



Hengyi Industries Sdn Bhd
恒逸实业（文莱）有限公司

HYBN-T3-04-0001-2021-2

The Original (Material) Oil Purchasing Management System

原（料）油采购管理制度

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Version Information 版本信息

1 Version 1 第一版

Version 1 was released on 23st May, 2019.

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2 Version 2 第二版

Version 2 was released on 1th October,2021. and is the overall system documents,upgrade one without modification.

第二版发布时间为 2021 年 10 月 1 日，为体系文件集中升版，无修订。

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1 Purpose 目的

This System is hereby formulated in order to regulate raw (material) oil purchasing, avoid risks regarding raw (material) oil purchasing, reduce purchasing cost and ensure all links regarding raw (material) oil purchasing are smooth to satisfy the need of raw materials for normal production.

为规范原（料）油采购作业，避免原（料）油采购风险，降低采购成本，确保原（料）油采购各环节畅通以满足生产正常生产所需原料，特制定本制度。

2 Scope of Application 适用范围

This System is applicable to all involved production departments.

本制度适用于生产相关部门。

3 Terms and Definitions 术语和定义

N/A

无

4 Management Responsibilities 管理职责

4.1 Specified administrative authority 归口管理部门

4.1.1 Commercial Dept., as the specified administrative authority in charge of raw (material) oil purchasing in Bruneian market, is responsible for market survey and analysis of bulk raw materials of the Company and shall provide market information and analysis report to CEO and the Management.

商务部是文莱市场原（料）油采购的归口管理部门；负责公司大宗原料市场调研和分析，并向CEO和管理层提供市场资讯和分析报告。

4.1.2 It shall be responsible for preparing the management measures for raw (material) oil purchasing in Bruneian market based on Bruneian laws and the Company's actual conditions and implementing it in a strict manner.

负责根据文莱法律和公司实际，制定文莱市场原（料）油采购管理办法，并严格执行。

4.1.3 It shall report information about raw (material) oil purchasing in Bruneian market to CEO

and the Management in a timely way.

负责及时向 CEO 和管理层报告文莱市场原（料）油采购情况。

4.1.4 It shall implement the requirements issued by the production authority of the Company for variety and quantity of production raw oil, control purchasing tempo, and reasonably select and determine pricing method, transportation company and freight to reduce purchasing cost.

负责执行公司生产口下达的生产原料油品种和数量需求，控制采购节奏；合理选择并确定计价方式、运输公司、运费，降低采购成本。

4.1.5 It shall be responsible for signing, implementation and management of procurement contract and transportation contract of raw (material) oil in Bruneian market, management of in-transit loss of raw (material) oil purchased, and tracking and determination of arrival of ships/vehicles at ports.

负责文莱市场原（料）油采购合同和运输合同的签订、履行和合同管理，负责跟踪落实船舶到港情况，负责跟踪落实船舶/车辆到港情况。

4.1.6 It shall regulate purchasing of raw (material) oil and coal, implement contract approval procedure, intensify efforts to review of contract terms and control procurement risks to the utmost extent.

严格规范原（料）油、煤炭采购行为，履行合同审批程序，加强合同条款审核，最大限度地控制采购风险。

4.1.7 It shall make an overall arrangement and coordination of ship entry and unloading of raw (material) oil purchased; handle commodity inspection and declaration procedures as well as management of foreign crews; determine tugboat piloting demands, inform Port and Storage Department of time and ship name, and supervise the implementation; confirm purchasing and transportation contracts; take the lead to deal with all disputes regarding quality and measurement of raw (material) oil; be responsible for claim for excessive loss of raw (material) oil purchased in Bruneian market; and supervise and assess carriers.

负责统筹协调所购原（料）油船舶进港卸货相关工作；负责办理商检、报关手续和外籍船员管理；负责确定拖轮引航需求并将时间、船名通知港务储运部并监督执行；负责采购、运输合同确认；负责牵头处理所有原（料）油进厂质量和计量纠纷处理；负责文莱市场采购原（料）油超损索赔工作；负责对承运商进行监督和考核。

4.1.8 It shall inform Finance Dept. of advance payment, cash deposit in advance and freight prepaid of raw (material) oil purchased in Brunei and other procurement-related advance payments in advance, confirm payment of advance payments, payment for goods and freight, and obtain invoices from suppliers or merchants.

负责提前向财务部通报所文莱地区采购原（料）油预付款、保证金预付、运费预付等采购预付款情况，负责预付款、货款、运费等费用的付款确认；负责向供应商或贸易商获取发票。

4.1.9 It shall inform Planning & Dispatching Dept. of procurement and sail schedule of raw (material) oil in advance and forecast sail schedule and time of arrival; be responsible for statistics concerning completion of raw (material) oil purchasing and submit statistical results to Planning & Dispatching Dept.; and advise ships to depart.

负责及时向计划调度部通报原（料）油采购情况、船期安排，预报船期到港时间；负责原（料）油采购完成情况统计并将统计结果通报计划调度部。

4.1.10 It shall report information regarding procurement of raw (material) oil purchased at the production & operation activity analysis meeting of the Company and conduct cost analysis.

负责在公司生产经营活动分析会上汇报所有所购原（料）油采购情况，进行成本分析。

4.2 Coordinated management departments 协同管理部门

4.2.1 Planning & Dispatching Dept. shall establish annual, quarterly and monthly demands for raw (material) oil as well as its varieties and quantities, and report such information to Commercial Dept. in advance; participate in countersigning of raw (material) oil purchasing contract; prepare oil product processing scheme and disposal plan for defective goods, and organize operation departments to dispose defective goods; and be responsible for statistics regarding completion of raw (material) oil purchasing.

计划调度部负责制定公司年、季、月度原（料）油需求品种和数量，并提前通报商务部；参与原（料）油采购合同会签；负责编制油种加工方案 and 不合格品处置方案，并组织运行部对不合格品进行处置；负责原（料）油采购完成情况统计。

4.2.2 Finance Dept. shall raise funds for raw (material) oil purchasing, be responsible for audit, payment and reconciliation of payment for goods, freight and all incidentals, provide data regarding raw (material) oil purchasing cost and comprehensive cost, conduct benefit calculation, and participate in countersigning of raw (material) oil purchasing contract and transportation contract of the Company.

财务管理部负责筹措原（料）油采购资金，并负责货款及运费等各项杂费的审核、支付及对帐工作，提供原（料）油采购成本、综合成本数据，负责效益测算；参与公司原（料）油采购合同、运输合同会签。

4.2.3 Mechanical Dept. shall be responsible for review, countersigning or confirmation of measurement and handover terms in raw (material) oil purchasing contract and transportation contract.

机械动力部负责原（料）油采购合同、运输合同中计量交接条款的审核、会签或确认。

4.2.4 HSE Dept. shall be responsible for related work within the scope of HSE responsibility and in the whole process of implementation of purchasing contract.

HSE 管理部负责采购合同执行全过程涉及的 HSE 职责范围内的相关工作。

4.2.5 CEO's Office shall be responsible for legal review and countersigning of raw (material) oil purchasing and transportation contracts; organize related departments to assess raw (material) oil purchasing; assist in dealing with purchasing disputes and provide legal supports; be responsible for filing and storage of contract-related materials.

总经理办公室负责原（料）油采购、运输合同的法律审核、会签；负责组织有关部门对原（料）油采购进行考核；协助处理采购纠纷并提供法律支持；负责合同相关资料的归档、保存。

4.3 Executive departments 执行部门

4.3.1 Production & Operation Dept. shall be responsible for feedback of information of all links of raw oil processing process.

生产运行部负责原油加工过程各环节的信息反馈。

4.3.2 Lab Dept. shall be responsible for inspection of quality of raw (material) oil, and issue quality inspection report; be responsible for raw oil evaluation & analysis; be responsible for non-compliance review of raw (material) oil; provide technical supports regarding quality inspection and analysis and issue quality analysis report or statement as required by Commercial Dept. in case of any quality dispute.

质量检验部负责原(料)油的质量检验, 出具质量检验报告; 负责原油评价分析工作; 负责对原(料)油进行不合格评审; 在出现质量纠纷时, 负责按商务部要求提供质量检验和分析方面的技术支持、出具质量分析报告或情况说明。

4.3.3 Port and Storage Department shall be responsible for handling, transfer and measurement of raw (material) oil according to dispatching instruction; be responsible for management of course, tugboat, wharf and anchorage ground; provide tugboat and piloting services and related work coordination for ships entering the plant as noticed by Commercial Dept.; be responsible for wharf license, work permit and other formalities, and ensure that regulations of the government on wharf application are followed.

港务储运部负责按调度指令执行原(料)油的到厂接卸、输转、计量工作; 负责航道、拖轮、码头、锚地管理; 负责按商务部通知为进厂船舶提供拖轮、引航服务及相关工作协调; 负责办理码头许可、作业等手续, 保证码头符合政府使用规定。

5 Management Content 管理内容

5.1 Raw (material) oil purchasing 原(料)油采购

5.1.1 Category of raw (material) oil 原(料)油的分类

5.1.1.1 Raw oil refers to crude oil and gas distillate.

原油指原油及凝析油。

5.1.1.2 Raw material refers to catalytic gasoline, MTBE, naphtha, etc.

原料指催化汽油、MTBE、石脑油等。

5.1.2 Submission of procurement proposal for raw (material) oil resources 原(料)油资源采购建议计划上报

5.1.2.1 Annual procurement proposal for raw (material) oil resources: Commercial Dept. shall propose annual procurement proposal for raw (material) oil resources based on preliminary

idea about production and operation in next year, ask for opinions of related departments of the Company, and submit procurement proposal for raw (material) oil resources in next year to the Company before the first ten days of each September after consent is obtained for leadership of the Company.

年度原（料）油资源采购建议计划：商务部根据公司下一年度的生产经营初步设想，拟定年度原（料）油资源采购建议计划，征求公司相关部门的意见，经公司领导同意后，于每年9月上旬之前向公司上报下一年度的原（料）油资源采购建议计划。

5.1.2.2 Monthly procurement proposal for raw (material) oil resources: Commercial Dept. shall, according to market conditions and production & operation schedule of the Company, put forward its suggestion for monthly procurement of raw (material) oil. After such suggestion is discussed by related departments and develops into a procurement proposal, with the consent from the Company, it shall submit the three-month procurement proposal for raw (material) oil resources for a period of M+3 months to Hengyi Industries International PTE LTD.

月度原（料）油资源采购建议计划。商务部根据市场情况，公司的生产经营计划安排，提出原（料）油月度采购建议，经相关部门讨论后形成采购计划，报公司同意后，向恒逸实业国际有限公司上报 M+3 月的 3 个月原（料）油资源采购滚动建议计划。

5.1.3 Implementation of raw (material) oil resource plan 原（料）油资源计划落实

5.1.3.1 Commercial Dept. shall be responsible for the following work according to raw (material) oil purchasing plan issued by the Company:

商务部根据公司下达的原（料）油采购计划，负责以下工作：

(1) Communicate with Hengyi Industries International PTE LTD in terms of purchase quantity of raw (material) oil and guarantee production & processing needs;

与恒逸实业国际有限公司对接原（料）油采购数量，保障生产加工需求。

(2) Communicate with Hengyi Industries International PTE LTD in terms of specific raw (material) oil resources, conduct timely calculation and adjustment if Hengyi Industries International PTE LTD fails to fully satisfy the demand for variety of raw (material) oil submitted, and determine highly cost-effective alternative resources;

与恒逸实业国际有限公司对接具体原（料）油资源，如恒逸实业国际有限公司不能完全落实上报的原（料）油品种，及时测算调整，落实性价比高的替代资源。

(3) Sign the agreement for importation of raw (material) oil into Singapore by single vessel or procurement contract with Hengyi Industries International PTE LTD;

与恒逸实业国际有限公司签订单船原（料）油进口新加坡协议或采购合同。

(4) Based on information about engagement and implementation, define raw (material) oil resources and plant access schedule with the help of *Monthly Production & Operation Plan* of the Company;

根据衔接和落实情况，通过公司《月度生产经营计划》明确原（料）油资源和进厂安排。

(5) Track sail schedule of raw (material) oil (time of loading/arrival), and inform Planning &

Dispatching Dept., Port and Storage Department and Finance Dept.

跟踪原（料）油船期信息（装期/到港时间），并通知计划调度部、港务储运部、财务管理部。

5.2 Customs clearance, inspection, supervision and release of raw (material) oil 原（料）油的报关、报检与监管、放行

5.2.1 Commercial Dept. shall be responsible for customs clearance and inspection of raw (material) oil and arrival formalities of transport ships, and determine materials regarding customs clearance and inspection of raw (material) oil and ships and related certificates together with Hengyi Industries International PTE LTD before arrival of raw (material) oil at the port.

商务部负责原（料）油的报关、报检和运输船舶的进港手续，在原（料）油到港前与进口恒逸实业国际有限公司落实进口原（料）油的报关、报验资料和船舶资料等相关单证。

5.2.2 Commercial Dept. shall be responsible for customs supervision and release of imported raw (material) oil and handle release formalities for such raw (material) oil in a timely manner. Before such formalities are completed, operation departments are not allowed to use them.

商务部负责进口原（料）油的海关监管和放行工作，及时办理原（料）油的放行手续。原（料）油放行手续未办妥之前运行部不得使用。

5.3 Berthing and handling of raw (material) oil ships 原（料）油船舶的靠泊与接卸

5.3.1 Commercial Dept. shall be responsible for forecasting of sail schedule of raw (material) oil ships, and provide related certificates of raw (material) oil for Planning & Dispatching Dept. and Port and Storage Department before arrival of such ships.

商务部负责原（料）油船舶的到港船期预报，在油轮到港前向计划调度部、港务储运部提供原（料）油相关单证。

5.3.2 Planning & Dispatching Dept. shall be responsible for arrival of raw (material) oil and actual production conditions, and prepare raw (material) oil berthing and unberthing plan jointly with Commercial Dept.

计划调度部负责根据原（料）油到港情况及生产实际情况，与商务部共同制定原（料）油靠离泊计划。

5.3.3 Port and Storage Department shall prepare tank filling plan for raw (material) oil before its arrival, and be responsible for ship berthing and unberthing and raw (material) oil unloading. 港务储运部负责在原（料）油到港前制定原（料）油的入罐计划，负责船舶的靠离泊作业和原（料）油的卸船作业。

5.4 Factory measurement of raw (material) oil 原（料）油的进厂计量

5.4.1 Commercial Dept. shall enter bill of lading, port loading information and other materials

related to raw (material) oil into measurement management information system; be responsible for ERP delivery taking and in-transit loss handling of raw (material) oil; arrange a third party to inspect ships, oil tanks and other data when it is found that number of port loading ships inspected is 5% higher than that in bill of lading, and give timely notice to Planning & Dispatching Dept. and Refining Dept. for coordination.

商务部负责在计量管理信息系统中录入原（料）油提单信息、装港信息等资料；负责原（料）油 ERP 收货及途耗处理操作；当发现装港的船检数量较提单量超过 5%，负责安排第三方检测船舶、油罐等数据，并及时通知计划调度部和炼油部配合。

5.4.2 Port and Storage Department shall be responsible for arrival measurement and unloading of raw (material) oil, and enter such related data as number of port loading ships inspected, number of arrival ships inspected and time of sailing, stopping and unloading into measurement management information system.

港务储运部负责原（料）油到港计量操作、卸船工作，并将装港船检量、到港船检量、开停卸时间、将相关数据录入计量管理信息系统。

5.5 Payment of payments for raw (material) oil and related expenses 原（料）油货款及相关费用的支付

5.5.1 Commercial Dept. shall prepare payment budgets for payments for raw (material) oil and related expenses, offer related payment certificates to Finance Dept. before the date of payment of payments for raw (material) oil and related expenses, and handle payment formalities.

商务部负责编制原（料）油货款及相关费用付款预算以及在原（料）油油款及相关费用付款日前向财务部提供相关付款单证，办理付款手续。

5.5.2 Finance Dept. shall review original certificates, and pay payments for raw oil and related expenses based on complete payment formalities.

财务部负责审核原始单据，根据完备的付款手续支付原油货款及相关费用。

5.6 Claim for shortage in quantity of raw (material) oil 原（料）油的短量索赔

5.6.1 CIF contract is employed for imported raw (material) oil and Singaporean party shall buy insurance for raw (material) oil purchased. Commercial Dept. shall ask merchandise inspection department for ship inspection report in a timely manner. If shortage in quantity in merchandise inspection report is higher than that in bill of lading as specified by contract, it shall lodge a timely claim against Hengyi Industries International PTE LTD and track claim results.

进口原（料）油采用 CIF 合同由原（料）油采购新加坡商办理保险，商务部及时向商检部门索要船检数量报告，如商检报告较提单数量短量超出合同约定，及时向恒逸实业国际有限公司索赔并跟踪索赔结果。

5.6.2 In case of claim for shortage in quantity of shore tank of raw (material) oil, Commercial

Dept. shall provide related materials, and Hengyi Industries International PTE LTD and Finance Dept. shall lodge timely claim against insurance company and conduct accounting treatment after receiving of claim for indemnity. It shall feed claim information back to Planning & Dispatching Dept. and Mechanical Dept.

如原（料）油发生岸罐短量索赔，商务部提供相关资料，恒逸实业国际有限公司、财务部及时向保险公司提出索赔，收到索赔款进行帐务处理。反馈索赔信息至计划调度部、机械动力部。

5.7 Raw oil appraisal 原油评价

5.7.1 Operation department and Planning & Dispatching Dept. shall be responsible for raw oil appraisal:

运行部、计划调度部负责原油的评价工作:

5.7.1.1 As for appraisal of raw oil which doesn't enter the plant for the first time: operation department shall prepare raw oil appraisal plan for the current month before the fifth day of each month by reference to quarterly and monthly production plans of the Company (as for oil varieties entering the plant by multiple ships every year, in principle, analysis shall be conducted every 12 months), and provide such plan to Commercial Dept. After berthing of oil tanker, Lab Dept. shall be responsible for oil sampling and Planning & Dispatching Dept. and Lab Dept. shall be responsible for appraisal. It shall issue appraisal report as soon as possible based on actual production conditions.

对非首次进厂的原油的评价,由运行部对照公司季度、月度生产计划,在每月 5 日前制订出当月的原油评价工作计划（对每年有多船次进厂的油种，原则上间隔 12 个月做一次分析），并提供给商务部。油轮靠泊后由质量检验部负责采集油样，计划调度部、质量检验部负责作评价。根据生产实际情况，尽快出具评价报告。

5.7.1.2 As for quality control and appraisal of raw oil (new variety) which enters the plant for the first time: Commercial Dept. shall be responsible for collection of raw oil appraisal or quality reports provided by suppliers; if it is possible to offer sample of this raw oil, it shall entrust Planning & Dispatching Dept. in a timely way to conduct appraisal and analysis, and prepare appraisal report as soon as possible in order to guide refining production; if raw oil is badly needed for production but it is impossible to offer its sample for a shore while before arrival of such raw oil, Commercial Dept. shall ask supplier for appraisal report or quality data of such raw oil, evaluate the supplier, and organize its entry into the plant after approval is obtained from leaders in charge. After berthing of oil tanker, Lab Dept. shall be responsible for oil sampling and appraisal.

对首次进厂原油（新油种）的质量控制与评价。商务部负责收集由供货商提供的原油评价或质量报告，能提供该油种样品的，应及时委托计划调度部评价分析，并尽快做出评价报告，以指导炼油生产；对生产急需，一时又无法在原油到厂前提供样品的，由商务部负责向供货商索取该油种的评价报告或质量数据，对供货方进行评价，经公司主管领导批准后，组织进厂。油轮靠泊后由质量检验部负责采集油样并作评价。

5.7.2 Commercial Dept. shall collect imported raw oil quality certificate provided by raw oil supplier and issued by local inspection department in the first loading port as well as imported raw oil inspection report issued by Entry-Exit Inspection and Quarantine Bureau.

商务部负责收集由进口原油供货商提供的第一装货港当地检验部门出具的原油质量证书，收集出入境检验检疫局出具的每船进口原油商检报告。

5.7.3 As for quality report provided by supplier, if it is found that there is a great difference in nature from the same raw oil purchased previously, Commercial Dept. and Planning & Dispatching Dept. shall promptly arrange personnel from Planning & Dispatching Dept. to appraise such raw oil and Planning & Dispatching Dept. shall put forward appraisal report as soon as possible.

对供货商提供的质量报告，如发现与以往的同一油种性质有较大变化的，商务部、计划调度部应及时安排计划调度部对该原油作评价，计划调度部应尽快做出评价报告。

5.8 Specified administrative authority of quality 质量归口管理

In case of quality issue, Commercial Dept. shall communicate and coordinate with Hengyi Industries International PTE LTD and Planning & Dispatching Dept. to deal with such issue.

如有质量方面的问题，由商务部负责与恒逸实业国际有限公司、计划调度部之间进行沟通，协调处理。

6 Inspection and Supervision 检查和监督

Commercial Dept. shall inspect and assess this System and prepare corresponding detailed assessment rules.

本制度由商务部负责检查考核，并制定相应考核细则。

7 Associated Procedures and Records 关联程序和记录

7.1 Associated procedures 关联程序

7.1.1 *Management Procedure for In-transit Loss and Demurrage of Raw (Material) Oil* (HYBN-T2-04-0001-2021-2)

原（料）油的途耗管理和滞期管理程序 HYBN-T2-04-0001-2021-2

7.1.2 *Procedure for Raw Oil Purchasing, Contract Signing and Sail Schedule Tracking* (HYBN-T2-04-0002-2021-2)

原油采购、合同签订及船期跟踪程序 HYBN-T2-04-0002-2021-2

7.1.3 *Procedure for Appraisal of Raw (Material) Oil Supplier* (HYBN-T2-04-0003-2021-2)

原油及原料油供应商评审程序 HYBN-T2-04-0003-2021-2

7.1.4 *Plant Access Process for Raw (Material) Oil* (HYBN-T2-04-0004-2021-2)

原油及原料油进厂业务流程 HYBN-T2-04-0004-2021-2

7.1.5 *Procedure for Determination of Raw Oil Settlement Price and Payment of Tax and Payments for Goods* (HYBN-T2-04-0005-2021-2)

原油结算价确定及税、货款支付程序 HYBN-T2-04-0005-2021-2

7.1.6 *Control Program for Selection of New Oil Variety and Raw Oil Appraisal* (HYBN-T2-04-0006-2021-2)

新油种选择和原油评价控制程序 HYBN-T2-04-0006-2021-2

7.1.7 *Customs Clearance and Inspection Procedure for Single-vessel Raw Oil* (HYBN-T2-04-0007-2021-2)

单船原油报关报检程序 HYBN-T2-04-0007-2021-2

7.2 Associated records 关联记录

Monthly Statistics of Plant Access of Raw (Material) Oil (HYBN-T6-04-1001-001-2021)

原（料）油进厂统计月表 HYBN-T6-04-1001-001-2021

8 Supplementary Rules 附则

8.1 This System is under the jurisdiction of Commercial Dept.

本制度由商务部归口管理。

8.2 This System is drafted by Commercial Dept.

本制度起草部门：商务部。

8.3 Commercial Dept. is responsible for the interpretation of this System.

本制度解释权归商务部拥有。

8.4 Revision, preparation and approval of this System are shown in Table 1:

本制度版本编制和审批情况见表 1:

Table 1 Revision, preparation and approval of document

表 1 文件版本编制和审批情况

2	2021-10-01	Zhang chao 张超	Zou Hui 邹慧	Chen Liancai 陈连财
Revision 版本	Issued date 颁布日期	Prepared by 编制人	Reviewed by 审核人	Approved by 批准人