



Carload 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, #4 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.**

Carload



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 put in.

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 #4)

Importer - IM

Importer Name

Importer Address, Importer City, ZZ, Importer Zip/Postal Code

[Change Importer - IM](#)

[Add Contact](#)

[Update CSA Participant Identifier #](#)

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

[Carta Porte](#) [Copy Weight](#) [Add Equipment](#) [Import](#) [Import Template](#)

Idler	Count	Equipment ID	Weight
☐	1		

3. User will see this screen after clicking on the Carta Porte button. There are three sections to take note of.
 - a. Tax IDs
 - b. Shipper Contact Details
 - c. Carta Porte Details

Carta Porte Details

a Tax IDs

Shipper:

Consignee:

Third Party:

b Shipper Contact Details

Name Phone Email

c Please Enter Carta Porte Details [Add](#)

SAT Commodity Code (UNC)	SAT Description	Tariff Rate Code (MTC)	Quantity	Quantity UoM	Mexico Unit Packaging Code (MPC)	Weight	Weight UoM
No Data Available							

[Update](#) [Cancel](#)

4. The **Tax IDs** section allow users to enter in the Tax IDs

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 Details

Consignee:	
Third Party:	
Invoicing Party - Rule 11:	
Rule 11 Party 3:	
Importer:	TJIM02262024

5. The **Shipper Contact Details** section allow users to enter in their shipper contact details

Shipper Contact Details

Name	Phone	Email
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6. Click on the **Add** button to enter Carta Porte details for each record.

NEW

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

Note: a “search help” feature has been added to the MMT field to help users select the correct code. Clicking on icon  will bring up a table of codes for the user to select from.

7. 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: user will need to add a new row for each commodity

8. Click the **Update** button to submit your shipment information

Please Enter Carta Porte Details

SAT Commodity Code (UNC)	SAT Description	Tariff Rate Code (MTC)	Quantity	Quantity UoM	Mexico Unit Packaging Code (MPC)	Weight	Weight UoM
10101500 	Fuel	0101290300 	10	Box	XBX 	10891.00	US pound
Hazardous Code (MHC): UN3477 Mexico Hazardous Packaging Code (MHP): 1N1  Origin Country: SRC Country Destination Country: DEST Country							
MMT: 04  Material Description: Material for the manufacturing industry							

Add  **Update** 

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.