

NON-NEGOTIABLE TRANSACTIONAL PROCEDURES

1. **Seller** gives Soft Corporate Offer (**SCO**) and Irrevocable Corporate Purchase Order template (**ICPO**) to **Buyer**
2. **Buyer must issue** from their corporate email directly to the Seller's Mandatory the ICPO with full banking details and a copy of the buyer's passport from signer of the SPA
3. **Seller** Issues Supply Agreement to **Buyer**, **Buyer** signs and returns
4. Buyer Issues first Proof of Funds (POF) preliminary by MT199 or RWA/BCL and sends Draft of the Guarantee's Financial Instrument (SBLC or LC) from the bank in use (Top 50 best)
5. After validation will **Seller** return the **SPA** signed within 3 to 5 days after planning the delivery schedule with the commercial invoice
6. **Buyer** send the final POF for MT799 (valid for 72 hours) and in response will receive from **bank to bank**
7. **Buyer** effects SBLC (MT760) or LC (MT700) in the value of one month's shipment with the validity of 12 months and one day within 5 working days
8. After receiving Operative Financial Instrument will shipping process commence
9. **MT103 Payment** against invoice (+certification report SGS + BL (Bill of Lading) + insurance certificate (110%) at the discharge Port after 3 working days
10. Shipment period is 30 to 45 calendar days (Public holidays and weekends included)
11. **Buyer** can request for product verification at loading/SGS inspection with the acceptance of the seller
12. Site visit to refinery is NOT guaranteed but remains at Supplier convenience and discretion (after documents signed and financial instrument confirmed). Order may be confirmed by corporate email.