* **Buy Delivery Process** 
  1. Open ComRis Account (DP)
     + Required the Request letter from the client on the basic of letter will open the account.

|  |  |  |
| --- | --- | --- |
| **Process** | **Buyer** | **Seller** |
| ComRis | Mandatory to open the account | Mandatory to open the account |
|  | Deliver Mark by Exchange last Five days of the contract | Seller make the Commodity Pay in before marking intension in last Five days of the Contract. |
| Funds & Security Pay in | Buyer will Make the Funds Pay in on T+1 on or before 11.30 | Seller make Early pay in of Commodities |
| Funds & Security Pay Out T+2 | Buyer will get the delivery in ComRis Account after making the payment | Seller will get funds on T+1 after 5.30 or T+2 |
| Invoicing | Buyer will Submit the Invoice Details T+2 | Seller will be give invoice T+2 |
| Physical Delivery | Buyer Submit the DO and put request from the ComRis account and after approval take the delivey |  |

* 1. Delivery Marking (Done By Exchange) 🡪 Accounts will inform to Custody
     + Delivery Intention Marking By RMS in case of Seller ( Initiate by Client )
  2. Ask Buyer Details from Client
     + If Buyer do not have GST Number then CNF agent appointment letter required and charges will be applicable (.50 %)
     + If Yes Name, Address , GST, Contact Name ,Contact Number
     + Will collect Invoice T+1 from CM and Send to client
  3. Will Send the Delivery Distribution File to CM ----- CRD
     + Delivery allocation file from CM or in download folder EXDI 🡪
       - Delivery Allocation file content the COMRIS id of the client for Delivery transfer in COMRIS account
       - Need to Enter ComRIs member id and Client Id (You can find the both in the ComRIS login)
       - Will Buyer Details for the Invoice
  4. In case of Buyer will collect the Invoice from the CM and share with Buyer
  5. In case of Seller will collect the invoice from the Seller and share with CM

**Physical Deliver**

* 1. Ask DO from the Client (CRD)
     + Send to DO to CM and confirm
  2. Transfer from his comris a/c to CM (DP)
     + Transfer the units from ComRIS account to CM
* Sell Delivery Process
  1. Give the Transfer Request on Comris