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## Order Procedure Information

Dear Client,

Thank you for contacting IMC Global Trade. We are pleased to support your needs and connect you with our global network of trusted agrocommodities suppliers.

To initiate the quotation and ordering process, please review our standard protocol, designed to ensure transparency, efficiency, and security in every transaction:

### **1. Issuance of SCO (Soft Corporate Offer)**

Our sales team will provide an SCO based on your initial request, in line with current international trading terms.

### **2. Client Response - Required Documentation**

If you are interested in moving forward, please submit the following documentation and information:

A) LOI(Letter of Intent) or SPY(State mentor ,Purchase,Order)that includes: - Detailed product description - Required quantity (spot or monthly) - Target Price - Destination port - Preferred payment method (SBLC / DLC or others) B) Base contract, if available (optional) C) CIS or KYC of the end buyer (final buyer profile)

**3. Supplier Matching and FCO Issuance** Once we receive the above information, our team will assess your request and identify the supplier from our network that best matches your specifications. We will then request the FCO (Full Corporate Offer) from the selected seller to proceed with the order.

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***Important Notice:***

Please note that our procedures are non-negotiable, as they are designed to maintain the integrity and security of all parties involved.

That said, we understand that preferences may vary regarding payment methods and shipping terms (CIF/FOB). Our team will do its best to adapt to your needs within the operational parameters available.

We remain at your disposal to receive the required documents and begin your order process.