



Memo

To: Vendors

From: International Department

Re: Updated Import Vendor Instructions for
Sample Shipments

Date: September 27, 2018

Please see the updated version 2 of the Import Vendor Instructions for Sample Shipments. All new and changed information is in red font. These changes are effective immediately.

Import Vendor Instructions for Sample Shipments

The following instructions are required when sending samples to Hobby Lobby Offices in the United States. It is necessary that requests for samples are made by a buyer / HKC merchandiser. Unsolicited import samples will not be accepted.

- Prior to a sample request, it is necessary an item quote is present with an image and material content, which the buyer / HKC merchandiser uses to determine if Requirements for Specific Commodities are present. See the “Examples of Requirements for Specific Commodities” section on the next page.
- The buyer / HKC merchandiser advises the vendor on the shipping terms.
- The buyer / HKC merchandiser determines and advises the vendor whether the shipment is a standard shipment or if it has items with Requirements for Specific Commodities (additional instructions and examples below).
- Each item sample is labeled with the Hobby Lobby sample tag, and the item is properly packaged for shipment.
- The consignee information is printed on the air waybill (AWB) and commercial invoice.
 - Hobby Lobby Stores, Inc.
Attn: Buyer Name, Buyer Department
7707 SW 44th Street
Oklahoma City, OK 73179
- The commercial invoice is marked “No Commercial Value” and includes the manufacturer’s full address with country, country of origin, an accurate item description, specific material content, weight, fair market value at item level, total value of shipment, and carton count for all items. **It is necessary for the invoice to have an invoice number.**
- The courier’s shipment label is attached securely to the outside of the box.
- The outside document pouch includes three original copies of commercial invoice and one copy of the packing list. The inside includes one copy of the commercial invoice and one copy of the packing list.
- Once the above criteria is met, standard shipments may then be shipped. If a sample in the shipment contains Requirements for Specific Commodities or the total invoice is over \$2,500, see the additional instructions below.

Instructions for Requirements for Specific Commodities

It is only necessary for shipments containing Requirements for Specific Commodities or shipments with a total invoice over \$2,500 to complete the following requirements.

- If a sample contains Requirements for Specific Commodities or the total invoice is over \$2,500, it is necessary to send a pre-alert email to the buyer / HKC merchandiser *and* samples@hobbylobby.com with the subject line: “Broker Select, Carrier Name, Vendor Name, AWB Number, Commercial Invoice Number.” **Do not add, change, or remove the required content for the email subject line.**
- The pre-alert email body must include the booked collection date by the courier and an estimated time of arrival at Hobby Lobby.
- The pre-alert email must include the following as PDF attachments:
 - commercial invoice and packing list including the manufacturer’s full address and country
 - requirements for Specific Commodities information/documents as advised by the buyer / HKC merchandiser
 - **an image(s) of the item(s) containing Specific Commodities**
- **Three** business days after the receipt and audit of the pre-alert email, the International Team sends an email with an approval for shipment or a request for missing information/documentation for the item(s) containing Requirements for Specific Commodities, and the vendor is instructed to hold the items.
- **International adds the HTS codes and provides the vendor with the approved invoice file. The vendor then submits the approved invoice file to the courier. Vendors are prohibited from adding items to the invoice after approval or changing the invoice number during the process.**
- It is necessary to receive an email approval for the vendor to remove the hold and ship the sample items. Items shipped without confirmation approval will not be accepted.

Courier Instructions for Specific Commodities

- If using DHL, it is necessary to:
 - include “Broker Turnover” in the header section of the commercial invoice.
- If using FedEx online, it is necessary to:
 - choose “Broker Select” when completing the shipping information,
 - check the “Broker Selection” box on the air waybill, and
 - provide the following information to FedEx:
 - Broker Name: Livingston International
 - Email: DOCSHLS@livingstonintl.com
 - Phone: +1-817-421-5100

Audits

Hobby Lobby’s International Department audits a random sampling of shipments and pre-alert emails each quarter. Failure to comply could result in penalties or fines.

Examples of Requirements for Specific Commodities

The buyer / HKC merchandiser advises the vendor on items with Requirements for Specific Commodities. Below are examples of specific commodities and additional documents/requirements.

US Fish & Wildlife (F&W)

Any material content containing elements of the animal kingdom, which includes but is not limited to:

- Feathers
- Bone
- Leather
- Shell
- Fur
- Skin

Required information can include:

- Latin genus and species of animal
- Common name
- Bulk feathers: veterinary health certificate
- Country of harvest/origin
- State: captive bred, ranch raised, or taken from the wild

Toxic Substance Control Act (TSCA)

Items that are or contain the following, but are not limited to:

- Glues
- Ballpoint pens
- Chalk
- Nail polish

Required information can include:

- EPA TSCA Certificate

Food & Drug Administration (FDA)

Items that are subject to possible FDA reporting can include, but are not limited to:

- Any food contact items
- Any items intended for use on the skin
- Pet items and dishes
- Any items intended to be mouthed
- Cake decorating utensils

Required information can include:

- Manufacture's full name, address, and postal code

Antidumping Duty (ADD)

Items that this can include, but are not limited to:

- Aluminum extrusions
- Artist canvas
- Candles
- Coated and/or uncoated paper
- Folding gift boxes
- Paper clips
- Pencils
- Flexible raw magnets
- Ribbons/trims
- Steel nails
- Tissue paper
- Wooden bedroom furniture

Required information can include:

- [Detail sheets](#)