



# PROCUREMENT INCENTIVES PROGRAM

## VERIFICATION PROCESS OVERVIEW | FEBRUARY 2016\*

Incentive claims can be submitted online starting 28 February 2016 at [GlobalLEAP.org/Incentives](http://GlobalLEAP.org/Incentives). See the program's terms and conditions for more details on how to participate. Incentive payments are contingent upon compliance with the program's three-step verification process:

### Step 1: Verification of Product Purchase

At the time of claim submission, POs must provide the following:

Order Details	Product type(s) purchased
	Standard pre-incentive FOB price
	Discounted FOB price after application of Global LEAP incentive
	Number of products purchased
	Date of transaction
	Expected date of shipment
	Expected date of arrival
	Address of warehouse in Bangladesh
Supporting Documentation	Evidence of Pre-Incentive Price (e.g., proforma invoice, price quote)
	Evidence of Purchase at Discounted Price (e.g., final invoice, purchase order)
	Evidence of Transaction Financing (e.g., letter of credit)
	Evidence of relationship between PO and third party trading house (if applicable)

POs are **strongly encouraged** to include the following additional documentation at the time of claim submission, which is required for Step 2 (below). If this documentation is not yet available when claims are submitted, it can be sent directly to the Administrator ([GlobalLEAP@clasp.ngo](mailto:GlobalLEAP@clasp.ngo)) by either the PO or Manufacturer:

Additional Documentation	Evidence of Initial Payment (e.g., bank statement)
	Evidence of Shipment (e.g., bill of lading)
	Evidence of Payment to Relevant Shipping Parties (e.g., freight forwarder)
	Evidence of Payment of All Fees Related to Importation of Products (e.g., tariffs, duties)
	Product Identification Details (e.g., serial numbers)

\*Document updated 26 February 2016

**Hard copies of all supporting documentation must be sent via the Administrator's courier to the following address:**

Global LEAP Procurement Incentives Program  
c/o CLASP  
1875 Connecticut Ave NW, 10th Floor  
Washington, DC 20009  
United States of America

## Step 2: Verification of Product Receipt

*If the additional documentation listed in Step 1 has not yet been provided, the PO and/or Manufacturer must send it to the Administrator ([GlobalLEAP@clasp.ngo](mailto:GlobalLEAP@clasp.ngo)) before Step 2 of the verification process can begin.*

All orders must undergo physical inspection after they have been shipped to Bangladesh. Based on the estimated arrival date listed in the incentive claim submission form and/or logistical details contained in the shipment documentation (e.g., bill of lading), POs will be contacted by the program's Verification Agent to schedule the following:

- **Office visit:** A review of records related to the order's purchase and shipment at the PO's office, and
- **Warehouse inspection:** An inspection of the shipment after it arrives at the PO's warehouse or storage facility.

During the warehouse inspection, the Verification Agent will need to review the shipment receipt and delivery confirmation (challan) against the information submitted with the incentive claim in Step 1 (e.g., letter of credit, purchase order). PO's will be responsible for providing access to these documents.

## Step 3: Verification of Product Sale to End Customers

Sale of the products to end customers must be verified through telephone and in-person customer interviews conducted by the program's Verification Agent. In order to conduct these interviews, PO's will be required to record the following information about the sale of each product:

- **Customer name**
- **Customer phone number**
- **Product(s) purchased**
- **Date of purchase**
- **Location of purchase**

PO's must contact the Administrator to initiate the customer interview process, and must also state how many products have been sold from the order (in total) as of that date. Final incentive payments will be calculated based the number of products sold when the customer interview process begins. **Products must be sold within six months of the warehouse visit conducted in Step 2, and not later than 31 January 2017.**



**Please contact the Administrator at  
[GlobalLEAP@clasp.ngo](mailto:GlobalLEAP@clasp.ngo) with any questions.**

