



Logistics Manual – Amendment History

(Globus Fachmaerkte)

No.	Date	Page	Topic	Key Points Amended
1	18 Oct 12	1, 2	Introduction, General Contacts	Globus Far East is renamed as GLOBUS Guangzhou Representative Office , with new address and contact information. Contact information of Nordio Representative Office are changed.
2	15 Sep 15	4	Payment & Document Release (Step 4)	Globus Fachmaerkte - Mailing address : Contact Person is changed to : Mr. Swen Sauer Tel. No. is changed to : + 49 - 6898 515 - 424
3	01 Nov 17	1, 2	Introduction, General Contacts	GLOBUS Fachmaerkte GmbH & Co. KG is renamed as GLOBUS Fachmaerkte Service GmbH & Co. KG , with address and contact information unchanged. GLOBUS Guangzhou Representative Office is renamed as Guangzhou Globus Baumarkt Business Service Co., Ltd. , with new address and new contact information.
4	01 Dec 17	3 - 5	Payment & Document Release	L/C Payment & Document Release is included. Commercial Invoice & Packing List : It is mandatory for suppliers to use Globus format.
5	25 Apr 18	4	Payment & Document Release (Step 4)	Globus Fachmaerkte - Mailing address : Contact Person is changed to : Mrs. Sabine Diel Tel. No. is changed to : + 49 - 6898 515 - 703
6	01 Jul 18	5	T/T or Cheque Payment & Document Release	MTO Handling Charge is increased for T/T or cheque payment effected from 1 July 2018 : if payment below USD 10,000 : USD 12 (I/O USD 10) if payment from USD 10,000 : USD 30 (I/O USD 25)

7	22 Aug 18	2	L/C Opening / Amendment	In addition to the actual L/C opening charges, an L/C Opening Handling Fee will be charged by MTO to supplier : if L/C value below USD 50,000 : USD 50 if L/C value below USD 100,000 : USD 75 if L/C value from USD 100,000 : USD 100
8	25 Jan 21	2	L/C Opening / Amendment General L/C Issues	L/C Opening Handling Fee charged by MTO (based on the respective L/C value) is revised : USD 50 : up to USD 50,000 USD 75 : above USD 50,000 and up to USD 100,000 USD 100 : above USD 100,000 and up to USD 500,000 USD 150 : above USD 500,000 and up to USD 1,000,000 USD 200 : above USD 1,000,000
9	11 Apr 23	2	Supplier Information Letter Sales Confirmation Form Additional S/C & L/C Conditions	Changed Markant website. Changed S/C Conditions Updated
10	10 Sep 24	3	Additional S/C & L/C Conditions	Add point 32.
11	20 Mar 25	2	Additional S/C & L/C Conditions	Updated
12	24 July 25	2	Additional S/C & L/C Conditions	Updated
13	20 Mar 26		T/T payment handling fee and LC payment charges	Updated