



China & Hong Kong Importing Commercial Sample Instructions

Overview

These instructions are for samples manufactured or shipped from China and Hong Kong.

- In order to ship samples to the Corporate offices in the United States, samples must be requested by a Hobby Lobby Buyer. **Unsolicited shipment of samples will not be accepted.**
- Each sample is labeled with a Hobby Lobby sample tag and properly packaged for shipment.
- Any penalties Hobby Lobby incurs from Customs Border Protection due to vendor's failure to follow the commercial sample instructions, Hobby Lobby will chargeback to the vendor; this includes any cost(s) associated with the penalties.

Nonspecific or Specific Commodity Determination

Prior to sending a sample, vendors must send a quote with an image and material content by percent of weight to the Hobby Lobby Buyer / HKC Merchandiser. The buyer / HKC merchandiser uses the image and material content to make a determination and then advises the vendor on either Nonspecific or Specific commodity requirements using the following as reference:

- Refer to the [Nonspecific Commodities Requirements](#) section for samples that are not subject to requirements from Partner Government Agencies (PGAs) or Corporate internal requirements.
 - Commercial Sample Program: New & Pre-Production Samples
 - Vendor Portal Sample Classification: Production Samples
- Refer to the [Specific Commodities Requirements](#) section for samples that have special requirements necessary from Partner Government Agencies (PGAs) and/or Corporate internal requirements.
 - All samples containing specific commodities.

Nonspecific Commodities Requirements

Nonspecific Commodity items are not subject to requirements from Partner Government Agencies (PGAs) or Corporate internal requirements.

There are different types of nonspecific samples imported from China and Hong Kong, and depending what type, depicts which importing instructions to follow, as outline in the chart below:

Sample Type	Importing Instructions
New Item Samples Pre-production Samples	Commercial Sample Program
Production Samples	Vendor Portal Sample Classification

Commercial Sample Program: New Item & Pre-Production Samples

This section contains instructions for new and pre-production samples importing from China and Hong Kong using the Commercial Sample Program (HTS 9811.00.60).

New Item and Pre-Production samples need to be defaced prior to shipment.

Corporate Delivery Address	Shipping Notes
<i>Hobby Lobby Stores, Inc.</i> Attn: Buyer Name, Buyer Number 3701 S. MacArthur Blvd. Oklahoma City, OK 73179	<ul style="list-style-type: none">New Item Samples and Pre-production samples are to be on a separate invoice and in a separate box from items that are production samples or specific commodity samples.

To prepare the sample for shipment, each sample needs to be defaced and tagged as a sample not for resale.

1. Deface: either mark or damage the sample as described below:

- A. Mark the sample with permanent ink or paint with the words “SAMPLE – NOT FOR RESALE” being 2 inches in length and 0.50 inches in height (minimum) located in a prominent, visible, main body portion of the sample itself, not the packaging,

OR

- B. if the sample cannot be marked due to size or nature, damage the sample by tearing, perforating, or punching a hole making the sample unsuitable for sale or for use other than as a sample.

2. Tag: ensure each sample is labeled with a Hobby Lobby sample tag with the words “SAMPLE – NOT FOR RESALE” printed on the tag.

Commercial Sample Program: Commercial Invoice Requirements New & Pre-production Samples

Information on the commercial invoice must match the information on the packing list and airwaybill. The header of the invoice must contain the statement “Mutilated Samples – 9811.00.60”.

1. **Receiver/Importer:** name, address, country, postal code, phone, email, and receiving buying department name.
2. **Shipper/Exporter:** name, address, country, postal code, phone, email, and receiving buying department name.
3. **Manufacturer:** name, address, country, and postal code listed for each item.
4. Country of Origin
5. Invoice number
6. Carrier name
7. Carrier airway bill number
8. Buyer name
9. SKU and/or Quote number
10. Item measurements (Inch)
11. Item Net Weight (KG)
12. Vendor Item number
13. Item description
14. List the percentage by weight of all components to total 100%. Do not abbreviate. Do not include labor, packaging, or transportation.
15. Unit first cost
16. Quantity of each sample
17. Unit of measure (each, yard, etc.)
18. Unit total amount
19. **Grand Totals:** No. of Items, USD, Quantity and Unit Net Weight (KG)

Commercial Sample Program: Packing List Requirements New & Pre-production Samples

Information on the packing list must match the information on the commercial invoice and airwaybill. The header of the packing list must contain the statement “Mutilated Samples – 9811.00.60”.

1. **Receiver/Importer:** name, address, country, postal code, phone, email, and receiving buying department name.
2. **Shipper/Exporter:** name, address, country, postal code, phone, email, and shipper name.
3. **Manufacturer:** name, address, country, and postal code listed for each item.
4. Country of Origin
5. Invoice number
6. Carrier name
7. Carrier airwaybill number
8. Number of Cartons
9. SKU and/or Quote number
10. Item description
11. Quantity of each sample
12. Item Net Weight (KG)
13. **Grand Totals:** No. of Items, Quantity, and Unit Net Weight (KG).

Commercial Sample Program: Courier Airway Bill Requirements New & Pre-production Samples

Information on the airwaybill must match the information on the commercial invoice and packing list.

1. **Receiver/Importer:** name, address, country, postal code, phone, email, and receiving buying department name.
2. **Shipper/Exporter:** name, address, country, postal code, phone, email, and shipper name.
3. Buyer (Receiver) Name.
4. Buyer (Receiver) Contact Phone Number.
5. Declared value (USD) = (Commercial Invoice Grand Total USD Value)
6. Number of Cartons.
7. Total Net Weight (KG)
8. Description of Contents
9. The airwaybill must list items Grand Total USD value and Net Weight (KG) (excludes packaging materials used for shipping) identical to the grand totals listed on the commercial invoice/packing list.

Commercial Sample Program: Courier Company Shipping Guidelines New & Pre-production Samples

- Each sample is labeled with a Hobby Lobby sample tag and properly packaged for shipment.
- The courier's shipping label is attached securely to the outside of the box.
- Inside the box has one copy of the commercial invoice and one copy of the packing list.
- The pouch outside the box has three original copies of the commercial invoice and one copy of the packing list.
- DHL is Hobby Lobby Stores, Inc. preferred courier.

Vendor Portal Sample Classification: Production Samples Requirements

This section contains instructions for production samples importing from China and Hong Kong using the Samples section on [Vendor Portal](#) for the sample classification process. If you are not already registered with Vendor Portal, you will need to register and maintain an account for production samples. **Do not deface Production samples.**

Corporate Delivery Address	Shipping Notes
<i>Hobby Lobby Stores, Inc.</i> Attn: Buyer Name, Buyer Number 3701 S. MacArthur Blvd. Oklahoma City, OK 73179	<ul style="list-style-type: none">• All production samples are to be shipped as either an informal or formal entry.• Production samples are to be on a separate invoice and in a separate box from items that are new item samples, pre-production samples, or specific commodity samples.

The Samples section in the Vendor Portal User Guide instructs vendors on the sample classification process. Use the following steps to ensure proper process for registration and sample classification:

1. Open the Vendor Portal website: <https://vendor.hobbylobby.com/>
2. Click on the “Click to Register as a New Vendor” button and follow account creation instructions, if not already a registered Vendor Portal user.
3. Once logged in, navigate to the Vendor Portal User Guide under the Help tab and read the “Samples” section for instructions.
4. Once the sample is marked as “Approved” in Vendor Portal, complete all documents and ship the sample.

Vendor Portal Sample Classification: Commercial Invoice Requirements Production Samples

Information on the commercial invoice must match the information on the packing list and airwaybill. The header of the invoice must contain the word “Samples of no commercial value”.

1. **Receiver/Importer:** name, address, country, postal code, phone, email, and receiving buying department name.
2. **Shipper/Exporter:** name, address, country, postal code, phone, email, and receiving buying department name.
3. **Manufacturer:** name, address, country, and postal code listed for each item.
4. Country of Origin
5. Invoice number
6. Carrier name
7. Carrier airway bill number
8. Buyer name
9. SKU and/or Quote
10. Sample Number from Vendor Portal for each sample.
11. HTS Code assigned from the Vendor Portal for each sample.
12. Item measurements (Inch)
13. Item net weight (KG)
14. Vendor Item number
15. Item description

16. List the percentage by weight of all components to total 100%. Do not abbreviate. Do not include labor, packaging, or transportation.
17. Unit first cost
18. Quantity of each sample
19. Unit of measure (each, yard, etc.)
20. Unit total amount
21. **Grand Totals:** No. of Items, USD, Quantity and Unit Net Weight (KG)

Vendor Portal Sample Classification: Packing List Requirements Production Samples

Information on the packing list must match the information on the commercial invoice and airwaybill. The header of the invoice must contain the word “Samples of no commercial value”.

1. **Receiver/Importer:** name, address, country, postal code, phone, email, and receiving buying department name.
2. **Shipper/Exporter:** name, address, country, postal code, phone, email, and shipper name.
3. **Manufacturer:** name, address, country, and postal code listed for each item.
4. Country of Origin
5. Invoice number
6. Carrier name
7. Carrier airwaybill number
8. Number of Cartons
9. SKU and/or Quote number
10. Sample Number from Vendor Portal for each sample.
11. HTS Code assigned from the Vendor Portal for each sample.
12. Item description
13. Quantity of each sample
14. Item Net Weight (KG)
15. **Grand Totals:** No. of Items, Quantity, and Unit Net Weight (KG).

Vendor Portal Sample Classification: Courier Airway Bill Requirements Production Samples

Information on the airwaybill must match the information on the commercial invoice and packing list.

1. **Receiver/Importer:** name, address, country, postal code, phone, email, and receiving buying department name.
2. **Shipper/Exporter:** name, address, country, postal code, phone, email, and shipper name.
3. Buyer (Receiver) Name.
4. Buyer (Receiver) Contact Phone Number.
5. Declared value (USD) = (Commercial Invoice Grand Total USD Value)
6. Number of Cartons.
7. Total Net Weight (KG)
8. Description of Contents

9. The airwaybill must list items Grand Total USD value and Net Weight (KG) (excludes packaging materials used for shipping) identical to the grand totals listed on the commercial invoice/packing list.

Vendor Portal Sample Classification: Courier Company Shipping Guidelines Production Samples

- Each sample is labeled with a Hobby Lobby sample tag and properly packaged for shipment.
- The courier's shipping label is attached securely to the outside of the box.
- Inside the box has one copy of the commercial invoice and one copy of the packing list.
- The pouch outside the box has three original copies of the commercial invoice and one copy of the packing list.
- DHL is Hobby Lobby Stores, Inc. preferred courier.

Specific Commodities Requirements

Specific Commodity Items have special requirements necessary from Partner Government Agencies (PGAs) and/or Corporate internal requirements.

Corporate Delivery Address	Shipping Notes
<i>Hobby Lobby Stores, Inc.</i> Attn: Buyer Name, Buyer Number 3701 S. MacArthur Blvd. Oklahoma City, OK 73179	<ul style="list-style-type: none">• All specific commodity items are to be on a separate invoice and in a separate box from items that are nonspecific.• Vendors shall follow requirements outlined for communication, commercial invoice, packing list, and courier requirements necessary for all Customs Entry Types, including documentation for Trade Agreements and Partner Government Agencies (PGAs).• The Buyer/HKC Merchandiser advises the vendor on items with requirements for specific commodities.

Specific Commodities: Communication Requirements

1. **Pre-alert email:** from vendor to samples@hobbylobby.com and Buyer/HKC Merchandiser:
 - a. *Subject line:* Vendor Name, Carrier Name, Tracking Number, and Commercial Invoice Number. Do not add, change, or remove the required content for the email subject line.
 - b. *Email body:* booked collection date by courier and estimated time of arrival to Hobby Lobby.
 - c. *Email PDF attachments:* Commercial Invoice with image(s) per sample item, Packing List (can be combined with commercial invoice), Courier's Airwaybill (WAYBILL Doc, not shipping receipt) and requirements for Specific Commodities information/documents as advised by Buyer/HKC Merchandiser.
2. **HTSUS Classification:** International Department Samples Team will provide HTSUS code(s) for all items. All necessary details required to properly classify each item is to be on the Samples Commercial Invoice. The same details that are required for a regular purchase order on the Sales Confirmation, are needed on the Commercial Invoice/Packing List for Sample Shipments.
 - a. See [Sales Confirmation & Commercial Invoice Requirements](#) guidance document in the [Vendor Documents](#) page or the [Vendor Portal](#) > Documents tab, for additional details needed for determining HTSUS code(s).
 - b. A request for additional information/documentation may be necessary for further clarification of samples being imported.
3. **Approval or Hold Response:** The International Department Sample Team will respond within three business days after receipt of pre-alert email. An approval notice will be sent once all requirements are fulfilled. The shipment will be placed on hold for any invalid data or missing documentation and you will receive a request for further information.
4. **Submit only the documents approved** by the International Department Samples Team, to the courier company being used to ship samples.

Specific Commodities: Commercial Invoice Requirements

Information on the commercial invoice must match the information on the packing list and airwaybill. The header of the invoice must contain the word “Samples with no commercial value”.

1. **Receiver/Importer:** name, address, country, postal code, phone, email, and receiving buying department name.
2. **Shipper/Exporter:** name, address, country, postal code, phone, email, and shipper name.
3. **Manufacturer:** name, address, country, and postal code listed for each item.
4. Country of Origin
5. Invoice number
6. Carrier name
7. Carrier airway bill number
8. Buyer name
9. Clear Image(s) per sample item, outside of packaging. Sets/Kits all components outside of packaging.
10. SKU and/or Quote number
11. Item measurements (Inch)
12. Item net weight (KG)
13. Vendor Item number
14. Item description
15. List the percentage by weight of all components to total 100%. Do not abbreviate. Do not include labor, packaging, or transportation.
16. Unit first cost
17. Quantity of each sample
18. Unit of measure (each, yard, etc.)
19. Unit total amount
20. **Grand Totals:** No. of Items, USD, Quantity and Unit Net Weight (KG)
21. Marked as “Samples of no commercial value”

Specific Commodities: Packing List Requirements

Information on the packing list must match the information on the commercial invoice and airwaybill. The header of the invoice must contain the word “Samples of no commercial value”.

1. **Receiver/Importer:** name, address, country, postal code, phone, email, and receiving buying department.
2. **Shipper/Exporter:** name, address, country, postal code, phone, email, and receiving buying department.
3. **Manufacturer:** name, address, country, and postal code listed for each item.
4. Country of Origin
5. Invoice number
6. Carrier name
7. Carrier airwaybill number
8. Number of Cartons
9. SKU and/or Quote number
10. Item description
11. Quantity of each sample

12. Item Net Weight (KG)

13. **Grand Totals:** No. of Items, Quantity, and Unit Net Weight (KG).

Specific Commodities: Courier Airway Bill Requirements

Information on the airwaybill must match the information on the commercial invoice and packing list.

1. **Receiver/Importer:** name, address, country, postal code, phone, email, and receiving buying department name.
2. **Shipper/Exporter:** name, address, country, postal code, phone, email, and shipper name.
3. Buyer (Receiver) Name.
4. Buyer (Receiver) Contact Phone Number.
5. Declared value (USD) = (Commercial Invoice Grand Total USD Value)
6. Number of Cartons.
7. Total Net Weight (KG)
8. Description of Contents
9. The airwaybill must list items Grand Total USD value and Net Weight (KG) (excludes packaging materials used for shipping) identical to the grand totals listed on the commercial invoice/packing list.

Specific Commodities: Courier Company Shipping Guidelines

- Submit only the International Samples Team approved documentation to DHL, FEDEX, or UPS.
- DHL is Hobby Lobby Stores, Inc. preferred courier.
- Each item is labeled with a Hobby Lobby sample tag and properly packaged for shipment.
- The courier's shipping label is attached securely to the outside of the box.
- Inside the box has one copy of the commercial invoice and one copy of the packing list.
- The pouch outside the box, has three original copies of the commercial invoice and one copy of the packing list.

Courier company shipping guidelines are as follows:

Courier Company	Specific Commodity Guidelines
DHL	Provide only the approved documents.
UPS	
FedEx	1. Choose "Broker Select" when completing shipping information. 2. Check the "Broker Selection" box on the airway bill. 3. Provide the following to FedEx: a. Broker Name: Livingston International b. Email: DOCSHLS@livingstongintl.com c. Phone: +1-817-421-5100

Specific Commodities: Examples of Requirements

The Buyer/HKC Merchandiser advises the vendor on items with Requirements for Specific Commodities. Listed below are additional requirements / documentation and are located on the [Vendor Documents](#) page and [Vendor Portal](#) > Documents tab.

US Fish & Wildlife (F&W)

Any material content containing elements of the animal kingdom, including but not limited to:

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

Requirements can include, but are not limited to:

- Fish and wildlife information
- Bulk feathers: veterinary health certificate

Commercial Invoice Requirement:

- Must state the Common English name of animal, Latin Genus and Species name of animal, Animal State: *Wild Caught* or *Ranch Raised* or *Captive Bred*, Country of origin of the animal (country where the animal was born).

Toxic Substance Control Act (TSCA)

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

- Glues
- Ballpoint pens
- Chalk
- Nail polish
- Composite wood articles
- Modeling clays

Requirements can include, but are not limited to:

- TSCA Certificate
- TSCA Declaration
- CARB Certificate for MDF, tMDF, Particle Wood, and HWPLW items

Food & Drug Administration (FDA)

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

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

Requirements can include, but are not limited to:

- Manufacturer's full name, address, and postal code
- Ceramic/porcelain items require a CCIB# (factory code)

Commercial Invoice Requirement:

- Must designate items as Food Safe or Not Food Safe

US Department of Agriculture (USDA)

Any item containing elements of botanical (plants) or wood that can include, but are not limited to:

- Any items with bark (sticks, vines, reeds, trees)
- Any botanicals (plants), dry or live
- Wreaths, picks, or swags with vine
- Wooden Handicrafts

Requirements can include, but are not limited to:

- Submission of the [Fish & Wildlife or Botanicals Form](#) required for botanical materials, except wood.
- PPQ505 Form

Commercial Invoice Requirement:

- Must be stated for all botanicals including wood, Common English name of plant, Latin Genus and Species name of plant, Country of Harvest (country where the plant was harvested).

All Products Containing Cotton

Vendors are prohibited from using cotton produced or processed in the Xinjian Uyghur Autonomous Region of China.

Items can include, but are not limited to:

- Artist canvas
- Wall canvas
- Macramé Décor
- Ribbons/fabrics
- Pillows
- Linens / towels
- Hats
- Rope
- Cotton piping
- Clothing articles
- Floral items
- Rugs
- Threads / yarns / cord
- Raw cotton
- Banners
- Poms / fringe / tassels
- Any products containing cotton

Requirements can include, but are not limited to:

- [Cotton Supply Chain Verification Form](#)

Antidumping Duty (ADD)/Countervailing Duty (CVD)

Items 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
- Wood molding
- Twist ties

Requirements can include, but are not limited to:

- [Detail Sheets](#)

Any Products Containing Silica

For any silica-based components, materials, or finished goods from Hoshine Silicon Industry Co., Ltd or its subsidiaries.

Requirements can include, but are not limited to:

- [Silica Certificate](#)

Trade Agreement Requirements

Vendor shall provide all necessary documents requested by Purchaser to fulfill the requirements of any trade agreements governing Products sold by the Vendor to Purchaser.

General Requirements

Vendor shall provide all required information and documentation requested by Purchaser to fulfill the three types of Customs clearances in the United States.

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.