



TANK TO VESSEL WORKING PROCEDURES DIP AND PAY.

1. Buyer receives and review Seller's official Soft Corporate Offer and upon acceptance, Buyer Issues its (I.C.P.O.) in line with seller's procedure, alongside copy of its Charter Party Agreement (C.P.A) as a proof that the buyer has a shipping company that he/she is working with.
2. Upon Seller review and acceptance of the (I.C.P.O.) and (C.P.A), seller issues Commercial Invoice (C.I.) for the total quantity to be lifted as stated in buyer (I.C.P.O.) along with ICC warning letter for both parties to sign.
3. Upon receipt of the endorsed Commercial Invoice (C.I), seller issues the below PPOP documents:
 - a. Product Passport
 - b. Commitment to supply
 - c. Statement of product Availability
 - d. Countersigned and Legalized Commercial Invoice
4. Upon receipt and confirmation of the above PPOP Documents, buyer, provides it's Q88 from the shipping company to enable seller injection specialist confirm buyer vessels specification.
5. Upon receipt and confirmation of the above as stated, buyer provides Notice of Readiness (N.O.R) from its shipping company stating his readiness to receive product from seller and in return, seller issues the below Full POP Documents.
 - a. Dip Test Authorization (D.T.A.) – Unconditional
 - b. Fresh SGS Report (Not older than 48 hours)
 - c. Reception Report
 - d. Product Certificate of Origin
 - e. Storage Reservoir Receipt
 - f. Authorization to Sell and Collect (A.T.S.C.)
 - g. Product Allocation Certificate
6. Upon receipt and confirmation of the above Full POP Documents, buyer provides its Port Clearance Certificate.
7. Upon receipt of the above, buyer provides its SGS officials or its equivalent to conduct Dip Test on the product in seller's storage reservoir at buyer's expense. (Optional, because a Fresh SGS Report was provided alongside the Full POP Document.
8. Upon successful Dip Test (Optional), buyer makes full payment by MT103 / TT wire transfer for the total product and Seller pays commission to all intermediaries involved in the transaction within 24 hours after confirmation of buyer's payment and injection commences immediately into buyer's vessel via its shipping company or storage tanks via its tank farm company.
9. Seller issues a contract for buyer's desired duration upon successful completion of the trial order. Subsequent monthly shipment continues as per terms and conditions of the sales and purchase agreement contract to be signed between buyer and seller..