

How to Set Up Your Buyer Account

Kingdom Oil & Gas Consortium LLC · Buyer portal: kingdom-oil.net

This guide walks you through creating your sign-in, completing the onboarding application, and using your account once it is approved. Allow about 30–45 minutes. You can save your application at any step and finish later.

Before You Begin — What to Have Ready

- Your work email address — this is where your confirmation link, sign-in codes and account notices are sent.
- Registered company name, address, country of registration, primary contact, and the names of key authorized persons and your legal representative.
- Banking details: bank name, IBAN or account number, and SWIFT/BIC.
- The petroleum products you want to buy and your expected monthly volume in metric tons (MT).
- Logistics information: the logistics companies you work with and any delivery requirements.
- Compliance documents (see the checklist on the last page): bank reference letter, certificate of incorporation, directors' ID documents, proof of trading address, sanctions screening consent, and trading licenses.

Tip: if you have a company profile, KYC pack or registration document as a PDF, image, text or CSV file, the application can read it and fill in most details for you — you only review and correct anything afterwards.

Step 1 — Create Your Sign-In

1. Open the buyer portal sign-in page at kingdom-oil.net and choose **Create an account**.
2. Enter your **full name**, your **company**, your **work email**, and a password.
 - Your password must have at least 12 characters and include an uppercase letter, a lowercase letter, a number, and a symbol. The page shows a live checklist as you type.
3. Submit the form. A **confirmation link** is emailed to you. Open the email and click the link to finish creating your account — check your spam or junk folder if it has not arrived within a few minutes.

Step 2 — Sign In Securely

1. Return to the buyer portal page and sign in with your email and password.
2. For your security, every sign-in has a second step: a **one-time verification code** is emailed to you. Enter the code on the page to continue.
3. If the code does not arrive, use **Resend code** (you may wait about a minute between codes). Codes are valid for a short time only.

Step 3 — Complete the Onboarding Application

After signing in, open **Onboarding** from your dashboard. The application has five parts, shown as tabs at the top: Buyer Details, Products & volume, Logistics, Compliance, and Review.

Part A — Buyer Details

1. Fastest option: click **auto upload** and upload a company profile, KYC pack or registration document (PDF, image, text or CSV). The details are filled in for you.
2. Otherwise, type the details: registered company name, company address, primary contact, work email, country of registration, key authorized persons, legal representative, bank name, IBAN / account number, SWIFT / BIC, and your logistic companies.
3. Review every filled field, even after an auto upload — you remain responsible for the details you submit.

Part B — Products & Volume

1. For each commodity, enter the product name and your expected monthly volume in metric tons (MT). Add more commodities if you need them.
2. Complete the trading terms for each product — for example the incoterm, port, and pricing basis — so your account team can quote accurately.

Part C — Logistics

1. List your logistics documents with their reference numbers (for example inspection reports, Q88, tank storage agreements or receipts, and vessel nominations).
2. Enter your delivery requirements in the notes box.

Part D — Compliance Documents

1. Upload each document next to its type. Accepted formats: PDF, Word, Excel and images.
2. You can upload more than one file per type and remove or re-upload if you pick the wrong file.
3. If you genuinely have none of these documents yet, choose the option to submit without compliance documents — the review team will follow up with you.

Part E — Review and Submit

1. The Review tab shows everything you entered. Check it carefully.
2. Click **Submit application**. Your application goes to the onboarding team for KYC review and you receive a confirmation.

Save & finish later is available at every step. Your draft is kept and you can pick it up again from the pipeline whenever you sign back in.

Step 4 — What Happens After You Submit

1. The onboarding team reviews your application and documents (KYC review).
2. Once fully approved, your **account number is issued** and your approved company details are saved on your account.
3. Your relationship manager is assigned and you can start requesting orders.

Step 5 — Using Your Account

- **Account:** your account number, approved company details, commodities and terms, and your relationship manager. You can edit your contact information here at any time.
- **Orders:** all orders on your account, with current status. Use **Request new order** to ask for a new order and attach documents to it.
- **Transactions:** orders that have moved to production, with their stage updates and history.
- **Documents:** fully signed offers, invoices and other executed paperwork filed on your account.
- **Help desk:** ask us anything about your account, orders or documents.

Compliance Document Checklist

Document	What we need
Bank reference letter	A letter from your bank confirming your account relationship.
Certificate of incorporation	Official registration certificate for your company.
Directors' ID documents	Government-issued identification for the company directors.
Proof of trading address	A utility bill, lease or similar showing your trading address.
Sanctions screening consent	Written consent allowing us to screen your company against sanctions lists.
Trading licenses	Any licenses that permit you to trade petroleum products in your jurisdiction.

Questions at any point? Sign in and open the Help desk tab — your account team will get back to you.