Import Air Shipment Instructions for
PO Shipments over 150 Pounds

After receipt of the PO from the buyer, follow the below instructions for PO air shipments over 150 pounds. It is necessary to follow these instructions in order to provide visibility, consistency of documents, and import compliance.

Vendor Podium Process

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)

Include the shipment information below in pre-advice correspondence with OOCL Logistics origin office, which is included at the bottom of the IPI cover sheet. This shipment information must also be entered in Vendor Podium when creating the booking request.

- Gross weight in kilograms of each shipping carton
- Measurements in centimeters of length, width, and height of each shipping carton
- Total cartons, total cubic meters, and total gross kilograms of entire shipment.
- Shipment ready date
- The e-commercial invoice (e-CI) and e-packing list (e-PL) are created and uploaded to Vendor Podium
- OOCL Logistics verifies the air shipment details against the PO in Vendor Podium. If there are any inconsistencies, OOCL Logistics addresses the issue with vendor and alerts Hobby Lobby via Hobby Lobby My Podium exception process.

Collect or Prepaid Shipments

If the shipment is collect, Hobby Lobby provides the nominated air forwarder’s information to OOCL Logistics, who then contacts the air forwarder to schedule booking.

If the shipment is prepaid, OOCL Logistics coordinates with the vendor and vendor’s nominated air forwarder. Proceed as listed below for both collect and prepaid.

- The vendor delivers the cargo directly to 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’s origin office after the shipment’s departure.
- 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 Livingston.