


Mogul Global HQ


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MUJIMOTO OIL, GAS & UNIFIED LOGISTICS

OUR PROCEDURE

(Please if you cannot comply to the below procedure do not bother to write us - it is non-negotiable)

- 1 Buyer requests for a quote via LOI | A quick quote request form is present online if Buyer desires to use that one.
- 2 Mogul sends Quote (SCO) along with CIS/KYC to be filled and sent back by Buyer (Downloadable online)
- 3 Buyer agrees to quotes and issues their ICPO/PO and request for proforma and SPA.
- 4 Mogul Responds with Pro-Forma Invoice (PFI) and Sales Contract (SPA).
- 5 Buyer countersigns PFI and SPA then sends back with the following documents:
 - A Bank Comfort Letter or RWA Letter with the draft of the divisible & transferable Documentary Letter of Credit Attached.
 - A copy of their import, marketing, distribution or bunkering license or permit if required, or as the case may be.
 - The following applies if delivery is by: **DES (STS/TTT)** or Delivery by: **CI/Storage**

1 Vessel details (Q88)	1 Tank Farm details & Receipt
2 Supercargo details	2 Agent Details
3 Inspector's details	3 Inspector's details
4 ATB draft	4 Tank farm Manager's details
5 Estimated Laycan	5 Estimated Laycan
- 6 Both Mogul's designated bank and Buyer's bank open communication.
- 7 Buyer's bank issues irrevocable DLC Confirmed by a First Class European or American Bank.
- 8 Mogul's bank will respond with a 2%PB to activate DLC or if cargo is loaded Mogul will send the POP before DLC is issued.
- 9 If Mogul issued a 2%PB, then Mogul will load vessel and sends all loading documents to Buyer including NOR/ETA.
- 10 Buyer carries out and sends all required local clearances to Mogul, including RTR and CoC from Tank Farm or Vessel.
- 11 Upon arrival, Buyer's Inspector and Supercargo go on board vessel to carry out quality inspection.
- 12 Upon confirmation of Quality, Mogul discharges into buyer's vessel or Storage and Buyer's independent inspector carries out Quantity analysis and confirmation of Vessel's Flow meter readings.
- 13 Mogul issues Final Commercial invoice based on the Q&Q results and Buyer carries out payment as per contract agreement.

Please always endeavour to provide your required specs when sending in your LOI


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