

HOBBY LOBBY

Buying Resources

Friday, June 19, 2026

Subject: Digital Sales Confirmation > Vendor Podium

Dear Valued Vendor,

Any Sales Confirmations (SC), new or revised, dated June 22, 2026, and later must be digitized at [Vendor Podium](#).

Digital Sales Confirmation Information:

- 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 to the buyer and updated in the PO system before the SC is created.
- All digital SCs are required to be created at [Vendor Podium](#) and is now the only creation method for all SCs.
- The digital creation and submission of the SC at [Vendor Podium](#) does not change how vendors email the SC document to buyers; meaning, once the SC is created and submitted at [Vendor Podium](#), vendors need to then follow standard operating procedures to email the sales confirmation document to buyers.

Resources:

- **Guide:** *OOCL Vendor Podium Guide* – attached and available at [Vendor Documents](#).
- **Tutorial Video:** *Vendor Podium – Sales Confirmation* – available at [Vendor Documents](#).

If there are any questions, please email vendor@hobbylobby.com

Sincerely,

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