



Product Request – Supplier 3

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

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



Diesel Fuel EN590 - 10 ppm

Rotterdam Port, Netherlands

What type of order do you require?

- Spot Deal
- Annual Contract
- Trial Shipment followed by Annual Contract

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

TANK TO TANK – (TTT)

1. Buyer issues an ICPO with seller's working procedure incorporated on it, addressed to the seller refinery along with a Company registration Certificate, Company Profile, Buyer's passport Copy for seller's review, and approval.
2. Seller receives buyer's ICPO. Seller issues Commercial Invoice (CI) for the availability quantity product in seller's leased tank in port terminal.
3. Buyer sign and return to seller signed and sealed Commercial Invoice along with buyer's own or leased Tank Storage Agreement (TSA) as a proof of buyer's availability of storage facility.
4. Seller accepts the signed Commercial Invoice (CI) and Verify thoroughly buyer's Tank Storage Agreement (TSA) and make Two (2) days Tank Lease payment to the buyer tank farm for the Injection Process.
- 5. Buyer pays his Tank Farm Company for Five (5) days Tank storage costs, (bringing it to a total of 7-days (TSR) after his Tank Farm Company has received the payment from Seller Company (2) days cost.**
6. Upon receipt of the TSR as Proof of Storage available Space, Seller issues the POP documents;
 - Unconditional DTA (To be completed and signed by buyer and its Logistic Company).
 - SGS Report.
 - Product Passport.
 - Tank Storage Receipt (TSR).
 - Authority to Sell and Collect.
 - NCNDA/IMFPA Agreement.
7. Upon successful verification of POP documents, Buyer orders his SGS inspection team to conduct Q&Q test on the product in seller's tank at buyer's expense.
8. Following the successful completion of the Q&Q Test with result consistent to the specification on the commercial invoice (CI). Buyer provides ATI from his logistic company and seller injects fuel into buyer's leased tanks.
9. Upon completion of the Injection, Seller submits the full Injection report to the buyer and NCNDA/IMFPA to the intermediary to sign.
10. Buyer makes 100% payment by MT 103 TT wire transfer for the total product injected into the tank.
11. Seller transfers the Title Ownership of the product to the buyer's company name.
12. Seller pays commission to all intermediaries involved in the transaction within 24 hours after confirmation of the buyer's payment.

NOTE: Tank lease sharing is the safest and the best system for both Seller and Buyer because Seller is proving that their product is available/real, Buyer is proving that He or She has the funds.



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OPTION 2 - TRANSACTION PROCEDURE FOB

TANK TO VESSEL (TTV)

1. Buyer issues ICPO with seller's Working procedure incorporated on it, addressed to the seller refinery along with a Company registration Certificate, Company Profile, scanned copy of buyer's passport along with Charter Party Agreement (CPA) and Q88, for Seller's validation and Approval.
2. Seller issues commercial Invoice (CI) for the available quantity of product to Buyer.
3. Seller issues to the buyer the partial proof of product documents:
 - Tank-to-Vessel Injection Agreement (TTVIA) to be endorsed by both Seller and Buyer's Logistic Company.
 - Copy of Commitment Letter to Supply,
 - Copy of Export License.
 - Unconditional Dip Test Authorization (DTA).
- 4. Buyer signs and returns the commercial invoice with Vessel Notice of Readiness (NOR) from the Logistic/shipping company and NCNDA/IMFPA signed by all Buyer groups for seller's endorsement.**
5. Buyer sends Dip Test Authorization (DTA) to the seller's tank farm for endorsement, extends seller's tank to enable buyer receives full GPS coordinates of the tanks, Hub Numbers, Terminal Access permit in Seller Tank and obtain fresh SGS Report.
6. Seller programs injection and issues to Buyer the listed below documents:
 - Certificate of Origin
 - Product Passport (analysis test report)
 - Notarized and endorsed NCNDA/IMFPA
 - Tank Storage Receipt (TSR)
7. After a successful Dip Test in Seller's tanks, Buyer takes over seller's tank or Seller injects into buyer's vessel / Tank and buyer conducts its DIP TEST Inspection for Q & Q of the Petroleum Products aboard vessel / Tank.
8. Upon successful dip test inspection, Buyer pays for the total product value via MT103 and Seller issues Authorization to sell and collect, Injection Report and immediately transfers the title of product ownership to Buyer with all export documents.
9. Seller immediately commences injection of the product into Buyer's vessel tanker
10. Seller pays all intermediaries involved in the transaction within 72 hours.



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OPTION 3 - TRANSACTION PROCEDURE FOB

DIP & PAY

1. Buyer issues ICPO with seller's Working procedure incorporated on it, addressed to the seller refinery, along with a company registration certificate, Buyer's Passport or any I.D for seller's approval.
2. Seller issues Draft SPA Contract, Commercial Invoice (CI) & Warning Letter, Buyer's signs, and return to Seller with his TSA. Seller will complete verification on FARM of the Buyer before making their three (3) days tank lease payment.
- 3. Seller leases and pays the Buyer's tank for Two (2) days for the Injection Process. Buyer pays his Tank Farm Company for four (5) days tank storage costs, (totaling a seven (7) days TSR) after his Tank Farm Company has received the payment from Seller Company Three (2) days cost.**
4. Seller releases to Buyer and Buyer tank storage company the injection schedule along with the notice of readiness (N.R) to commence injection of product to buyer's tank.
5. Seller issues the POP documents to Buyer as below:
 - Fresh SGS Report
 - Product Passport
 - Injection Report
 - Unconditional DTA
 - Authorization to Sell and to Collect (ATSC)
 - Authorization to verify (ATV)
6. Buyer conducts Dip Test on the product in the Seller's tank and makes the payment for the total value of product injected into the tanks through the means of MT 103-TT.
7. Seller pays all intermediaries involved in the transaction and subsequently, monthly shipment continues as per the terms and condition of the sales and purchase agreement contract between Buyer and Seller.

NOTE: Tank lease sharing is the safest and the best system for both Seller and Buyer because Seller is proving that their product is available/real, Buyer is proving that He or She has the funds.



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OPTION 4 - TRANSACTION PROCEDURE FOB

ON INCOTERM

1. Buyer issues ICPO, with banking details, corporate profile & registration certificate, customer information summary (CIS), buyer's passport copy, and proof of fund for seller's review and acceptance.
2. Seller issues Commercial Invoice (CI) for Buyer's acceptance and endorsement.
3. Buyer signs/seals CI and returns with Letter of Acceptance (LOA) accompanied with Tank Storage Agreement (TSA) within fifty (50) hours.
4. Seller verifies Buyer's proposed "Tank Farm" before consenting to proceed.
5. Upon approval, Seller shall subsidize three (3) days while Buyer pays five (5) days of "storage tank" rental collectively to secure eight (8) days' leasing. Buyer shall extend the Tank Storage Receipt (TSR) and Authorization-to-Inject (ATI) to Seller for follow-up.
6. Within twenty-four (24) hours, Seller shall issue a set of partial proof of product (PPOP) documents to Buyer as listed below:
 - a) Notice of Readiness
 - b) Injection Schedule
 - c) Authorization to Sell and Collect
 - d) Commitment to Supply
 - e) Statement of Product Availability
7. The Seller commence injection of the first month shipment quantity from the Refinery Storage Reservoir through the pipeline into the Storage Tank(s) in the Port of Loading or Tank-to-Tank.
NB: Should "injection process" exceeds eight (8) days, Buyer shall be responsible for lease extension to enable the conclusion of the injection (this usually depends on the tank location).
8. Upon completion of injection, Seller issues Dip-Test Authorization (DTA) to Buyer for Buyer's Supercargo to inspect product with SGS Agents.
9. Upon successful completion of Q&Q dip-test, Buyer immediately makes payment for the "Total Value" of the product that has been injected into the Tank(s) via SWIFT (MT103) Telegraphic Transfer.
10. Upon receipt of the full product payment from Buyer; Seller issues to Buyer the Title Ownership of the product and export documents.
11. Seller pays all intermediaries involved in the transaction and continues with second delivery as per contract or thereafter offers a SPA to Buyer for subsequent one-year monthly shipment for continuation as per Terms & Condition stipulated in the Sales & Purchase Agreement.



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OPTION 5 - TRANSACTION PROCEDURE CIF

SBLC or DLC

1. Buyer issues an ICPO with the seller's working procedure incorporated on it, addressed to the seller Refinery along with a Company registration Certificate, Company Profile, Buyer's passport Copy for seller's review and approval.
2. Seller issues FCO to buyer for signing and returns it with a letter of acceptance stating to adhere to seller's sales transaction terms and procedure accordingly.
3. Seller issues Draft SPA Contract (open for any amendments) for Buyer's review and signing. Buyer within 74 hours of receiving, signs and return signed copies in a Word Format and PDF Format to Seller.
4. Seller submits signed contract (SPA) to the government authorities in charge for registration, legalization and notarization at seller's expense and return it within 72 hours.
5. Seller acknowledged to review the signed SPA Contract and issued the below PPOP document:
 - Commercial invoice.
 - Availability letter of product.
 - Seller Commitment letter to supply product.
 - Product Passport (dip-test report)
 - Company registration license.
- 6. Within 7 banking days after receipt of PPOP, Buyer's issues payment Instrument via SBLC BG swift MT760 or DLC swift MT700 for the first shipment total product value in a format acceptable to seller/ seller nominated Bank account for monthly shipment amount to enable the seller commence trans-loading of product with the shipping company.**
- Please Note:** Should buyer fail to issue payment instrument within 7 banking days, alternatively within 72 hours buyer will make cash deposit of 5% of the total product value via MT103/TT Wire transfer to the seller's fiduciary bank coordinate as a provisional security guarantee performance to enable seller charter vessel and commence shipment, and this payment will be deducted from the total cost of product value, or legal action will be taken against buyer for default (Violation).
7. Within 5 banking days of seller's fiduciary bank receiving buyer's bank payment instrument, the seller's fiduciary bank issues 2%PB to the buyer's bank (Please note: 2% PB will not be issued by the seller for alternative provisional guarantee performance payment of 5%).
8. After confirmation by the seller's bank, the seller at own expense, charters with



shipping/logistic company and alert buyer on shipment ordered graphic/schedule accompanied with the submission of nominated Vessel details to the buyer.

9. Seller commence loading of the product within 7 days and issues full POP/Shipping documents with the legalized contract (SPA) to buyer via bank to bank and scanned copies via email; buyer shall notify the seller by official written notice of his bank receiving seller's full POP/Shipping documents:

Seller's full POP/Shipping documents:

- Copy of the Port Storage Agreement.
- Dip Test Authorization (DTA).
- Charter Party Agreement (CPA).
- Certificate of Origin.
- Vessel Q88.
- Certificate of quality/quantity.
- Certificate of Origin.
- Export License.
- Copy of Bill of Lading.
- Export Approval.
- Copy of SGS Report.

10. Shipment commences as scheduled in the signed contract (SPA) and upon arrival of the product tanker at the discharge port, seller discharges the product into buyer's storage facilities and buyer's inspection team carry out SGS Inspection or Equivalent Inspection to ascertain quality and quantity of the product.

11. Upon successful SGS Inspection by the buyer's team, buyer pays for the total product value deducting (5%-part payment) via MT103/TT in USD/ EURO/RMB to the seller's fiduciary bank coordinate and the title of product ownership will be transferred to buyer.

12. The Seller, within seventy-two (72) hours, pays agreed commissions as per NCNDA/IMFPA via T/T to the intermediary, broker involved in the transaction.

Official Notice:

1. The official Sales Purchase Agreement (SPA) will be release to Buyer upon receiving your Buyer's ICPO, acknowledgement and official acceptance letter of the above terms and conditions alongside with the endorsed copy and necessary require documents.

2. Bank Instrument SBLC MT760/DLC MT700 is Strictly Bank to bank as Bank statement, SBLC/DLC via email, Online Login internet Banking, Financial & Investment Company, third party Bank Instrument (SBLC/DLC) etc., will be Rejected.



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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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