

Procedures for qualified Buyers for the purchase of commodities:

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<u>Step</u>	<u>Procedure / Action</u>	<u>Documents</u>
1.	Parties exchange KYC and Buyers Registration for Compliance.	Buyers Registration form with supporting documents
2.	Seller issued a deal sheet with general terms and conditions.	Deal Sheet
3.	Seller and Buyer agree to terms and conditions and signs agreement.	Agreement
4.	Seller issues Proforma Invoice to Buyer for trial lot.	Proforma Invoice
5.	Buyer's Bank issues Financial Instrument against the Proforma Invoice.	Bank Guarantee / Letter of Credit
6.	Seller reserves delivery date(s) and submits documentation in advance to Bonded Warehouse.	<input checked="" type="checkbox"/> Proforma Invoice <input checked="" type="checkbox"/> Certificate of Origin <input checked="" type="checkbox"/> Manifest <input checked="" type="checkbox"/> Packing List <input checked="" type="checkbox"/> Bill of Lading
7.	Seller's issues Transport Manifest to Buyer.	Transport Manifest
8.	The Goods delivered and consigned to port / warehouse.	Port / Warehouse
9.	Subject the Goods deemed delivered, warehouse manager shall issue a Conditional Release Certificate in favor to the Buyer.	Warehouse Certificate
10.	Buyer arranges for Inspector to assay material in accordance with the delivery schedule as annotated on the Bill of Lading.	Inspector's Certification
11.	Seller issues final commercial invoice against Inspector's Certification.	Commercial Invoice
12.	Commercial invoice confirmed, payment released to Seller.	Settlement

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BUYER