



Product Request – Supplier 1

Welcome to **Laila Mas Energy** – Part of the Laila Mas Group Family
Please fill out the form below, and our team will contact you shortly
by providing the Full Corporate Offer (FCO)

Date

Day Month Year

Company Name

Name Surname

Commercial Registry No.

Country

Phone Number

Email

Address

Website

LAILA MAS

Role of Applicant

- I am a Buyer
- I am a Mandate / Representing a Buyer
- I am a Licensed Trading Company / Brokerage
- I am an Agent / Intermediary



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www.LailaMasEnergy.com



Jordan - Amman
Al-Madinah Al-Munawarah St.
Al-Mamlika Complex. 241 - 5th floor



Which products interest you?

Diesel Fuel EN590 - 10 ppm
D2 Gas Oil
D6 Virgin Fuel Oil
Jet Fuel JPA1

LCO - Light Cycle Oil
LNG - Liquefied Natural Gas
ESPO
Jet Fuel JP54

What is your shipping term?

FOB (Free on Board)
CIF (Cost, Insurance & Freight)

What is your delivery port?

Any Safe Port

What type of order do you require?

Spot Deal
Annual Contract
Trial Shipment followed by Annual Contract

Which ports interest you?

Fujairah
Rotterdam
Houston
Jurong

Spot / Trial Shipment Quantity

MT,BBL,GAL.... etc

Monthly Contract Quantity

MT,BBL,GAL.... etc

What financial instrument can the Buyer provide?

SBLC MT 760
LC / DLC MT 700
TT MT 103

Escrow Payment
No Financial Instrument

Target Price (USD)

Net Price

Gross Price

Can the Buyer provide Proof of Funds Upfront?

Yes

No

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OPTION 1 - TRANSACTION PROCEDURE FOB

CI DIP AND PAY - Tank To Tank (TTT)

1. The Buyer Issue ICPO, C/P with his international passport copy (Data Page) to the seller
2. The Seller issues NCNDA/IMFPA and SPA for 13 months with R&E to Review and sign.
3. The seller issues commercial invoice (CI) for the available quantity in seller's storage tank to the buyer, the buyer sign and return the CI to the Seller with their signed tank storage agreement (TSA).
- 4. The buyer shall issue an Authorization to Verify (ATV) through their tank farm on behalf of the buyer's company. The ATV should be addressed to the seller's company and its authorized representatives to facilitate the physical verification and assessment of the terminal.**
5. The Seller issues the POP documents as below and sends to the Buyer within 48 hours.
 - Fresh SGS (not older than 24 hours)
 - Unconditional DTA (Dip Test Authorization)
 - Certificate of Origin
 - Tank Storage Receipt (TSR)
 - ATSC – Authorization to Sell & Collect
 - Injection Report
 - NCNDA/IMFPA.
 - Commitment to supply
6. The Buyer conducts Dip Test in the Seller's Reservoir and provides Tank Details to the Seller, to commence injection of product into the Buyer's Tank.
7. Within Twenty-Four (24) hours, Buyer issues 100% TT wire transfer payment to the Seller. The Seller transfers the title ownership to the Buyer.
8. The Seller pays commission to all the intermediaries within 24 hours as structured in NCNDA/IMFPA and contract.



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OPTION 2 - TRANSACTION PROCEDURE FOB

Tank To Tank (TTT)

1. The Buyer Issue ICPO, International Passport Copy (Data Page) to the Seller along with the Tank Storage Agreement (TSA).
2. The Seller issues Commercial Invoice for the available quantity in the Seller's Storage Tank to the Buyer alongside with the Commitment to Supply.
3. The Buyer signs and return the CI to the Seller.
- 4. The buyer submit his Tank Storage Receipt (TSR) from his storage facilities provider.**
5. The Seller issues the Partial POP documents as below and send to the Buyer.
 - Certificate of Origin
 - DTA (Dip Test Authorization)
 - Fresh SGS (not older than 48 hours)
 - Tank Storage Receipt (TSR)
 - ATS – Authorization to Sell
 - Injection Report
6. The Buyer conducts Dip Test in the Seller's Reservoir and provide Tank Details to the Seller, to commence injection of product into the Buyer's Tank.
7. Within Twenty-Four (24) hours, Buyer issues 100% TT wire transfer payment to the Seller. The Seller transfer the title ownership to the Buyer.
8. The Seller pays commission to all the intermediaries.
9. The Seller issues 12 Months Contract for the Buyer's review and execution.



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OPTION 3 - TRANSACTION PROCEDURE FOB

Tank To Vessel (TTV)

1. Buyer sends ICPO & CPA.

2. Seller issues CI to buyer.

3. Buyer returns signed CI to seller.

4. Seller sends SGS report of less than 48 hours to buyer Shipping Company only to verify.

5. Upon a successful verification of the SGS report, the **buyer issues fresh Q88** to seller.

6. Seller upon receipt of the buyer's fresh Q88 releases the following POP's:

- Seller Tank Storage Receipt (TSR) with full info Terminal, Barcode & GPS
- Injection report.
- Unconditional DTA on buyer's name.
- Authorization to verify (ATV).
- Authorization to Sell and Collect fund (ATSC).
- Commitment to Supply. (CTS).
- Product passport and analytical report (PP).
- Certificate of origin (COO).
- Attestation of allocation (AOA).
- Legalized commercial invoice.

7. Buyer verifies and confirms POP as above & orders SGS to conduct DIP TEST of the product in the seller tank/s.

8. Upon satisfactory result of the dip test, Seller's storage company issue to buyer, the Notice of Readiness (NOR) to inject the product into buyer's vessel.

9. Buyer makes available the Vessel for the injection process to commence as schedule. Seller signs NCNDA/IMFPA.

10. After Successful injection, Buyer pays total cost of the product via MT 103, T/T, and USDT as agreed.



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OPTION 4 - TRANSACTION PROCEDURE CIF

SBLC

1. Buyer confirms Soft Offer and issues an official Irrevocable Corporate Purchase Order (ICPO).

2. Seller sends Sales and Purchase Agreement (SPA) and Buyer reverts with the following documents properly filled out to Seller:

- Completed SPA signed and sealed.

- Buyer's Information Sheet (CIS) on Buyer's letterheads, containing also:

- Copy of Company Registration Certificate
- Passport-copy of signatory

3. Seller releases to Buyer the below listed Partial POP Documents:

- Statement of availability of product
- Product quality passport (Analysis test Report)
- Commercial Invoice
- Company certificate of Incorporation and documents

4. Buyer issues SBLC swift MT760 (According to the seller contract verbiage)

within seven (7) banking days. Should buyer fail to issue instrument by the expiration of 7 business day, buyer alternatively make a payment of ten percent (10%) deposit of the total first shipment value of the product by TT Wire MT 103 within 3 business days to enable refinery to secure the following documents; Customs bond, Certificates of Inspection, ATA CARNET/Temporary shipment certificates, master receipt for sample, Weight Certificate, certificate of authenticity, Consular Invoice. If buyer fails to issue the alternative payment after 3 business days, contract is terminated. Note that Seller do not keep its production allocation for any first-time buyers for more than 14 business days. Now create your own Jotform PDF document - It's Free Create your own PDF Document 3 days when other serious and regular clients need same products. If buyer decided to pay the alternative 10% deposit, Seller appointed bank will send a blocked fund bank guarantee to buyer's bank to cover and secure the 10% deposit paid by buyer

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5. Seller signs the CPA with a shipping company and issues the Full POP documents and 2% PB:

- Bill of Lading
- Vessel Q88
- Fresh SGS Report
- Charter Party Agreement
- Ownership Certificate
- Title Transfer Affidavit
- Product Allocation Certificate
- Ullage Report
- Cargo Manifest
- Notice of Readiness
- Packing List

6. Shipment commences as per contract schedule.

7. Within 3 working days of Vessel arrival, buyer release full payment via MT103 after CIQ/SGS at the destination port.

8. Seller pays all intermediaries accordingly within 72 hours.



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Any additional requirements from the buyer, if any

Signature & Stamp

THANK YOU

END OF DOCUMENT

Product Request → Official LOI + NCNDA → Official FCO + Supplier Information

→ Draft ICPO to Us (for Review) → ICPO to Supplier →

Follow the Agreed Procedure

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