

International T/T (Bank Wire) & Check Payments Instruction Sheet

The TT 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.
- Invoice and packing list header and seller's name ***must match*** the name on Sales Confirmation.
- ***Vendors are responsible for all bank fees.***

Documents are reviewed for accuracy and are then submitted to the Accounting Department for processing. Payments are issued within the agreed upon terms, and the issue date of the bill of lading is the begin date for the terms. We will contact you if additional information is required.

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