

# Instructions for Completing SAF Delivery Receipt Form

Form Version 202257.7.13.2



The Sustainable Aviation Fuel (SAF) Delivery Receipt is meant to summarize key information about a delivery of SAF from a fuel provider (typically an FBO) to a customer during a physical uplift transaction. It provides batch specific information in order for a customer to be able to calculate their emissions reductions from a particular SAF uplift. It provides traceability to key documents in the event of an audit, but more efficiently references the key information from upstream chain of custody documentation. It will not contain all of the information required by customers subject to certain emissions reporting schemes but will contain sufficient information and documentation for most voluntary claims.

The SAF Delivery Receipt was developed by 4AIR alongside other industry experts and using CORSIA SARPs as guidance, particularly Annex 16 Vol IV Section 3.3.1 and Doc 9501 ETM Vol IV Appendix 1.3 -- Template for CORSIA Eligible Fuels Supplementary Information. If you have any questions about the receipt, please contact [info@4air.aero](mailto:info@4air.aero).

- 1 Transaction Invoice No. -- list the invoice number that this transaction corresponds to
- 2 Delivery Receipt or Transaction Ref Number (if different from invoice number)

## A. Fuel Vendor (FBO) Info

- 3 Name
- 4 Address

## B. Customer Info

- 5 Name
- 6 Address

## C. Product Summary Information

- 7 Product Type - typically "Sustainable Aviation Fuel"
- 8 Total blended volume (should match invoice)
- 9 [Calculated] Total neat (unblended) volume = total fuel uplifted multiplied by the blend(s) of the fuel
- 10 Date of fuel uplift or transaction was completed
- 11 ICAO airport code of the uplift location
- 12 Enter "Uplift" for direct uplift into an aircraft wing
- 13 Tail number of aircraft that received fuel
- 14 Include the Bill of Lading number or Certificate of Analysis batch number to attest to the blend of the fuel delivered into the fuel farm tank. Use a unique number for the document or Batch Number of the Fuel. We recommend using an abbreviation of the document used as the first three letters in order to help the user know what type of document was referenced. For example:
  - BOL = Bill of Lading
  - COA = Certificate of Analysis
  - Example: BOL#60219022
- 15 Include the Certificate of Analysis, Product Transfer Document or Process Audit number to attest to the feedstock of the fuel. Use a unique number that identifies the individual document or the batch of the fuel. We recommend using an abbreviation of the document used as the first three letters in order to help the user know what type of document was referenced. For example:
  - COA = Certificate of Analysis
  - PTD = Product Transfer Document
  - AUD = Process Audit
  - Example: PTD#420598 or PTD Batch #802190 (if using the Batch No. we recommend clarifying the number comes from the Batch identifier)
- 16 Include the Batch Numbers of the fuel for chain of custody traceability -- May be denoted on the Certificate of Analysis or Product Transfer Document

## D. Feedstock Information

- 17 First batch of fuel used for this uplift
  - 1 List the feedstock of the fuel from the first batch of SAF used for this fuel uplift
  - 2 List the region where the feedstock was collected from
  - 3 Total blended volume of fuel from this batch
  - 4 Ratio of neat SAF to the total volume uplifted (ICAO recommends calculating based on weight, if possible, instead of volume)
  - 5 Total neat volume of SAF from this batch
  - 6 Name of SAF Producer
  - 7 Fuel Conversion Process (Production Pathway) - Lookup: [CORSIA Default LSf Values](#)
  - 8 CORSIA LSf value of the feedstock - Lookup: [CORSIA Default LSf Values](#)
- 18 Second batch info used for this uplift - Multiple lines provided for overlapping fuel inventories
- 19 Third batch info used for this uplift - Multiple lines provided for overlapping fuel inventories

## Other Notes

- 14-15 If multiple loads of fuel were used, be sure to list identifying numbers for each load corresponding to the order of the fuels listed in 17-19.
- 14-16 Certain Product Transfer Documents or Certificate of Analyses may include information for both the Blend and Sustainability attestation. You may use the same document for both if it contains sufficient information to attest to both.
- 18-19 These lines are only needed if an aircraft was fueled from more than one batches of SAF. List each batch or delivery of SAF on a separate line.

For more information contact [info@4air.aero](mailto:info@4air.aero)