



Updated: 20 March 2026

SUPPLIER PAYMENT

Dear Suppliers:

We are pleased to inform you that Markant Trading Organisation (Far East) Ltd. (**MTO**) and Globus Logistik GmbH & Co. Kg (subsequently referred to as '**Globus**') have entered a close cooperation effective 1ST January 2012 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 (MTO).

I). Payment and Document Release

- a. Suppliers must submit a full set of copy of export/shipping documents within 5 working days after shipment to Globus in accordance with their requirements (See Globus Supplier Manual).
- b. Once Globus has confirmed that your documents are complete and correct, they will send a payment instruction to MTO for payment on the agreed due date and payment term.
- c. To ensure timely payment for your invoices, please kindly follow Globus Supplier Manual and the information below.
- d. MTO will normally make payment to you in US\$ from either HSBC Hong Kong or Commerzbank Hong Kong by:

Important: Invoice issuer and country must be same as name and country of supplier that Globus has issued the order to.

II). Payment Terms

Telegraphic Transfer (T/T) Payment:

- T/T payment is the preferred method of payment.
- According to Globus payment instruction, T/T payment will be released by MTO on the due date (for deferred payment) or within 3 working days (for sight payment).
- After making payment, a T/T payment advice will be sent by MTO to Globus.
- A handling charge USD35 will be deducted by MTO from T/T payment:

Letter of Credit (L/C) Payment:

- L/C – will be opened only when official instruction is given to MTO by Globus.
- L/C Opening Lead Time – 45 to 60 days prior to the latest shipment date.
- L/C Beneficiary name, address, phone no., beneficiary bank name, address, SWIFT code, account no. etc. must be provided to MTO.
- L/C Opening Process:
 1. L/C draft will be sent to supplier and Globus for their confirmation (before L/C opening)
 2. After MTO receives the confirmation from Globus, MTO will proceed with the original L/C to supplier.
- L/C Related Bank Charges – all related bank charges will be borne by suppliers.
- L/C Amendment and LC Cancellation – could be amended or cancelled only when MTO receives a written instruction from Globus.
- L/C Handling Fee – will be deducted from L/C payment

L/C Related Charges:

LC Opening (By Bank)	LC opening commission: Charge 0.25% of total LC amount or min. US\$65, plus cable fee
LC Amendment (By Bank)	Charge US\$78 plus cable fee (For LC amount increase – charge same as LC opening)
LC Settlement (By Bank)	Charge US\$88 plus cable fee
LC Cancellation (By MTO)	US\$88
L/C Handling Fee (By MTO)	US\$50 – value up to US\$50,000, US\$75 – value US\$50,000 – US\$100,000, US\$100 – value US\$100,000 – US\$500,000

III). Original Documents

The full set of original export/shipping documents (as listed below) must be dispatched by supplier via express courier directly to Globus or Globus's appointed forwarder (as per instruction given to supplier by Globus) within 7 working days after shipment.

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

** Whenever requested by Globus, supplier must provide the courier receipt about dispatch of the original documents at once.

Globus Hypermarket – Mailing Address:

Globus Logistik GmbH & Co. KG
Leipziger Str. 8,
66606 St. Wendel,
Germany
Attn.: Import Dept.
Tel: 49 – 6851 / 909 – 4476

Logwin – (Appointed forwarder)

Logwin Air + Ocean Deutschland GmbH
Weichertstr. 9,
63741 Aschaffenburg,
Germany
Attn.: Mrs. Lena Zerl
Tel: 49 06021 / 3439157