

How To Successfully Lift From Our Sellers With NO SURPRISES

1. Keep your trial lift to a MINIMUM. Your goal should be to get into a contract as quickly as possible while minimizing expenses. Make up any shortfall on the contract.
2. Understand that every fuel producer wants to see ONE THING before issuing POP, regardless of how you interpret the procedure: **That the buyer can receive the fuel from start to finish without interruption once POP is approved.**
3. No amount of discussion with the seller about what its procedure says will get you fuel. What I'm about to share with you is the ONLY WAY to get it.
4. The procedure will probably use words like "validate", "confirm", "verify" with respect to any logistics document like an IPA, TTIA, PTA, IAL, etc. Only the SELLER determines what those words mean in the context of the procedure. Refer to #3 above.
5. If possible, get to know all pricing on endorsements, storage days, HUB codes, and transfer codes by your tank farm PRIOR TO engaging in a transaction.

This is how to guarantee a smooth and fast trial lift:

1. When the seller issues you its IPA, TTIA, PTA, IAL, etc. (usually in Step 3), compose an email according to the template below.
2. Send it to the Distribution Group that includes the seller, the intermediaries, AND your tank farm. Transparency is key.
3. The email should look like the following template (attach your TSA and the seller's required logistics document):

Dear [Buyer's Logistics Manager]:

[Buyer Company] is now engaged with [Seller Company] in a trial lift for "500,000 bbls of Jet A-1" [insert fuel choice and quantity] at the port of [insert port]. Per our TSA, we will be utilizing your storage facility for this transaction. Please provide us with a detailed, itemized invoice for all the storage resources necessary to complete this trial lift without interruption and include charges for the following:

- 1. The number of tank storage days plus a safety day.*
- 2. All required port access or pipeline injection codes.*
- 3. Storage tank numbers.*
- 4. GPS coordinates.*
- 5. HUB numbers.*
- 6. Terminal Access Codes.*
- 7. To complete the attached seller logistics document [insert TTIA, IPA, etc.].*
- 8. Any OTHER necessary items to allow the lift to complete I may not have listed here.*

Your cooperation and timely response to this matter will be greatly appreciated by all parties.

Please feel free to respond to me with any questions.

Sincerely,

[Insert Buyer Name]