

INSTRUCTIONS FOR SALES CONFIRMATION/PROFORMA INVOICE AND COMMERCIAL INVOICES

Sales Confirmation/Proforma Invoice Requirements:

The Sales Confirmation/Proforma Invoice must list the following - cube size, inner pack, case pack, and color for each item. The total cube size and estimated ship date must be stated. In addition, this document must include requirements 1 - 12 below.

Commercial Invoice Requirements:

1. Detailed description of each item including the Hobby Lobby SKU#. The description must match the purchase order description.
2. Material content breakdown of each item must be listed by percentages of the total weight. No abbreviations. Do not include labor, packaging, transportation.
3. If applicable, list any additional information about your item from the "Requirements for Specific Commodities" list.
4. The quantity of each item shipped and cost must be listed and totaled. This includes samples and replacement items.
5. Vendor's name, address and postal code.
6. Manufacturer name, address and postal code must be stated.
7. State the country of origin for each item and denote that each item is individually marked with its respective country of origin.
8. Shipping Terms: FOB, FCA, Ex-Works, etc.
9. Type of currency: USD, Euro, etc.
10. Purchase order number.
11. Net weight, gross weight, and measurements for each item must be listed.
12. If product is from a GSP (Generalized System of Preferences) country and eligible for GSP you must state, "This merchandise is wholly or 100% the growth, product or manufacture of (insert country)." If items are not 100% or wholly, please provide a breakdown, by percentage, of the value and material of content for each of the components and manufacturing processes.
13. All artwork, dies, molds, tools, engineering work, rebates, discounts, and commissions must be itemized separately at the bottom of the invoice.

****Any changes to the commercial invoice must be communicated to Pam Reeves, pam.reeves@hobbylobby.com , prior to the shipment arriving at the US Port****

REQUIREMENTS FOR SPECIFIC COMMODITIES

Contact the buyer for specific detail sheets regarding the following items: clocks & watches, fabric, footwear, magnets, paper, ribbon & trims or yarn.

The following information is required and must be stated on the sales confirmation/proforma invoice and commercial invoice if the commodity is listed below.

Animal Skin/Animal Feathers/Shells/Bones

- Latin Genus and Species name of animal
- Common English name of animal
- State – if animal was captive bred, ranch raised or taken from the wild
- County of origin – country where the animal was born

Bulk Feather Instructions:

- A Veterinary Health Certificate is required for every shipment. The body of the certificate must state:
 - Feathers are clean, dry, and free from blood, skin, and manure
 - Type of treatment (i.e. – Heat treatment of 90 degrees C for not less than 1 hour)

Apparel Items (T-Shirts, baby garments, socks, scarves, dresses, pants, aprons, etc.)

- Construction (woven, knitted or crocheted)

Botanicals

- Latin Genus and Species of botanical item

Candles

- SKU image must clearly show the shape of the candle
- State the composition and percentage of all components (i.e. – palm oil, paraffin)
- Net weight of the candle

Corkboards

- Material that is used as the backing to support the cork
- Thickness of the cork and the backing

Folding boxes (Gift, Favor, etc.) of Paper

- Thickness of the paper in mm
- Dimensions of the assembled box

REQUIREMENTS FOR SPECIFIC COMMODITIES (Con't)

Food Use/Not for Food Use Items

- Any item that could be used for food use (plate, cup, bowl, pitcher etc.) must be stated if the item is “For Food Use” or “Not For Food Use”
- If item is “For Food Use” state the full name, address and postal code of the manufacturer
- If the ceramic/porcelain plates are for food use the dimensions must be stated in centimeters
 - Ceramic/porcelain food use items from China require a CCIB# (factory code)

Framed Art/Framed Objects

Framed Art

- Paper or canvas
- Painted or printed
 - If printed –
 - How is it printed (lithographically, offset, etc.?)
 - Is it permanently mounted?
- Print and mounting thickness in millimeters (mm)

Framed Objects

- Material content of the object/element only
 - Do not include material content of the frame, glass, mat, etc.

Furniture

- Wooden furniture - must state on the invoice if the items are bedroom furniture or not bedroom furniture
- Seats (chairs, sofas, settees, chaises, etc.) - must state type of frame (wood, metal, etc.) and if upholstered
- Executive/office chairs must state if they are swivel with variable height adjustment

Glass perfume bottles

- Are they fitted with ground glass stoppers?

Lined Paper (Journals, Diaries, note pads, etc.)

- Is the paper lined?
- Dimensions of the paper

Mirrors

- Total dimensions of the reflecting surface in square centimeters (cm²)
- Framed or unframed
- State whether or not the mirrors are part of bedroom furniture

Paints (HTS Chapter 32)

- Pens, markers, glues, or products containing chemicals need a TSCA form

REQUIREMENTS FOR SPECIFIC COMMODITIES (Con't)

Resin/ Polyresin/Polystone/Stone

- Percentage of all components (i.e. – resin, polystone, polyresin, etc.)
- State if stone powder, calcium carbonate, lime, etc. is natural or synthetic

Shadowboxes

- State whether or not it is filled with ornamental items

Stickers

Do not include the packaging or the paper/plastic the stickers are attached to/displayed on in the material content breakdown

Paper

- Are the stickers printed lithographically?
- Are the stickers with or without text?
- Must have net kilos of stickers minus packaging

Plastic

- Flat or not flat?
- With or without text?
- Are they printed with coloration and/or a repetitive design
- Must have net kilos and square meters minus packaging

Textile (example: felt)

- If sticker is 3D paper/paperboard list that in the description of the PO, as well as the PO confirmation and commercial invoice

Signs/Plaques/Wall Décor

- How is the sign, plaques or wall décor manufactured? Is it painted, printed, water transfer, silk screened, moulded, embossed, etc.?
- If printed, is it printed and adhered or printed directly on the wood, tin, etc.?
- If printed and adhered -
 - How is it printed (lithographically, offset, letterpress, etc.)?
 - Printed on paper?
 - How is it adhered (glued, etc.)?

Textile Items - Finished (Duvet covers, blankets, throws, pillowcase, pillow covers, tablecloths, table runners, napkins, placemats, pot holders, oven mitts, curtains, etc.)

- Construction- woven, knitted, crocheted

Wood Boxes

- Not lined with textile fabrics
OR
- Lined with textile fabrics