



## **FOB TRANSACTION PROCEDURES 1**

1. Seller issue soft corporate offer with seller terms and procedure of transaction.
2. Buyer issues Irrevocable Corporate Purchase Order – ICPO and TSA/ATV
3. Seller approves TSA/ATV and issues Commercial Invoice (CI) for review and endorsement within 48 hours. Buyer signs and returns the Commercial invoice before the validity due date.
4. Seller issues to Buyer the transaction documents:
  - Certificate of Origin,
  - Commitment to supply,
  - Product Quality Passport Analysis certificate,
  - Company registration document,
  - Dip test authorization letter (DTA) to be endorsed by all parties including the buyer Storage logistics providers.
5. Buyer receives all PPOP documents and proceeds to endorse the DTA with tank farm and return to Seller
6. Seller approve the DTA (DTA becomes valid), Seller issues fresh SGS report and tank receipt to buyer. Buyer order SGS to conduct dip test of the product in the seller's tank on buyer expenses.
7. Buyer does the dip test in 24 hours with his inspection body (SGS, SAYBOLT, SGS, INTERTEK, SAYBOLT) in seller's tank. Upon successful dip test, buyer provides to seller their tank receipts (TSR) and ATI.
8. Seller injects the fuel to Buyer tanks. Buyer pays the Seller for the full injected product by swift MT103 and Seller provides all the necessary export documentations to Buyer and Seller change the product ownership title to Buyer company name within 48 hours and issues to Buyer the Authority to sell.
9. Seller releases all commission to intermediaries involved in the transaction as per signed NCNDA/IMFPA and one-year term contract delivery commences. Seller issued draft contract to buyer to review for R&E monthly deliveries.