



## Product Request – Supplier 4

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**



### Which products interest you?

Sulfur – Lump & Granular

Bitumen – All Grades

DAP – Di Ammonium Phosphate

Petroleum Coke

Urea 46% – Prilled & Granular

Other

### 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

### 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 - CIF

Transferable SBLC/DLC

1- The Buyer issues the following documents to the Seller:

- Irrevocable Corporate Purchase Order (ICPO)
- Front page of the company signatory's passport
- Certificate of Incorporation

2- The Seller issues the draft Sales and Purchase Agreement (SPA) for the Buyer's review.

- The Buyer reviews, signs, and returns the duly endorsed SPA along with a Letter of Undertaking confirming their commitment to fulfill the contractual obligations.

- Upon receipt, the Seller reviews and approves the signed draft SPA for official notarization with the relevant government ministries.

3- After notarization, the Seller provides the Buyer with a Partial Proof of Product (PPOP), which includes:

- Proforma invoice, confirmed and approved by the Buyer.
- Statement of product availability.
- Allocation Letter / Refinery Commitment.
- Sample of the fully funded LC (Letter of Credit), to be signed by the Buyer as accepted and approved by the Buyer's bank. (e.g., Bank Guarantee MT760 or Standby Letter of Credit MT760)

**4- Within seventy-two (72) hours, the Buyer's bank issues a pre-advice (RWA)** in the form of MT799/MT760 via SWIFT to the refinery's nominated fiduciary bank, using the agreed text and wording.

- The text of the BG/SBLC must:

- State a validity period of 12 months.
- Reflect the amount of the average monthly deliveries.
- Include pricing based on the agreed discount from the date of issuance of the commercial invoice.

- Upon acceptance of the wording and format, the Buyer's bank shall, **within seven (7) banking days, issue the BG/SBLC** in the form of MT760 via SWIFT to the refinery's nominated fiduciary bank.

5- Once the Seller's fiduciary bank confirms receipt of the BG/SBLC MT760:

- **The Seller's bank issues a 2% Performance Bond (PB)** to the Buyer's bank.

- The Seller issues a Notice of Readiness (NOR) along with:

- Loading port and schedule details.
- Vessel details and charter/shipping company information.



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Estimated Date of Arrival (ETA) at the destination port.

6- If the Buyer is unable to issue a BG/SBLC within seven (7) days, the Buyer must make a provisional payment of USD 185,000 via MT103/T/T wire transfer.

- This payment allows the Seller to proceed with reservation and preparation for loading in accordance with the shipping and delivery schedule.

Important:

- The Buyer must either issue a BG/SBLC or make the provisional payment before the vessel is loaded and dispatched.

- Failure to perform this obligation will result in unilateral cancellation of the contract by the Seller.

7- Upon Buyer's compliance with the SPA terms and confirmation of the BG/SBLC:

The Seller commences and completes loading of the product.

Shipment arrangements will be finalized within 14–21 days of compliance and bank confirmation.

- The Seller sends full shipping documents to the Buyer via registered courier prior to vessel departure.

- The documents include:

- Copy of the final unpaid Commercial Invoice, duly signed.
- Certificate of Quality and Quantity (SGS, Intertek, Saybolt, or equivalent).
- Full set of Bills of Lading (03 originals).
- Vessel Notice of Readiness (NOR).
- Marine Insurance Certificate.
- Ullage Report.
- Cargo Manifest.
- Vessel Q88.
- Certificate of Origin.
- IMO Registration information.

8- Upon arrival of the product at the Buyer's destination port (within 21–30 days):

The Buyer arranges for inspection by SGS or similar inspection agency at the Buyer's expense.

The Buyer remits the outstanding payment via MT103 to the Seller for the value stated in the commercial invoice, based on the Q/Q reports issued at the loading port.

Upon confirmation of payment, the Seller transfers title and ownership documents to the Buyer.

9- The Seller pays commissions to intermediaries in accordance with the IMFPA within three (3) banking days of receiving full payment for the product.



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## OPTION 2 - CIF

Shipping without SBLC/DLC

**1. Irrevocable Purchase Order (PO):** The buyer issues a ICPO upon accepting the seller's Soft Offer.

**2. Sales Contract Draft:** The seller prepares a Draft Sales & Purchase Agreement (SPA) for the buyer's review and signature.

**3. Partial Proof of Product (POP):** The seller emails the buyer the following documents:

- Statement of Product Availability
- Commitment to Supply Letter
- Product Passport
- Export License (Product Allocation)
- Company Registration Certificate

### **4. Shipping Arrangement:**

The Port Authority (via an inspection/injection company) assigns a shipping company. The appointed shipping company issues a Charter Party Agreement (to be signed by seller, buyer, and shipping company). **Buyer & seller each pay 50% of freight costs (via MT103) to the shipping company.**

### **5. Shipment & Payment:**

Cargo is shipped as per contract.

Upon arrival at the discharge port, SGS/Q&Q (or equivalent) inspection is conducted. Within 48 hours (2 banking days), the buyer's bank transfers the full payment (via MT103) to the seller's bank.

**6. Intermediary Payments:** Buyer/Seller settles all intermediary fees per IMFPA within 48 hours

LAILA MAS



**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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