



Intermodal Shipping Instructions Carta Porte Entry

Customer Support Document

Updated: September 2024

CPKC

New Features – Carta Porte 3.1

Effective July 17, 2024, the Mexican Tax Authority (SAT) has made changes to the requirements **MTC (Fraccion Arancelaria) is no longer a required field for Carta Porte**. You will continue to provide UNC and/or MHC (if applicable). The system has validations in place for the UNC, MHP and MPC codes and will provide you with an error if the codes are invalid or incorrect. MTC is now optional, permitting you to leave it blank, or populate it if your customer has provided it.

To support our customers in preparation for these changes, new mandatory fields are being included within the Carta Porte section of the bill of lading page for Customer Station and MyKCS. Failure to comply with Carta Porte 3.1 requirements could result in the assessment of penalties issued by the Mexican Tax Authority and customs authorities including fines, shipment delays and/or seizure of goods.

Carta Porte 3.1 Rail Guidelines for customers include the following changes:

- Adding an additional party of IMPORTER (N1*IM) as mandatory vs. optional for all Southbound and port-related traffic into Mexico
- CPKC's Importer Tax ID Reference Guide is available [here](#)
- If an importer is present an Importer Tax ID is required as a (REF*TJ) segment
- Adding an additional N9 segment of a Mexican Material Type (N9*MMT*QUALIFIER from the c_TipoMateria SAT catalog)

To review the Carta Porte FAQ, click [here](#) (select the "CPKC Carta Porte" tab)

To access the EDI guide, click [here](#)

If you require details on EDI billing submissions, please contact EDI Services as follows:

Legacy CP customers, please contact: CP_EDIServices@cpkcr.com

Legacy KCS and KCSM customers, please contact: edisupport@kcsouthern.com

If you have questions or require assistance with our web portal, please contact CPKC's eBusiness team by [email](#) or by phone at 1-888-333-8111.

Refer to the new sections after steps #1, #3 and #6

Carta Porte

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.

****Should you require Carta Porte Data information, please contact your customer or Mexican Customs Broker to provide to assist with providing the required information in support of your rail billing.**

Intermodal Shipping Instructions



Users will be required to enter in Carta Porte information for the appropriate references before billing can be submitted. The system will automatically prompt users to enter this information for shipments going into Mexico

1. Prior to entering in Carta Porte information, when entering shipping information an importer party is now required. The importer Tax ID section will not populate in the next section if an importer is not entered.

NEW

Importer (IM) party for Carta Porte 3.1

- Users are required to enter in an Importer (IM) party
- Users are also required to enter in the Importer parties Tax ID (see step #3)

Add Party
Enter details of a new Party.

Party Type ←

Profile Number

Name

Address

City

Province/ State

Postal/ Zip Code

Country

2. Users will enter in the Carta Porte information by clicking on the **Carta Porte** section.

Bill of Lading

- ▣ Stops
- ▣ Parties
 - References
 - Commodities
 - Hazmat Certifier
 - Associations
 - Equipment
 - PPS
 - Pick Your Service
 - RAD
 - Instructions
 - Routing
 - Carta Porte
- ▣ Import/Export

3. The **Tax IDs** section of Carta Porte allows users to enter in the Tax ID information for the outlined five Parties: **Shipper, Consignee, Bill to, Bill to - Rule 11 and Importer.**

NEW

Importer Tax ID (TJ) is a new field for Carta Porte 3.1

- Users are required to enter in the Importer parties Tax ID

Carta Porte
At least one Carta Porte is required.

Tax IDs

Shipper

Consignee

Bill to

Billto - Rule 11

Importer

4. The Shipper Contact Person section allows users to enter in their shipper contact details.

Shipper Contact Person		
Name	Phone	Email

5. Click on the **Add** button to enter Carta Porte details for each record.

There are no Carta Portes defined.

Add

- Add** - Click to add a new item to the list. If you select an existing list item first, the new item will be added to the list preceding the selected item.

6. Enter in the SAT Commodity Code (UNC), Mexico Tariff Rate Code (MTC)**NOW OPTIONAL**, Hazardous Code (MHC), Mexican Packing Code (MPC) and Mexican Hazardous Packing Code (MHP) if applicable. Enter in all other application details related to the commodity on this screen.

Note: When entering the Hazardous Code (MHC), users need to list UN or NA before the code

Mexican Material Type (MMT) and Material Description are new fields for Carta Porte 3.1

- Users are required to enter in the corresponding *MMT code*
- Material description will then populate based off the selected code

Shipment Management | Shipping Instructions | Marine Booking | Equipment Inventory | Close Window

Bill of Lading

- Stops
- Parties
- References
- Commodities
 - Hazmat
 - Certifier
- Associations
- Equipment
 - PPS
 - Pick Your
- Service
 - RAD
- Instructions
 - Routing
- Carta Porte
 - New Carta Porte
- Import/Export

Add Carta Porte

Enter details of a new Carta Porte.

SAT Commodity Code (UNSPSC)

Tariff Rate Code (MTC)

Hazardous Code (MHC)

Hazardous Packing Code (MHP) - Select Hazardous Packing Code -

SAT Commodity Description

Quantity 0 - Select Unit of Measure -

Unit Packing Code (MPC)

Mexico Material Type (MMT) - Select Mexico Material Type -

MMT Description

Weight 0 - Select Unit of Measure -

Country MX - Mexico

Done More Cancel Clear

7. Once the required information is completed, click the **Done** button, then the **Next** button to continue billing the intermodal unit.

Note: The system has validations in place for all mandatory fields. If the required codes are incomplete or entered incorrectly, the user will receive a pop-up error indicating the actions to complete the mandatory fields.