

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.

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.

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

Hyperlinks

The design of these instructions is a digital decision tree that includes hyperlinked words and/or phrases that directs users to either an internal section of these instructions or an external resource. Examples are described below.

Internal Hyperlink: Clicking on the hyperlinked "[Production Samples](#)", will direct users to the "Production Samples" section of these instructions.

External Hyperlink: Clicking on the hyperlinked "[Vendor Portal](#)" will direct users to the Vendor Portal website.

HKC Vendor Instructions

These instructions are organized by sample type. Click on the sample type below to be directed to the appropriate procedures.

<u>New & Pre-production Samples</u>
Commercial Sample Program (for Allowances only): Duty free entry – 9811.00.60 Unsuitable for sale or for use other than as a sample.
Samples CAN BE DEFACED.

<u>Production Samples</u>
Vendor Portal Program: Regular Entry Suitable for intended use or sale.
Samples CANNOT BE DEFACED.

New & Pre-production Samples: Commercial Sample Program

This section contains procedures for new and pre-production samples using the *Commercial Sample Program* under the U.S. Harmonized Tariff Code (HTS) 9811.00.60.

HTS 9811.00.60 Exceptions

Any new and pre-production samples that are dried flowers, foliage, and/or feathers not incorporated into a finished article or contains lithium batteries are considered exceptions and are NOT ALLOWED to be shipped under HTS 9811.00.60.

For further instructions, email hk-vtclass@hkconnections.com.hk and Cc the HKC Merchandiser. Include the following in the email:

- Subject line “HTS 9811.00.60 Exception – Vendor Name – Item Description”
- Attach an image of the item

HTS 9811.00.60 Allowances

New and pre-production samples that do not have exceptions as listed above are considered allowances and can be shipped commercially with HTS 9811.00.60 under one of the two following duty-free provisions:

1. **DO NOT DEFACE**: Samples that have a quoted First Cost value equal to or less than \$1.00 (USD).

OR

2. **DEFACE**: Samples that have a quoted First Cost value greater than \$1.00 (USD) need to be defaced in one of the following ways rendering the samples unsuitable for sale or for use other than as a sample:
 - a. **Mark** the sample permanently by indelible embossment, ink, paint, laser, etc. 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. **Damage** the sample by tearing, perforating, or punching a hole making the sample unsuitable for sale or for use other than as a sample if the sample cannot be marked due to size or nature.

***IMPORTANT NOTE:** DO NOT submit new and pre-production sample allowances on Vendor Portal; vendors are only required to deface and send to HKC. Follow the instructions in the [Shipping & Handling](#) section of these instructions.

Production Samples: Vendor Portal Program

This section contains procedures for production samples using the *Vendor Portal Program*. Hobby Lobby Production Samples are required to be submitted on Vendor Portal. HKC Vendors will work with Hobby Lobby’s HKC Merchandising and Verification Teams for shipping production samples using Vendor Portal > Merchandising > Samples.

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:

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 to add and ship samples.

IMPORTANT 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 added, it is the **vendor’s responsibility** to check [Vendor Portal](#) for any and all sample statuses and communications. Statuses can be found on Sample Search, and communications can be found on Sample Detail > Notes.

Shipping & Handling

This section contains procedures for shipping samples to HKC. Do not ship until samples have been successfully prepared as guided by HKC team members. Follow the shipping and handling steps below when preparing shipment to HKC:

1. **Sample Tag** – each sample in the shipment is required to be tagged with a printed Hobby Lobby sample tag dependent upon sample type.

Click on the sample type below to be directed to the correct platform for sample tag templates.

[New & Pre-Production Sample Tags on Vendor Documents](#)

[Production & 9811.00.60 Exception Sample Tags](#)
[On](#)
[Vendor Portal > Merchandising > Samples > Batch](#)

2. **Required Import Documents for China, Vietnam, or Hong Kong** – if importing into China, Vietnam, or Hong Kong, include two copies of the invoice and packing list, and include one copy of the courier air waybill. If shipping within the respective country, there are no required documents. The HKC Merchandising Team will guide vendors as needed.
3. **Ship** – HKC Vendors are to ship samples to the Hong Kong Connections office in either Shenzhen, Vietnam, or Hong Kong as guided by the HKC Merchandising Team:

<i>SHENZHEN</i>	<i>VIETNAM</i>	<i>HONG KONG</i>
Hong Kong Connections (Shenzhen) Procurement Management, Co., Ltd. ATTN: HKC Merchandiser, (Dept. XXXX) 9/F, Building C, Block 3, Phase 1, Tian An Cloud Park, 2018 Xuegang Road, Bantian Subdistrict, Longgang District, Shenzhen City, Guangdong Province, China Postal Code: 518129 Tel: (0755) 3352 6333 Fax: (0755) 3352 6332	The Representative Office of HKC, Inc. in Ho Chi Minh City ATTN: HKC Merchandiser, (Dept. XXXX) 3 rd floor, SOHO Biz Building, #38 Huyuh Lan Khanh, Tan Son Hoa ward, Ho Chi Mihn city, Vietnam Postal Code: 72180 Tel: (84) 28 7303 0181	Hong Kong Connections Limited ATTN: HKC Merchandiser, (Dept. XXXX) 30/F, Billion Plaza I, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong. Tel: (852)2710 3488 Fax: (852)2710 3499