

**STATE COMPANY FOR FOOD STUFF TRADING**  
**Department of planning and follow up**  
**Guide of transactions procedures**

**1 – Type of service : participation in tenders of supplying rationing food items of card**

**2 – The concerned department : import , finance .**

**Procedures of work :**

**1 – Purchasing the offer from the financial department .**

**2 – putting the offer in closed and sealed envelop mentioning on it tender name .**

**3 – Present the offer during the fixed period mentioned in the company's advertisement , issued by the company and putting it in the tenders box .**

**THE REQUIRED DOCUMENTS**

**1 – Receipt of purchasing the tender**

**2 - % 1 of the offer amount and either by authenticated check or by bank guarantee .**

**3 – Photo copies of ( identity card or rationing card or residence card , valid chamber of commerce card , establishment certificate of Iraqi companies issued from companies registrations office in the ministry of trade with confirmation proving that there is not any kind of pending matters with above mentioned office .**

**4 – Financial statements of the company .**

**5 – Clearance from taxes**

**( Regarding the Arab and foreign companies ).**

**- Authenticated establishment certificate**

**- Similar works if found**

**- Period of implementing the work : based on advertisement terms .**

**Type of service : accrued payment for importers food items of rationing card**

**THE CONCERNED DEPARTMENT : IMPORT , FINANCIAL , COMPUTER CENTER**

**A – By letter of credit**

**STEPS :**

**A – Trade bank of Iraq TBI will issue an irrevocable letter of credit in favor of the seller payment will be 90 % upon submitting the following shipping documents**

**1 – Commercial invoice signed from the seller referring to the number and date of issuing letter of credit and showing delivery information which contains : item description , quantity , unit price , total quantity , total amount , country of origin , swift code for balance of both Iraqi and foreign banks , name of account holder , and account number for the seller .**

**2-Full set of clean bill of lading b/l ( on the vessels deck ) provided that the bill of lading must be internationally recognized in case of marine transportation and land transportation bill of lading for trucks in case of land transportation authenticated by the concerned offices at Iraqi entry point .**

**3- The following documents :**

**1- Certificate of origin certified by commercial attaché ( Iraqi embassy ) at the country of origin.**

**2- Certificate from inspection company accepted by state company for foodstuff company confirming compliance of goods to contractual specifications at shipping point .**

**3- Health certificate issued by health authority in the country of origin stating that the goods are fit for human consumption and consumed in the country of origin .**

**4- Certificate issued from inspection company confirming that the goods are within the allowed percentage limits in the specifications concerning radiation and free from dioxin or any other contamination ( not complied shipment will be rejected ) .**

**5- Certificate issued by inspection company confirming percentage of polarization , humidity and ashes .**

**6- Certificate issued by inspection company stating that the imported goods and raw materials are not genetically modified .**

**7- Certificate issued by health authority or inspection company in the country of origin confirming that the product is free from artificial and chemical colors which are not allowed to be used in food items.**

**8- Packing list.**

**9- Insurance certificate covering all risks.**

**SECOND: 10% of goods value is paid when goods arrive at company's warehouses and accepted by the buyer.**

**B- By cash payment .**

**STEPS:**

**CIF :**

**90% of the goods value will be paid after arrival of each shipment to um quasar port and issuance of (SCFT) laboratory certificate confirming its compliance to contractual specifications.**

**- The remaining 10% will be paid after issuance of computer report and the actual quantity received .**

**CIP**

**- 100% after issuance of laboratory test result that confirms the fitness of goods to human consumption and compliance to contractual specification and issuance of computer report .**

**- presenting the following certificates:**

**1- Certificate of origin certified by commercial attaché ( IRAQI EMBASSY) at the country of origin .**

**2- Certificate from inspection company accepted by state company for foodstuff trading confirming compliance of goods to contractual specifications at shipping points.**

**3- Health certificate issued by health authority in the country of origin stating that the goods are fit for human consumption and consumed in the country of origin .**

**4- Certificate issued by inspection company confirming that the goods are within the percentage limits mentioned in the specifications of radiation and free from dioxin or any other contamination ( not complied shipments will be rejected) .**

**5- Certificate issued by inspection company confirming polarization , humidity and ashes percentage .**

**6- Certificate issued by inspection company stating that the imported goods and their raw materials have not been genetically modified .**

**7- Certificate issued by health authority or inspection company in the country of origin proving that the goods are free from artificial and chemical colors which are not allowed to be used in food items.**

**8- Packing list.**

**9- Insurance certificate covering all risks.**

**\* Implementation period : depending on arrival of goods and presenting documents.**

**Type of service : returning insurances concerned department : import , law , planning and follow up .**

**Steps :**

**1 – The supplier present a formal request to release insurance after implement the contract signed with him .**

**2 – The request will be submitted to concerned branch in import department to make areport in the light of contract terms and conditions .**

**3 – The repot will be submit to planning and follow up department also to law department to show their opinion and in case the supplier fulfills all contract obligations and conditions**

**The Performa Nance will be released .**

**4 – after getting the approval of general director a letter will be written to the concerned bank to release insurances ( performance bond , period of implementation : one week**

- **Type of service : purchase of loading and discharging tenders .**
- **concerned department : law , finance**

**steps :**

- 1 – The tender will be spread on media ( news papers , magazines ) and company's website .**
- 2 – Purchasing tender from financial department**
- 3 – Presenting a receipt issued from the company's cashier to the law department in order to give him the tender**
- 4 – presenting to opening tenders committee the following**

**required documents :**

- 1 – Receipt of purchasing tender**
- 2 – Certified check**
- 3 - personal identity card**
- 4 - Iraqi national certificate**
- 5 – Residence card**
- 6 – Rationing card**
- 7 – Confirmation from local council ( regarding companies ) .**

**The period : One day**

**Type of service : creation , provide , revolve – agent representative of rationing card material .**

**Concerned department : law department**

**Steps of work .**

- 1 – Present a letter from planning and follow up department in ministry of trade for the required procedure ( provide , creation ... )**
- 2 – Practical checking for the food agent place**

## **The required documents**

- 1 – Copies of identity card , national certificate card , residence card , rationing card )**
- 2 – One personal photo**
- 3 – copy of title of property ownership if it belongs to the agent or any of his first class relatives , or copy of rent contract certificated from notary public**
- 4 – confirmation letter from the area rationing center which the agent belongs confirming that agent shop belong to his property ownership .**
- 5 – letter of authorization of Baghdad municipality to provide or revoke the agency .**
- 6 – Giving up the previous agent to one of his first class relatives in the case that the previous agents is still alive**
- 7 - Inheritance division for one dead agent + giving up one inherited people to the person whom the rationing agency is intended to give .**
- 8 – Will + letter of nor objecting from under age caring office if one of the agent inheritance was under age**

**Period : specified by practical checking and submitting all the documents**

**Type of service : impose a penalty on citizens and agents who receive rationing card materials without following the regulation .**

**Concerned department : financial , marketing department**

**Steps :**

- 1 – Bringing the penalty letter from planning and follow up department in ministry of trade**
- 2 – Collect the supplying materials which are contrary instructions according to supplying that issued by distributing centers related to the company .**
- 3 – Penalty will be imposed on materials that already received**

**4 – The amount that taken from the violator will be calculated as follow :**

**Received quantity x price x number of individuals no of months .**

**5 – The price will be specified by letter of credit section in the finance department in the light of the price of import and a their additional costs until the arrival of goods to the agent**

**6 – Money is pay to the company's cashier**

**THE PERIOD : One day**

**Type of service : pay amount of announcement concerned department : financial media office .**

**Steps :**

**1 – After receiving letter from media office in the ministry to pay advertisement amount , the owner of the newspaper goes to announcement bureau in the company and bring with him un application to pay for him the amount of announcement also enclosing copy of the advertisement**

**2 – Media section will give the application to financial department to check and get approval for payment .**

**Required documents**

**1 –Authorization Letter from newspaper .**

**2 – Identity card of the authorized person**

**Period implementing period**

**- Two days**