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## Pre-Qualification Submission Checklist

**Emerald Supply | Global Energy Procurement Desk**

To ensure your file is processed by our Compliance Team and the ATC (Authority to Sell) Holder, all submissions must be complete. Incomplete or "piecemeal" documentation will be automatically declined.

### Phase 1: The Mandatory Document Bundle

Please ensure the following three documents are attached in a single PDF or clear digital format:

- **Irrevocable Corporate Purchase Order (ICPO):**
  - Must be on the Buyer's official Company Letterhead.
  - Freshly dated (within the last 5 business days).
  - Addressed to: Emerald Supply LLC (or as directed by the Mandate).
  - Includes: Quantity (Spot/Contract), Target Price (Platts Minus), and preferred Incoterms (FOB/TTT).
  - Must be signed and stamped by the CEO or authorized signatory.
- **Client Information Sheet (CIS) / KYC:**
  - Full corporate profile of the Buying entity.
  - Must include the company registration number and tax ID.
  - Bank coordinates (Top 25/50 Western Bank preferred).
- **Scanned Color Passport:**
  - A high-resolution scan of the Buyer's Signatory (CEO/Director).
  - Must be valid (not expired) and clearly legible.



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## **Phase 2: Intermediary Confirmation**

- Direct Connection Statement: Confirm in your cover email that you are either the Direct Mandate or the Level 1 Intermediary to the Buyer.
- NCNDA/IMFPA: If you require commission protection, please have your standard ICC-compliant draft ready for review once the ICPO is accepted.

## **Prohibited Submissions (Automatic Rejection)**

### **Emerald Supply will NOT process any of the following:**

- Documents with "blacked out" or redacted information.
- Expired ICPOs or LOIs (Letter of Intent).
- Requests for "Proof of Product" (POP) before a valid ICPO/KYC is submitted.
- Incomplete broker chains where the Buyer's identity is hidden.
- Submissions from "free" email addresses (e.g., @gmail, @yahoo) for corporate signatories.

## **Next Steps After Submission**

1. Verification (24-48 Hours): Our desk verifies the Buyer's existence and financial standing.
2. Mandate-to-Mandate Call: If the file is green-lit, a brief call is scheduled to align on the Refinery SOP.
3. Full Corporate Offer (FCO): The Seller/ATC Holder issues the official offer and contract draft.



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Please send all complete submission bundles to: [sales@emrldsupply.com](mailto:sales@emrldsupply.com)