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March 2026

## Important Information

Dear Suppliers,

We are pleased to inform you that Markant Trading Organisation (Far East) Ltd. (MTO) and Globus Fachmärkte Service GmbH & Co. KG (subsequently referred to as 'Globus') have entered into a close cooperation effective August 1<sup>st</sup>, 2009 for the payment of their orders.

For all orders placed to you by Globus, the payment for the shipment of that order to Globus will be made to you by Markant Trading Organisation (Far East) Ltd.

You will need to submit your copies of export documents to Globus in accordance with their requirements. Invoices should mention payment terms and account details.

### **Important:**

Once Globus has confirmed that your documents are complete and correct, they will send a payment instruction and due date to Markant Trading Organisation (Far East) Ltd. for payment.

### **Regarding the payment from Markant Trading Organisation (Far East) Ltd. please note:**

#### **Telegraphic Transfer (TT)**

TT Payment is the normal and preferred method of payment for future.

Markant Trading Organisation (Far East) Ltd. will transfer the payment to your account. For these telegraphic transfers a charge of US\$ 35 will be deducted for payments. Transfers will be made in the currency stated in your invoice. (Expected to be either US\$ or €).

#### **L/C Payment (exceptional cases)**

L/C payment only should be used exceptionally in future. If you continue to insist on L/C payment, an L/C opening commission of 0.25 % will be charged to you, plus all related bank charges (incurred from L/C opening, L/C advising, till L/C negotiation). Suppliers must clearly indicate to Globus by which date the L/C must be received. An L/C Draft will always be sent to you about one week before L/C opening.

#### **Original Documents**

Supplier must send the full set of Original Documents (including 2/3 original B/L) directly to Globus within 7 working days after date of shipment. The 1/3 original B/L should be retained by supplier in their office, just to prevent any loss in mailing.

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### Important

The Company/Supplier issuing and signing the Sales Confirmation (SC) **must not** differ from the company issuing the invoice. Furthermore, payment can only be made to an account in the same name of the company issuing the invoice and normally in the same country. If the bank account is in another country additional supporting documentation may be required to prove ownership of the bank account. In case of disregard Globus cannot guarantee for the punctual payment on due date.

### Further Details

You will find a lot of additional important and helpful information on our website as below:

<https://www.markant.com/de/unsere-leistungen/zahlungsservices/services-fernost/mto-downloads-globus-fachmaerkte>

Yours sincerely,

Globus Fachmärkte Service GmbH & Co. KG

Markant Trading Organisation (Far East) Ltd.

Timo Huwer  
Managing Director



Helmut Schwarting  
Managing Director