



**TAMERLANE**  
TRADING CO.

FAIR MARKET PRICES

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## **BUYERS Best Practices and SOPs**

As a valued client and integral part of the cannabis and hemp supply chain, Tamerlane Trading and our team are focused on your success.

In order to ensure smooth transactions and efficient business operations, Tamerlane has put together the following suggestions of Best Practices and Standard Operating Procedures (SOPs) that we believe will help your business succeed.

### **RECEIVING PRODUCT/ORDERS**

#### **1. Have a Receiving Department or Person:**

Have a dedicated employee who is familiar with the specific order (including the quality and type of material available) to receive the order.

#### **2. During Delivery or Pick Up, Make Sure To:**

##### **a. Compare the physical product to the manifest**

- i. Match each lot number on the manifest to a physical label on each lot.
- ii. Weigh each lot; confirming correct weight or discrepancy.
- iii. Count total number of lots delivered and compare to what is listed on the manifest.

##### **b. Check pricing against your order details**

- i. Confirm price/gram or pound matches what was ordered.
- ii. Confirm price/gram or pound times the total weight of each lot is correct.
- iii. Confirm the total value of the invoice is correct.
- iv. Do all calculations three times -- this is money, make sure it's right.

**NOTE:** Tamerlane's customer success department verifies the detail of invoicing and associated paperwork, but it is your responsibility to catch and report any discrepancies or inconsistencies at the time of delivery/pickup.

##### **c. Check the quality and type of material in each lot**

Open every bag and be sure that the product matches what was ordered.

**NOTE:** Even though most material coming through Tamerlane is quality verified and graded, it is not in Tamerlane's possession. It is your responsibility to confirm quality.

### 3. Issuing Payment:

#### a. When issuing check, money order or anything other than cash

- i. Triple check all details including--
  1. Name provided on all Tamerlane delivery notices
  2. Correct date (Month/Day/Year) is used
  3. For the amount: written amount matches the numbers
  4. Check has been signed by authorized signer

#### b. Have a second check just in case

Having a backup check available keeps the transaction clean in case of discrepancies which require a new check to be issued. Be sure it is signed.

#### c. When receiving cash

- i. Count it three times.
- ii. Have a second person count it three times.

#### d. Payment upon delivery

- i. Payment must be handed over upon delivery. If this doesn't happen and all other parties have followed the SOP in place, you will be responsible for the transit fees (delivery and return delivery).
- ii. Make plans to have payment ready. If you won't be able to have payment available for any reason, call Tamerlane customer support with any conflict you have run into 24 hrs prior to delivery.
- iii. Over communicate everything for a smooth transaction.

### **TESTING: AFFIDAVIT, COA's, PESTICIDES, HEAVY METALS, YIELDS & MORE**

Buying tested product limits risk. Tests will help you determine what a product is or is not.

#### 1. Testing Affidavit

We strongly suggest having your own affidavit outlining your limits and requirements for all aspects around COA, pesticide, and heavy metal testing. Once you provide that to Tamerlane, we will ensure that the supplier signs this prior to any orders being delivered. Tamerlane can provide you with a template if needed.

#### 2. COA's (Certificate of Analysis)

Tamerlane suggests always buying material that has an existing COA when purchasing to repack and sell to retailers. It is less important when buying material to further process (exceptions: any plant material that is planned to be sold as smokable flower or trim), but still a good idea to at least have one COA as a representative test for the bulk material you are considering to purchase. If COA's are not available, we recommend you always request the supplier perform a test.

#### 3. Pesticide & Heavy Metal Testing

Insuring health and safety are important for any brand, and consumer packaged goods. Make sure that you know your states requirements, and are providing a safe

and quality assured product. Buying tested product in advance will cover you in advance of making a big purchase.

#### **4. Terpene Testing**

Terpenes are fast becoming a more true indicator of value (good or bad). Depending on what you are planning to purchase terpene tests can give you that added benefit of having a fuller understanding of the make up of the material you are purchasing.

#### **5. Sample Runs & Yields**

Each processor can have a different result based on their machines, processes and methodology. Tamerlane may share historical yields that are helpful and not always accurate. Buying sample runs for extract processing is the best way to know what you will yield.

#### **6. Multiple Tests for more accurate insights**

With laboratory testing being all over the board for a multitude of reasons getting multiple tests for determining accuracy is always a good idea. Our industry is not yet to the point where one test will be 99% although it should. When evaluating a new supply source, or increased volume or value purchase we recommend obtaining at least two if not three test results from different labs whenever possible. This allows you to have a better chance to make the right purchase limiting some of the inherent risk.

### **COMMUNICATION**

#### **1. Put All Important Things in Writing**

To ensure that Tamerlane does what you want, be clear and concise. We take good notes and we write them down, but sometimes we miss things. Please put all important requests in writing so nothing is lost in translation.

#### **2. Over Communicate**

We are all busy, and many of us have different backgrounds. Most of Tamerlane's team has worked in the industry for many years, if not decades. Even so, some buyers and suppliers are new to the industry. Over communication will insure you get what you want and how you want it every time.