

**UPLIFTMENT & PAYMENT PROCEDURE**

**TRANSACTIONAL PROCEDURES: COC:**

**Bill of Loading Payment Procedure:**

1. Buyer: Issues Order / LOI.
2. Seller: Issues Pro Forma Invoice.
3. a.) Buyer: Provides Proof of Funds. (Stamped Current Bank Statement not older than 24 hours. "OR" Bank Confirmation Letter of available funds, not older than 24 hours, and block funds towards transaction amount. "AND"  
b.) Buyer: Issues Truck Nomination(s) and preferred Major where trucks are Safe Loaded and they want to load product. (Engen / Total).
4. Seller: Attend to have trucks loaded on the system of the major and issue the Release Notes / Pink Slips / Authority to Load Slips).
5. Seller: Allows the buyer to load the product on designated trucks.
6. Seller: On Bill of Loading quantities, issue commercial invoice.
7. Buyer: On final Bill of Loading buyer via Express / Immediate Clearance. pays in full issued Invoice and Seller authorize truck departure(s).
8. Buyer / Seller: Overs and Under's are attended to and sorted with the next Loads.

**COC: - Pre-Payment Procedure:**

1. Buyer: Issues Order / LOI.
2. Seller: Issues Pro Forma Invoice.
3. Buyer provide verifiable proof of funds to settle transaction amount.
4. Buyer: Issues Truck Nomination(s) and preferred Major where trucks are Safe Loaded and they want to load product. (Engen / Total).
5. Seller: Attend to have truck information loaded on the system of the major and issue a commercial invoice and the Release Notes / Pink Slips / Authority to Load Slips).
6. Buyer: Verifies product and via Express Payment / Immediate Clearance Payment, pays in full the issued Invoice and Seller authorize truck to be loaded.
7. Trucks are Loaded, and trucks depart loading depot.
8. Buyer / Seller: Overs and Under's are attended to and sorted with the next Loads

**RKBI Fuel PTY Ltd**

HO Address: 1 Barnabas Road, Gardens, Cape Town, 8001  
Phone: Theuns 074 209 1704, Paul 079 259 7062  
Emails: paul@rkbifuel.co.za & theuns@rkbifuel.co.za

