

Refinery Azerbaijan

By

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Representative office in Italy



TANK TO VESSEL (TTV) PROCEDURE:

1. THE BUYER ISSUE ICPO AND THE CPA
2. SELLER RELEASE THE COMMERCIAL INVOICE WITHIN 48 HOURS
3. THE BUYER SIGN AND RETURN THE CI TO SELLER ALONG WITH THEIR NOTICE OF READINESS (NOR) FROM THEIR SHIPPING COMPANY
4. SELLER ISSUE THE PPOP DOCUMENT AS BELOW
 - A) PRODUCT QUALITY PASSPORT
 - B) CERTIFICATE OF ORIGIN
 - C) COMMITMENT TO SUPPLY
 - D) STATEMENT OF PRODUCT AVAILABILITY
- 5) THE BUYER PROVIDES ATI AND Q88 FROM HIS OR HER SHIPPING COMPANY
- 6) SELLER ISSUE UNCONDITIONAL DIP TEST AUTHORIZATION, TSR TO BUYER, BUYER CONDUCT DIP TEST IN SELLER TANK AT BUYER COST
- 7) AFTER THE SUCCESSFUL DIP TEST, INJECTIONS COMMENCES TO BUYER VESSEL
- 8) AFTER THE SUCCESSFUL INJECTION SELLER ISSUE
 - A) ALLOCATION LICENSE
 - B) TITLE OWNERSHIP TRANSFER AFFIDAVIT
 - C) TAX REGISTRATION CERTIFICATE
9. THE BUYER MAKE 100% OF THE PAYMENTS OF THE FUEL VIA MT103/TT TO THE SELLER IN 24 HOURS , ONCE 100% PAYMENT RECEIVED ALL INTERMEDIARIES ARE PAID BY SELLER. SELLER AND BUYER SIGN A ONE-YEAR DELIVERY

PURCHASE PROCEDURES: TTT(F.O.B)

1. BUYER ISSUE ICPO WITH THE SELLER TERMS AND CONDITIONS AND THEIR TSA.
2. UPON SELLER SATISFACTION OF THE ICPO FROM THE BUYER, THE SELLER ISSUE COMMERCIAL INVOICE AND DIP TEST AUTHORIZATION AGREEMENT TO BE SIGN BY BUYER AND THEIR TANK STORAGE
3. BUYER STUDY AND SIGNED THE COMMERCIAL INVOICE AND THE DTA WITH THEIR STORAGE COMPANY WITHIN 3 WORKING DAYS AND RETURN BACK TO THE SELLER
4. UPON THE SELLER RECEIVED THE SIGNED COPY OF THE COMMERCIAL INVOICE AND THE DTA FROM THE BUYER, AND THEIR STORAGE COMPANY, SELLER ISSUE TO THE BUYER THE BELOW PPOP DOCUMENT
 - (A) STATEMENT OF AVAILABILITY
 - (B) COMMITMENT LETTER TO SUPPLY
 - (C) NOTICE OF REDINESS TO BE SIGN BY BUYER TANK FARM
 - (D) FRESH SGS REPORT
 - (E). AUTHORISATION TO PHYSICAL VERIFY THE PRODUCT IN REFINERY TANK
 - (F) PRODUCT QUALITY PASSPORT
 - (G) OLD INJECTION REPORT.
 - (H). INVITATION TO MEET WITH THE REFINERY TO BE SIGN BY THEIR STORAGE COMPANY AND ALONG WITH THEIR STORAGE COMPANY OFFICIAL TO THE REFINERY TERMINAL FOR PHYSICAL MEETING
5. UPON BUYER RECEIVING THE PPOP DOCUMENT SELLER REQUEST THE BUYER TO PROVIDE TSR FROM THEIR STORAGE COMPANY WITH GPS COORDINATE
6. UPON RECEIVING THE TSR AND GPS COORDINATE FROM THE BUYER TANK FARM SELLER ISSUE INJECTION SCHEDULE
7. UPON SELLER ISSUING THE INJECTION SCHEDULE SELLER SHALL START INJECTION AND SUBMIT TO BUYER THE DAILY INJECTION REPORT
8. UPON THE COMPLETION OF THE INJECTION SELLER SHALL ISSUE THE REMAINING POP DOCUMENT.
 - (A) CERTIFICATE OF ORIGIN
 - (B) AFFIDAVIT OF TRANSFER OF OWNERSHIP OF PRODUCT
 - (C) NEW INJECTION REPORT
 - (D) AUTHORIZATION TO SELL AND COLLECT.
9. UPON BUYER RECEIVING THE POP DOCUMENT BUYER SIGNED THE AFFIDAVIT OF TRANSFER OF OWNERSHIP CERTIFICATE
10. BUYER MAKES 100% 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 THE BUYER'S PAYMENT THEN SELLER ISSUES BUYER THE TITTLE OF OWNERSHIP.
11. SELLER ISSUES DRAFT CONTRACT FOR BUYER TO REVIEW FOR R &E MONTHLY DELIVERIES.
12. BUYER REVIEWS AND APPROVES THE CONTRACT AND ISSUES SBLC/IRDLIC IRREVOCABLE, NON-TRANSFERABLE,AUTO REVOLVING FOR 12MONTHS, SHIPMENT VALUE, DOCUMENTARY LETTER OF CREDIT FOR THE LENGTH OF CONTRACT AND FOR EACH LIFT-ABLE AS SCHEDULED.
13. BUYER PAYS AFTER DIP TEST BY MT103 WIRE TRANSFER ON EACH MONTHLY QUANTITY.
14. THE SUBSEQUENT DELIVERY SHALL COMMENCE ACCORDING TO THE TERMS AND CONDITIONS OF THE CONTRACT,AND MANDATES/INTERMEDIARIES RECEIVE THEIR COMMISSIONS ACCORDING TO MONTHLY DELIVERY.

CIF PROCEDURES:

1. BUYER ISSUE ICPO MUST BE WITH BUYER COMPANY LETTERHEAD AND BUYER BANKING INFORMATION.
2. SELLER ISSUE DRAFT CONTRACT TO BUYER.
3. BUYER SIGN AND RETURN BACK TO SELLER.
4. SELLER ISSUE THE PPOP DOCUMENTS TO BUYER VIA EMAIL ADDRESS SUCH AS
 - A) STATEMENT OF AVAILABILITY OF PRODUCT,
 - B) COMMITMENT TO SUPPLY,
 - C) CERTIFICATE OF ORIGIN,
 - D) PRODUCT QUALITY PASSPORT (ANALYSIS TEST REPORT) BY STANDARD GOST .
5. WITH IN 5 BANKING DAYS BUYER BANK SHALL SEND IRREVOCABLE OPERATIVE SBLC VIA MT760 OR DLC VIA MT700 ACCORDING TO SELLER'S BANK VERBIAGE PAYMENT NOMINATED BY THE SELLER. SHOULD BUYER FAILED TO ISSUE PAYMENT INSTRUMENT WITHIN 5 WORKIING DAYS, THE BUYER WILL MAKE CASH DEPOSIT OF \$ 350,000 BY TT WIRE, OR ESCROW PAYMENT TRANSFER FOR SECURITY. GUARANTEE TO ENABLE SELLER CHARTER VESSEL AND COMMENCE SHIPMENT, AND THIS PAYMENT WILL BE DEDUCTED FROM THE TOTAL COST OF PRODUCT AFTER INSPECTION AT DISCHARGE PORT, SELLER'S BANK ISSUES FULL POP DOCUMENTS TO THE BUYER'S BANK ALONGSIDE WITH THE 2% PERFORMANCE BOND (PB) TO THE BUYER.
 - A) COPY OF LICENSE TO EXPORT, ISSUED BY THE DEPARTMENT OF THE MINISTRY OF ENERGY, OF AZERBIJANI.
 - B) COPY OF APPROVAL TO EXPORT, ISSUED BY THE MINISTRY OF JUSTICE, AZERBIJANI.
 - C) COPY OF STATEMENT OF AVAILABILITY OF THE PRODUCT
 - D) COPY OF THE REFINERY COMMITMENT TO PRODUCE THE PRODUCT.
 - E) COPY OF TRANSNET CONTRACT TO TRANSPORT THE PRODUCT TO THE LOADING PORT.
 - F) COPY OF THE PORT STORAGE AGREEMENT.
 - G) COPY OF THE CHARTER PARTY AGREEMENT TO TRANSPORT THE PRODUCT TO DISCHARGE PORT.
 - H) COPY OF VESSEL QUESTIONNAIRE 88.
 - I) COPY OF BILL OF LADING.
 - J) SGS REPORT AT LOADING PORT.
 - K) DIP TEST AUTHORIZATION (DTA) & ATB
 - L) NOR /ETA.
 - M) CERTIFICATE OF OWNERSHIP TRANSFER.
 - N) ALLOCATION TRANSACTION PASSPORT CODE CERTIFICATE (ATPCC) BY MINISTRY OF ENERGY.
6. THE SHIPMENT SHOULD ARRIVE AT BUYER'S DISCHARGE PORT WITHIN 10~15 DAYS.
7. THE SGS INSPECTION WILL BE BORNE BY THE SELLER AT THE LOADING PORT AND BUYER AT THE UNLOADING SEA PORT.
8. BUYER RELEASES PAYMENT TO SELLER BY TT/MT103 OR RELEASE THE ESCROW PAYMENT TO SELLER BANK UPON RECEIPT OF THE SHIPPING DOCUMENTS AND CONFIRMATION OF THE Q &.Q BY SGS/CIQ AT DESTINATION PORT.
9. SELLER PAYS COMMISSION WITHIN 48 HOURS BY SWIFT MT103 TO ALL INTERMEDIARIES AS SIGNED NCNDA/IMPFA.