

## **Bringing Equipment and Supplies to CSU Todos Santos** *Recommendations in order to meet customs requirements*

Updated 05/16/2022 by Kim Kita

This document is for any faculty member, program leader, researcher, or staff person who needs specific equipment or supplies for activities at the CSU Todos Santos Center. CSU, CSURF, and CSURF Mexico AC have teamed up to provide you the following recommendations. We recommend advanced planning of up to 4-6 months, depending on what you need to accomplish.

### **STEP 1**

Determine whether your equipment or supplies can be sourced in Mexico. If so, this is the best method. The mailing address of the CSU Todos Santos Center is listed at the end of this document.

### **STEP 2**

If you plan to bring specialized equipment, please follow CSU's international shipping checklist related to export control: <http://cr.colostate.edu/international-shipping.html>

If you have any questions, please contact CSU Export Control <https://www.research.colostate.edu/sgr/export-control> . If the United States government permits export of the equipment you wish to bring to Todos Santos, proceed to the next step.

### **STEP 3**

This step is to help you determine how you will get your items from the United States to Mexico. Below are several methods for legally bringing items into Mexico.

- A. Work with CSU Central shipping – ***STRONGLY recommended***
- B. Work directly with a customs broker
- C. Ship the item directly from a United States Vendor
- D. Secure permits on your own for medicines or medical equipment
- E. Hand carry items not requiring a permit or special authorization

#### **A. Work with CSU Central Receiving to Ship Equipment or Supplies to the CSU Todos Santos Center**

The strongly recommended option for shipping items to CSU Todos Santos is to contact Dan Kelso (or Steve Burn in Dan's absence) in CSU Central Shipping and Receiving. Central receiving has the resources and experience to guarantee products through customs and to the final destination via DDP (Delivered Duty Paid partners). Shipping charges and import taxes of up to 15-75% will apply. General process and advice included here:



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There are a number of forwarders available. UPS Supply chain is our preferred due to the fact that they have power of attorney for us and, have been as successful as any at getting things to and from Mexico. In most instances, as long as we are documenting as temporary import, most items are traveling without incident. Unfortunately, there are no guarantees with customs. High dollar, multiple item shipments that are returning to the U.S. may be worth shipping on a carnet.

A Carnet or ATA Carnet (pronounced kar-nay) is an international customs and temporary export-import document. It is used to clear customs in 86 countries and territories without paying duties and import taxes on merchandise that will be re-exported within 12 months\*. Carnets are also known as Merchandise Passports or Passports for Goods.

#### **B. Shipping Equipment or Supplies to the CSU Todos Santos Center via a Customs Broker**

The best method to ship materials to Mexico is to work with a customs broker, as the laws are complicated depending what the items are. Please find a list of all registered Customs Agents in Mexico: <http://tuagenteaduanal.mx> CSU Central Shipping and Receiving may also be able to help.

#### **C. Ship the item directly from a United States Vendor**

We recommend that you consult with CSU Shipping and Receiving before pursuing this option. U.S. vendors can also ship DDP to the final destination. You will want to verify this method with the vendor before making your purchase.

#### **D. Secure permits on your own for medicines or medical equipment**

If you want to “do it yourself” and secure permits for medicines or medical equipment, follow this two-step process. This requires plenty of lead time (the Denver Mexican Consulate Office recommends allowing up to several months):

1. For medicines or medical equipment, fill out the form with COFEPRIS <https://tramiteselectronicos02.cofepris.gob.mx/Frontendnuevoportal/login.aspx> They will issue a permit valid for 180 days.
2. Bring this permit to the Consulate in Denver together with:
  - a. purchasing invoices of the equipment
  - b. an application form –the form can be filled out at the Consulate office in Denver
  - c. pay the fees (63 USD)
  - d. The Consulate then issues a letter that you can present at the border

The address of the Denver Mexican Consulate Office is 5350 Leetsdale Dr #100, Glendale, CO 80246  
Phone: (303) 331-1110.



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**E. Hand Carry Equipment through Customs via air travel without permits**

If not following any of the above processes, shipping items to Mexico, or if you are bringing items that are exempt from the permitting process, it is recommend that you bring with you the purchasing invoice of the equipment in order to demonstrate that these are for personal use, are not new and are NOT being imported permanently. You can consult this website to identify prohibited items:

[https://www.ups.com/ga/CountryRegs?loc=en\\_US](https://www.ups.com/ga/CountryRegs?loc=en_US)

**Mailing Address for any items being shipped to Todos Santos**

We recommend that all items be shipped to the following location in Todos Santos. Please notify the CSU Todos Santos team at [CSUTodosSantos@colostate.edu](mailto:CSUTodosSantos@colostate.edu) when a shipment is en route:

Colorado State University Todos Santos Center  
Ciruelos Entre Carretera  
Transpeninsular y Tamarindos  
Todos Santos  
Municipio de LaPaz B.C.S 23300  
Mexico

CSU, CSURF, and CSURF Mexico AC are available to help guide these processes, however it is the sole responsibility of the person bringing items to Mexico to allow enough time, assess the mechanism you wish to use, and to pay any required shipping or import fees. The above methods and advice will greatly increase your chances of successfully bringing items to Mexico.



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