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# JetFuelTenders

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This section is intended to provide detailed information to JetFuelTenders.com users about the platform features.



## HOW TO PLACE A TENDER BID

A step by step guide for jet fuel suppliers.

In this short video you will learn how to:

- Respond to a tender invitation
- Activate JetFuelTenders.com user account
- View received tender information
- Enter supply conditions
- Enter bid information
- Save bid templates for each location for future use
- Submit a tender bid

Our Support Team is happy to answer any questions or provide free one-on-one training.

Contact us at [info@jetfueltenders.com](mailto:info@jetfueltenders.com)





## ***EXPORT TENDERS INFORMATION TO EXCEL***

A step by step guide to exporting tender information and bids.

JetFuelTenders.com currently allows users to Export initial tender information and bids to a downloadable Excel format.

1. Sign in to [jetfueltenders.com](http://jetfueltenders.com)
2. On the Tenders page select the tender which should be exported
3. On the Tender detail page click on Export and select the type of Excel document which is required
  - **Export Tender Information** will generate an Excel file with initial tender information
  - **Export Tenders Bids** will generate an Excel file with the submitted bids

Our Support Team is happy to answer any questions or provide free one-on-one training.

Contact us at [info@jetfueltenders.com](mailto:info@jetfueltenders.com)



## ***IMPORT BIDS FROM EXCEL***

The goal of JetFuelTenders.com is to allow airlines and fuel suppliers to run digital tenders without the need for exchanging data via email using spreadsheets. We understand, however, that many suppliers have their own internal database which automatically generates fuel price offers.

If your company's database can transmit your bid data via a spreadsheet, an XML file, or via an API data-feed, then it is possible to integrate with JetFuelTenders.com and automate the transmission of your offers into the JetFuelTenders.com platform.

The process requires a one-time configuration and a strong knowledge of excel. I would be happy to set up a one-on-one session with you or your technical team to walk you through this process.

**In this video, I will show you how to upload your offers via an excel file.**

This document is based on IATA XML Tender / Bid Fuel Data Standard.

This tutorial explains how to prepare the Excel file for Import.

Before you begin:

1. Go to the tender invitation page
2. Click on Export and select Export Tender Information JetFuelTenders will generate a customized template with tender information
3. Open the downloaded Excel file This file contains multiple sheets. Bids are entered in the following three sheets:
  - Locations
  - Volume Base Fees & Taxes
  - Per Usage Base Fees & Taxes
4. Go to the Locations sheet Complete all mandatory fields in this sheet. Use the below information to reference the input format.
5. Go to the Volume Base Fees & Taxes Input any related fees and taxes for each specific location. One fee or tax per row
6. Go to the Per Usage Base Fees & Taxes Input any related fees and taxes for each specific location. One fee or tax per row
7. When ready, save the Excel document and upload it to JetFuelTenders.com by clicking on the Import button on the tender page or send this document to the airline via emails.

**Warning:** Please use the exported Excel file named "Tender Information" for importing bids.

The "Tender Bids" file should not be used for importing bids, as this file is used to export bids which have already been input, this document serves as a report after the tender has been completed.

The first 10 columns display the tender requirements for specified locations (do not edit columns A - J)

This document is based on IATA XML Tender / Bid Fuel Data Standard.

Here is a [sample Excel document](#) which you can use as reference.

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**Note:** The bid importer is not case sensitive, so values can be input in lowercase or uppercase.

You can delete row with the locations which you will not be submitting and only leave the row with the bids. Do not remove any row headers.

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## 3.1 Location Sheet - Field Details

### 3.1.1 Bid Round\*

Example value: 1

Description: Numerical identifier of the bid round

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### 3.1.2 Open Invoice - Payment Terms

Conditional field: Only applicable and mandatory for “Open Invoice” payments, leave empty if prepayment is required.

Example value: 3

Description: Number of days between payment reference date and payment

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### 3.1.3 Open Invoice - Payment Reference Date

Conditional field: Only applicable and mandatory for “Open Invoice” payments, leave empty if prepayment is required.

Example value: LD

Description: this field should be populated with one of the following codes

Code	Description
FD	First Delivery Date
ID	Invoice Date
LD	Last Delivery Date
MD	Midpoint Delivery Date
IR	Invoice receiving date

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### 3.1.4 Open Invoice - Invoice Frequency

Conditional field: Only applicable and mandatory for “Open Invoice” payments, leave empty if prepayment is required.

Example value: D/1

Description: this field should be populated with one of the following codes

Code	Description
B/0	Per delivery (B/L)
D/1	Daily
D/3	Every 3 days
M30	Monthly
S/15	Semimonthly
T/10	Every 10 days
W/7	Weekly
Q/4	Quarterly
Q/2	Semiannually
A/1	Annually

### 3.1.5 Invoice Type

Example value: PDF

Description: What format is used for sending invoices?

This field should be populated with one of the following codes.

Code	Description
XML_3_2_1	XML_3_2_1
XML_3_2_0	XML_3_2_0
XML_3_1_0	XML_3_1_0
XML_3_0_1	XML_3_0_1
XML_3_0_0	XML_3_0_0
XML_2_0_2	XML_2_0_2
EDI	EDI
PPR	Paper
PDF	PDF Format
EXC	Excel

### 3.1.6 Prepayment - Number Of Days Prepaid

Conditional field: Only applicable and mandatory for “Prepayment”, leave empty if “Open Invoice” is used.

Example value: 3

Description: How many days of deliveries must prepayment cover?

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### 3.1.7 Prepayment - Payment First Delivery Date

Conditional field: Only applicable and mandatory for “Prepayment”, leave empty if “Open Invoice” is used.

Example value: 3

Description: Number of days prior to first delivery that payment is due

---

### 3.1.8 Prepayment - Payment Frequency

Conditional field: Only applicable and mandatory for “Prepayment”, leave empty if “Open Invoice” is used.

Example value: D/1

Description: How often is the prepayment required. This field should be populated with one of the following codes.

Code	Description
B/0	Per delivery (B/L)
D/1	Daily
D/3	Every 3 days
M30	Monthly
S/15	Semimonthly
T/10	Every 10 days
W/7	Weekly
Q/4	Quarterly
Q/2	Semiannually
A/1	Annually

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### 3.1.9 Prepayment - Amount

Conditional field: Only applicable and mandatory for “Prepayment”, leave empty if “Open Invoice” is used.

Example value: 500

Description: Specify the prepayment amount due in payment currency

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### 3.1.10 Payment Currency\*

Example value: USD

Description: This field should be populated with one of the following codes.

Code	Description
USD	United States of America, Dollars
AED	United Arab Emirates, Dirhams
AFN	Afghanistan, Afghani
ALL	Albania, Leke
AMD	Armenia, Drams
ANG	Netherlands Antilles, Guilders
AOA	Angola, Kwanza
ARS	Argentina, Pesos
AUD	Australian dollar
AWG	Aruba, Guilders
AZN	Azerbaijan, New Manats
BAM	Bosnia and Herzegovina, Convertible Marka
BBD	Barbados, Dollars
BDT	Bangladesh, Taka
BGN	Bulgaria, Leva
BHD	Bahrain, Dinars
BIF	Burundi, Francs
BMD	Bermuda, Dollars
BND	Brunei Darussalam, Dollars
BOB	Bolivia, Bolívianos
BRL	Brazil, Brazil Real
BSD	Bahamas, Dollars
BTN	Bhutan, Ngultrum
BWP	Botswana, Pulas
BZD	Belize, Dollars
CAD	Canada, Dollars
CDF	Congo/Kinshasa, Congolese Francs
CHF	Switzerland, Francs
CLP	Chile, Pesos
CNY	China, Yuan Renminbi
COP	Colombia, Pesos
CRC	Costa Rica, Colones
CUC	Cuba Convertible Peso
CUP	Cuba, Pesos
CVE	Cape Verde, Escudos
CZK	Czech Republic, Koruny
DJF	Djibouti, Francs
DKK	Denmark, Kroner
DOP	Dominican Republic, Pesos
DZD	Algeria, Algeria Dinars
EGP	Egypt, Pounds
ERN	Eritrea, Nakfa
ETB	Ethiopia, Birr
EUR	Euro Member Countries, Euro
FJD	Fiji, Dollars

continues on next page

Table 1 – continued from previous page

Code	Description
FKP	Falkland Islands (Malvinas), Pounds
GBP	United Kingdom, Pounds
GEL	Georgia, Lari
GGP	Guernsey, Pounds
GHS	Ghana, Cedis
GIP	Gibraltar, Pounds
GMD	Gambia, Dalasi
GNF	Guinean franc
GTQ	Guatemala, Quetzales
GYP	Guyana, Dollars
HKD	Hong Kong, Dollars
HNL	Honduras, Lempiras
HRK	Croatia, Kuna
HTG	Haiti, Gourdes
HUF	Hungary, Forint
IDR	Indonesia, Rupiahs
ILS	Israel, New Shekels
IMP	Isle of Man, Pounds
INR	India, Rupees
IQD	Iraq, Dinars
IRR	Iran, Rials
ISK	Iceland, Kronur
JMD	Jamaica, Dollars
JOD	Jordan, Dinars
JPY	Japan, Yen
KES	Kenya, Shillings
KGS	Kyrgyzstan, Soms
KHR	Cambodia, Riels
KMF	Comoros, Francs
KRW	Korea (South), Won
KWD	Kuwait, Dinars
KYD	Cayman Islands, Dollars
KZT	Kazakhstan, Tenge
LAK	Laos, Kips
LBP	Lebanon, Pounds
LKR	Sri Lanka, Rupees
LRD	Liberia, Dollars
LSL	Lesotho, Maloti
LYD	Libya, Dinars
MAD	Morocco, Dirhams
MDL	Moldova, Lei
MGA	Madagascar, Ariary
MKD	Macedonian denar
MMK	Myanmar (Burma), Kyats
MNT	Mongolia, Tugriks
MOP	Macau, Patacas
MUR	Mauritius, Rupees
MVR	Maldives (Maldiv Islands), Rufiyaa
MWK	Malawi, Kwachas

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Table 1 – continued from previous page

Code	Description
MXN	Mexico, Pesos
MYR	Malaysia, Ringgits
MZN	Mozambique, Meticaais
NAD	Namibia, Dollars
NGN	Nigeria, Nairas
NIO	Nicaragua, Cordobas
NOK	Norway, Krone
NPR	Nepal, Nepal Rupees
NZD	New Zealand, Dollars
OMR	Oman, Rials
PAB	Panama, Balboa
PEN	Peru, Nuevos Soles
PGK	Papua New Guinea, Kina
PHP	Philippines, Pesos
PKR	Pakistan, Rupees
PLN	Poland, Zlotych
PYG	Paraguay Guarani
QAR	Qatar, Rials
RON	Romania, New Lei
RSD	Serbia, Dinars
RUB	Russia, Rubles
RWF	Rwanda, Rwanda Francs
SAR	Saudi Arabia, Riyals
SBD	Solomon Islands, Dollars
SCR	Seychelles, Rupees
SDG	Sudan, Pounds
SEK	Sweden, Kronor
SGD	Singapore, Dollars
SHP	Saint Helena, Pounds
SLL	Sierra Leone, Leones
SOS	Somalia, Shillings
SRD	Suriname, Dollars
SYP	Syria, Pounds
SZL	Swaziland, Emalangeni
THB	Thailand, Baht
TJS	Tajikistan, Somoni
TND	Tunisia, Dinars
TOP	Tonga, Pa'anga
TRY	Turkey, New Lira
TTD	Trinidad and Tobago, Dollars
TVD	Tuvalu, Tuvalu Dollars
TWD	Taiwan, New Dollars
TZS	Tanzania, Shillings
UAH	Ukraine, Hryvnia
UGX	Uganda, Shillings
UYU	Uruguay, Pesos
UZS	Uzbekistan, Sums
VND	Viet Nam, Dong
VUV	Vanuatu, Vatu

continues on next page

Table 1 – continued from previous page

Code	Description
WST	Samoa, Tala
XAF	Communauté Financière Africaine BEAC, Francs
XCD	East Caribbean Dollars
XDR	International Monetary Fund (IMF) Special Drawing Rights
XOF	Communauté Financière Africaine BCEAO, Francs
XPF	Comptoirs Français du Pacifique Francs
YER	Yemen, Rials
ZAR	South Africa, Rand

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### 3.1.11 Payment Unit\*

Example value: USG

Description: This field should be populated with one of the following codes.

Code	Description
USG	US Gallons
KG	Kilograms
LBS	Pounds
LTR	Liters
MT	Metric Ton
BBL	Barrels
CBM	Cubic Metre

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### 3.1.12 Method Of Payment

Example value: CO

Description: This field should be populated with one of the following codes.

Code	Description
CA	Cash
CC	Credit Card
CN	Carnet
CO	Contract

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### 3.1.13 Guarantees Deposits Required

Example value: Y

Description: Indicate if any bank guarantees or money deposits are required. This field should be populated with one of the following codes.

Code	Description
Y	Yes
N	No

### 3.1.14 Payment - Exchange Financial Source

Example: ARGUS

Description: This field should be populated with one of the following codes.

Code	Description
ARGUS	ARGUS
BOCD	Royal Bank of Canada
BOCN	Bank of China
BOJPN	Bank of Japan
BOKO	Bank of Korea
BONG	Central Bank of Nigeria
BORUS	Central Bank of the Russian Federation
BOSA	Bank of South Africa
BOSAR	South African Reserve Bank
BOTOK	Bank of Tokyo
BOTRK	Central Bank of the Republic of Turkey
CSH	CS Holding
BODN	Danish National Bank
DLH	Deutsch Lufthansa
ECB	European Central Bank
EGPC	EGPC
FEOP	Far East Oil Price
FT	Financial Times
GER CB	Deutsche Bundesbank
GLS	Global Insight, Daily Press
INDIAREFBANK	Reserve Bank of India
INT	Internal Department
IPE	International Petroleum Exchange
MSCI	Morgan Stanley Capital International
NATREF	National Petroleum Refiners of SA (Pty) Ltd
NYMEX	New York Mercantile Exchange
OPIS	Oil Price Information Service
PLATTS	PLATTS
SAP/IATA	SAP/IATA (internal)
BAMAG	Bank Al Maghreb
BOA	Bank of Africa Group

continues on next page

Table 2 – continued from previous page

Code	Description
BOEN	Bank of England
BOPH	Bank of Philippine
BOPOL	Bank of Poland
BOTHA	Bank of Thailand
BLOOMBERG	Bloomberg
BOGIN	Central Bank of Guinea
BOJOR	Central Bank of Jordan
BOMYS	Central Bank of Malaysia
BOSAU	Central Bank of Saudi Arabia
BOTUN	Central Bank of Tunisia
CITI	Citi Bank
BOETH	Comercial Bank of Ethiopia
BOSSD	Comercial Bank of South Sudan
FMDQ	Financial Markets Dealers Association
FT	Financial Times
GLS	Global Insight
MORNINGSTAR	Morningstar
RCAA	RCAA
REUTERS	Reuters
WACFA	West African CFA franc

### 3.1.15 Payment - Exchange Averaging Method

Example value: WT

Description: This field should be populated with one of the following codes.

Code	Description
WC	Weekly calendar days
WT	Weekly trading days
SC	Semimonthly calendar days
ST	Semimonthly trading days
MC	Monthly calendar days
MT	Monthly trading days
DC	Daily calendar days
IR	Irregular
NC	1st-25th calendar days
NT	1st-25th traded days
FC	Fortnight (11th-25th)/(26th-10th) calendar days
FT	Fortnight (11th-25th)/(26th-10th) traded days
FCB	Fortnight (1st-15th)/(16th-31st) calendar days
FTB	Fortnight (1st-15th)/(16th-31st) traded days
XC	Semimonthly calendar days with deviating average
XT	Semimonthly trading days with deviating average
QC	Quarterly calendar days
QT	Quarterly traded days
M20C	Monthly [20] calendar
M20T	Monthly [20] traded

### 3.1.16 Payment - Exchange Averaging Offset

Example value: N-1

Description: This field should be populated with one of the following codes.

Code	Description
N+0	Current period
N-1	Previous period
N-2	Period before previous period
N+1	Next period

### 3.1.17 Supply Conditions Comments

Description: Provide any comments related to the supply conditions

### 3.1.18 Delivery Point\*

Example value: Ex-hydrant

Description: This field should be populated with one of the following codes.

Code	Description
INP	Into plane
INS	Into storage
INW	Into wing
EXR	Ex-Rack
IPI	Into pipeline

### 3.1.19 Index - Provider

Conditional field: Only applicable and mandatory for Index based prices, leave empty if this location uses market price base.

Example value: Platts

Description: This field should be populated with one of the following codes.

Code	Description
Platts	Platts
Argus	Argus
Opis	Opis

3.1.20 Index - Code

Example value: AAFIY00

Description: Note that the index bate is specified as a separate field. This field should be populated with one of the following codes.

Provider	Provider code	Description
Platts	AAFIY00	Jet Kero C+F Australia Cargo
Platts	AAIDL00	Jet FOB Med Cargo
Platts	AAIDN00	Jet FOB Med Premium Cargo
Platts	AAJNL00	Jet Kero New Jersey Buckeye Pipeline
Platts	AAKNZ00	Jet Kero LR2 FOB Arab Gulf Cargo
Platts	AAQWL00	Jet Kero MOP West India \$/bbl
Platts	AAQWM00	Jet Kero MOP West India \$/mt
Platts	AAVTH00	Jet Kero ULS New York Harbor Cargo
Platts	AAVTI00	Jet Kero ULS New York Harbor Barge
Platts	AAVTJ00	Jet Kero ULS Boston Cargo
Platts	AAVTK00	Jet Kero ULS USGC Waterborne
Platts	AAVTL00	Jet Kero ULS USGC Prompt Pipeline
Platts	AAXPV00	Jet Kero 54 USAC Linden Pipeline prompt cycle assessment
Platts	AAZBN00	Jet CIF Med Cargo
Platts	PJAAA00	Jet Kero FOB Arab Gulf Cargo
Platts	PJAAD00	Jet Kero Caribbean Cargo \$/mt
Platts	PJAAD10	Jet Kero Caribbean Cargo cts/gal
Platts	PJAAF00	Jet Kero FOB Chicago Pipe
Platts	PJAAI00	Jet Kero Group 3 Pipeline
Platts	PJAAN00	Jet Kero C+F Japan Cargo
Platts	PJAAP00	Jet Kero Los Angeles CA Pipeline
Platts	PJAAU00	Jet CIF NWE Cargo
Platts	PJAAV00	Jet FOB NWE Cargo
Platts	PJAAW00	Jet Kero New York Harbor Barge
Platts	PJAAX00	Jet Kero New York Harbor Cargo
Platts	PJABA00	Jet FOB Rdam Barge
Platts	PJABC00	Jet Kero San Francisco CA Pipeline
Platts	PJABF00	Jet Kero FOB Spore Cargo
Platts	PJABI00	Jet Kero USWC Waterborne
Platts	PJABJ00	Jet Kero LS New York Harbor Barge
Platts	PJABK00	Jet Kero LS New York Harbor Cargo
Platts	PJABL00	Jet Kero LS Boston Cargo
Platts	PJABM00	Jet Kero 54 USGC Waterborne
Platts	PJABN00	Jet Kero 55 USGC Waterborne
Platts	PJABO00	Jet Kero 54 USGC Prompt Pipeline
Platts	PJABP00	Jet Kero 55 USGC Prompt Pipeline
Platts	PJABQ00	Jet Kero C+F South China Cargo
Platts	PJACB00	Jet Kero ULS No1 Group 3 Pipeline
Platts	PJACD00	Jet Kero ULS No1 FOB Chicago Pipe
Platts	PJADG00	Jet Kero FOB Korea Cargo
Platts	PTAEO09	Jet Carib Shell W
Argus	PA0003951	Jet fuel Buckeye pipe fob
Argus	PA0002901	Jet fuel Chicago pipe fob cycle
Argus	PA0002760	Jet fuel Colonial 54 pipe fob cycle

continues on next page

Table 3 – continued from previous page

Argus	PA0004245	Jet fuel Colonial 54 pipe fob wtd avg cycle
Argus	PA0003948	Jet fuel Group 3 Magellan Q pipe fob
Argus	PA0001024	Jet fuel LA pipe fob month
Argus	PA0018544	Jet fuel LA pipe fob wtd avg month
Argus	PA0003953	Jet fuel Laurel pipe fob
Argus	PA0001011	Jet fuel NYH barge fob 10 days fwd
Argus	PA0001012	Jet fuel NYH barge fob 15 days fwd
Argus	PA0002147	Jet fuel NYH barge fob 20 days fwd
Argus	PA0001010	Jet fuel NYH barge fob prompt
Argus	PA0005171	Jet fuel NYH cargo del
Argus	PA0014711	Jet fuel NYH offline Colonial 54 pipe del cycle
Argus	PA0001027	Jet fuel SF pipe fob month
Argus	PA0003945	Jet fuel USGC waterborne fob
Argus	PA0015003	Jet Orsk - Kazakhstan (Aktobe) del price index
Argus	PA0015002	Jet Orsk - Kazakhstan (Alma-Ata) del price index
Argus	PA0015001	Jet Orsk - Kazakhstan (Astana) del price index
Argus	PA0015004	Jet Orsk - Kazakhstan (Atyrau) del price index
Argus	PA0015005	Jet Orsk - Kazakhstan (Karaganda) del price index
Argus	PA0015006	Jet Orsk - Kazakhstan (Uralsk) del price index
Argus	PA0015007	Jet Orsk - Kazakhstan (Ust-Kamenogorsk) del price index
Argus	PA0018005	Jet/kerosine c+f Durban
Argus	PA0005630	Jet/Kerosine Chimkent
Argus	PA0018507	Jet/kerosine delivered west Africa \$/t
Argus	PA0015000	Jet/Kerosine fca Orsk
Argus	PA0009049	Jet/Kerosine fit Moscow spot ex. VAT
Argus	PA0009048	Jet/Kerosine fit Moscow spot incl. VAT
Argus	PA0001016	Jet/kerosine Japan c+f
Argus	PA0001017	Jet/kerosine Mideast Gulf fob
Argus	PA0007734	Jet/Kerosine Moscow formula ex. VAT
Argus	PA0007733	Jet/Kerosine Moscow formula incl. VAT
Argus	PA0001025	Jet/kerosine NWE barge
Argus	PA0001018	Jet/kerosine NWE cif
Argus	PA0001026	Jet/kerosine NWE fob
Argus	PA0005631	Jet/Kerosine Pavlodar
Argus	PA0005336	Jet/kerosine S Korea
Argus	PA0001019	Jet/kerosine Singapore
Argus	PA0010050	Jet/Kerosine SPIMEX Index
Argus	PA0009545	Jet/kerosine W Med cif
Argus	PA0009549	Jet/kerosine W Med cif diff to Jet fob W Med
Argus	PA0001021	Jet/kerosine W Med fob
Argus	PA0003952	Kerosine Buckeye pipe fob
Argus	PA0016541	Kerosine Buckeye pipe fob (AST)
Argus	PA0016533	Kerosine Colonial 55 pipe fob (AST) cycle
Argus	PA0002762	Kerosine Colonial 55 pipe fob cycle
Argus	PA0001014	Kerosine NYH barge fob 10 days fwd
Argus	PA0002148	Kerosine NYH barge fob 15 days fwd
Argus	PA0002149	Kerosine NYH barge fob 20 days fwd
Argus	PA0001015	Kerosine NYH barge fob prompt
Argus	PA0016523	Kerosine NYH barge fob prompt (AST)
Argus	PA0001022	Kerosine NYH cargo del

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Table 3 – continued from previous page

Argus	PA0016567	Kerosine ULSK Chicago pipe fob (AST) cycle
Argus	PA0004980	Kerosine ULSK Chicago pipe fob cycle
Argus	PA0004979	Kerosine ULSK Group 3 Magellan Y pipe fob prompt
Argus	PA0016566	Kerosine ULSK Group 3 Magellan Y pipe fob prompt (AST)
Argus	PA0004977	Kerosine ULSK NYH barge fob
Argus	PA0016565	Kerosine ULSK NYH barge fob (AST)
Argus	PA0004978	Kerosine ULSK NYH cargo del
Argus	PA0001020	Kerosine USGC waterborne fob
Opis	JETKEROAGLR1	Jet Kerosene FOB Arab Gulf LR1
Opis	JETKEROAGLR2	Jet Kerosene FOB Arab Gulf LR2
Opis	JETKEROKOR	Jet Kerosene FOB Korea
Opis	JETTAIW	Jet Kerosene FOB Taiwan
Opis	JETKEROSING	Jet Kerosene Singapore
Opis	JETNWECCIF	Jet Fuel Northwest Europe Cargo Cif
Opis	JETNWECCFOB	Jet Fuel Northwest Europe Cargo FOB
Opis	JETRTDBG	Jet Fuel Rotterdam Barge FOB
Opis	JETMEDCG	Jet Fuel Mediterranean Cargo FOB
Opis	JET450RTDBG	Jet Fuel OPIS450 Rdam Barge
Opis	JET450DFSRTDBG	Jet Fuel OPIS450 Rdam Barge Diff+Settle
Opis	KEROBUCPL	55 Grade Kerosene Buckeye Pipeline (NY)
Opis	JETBUCPL	Jet 54 Grade Buckeye Pipeline (NY)
Opis	JETCHIPL	Jet 54 Grade Chicago
Opis	JETGR3PL	Jet 54 Grade Group 3
Opis	KEROUSSGPL	55 Grade Kerosene Gulf Coast
Opis	JETUSSGPL	Jet 54 Grade Gulf Coast
Opis	ULSKUSSGPL	Ultra Low Sulfur Kerosene Gulf Coast
Opis	KEROUSSGBG	55 Grade Kerosene Gulf Coast Waterborne
Opis	JETUSSGBG	Jet 54 Grade Gulf Coast Waterborne
Opis	JETLAUPL	Jet 54 Grade Laurel Pipeline
Opis	JETLINPL	Jet 54 Grade Linden Junction
Opis	JETLAXPL	Jet LAX Los Angeles
Opis	JETNYBG	Jet 54 Grade NY Harbor Barge
Opis	KERONYBG	55 Grade Kerosene NY Harbor Barge
Opis	ULSKNYBG	Ultra Low Sulfur Kerosene NY Harbor Barge
Opis	JETNYCG	Jet 54 Grade NY Harbor Cargo
Opis	JETPNWBG	Jet 54 Grade Pacific Northwest
Opis	JETSFPL	Jet 54 Grade San Francisco

### 3.1.21 Index - Bate

Conditional field: Only applicable and mandatory for Index based prices, leave empty if this location uses market price base.

Example value: h

Description: This field should be populated with one of the following codes.



Code	Description
l	Low
c	Close / Mean
h	High

### 3.1.22 Index - Averaging Method

Conditional field: Only applicable and mandatory for Index based prices, leave empty if this location uses market price base.

Example value: WT

Description: This field should be populated with one of the following codes.

Code	Description
WT	Weekly trading days
MT	Monthly trading days
DC	Daily calendar days
FT	Fortnight (11th-25th)/(26th-10th) traded days
FCB	Fortnight (1st-15th)/(16th-31st) calendar days
FTB	Fortnight (1st-15th)/(16th-31st) traded days
ST	Semimonthly trading days
XT	Semimonthly trading days with deviating average

### 3.1.23 Index - Averaging Offset

Conditional field: Only applicable and mandatory for Index based prices, leave empty if this location uses market price base.

Example value: N-1

Description: This field should be populated with one of the following codes.

Code	Description
N+0	Current period
N-1	Previous period
N-2	Period before previous period
N+1	Next period

### 3.1.24 Price Effective Date

Conditional field: Only applicable and mandatory for Index based prices, leave empty if this location uses market price base.

Example value: 1

Description: This field should be populated with one of the following codes.

Code	Description
1	Monday
2	Tuesday
3	Wednesday
4	Thursday
5	Friday
6	Saturday
7	Sunday

---

### 3.1.25 Market Price - Amount

Conditional field: Only applicable and mandatory for market based prices, leave empty if this location uses index price base.

Example value: 3.1234

Description: Value of the market price.

---

### 3.1.26 Market Price - Currency

Example value: USD

Description: This field should be populated with one of the following codes.

Code	Description
USD	United States of America, Dollars
AED	United Arab Emirates, Dirhams
AFN	Afghanistan, Afghani
ALL	Albania, Leke
AMD	Armenia, Drams
ANG	Netherlands Antilles, Guilders
AOA	Angola, Kwanza
ARS	Argentina, Pesos
AUD	Australian dollar
AWG	Aruba, Guilders
AZN	Azerbaijan, New Manats
BAM	Bosnia and Herzegovina, Convertible Marka
BBD	Barbados, Dollars
BDT	Bangladesh, Taka

continues on next page

Table 4 – continued from previous page

Code	Description
BGN	Bulgaria, Leva
BHD	Bahrain, Dinars
BIF	Burundi, Francs
BMD	Bermuda, Dollars
BND	Brunei Darussalam, Dollars
BOB	Bolivia, Bolívianos
BRL	Brazil, Brazil Real
BSD	Bahamas, Dollars
BTN	Bhutan, Ngultrum
BWP	Botswana, Pulas
BZD	Belize, Dollars
CAD	Canada, Dollars
CDF	Congo/Kinshasa, Congolese Francs
CHF	Switzerland, Francs
CLP	Chile, Pesos
CNY	China, Yuan Renminbi
COP	Colombia, Pesos
CRC	Costa Rica, Colones
CUC	Cuba Convertible Peso
CUP	Cuba, Pesos
CVE	Cape Verde, Escudos
CZK	Czech Republic, Koruny
DJF	Djibouti, Francs
DKK	Denmark, Kroner
DOP	Dominican Republic, Pesos
DZD	Algeria, Algeria Dinars
EGP	Egypt, Pounds
ERN	Eritrea, Nakfa
ETB	Ethiopia, Birr
EUR	Euro Member Countries, Euro
FJD	Fiji, Dollars
FKP	Falkland Islands (Malvinas), Pounds
GBP	United Kingdom, Pounds
GEL	Georgia, Lari
GGP	Guernsey, Pounds
GHS	Ghana, Cedis
GIP	Gibraltar, Pounds
GMD	Gambia, Dalasi
GNF	Guinean franc
GTQ	Guatemala, Quetzales
GYD	Guyana, Dollars
HKD	Hong Kong, Dollars
HNL	Honduras, Lempiras
HRK	Croatia, Kuna
HTG	Haiti, Gourdes
HUF	Hungary, Forint
IDR	Indonesia, Rupiahs
ILS	Israel, New Shekels
IMP	Isle of Man, Pounds

continues on next page

Table 4 – continued from previous page

Code	Description
INR	India, Rupees
IQD	Iraq, Dinars
IRR	Iran, Rials
ISK	Iceland, Kronur
JMD	Jamaica, Dollars
JOD	Jordan, Dinars
JPY	Japan, Yen
KES	Kenya, Shillings
KGS	Kyrgyzstan, Soms
KHR	Cambodia, Riels
KMF	Comoros, Francs
KRW	Korea (South), Won
KWD	Kuwait, Dinars
KYD	Cayman Islands, Dollars
KZT	Kazakhstan, Tenge
LAK	Laos, Kips
LBP	Lebanon, Pounds
LKR	Sri Lanka, Rupees
LRD	Liberia, Dollars
LSL	Lesotho, Maloti
LYD	Libya, Dinars
MAD	Morocco, Dirhams
MDL	Moldova, Lei
MGA	Madagascar, Ariary
MKD	Macedonian denar
MMK	Myanmar (Burma), Kyats
MNT	Mongolia, Tugriks
MOP	Macau, Patacas
MUR	Mauritius, Rupees
MVR	Maldives (Maldiv Islands), Rufiyaa
MWK	Malawi, Kwachas
MXN	Mexico, Pesos
MYR	Malaysia, Ringgits
MZN	Mozambique, Meticais
NAD	Namibia, Dollars
NGN	Nigeria, Nairas
NIO	Nicaragua, Cordobas
NOK	Norway, Krone
NPR	Nepal, Nepal Rupees
NZD	New Zealand, Dollars
OMR	Oman, Rials
PAB	Panama, Balboa
PEN	Peru, Nuevos Soles
PGK	Papua New Guinea, Kina
PHP	Philippines, Pesos
PKR	Pakistan, Rupees
PLN	Poland, Zlotych
PYG	Paraguay Guarani
QAR	Qatar, Rials

continues on next page

Table 4 – continued from previous page

Code	Description
RON	Romania, New Lei
RSD	Serbia, Dinars
RUB	Russia, Rubles
RWF	Rwanda, Rwanda Francs
SAR	Saudi Arabia, Riyals
SBD	Solomon Islands, Dollars
SCR	Seychelles, Rupees
SDG	Sudan, Pounds
SEK	Sweden, Kronor
SGD	Singapore, Dollars
SHP	Saint Helena, Pounds
SLL	Sierra Leone, Leones
SOS	Somalia, Shillings
SRD	Suriname, Dollars
SYP	Syria, Pounds
SZL	Swaziland, Emalangeni
THB	Thailand, Baht
TJS	Tajikistan, Somoni
TND	Tunisia, Dinars
TOP	Tonga, Pa'anga
TRY	Turkey, New Lira
TTD	Trinidad and Tobago, Dollars
TVD	Tuvalu, Tuvalu Dollars
TWD	Taiwan, New Dollars
TZS	Tanzania, Shillings
UAH	Ukraine, Hryvnia
UGX	Uganda, Shillings
UYU	Uruguay, Pesos
UZS	Uzbekistan, Sums
VND	Viet Nam, Dong
VUV	Vanuatu, Vatu
WST	Samoa, Tala
XAF	Communauté Financière Africaine BEAC, Francs
XCD	East Caribbean Dollars
XDR	International Monetary Fund (IMF) Special Drawing Rights
XOF	Communauté Financière Africaine BCEAO, Francs
XPF	Comptoirs Français du Pacifique Francs
YER	Yemen, Rials
ZAR	South Africa, Rand

### 3.1.27 Market Price - Unit

Conditional field: Only applicable and mandatory for market based prices, leave empty if this location uses index price base.

Example value: USG

Description: This field should be populated with one of the following codes.

Code	Description
USG	US Gallons
KG	Kilograms
LBS	Pounds
LTR	Liters
MT	Metric Ton
BBL	Barrels
CBM	Cubic Metre

---

### 3.1.28 Market Price - Source Type

Conditional field: Only applicable and mandatory for market based prices, leave empty if this location uses index price base.

Example value: G

Description: This field should be populated with one of the following codes.

Code	Description
E	Ex refinery
G	Government
M	Market

---

### 3.1.29 Market Price - Source Name

Conditional field: Only applicable for market based prices, leave empty if this location uses index price base.

Example value: Government of Kazakhstan

---

### 3.1.30 Differential Amount\*

Example value: 0.123

Description: Value of the differential.

---

### 3.1.31 Differential Currency\*

Example value: USD

Description: This field should be populated with one of the following codes.

Code	Description
USD	United States of America, Dollars
AED	United Arab Emirates, Dirhams
AFN	Afghanistan, Afghani
ALL	Albania, Leke
AMD	Armenia, Drams
ANG	Netherlands Antilles, Guilders
AOA	Angola, Kwanza
ARS	Argentina, Pesos
AUD	Australian dollar
AWG	Aruba, Guilders
AZN	Azerbaijan, New Manats
BAM	Bosnia and Herzegovina, Convertible Marka
BBD	Barbados, Dollars
BDT	Bangladesh, Taka
BGN	Bulgaria, Leva
BHD	Bahrain, Dinars
BIF	Burundi, Francs
BMD	Bermuda, Dollars
BND	Brunei Darussalam, Dollars
BOB	Bolivia, Bolívianos
BRL	Brazil, Brazil Real
BSD	Bahamas, Dollars
BTN	Bhutan, Ngultrum
BWP	Botswana, Pulas
BZD	Belize, Dollars
CAD	Canada, Dollars
CDF	Congo/Kinshasa, Congolese Francs
CHF	Switzerland, Francs
CLP	Chile, Pesos
CNY	China, Yuan Renminbi
COP	Colombia, Pesos
CRC	Costa Rica, Colones
CUC	Cuba Convertible Peso
CUP	Cuba, Pesos
CVE	Cape Verde, Escudos
CZK	Czech Republic, Koruny
DJF	Djibouti, Francs
DKK	Denmark, Kroner
DOP	Dominican Republic, Pesos
DZD	Algeria, Algeria Dinars
EGP	Egypt, Pounds
ERN	Eritrea, Nakfa
ETB	Ethiopia, Birr
EUR	Euro Member Countries, Euro
FJD	Fiji, Dollars

continues on next page

Table 5 – continued from previous page

Code	Description
FKP	Falkland Islands (Malvinas), Pounds
GBP	United Kingdom, Pounds
GEL	Georgia, Lari
GGP	Guernsey, Pounds
GHS	Ghana, Cedis
GIP	Gibraltar, Pounds
GMD	Gambia, Dalasi
GNF	Guinean franc
GTQ	Guatemala, Quetzales
GYP	Guyana, Dollars
HKD	Hong Kong, Dollars
HNL	Honduras, Lempiras
HRK	Croatia, Kuna
HTG	Haiti, Gourdes
HUF	Hungary, Forint
IDR	Indonesia, Rupiahs
ILS	Israel, New Shekels
IMP	Isle of Man, Pounds
INR	India, Rupees
IQD	Iraq, Dinars
IRR	Iran, Rials
ISK	Iceland, Kronur
JMD	Jamaica, Dollars
JOD	Jordan, Dinars
JPY	Japan, Yen
KES	Kenya, Shillings
KGS	Kyrgyzstan, Soms
KHR	Cambodia, Riels
KMF	Comoros, Francs
KRW	Korea (South), Won
KWD	Kuwait, Dinars
KYD	Cayman Islands, Dollars
KZT	Kazakhstan, Tenge
LAK	Laos, Kips
LBP	Lebanon, Pounds
LKR	Sri Lanka, Rupees
LRD	Liberia, Dollars
LSL	Lesotho, Maloti
LYD	Libya, Dinars
MAD	Morocco, Dirhams
MDL	Moldova, Lei
MGA	Madagascar, Ariary
MKD	Macedonian denar
MMK	Myanmar (Burma), Kyats
MNT	Mongolia, Tugriks
MOP	Macau, Patacas
MUR	Mauritius, Rupees
MVR	Maldives (Maldiv Islands), Rufiyaa
MWK	Malawi, Kwachas

continues on next page



Table 5 – continued from previous page

Code	Description
MXN	Mexico, Pesos
MYR	Malaysia, Ringgits
MZN	Mozambique, Meticaais
NAD	Namibia, Dollars
NGN	Nigeria, Nairas
NIO	Nicaragua, Cordobas
NOK	Norway, Krone
NPR	Nepal, Nepal Rupees
NZD	New Zealand, Dollars
OMR	Oman, Rials
PAB	Panama, Balboa
PEN	Peru, Nuevos Soles
PGK	Papua New Guinea, Kina
PHP	Philippines, Pesos
PKR	Pakistan, Rupees
PLN	Poland, Zlotych
PYG	Paraguay Guarani
QAR	Qatar, Rials
RON	Romania, New Lei
RSD	Serbia, Dinars
RUB	Russia, Rubles
RWF	Rwanda, Rwanda Francs
SAR	Saudi Arabia, Riyals
SBD	Solomon Islands, Dollars
SCR	Seychelles, Rupees
SDG	Sudan, Pounds
SEK	Sweden, Kronor
SGD	Singapore, Dollars
SHP	Saint Helena, Pounds
SLL	Sierra Leone, Leones
SOS	Somalia, Shillings
SRD	Suriname, Dollars
SYP	Syria, Pounds
SZL	Swaziland, Emalangeni
THB	Thailand, Baht
TJS	Tajikistan, Somoni
TND	Tunisia, Dinars
TOP	Tonga, Pa'anga
TRY	Turkey, New Lira
TTD	Trinidad and Tobago, Dollars
TVD	Tuvalu, Tuvalu Dollars
TWD	Taiwan, New Dollars
TZS	Tanzania, Shillings
UAH	Ukraine, Hryvnia
UGX	Uganda, Shillings
UYU	Uruguay, Pesos
UZS	Uzbekistan, Sums
VND	Viet Nam, Dong
VUV	Vanuatu, Vatu

continues on next page

Table 5 – continued from previous page

Code	Description
WST	Samoa, Tala
XAF	Communauté Financière Africaine BEAC, Francs
XCD	East Caribbean Dollars
XDR	International Monetary Fund (IMF) Special Drawing Rights
XOF	Communauté Financière Africaine BCEAO, Francs
XPF	Comptoirs Français du Pacifique Francs
YER	Yemen, Rials
ZAR	South Africa, Rand

---

### 3.1.32 Differential Unit\*

Example value: USG

Description: This field should be populated with one of the following codes.

Code	Description
USG	US Gallons
KG	Kilograms
LBS	Pounds
LTR	Liters
MT	Metric Ton
BBL	Barrels
CBM	Cubic Metre

---

### 3.1.33 Non-mandatory Fees

Example value: Low volume fee 120 EUR for uplifts under 1500 USG

Description: List any non-mandatory fees.

---

### 3.1.34 Into-plane Service Provider

Example value: Skytanking LLC

---

---

### 3.1.35 Available Volume Percentage

Example value: 100

Description: Speify how many percent of the total requested volume are you bidding for.

---

### 3.1.36 Gross or Net Billing

Example value: gross

Description: This field should be populated with one of the following codes.

Code	Description
gross	Gross Billing
net	Net Billing

---

### 3.1.37 Open Fuel Release

Example value: Y

Description: This field should be populated with one of the following codes.

Code	Description
Y	Yes
N	No

---

### 3.1.38 Pre-flight Notification Hours

Example value: 16

Description: If pre-flight notification is required, specify how many hours advance notice should be given

---

### 3.1.39 Pre-flight Notification Notes

Description: Provide pre-flight notification notes if available

---

### **3.1.40 Ramp Limitations Notes**

Description: Provide ramp limitation notes if available

---

### **3.1.41 Fuel Availability**

Description: Provide fuel availability notes if restrictions apply

---

### **3.1.42 Delivery Method to Airport 1**

Example value: pipeline

Description: If the airline requests information on delivery methods to the airport list them in the order of priority, where the primary method is listed in the “Delivery Method to Airport 1” field.

This field should be populated with one of the following codes.

Code	Description
pipeline	Pipeline
truck	Truck
rail	Rail
barge	Barge

---

### **3.1.43 Delivery Method to Airport 1 Percentage**

Example value: 80

Description: What percentage of the total fuel delivery methods is Delivery Method to Airport 1 covering?

---

Additional delivery methods can be specified in the following columns, using the same logic as above

- Delivery Method to Airport 2
  - Delivery Method to Airport 2 Percentage
  - Delivery Method to Airport 3
  - Delivery Method to Airport 3 Percentage
  - Delivery Method to Airport 4
  - Delivery Method to Airport 4 Percentage
-

### 3.1.44 Delivery Method to Aircraft

Example value: both

Description: This field should be populated with one of the following codes.

Code	Description
hydrant	Hydrant
truck	Truck
both	Both hydrant & truck

### 3.1.45 Notes

Description: Provide any notes related to this bid

## 3.2 Volume Base Fees & Taxes Sheet - Field Details

### 3.2.1 IATA Location

Example value: LKPR

Description: This location needs to correspond to atleast one location listed in the Locaitons sheet. The entered fees or taxes will be added to the corresponding bid.

### 3.2.2 Fee or Tax Name

Example value: Throughput fee

### 3.2.3 Amount or Percentage

Example value: 0.05

### 3.2.4 Amount Currency

Conditional field: Only applicable and mandatory this fee or tax tax is amount based. Leave this field empty if the fee or tax tax is percentage based.

Example value: USD

Description: This field should be populated with one of the following codes.

Code	Description
USD	United States of America, Dollars
AED	United Arab Emirates, Dirhams
AFN	Afghanistan, Afghani
ALL	Albania, Leke
AMD	Armenia, Drams
ANG	Netherlands Antilles, Guilders
AOA	Angola, Kwanza
ARS	Argentina, Pesos
AUD	Australian dollar
AWG	Aruba, Guilders
AZN	Azerbaijan, New Manats
BAM	Bosnia and Herzegovina, Convertible Marka
BBD	Barbados, Dollars
BDT	Bangladesh, Taka
BGN	Bulgaria, Leva
BHD	Bahrain, Dinars
BIF	Burundi, Francs
BMD	Bermuda, Dollars
BND	Brunei Darussalam, Dollars
BOB	Bolivia, Bolívianos
BRL	Brazil, Brazil Real
BSD	Bahamas, Dollars
BTN	Bhutan, Ngultrum
BWP	Botswana, Pulas
BZD	Belize, Dollars
CAD	Canada, Dollars
CDF	Congo/Kinshasa, Congolese Francs
CHF	Switzerland, Francs
CLP	Chile, Pesos
CNY	China, Yuan Renminbi
COP	Colombia, Pesos
CRC	Costa Rica, Colones
CUC	Cuba Convertible Peso
CUP	Cuba, Pesos
CVE	Cape Verde, Escudos
CZK	Czech Republic, Koruny
DJF	Djibouti, Francs
DKK	Denmark, Kroner
DOP	Dominican Republic, Pesos
DZD	Algeria, Algeria Dinars
EGP	Egypt, Pounds
ERN	Eritrea, Nakfa
ETB	Ethiopia, Birr
EUR	Euro Member Countries, Euro
FJD	Fiji, Dollars
FKP	Falkland Islands (Malvinas), Pounds
GBP	United Kingdom, Pounds
GEL	Georgia, Lari
GGP	Guernsey, Pounds
GHS	Ghana, Cedis

continues on next page

Table 6 – continued from previous page

Code	Description
GIP	Gibraltar, Pounds
GMD	Gambia, Dalasi
GNF	Guinean franc
GTQ	Guatemala, Quetzales
GYD	Guyana, Dollars
HKD	Hong Kong, Dollars
HNL	Honduras, Lempiras
HRK	Croatia, Kuna
HTG	Haiti, Gourdes
HUF	Hungary, Forint
IDR	Indonesia, Rupiahs
ILS	Israel, New Shekels
IMP	Isle of Man, Pounds
INR	India, Rupees
IQD	Iraq, Dinars
IRR	Iran, Rials
ISK	Iceland, Kronur
JMD	Jamaica, Dollars
JOD	Jordan, Dinars
JPY	Japan, Yen
KES	Kenya, Shillings
KGS	Kyrgyzstan, Soms
KHR	Cambodia, Riels
KMF	Comoros, Francs
KRW	Korea (South), Won
KWD	Kuwait, Dinars
KYD	Cayman Islands, Dollars
KZT	Kazakhstan, Tenge
LAK	Laos, Kips
LBP	Lebanon, Pounds
LKR	Sri Lanka, Rupees
LRD	Liberia, Dollars
LSL	Lesotho, Maloti
LYD	Libya, Dinars
MAD	Morocco, Dirhams
MDL	Moldova, Lei
MGA	Madagascar, Ariary
MKD	Macedonian denar
MMK	Myanmar (Burma), Kyats
MNT	Mongolia, Tugriks
MOP	Macau, Patacas
MUR	Mauritius, Rupees
MVR	Maldives (Maldiv Islands), Rufiyaa
MWK	Malawi, Kwachas
MXN	Mexico, Pesos
MYR	Malaysia, Ringgits
MZN	Mozambique, Meticais
NAD	Namibia, Dollars
NGN	Nigeria, Nairas

continues on next page

Table 6 – continued from previous page

Code	Description
NIO	Nicaragua, Cordobas
NOK	Norway, Krone
NPR	Nepal, Nepal Rupees
NZD	New Zealand, Dollars
OMR	Oman, Rials
PAB	Panama, Balboa
PEN	Peru, Nuevos Soles
PGK	Papua New Guinea, Kina
PHP	Philippines, Pesos
PKR	Pakistan, Rupees
PLN	Poland, Zlotych
PYG	Paraguay Guarani
QAR	Qatar, Rials
RON	Romania, New Lei
RSD	Serbia, Dinars
RUB	Russia, Rubles
RWF	Rwanda, Rwanda Francs
SAR	Saudi Arabia, Riyals
SBD	Solomon Islands, Dollars
SCR	Seychelles, Rupees
SDG	Sudan, Pounds
SEK	Sweden, Kronor
SGD	Singapore, Dollars
SHP	Saint Helena, Pounds
SLL	Sierra Leone, Leones
SOS	Somalia, Shillings
SRD	Suriname, Dollars
SYP	Syria, Pounds
SZL	Swaziland, Emalangeni
THB	Thailand, Baht
TJS	Tajikistan, Somoni
TND	Tunisia, Dinars
TOP	Tonga, Pa'anga
TRY	Turkey, New Lira
TTD	Trinidad and Tobago, Dollars
TVD	Tuvalu, Tuvalu Dollars
TWD	Taiwan, New Dollars
TZS	Tanzania, Shillings
UAH	Ukraine, Hryvnia
UGX	Uganda, Shillings
UYU	Uruguay, Pesos
UZS	Uzbekistan, Sums
VND	Viet Nam, Dong
VUV	Vanuatu, Vatu
WST	Samoa, Tala
XAF	Communauté Financière Africaine BEAC, Francs
XCD	East Caribbean Dollars
XDR	International Monetary Fund (IMF) Special Drawing Rights
XOF	Communauté Financière Africaine BCEAO, Francs

continues on next page



Table 6 – continued from previous page

Code	Description
XPF	Comptoirs Français du Pacifique Francs
YER	Yemen, Rials
ZAR	South Africa, Rand

### 3.2.5 Amount Units

Conditional field: Only applicable and mandatory this fee or tax tax is amount based. Leave this field empty if the fee or tax tax is percentage based.

Example value: USG

Description: This field should be populated with one of the following codes.

Code	Description
USG	US Gallons
KG	Kilograms
LBS	Pounds
LTR	Liters
MT	Metric Ton
BBL	Barrels
CBM	Cubic Metre

### 3.2.6 Percentage Applicability

Conditional field: Only applicable and mandatory the fee is a percentage. Leave this field empty if the fee or tax tax is amount based.

Description: This field should be populated with one of the following codes. What does this fee or tax apply to?

Code	Description
differential	Percentage applicable to differentail
total_price	Percentage applicable to total price

### 3.2.7 Percentage Notes

Conditional field: Only applicable and mandatory the fee is a percentage. Leave this field empty if the fee or tax tax is amount based.

Description: Please specify any detail about this fee or tax. How is this tax applied or exempted?

### 3.3 Per Usage Base Fees & Taxes Sheet - Field Details

#### 3.3.1 IATA Location

Example value: LKPR

Description: This location needs to correspond to atleast one location listed in the Locaitons sheet. The entered fees or taxes will be added to the corresponding bid.

---

#### 3.3.2 Fee or Tax Name

Example value:

Description:

---

#### 3.3.3 Amount

Example value: 25

---

#### 3.3.4 Currency

Example value: USD

Description: This field should be populated with one of the following codes.

Code	Description
USD	United States of America, Dollars
AED	United Arab Emirates, Dirhams
AFN	Afghanistan, Afghani
ALL	Albania, Leke
AMD	Armenia, Drams
ANG	Netherlands Antilles, Guilders
AOA	Angola, Kwanza
ARS	Argentina, Pesos
AUD	Australian dollar
AWG	Aruba, Guilders
AZN	Azerbaijan, New Manats
BAM	Bosnia and Herzegovina, Convertible Marka
BBD	Barbados, Dollars
BDT	Bangladesh, Taka
BGN	Bulgaria, Leva
BHD	Bahrain, Dinars
BIF	Burundi, Francs
BMD	Bermuda, Dollars
BND	Brunei Darussalam, Dollars

continues on next page

Table 7 – continued from previous page

Code	Description
BOB	Bolivia, Bolívianos
BRL	Brazil, Brazil Real
BSD	Bahamas, Dollars
BTN	Bhutan, Ngultrum
BWP	Botswana, Pulas
BZD	Belize, Dollars
CAD	Canada, Dollars
CDF	Congo/Kinshasa, Congolese Francs
CHF	Switzerland, Francs
CLP	Chile, Pesos
CNY	China, Yuan Renminbi
COP	Colombia, Pesos
CRC	Costa Rica, Colones
CUC	Cuba Convertible Peso
CUP	Cuba, Pesos
CVE	Cape Verde, Escudos
CZK	Czech Republic, Koruny
DJF	Djibouti, Francs
DKK	Denmark, Kroner
DOP	Dominican Republic, Pesos
DZD	Algeria, Algeria Dinars
EGP	Egypt, Pounds
ERN	Eritrea, Nakfa
ETB	Ethiopia, Birr
EUR	Euro Member Countries, Euro
FJD	Fiji, Dollars
FKP	Falkland Islands (Malvinas), Pounds
GBP	United Kingdom, Pounds
GEL	Georgia, Lari
GGP	Guernsey, Pounds
GHS	Ghana, Cedis
GIP	Gibraltar, Pounds
GMD	Gambia, Dalasi
GNF	Guinean franc
GTQ	Guatemala, Quetzales
GYD	Guyana, Dollars
HKD	Hong Kong, Dollars
HNL	Honduras, Lempiras
HRK	Croatia, Kuna
HTG	Haiti, Gourdes
HUF	Hungary, Forint
IDR	Indonesia, Rupiahs
ILS	Israel, New Shekels
IMP	Isle of Man, Pounds
INR	India, Rupees
IQD	Iraq, Dinars
IRR	Iran, Rials
ISK	Iceland, Kronur
JMD	Jamaica, Dollars

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Table 7 – continued from previous page

Code	Description
JOD	Jordan, Dinars
JPY	Japan, Yen
KES	Kenya, Shillings
KGS	Kyrgyzstan, Soms
KHR	Cambodia, Riels
KMF	Comoros, Francs
KRW	Korea (South), Won
KWD	Kuwait, Dinars
KYD	Cayman Islands, Dollars
KZT	Kazakhstan, Tenge
LAK	Laos, Kips
LBP	Lebanon, Pounds
LKR	Sri Lanka, Rupees
LRD	Liberia, Dollars
LSL	Lesotho, Maloti
LYD	Libya, Dinars
MAD	Morocco, Dirhams
MDL	Moldova, Lei
MGA	Madagascar, Ariary
MKD	Macedonian denar
MMK	Myanmar (Burma), Kyats
MNT	Mongolia, Tugriks
MOP	Macau, Patacas
MUR	Mauritius, Rupees
MVR	Maldives (Maldiv Islands), Rufiyaa
MWK	Malawi, Kwachas
MXN	Mexico, Pesos
MYR	Malaysia, Ringgits
MZN	Mozambique, Meticais
NAD	Namibia, Dollars
NGN	Nigeria, Nairas
NIO	Nicaragua, Cordobas
NOK	Norway, Krone
NPR	Nepal, Nepal Rupees
NZD	New Zealand, Dollars
OMR	Oman, Rials
PAB	Panama, Balboa
PEN	Peru, Nuevos Soles
PGK	Papua New Guinea, Kina
PHP	Philippines, Pesos
PKR	Pakistan, Rupees
PLN	Poland, Zlotych
PYG	Paraguay Guarani
QAR	Qatar, Rials
RON	Romania, New Lei
RSD	Serbia, Dinars
RUB	Russia, Rubles
RWF	Rwanda, Rwanda Francs
SAR	Saudi Arabia, Riyals

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Table 7 – continued from previous page

Code	Description
SBD	Solomon Islands, Dollars
SCR	Seychelles, Rupees
SDG	Sudan, Pounds
SEK	Sweden, Kronor
SGD	Singapore, Dollars
SHP	Saint Helena, Pounds
SLL	Sierra Leone, Leones
SOS	Somalia, Shillings
SRD	Suriname, Dollars
SYP	Syria, Pounds
SZL	Swaziland, Emalangeni
THB	Thailand, Baht
TJS	Tajikistan, Somoni
TND	Tunisia, Dinars
TOP	Tonga, Pa'anga
TRY	Turkey, New Lira
TTD	Trinidad and Tobago, Dollars
TVD	Tuvalu, Tuvalu Dollars
TWD	Taiwan, New Dollars
TZS	Tanzania, Shillings
UAH	Ukraine, Hryvnia
UGX	Uganda, Shillings
UYU	Uruguay, Pesos
UZS	Uzbekistan, Sums
VND	Viet Nam, Dong
VUV	Vanuatu, Vatu
WST	Samoa, Tala
XAF	Communauté Financière Africaine BEAC, Francs
XCD	East Caribbean Dollars
XDR	International Monetary Fund (IMF) Special Drawing Rights
XOF	Communauté Financière Africaine BCEAO, Francs
XPF	Comptoirs Français du Pacifique Francs
YER	Yemen, Rials
ZAR	South Africa, Rand



## USER MANAGEMENT

A step by step guide on how to invite colleagues to access tender information.

The user management tool allows you to share tender information with members of your team.

1. Sign in to [jetfueltenders.com](http://jetfueltenders.com)
2. Go to Settings > Manage Users
3. Click on Add User
4. Enter user information (Email, position, first and last name, phone)
5. Select the user role
6. Click Save

### 4.1 User Roles

Role	Permissions
Viewer	Users will be able to view and export tender information.
User	Users will be able to view, export and manage tenders.
Manager	Users can do all the above as well as manage users.

Once a new user is saved, an email is sent to the user's email address. This email will contain a link to the "Set Password" page where the user will finalised the setup process.

The account will be instantly activated as soon as the password is set.

Our Support Team is happy to answer any questions or provide free one-on-one training.

Contact us at [info@jetfueltenders.com](mailto:info@jetfueltenders.com)





## TERM SPECIFICATIONS

### 5.1 IATA Service Levels

**LEVELS OF SERVICE** There are FOUR (4) Levels of Into-Plane Fuelling Service ranging from the least complex, as outlined in Level 1 requirements, to the most complex, as outlined in Level 4. The Fuelling Personnel will be considered to be an Authorised Refueller, qualified to operate aircraft switches to refuel aircraft, if they have successfully completed the training provided by an Approved Fuelling Instructor. Training will include each aircraft fleet type assigned to the station, including diversion fleet types. Details of the requirements are identified in the Fuelling operative Levels 1 through 4.

#### 5.1.1 LEVEL 1: MINIMUM LEVEL OF SERVICE

- A. The Fuelling Personnel of the contracted company is essentially to provide up-to plane service that includes:
- (1) operating a fuel vehicle, making necessary nozzle connections to fuel hydrant pit and aircraft;
  - (2) operating the deadman control.
- B. An airline-authorized refueller will perform all other into-plane fuelling procedures and is responsible for all fuel servicing requirements.
- C. Level 1 service includes all the following base level procedures only:
- (1) Have adequate knowledge of fuelling vehicle systems and operations.
  - (2) Approach and position the fuelling vehicle at the aircraft in accordance with local and driving regulations.
  - (3) Set fuelling vehicle brake and install wheel chocks if brake interlocks are not installed.
  - (4) Bond fuelling vehicle to aircraft and ground if required.
  - (5) Open aircraft wing fuelling panel and remove fuelling adapter caps (if installed).
  - (6) Connect fuelling hoses to aircraft.
  - (7) Hydrant system – connect hydrant coupler to hydrant pit valve.
  - (8) Provide fuel volume and density of fuel loaded, when requested.
  - (9) Perform clear and bright fuel appearance checks at the aircraft in accordance with operating procedures, and perform chemical water detection test when required.
  - (10) Engage and operate the deadman control under the direction and supervision of the Airline Authorised Refueller.
  - (11) Monitor vehicle fuelling pressures to ensure maximum limits are not exceeded.
  - (12) At completion of fuelling, disconnect fuelling nozzle from aircraft, replace fuelling adapter caps (if installed) and close fuel panel access door.

- (13) Hydrant system – close hydrant pit valve and disconnect hydrant coupler.
- (14) Disconnect bonding cable and ground if applicable.
- (15) Provide fuel delivery receipt to representative for signature prior to aircraft departure.
- (16) Provide assistance when defuelling of aircraft is required.
- (17) The Fuelling Personnel has final responsibility to verify that all hoses and static grounding/bonding attachments have been disconnected from aircraft (including hydrant pit, where applicable) and are properly stowed prior to moving fuelling vehicle.
- (18) Perform walk around inspection.

### 5.1.2 LEVEL 2: ROUTINE FUELLING – TOTAL FUEL REQUIRED

- A. Level 2 service includes all the items listed in level 1 plus all the items listed in the following procedures below:
- (1) Obtain documented Total fuel figure from airline representative prior to fuelling.
  - (2) Perform gauge and system tests as appropriate for aircraft type.
  - (3) Fuel aircraft to the Total fuel requirement using the aircraft Automatic fuelling mode as determined by an airline representative.
  - (4) Complete kilo/pounds or litre/gallons conversion, when required.
  - (5) Set wing panel switches and gauges and control the amount of fuel being added to the aircraft using aircraft Automatic loading settings.
  - (6) Communicate with opposite wing Fuelling Operative when two fuelling vehicles are used to fuel the aircraft.
  - (7) Communicate with cockpit via headphone, if required.
  - (8) Monitor wing panel gauges, vehicle pressure gauges and fuel tank vents for spills during fuelling.
  - (9) Deliver completed fuel service form (where supplied) to operations or cockpit crew.

### 5.1.3 LEVEL 3: ROUTINE FUELLING – DISTRIBUTION REQUIRED & DISCREPANCY CHECKING

- A. Level 3 service includes all the items listed in levels 1 & 2 plus all the items listed in the following procedures below:
- (1) Obtain Aircraft Refuel Sheet from airline or fuelling company representative prior to fuelling.
  - (2) Read refuel panel gauges before and after fuelling and enter readings on to Aircraft Refuel Sheet.
  - (3) Fuel aircraft per fuel uplift calculations as determined and entered on the Aircraft Refuel Sheet.
  - (4) Set refuel panel switches and gauges and control the amount of fuel being added to the aircraft using aircraft manual or automatic loading settings.
  - (5) When fuelling various fleet types, be qualified to interpret Fuel Manual distribution charts and follow fuel distribution procedure in accordance with the specific fleet type.
  - (6) Calculate Fuel weight in kilos/ pounds (from density) at aircraft on designated flights using hydrometer.
  - (7) Calculate fuelling discrepancy and compare with maximum allowable. If it is outside limits, contact a Level 4 / Airline Authorised Refueller to check fuel levels as required.

#### 5.1.4 LEVEL 4: NON-ROUTINE FUELLING

- A. At this level of service, the Fuelling Personnel of the Contracted Fuel Supplier provides full into-plane fuelling capability that includes all routine and alternate fuelling requirements for aircraft scheduled for that station.
- B. Level 4 service includes all the items listed in levels 1, 2 & 3 plus all the items listed in the following procedures below:
  - (1) Be qualified to interpret Fuel Manual drip stick tables and drip stick conversion charts.
  - (2) Operate and read measuring stick measurements to determine tank quantity:
    - a) When requested by the Flight Crews.
    - b) When quantity added exceeds tolerance (discrepancy).
    - c) For tank with an inoperative gauge.
    - d) To verify pre-service differences.
  - (3) Perform non-routine fuelling procedure when any one cockpit gauge is inoperative, using measuring sticks and fuel vehicle meter or measuring sticks and operative aircraft gauges, to provide a known quantity in the tank with the inoperative gauge.
  - (4) Enter cockpit when a refuel panel gauge is inoperative and direct fuelling, via headphone, using operative cockpit gauge to determine tank quantity.
  - (5) Perform tank to tank transfer or defuel aircraft using boost pumps, override pumps, and cross feeds when required.
  - (6) Carry out overwing fuelling of pressure fuelled aircraft when required.

Our Support Team is happy to answer any questions or provide free one-on-one training.

Contact us at [info@jetfueltenders.com](mailto:info@jetfueltenders.com)