

GENERAL INSTRUCTION MANUAL

ISSUING ORG. ACCOUNTING POLICIES & SYSTEMS DEPARTMENT

SUBJECT PONA SAMPLE CHARGES TO OFFTAKERS

G. I No.

Approved

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RAKPAGE NO.
1 OF 2

CONTENT: This instruction outlines the accounting procedures for invoicing off takers for the cost of PONA test on Naphtha samples. The text includes:

1. Introduction
2. Responsibilities
3. Invoice Processing

1. **INTRODUCTION:**

The Refinery Laboratories at Ras Tanura, Yanbu & Jeddah perform PONA (Paraffins Olefins Naphthenes Aromatics) tests on Naphtha samples as requested by the off takers through the applicable Shipping Unit. The charges are \$400 per test at Ras Tanura, Yanbu and Jeddah. The charges are included in the product invoices to the off takers in accordance with Saudi Aramco's policies and procedures.

2. **RESPONSIBILITIES:**

2.1 **SHIPPING UNIT**

The Shipping Unit in Ras Tanura, Yanbu and Jeddah are responsible for notifying the applicable Refinery Laboratory of the sample tank number, order number, and vessel name.

2.2 **REFINERY LABORATORY**

The Refinery Laboratories shall do the following:

- 2.2.1 Receive the samples and perform the test.
- 2.2.2 Issue the PONA test report and send the original to Export Sales & Shipping Accounting Division (ES&SAD).
- 2.2.3 Issue weekly cost reports stating the number and details of the tests, their individual costs of \$400 per test, and the total cost for the period.
- 2.2.4 Send the cost reports with cover letters to Crude & Product Billing Unit (C&PBU) of Operations Accounting Department (OAD). This is the basis to invoice the off taker. The letter should state (1) the testing date, (2) the order number, (3) the vessel name, (4) tank number, (5) product type and (6) charge amount.

3. **INVOICE PROCESSING:**

- 3.1 C&PBU includes the cost of the PONA test as a separate line item on the invoice for the product sold.
- 3.2 The following entries will be made:

A: Petroleum Accounting & Reporting Unit (PA&RU):

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RAKPAGE NO.
2 OF 2

Dr: 1200021 Trade Receivable–Export Ref Pdts

Cr: 2800018 Deferred Items

B: PA&RU of OAD:

Dr: 2800018 Deferred Items

Cr: 7409702 (CC 382802) - For Ras Tanura Tests
Crude and Production Quality Control Unit – Service Income OutsidersCr: 7409702 (CC 351530) - For Jeddah Tests
Refinery Laboratory Unit – Service Income OutsidersCr: 7409702 (CC 360430) - For Yanbu Tests
Yanbu Laboratory Unit – Service Income Outsiders

3.3 C&PBU sends the invoice to the customer for payment.

3.4 On a monthly basis, PA&RU will reconcile accounts 1200021 and 2800018.

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