

## Storage of goods

### 1.1 Tomcat report functions related to the stock

To avoid disproportionate costs, accounting segregation is applied under our customs warehouse facility whereby non-Union (T1), Union excise suspended goods (AAD) and Union non-excise controlled goods (FRE) are physically stored together, which is then referred to as common storage

In the administration, a clear distinction is made between the different customs statuses for the stock of goods.

Physical versus Administrative

Main Query  
To Date  
To Booking Seq

Sort Order (Reverse) Tank

Quantities UOM KGV  
Capacity UOM LTR

Compute Show Ac

Results

HTank	Owner	Administrative	Physical	Phy-Admin	Line	Density	Tank Uom	Capacity LTR	% Filled	Available Vol In Tank LTR
C0117	Vitol S.A.	13,687,163	13,687,163	0	0	0.8401	D15	16,695,000	97.59	402,698
								257,634	0.00	257,634
								258,681	0.00	258,681
								257,685	0.00	257,685
					0	0.8786	D15	6,363,000	0.00	6,363,000
								2,514,000	0.00	2,514,000
								1,563,000	0.00	1,563,000
					0	0.8445	D15	5,400,000	0.00	5,400,000
					0	0.8504	D15	5,400,000	0.00	5,400,000
					0	0.8296	D15	6,377,000	0.00	6,377,000
					0	0.8615	D15	6,361,000	85.92	895,748
					0	0.8298	D15	4,054,000	12.26	3,557,051
					0	0.9682	D15	456,907	6.60	426,737
					0	0.8529	D15	548,407	11.76	483,928
								1,001,649	0.00	1,001,649

Customs Status Description

Customs Status Details by Tank

Owner	Customs	UOM
Vitol S.A.	AAD	551,209 KGV
Vitol S.A.	T1	13,135,954 KGV

Close

Various standard reports can be generated in Tomcat. In addition, an Excel export can be made of every screen so the user is offered a high degree of flexibility with respect to the reports to be made.

The stock report is one of the standard reports. It provides an overview of the stock as of a certain date per customer and per product group. The following can be deduced from the stock report:

- Tank number
- Density
- Tank capacity in M3
- The total of kilograms per customs status. Each customs status is shown in the stock report in a separate column
- Total tank volume in kilograms and litres at 15°C
- Type of product
- CN code

The following queries can be used when generating the stock report:

- Customer (if desired)
- Contract (if desired)
- On what date the stock report must present the stock
- Product group (if desired)

The screenshot shows a software window titled "Stock Report" with a "Report Setup" section. The fields are as follows:

- Mail Title \*: Stock Report
- Mail Recipients: mak@itank-vtti.com
- Printer Recipients: (empty)
- Customer: Vitol S.A.
- Contract: (empty)
- To last date (included) \*: 20-MAR-14
- Include fictitious tanks? \*: N
- Product group code: GO
- Show CN Code? \*:
- Stock Quantity UOM 1 \*: KGV
- Stock Quantity UOM 2 \*: LTR
- Stock Quantity UOM 3: (empty)

There is a "PDF" checkbox on the right side of the window.

Another important standard report is the Asset Parcel Report; this report provides insight into the mutations that took place in a certain tank during a certain period. Thus the queries when drawing up the report are:

- Customer (if desired)
- Tank number
- The period the report must pertain to

The screenshot shows a software window titled "Asset Parcel Report" with a "Report Setup" section. The fields are as follows:

- Mail Title \*: Asset Parcel Report
- Mail Recipients: (empty)
- Printer Recipients: (empty)
- Customer: (empty)
- Tank \*: C0117
- Start Date \*: 01-MAR-14
- End Date \*: 31-MAR-14
- Stock Quantity UOM 1 \*: KGV
- Stock Quantity UOM 2 \*: LTR

There is a "PDF" checkbox on the right side of the window.

Furthermore, there is the Advice report. This report is also providing insight into the mutations that took place in a certain tank in a certain period. In addition, the start and end date of the manipulations are shown. The following queries can be used when generating the Advice report:

- Customer
- Contract (if desired)
- The period the report must pertain to
- Tank number (if desired)

Advice Report (excel)

Report Setup

Mail Title \* Advice Report (excel)

Mail Recipients

Printer Recipients

Company \* Vitol S.A.

Contract

From date \* 01-MAR-14

To date \* 31-MAR-14

Tank

Inc. Fictitious Tanks \*

Stock Quantity 1 \* KGV

Stock Quantity 2 \* LTR

## 1.2 Releasing goods for free circulation

Non-Union goods are brought into free circulation only by order of the customer. Tomcat has a special type of order for bringing goods into free circulation, called "IMP" (Importation).

Depending on the simplifications in place at the respective terminal, the goods will be imported either via entry into the records or with the help of our customs agent.

In practice, two types of import can occur, to wit:

- 1) The import of excisable goods, whereby these are transferred from the bonded customs warehouse to the excisable goods premises. The customs status changes from T1 to AAD.
- 2) The import of other than excisable goods, whereby these are transferred from the bonded customs warehouse into free movement. The customs status changes from T1 to FRE.

Importations related to the tax warehouse and the customs warehouse are reported via the monthly Customs Report.

The order list report can be generated from Tomcat and will show all importations done during a

certain period. The queries when drawing up the report are:

- Customer
- Order Type
- Order Status
- The period the report must pertain to
- In or exl import value

**Order List**

Report Setup

Mail Title \* Order List

Mail Recipients [dropdown]

Printer Recipients [dropdown]

Customer Vitol S.A. [dropdown]

Order type IMP [dropdown]

Quantity UOM \* KGV [dropdown]      Quantity UOM \* LTR [dropdown]

Product group GO [dropdown]

Status Codes \* CLO [dropdown]

From date 01-MAR-14

To date 31-MAR-14

Include import values \* Y [dropdown]

Example order list report:

ORDER LIST		Product group : Gasoil						generated, 20-MAR-2014 10:19					
								Total Order Qty		Order Qty over Period			
Client	Id	Type	Date	Product / Group	Vessel / Barge	Origin / Destination	Tanks	Value EUR	Qty (LTR)	Qty (KGV)	Qty (LTR)	Qty (KGV)	
Vitol S.A.	47891	IMP	01-MAR-14	(GO)			C0007	2,695,303	4,779,295	3,983,542			
	47892	IMP	01-MAR-14	(GO)			C0008	1,252,388	2,220,992	1,850,975			
	47941	IMP	04-MAR-14	(GO)			C0206	10,892,556	19,501,156	16,273,715			
	47949	IMP	05-MAR-14	(GO)			H4309	4,053,757	7,236,708	6,056,401			
	47995	IMP	07-MAR-14	(GO)			C0206	11,781,308	20,985,839	17,506,387			
	48019	IMP	07-MAR-14	(GO)			C0114	7,851,675	14,041,279	11,794,674			
	48023	IMP	08-MAR-14	(GO)			C0006	2,664,335	4,753,921	4,002,326			
	48027	IMP	09-MAR-14	(GO)			H4309	3,738,865	6,765,699	5,647,329			
	48033	IMP	09-MAR-14	(GO)			H2201	9,426,327	16,907,575	14,160,094			
	48057	IMP	11-MAR-14	(GO)			C0172	10,936,458	19,749,950	16,518,858			
	48083	IMP	14-MAR-14	(GO)			C0114	8,804,940	15,959,834	13,299,330			
	48096	IMP	17-MAR-14	(GO)			H2202	8,292,548	15,222,799	12,692,770			
	48125	IMP	19-MAR-14	(GO)			C0006	2,623,636	4,845,028	4,051,897			
Count	13						Total	85,014,095	152,970,075	127,838,298			

### 1.3 Discrepancies between the administrative and the physical stock

Inherent to the nature of the products in storage is that every time a tank is measured a difference shows between the physical stock and the administrative stock. This is chiefly the result of tolerances in the measuring equipment used, effects from outside the tank such as temperature, evaporation and rounding-off differences. Any discrepancy between every individual pre-measurement and the administrative stock is not immediately corrected in the books at that time.

Physical versus Administrative									
Main Query						Sort Order (Reverse)			
To Date						Quantities UOM		K	
To Booking Seq						Capacity UOM		L	
Compute									
Results									
HTank	Owner	Tank Quantities KGV				Line	Density	Uom	C
		Administrative	Physical	Phy-Admin					
C0001	Vitol S.A.	4,361,038	4,361,038	0		0.8918	D15		
C0005									
C0006	Vitol S.A.	2,284,731	2,284,081	-650		0.8363	D15		
C0007	Vitol S.A.	3,987,492	3,987,492	0		0.8362	D15		

CS creates a Stock Review (SRE) order at the end of every month. In this order, the physical stock of all tanks is compared to the administrative stock. Any discrepancies between the two are processed via this order in the stock administration.

Differences between the administrative stock and the physical stock will be processed using a SPA entry (Stock Review Paper Adjustment) in the SRE order. In underneath screenshot a SPA is registered as -5,628 KGV. During the processing of storage differences in the administrative stock of a tank, where multiple customs statuses are involved, the difference will be entered pro rata on each customs status.

SRE - C0201									
Order Specifications				Status		Plan Qty			
Order Id	48051	10-MAR-14 15:49		CLO 11-MAR-14 13:38		Customs status			
Contract	24	Gunvor S.A.		ETA		Agent / Surveyor			
Type	SRE	Stock review		Product		Jetty			
Vessel						Origin / Dest.			
Movements									
<input type="checkbox"/> Order by booked movements desc									
Tank	Type	Tolerance	Plan QtyUom	Actual QtyUom	New Product	Comment			
C0201	SPA	APP	-5,628 KGV	-5,628 KGV					

CS assesses the stock discrepancies. Any discrepancies not exceeding the allowable standard of

the goods moved, meaning the quantities discharged and loaded, through the relevant tank during the past month are accepted without further examination. Any discrepancies exceeding the allowable standard are examined in more detail.

The allowable standard is applied to the final stock if there was no activity in the relevant tank during the month. An examination is also started for discrepancies less than the allowable standard in so far as this is warranted from an operational point of view.

If the storage discrepancy exceeds the allowable standard, CS will always start a more detailed examination.

The terminal accurately monitors the relation between the administrative stock and the physical stock by means of the monthly stock review process as described above. The correctness of the data incorporated in the stock administration is checked daily via the stock reports the terminal sends its customers every day. Customers also keep their own stock administration. They compare the stock reports received from the terminal to their own stock positions. If there are any discrepancies, they immediately contact the terminal. If the stock report shows that there is a discrepancy between the terminal's stock administration and that of the customer, a more detailed examination will be made at the terminal's initiative. If necessary the stock administration is corrected. This will be preceded by a more detailed examination. The CS will put together a dossier of this examination.

#### **1.4 Ship-to ship transactions**

Tomcat includes a number of fictitious tanks for administrative processing of ship-to-ship transactions at the terminal. The goods transferred via a ship-to-ship transaction are 'discharged' in this fictitious tank in the administration. Since it involves a fictitious deposit and a fictitious removal, there are never any discrepancies as a result of such ship-to-ship transactions. The quantity stated on the delivery documents is booked in full as a fictitious discharge and these customs documents are in principle completed in conformity. The documents the terminal issues in relation to a fictitious 'load' state the quantity that is exactly the same as the quantity fictitiously discharged. With the exception of a situation in which a ship-to-ship order is still in progress, the fictitious tanks do not hold any stock.