

ISSUING ORG. ACCOUNTING POLICIES & SYSTEMS DEPARTMENT  
 SUBJECT RECONCILIATION OF DIESEL TRANSFERS TO MARINE

ISSUE DATE 04-27-08	REPLACES 09-11-02
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**CONTENT:** This instruction sets guidelines for the reconciliation of quantities of diesel transferred from Ras Tanura terminal to Marine Department for onward delivery to vessels, Gas Oil Separation Plants (GOSP), crude oil platforms, etc. for use. The text of this instruction includes:

1. Glossary
2. Background
3. Reconciliation of Diesel Transfers

## 1. **GLOSSARY**

### ABBREVIATIONS & ACCRONYMS

DSAD	-	Domestic Sales Accounting Division/OAD
GOSP	-	Gas Oil Separation Plant
OAD	-	Operations Accounting Department
TSPTF	-	Terminal South Products Tank Farm (PH#1)
PLCU	-	Petroleum Loss Control Unit/TTSD
TED	-	Terminal Engineering Division/Terminal Department
RTSAU	-	Ras Tanura Shipping Accounting Unit/OAD

### RELATED INSTRUCTIONS MANUALS

MIM 1186.502	-	Marine Instructions Manual
TIM 232202	-	Terminal Instructions Manual

## 2. **BACKGROUND**

The Terminal Department transfers diesel from Terminal South Products Tank Farm (PH #1) to the Marine Department at the West Pier and to Marine Department barges at North Pier for transportation to Tanajib Marine Pier storage tanks. The Marine Department in turn supplies diesel to Saudi Aramco marine craft and marine crafts on charter to Saudi Aramco or offshore either to other vessels, GOSP or platforms for their operations.

## 3. **RECONCILIATION OF DIESEL TRANSFERS**

### 3.1 TERMINAL AND MARINE DEPARTMENT RESPONSIBILITIES

The Terminal and Marine Departments are assigned specific responsibilities in reporting the diesel delivered and reconciling any differences as set out in their respective instruction manuals (refer to TIM 232202 and MIM 1186.502).

### 3.2 RAS TANURA SHIPPING ACCOUNTING UNIT (RTSAU)/OAD

The RTSAU/OAD is responsible for reconciling the quantities delivered by the Terminal Department with the quantities recorded on Marine Department Petroleum Requisition Forms (Form 2457). The Terminal Department at TSPTF (PH#1) submits its daily delivery

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ticket to RTSAU/OAD and the Marine Department sends its daily batch of Petroleum Requisition Forms (Form 2457) to RTSAU/OAD. The Marine Department also provides RTSAU/OAD summaries of:

- All diesel fuel received from the Terminal Department
- Quantities delivered to various vessels, platforms, and GOSPs
- Any inventories of diesel fuel on hand awaiting delivery

The RTSAU/OAD reconciles the quantities and notifies the Marine Department and PLCU/TED/Terminal Department of any discrepancies between the documents. The Marine Department will then take the appropriate action to resolve any reported discrepancies.

The RTSAU/OAD then enters all own use data into SAP/PRO. RTSAU/OAD uses SAP transaction VA01 to create the sales order and SAP transaction ZV011 to issue the Delivery Ticket. Deliveries are charged to the recipient organization through Cost Element 7205090 – Crude Oil and Locally Refined Products.

### 3.3 DOMESTIC SALES ACCOUNTING DIVISION (DSAD)/OAD

The DSAD/OAD is responsible for recording the transfer of diesel for company's own use. DSAD/OAD downloads the own use data from PRO through screen ZV0081 to an excel sheet and then uploads it to PRC via screen ZG0002. The following entry is then posted:

DR	7205090	Crude Oil and Refined Products
CR	1400020	Refined Oil Stocks – Local

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