



EXPERIENCE REPUTABLE PROCESS

Aromatics Seller's procedure

Steps for registering export customers via email at Registration.tpc@tpco.ir:

- 1-1. Sending a registration request by the customer.
- 1-2. Sending a list of required documents for registration to the customer.
- 1-3. Sending documents by the customer and reviewing them.
- 1-4. Upon approval and completion of the registration process, assigning a registration code to the customer.

After obtaining the registration code, export sales proceed as follows via email at Exportsales@tpco.ir:

- 2-1. Sending a weekly price request (with the export market specified) by the registered export customer.
- 2-2. Sending a list of weekly prices for available products to the export customer.
- 2-3. Confirmation of prices and sending an official request for issuing a proforma invoice by the customer.
- 2-4. Issuing a proforma invoice and sending it to the customer for approval and signature.
- 2-5. Sending the signed proforma invoice and payment swift from the customer within the specified deadline.
- 2-6. Sending the customer's payment swift and proforma invoice to the finance department for payment confirmation.
- 2-7. Upon confirmation of the customer's payment, commencing the issuance of the delivery note.
- 2-8. Sending a customs clearance address form to the buyer for goods delivery at the destination specified in the proforma invoice.
- 2-9. Receiving the completed customs clearance address form and necessary documents from the buyer.
- 2-10. Sending the delivery note and the customer's customs clearance address form from the sales department to the logistics department to initiate the loading process.



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NOTE: To Save Time And Cost, All Buyer Parties Must Adhere To The Validation Process determined by TIDOTS OIL Before Entering The Seller's Process.

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