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**We are pleased to present to you, as representatives of the seller, the procedures to follow, along with the payment and delivery terms, to formalize the contract and supply of ICUMSA 45 with our client:**

**Procedures ICUMSA 45**

1. The buyer sends an ICPO with bank references and a copy of the passport.
2. The seller issues an FCO in the buyer's name.
3. The buyer confirms and signs the FCO.
4. The seller sends a draft contract to the buyer for review.
5. The buyer returns the corrected draft to the seller.
6. The buyer signs the contract and returns it to the seller.
7. The seller signs and sends the final contract in PDF format to the buyer.
8. The buyer sends the agreed payment instrument (SBLC) to the seller's bank.
9. The seller provides proof of product (POP) to the buyer's bank.
10. The buyer's bank issues the final instrument via SWIFT (MT760).
11. The buyer confirms the legitimacy of the funds.
12. The first shipment is made within 15 to 30 days after the activation of the letters of credit.
13. Annual shipments are made within 35 to 45 days after the activation of the letters of credit.
14. The seller delivers the product at the port of origin as per the agreed terms.
15. SGS conducts the inspection (cost covered by the seller).
16. The seller sends the required documents to the buyer's bank.
17. Letters of credit are used as a guarantee and payment for the order.
18. The seller's bank sends the shipping documents to the buyer's bank within 24 hours.
19. Payment for the delivered cargo is made within 3 business days.
20. The seller transfers the ownership title to the buyer.
21. The buyer handles customs clearance at the destination port.
22. Monthly deliveries continue according to the agreed terms.