

Procedures for qualified Suppliers for sale of commodities:

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<u>Step</u>	<u>Procedure/Action</u>	<u>Documents</u>
1.	Parties exchange KYC and Supply Registration for Compliance.	Supplier Registration with supporting documents
2.	Buyer and Seller review and negotiate 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 (if required).	Bank Guarantee / Letter of Credit
6.	Seller reserves delivery date(s) and submits documentation in advance to Buyer's bonded warehouse.	<input checked="" type="checkbox"/> Proforma Invoice <input checked="" type="checkbox"/> Certificate of Origin <input checked="" type="checkbox"/> Smelter Certificate <input checked="" type="checkbox"/> Export Permit <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.	Upon delivery, Cargo is consigned to bond warehouse, on the account of the Buyer. Subject Cargo deemed delivered, Warehouse manager shall issue a Conditional Release Certificate in favor to the Buyer.	Bond Warehouse Withholding Certificate
9.	Buyer arranges for Inspector to assay material in accordance with the delivery schedule as annotated on the Bill of Lading.	Inspector's Certification
10.	Seller issues final commercial invoice against Inspector's Certification.	Commercial Invoice
11.	Commercial invoice confirmed, payment released to Seller.	Settlement