



HOBBY LOBBY/ HONG KONG CONNECTIONS SHIPPING MARKS INSTRUCTIONS

Case Pack Shipping Marks (Warehouse SKU, Standard Box)

Criteria:

SKU # between 1 and 4999999

Box Size – At least 1 ft. (30 cm) wide and 1 ft tall (30 cm)

Font – Minimum 24 point font. Print must be legible and in black

CASE FRONT AND BACK

“ORDERABLE” printed above HLS triangle

HLS Shipping Triangle

PO #: (Purchase Order Number)

SKU #: (HL SKU Number)

CTN #: (Carton Number of Total)

MADE IN (Country of Origin)

Barcode Label printed sticker placed in lower right corner

CASE SIDES

DEPT: (Department Name on SKU Level of PO)

PO #: (Purchase Order Number)

SKU #: (HL SKU Number)

DESC: (Description)

COLOR: (Color)

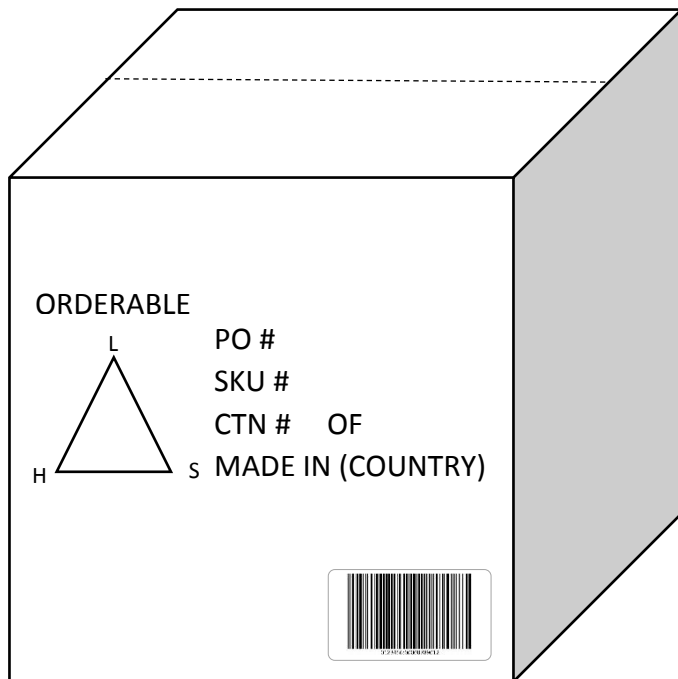
QTY: (Quantity)

N.W.: (Net Weight in Pounds)

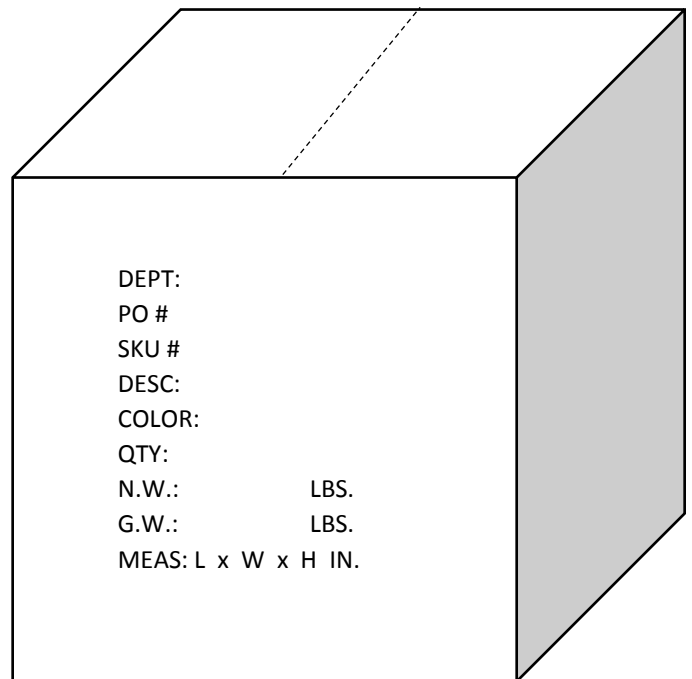
G.W.: (Gross Weight in Pounds)

MEAS: (Length, Width, and Height in Inches)

Case Front and Back



Case Sides



Case Pack Shipping Marks (Sendout SKU, Standard Box)

Criteria:

SKU # between 5000000 and 9999999

Box Size – At least 1 ft. (30 cm) wide and 1 ft tall (30 cm)

Font – Minimum 24 point font. Print must be legible and in black

CASE FRONT AND BACK

HLS Shipping Triangle

PO #: (Purchase Order Number)

SKU #: (HL SKU Number)

CTN #: (Carton Number of Total)

MADE IN (Country of Origin)

Barcode Label printed sticker placed in lower right corner

CASE SIDES

DEPT: (Department Name on SKU Level of PO)

PO #: (Purchase Order Number)

SKU #: (HL SKU Number)

DESC: (Description)

COLOR: (Color)

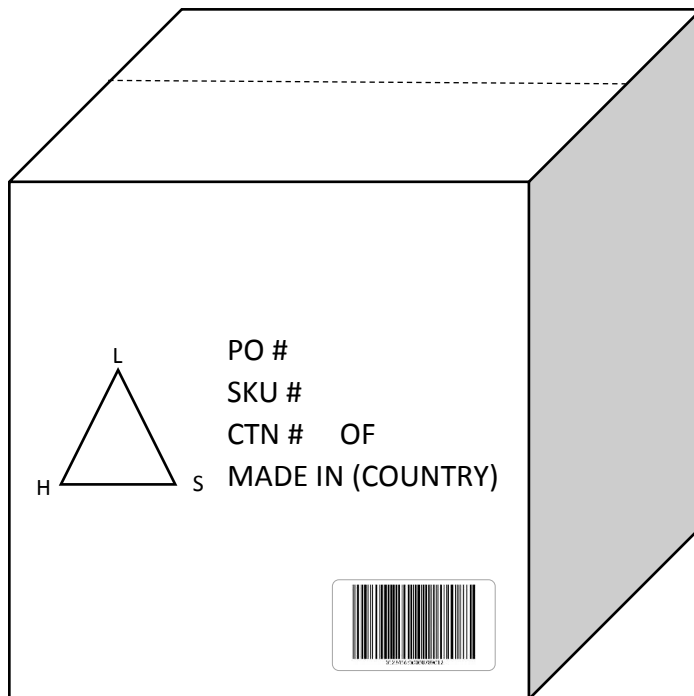
QTY: (Quantity)

N.W.: (Net Weight in Pounds)

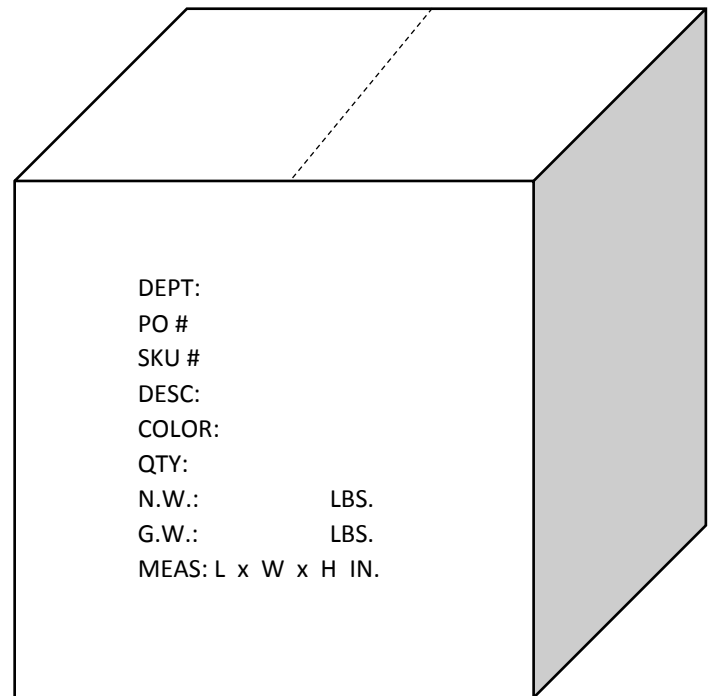
G.W.: (Gross Weight in Pounds)

MEAS: (Length, Width, and Height in Inches)

Case Front and Back



Case Sides



Case Pack Shipping Marks (Warehouse SKU, Non-Standard Box)

Criteria:

If the box that the items are being shipped in is a non-standard shape, place both sets of marks on the same side of the case. Do not print on a seam where tape may obstruct the print.

SKU # between 1 and 4999999

Box Size –Less than 2 ft. (61 cm) wide or 2 ft tall (61 cm)

Font – Minimum 24 point font. Print must be legible and in black

CASE TOP AND BOTTOM

“ORDERABLE” printed at top center

HLS Shipping Triangle

PO #: (Purchase Order Number)

SKU #: (HL SKU Number)

CTN #: (Carton Number of Total)

MADE IN (Country of Origin)

Barcode Label printed sticker placed in lower right corner

DEPT: (Department Name on SKU Level of PO)

PO #: (Purchase Order Number)

SKU #: (HL SKU Number)

DESC: (Description)

COLOR: (Color)

QTY: (Quantity)

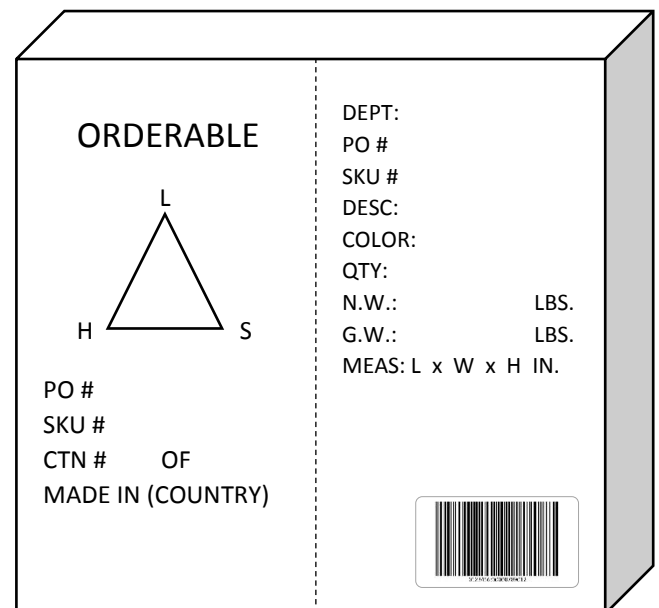
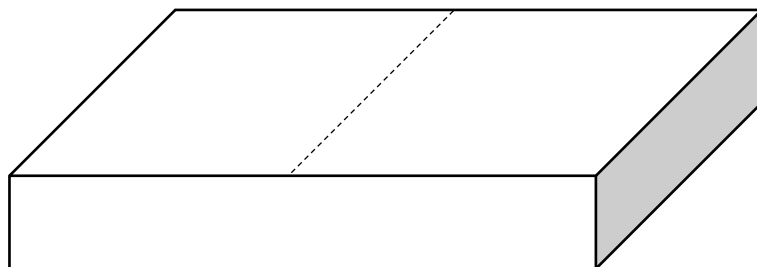
N.W.: (Net Weight in Pounds)

G.W.: (Gross Weight in Pounds)

MEAS: (Length, Width, and Height in Inches)

Case Front and Back

Case Top and Bottom



Case Pack Shipping Marks (Sendout SKU, Non-Standard Box)

Criteria:

If the box that the items are being shipped in is a non-standard shape place both sets of marks on the same side of the case. Do not print on a seam where tape may obstruct the print.

SKU # between 5000000 and 9999999

Box Size –Less than 2 ft. (61 cm) wide or 2 ft tall (61 cm)

Font – Minimum 24 point font. Print must be legible and in black

CASE TOP AND BOTTOM

HLS Shipping Triangle

PO #: (Purchase Order Number)

SKU #: (HL SKU Number)

CTN #: (Carton Number of Total)

MADE IN (Country of Origin)

Barcode Label printed sticker placed in lower right corner

DEPT: (Department Name on SKU Level of PO)

PO #: (Purchase Order Number)

SKU #: (HL SKU Number)

DESC: (Description)

COLOR: (Color)

QTY: (Quantity)

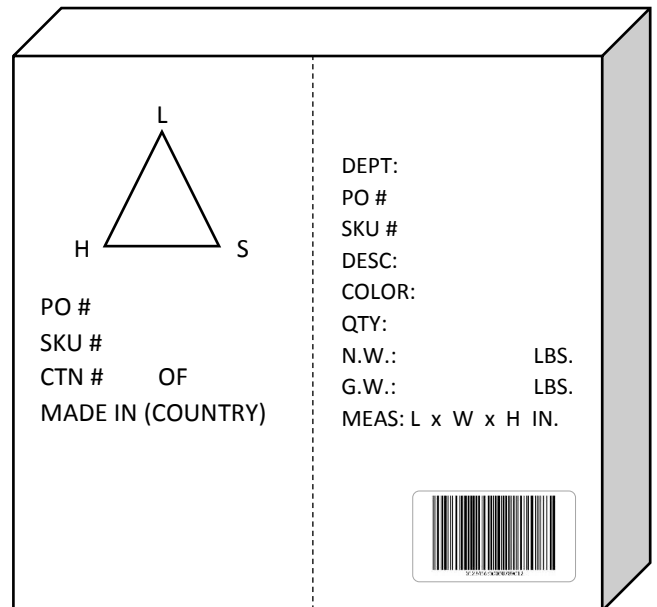
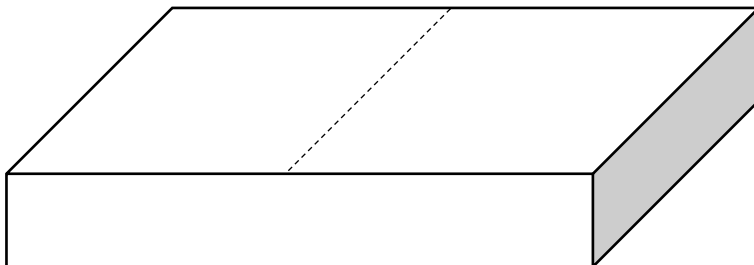
N.W.: (Net Weight in Pounds)

G.W.: (Gross Weight in Pounds)

MEAS: (Length, Width, and Height in Inches)

Case Front and Back

Case Top and Bottom



Case Pack Shipping Marks (Warehouse SKU, Small Box)

Criteria:

If either side of the box is less than 12 in. (30 cm) wide or 12 in. (30 cm) tall, only print the barcode label on the smallest side, as long as it is at least 8 in. (20.3 cm) wide and 6 in. (15.2 cm) tall. All other information will be printed on the front and back of the case.

SKU # between 1 and 4999999

Box Size – At least 8 in. (20 cm) wide and 6 in. (15 cm) tall

Font – Minimum 24 point font. Print must be legible and in black

CASE FRONT AND BACK

“ORDERABLE” printed above HLS triangle

HLS Shipping Triangle

PO #: (Purchase Order Number)

SKU #: HL SKU Number

CTN #: (Carton Number of Total)

MADE IN (Country of Origin)

DEPT: (Department Name on SKU Level of PO)

PO #: (Purchase Order Number)

SKU #: (HL SKU Number)

DESC: (Description)

COLOR: (Color)

QTY: (Quantity)

N.W.: (Net Weight in Pounds)

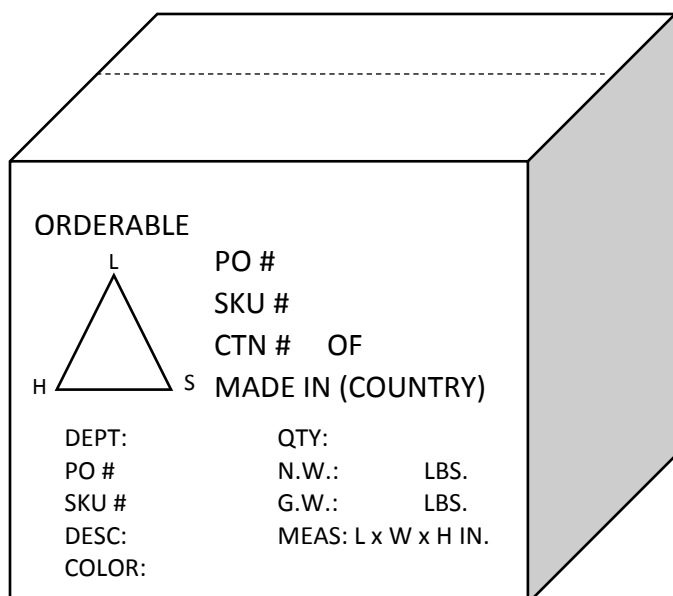
G.W.: (Gross Weight in Pounds)

MEAS: (Length, Width, and Height in Inches)

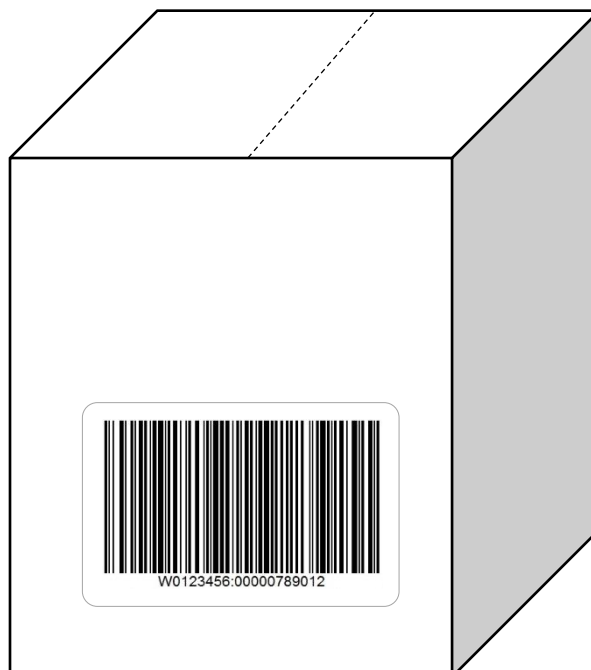
CASE SIDES

Barcode Label printed sticker placed in lower right corner

Case Front and Back



Case Sides



Case Pack Shipping Marks (Sendout SKU, Small Box)

Criteria:

If either side of the box is less than 12 in. (30 cm) wide or 12 in. (30 cm) tall, only print the barcode label on the smallest side, as long as it is at least 8 in. (20.3 cm) wide and 6 in. (15.2 cm) tall. All other information will be printed on the front and back of the case.

SKU # between 5000000 and 9999999

Box Size – At least 8 in. (20 cm) wide and 6 in. (15 cm) tall

Font – Minimum 24 point font. Print must be legible and in black

If carton size satisfies more than one kind of size criteria, vendor is free to make the choice of print layout.

CASE FRONT AND BACK

HLS Shipping Triangle

PO #: (Purchase Order Number)

SKU #: HL SKU Number

CTN #: (Carton Number of Total)

MADE IN (Country of Origin)

DEPT: (Department Name on SKU Level of PO)

PO #: (Purchase Order Number)

SKU #: (HL SKU Number)

DESC: (Description)

COLOR: (Color)

QTY: (Quantity)

N.W.: (Net Weight in Pounds)

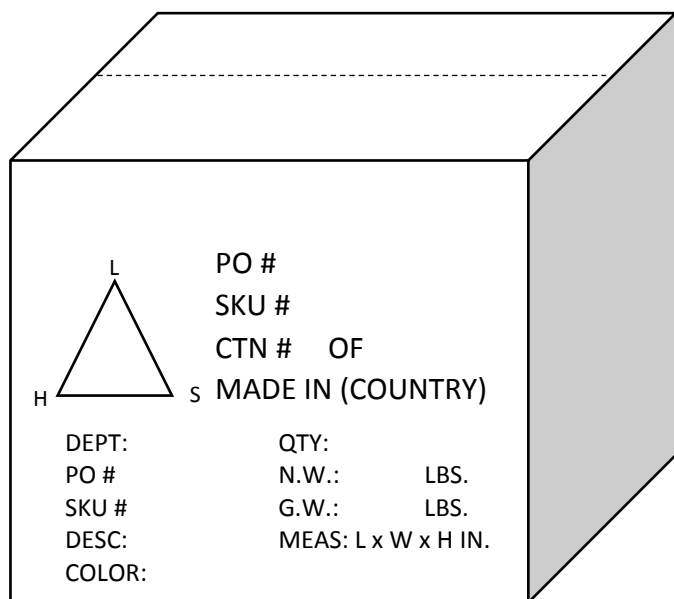
G.W.: (Gross Weight in Pounds)

MEAS: (Length, Width, and Height in Inches)

CASE SIDES

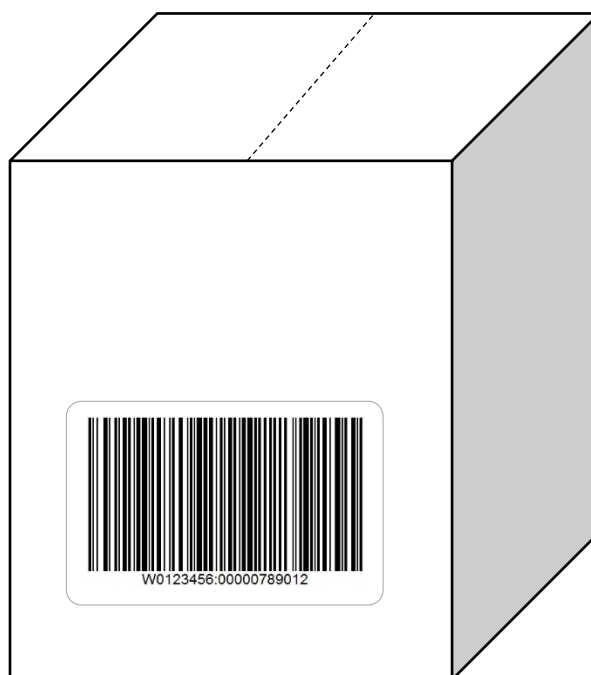
Barcode Label printed sticker placed in lower right corner

Case Front and Back



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Case Sides



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Inner Pack Shipping Marks (Warehouse/Sendout SKU, Standard Box) - Optional

Criteria:

Font – Minimum 18 point font. Print must be legible and in black

INNER FRONT AND BACK

DEPT: (Department Name on SKU Level of PO)

SKU #: (HL SKU Number)

DESC: (Description)

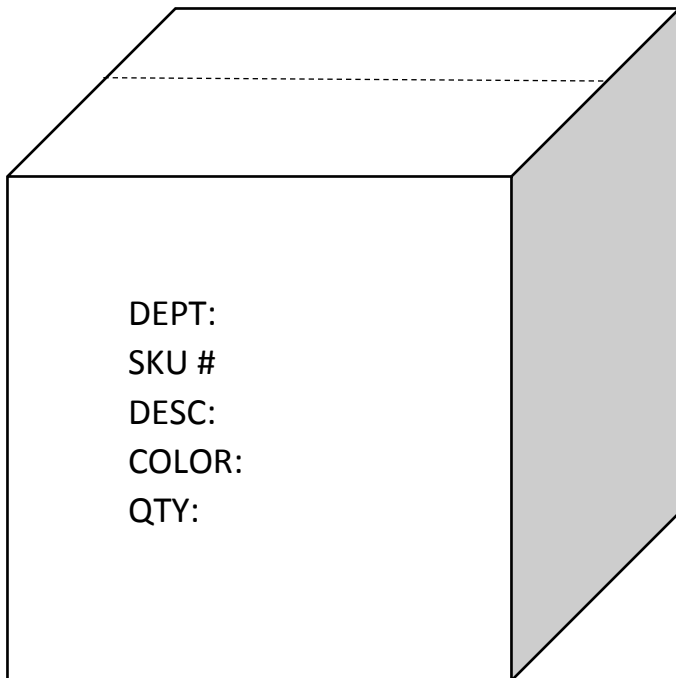
COLOR: (Color)

QTY: (Inner Pack Quantity)

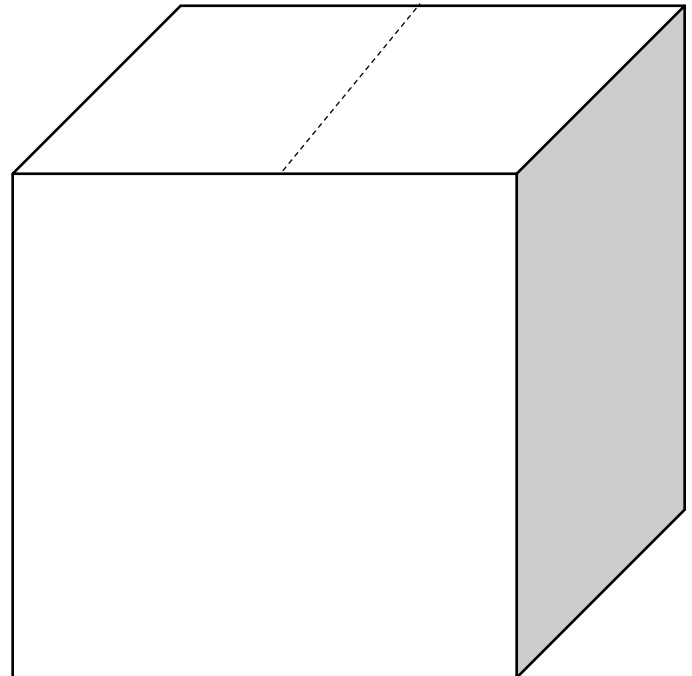
INNER SIDES

Leave Blank

Inner Front and Back



Inner Sides



Barcode Requirements

In order for Hobby Lobby's scanners to properly read the barcode printed on your case pack the barcode needs to meet the following guidelines. The barcode type must be created in Code 128 and the length must be 19-20 characters, including a colon divider between the PO# and HL SKU#. The PO# for the barcode must match exactly what is displayed on the purchase order document sent from Hobby Lobby.

Preferably the labels should be white with a matte finish and the barcode be printed in black ink. If this is not possible, the barcode ink needs to highly contrast against the sticker color.

Code 128 (Subset A) is an alphanumeric symbology used by Hobby Lobby to scan and read barcodes during warehouse receiving. For more information or barcode generating software visit <http://www.tec-it.com/>.

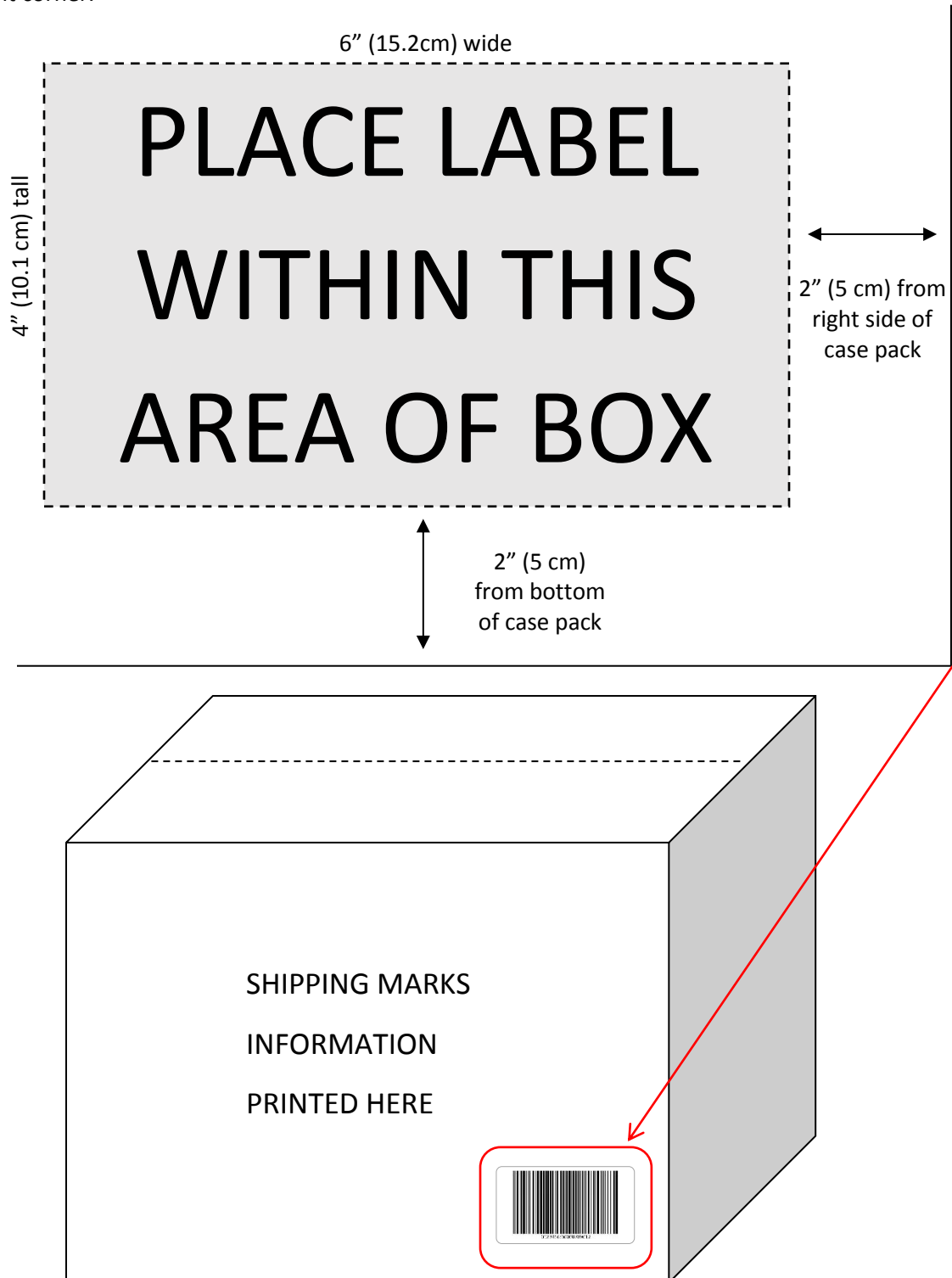
Barcode Type	Code 128 (Subset A)
Format	PO# (7-8 Alphanumeric Characters) – Colon Symbol (Break) – HL SKU# (11 Digits)
PO#	Examples: 0123456 (Sendout), W0123456 (Warehouse), or F0123456 (Fabric)
HL SKU#	Must contain 11 digits. Insert zeros before HL SKU# (if necessary)

	Minimum	Maximum
Sticker Label Width	3" (7.6 cm)	4" (10.1 cm)
Sticker Label Height	2" (5 cm)	4" (10.1 cm)
Barcode Width (X-Axis)	1.25" (3.2 cm)	3.5" (8.9 cm)
Barcode Height (Y-Axis)	0.75" (1.9 cm)	3.5" (8.9 cm)
Quiet Zone (Each End)	0.25" (0.6 cm)	



Barcode Label Location

The barcode label must be placed within a 6" x 4" (15.2 cm x 10.1 cm) area located in the lower, right corner of the case pack. The barcode label must be placed within the area shown below to ensure the scanners can properly read the label. The barcode label should be placed on the two longest sides of the case pack in the lower right corner.



Additional Information Location

Whenever additional information is required to be displayed on the shipped carton due to governmental regulations, print directly on the carton or place a printed label with the required information on the carton. The information is only required on one side of the carton, but can be placed on opposite sides, and preferably on the same side as the barcode label. The information must be printed in black ink and be clearly legible. Specific instructions for additional information requirements will be communicated on the purchase order.

