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**FOB ROTTERDAM AND HOUSTON TRANSACTION
PROCEDURE**

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