



## **Import Air Shipment Instruction**

Air shipments must be approved by your Hobby Lobby buyer prior to shipping. All PO shipments ordered for air transport must be entered into the Vendor Podium platform. The below instructions are a guide for shipping ordered product to Hobby Lobby Stores or its Affiliates via air cargo or parcel shipments. Bookings must be placed one week in advance of cargo ready date in Vendor Podium to confirm approval of air shipment for Air Cargo or Parcel shipments.

### **Preferred Carrier Air Cargo**

OOCL Logistics Line Limited

#### **Delivery location:**

Airline Nominated CFS Dallas, TX

### **Preferred Parcel Carrier**

DHL Express

#### **Delivery Location:**

Hobby Lobby Stores, Inc

7707 SW 44<sup>th</sup> Street

Oklahoma City, OK 73179

#### **Attention:**

Buyer Name

## **Collect or Prepaid Shipments**

If the shipment is on collect terms, Hobby Lobby will select OOCL Logistics as nominated air cargo forwarder or DHL Express as parcel carrier

If the shipment is prepaid, it is recommended to use OOCL Logistics so destination procedures can be followed to prevent storage and clearance issues. Proceed as listed below for both collect and prepaid once bookings are confirmed with air carrier.

- The vendor delivers the cargo directly to the air forwarder facility.
- The air forwarder collects the e-CI and e-PL and issues the rated house air waybill (HAWB) to the vendor and OOCL Logistics' origin office after the shipment's departure. Any specific commodity documentation required for customs clearance must be included.
- The vendor settles the local charges with the air forwarder directly.
- OOCL Logistics pushes the completed document pouch, including the e-documents, rated HAWB, and specific commodity documents, as necessary to Hobby Lobby and Hobby Lobby's nominated customs broker.

If the cargo is shipped via parcel carrier such as DHL Express, the shipment information including copy of the air waybill and label must be loaded to vendor podium. This should be completed at the time pick up is scheduled, or shipment is dropped off at DHL Express station.

### Vendor Podium Instructions

Book PO via Vendor Podium and select the following options from the drop-down lists for the corresponding Shipment Information fields:

- Type of Movement: CFS-CFS
- Transportation Mode: Air
- Freight: Collect or Prepaid (as agreed with the Hobby Lobby buyer)

Shipment Information			
Type of Movement :*	CFS-CFS ▼	Transport Mode :*	Sea Air
Freight :*	Collect ▼	Place of Receipt :*	Yantian, China ▼

Include the shipment information below via email to OOCL Logistics origin office. The contact information is included at the bottom of the IPI coversheet. This shipment information must also be entered in Vendor Podium when creating the booking request.

- Gross weight in kilograms of each shipping case pack
- Measurements in centimeters of length, width, and height of each shipping case pack
- Total case packs, total cubic meters, and total gross kilograms of entire shipment
- Shipment ready date

OOCL Logistics verifies the air shipment details against the PO in Vendor Podium. If there are any inconsistencies, OOCL Logistics addresses the issue with the vendor and alerts Hobby Lobby via Hobby Lobby My Podium exception process.

Upload AWB to Podium with complete e-commercial invoice and e-packing list so proper notifications will be sent for payment and import customs clearance.