



Overview of Costs for participation in Oils, Gases and Chemicals (OGC) Proficiency Tests organized by Institute for Interlaboratory Studies (iis)

Institute for
Interlaboratory Studies

This overview of costs is valid for the period: August 2020 – December 2021

This overview of costs is to explain the costs of participating within our Oil, Gases and Chemicals (OGC) Products Proficiency Tests (PT). These proficiency tests are categorized under Fuels, Chemicals, Lubricants or Oils and for Miscellaneous Petrochemical products like Gases, Gascondensate, Naphtha, Bitumen and Crude Oils.

STANDARD COSTS

- **Participation costs:** The participation fee per PT is given on the registration form(s). Please visit our general website www.iisnl.com for more information. The participation fee concerns: the registration of participants, the preparation of the PT samples, the preparation of the Data Entry Portal, the evaluation of the PT test results, the preparation of the PT report, the preparation of the invoices and for all communication about the proficiency tests via several e-mails. The fee is based on a standardized process. Any request beyond this standard process will be considered per case. The extra requested workload will be charged as administration costs. For more details please see below the paragraph about additional costs.
- **Dispatch costs:** The dispatch costs include packing and forwarding. The costs will vary depending on destination, product type and sample quantity.

OPTIONAL COSTS (not mandatory to order by participant)

- **Performance Certificate:** A performance certificate can be ordered per PT **but only prior** to the dispatch of the PT samples. The costs are €18 per certificate.
- **Hard copy of the report:** When the PT report is final all participants receive a copy of the report as pdf by email. From the proficiency tests scheduled from August 2020 the participants do not receive a hard copy of the report automatically. If you desire a hard copy of the report you can order a report by sending an email to iis (nl.iis@sgs.com) or order a report with your enrollment. To long distance destinations we will send the PT report by DHL courier only. The costs are €50 for packing and €45 for forwarding per dispatch. For 2021 PTs we will charge €35 per report also.

ADDITIONAL COSTS (needed on behalf of the participant)

- **Forwarding hardcopy invoice(s) or other hardcopy documents (e.g. tax documents):** Hardcopy invoices or other hardcopy documents can be sent to an address. This will be done by a DHL courier only to avoid loss of documents. The costs are €50 for packing and €45 for forwarding per dispatch.
- **Crediting invoice:** Once a final invoice is issued, it cannot be changed. However, for an additional fee of €50 per invoice the invoice can be credited and a new invoice with the changed details will be prepared and sent. Only when the final invoice contains an error caused by iis, no extra costs will be charged.
- **Signed and Stamped documents:** In case documents need a signature and a stamp, additional administration costs will be charged. These additional costs vary with the size and terms of the document but €25 is the minimum charge. Please take note that all our services are only executed in accordance with the latest version of the General Terms and Conditions of SGS Nederland BV filed at the Court of Rotterdam.
- **Client Portals:** Requests to use client portals will be granted by high exception and considered per case. Extra costs shall be applicable (€25 minimum).
- **Late Payment Fee:** When our standard Payment Term of 30 days NET is not accepted, we can accept another Payment Term. However, we are obliged to charge late payment fee of €25 minimum.
- **Invoicing Adjustment:** The full invoice amount must be received within the payment term. When we receive less than invoiced, this will be compensated within future invoices.
- **Certificate of Origin and/or Legalised Documents:** In some countries a Certificate of Origin (CoO) and/or Legalised Documents are needed for customs clearance. The costs for the preparation of these documents are €110 per Certificate of Origin and €50 per Legalized document.



Overview of Costs for participation in Oils, Gases and Chemicals (OGC) Proficiency Tests organized by Institute for Interlaboratory Studies (iis)

This overview of costs is valid for the period: August 2020 – December 2021

- **Third party costs:** These costs are charged by third parties such as governments or banks. Please note that these costs are not for the revenue for Institute for Interlaboratory Studies but are withheld charges by the government of bank transfers. For example:
 - **Bank Costs:** All bank costs should be paid by the participant. Split costs are not acceptable. When bank costs are deducted from the payment the missing amount will be charged as bank costs within a minimum of €50. Please ask your bank for more information how to avoid these costs.
 - **Local Tax:** When regulatory Business Tax or Withholding Tax is deducted from the payment the missing amount will be charged as administration costs to cover the missing amount (€50 minimum). Documents to reclaim restrained Tax will not be accepted.

ADDITIONAL INFORMATION

- **Invoicing:** By default, one invoice per dispatch date will be prepared. The invoice will be sent by e-mail as a full color pdf. This pdf will yield an original invoice after printing on a color printer.
- **E-invoicing:** As mentioned above iis will only send pdf invoices. This means that we will not provide any other type of digital invoices (e.g. E-invoices).
- **Registration:** It is always possible to register for a PT even after the scheduled dispatch date as noted on the registration form. Please note that the sooner a participant registers for a proficiency test (round robin) the better. Preferably register at least 10 working days before the scheduled dispatch date. Please be aware that for some PT rounds the number of samples is limited (e.g. Gas Condensate, Gases and DGA in Transformer Oil).
- **Cancellation:** Withdrawal from a PT is never a problem when it is done timely. We recommend notifying iis at least 10 working days before the sample dispatch date. We will charge costs for late cancellation because preparation of the PT has already started, see table for the costs.

Withdrawal done	Costs charged for late cancellation *)
10 working days before dispatch date of a PT	0% of total fee
Between 9 working days and dispatch date of a PT	50% of total fee
After dispatch date of a PT	100% of total fee

*) Force Majeure will be considered per case. However, budget reasons will not be accepted as Force Majeure for late cancellation.

- **Dispatch:** Where possible, sample dispatches are combined to reduce transport costs. Sample transport is a matter of pushing by the sender and pulling by the recipient. Without the assistance of the recipient it is much more expensive or even impossible to deliver a sample. Therefore, the pro-active assistance of the receiving company (e.g. arranging import licenses prior to the sample dispatch date and providing correct delivery and/or clearance information, etc.) is of utmost importance. Please understand that iis cannot be held accountable for the late delivery of samples. **Therefore, all extra costs due to lack of/bad assistance (to matters as mentioned above) will be charged to the recipient!**
- **Delay in sample dispatch:** Please contact iis at nl.iis@sgs.com in case you receive the samples late or even after the official date for reporting. The PT samples have too much value to be left unused and therefore a solution will be given for a valuable use, depending on the circumstances.



Overview of Costs for participation in Oils, Gases and Chemicals (OGC) Proficiency Tests organized by Institute for Interlaboratory Studies (iis)

Institute for Interlaboratory Studies

This overview of costs is valid for the period: August 2020 – December 2021

Summary of the costs involved when participating in a PT of iis

Standard costs	
Participation Fee	Please see registration form(s) at www.iisnl.com
Performance Certificate (optional)	€18 per certificate
Hard Copy PT report (optional)	€0 per 2020 PT Report/ €35 per 2021 PT Report
Packaging of PT samples	Vary per product and destination
Forwarding of PT samples	Vary per product and destination
Additional costs for extra services requested by participant	
Packaging of Hard Copy documents	€50
Forwarding of Hard Copy documents	€45 (€0 with DHL account of participant)
Crediting invoices on request of the participant	€50 per invoice
Signed and Stamped documents	€25 minimum
Use of client portals	€25 minimum
Late Payment Fee, payment term > 30 days NET	€25 minimum
Certificate of Origin (CoO)	€110
Legalised documents	€50
Additional costs for third parties	
Bank costs	€50 minimum
Local Tax; withholding tax	Percentage dependent on local tax

All other administrative requirements that are not mentioned above will be considered per case.

Institute for Interlaboratory Studies (iis) is a registered trade name of SGS Nederland BV. Therefore, iis services are only executed under the general terms and conditions of SGS and all invoices will be provided with an SGS letterhead. The invoices will be sent by e-mail as a full color pdf.