



Headquarters: Milan, 15 Moscova Street, Italy
Work Office: Roma, 4 Tevere Street, Italy
Tel : +39 02 82955117 / +39 351 8006510
@mail : info@generaltradingllc.net

PROCEDURE 3-4

FOB ROTTERDAM AND HOUSTON TRANSACTION PROCEDURE (TANK TAKE OVER)

1. Buyer issue official **ICPO** with Soft **BCL** indicates Sellers Procedure & Terms (signed/Sealed).
2. Seller issues commercial invoice **CI** and Seller sublease Tank Farm details, for the available quantity to Buyer, Buyer Signs and returns to Seller with **NCNDA/IMFPA** signed by all buyer groups with commission structures.
3. Buyer contacts Seller and requests for the payment invoice and proceeds immediately on the payment to extend and take over the Seller's tank for five days to enable the seller to give the 24 hours Fresh **SGS TO BUYER**.
4. Seller issues, fresh **SGS** Report and 20% of total trial order cost payment invoice on our fiduciary account, Buyer verify Fresh **SGS** report and proceed with payment by **MT103 TT WIRE OR FEDWIRE TRANSFER** within three banking days send a bank transfer slip for confirmation.
5. Seller finalized on the injection and shipment issued the following **POP** including shipping documents:
 - (1) Dip Test Authorization letter sign by Seller and Seller Tank farm
 - (2) Tank Storage Receipt (**TSR**)
 - (3) Injection report
 - (4) Refinery Reservoir Receipt
 - (5) Certificate of Origin
 - (6) Copy of License to Export
 - (7) Copy of Approval to Export.
 - (8) Sales Purchase agreement for one year contract (Buyer should sign and return for registry to enable immediate supply upon finalization on the trial delivery.)
 - (9) Product Passport (Quantity & Quality Dip Test Analysis Report)
 - (10) Bill of Lading
 - (11) Tanker Vessel **Q88** Document
 - (12) Ullage Report
 - (13) Cargo Manifest
6. Buyer load direct from Tank (FOB) Rotterdam or Houston
7. Buyer makes 80% payment by **MT103 TT** wire transfer for the total product.
8. Seller's transfers Title ownership and issue Buyer (**COO**, Certificate of ownership).
9. Seller pays Commission to all intermediaries involved in the transaction



Headquarters: Milan, 15 Moscova Street, Italy
Work Office: Roma, 4 Tevere Street, Italy
Tel : +39 02 82955117 / +39 351 8006510
@mail : info@generaltradingllc.net

within 24 hours after confirmation of the Buyer Payment. One year contract commences immediately.

What buyer need to provide:

- 1) **Proof of funds** from the Buyer (**BCL** signed by two bank officers) must be presented, to be considered to advance towards an **ICPO**

CONFIDENTIAL



Headquarters: Milan, 15 Moscova Street, Italy
Work Office: Roma, 4 Tevere Street, Italy
Tel : +39 02 82955117 / +39 351 8006510
@mail : info@generaltradingllc.net

PROCEDURE 3-4

**FOB ROTTERDAM AND HOUSTON TRANSACTION PROCEDURE
(TANK TAKE OVER)
[PRODUCT LIST]**

Product	Sub-Product	UM	Min Quantity	Max Quantity
Jet Fuel	Aviation Kerosene Colonial Grade 54 (JET FUEL JP54)	BBL	500,000	10,000,000
Jet A-1	Aviation Turbine Fuel (JET A-1)	BBL	500,000	10,000,000
Diesel	Diesel D2 Gasoil Gost 305-2013	MT	50,000	500,000
Diesel	Diesel D6 Virgin Low Pour Fuel Oil	GLN	25,000,000	50,000,000
Diesel	Diesel Fuel EN590 Euro 5 (ULSD 10PPM)	MT	100,000	1,000,000

CONFIDENTIAL



Headquarters: Milan, 15 Moscova Street, Italy
Work Office: Roma, 4 Tevere Street, Italy
Tel : +39 02 82955117 / +39 351 8006510
@mail : info@generaltradingllc.net

LEGEND

ATB:	Authority To Board. Used for oil shipments – issued by the seller, it provides the authority to enable the buyer to board the vessel to confirm cargo availability, quantity and quality.
ATL:	Authority To Load: Authority to load buyer's vessel
ATPCC:	Allocation Transaction Passport – Code Certificate
ATSC:	Sellers Authorization to Sell & Collect
ATV:	Authority to verify
BG:	Bank Guarantee
CFR:	Cost and Freight. The price includes the cost of the goods, loading, and freight to the named Destination Port. This does not include unloading charges. e.g. CFR Rotterdam.
CI:	Commercial Invoice
CIF:	Cost, Insurance and Freight. This is the same as CNF, but also includes insurance to the named Destination Port.
CP:	Charter Performance Agreement
DLC:	Documentary Letter of Credit
DTA:	Dip Test Authorization / Direct Transfer Agreement
FCO:	Full Corporate Offer
FOB:	Free on Board. This means that the supplier pays only to the point where the goods are loaded on board the carrying vessel. The seller must clear the goods for export. As soon as the goods are over the ship's rail they become the responsibility of the buyer.
ICPO:	Irrevocable Corporate Purchase Order
LOI:	Letter of Intent. A document by which the buyer states that he intends to enter into a transaction.
MT103:	standardized SWIFT payment message used specifically for cross border/international wire transfers. We use SWIFT for all payments made via Money Mover. MT103s are globally accepted as proofs of payment and include all payment details such as date, amount, currency, sender and recipient.
MT199:	Interbank Message used between two banks to transmit a SKR or a free format message engaging two bank's readiness to move forward with a transaction, usually a private one. A MT199 swift message is easily explained as a "chat" message.
NOR:	Notice of Readiness
PB:	Performance Bond
POF:	Proof of Funds. A note from a buyer's bank to the seller/seller's bank that money is available to complete the proposed transaction.
POP:	Proof of Product
Q & Q Report:	quantitative and qualitative record
RWA:	(Ready, Willing, and Able) A banking term meaning Readiness, Willingness and Availability of funds for a particular transaction.
SBLC:	Stand-By Letter of Credit. Is a financial guarantee or performance bond issued by a bank on behalf of a buyer. i.e. a written obligation of the issuing bank to pay a sum to a beneficiary on behalf of their customer in the event that the customer himself does not pay the beneficiary. The SL/C is regulated by the ICC-500 rules.
SGS:	(formerly Société Générale de Surveillance). This is an international company (SGS Group) who are the definitive quality/specification testing agency for many commodities. Their certificates are internationally accepted.
SPA:	Sale and Purchase Agreement
TSA:	Tank Storage Agreement/ Trans-Pacific Stabilization Agreement
TSR:	Tank Storage Receipt
TTT:	Tanker to Tanker Transfer. (Relates to a method of consignment for Crude Oil)
TTV:	Tanker to Vessel Transfer (relates to a method of consignment for Crude Oil)
UDTA:	Unconditional Dip Test Authorization