

GUATEMALA - IMPORT PROCEDURES

OCEAN AND AIR - SHIPMENT PRE-ALERT

Must include /scanned documents with:

1. Flight / Vessel details
2. MAWB / HAWB or MBL / HBL
3. Cargo Manifest
4. Original Commercial Invoice (all invoices must show the sale term – Incoterm and Goods origin) and the full description of the cargo in Spanish (maybe required by the customs)
5. Packing List with the full description (not codes).
6. Certificates (Fumigation, Origin, etc. - if necessary)
7. Confirmation profit share, Partner Invoice or Credit note

MAWB/MBL:

REXCARGO LOGISTICS GUATEMALA , S.A.

27 AVENIDA, 33-85, ZONA 12, COLONIA SANTA ELISA, PARQUE GLOBAL II, BODEGA 2 Y 3,
GUATEMALA, GUATEMALA

Tel: + (502) 2217-2800

NIT: 8555514-2

General contact: Logistics-rexgua@rexcargo.com

For Pre-Alerts please take note for the instructions

AIR IMPORTS

- Send the FULL pre-alert 48 hours prior arrival to Guatemala in order we can get a confirmation with the Consignee if the documentation is correct.
- MAWB and HAWB has to be rated for the shipment arrived to Guatemala, IF the MAWB or HAWB don't show the rate we can't submit manifest cargo in the Customs System and we can get fines over \$300.00; or cause delays in the release of cargo that will charge to origin office.
- The Commercial Invoice and Packing list must have a full description of the cargo, translation to Spanish may be required.
- With the pre-alert, please provide the contact's name, phone and email of the Consignee.
- Commercial Invoice must show the INCOTERM or a fine of \$ 300.00 will be apply for customs.
- **Remember to send the original documentation because in Guatemala we must to present all as ORIGINAL.**

OCEAN FCL / LCL IMPORTS

- Send the FULL pre-alert 4 days before vessel arrival to Port in order we can get the confirmation of the documentation with the Consignee.
- MBL and HBL has to be rated before the shipment arrived in Guatemala, IF the MBL or HBL don't show the rate we can't manifest the cargo in the Customs System and we can get fines over \$300.00; or cause delays in the release of cargo; all fines will be charges to origin office.
- The Commercial Invoice and Packing list must have a full description of the cargo, translation to Spanish may be required.
- With the pre-alert, please provide the contact's name, phone and email of the Consignee.
- Commercial Invoice must show the INCOTERM or a fine of \$ 300.00 will be apply for customs.
- Request to the Shipping Line Print at Destination the MBL, in Guatemala the EXPRESS RELEASE of the documents is not accepted for some carrier, all the documentation must be sent to Guatemala as ORIGINAL to our office.

SPECIAL INSTRUCTIONS:

Storage charges and customs fines may apply if not followed:

- Please make sure that the HAWB-HBL and Cargo Manifest must be consigned correctly to importer (Company Name, Address, TAX ID (NIT) Phone Number according to IRS register.
- Original documents must always be sent with the cargo unless previously authorized by consignee.
- Please make sure that the weight shown on MAWB-MBL, HAWB-HBL and Cargo Manifest always reflects the actual weight of cargo.
- All shipments must be properly labeled with MAWB-HAWB, MBL-HBL # / Shipper / Consignee / Origin / Destination.
- HAWB and HBL must include all charges to be billed in agent's status of account, debit or credit notes. Extra charges billed and not reflected in HAWB or HBL will not be processed.
- The air cargoes arrive to a bonded warehouse and is not any free days.
- Please remember that in Guatemala we must submit an electronic manifest to the customs almost 48 hours prior arrival. If you didn't send the pre alert almost 2 labor days prior arrival the cargo will be subject a fine of USD 300.00 + Deconsolidation charges to your account for air shipment.
- For LCL the co-loader required fill the customs forms 5 labor days prior arrival, these shipments will be subject to demurrage for late documents and other co-loader fees.
- FCL shipments will be subject to storage and demurrage at port.
- The late submission of manifest is considerate as a manual deconsolidation and that process take around 3 labor days; a manual deconsolidation is requested by customs on the following cases:
 - * Wrong labeling or blurred labels.
 - * Differences on MAWB and HAWB.
 - * Wrong weight.
 - * Partial arrivals.
 - * Other dictated by customs.

ISPM 15 Heat Treatment: Is required.

DDU / DDP / DAP / DAT SHIPMENTS

Contact Agent for Rates

MAWB Description:

“Consolidation as per attached manifest”

Cargoes must be properly labeled with MAWB and HAWB numbers.

“AS AGREED,” is not permitted on HAWBs.

MBL

Express Release is acceptable only for some carriers.

Rated/Unrated – both are acceptable.

HBL

Originals required.

Originals released at destination.

Originals by courier to destination

Original documents – required: Shipper’s signature, color signature.

IMPORTANT INFORMATION

AS PER THE GUATEMALA LAWS ORIGIN OFFICE MUST TO PAID 5% AS INCOMING TAX FOR COLLECT SHIPMENTS, DUE THIS WE ARE GOING TO CHARGE A 6% AS COLLECT FEE TO THE CONSIGNEE MINIMUM \$ 45.00 (BILLING BY US) IN ORDER TO COVER THE INCOMING TAX.

IMPORTANT The following must be completed to avoid Customs fines and penalties:

1. Full pre-alert of documents must be sent to the email distribution list at least 48 hours prior to arrival to the

FIRST PORT OF CALL for ocean shipment and at least 24/48 hours prior to arrival; Guatemala City is not a port for ocean shipments, and it is not acceptable; the ports are Santo Tomas de Castilla, Puerto Barrios and Puerto Quetzal.

2. Rexcargo Logistics Guatemala must fill an electronic manifest almost 48 prior to arrival, please be advice that your pre alert must be receive prior arrival on labor hours or the fine and charges will be billed back to your office.

3. Each Master and House must be approved by Rexcargo Logistics Guatemala and the consignee prior to release the originals.

IMPORTANT: Customs penalties for not following the below procedure will be charged to origin agent.

BILLING/ACCOUNTING INFORMATION**Wire Transfer Instructions**

When you need to make a wire transfer to an account registered in Banco Industrial, S.A., Guatemala, Central America, using the Fedwire System or Swift, please provide your bank the following instructions. Remember to include the name and account number of the final beneficiary in Guatemala.

Bank:	Wells Fargo Bank, New York, N.Y. U.S.A.
SWIFT/BIC:	WFBIUS6S
Fedwire (ABA):	121000248
Account name:	Banco Industrial, S.A.
Account No.:	4121269260
SWIFT/BIC:	INDLGTGC
Final beneficiary name	Rexcargo Logistics Guatemala, S.A.
Account No. at Banco Industrial, S.A.:	0270028806
Final beneficiary Address:	27 AVENIDA, 33-85, ZONA 12, COLONIA SANTA ELISA, PARQUE GLOBAL II, BODEGA 2 Y 3, GUATEMALA, GUATEMALA