit Packing Code	Country of Origin	Tariff Rate Code
Select One ▼	Select One ▼	Select One ▼	

HAZMAT Code	MX HAZMAT Packing Code	MX HAZMAT Packing Code Description	Material Type
			Select One ▼

Material Type Description

International Trade CFDI (UUID)

[Save International Trade CFDI (UUID)]

[Add Carta Porte Details] [Close Carta Porte Details] [Clear Carta Porte Details]

Change the information you need to correct and click on Update Carta Porte Details button to save the information.

Repeat as necessary.

When completing the changes on your waybill, click on Submit, follow the instructions.

If you have questions, please call the Customer Solutions Team:

US Customer Solutions:
csolutions@kcsouthern.com
1-800-468-6527

Mexico Customer Solutions:
vozdelcliente@kcsms.com.mx
81-8852-7777 (from Mexico)
1-888-812-9512 (from the U.S.)

Notes/FAQ's:
1. *For KCS Customers, these options will be available only if the Destination Station for the pattern/waybills is Mexico.*
2. *For empty cars or containers, the Carta Porte information is optional. For loaded cars or containers, the Carta Porte information is mandatory.*
3. *If the SAT code or other fields are filled in the Carta Porte details for empty cars or containers, an error will come up so all the other fields such as Tariff Code, weight, package quantity and type need to be filled in.*
4. *If the empty car or container needs the Carta Porte details, the weight must be 1, piece count 1.*
5. *The weight entered in the car billing will be copied for each car or container in the Carta Porte details.*
6. *For cars or containers with two or more SAT codes, the weight will be automatically copied to the first SAT code the car or container has.*
7. *The piece count and the package type will be copied from the billing to the first SAT code on the car or container.*
8. *If you do not click on the ADD CARTA PORTE DETAILS button, the system will mark it as an error and will not let you continue with the billing.*
9. *If MyKCS shows an error for the Carta Porte Information you must click on the MODIFY button in order to check and modify the details, to save the changes please click on ADD CARTA PORTE DETAILS button again.*
10. *If you have a pattern with the Carta Porte details pre-loaded, please click on the MODIFY button to add or check the information and then click on ADD CARTA PORTE DETAILS again to update the information. The editable information will appear above the Carta Porte current information.*
11. *If the pattern has the Carta Porte details pre-loaded and you click on ADD CARTA PORTE DETAILS, you will add a new SAT CODE duplicating the pre-loaded information. You can do this only if you need more than One SAT Code for your traffic.*
12. *If the car or container does not have hazardous material product, it is not necessary to add the HAZMAT code (the products that need this code are those where the STCC begins with 49 ex 4918125).*
13. *The tariff code, the country of origin, are mandatory only if the cars or containers are transiting out of Mexico. If the traffic is not an export move for KCSM, you Should not add these to the billing, the system will show this as an error, and you won't be able to continue with your billing.*
14. *The CFDI of international trade (UUID) is optional for export cars with a destination out of Mexico, check with your Mexican Customs Broker if you need this on your Carta Porte Details.*
15. *The CFDI of international trade (UUID) must not be included on waybills for cars from the USA or Canada with a Mexico destination.*
16. *Cars or containers billed at KCS with a Mexico destination must include all the Carta Porte Details: Sat Code, weight, piece count, package type and Tarif Code.*
17. *If you get an error for the **SAT Code at MyKCS**, please check the valid SAT codes on this link: SAT Codes look for the Catálogos de Complemento, when the file opens search for the **c_ClaveProdServCP** tab.*
18. *If you don't find the **SAT MX Unit Packing Code** in the drop-down list is because it must match the Package Type list. MyKCS only has SAT MX Unit Packing Codes that match the Package Type list.*
19. *If you get an error for the **Tariff Rate Code**, please check it with your Mexican Customs broker.*
20. *If you get an error for the **MX HAZMAT Packing Code** at MyKCS, please check the valid codes on this link: SAT Codes look for the Catálogos de Complemento, when the file opens search for the **c_TipoEmbalaje** tab.*
21. *The **SAT Code** must be 8 digits. Just numbers, no spaces and without decimals.*

22. *The **Tariff Code** must be 10 digits. Just numbers, no spaces and without decimals.*
23. *Weight should have no decimals.*
24. *Quantity of Package should have no decimals.*
25. *The HAZMAT Code must be 4 digits (the same as the UN/NA Number). Just the number without the letters.*
26. *The MX HAZMAT Packing Code is 3 alphanumerical digits.*
27. *Only 99 Sat Codes can be added to a waybill.*
28. Mexico Material Type is ONLY for Cross-border shipments.
29. *Mexican Importer is mandatory only for traffics with origin at US or Canada with Mexico as destination, not for Mexican Domestic traffic.*
30. *Importer Tax ID, Reference Guide is available [here](#).*
31. *Importer Tax ID must comply with the RFC guide.*

For inquiries concerning Carta Porte 3.0 changes, please reference the following link, which routes to the "Complemento Carta Porte" section published via the [SAT website](#) (in Spanish only)