

Subject: Mandatory Invoice Requirements for Customs Compliance in Mexico

Dear Suppliers,

We would like to inform you that, due to the requirements established by the Mexican Customs Authority, it is essential that all invoices issued for our shipments include the mandatory information requested by customs. The same invoice must also appear in your statement for payment purposes.

-Billing info as detailed below:

Copeland Guadalajara S de RL de CV
 Circuito Ing. Tomas Limon Gutierrez #3270 Col Higuierillas 1ra sección,
 Guadalajara, Jalisco, Mexico 44470
Tax ID ECT841227HS2

- Invoice number and date of issue.
- Copeland Guadalajara Purchase Order.
- Supplier complete name, address, and country.
- Supplier Tax ID Number.
- Unit Price of each line item.
- Total Amount of invoice.
- Quantity.
- UOM (pieces, pounds, kilograms, meters, etc).
- Description (numbers are not description) for each item.
- Copeland Guadalajara part number
- Currency type (EUR for Europe and USD for the rest of the countries).
- Terms of Sale (Incoterms): EXW OR FCA

When an invoice does not contain the required information, a complementary invoice must be issued, which generates a customs charge of USD 6 per document.

Therefore, we kindly ask for your support in ensuring that all invoices are issued correctly from the origin. In cases where corrections or complementary documents are required due to missing information, a charge will be applied for each invoice that does not meet the established requirements.

Very important to reflect on every invoice the following information: legal entity, fiscal address and tax ID.

We appreciate your understanding and cooperation in avoiding delays and additional costs in the import/export process.

Please do not hesitate to contact us if you have any questions or need further clarification.

Sincerely,



Bryan Zimmer
 Director of Distribution, Logistics and Trade Compliance
Bryan.zimmer@copeland.com
Mobile: +1 314 753 4597