

Overview

These sample shipping instructions include procedures for Hobby Lobby HKC Vendors. Unsolicited shipment of samples will not be accepted; therefore, samples need to be requested by a Hobby Lobby Buyer or HKC Merchandiser in order to be shipped.

Hyperlinks

These instructions contain hyperlinks for users to click and be directed to internet resources. The hyperlinks are typically in a font color other than black, underlined, and can be clicked on when the mouse pointer hovers over the words/phrases. See example image below.



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 Customs clearances in the United States.

Audits

Hobby Lobby's International Department audits a random sampling of shipments each quarter. Failure to comply could result in penalties or fines.

***Note:** Any penalties Hobby Lobby incurs from Customs Border Protection due to vendor's failure to comply, Hobby Lobby will chargeback to the vendor; this includes any cost(s) associated with the penalties.

Sample Instructions

All samples are required to be submitted through the [Hobby Lobby Vendor Portal](#) application platform.

Logging in to Vendor Portal

Open the Vendor Portal website: <https://vendor.hobbylobby.com/>

Registered Vendors:

- Select “*Click to Sign In*” and key in username and password.

Nonregistered Vendors:

- Select “*Click to Register as a New Vendor*” then “*Register to Quote New Item*” to register.

Using Vendor Portal

Once logged in to Vendor Portal, follow the steps below:

1. Select “*Help*” from the gray menu on the top of the screen. The Help options display.
2. Select “*View This User Guide*” under the vendor preferred language.
3. Select “*Samples*” from the Vendor Portal User Guide’s Table of Contents to be automatically directed to the Samples section.
4. Follow and complete all instructions in the Samples section.
 - a. HKC team members are able to assist vendors with submitting samples on Vendor Portal.

*Notes:

- Refer to the Purchase Order (PO) associated with the sample for testing information; if the PO states testing is required, HKC will not ship samples until they receive a passing test result.
- Once the samples are submitted, it is the **vendor’s responsibility** to consistently check *Vendor Portal > Samples > Sample Detail* for samples statuses and communications.