



# Logistics Manual

## ( Globus Fachmaerkte Orders )

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**Guangzhou Globus Baumarkt Business Service Co., Ltd.**  
 Room 601-606, International Commercial Place (ICP), North Tower,  
 No. 1168 Xingang East Road, Haizhu District, Guangzhou,  
**China**

**GLOBUS Fachmaerkte Service GmbH & Co. KG**  
 Zechenstr. 8,  
 66333 Voelklingen,  
**Germany**

**Nordio Representative Office**  
 G/Floor, 01-B12, Hoang Van Thai Street, Phu My Hung International Financial Center, Hochiminh,  
**Vietnam**

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## 1. Introduction

The following instructions are applicable to shipments for **Globus Fachmaerkte**. Upon execution of a Globus Fachmaerkte order, suppliers are bound to follow all these instructions, unless otherwise agreed mutually.

It is important that suppliers must always comply with all customs regulations pertaining to the importation of products into **Germany** as well as all other requirements separately provided by Globus Fachmaerkte (as applicable).

If there are any questions regarding these instructions, suppliers should contact either **Globus Fachmaerkte**, **Guangzhou Globus**, or **Nordio Representative Office**.

Being a financial agent for Globus Fachmaerkte, Markant Trading Organisation (Far East) Ltd. (referred to as "**MTO**"), is partly involved in the payment process.

The latest version of this Logistics Manual can be downloaded from our website : [www.markant.com](http://www.markant.com)

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## 2. General Contacts

### For Shipments ex Greater China : Guangzhou Globus

Contact Person : Rona Luo / Bella Lin  
Tel : 86 - 20 - 8395 1512 / 1501  
Email : cargo@globus-baumarkt.cn

### For Shipments ex Vietnam : Nordio Representative Office

Contact Person : Vo Thi Ngoc Trang  
Tel : 84 (8) 5413 6855 ( Cell Phone : 84 90 8260401 )  
Fax : 84 (8) 5413 6856  
Email : trang@nordio-international.com

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## 3. L/C Opening / Amendment

**3a.** L/C will be opened only when official instruction is given to MTO by Globus Fachmaerkte. For details, see attached "General L/C Issues" :

- L/C will be opened by MTO maximum 45 to 60 days before shipment (except otherwise agreed), against "confirmed" Globus Fachmaerkte orders.
- At least 7 to 10 days must be allowed for processing by MTO. All L/C terms and conditions are subject to supplier's confirmation before L/C opening.
- L/C related bank charges will be on supplier's account (i.e. bank charges incurred from L/C opening, L/C advising, till L/C negotiation).

**3b.** In addition to the actual L/C opening charges, an L/C opening handling fee will be charged by MTO to supplier: USD 50 / USD 75 / USD 100 / USD 150 / USD 200 (if L/C value below USD 50,000 / up to USD 100,000 / up to USD 500,000 / up to USD 1,000,000 / above USD 1,000,000).

**3c.** If an L/C is amended due to supplier's fault, L/C amendment / related bank charges will be on supplier's account. In addition, an amendment handling fee of USD 50 will be charged by MTO.

**3d.** If an L/C is later cancelled at supplier's request, an additional cancellation fee of USD 88 will be charged by MTO.

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## 4. L/C Payment & Document Release

### Step 1 :

For examination and acceptance, supplier must send a **full set of copy shipping documents** “within 7 working days after shipment” by e-mail to the following recipients, always quoting “short supplier name and Globus Order No.” in the email subject.

Full set of copy shipping documents should include:

- Commercial Invoice
  - See Appendix A - Globus format is mandatory.
- Packing List
  - See Appendix B - Globus format is mandatory.
- Negotiable Bill of Lading
  - See Appendix D
- Certificate of Origin or GSP Form A (whichever is applicable)
  - See Appendix C
- Samples Test Report (only if available)

In case any shipping documents are revised later, such “revised” documents must also be sent to the same recipients by e-mail as soon as possible:

**For Shipments ex Greater China (Mainland China, Taiwan, Hong Kong) :**

To : **Guangzhou Globus - Rona / Bella**  
E-mail : cargo@globus-baumarkt.cn  
Tel : 8620 – 8395 – 1512 / 1501

To : **Globus Fachmaerkte**  
E-mail : (as per individual Globus staff)  
Fax : 49 – 6898 / 515 - 367

**For Shipments ex Vietnam :**

To : **Nordio Representative Office - Vo Thi Ngoc Trang**  
E-mail : trang@nordio-international.com  
Fax : 84 (8) 5413 6856

To : **Globus Fachmaerkte**  
E-mail : (as per individual Globus staff)  
Fax : 49 – 6898 / 515 - 367

**For Shipments ex other countries :**

To : **Globus Fachmaerkte**  
E-mail : (as per individual Globus staff)  
Fax : 49 – 6898 / 515 - 367

### Step 2 :

Supplier should then present the required original documents to the bank for subsequent L/C payment release by MTO.

If any discrepancies are later found in the documents by L/C opening bank, MTO will seek final payment approval from Globus Fachmaerkte. In due course, MTO will release payment and also the original documents for dispatch to Globus Fachmaerkte.

## 5. T/T or Cheque Payment & Document Release

### **Step 1 :**

For examination and acceptance, supplier must send a **full set of copy shipping documents** “within 7 working days after shipment” by e-mail to the following recipients, always quoting “short supplier name and Globus Order No.” in the email subject.

Full set of copy shipping documents should include:

- Commercial Invoice
  - See Appendix A - Globus format is mandatory.
- Packing List
  - See Appendix B - Globus format is mandatory.
- Negotiable Bill of Lading or Telex Release Bill of Lading (whichever is applicable)
  - See Appendix D
- Certificate of Origin or GSP Form A (whichever is applicable)
  - See Appendix C

In case any shipping documents are revised later, such “revised” documents must also be sent to the same recipients by e-mail as soon as possible:

#### **For Shipments ex Greater China (Mainland China, Taiwan, Hong Kong) :**

To : **Guangzhou Globus - Rona / Bella**  
E-mail : cargo@globus-baumarkt.cn  
Tel : 8620 – 8395 – 1512 / 1501

To : **Globus Fachmaerkte**  
E-mail : (as per individual Globus staff)  
Fax : 49 – 6898 / 515 - 367

#### **For Shipments ex Vietnam :**

To : **Nordio Representative Office - Vo Thi Ngoc Trang**  
E-mail : trang@nordio-international.com  
Fax : 84 (8) 5413 6856

To : **Globus Fachmaerkte**  
E-mail : (as per individual Globus staff)  
Fax : 49 – 6898 / 515 - 367

#### **For Shipments ex other countries :**

To : **Globus Fachmaerkte**  
E-mail : (as per individual Globus staff)  
Fax : 49 – 6898 / 515 - 367

### **Step 2 :**

Globus Fachmaerkte or Guangzhou Globus or Nordio Representative Office will examine the copy documents received from supplier. If a payment cannot be released, supplier may ask Globus Fachmaerkte or Guangzhou Globus or Nordio Representative Office about the reason for the payment delay.

Provided all of Globus Fachmaerkte’s requirements have been fulfilled by supplier, Globus Fachmaerkte will give its final payment approval to MTO.

### **Step 3 :**

According to Globus Fachmaerkte’s payment approval, T/T or cheque payment will be released by MTO on the “due date” (in case of deferred payment) or “within 3 working days” (in case of sight payment). After making

every payment, a payment advice will be sent via e-mail by MTO to Globus Fachmaerkte or Guangzhou Globus or Nordio Representative Office.

- A handling charge of USD 35 will be deducted by MTO from every T/T or cheque payment.

#### **Step 4 :**

The full set of original shipping documents (as listed below) must be dispatched by supplier via courier service directly to Globus Fachmaerkte “**within 10 working days**” after **B/L on board date**. See the **mailing address of Globus Fachmaerkte** provided below.

Here are some basic requirements about the shipping documents, which however are not exhaustive. For further requirements, supplier should refer to Globus order sheet, or should consult Globus Fachmaerkte or Guangzhou Globus or Nordio Representative Office directly before shipment.

- Commercial Invoice x 1 original + 1 copy
  - See Appendix A - Globus format is mandatory.
- Packing List x 1 original + 1 copy
  - See Appendix B - Globus format is mandatory.
- Negotiable Bill of Lading x 2/3 originals (1/3 original B/L to be retained by supplier, to prevent loss in mailing)
  - See Appendix D
- Certificate of Origin or GSP Form A x 1 original (whichever is applicable)
  - See Appendix C

#### **Globus Fachmaerkte - Mailing address :**

**GLOBUS Fachmaerkte Service GmbH & Co. KG**  
**Zechenstr. 8,**  
**66333 Voelklingen,**  
**Germany**

Attn : Import Dept - Mrs. Sabine Diel  
Tel : + 49 - 6898 515 - 703

#### **Step 5 :**

Whenever requested by Globus Fachmaerkte or Guangzhou Globus or Nordio Representative Office, supplier must provide the courier receipt or dispatch details about dispatch of the original shipping documents at once.

#### **IMPORTANT :**

In the event that supplier fails to submit the original / copy shipping documents to Globus Fachmaerkte / Guangzhou Globus / Nordio Representative Office punctually, a **late document penalty** may be charged by Globus Fachmaerkte (as generally stipulated by Globus Fachmaerkte).

Please ensure that all original / copy shipping documents are received by Globus Fachmaerkte / Guangzhou Globus / Nordio Representative Office before the deadline (as generally stipulated by Globus Fachmaerkte).