



CIF Transactional Procedures

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1. Buyer issues PO upon receipt in acceptance of Seller's soft offer.
2. The seller issues the draft sale and purchase agreement contract and the commercial invoice for the buyer's review and signature.
3. The buyer signs the sale and purchase contract and the commercial invoice to the seller.
4. NCNDA / IMFPA is signed by all parties to secure payment commissions.
5. Seller below sends partial POP documents to Buyer as below:
 - Certificate of Origin.
 - Commitment to supply.
 - Product passport.
 - Indication of product availability.
6. Buyer issues SBLC or DLC to cover trial shipment to Seller's bank within seven (7) working days.
7. If Buyer fails to issue an SBLC or DLC within seven (7) business days, then the Replacement Buyer shall provide a Security Security Deposit of 2% via T.T Wire of the total First Shipment Contract Value to Seller's credit bank account as Performance to secure the assignment to be made deducted from the first shipment.
9. Upon confirmation of Buyer's SBLC, DLC or Security Deposit of 2% via TT Wire to Seller's Bank of Credit, Seller will issue 2% COD, Complete POP Document and Shipping Documents via SWIFT from bank to bank as shown below:
 - Certificate of ownership of the allocation address.
 - Port storage agreement
 - Contract party agreement to transport the product to the port of discharge.
 - Tank storage receipt.
 - Quality and quantity certification by SGS.
 - bill of lading.
 - Ship Survey 88
10. Shipping begins and when the ship carrier arrives at the port of discharge, the buyer does SGS inspection and pays for the full shipment via TT Wire or MT103 and the seller pays commission according to IMFPA