



July 21, 2022

Subject: Cargo Ready Date Inaccuracies

Dear Vendor,

It is necessary to ensure the cargo ready date in OCCL Logistics My Podium is accurately input and maintained. This ensures deliveries are timely and decreases the amount of time and work spent redoing booking confirmations and shipping releases due to cargo ready date inaccuracies.

Falsifying data may result in shipment delays, as carriers may not release space due excessive cancellations. Any carrier fees incurred from cancellations will be the vendor's responsibility.

At this time, it is necessary to update all pending bookings in MyPodium with cargo ready dates that are as accurate as possible and maintain accurate dates going forward.

If there are any questions, please contact your buyer or HKC merchandiser directly.

Sincerely,

Buying Resources