



# Matts Global PTY LTD

Australian International Company

International Trading  
Agricultural Products



CORIANDER SEEDS



YELLOW MUSTARD



LIN SEEDS



DURUM WHEAT



SOFT WHEAT



YELLOW CORN



RAPESEEDS



SAFFLOWER SEEDS



SUNFLOWER SEEDS



OATS



RED SORGHUM



BARLEY



YELLOW PEAS (SPLIT)



GREEN PEAS (SPLIT)



YELLOW PEAS (WHOLE)



WHEAT BRAN PELLETS



WHEAT BRAN



CORN BRAN



CHICKPEAS



RED BEANS



RED LENTILS



SUNFLOWER MEAL



CORN GLUTEN MEAL



SOYBEAN MEAL



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**Matts Global PTY LTD**  
Australian International Company

**Buyer & Seller Transaction  
Worksheet**





**Matts Global PTY LTD**  
**Australian International Company**  
**International Trading of Agricultural Products**

Our Seller & Buyer Transaction Worksheet will be attached Below these steps.

Step 1 - Buyer requests RFQ (request for quote), product details, specs, info, photos of product.

Step 2 & 3 - Seller complies with the next 3 steps then request for quote, product specs, photos of products.

Step 4 - Buyer forwards his document terms of deal; LOI, ICPO

Step 5 - Seller does the same based on his/her document terms; SCO/FCO & POP

And so on in the process! As each step is achieved it is checked off. We can use the document below to fill and send to both parties to see what they are working on and what has been achieved till the deal is closed.

It is crystal clear with no guessing. Both supplier and buyer can communicate their time lines in these documents to shore up confidence and trust the process, trust each other and trust as facilitators to mediate the deal.



## Supplier & Buyer Transaction Protocol Sheet

<b>Supplier</b>	<b>Checklist</b>	<b>Checklist</b>	<b>Buyer</b>
<b>1. Product Request For Quote</b>			<b>1. Buyer Inquiry</b>
Quote buyer with product, quantity, destination, freight quote CIF/FOB			Provide supplier with product needs, quantity, destination, freight quote
<b>2. Product Spec. Sheet</b>			<b>2. Request For Specs</b>
Receive exact specs, product details Grade & requirements			Receive exact specs, product details Grade & requirements
<b>3. Photos of Product For Sale</b>			<b>3. Request For Product Photos</b>
Provide as much photos, material, information of product(s)			Ask for as much photos, material, information of product(s)
<b>4. Terms of Deal Acceptance</b>			<b>4. Terms of Deal Acceptance</b>
Request LOI, ICPO, Provide SCO/FCO Provide POP, Final Contract			Provide LOI, ICPO, Receive SCO/FCO Provide POF, Review Contract
<b>5. NCNDA</b>			<b>5. NCNDA</b>
Parties to sign so transparency and non circumvent in place; trust			Parties to sign so transparency and non circumvent in place; trust
<b>6. Supplier Profile</b>			<b>6. Buyer Profile</b>
Description of your company, bio, website, references if possible			Description of your company, bio, website, references if possible
<b>7. Documents For Bank Payment</b>			<b>7. Documents For Bank Payment</b>
LC, DLC, SBLC non-transferrable BG, MT 760,799,705, 707, 700			LC, DLC, SBLC non-transferrable BG, MT 760,799,705, 707, 700
<b>8. Bank to Bank Set-Up</b>			<b>8. Bank to Bank Set-Up</b>

Set-up with bank, bank co-ordinates, TT set-up, Buyer bank set-up, etc.			Set-up with bank, bank co-ordinates, TT set-up, Buyer bank set-up, etc.
<b>9. Provide Contract</b>			<b>9. Review Contract</b>
Draft contract as per agreement, send to representative or buyer			Review draft contract, make changes, contract copy to bank, Agree, sign off
<b>10. Execute Deal</b>			<b>10. Execute Deal</b>
Contract, Sighting docs, SGS, Inspect goods, Bill of Lading			Contract, Sighting docs, SGS, Inspect goods, Bill of Lading

### IN CLEAR VERSION

- 1) Have buyer get ready with LOI and ICPO and You sign NCNDA with your buyer.
- 2) We send LOI to supplier.
- 3) Supplier provides Specs, info and photos.
- 4) Buyer ICPO should be ready by then when we receive RFQ, photos, etc.
- 5) When we get items from supplier, we tell him to work on SCO/FCO. When we receive it, we send buyer ICPO.
- 6) Seller can then get POP ready while we work on buyer POF for client.
- 7) Seller works on draft contract while we get buyer to establish LC, DLC payment instrument, SBLC security and guarantee ready.
- 8) Supplier sends draft contract, let buyer ratify, make changes send back to seller for final contract. Everyone signs!
- 9) Seller also opens bank to bank and connects with buyer and agree on MT's.

## EXECUTIVE TEAM

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Director

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## COMPANY DETAILS

### **Matts Global PTY LTD**

Registration number (A.B.N): **22614672436**

Registration date: **06.09.2016**

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### **Matti Eduar**

Director

Matts Global PTY LTD

