

Prepare an energy supply RFQ

The minimum commercial and technical information for a useful first review.

Begin with a decision, not a product label.

A useful supply brief tells a reviewer what must arrive, where, when and under which constraints. It does not need confidential bank documents or an elaborate corporate presentation at the first contact. Prepare the information below and identify uncertainties explicitly rather than filling gaps with assumptions.

1. Specify the requirement.

Record the product, intended use, governing specification and edition. Attach the full buyer specification through an approved secure channel when available. A familiar product name or standard reference does not establish conformity of a future cargo. For diesel, BSI describes EN 590 as a requirements-and-test-methods standard; the contractual reference and batch evidence still need to be agreed. [S01]

2. State the quantity on a clear basis.

Separate total programme demand from each delivery parcel. Include quantity, unit, permitted tolerance and frequency. Identify whether a volume is liquid volume or reference gas volume; state measurement conditions where relevant. Do not compare a tonne price with a cubic-metre or energy price without an agreed conversion basis. Mark unresolved conditions as "To be agreed".

3. Describe the receiving point.

Name the destination country and actual port, terminal or site. Set out the unloading window, storage or transport support required and any known restrictions. A country name alone does not establish terminal compatibility or access. LNG and natural-gas briefs also need their infrastructure and delivery-point requirements reviewed separately.

4. Separate commercial preferences from acceptance.

State a preferred delivery rule and named place when known. Record the desired delivery dates, acceptable origin constraints and commercial questions. Treat payment, title transfer, governing law, inspection and rejection provisions as contract topics, not as matters settled by a short product enquiry. Incoterms rules do not replace the sale contract or determine ownership transfer. [S04]

5. Identify the buyer and the remaining gaps.

For a production enquiry, provide the buyer entity and a business contact. Keep document sharing proportionate and use approved channels. The initial brief should list outstanding questions such as specification approval, destination permissions, receiving capacity, inspection scope or commercial terms. No request should be described as a product reservation or counterparty approval.

A practical handoff.

Compile these elements in your own brief and review them internally. You may then contact ANFAXIS at contact@anfaxis.com. Do not send sensitive data through an unsecured email channel. An enquiry should only be considered received after explicit confirmation from its recipient.

Cited references

[S01] BSI · BS EN 590:2025 — <https://knowledge.bsigroup.com/products/automotive-fuels-diesel-requirements-and-test-methods-8>

[S04] ICC · Incoterms 2020 Q&A — https://library.iccwbo.org/clp/clp-incoterms-qa-2020.htm?AGENT=ICC_PRT