

International D/P Payment Instruction Sheet

The DP payment requirements are listed below. It is necessary to ensure all requirements listed are met.

- Input banking information on the electronic commercial invoice in Podium.
- All documents (commercial invoice, packing list, bill of lading) submitted to (and/or created in Podium to submit to) OOCL Logistics for payment ***must be identical***. Create e-documents on the OOCL Logistics website.
- Invoice numbers ***cannot be used more than once***.
- Purchase order numbers and invoice number must be on ***all*** documents submitted.
- The invoice and packing list header and seller's name ***must match*** the name on Sales Confirmation.
- ***Vendors are responsible for all bank fees.***

Documents Required for D/P Payment

1. Two copies of the signed Commercial Invoice, in English, with full item description, including the Hobby Lobby SKU (item) number
2. Copy of the original Packing List
3. Forwarders Cargo Receipt (FCR) marked original, upper corner signed, and issued by OOCL Logistics
4. Non-negotiable copy of a Sea Waybill of Lading consigned to Hobby Lobby Stores, Inc. **and/or** the Affiliated Company marked freight collects (**proofread copies not accepted**)

We will release the funds for payment once required documents from your bank are forwarded to our bank at the following address:

HONG KONG & SHANGHAI BANKING CORP
G/F GTRF MAILING ROOM ATTN: GTRF SCS TEAM 1,
SUPPLYCHAINSOLUTIONS GLOBAL TRADE AND RECEIVABLES FINANCE,
LEVEL 7, HSBC BUILDING SHEK MUN, 8 ON KWAN STREET,
SHEK MUN, SHA TIN, NEW TERRITORIES, HONG KONG

If there are any questions, email intlpymts@hobbylobby.com.