



## Mardel HKC Vendor – Sample Shipping Instructions

### Overview

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

Any penalties Mardel incurs from Customs Border Protection due to vendor's failure to comply, Mardel 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 Documents](#)" will direct users to the Vendor Documents 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 &amp; Pre-production Samples</u>
<b>Commercial Sample Program:</b> <b>Duty free entry – 9811.00.60</b> <b>Unsuitable for sale or for use other than as a sample</b>
Samples DO NOT have an existing PO and CAN BE DEFACED.

<u>Production Samples</u>
<b>Mardel Email Program:</b> <b>Regular Entry</b> <b>Suitable for intended use or sale</b>
Samples HAVE an existing PO and CANNOT BE DEFACED.



## Mardel HKC Vendor – Sample Shipping Instructions

### New & Pre-production Samples: Commercial Sample Program

This section contains procedures for new and pre-production samples using the *Commercial Sample Program* under the provisions of 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 the HTS 9811.00.60.

For further instructions, email [hk-vtclass@hkconnections.com.hk](mailto: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*”
- Attach the *Mardel Email Program – Sample Submission CIPL* located at the end of these instructions.

#### HTS 98.11.00.60 Allowances

New and pre-production samples that do not have exceptions as listed above 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.

Continue to [Shipping & Handling](#).



## Mardel HKC Vendor – Sample Shipping Instructions

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### Production Samples: Mardel Email Program

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This section contains procedures for production samples using the *Mardel Email Program*. HKC Vendors will work with the HKC Merchandising and Verification Teams on requirements.

1. Email [hk-vtclass@hkconnections.com.hk](mailto:hk-vtclass@hkconnections.com.hk) and Cc the HKC Merchandiser with the following information per sample:
  - a. **Subject Line:** “Mardel Email Program Sample Submission CIPL – Vendor Name”
  - b. **Email attachment:** Complete and attach the *Mardel Email Program - Sample Submission CIPL* located at the end of these instructions.
2. HKC Merchandising and Verification team members will communicate sample status via email and provide guidance for shipping the samples to HKC with the goal of maintaining sample integrity and safe delivery to the Mardel corporate offices.

**IMPORTANT NOTE:** Refer to the Purchase Order (PO) associated with the sample for testing information; if the PO states testing is required, HKC will not ship the sample to the US until they receive a passing test result.



## Mardel HKC Vendor – Sample Shipping Instructions

### Shipping & Handling

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

1. **Sample Tag** – ensure each sample in the shipment has an attached Mardel Sample tag. The sample tag template for all Mardel sample types is located on the [Vendor Documents page](#).
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><b>SHENZHEN</b></i>	<i><b>VIETNAM</b></i>	<i><b>HONG KONG</b></i>
<b>Hong Kong Connections (Shenzhen) Procurement Management, Co., Ltd.</b> 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	<b>The Representative Office of HKC, Inc. in Ho Chi Minh City</b> ATTN: HKC Merchandiser, (Dept. XXXX) 3 <sup>rd</sup> 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	<b>Hong Kong Connections Limited</b> 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



# Mardel Email Program – Sample Submission CIPL

**Instructions:** In order for the sample to be submitted to HKC for review and then shipped to Mardel corporate offices, the following Commercial Invoice/Packing List (CIPL) information is necessary to provide for each sample. Once complete, save the form and then attach as a PDF to [hk-vtclass@hkconnections.com.hk](mailto:hk-vtclass@hkconnections.com.hk) and Cc the HKC Merchandiser.

COMMERCIAL INVOICE/PACKING LIST SAMPLES OF NO COMMERCIAL VALUE	
Sample Invoice Number:	Date:
HKC Merchandiser Name:	HKC Dept:

<b>RECEIVER/IMPORTER:</b> Name, Address, Country/Province, Postal Code, Email, Phone:		<b>SHIPPER/EXPORTER full address</b> Name, Address, Country/Province, Postal Code, Email, Phone:	
Choose Sample Office			
<b>CARRIER NAME:</b>	<b>CARRIER AIR WAYBILL NUMBER:</b>		<b>NO. OF CARTONS:</b>



## Mardel Email Program – Sample Submission CIPL

IMAGE	VENDOR SKU #	COST (USD)	WEIGHT	LENGTH (IN)	WIDTH (IN)	HEIGHT (IN)
	ITEM SKU #	UNIT TOTAL (USD)	UNIT OF MEASURE	COUNTRY OF ORIGIN		
<b>SAMPLE DESCRIPTION</b>						
<b>MANUFACTURER full address:</b> Name, Address, Country/Province, Postal Code, Email, Phone:			<b>HTS CODES</b>			
<b>SAMPLE COMMODITY INFORMATION</b> Provide a clear and concise description of the goods, including material, compositions, and purpose.						
<b>SAMPLE REMARKS</b> Provide additional information particularly relevant for trade remedies.						
<b>SAMPLE MATERIAL CONTENT</b> List each component with material description & percentage. Total percentage required to equal 100% exactly (not to be greater than or less than).						
<b>MATERIAL NAME:</b>			<b>PERCENT (%):</b>			

NO. OF ITEMS	
TOTAL QTY	
TOTAL AMOUNT (USD)	
TOTAL NET WEIGHT (KG)	