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organic@tilth.org  
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## OTCO USA/Mexico Transaction Certificate Instructions

Electronic version available at [www.tilth.org](http://www.tilth.org)

**Please review these instructions carefully to ensure that each shipment is properly approved.**

**Please submit all Mexico Transaction Certificate requests and concerns to [export@tilth.org](mailto:export@tilth.org)**

### Overview

Mexico Transaction Certificates are required to accompany each order of NOP/LPO certified organic product from the USA into Mexico under the Mexico Organic Products Law (LPO). This certificate is issued by the certifying agency of the final manufacturer or exporter within the United States.

### Timeline and Fees

Transaction certificate requests are processed following three different timelines.

- Standard requests are processed in the order they are received, generally within 5 business days of receipt of a completed request and are \$60.00 USD per certificate.
- Expedited requests are processed by the end of the following business day after receipt of completed request and are \$125.00 USD per certificate.
- Same day expedited requests are processed by the end of the same business day that a completed request is received and are \$200.00 USD per certificate. Requests must be submitted to [export@tilth.org](mailto:export@tilth.org) by 12:00pm PST to qualify for same day expedited processing.

All requests (including revisions) will be processed as standard unless expedited or same day expedited processing is explicitly mentioned within the initial request email.

Revision requests, for corrections to already authorized certificates, are \$25.00 USD per certificate and follow the same timelines. Expedited revisions are \$150.00 USD per certificate and same day expedited revisions are \$225.00 certificate.

Processing timelines begin when a completed request is received and will be extended if request templates are not accurate or complete. Please review all information carefully prior to submitting the template back to OTCO for processing, as this will be the final document.

### Completing and submitting the Mexico Transaction Certificate

Please complete the OTCO Mexico Transaction Certificate Request form. This form is an editable .docx template or can be printed out and completed by hand. Fill out this form completely; incomplete request forms will be returned.

THIS FORM WILL BE THE FINAL EXPORT DOCUMENT. Therefore, it is preferable to key in the information. If completing by hand, please print clearly in block letters so that information is easily legible.

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- Supporting documents are not required, however corrections will be treated and billed as separate requests so please be accurate and check work prior to submission.
- If there isn't enough space for all the included products on a single template, continue the request on a new form, completing only the product information on the additional form(s). Within the initial request email, please let us know that all included templates are for a single request, and they will then be combined during processing.

Below is a description of how to complete a Mexico Transaction Certificate request, by box number. Please follow these instructions carefully to ensure there are no delays with the finalization of the document.

1. **(OTCO USE ONLY) Certifying Agent:** This box must contain the name and address of the Agent that issued this certificate. This box is prefilled.
2. **(OTCO USE ONLY) Organic Regulation:** This box must contain the name of organic standards and relevant statutory provisions to which the product is certified. This box is prefilled.
3. **(OTCO USE ONLY) Transaction Certification Number:** This box must contain the unique identification number assigned to the certificate once authorized.
4. **Operator:** This box must contain the name and address, including zip code, of the individual or business that produces the final exported product.
5. **Organic Certificate Number:** This box must contain the organic certificate number of the final manufacturer of the included goods. This information can be found on the first page of the Mexico Organic Certificate (format Z-#####-#####).
6. **Country of Origin:** This box must contain the country where the product was produced/grown or processed.
7. **Exporter:** This box must contain the name and address, including zip code, of the final producer or handler of the product as applicable. For exporters with multiple locations, the address must be the common or corporate address.
8. **Importer:** This box must contain the name and address, including zip code, of the importer – the individual or business in Mexico to which the product will be transferred, assigned, or delivered.
9. **First Consignee:** This box must contain the individual or business in Mexico where the consignment is delivered and where it will be handled for further preparation or marketing.
10. **Shipping Information:** This box must contain:
  - Flight/Vessel/Truck Information: Select one and provide the associated information. If travelling via truck, please provide the Company name responsible for transport.
  - Container Number: Number on shipping container/truck for import matching; if no container number exists include N/A.
  - Transport Document Number: International bill of lading number, sea/air waybill number, or other transport document invoice number (such as a booking confirmation number, if travelling via truck).
11. **Transport Document Date:** This box must contain the date on the transport document listed above, for import matching.
12. **Product Name:** This box must contain the name of the included product, exactly as it appears on the current organic certificate. The naming convention that OTCO uses is Brand Name > 'Organic' > Product Name > Trade Name. If the trade name and the product name are repetitive, please include only the trade

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name. Package/product size may be listed in the product description *only if* the package/product size appears on a previously approved label.

13. **Net Weight (kg):** This box must contain the marked *net weight* of the lot, in kilograms.
14. **Number/Type of Units:** The box must contain the number and type of units (case, bottle, boxes, etc.) being included.
15. **Tariff Code:** This box must contain the Mexican tariff code (código arancelario) associated with the listed product. OTCO will not verify the validity of Tariff codes during processing; please be sure all Tariff codes are entered correctly before submission.
16. **Lot Number:** This box must contain the lot number assigned to product. Each lot number, even when concerning a single product, must be listed on a separate line.
17. **Certifying Agent of Final Manufacturer:** This box must contain the name of the certifying agent that certifies the final exported product.
18. **Value:** This box must include the value of the listed product, in Mexican Pesos (\$MXN).

**Completed requests must be submitted to [export@tilth.org](mailto:export@tilth.org), maintaining the editable .docx format. Any expedited, or same-day-expedited requests (or revisions) must be explicitly stated within the original email request.**