



## MyKCS - Carta Porte Instruction guide

For KCSM Carload and Intermodal Customers and KCS Customers exporting goods into Mexico:

Beginning January 1<sup>st</sup>, 2022, you will have 2 options via MyKCS to add the Carta Porte information required by the Mexican Customs Authority (SAT) for your shipments:

**Option 1:** Add the Carta Porte information when creating a new waybill: The patterns will have the Carta Porte information blank but you will be able to add it as you work with your waybills, or

**Option 2:** Add the Carta Porte information for your existing patterns: Clone your patterns to add the Carta Porte information and re-submit them for approval. You can delete the original patterns once the new ones are been approved. When you are creating a new waybill, the Carta Porte Details will be pre-loaded.

*Note: For KCS Customer, these options will be available only if the Destination Station for the pattern/waybills is Mexico.*

### Option 1 – Add the Carta Porte information when creating a new waybill

Your Carta Porte information will be blank, but you will be able to add the information as follows:

- When creating your waybill click on **Details per Car** button at the “Other Information” page:

### Customer Bill of Lading - Other Information

General Information:

Shipper: KANSAS CITY SOUTHERN DE	Contract: 10078	Consignee: KANSAS CITY SOUTHERN DE	Pattern Name: APM - CUAUTILAN LLEN
Origin: APM LAZARO - MH	Destination: CUAUTILAN NM - EM	STCC: 4611110 - CONSOLIDAD	Route: KCSM

Please enter Details per Car:

[Details per Car](#)

Seal Information for population to all equipment:

Seal 1	Seal 2	Seal 3	Seal 4	Seal 5



- Your cars/containers will be display. Each one of them will have to have the Carta Porte Information.

## Customer Bill of Lading - Seal/Vin/Special Handling Information

### General Information:

Shipper: KANSAS CITY SOUTHERN DE	Contract: 10078	Consignee: KANSAS CITY SOUTHERN DE	Pattern Name: APM - CUAUTITLAN LLEN
Origin: APM LAZARO - MH	Destination: CUAUTITLAN NM - EM	STCC: 4611110 - CONSOLIDAD	Route: KCSM

Initial	Number
<input type="checkbox"/> TCGU	122701
<input type="checkbox"/> TCGU	122702

[Return to Previous Section](#) [Cancel](#)

- Click over the car/container you are going to work with and the details will be displayed by clicking on the **Add Carta Porte Details**:

Initial	Number
<input type="checkbox"/> TCGU	122701

### Seal Information:

Seal 1	Seal 2	Seal 3	Seal 4	Seal 5

### Attached Ladings:

STCC	Description	QUANTITY	PACKAGE TYPE
4611110	CONSOLIDADO O M	1	BIN - Bin

[Add Carta Porte Details](#)



- The Carta Porte Details will be blank but you can add your information as you need.
- Enter the **SAT Commodity Code** and the Description will be auto-populated.  
Enter the **Weight, Package Quantity, Type** and If it is Hazmat the **HAZMAT Code**.
- If this is cross-border traffic, please enter the **Tariff Rate Code** and **Country of Origin**.
- The International Trade CFDI (UUID) is optional for some traffic, ask your Mexican Customs Broker if you need one or not.

Attached Ladings

STCC	Description	QUANTITY	PACKAGE TYPE
4611110	CONSOLIDADO O M	1	BIN - Bin

**Attached Carta Porte Details**

SAT Commodity Code	Description	Weight	Quantity of Pkgs
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Package Type	Country of Origin	HAZMAT Code	Tariff Rate Code
Select One	Select One	<input type="text"/>	<input type="text"/>
International Trade CFDI (UUID)		<a href="#">Save International Trade CFDI (UUID)</a>	

Add Carta Porte Details
Close Carta Porte Details
Clear Carta Porte Details

- Once you have completed your information click on the **Add Carta Porte Details** button.

Initial	Number
<input type="text" value="TCGU"/>	<input type="text" value="122701"/>

Seal Information:

Seal 1	Seal 2	Seal 3	Seal 4	Seal 5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attached Ladings:

STCC	Description	QUANTITY	PACKAGE TYPE
4611110	CONSOLIDADO O M	1	BIN - Bin

**Attached Carta Porte Details**

SAT Commodity Code	Description	Weight	Quantity of Pkgs
43211507	Desktop computers	2000	200
Package Type	Country of Origin	HAZMAT Code	Tariff Rate Code
BOX - Box	Australia	<input type="text"/>	<input type="text"/>

Add Carta Porte Details
Close Carta Porte Details
Clear Carta Porte Details



- The information will be saved and you will be able to add other Carta Porte Details if you need to repeat the same steps.
- If you click on the **SAT Commodity Code**, you will see the options to **Delete** or **Modify** your information.

Initial Number  
TCGU 122701

Seal Information:

Seal 1 Seal 2 Seal 3 Seal 4 Seal 5

Attached Ladings:

STCC	Description	QUANTITY	PACKAGE TYPE
4611110	CONSOLIDADO O M	1	BIN - Bin

Add Carta Porte Details

SAT Commodity Code 43211507

Initial Number  
TCGU 122701

Seal Information:

Seal 1 Seal 2 Seal 3 Seal 4 Seal 5

Attached Ladings:

STCC	Description	QUANTITY	PACKAGE TYPE
4611110	CONSOLIDADO O M	1	BIN - Bin

Add Carta Porte Details

SAT Commodity Code 43211507

SAT Commodity Code	Description	Weight Code	QUANTITY
43211507	Desktop computers	2000	200

Package Type	Country of Origin	HAZMAT Code	Tariff Rate Code
BOX - Box	China		

Modify Delete

- Once you complete the first car/container info, you will be able to continue with your next shipment on the list.
- All the cars/containers must have the Carta Porte Details completed to submit the waybills.



## Option 2 - Add the Carta Porte information for your existing patterns

- Clone the existing pattern you want to work.
- When you are at the **Pattern Additional Information tab** you will find the **Add Carta Porte Details** button, click on it to add the information.

### Customer Bill of Lading - Pattern Additional Information

General Information

Contact Information

**Additional Information**

Intermodal Information

#### Additional Information

Special Conditions (Can be added at time of creating bill of lading)

Code:

References (Can be added at time of creating bill of lading)

Code:  Number:

Ladings:

Quantity of Pkgs:  Package Type:

STCC #  Description:

Attached Ladings

	QUANTITY	PACKAGE TYPE	STCC	DESCRIPTION
<input type="button" value="Delete"/>	1	BOX	3429912	COMPUTERS



Ladings:

Quantity of Pkgs:  Package Type:

STCC #  Description:

[Add STCC](#)

Attached Ladings

	QUANTITY	PACKAGE TYPE	STCC	DESCRIPTION
<a href="#">Delete</a>	1	BOX	3429912	COMPUTERS

Attached Carta Porte Details

SAT Commodity Code  Description  Weight  Quantity

Package Type  Country of Origin  HAZMAT Code  Tariff Rate Code

[Add Carta Porte Details](#) [Close Carta Porte Details](#) [Clear Carta Porte Details](#)

- Enter the Carta Porte Details as you need. At this level all the info is Optional.
- Click on **Add Carta Porte** button.

Attached Carta Porte Details

SAT Commodity Code  Description  Weight  Quantity

Package Type  Country of Origin  HAZMAT Code  Tariff Rate Code

[Add Carta Porte Details](#) [Close Carta Porte Details](#) [Clear Carta Porte Details](#)

- The information will be saved. If you need to add more SAT Commodities repeat the step.
- You will be able to add as many SAT Codes you need. They will be display as follows:

Attached Ladings

	QUANTITY	PACKAGE TYPE	STCC	DESCRIPTION
<a href="#">Delete</a>	1	BOX	3429912	COMPUTERS

[Add Carta Porte Details](#)

[▶](#) SAT Commodity Code 43211507

[▶](#) SAT Commodity Code 43211508

- Continue with your pattern creation as always.



- Re-submit to send the pattern through the approval process and when it is approved, you will be able to create your billing with the pre-loaded Carta Porte Information.
- If you clone a pattern with pre-loaded Carta Porte Information, you will be able to delete or change the info as needed.

If you have questions please call the Customer Solutions Team:

**US Customer Solutions:**

[csolutions@kcsouthern.com](mailto:csolutions@kcsouthern.com)

1-800-468-6527

**Mexico Customer Solutions:**

[vozdelcliente@kcsms.com.mx](mailto:vozdelcliente@kcsms.com.mx)

81-8852-7777 (from Mexico)

1-888-812-9512 (from the U.S.)