

OOCL Vendor Podium **GUIDE**

HOBBY LOBBY®
Mardel

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Introduction

OOCL Vendor Podium is designed as an interactive web tool to facilitate the Hobby Lobby Sales Confirmation process. This user guide is continuously updated, therefore, refer to the [Vendor Documents website](#) for the most updated version.

Hyperlinks

This guide is intended to be used digitally.

In most applications, using the “Find” function by pressing the Ctrl + F keys simultaneously opens a search bar allowing users to type specific keywords to locate within the document.

The PDF table of contents is clickable. To jump to a section of this guide, click the name in the table of contents.

Words or phrases underlined and in a font color other than black are generally hyperlinks. Clicking on the hyperlink directs users to either a specific location in the guide or a resource website.

Tips & Tricks

Note the following Sales Confirmation tips and tricks:

- **Tip:** Refer to the *Sales Confirmation & Commercial Invoice Requirements* document posted on the [Vendor Documents website](#) for the most updated Hobby Lobby requirements.
- **Tip:** The digitized SC process pulls data directly from the Purchase Order (PO), therefore, any necessary PO updates (e.g., vendor name change, case cube, etc.) must be communicated and finalized with the Hobby Lobby buyer **before** the SC is created.
- **Tip:** If any testing is due on a PO, vendors must create and submit the SC **before** filling out a Bureau Veritas (BV) Testing Request Form (TRF) at [OneSource Connect](#). Refer to the *eTRF Hobby Lobby and OneSource Instructions* at [Vendor Documents](#).
- **Trick:** Press Tab to navigate between fields while saving the information. Do not press Enter, as this will discard the information.
- **Trick:** After entering information into a field, click outside of the field by pressing the main action button (left click) on the mouse to ensure the information is saved.

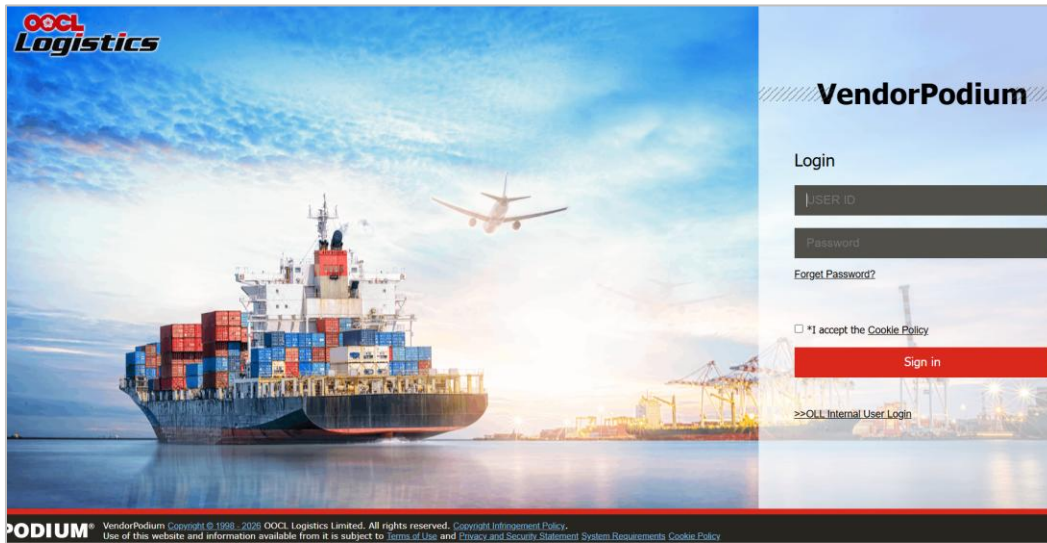
Troubleshooting Contacts

Issues with the OOCL Vendor Podium platforms like “Preference”, “Create Sales Confirmation”, and “Enquire Sales Confirmation”, email SSC@OOCLLOGISTICS.com.

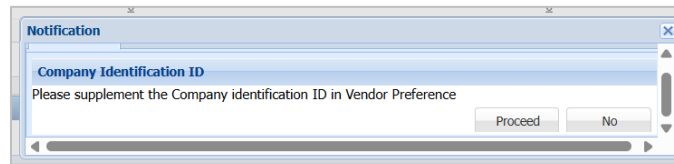
Issues with sending the digitized Sales Confirmation to Hobby Lobby, email the Hobby Lobby buyer and vendor@hobbylobby.com.

PODIUM Instructions

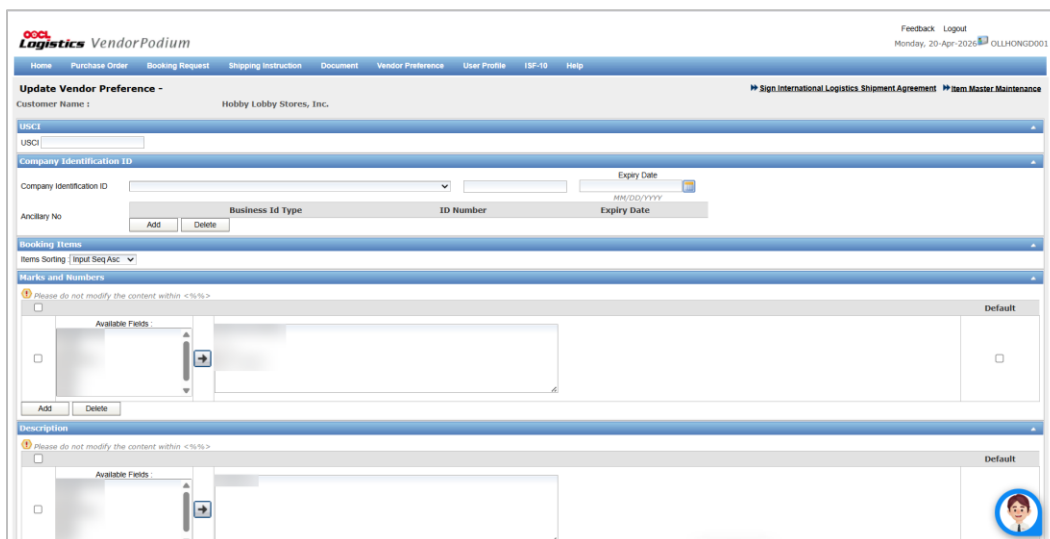
Log into OOCL Logistics Vendor Podium: <https://vendorpodium.oocllogistics.com/vdr/>.



A “Notification” message displays, as shown below.

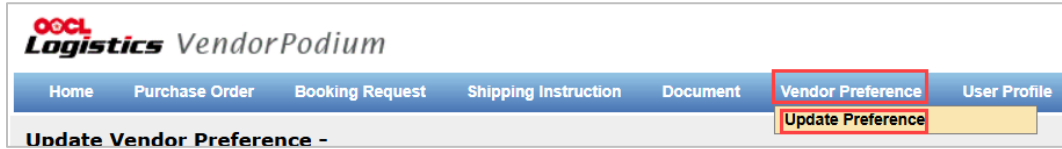


Click Proceed. The OOCL Logistics Vendor Podium page displays, as shown below.



Manufacturer Information

From the ribbon menu at the top of the page, select Vendor Preference > Update Preference, as shown below.



Scroll down until “Manufacturer” appears with the Address, City, Zip/ Postal, and MID Code fields. See image below for reference.

The screenshot shows the 'Manufacturer' form in the VendorPodium interface. The form is titled 'Manufacturer' and has a 'Sequence' column on the left. There are two lines of information, each with a checkbox and a dropdown menu. The first line is labeled '1' and the second line is labeled '2'. Each line contains the following fields: Name (with a red asterisk and a note: '(only first 35 chars if used for ISF-10)'), Address (with a red asterisk), City, Zip/ Postal, MID Code, Phone No., Fax No., and Email Address. The fields are represented by text input boxes.

Follow the instructions below for each Hobby Lobby required line to ensure information accuracy:

- **Name:** Enter the full legal or business name of the manufacturer.
- **Address:** Enter the manufacturer’s complete physical street address. Do not enter a P.O. box.
 - **Address Line 1 – 2:** street address, building number, suite/department
 - **Address Line 3:** state, territory, or province
 - **Address Line 4:** country
- **City:** Enter the city here. **Do not** enter the city in Address Lines 1, 2, 3, or 4.
- **Zip/Postal:** Enter the zip code or postal code associated with the physical address. If the factory is in a country that does not utilize a postal code system, please email vendor@hobbylobby.com for further instructions.
- **MID Code (Manufacturer Identification):** Enter a unique code per manufacturer.
 - Hobby Lobby prefers the use of a Global Location Number (GLN) that is unique per manufacturer for the MID Code.

- If the manufacturer does not already have a unique GLN, one can be acquired at [GS1US Store](#). Once acquired, enter the GLN in the MID Code field.
- If a GLN is not able to be acquired, follow the instructions below to generate one (self-generated) that is unique per manufacturer.
 - 20 characters or fewer
 - Letters and numbers only
 - No spaces
 - Once generated, assigned, and entered, it must not change

See the image below for an example reference of Hobby Lobby required fields and navigation options.

The screenshot displays two manufacturer information forms. The first form is for 'Susie's Stuff' and the second is for 'Test Manufacturer'. Both forms include fields for Name, Address, City, Zip/Postal, MID Code, Phone No., Fax No., and Email Address. Red callouts provide additional context: one points to a dropdown menu for sequential viewing order (options 2 and 3), another points to 'Add' and 'Delete' buttons for managing manufacturers, and a third points to a city input field with a note about displaying a dropdown for city selection.

After each manufacturer is updated with Name, Address, City, Zip/Postal, and MID Code, scroll to the bottom and select “Save”.

This block shows the 'Save' button at the bottom of the form, highlighted with a red box. Below the button is the PODIUM logo and a line of small text containing copyright information and links to Terms of Use, Privacy and Security Statement, System Requirements, and Cookie Policy.

A success message displays, as shown below.

The screenshot shows a success message within the VendorPodium interface. The message states: 'Update Vendor Preference - Customer Name : Hobby Lobby Stores, Inc. Vendor preference amended successfully.' The message is displayed in a green box with a checkmark icon.

After saving the Manufacturer information, create the Sales Confirmation as described in the following section.

Sales Confirmation

The Sales Confirmation section instructs vendors on how to create a digital Sales Confirmation (SC) in Vendor Podium. This digitized SC creation process is now the sole method for all SC creations. However, this process does not change how vendors email the SC document to Hobby Lobby. Refer to the [Email the Digital Sales Confirmation to Hobby Lobby](#) section for details.

***IMPORTANT NOTES:**

- The digitized SC process pulls data directly from the Purchase Order (PO), therefore, any necessary PO updates (e.g., vendor name change, case cube, etc.) must be communicated and finalized with the Hobby Lobby buyer **before** the SC is created.
- If any testing is due on a PO, vendors must create and submit the SC **before** filling out a Bureau Veritas (BV) Testing Request Form (TRF) at [OneSource Connect](#). Refer to the *eTRF Hobby Lobby and OneSource Instructions* at [Vendor Documents](#).
- Press Tab to navigate between fields while saving the information. Do not press Enter, as this will discard the information.
- After entering information into a field, click outside of the field by pressing the main action button (left click) on the mouse to ensure the information is saved.
- Refer to the *Sales Confirmation & Commercial Invoice Requirements* document posted on the [Vendor Documents website](#) for the most updated Hobby Lobby requirements.

Create Sales Confirmation

The Create Sales Confirmation section contains instructions for creating a digital SC, not how to email the SC to Hobby Lobby (refer to the [Email the Digital Sales Confirmation to Hobby Lobby](#) section for those instructions).

All SCs must be digitized. All digital SCs are required to be created on Vendor Podium. This digitized SC process is now the sole method for all SC creation.

Click “Document” from the ribbon menu and select “Create Sales Confirmation”, as shown below.

The screenshot shows the OoCL Logistics VendorPodium web application. The top navigation bar includes links for Home, Purchase Order, Booking Request, Shipping Instruction, Document, and Vendor Preference. The 'Document' menu is open, displaying a list of actions: Download ePacking List Template, Upload ePacking List, Enquire ePacking List, Create eCommercial Invoice, Enquire eCommercial Invoice, Enquire Invoice, Submit Document, Assign Document to Sub Vendor, Create Sales Confirmation, and Enquire Sales Confirmation. The 'Create Sales Confirmation' option is highlighted with a yellow background. On the left side of the interface, there is a section for 'Update Vendor Preference - Vendor Edoc Test For Holo (A)' with a green success message: 'Vendor preference amended successfully.' Below this, there are input fields for 'USCI' and 'Company Identification ID'.

The Create Sales Confirmation Entry page displays, as shown below.

Key in the PO#, as it appears on the PO (i.e., W0791483 or F0154872, etc., with the 0 being a zero). Click “Search”. A Sales Confirmation number is created from the associated PO and the process begins, as shown below.

Each section of the Sales Confirmation is described in the following guide sections: [General Information](#), [Line Items](#), [Breakdown](#), and [Beneficiary](#). Required fields are marked with an asterisk (*).

General Information

All information is pre-populated into the General Information section. The Payment Terms field is also pre-populated but editable as needed.

Line Items

The Line Items section displays items associated with the PO that require the Sales Confirmation documentation. Pre-populated line-item information is not editable. Users are required to enter Manufacturer information and add Remarks, Commodity Information and product dimensions as required by Hobby Lobby, as described below.

Manufacturer (*): this is a mandatory field; input the business that produced the goods for Hobby Lobby.

Remarks (Manufacturing Statements/Other): allows users to provide additional information particularly relevant for trade remedies, as needed. For example, Products are made in Mexico with Korean yarn or Goods sold for export to the United States only.

Commodity Information: allows users to provide a clear and concise description of the goods, including material, compositions, and purpose, as needed. For example, Not intended for use by children, Food Safe, Batteries Not Included, or Printed: Offset.

Overall Product Length (Inches) (“): allows users to provide the overall product length in inches, as needed. For example, Christmas Tree length, 5”.

Overall Product Width (Inches) (“): allows users to provide the overall product width in inches, as needed. For example, Christmas Tree width, 5”.

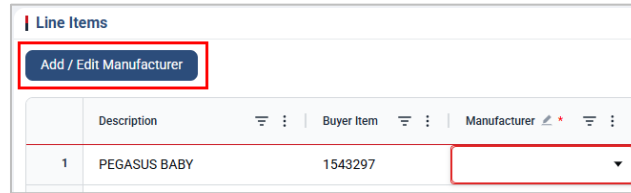
Overall Product Height (Inches) (“): allows users to provide the product height in inches, as needed. For example, Christmas Tree height, 12”.

IMPORTANT NOTE FOR NON-MANDATORY FIELDS

Remarks, Commodity Information, and dimensions are not required for the OOCL system, however, when applicable, are required for Hobby Lobby.

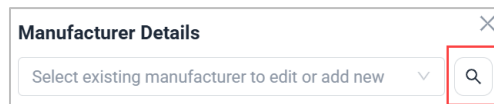
Add Manufacturers

To add a Manufacturer, whether existing or new, click the “Add/Edit Manufacturer” button, as shown below.



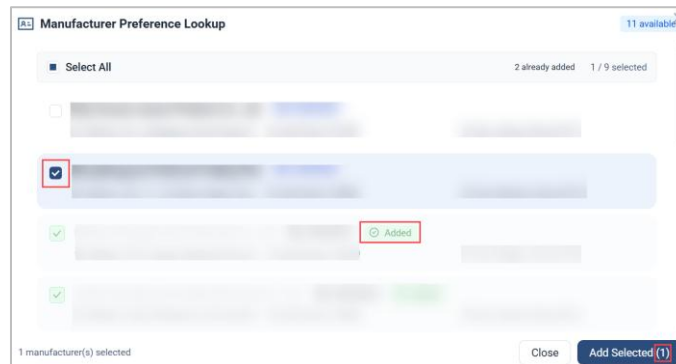
The screenshot shows a table titled "Line Items". At the top left of the table area is a button labeled "Add / Edit Manufacturer", which is highlighted with a red rectangle. Below the button is a table with columns: "Description", "Buyer Item", and "Manufacturer". The first row of data shows "1" in the first column, "PEGASUS BABY" in the second, and "1543297" in the third. The "Manufacturer" column has a dropdown arrow on its right side, which is also highlighted with a red rectangle.

The Manufacturer Details window displays. It is encouraged to have existing manufacturer information stored in “Vendor Preference” (refer to the [Manufacturer Information](#) section for details). To use existing manufacturer information, click the “Search” icon (🔍), as shown below.



The screenshot shows a window titled "Manufacturer Details". At the top is a search bar with the placeholder text "Select existing manufacturer to edit or add new". To the right of the search bar is a magnifying glass icon (🔍), which is highlighted with a red rectangle.

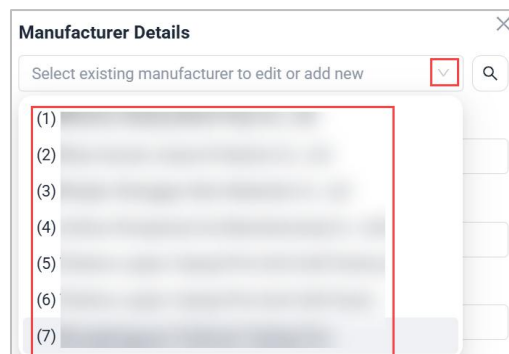
The Manufacturer Preference Lookup window displays, as shown below.



The screenshot shows a window titled "Manufacturer Preference Lookup". At the top right, it says "11 available". Below this is a "Select All" button. A list of manufacturers is displayed, each with a checkbox. The second item in the list has its checkbox checked and is highlighted with a blue background. Below the list, it says "2 already added 1 / 9 selected". At the bottom right, there is a "Close" button and an "Add Selected (1)" button.

Select all Manufacturers necessary for the current purchase order. Ensure the number of manufacturers added is correct and click “Add Selected”.

Upon selecting manufacturers and clicking the Add Selected (#) button, the window disappears and users are returned to the Manufacturer Details window. All selected manufacturers display in the drop-down list, as shown below.



The screenshot shows the "Manufacturer Details" window again. The search bar now has a dropdown menu open, showing a list of selected manufacturers. The list is numbered (1) through (7). The first item, (1), is highlighted with a red rectangle.

Clicking on any listed manufacturer will pre-populate manufacturer information into the appropriate fields, as shown below.

Manufacturer Details

(1)

Name *

Co., Ltd

MID Code *

Zip/Postal Code *

Contact Name

Email

@HOBBYLOBBY

City

Address

Address Line 1 *

Address Line 2

Address Line 3

Address Line 4

Phone Number

CountryAreaNumber

Fax Number

CountryAreaNumber

Remove

Cancel

OK

Fields marked with an asterisk (*) are required prior to clicking OK. Upon clicking OK, users are returned to the SC.

If entering new manufacturer information not stored in “Vendor Preference”, vendors must manually key in the information in the Manufacturer Details window. The required fields are described below.

- **Name (*):** Enter the full legal or business name of the manufacturer.
- **MID Code (Manufacturer Identification) (*):** Enter a unique code per manufacturer.
 - Hobby Lobby prefers the use of a Global Location Number (GLN) that is unique per manufacturer for the MID Code.
 - If a GLN is not already acquired, please acquire a number at [GS1US](#) Store and enter the number in the MID Code field. The GLN must be unique per manufacturer.
 - If a GLN is not able to be acquired, follow the instructions below for a self-generated MID. The MID entered must be unique per manufacturer.
 - 20 characters or fewer
 - Letters and numbers only
 - No spaces
 - Once assigned and entered, it must not change
- **Zip/Postal (*):** Enter the zip code or postal code associated with the physical address. If the factory is in a country that does not utilize a postal code system, please email vendor@hobbylobby.com for further instructions.
- **City (*):** Enter the city here. **Do not** enter the city in Address Lines 1, 2, 3, or 4.
- **Address (*):** Enter the manufacturer’s complete physical street address. Do not enter a P.O. box.
 - **Address Line 1 – 2:** street address, building number, suite/department
 - **Address Line 3:** state, territory, or province
 - **Address Line 4:** country

Once information is entered, click OK to be returned to the SC.

***Note:** The manual entry of manufacturer information into the Manufacturer Details window at the SC level does not transfer to Vendor Preference. If the information entered is desired to be stored in Vendor Preference, then vendors must enter the same information in “Vendor Preference > Update Preference”. Refer to the [Manufacturer Information](#) for instructions.

The added and listed manufacturers, along with other existing manufacturers from Vendor Preference are allowed to be selected at line-item level by double clicking in the cell under Manufacturer for easy input, as shown below.

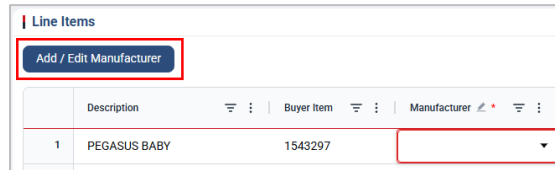
The screenshot shows a software interface titled "Line Items". Below the title is a button labeled "Add / Edit Manufacturer". Below that is a table with the following columns: a checkbox, "Description", "Buyer Item", and "Manufacturer". There are two rows of data:

	☐	Description	Buyer Item	Manufacturer
6	☐	GOLDEN RETRIEVER PUPPY	1014265	(1) Tom's Trinkets
7	☐	SNOWY OWL	1014273	(1) Tom's Trinkets

Red boxes highlight the "Line Items" title, the "Add / Edit Manufacturer" button, and the "Manufacturer" column and its dropdown values.

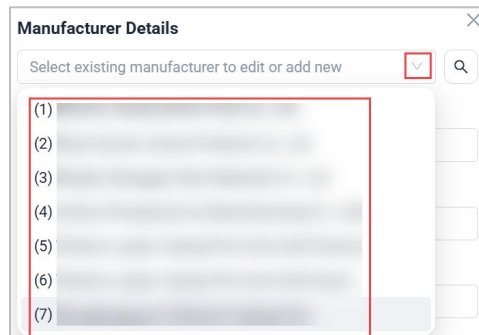
Edit Manufacturers

To edit a Manufacturer, click the “Add/Edit Manufacturer” button, as shown below.



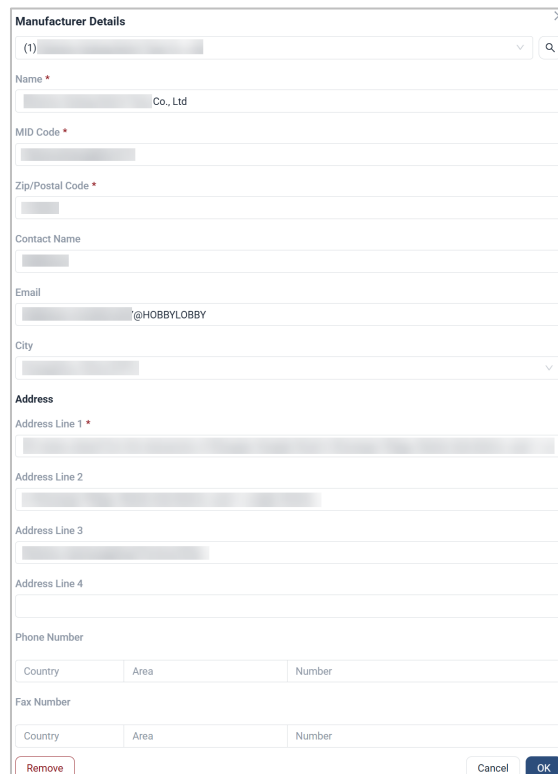
The screenshot shows a table titled "Line Items". At the top left of the table is a button labeled "Add / Edit Manufacturer", which is highlighted with a red rectangle. The table has columns for "Description", "Buyer Item", and "Manufacturer". The first row of data shows "1" in the first column, "PEGASUS BABY" in the second, and "1543297" in the third. To the right of the "Manufacturer" column, there is a red-outlined drop-down menu.

The Manufacturer Details window displays. Click the drop-down list to select a manufacturer to edit, as shown below.



The screenshot shows a window titled "Manufacturer Details". At the top, there is a text input field with the placeholder "Select existing manufacturer to edit or add new" and a red-outlined drop-down arrow. Below this is a list of seven items, numbered (1) through (7), each with a blurred text area. To the right of the list are several empty input fields. The entire list area is enclosed in a red rectangle.

Clicking on any listed manufacturer will pre-populate the Manufacturer Details window, as shown below.



The screenshot shows the "Manufacturer Details" window with various fields pre-populated. At the top, there is a dropdown menu with "(1)" selected. Below it are fields for "Name" (containing "Co., Ltd"), "MID Code", "Zip/Postal Code", "Contact Name", "Email" (containing "@HOBBYLOBBY"), and "City". Under the "Address" section, there are four lines for "Address Line 1" through "Address Line 4". Below these are fields for "Phone Number" and "Fax Number", each with sub-fields for "Country", "Area", and "Number". At the bottom left is a "Remove" button, and at the bottom right are "Cancel" and "OK" buttons.

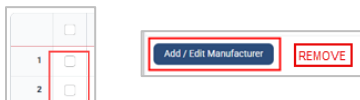
Edit necessary information. Fields marked with an asterisk (*) are required prior to clicking OK. The required fields are described below.

- **Name (*):** Enter the full legal or business name of the manufacturer.
- **MID Code (Manufacturer Identification) (*):** Enter a unique code per manufacturer.
 - Hobby Lobby prefers the use of a Global Location Number (GLN) that is unique per manufacturer for the MID Code.
 - If a GLN is not already acquired, please acquire a number at [GSIUS](#) Store and enter the number in the MID Code field. The GLN must be unique per manufacturer.
 - If a GLN is not able to be acquired, follow the instructions below for a self-generated MID. The MID entered must be unique per manufacturer.
 - 20 characters or fewer
 - Letters and numbers only
 - No spaces
 - Once assigned and entered, it must not change
- **Zip/Postal (*):** Enter the zip code or postal code associated with the physical address. If the factory is in a country that does not utilize a postal code system, please email vendor@hobbylobby.com for further instructions.
- **City (*):** Enter the city here. **Do not** enter the city in Address Lines 1, 2, 3, or 4.
- **Address (*):** Enter the manufacturer's complete physical street address. Do not enter a P.O. box.
 - **Address Line 1 – 2:** street address, building number, suite/department
 - **Address Line 3:** state, territory, or province
 - **Address Line 4:** country

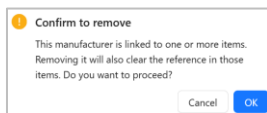
Once information is entered, click OK to be returned to the SC.

Remove Manufacturers

To remove a Manufacturer, checkmark next to the line of the desired manufacturer and click Remove (located next to the Add / Edit Manufacturer button), as shown below.



A confirmation option may display, as shown below.



Click Cancel to return or click OK to remove the manufacturer. A “Manufacturer removed” message displays, and users are returned to the Manufacturers Details window.

Breakdown

The Breakdown section displays the breakdown of material content by component of each item required for the documentation purposes on the Sales Confirmation.

Add Material Breakdown

To add material breakdown, select the Add Breakdown button, per line item, for all materials the item is composed. See the example image below.

	☐	Buyer Item	Description	Component
1	☐	1014158	FOAL	FOAL
2	☐	1014158	FOAL	FOAL

The fields are defined below. Fields marked with an asterisk (*) are required.

Component (*): defaulted to match the Description, but is editable as needed. Components contribute to the item as a whole unit but can function independently from the unit (e.g., Art Kit). When breaking down components line by line, the Component field is editable for users to enter specific component names. For example, the item unit Description Art Kit, could have breakdown component names like, Watercolor Paint, Paint Brush, and Artist Pad Paper. Alphanumeric and special characters are accepted.

Piece Count: if the item has more than one piece of a component, identify the total pieces.

Component Cost (*): unit of currency in USD. Component Cost should be equal or less than the Unit Price (USD). The Component Cost will be less than the Unit Price (USD) in cases where there are multiple components; then, the Total Component Cost (USD) per line item should equal the total Unit Price (USD).

Material (*): the individual material content per item. Users can add or remove breakdowns as needed by checking an item row and selecting either the “Add Breakdown” or “Remove Breakdown” button.

Material (%) (*): percent of material by total weight to equal, but not exceed, 100% in total; this is verified upon submission.

Material Cost (USD): breakdown of material cost per component. For example, items that contain steel, aluminum, and copper require a material cost. For Hobby Lobby, Material Cost must be less than the Component Cost.

Material Country of Origin: the country the item was produced. For example, Fish and Wildlife items, items containing steel, aluminum, and copper require a country of origin.

Comments (Genius/Species/Etc): any additional information per line item. For example, Genius/Species for Fish and Wildlife items are required comments.

Material Breakdown Guidelines

For every item that has more than one material content, it is required to add an additional breakdown line per material. See example images below.

Description: SPIRAL NOTEBOOK-BOWKNOT				Manufacturer: MF1		
				Country of Origin: CHINA		
Material Breakdown						
Component: SPIRAL NOTEBOOK-BOWKNOT			Piece Count	1	Component Cost (USD)	\$0.836
Material	%	Material Cost	Material Country of Origin	Comments (Genus/Species, Etc.)		
PAPER	97%	\$				
IRON	3%	\$				
Total	100%					

Description: COLORFUL STICKY NOTE BOX SET				Manufacturer: MF2			
				Country of Origin: CHINA			
Material Breakdown							
Component:	COLORFUL STICKY NOTE BOX SET			Piece Count	1	Component Cost (USD)	\$0.589
Material	%	Material Cost	Material Country of Origin		Comments (Genus/Species, Etc.)		
PAPER	48%	\$0.25			50 sheets x 5 pads		
TIN	42%	\$0.339					
POLYETHYLENE TEREPHTHALATE	10%	\$					
Total	100%						

For every item that has more than one component, it is required to add an additional breakdown line per component. For every component that has more than one material, it is required to add an additional breakdown line per material per component. See example image below.

Description: STICKY NOTE & NOTE PAD SET W/PEN				Manufacturer: MF1	
				Country of Origin: CHINA	
Material Breakdown					
Component: STICKY NOTES				Piece Count	1
Material		%	Material Cost	Material Country of Origin	Component Cost (USD)
PAPER		98%	\$		Comments (Genus/Species, Etc.)
ADHESIVE		2%	\$		200 sheets
Total		100%			
Component: RIBBON				Piece Count	1
Material		%	Material Cost	Material Country of Origin	Component Cost (USD)
NYLON		100%	\$		Comments (Genus/Species, Etc.)
Total		100%			
Component: NOTE PAD				Piece Count	1
Material		%	Material Cost	Material Country of Origin	Component Cost (USD)
PAPER		98%	\$		Comments (Genus/Species, Etc.)
ADHESIVE		2%	\$		100 sheets
Total		100%			
Component: BALLPOINT PEN				Piece Count	1
Material		%	Material Cost	Material Country of Origin	Component Cost (USD)
POLYPROPYLENE		95%	\$		Comments (Genus/Species, Etc.)
INK		5%	\$		
Total		100%			

Refer to the [Breakdown](#) section for cost descriptions.

Key Guidelines:

- Itemize each breakdown on its own line and enter its corresponding percent value.
- Do not enter multiple breakdowns in list format inside a single cell within a single line, even if they add up to 100%.
 - Hobby Lobby does not accept multiple breakdowns in list format inside one cell on one line item, despite the OOCL system allowing it.

CORRECT		INCORRECT	
Material Breakdown		Material Breakdown	
Component:	POLICE CHASE TWIN PACK	Component:	DEVO ROBOT
Material	CORRECT for Hobby Lobby %	Material	INCORRECT for Hobby Lobby %
ACRYLONITRILE BUTADIENE STYRENE	69%	PLASTIC 85%, METAL 10%, RUBBER 5%	100%
METAL	20%	Total	100%
PRINTED CIRCUIT BOARD	5%		
POLYVINYL CHLORIDE	3%		
THERMOPLASTIC RUBBER	3%		
Total	100%		

- Ensure the Total percent value equals 100%.

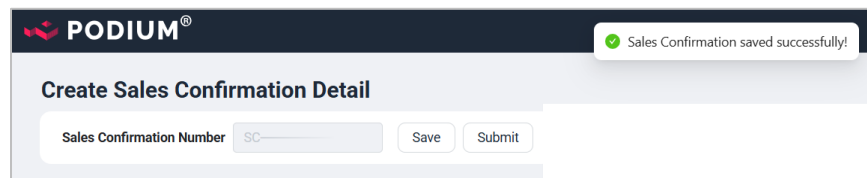
Beneficiary Name and Address

Key in the complete name and physical address of the beneficiary.

Save and Submit Sales Confirmations within OOCL

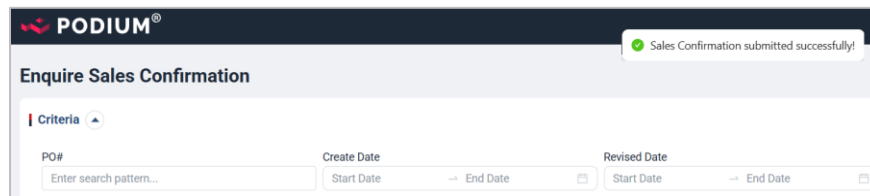
Reminder: If any testing is due on a PO, vendors must create and submit the SC before filling out a Bureau Veritas (BV) Testing Request Form (TRF) at [OneSource Connect](#). Refer to the *eTRF Hobby Lobby and OneSource Instructions* at [Vendor Documents](#).

Users are allowed to click “Save” from the Sales Confirmation page in order to save the progress and return later. A success message displays, as shown below.



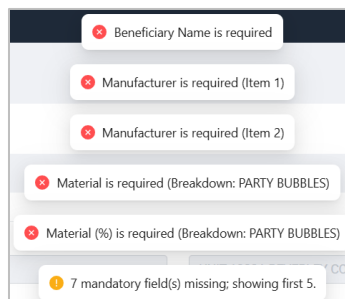
The screenshot shows the PODIUM interface for creating a sales confirmation. At the top, a green success message reads "Sales Confirmation saved successfully!". Below this, the page title is "Create Sales Confirmation Detail". There is a form field labeled "Sales Confirmation Number" with a placeholder "SC-". To the right of this field are two buttons: "Save" and "Submit".

Once all required criteria in each section are complete, click “Submit”. If all criteria are correct, users are directed to the Enquire Sales Confirmation page and a success message displays, as shown below.



The screenshot shows the PODIUM interface for enquiring sales confirmations. At the top, a green success message reads "Sales Confirmation submitted successfully!". Below this, the page title is "Enquire Sales Confirmation". There is a section labeled "Criteria" with a dropdown arrow. Below this, there are three search filters: "PO#" with a text input "Enter search pattern...", "Create Date" with "Start Date" and "End Date" dropdowns, and "Revised Date" with "Start Date" and "End Date" dropdowns.

If required criteria are missing, error messages display and the Sales Confirmation does not submit, as shown below.



The screenshot shows a list of error messages displayed on the PODIUM interface. The messages are: "Beneficiary Name is required", "Manufacturer is required (Item 1)", "Manufacturer is required (Item 2)", "Material is required (Breakdown: PARTY BUBBLES)", and "Material (%) is required (Breakdown: PARTY BUBBLES)". At the bottom, a yellow warning icon indicates "7 mandatory field(s) missing: showing first 5."

Users are required to input all required criteria in order to submit successfully.

Enquire Sales Confirmation

Once the Sales Confirmation is created (either saved or submitted), users are allowed to review and/or download the SC by clicking on “Document” from the ribbon menu and selecting “Enquire Sales Confirmation”, as shown below.

The screenshot shows the OoCL Logistics VendorPodium interface. The top navigation bar includes 'Home', 'Purchase Order', 'Booking Request', 'Shipping Instruction', 'Document', and 'Vendor Preference'. The 'Document' menu is open, showing options like 'Download ePacking List Template', 'Upload ePacking List', 'Enquire ePacking List', 'Create eCommercial Invoice', 'Enquire eCommercial Invoice', 'Enquire Invoice', 'Submit Document', 'Assign Document to Sub Vendor', 'Create Sales Confirmation', and 'Enquire Sales Confirmation'. The 'Enquire Sales Confirmation' option is highlighted in yellow. The main content area shows 'Update Vendor Preference - Vendor Edoc Test For Holo (A)' with a customer name of 'Hobby Lobby Stores, Inc.' and fields for 'USCI' and 'Company Identification ID'.

The Enquire Sales Confirmation page displays, as shown below.

The screenshot shows the PODIUM® Enquire Sales Confirmation search criteria page. It includes a 'Criteria' section with a 'PO#' field (highlighted in red) and a 'Search' button. The 'PO#' field contains the text 'Enter search pattern...'. There are also fields for 'Create Date' and 'Revised Date' with 'Start Date' and 'End Date' sub-fields.

Key in the PO#, as it appears on the PO (i.e., W0791483 or F0154872, etc., with the 0 being a zero). Click “Search”. Searching by PO results in all “Submitted” SC PDFs and saved SC “Drafts”, as shown below.

The screenshot shows the PODIUM® Enquire Sales Confirmation search results page. The 'Criteria' section shows 'Applied Criteria: PO# : W0'. The 'Search Result' section displays a table with the following data:

	Actions	Sales Confirmation Number	Status	Create Date	Revised Date	Revision No.	Re
1	 	SC-W0	Submitted	22-May-2026	23-May-2026	2	
2		SC-W0	Void	22-May-2026	22-May-2026	1	
3	 	SC-W0	Draft	22-May-2026			
4		SC-W0	Void	22-May-2026			

The Search Result window displays versions of the SC associated with the PO#. The column headers are described below.

Actions: displays the edit () or PDF () icon indicating editable or view only.

Editable (): Sales Confirmations with the edit icon are editable. Drafts are editable, but only the most recently Submitted SC is editable.

View Only (): Sales Confirmations with the PDF icon reflect submitted SCs. PDF forms are view only.

Sales Confirmation Number: displays the Sales Confirmation associated with the PO in the following form: “SC-PO#####”.

Status: displays the current status of the Sales Confirmation, as described below.

Submitted: indicates the most recently stored, created and submitted SC within OOCL that is associated with the selected PO. Only the most recently submitted SC has the editable icon.

Void: indicates a previously (not most recently) created and submitted SC within OOCL that is associated with the selected PO. Not editable.

Draft: indicates a SC that has been saved but not submitted within OOCL that is associated with the selected PO. Editable.

Create Date: displays the date the Sales Confirmations was saved or submitted in DD/MM/YYYY (Day-Month-Year) format.

Revised Date: displays the date the Sales Confirmation was edited in DD/MM/YYYY (Day-Month-Year) format.

Revision No.: displays the system logging number associated with the revised Sales Confirmation.

Revision Reason: displays the explanation of the revision entered into the “Revision Reason” field of the Sales Confirmation. Each time a Submitted SC is revised/edited, a revision reason is required criteria.

***Note:** Line items are not revisable/editable for items already shipped.

Edit the Digital Sales Confirmation

Reminder: The digitized SC process pulls data directly from the Purchase Order (PO), therefore, any necessary PO updates (e.g., vendor name change, case cube, etc.) must be communicated and finalized with the Hobby Lobby buyer before the SC is created.

To edit an OOCL digital SC, click the edit icon (✎) next to the desired SC. Hobby Lobby prefers users to edit only the most recently Submitted SC.

Users are directed to the Create Sales Confirmation Detail page displaying the SC with pre-populated fields, as shown below.

Create Sales Confirmation Detail

Sales Confirmation Number: SC-WO- Save Submit

General Information

Vendor Name: ENTERPRISE LTD. Vendor Address: , BUILDING, NO#

PO Number: WO- Payment Terms: T/T

Create Date: 2026-05-22 Ship Date: 2026-07-10

Revision No.: Cancel Date: 2026-07-20

Revised Date: 2026-05-30 Shipping Terms: FOB

Revision Reason: Export Country: CHINA

Line Items

Add / Edit Manufacturer

	Description	Buyer Item	Manufacturer	Remarks (Manufacturing Statements/Other
1	SCHOOL BUS TENT			
2	DINOSAUR POP UP TENT			
3	PRINCESS CASTLE TENT			
4	WATER DRAWING MAT			
5	SQUISHY STUFF - SCENTED LIME RC			
6	MEGA KIT			
7	WOOD CHESS/CHECKERS SET			
8	CLASSIC GAMES - TUMBLIN TOWER			

Rows: 8 Total Rows: 8

Page Size: 200 1 to 8 of 8 Page 1 of 1

Refer to the [Create Sales Confirmation](#) section for detailed instructions on editable, non-editable, and required fields.

Email the Digital Sales Confirmation to Hobby Lobby

To email the digital OOCL SC to Hobby Lobby:

- Click on the PDF icon () next to the final, most recently “Submitted” SC within OOCL. This version of the SC should be a final creation, complete with all Hobby Lobby required information and complete with the most updated information.
- Download the PDF and save to user’s computer.
- Email the SC to Hobby Lobby using current, standard processes.

***Note:** If using an electronic signature to sign the SC, please avoid using a .jpg signature as this can cause issue for Hobby Lobby platforms.