

OOCL Vendor Podium **GUIDE**

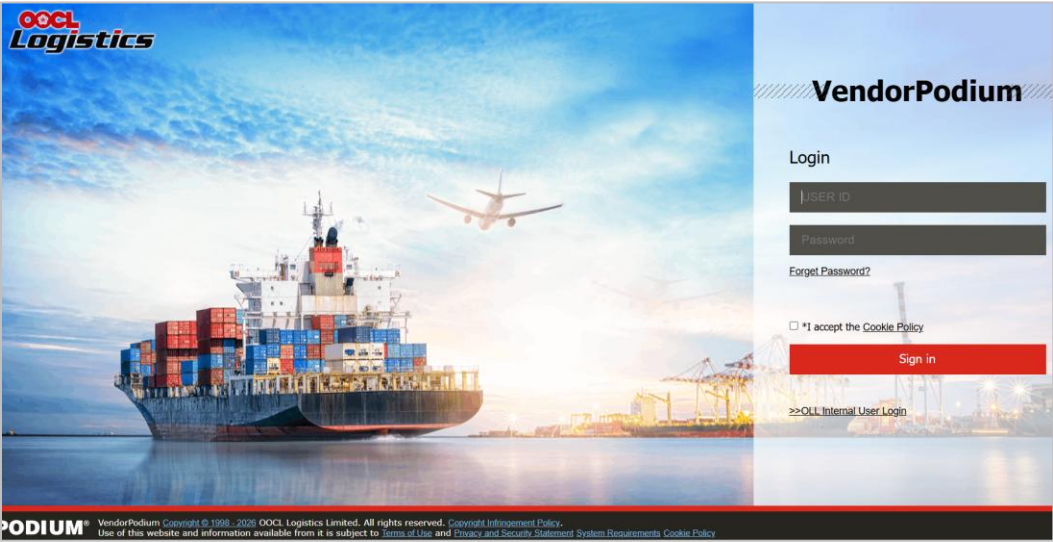
HOBBY LOBBY[®]
Mardel

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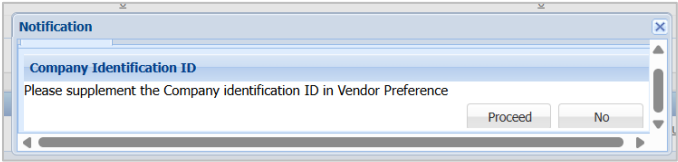
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PODIUM Instructions

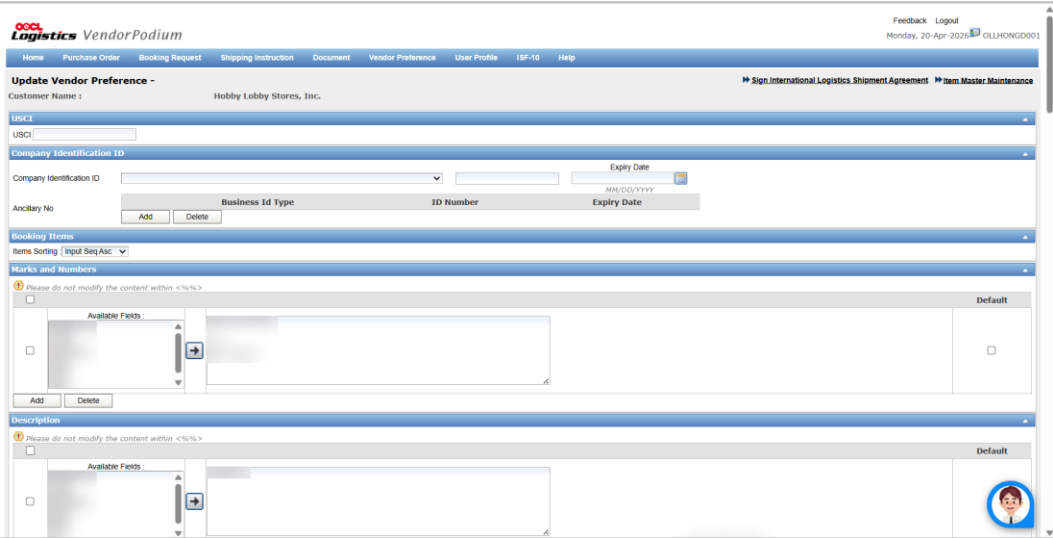
Log into OOCL Logistics Vendor Podium: <https://vendorpodium.oocllogistics.com/vdr/>.



A “Notification” message displays, as shown below.



Click Proceed. The OOCL Logistics Vendor Podium page displays, as shown below.

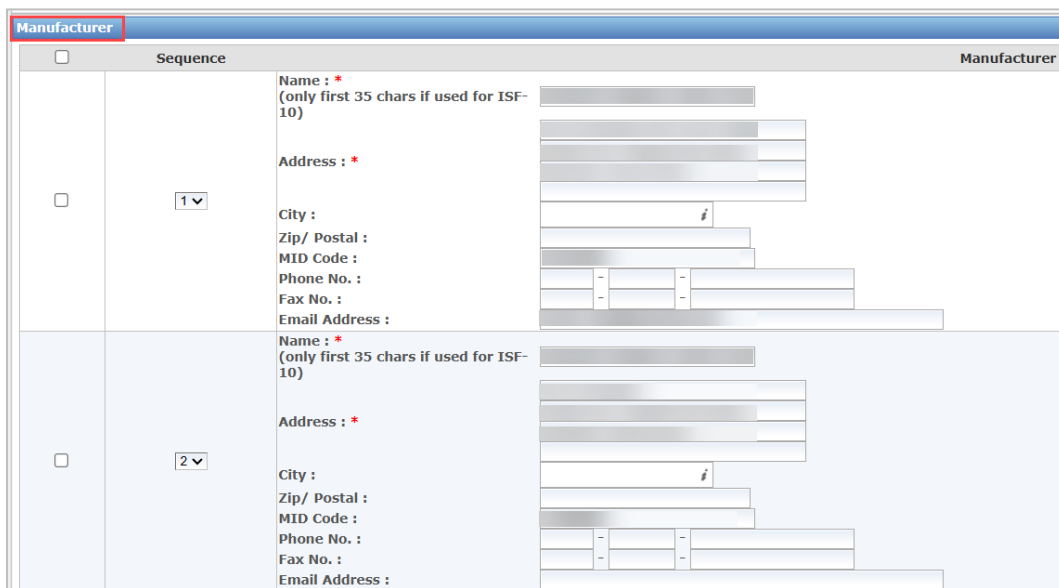


Manufacturer Information

From the ribbon menu at the top of the page, select Vendor Preference > Update Preference, as shown below.



Scroll down until “Manufacturer” appears with the Address, City, Zip/ Postal, and MID Code fields. See image below for reference.



Follow the instructions below for each Hobby Lobby required line to ensure information accuracy:

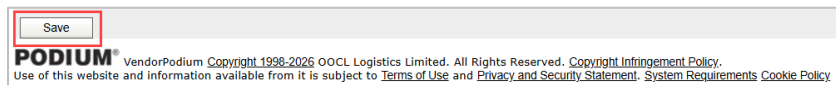
- **Name:** Enter the full legal or business name of the manufacturer.
- **Address:** Enter the manufacturer’s complete physical street address. Do not enter a P.O. box.
 - **Address Line 1 – 2:** street address, building number, suite/department
 - **Address Line 3:** state, territory, or province
 - **Address Line 4:** country
- **City:** Enter the city here. **Do not** enter the city in Address Lines 1, 2, 3, or 4.
- **Zip/Postal:** Enter the zip code or postal code associated with the physical address. If the factory is in a country that does not utilize a postal code system, please email vendor@hobbylobby.com for further instructions.
- **MID Code (Manufacturer Identification):** Enter a unique code per manufacturer.
 - Hobby Lobby prefers the use of a Global Location Number (GLN) that is unique per manufacturer for the MID Code.

- If the manufacturer does not already have a unique GLN, one can be acquired at [GS1US Store](#). Once acquired, enter the GLN in the MID Code field.
- If a GLN is not able to be acquired, follow the instructions below to generate one (self-generated) that is unique per manufacturer.
 - 20 characters or fewer
 - Letters and numbers only
 - No spaces
 - Once generated, assigned, and entered, it must not change

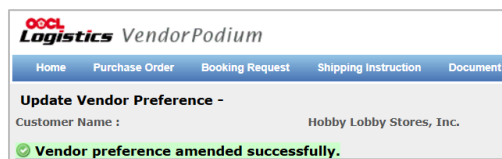
See the image below for an example reference of Hobby Lobby required fields and navigation options.

The screenshot shows a web form for adding or editing manufacturers. It features two main sections, one for 'Susie's Stuff' and one for 'Test Manufacturer'. Each section has fields for Name, Address, City, Zip/Postal, MID Code, Phone No., Fax No., and Email Address. On the left side, there are two checkboxes, each with a dropdown menu showing the number '2' and '3' respectively. Red callout boxes provide instructions: 'Users can edit sequential viewing order by selecting from the drop-down menu.' points to the dropdowns; 'Users can add or delete manufacturers here.' points to 'Add' and 'Delete' buttons at the bottom; and 'Start typing the name of the city to display a drop-down for city selection' points to the City field in the 'Test Manufacturer' section. A 'Save' button is highlighted in a red box at the bottom of the form.

After each manufacturer is updated with Name, Address, City, Zip/Postal, and MID Code, scroll to the bottom and select “Save”.



A success message displays, as shown below.



After saving the Manufacturer information, create the Sales Confirmation as described in the following section.

Sales Confirmation

The Sales Confirmation section instructs vendors on how to create a digital Sales Confirmation (SC) in Vendor Podium. This digitized SC creation process is now the sole method for all SC creations. However, this process does not change how vendors email the SC document to Hobby Lobby. Refer to the [Email the Digital Sales Confirmation to Hobby Lobby](#) section for details.

***IMPORTANT NOTES:**

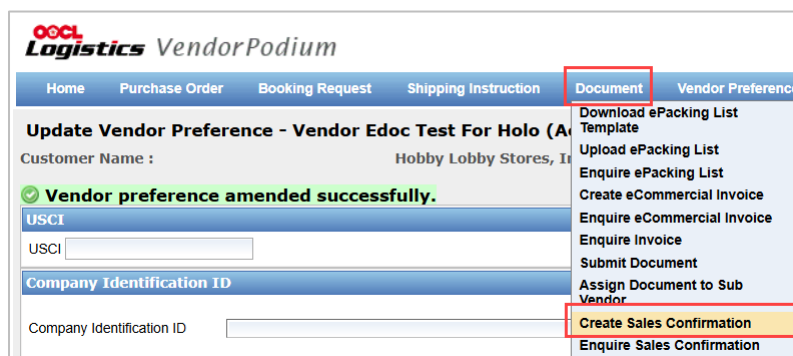
- The digitized SC process pulls data directly from the Purchase Order (PO), therefore, any necessary PO updates (e.g., vendor name change, case cube, etc.) must be communicated and finalized with the Hobby Lobby buyer **before** the SC is created.
- If any testing is due on a PO, vendors must create and submit the SC **before** filling out a Bureau Veritas (BV) Testing Request Form (TRF) at [OneSource Connect](#). Refer to the *eTRF Hobby Lobby and OneSource Instructions* at [Vendor Documents](#).

Create Sales Confirmation

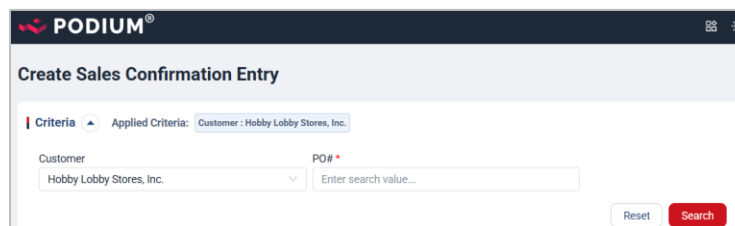
The Create Sales Confirmation section contains instructions for creating a digital SC, not how to email the SC to Hobby Lobby (refer to the [Email the Digital Sales Confirmation to Hobby Lobby](#) section for those instructions).

All SCs must be digitized. All digital SCs are required to be created on Vendor Podium. This digitized SC process is now the sole method for all SC creation.

Click “Document” from the ribbon menu and select “Create Sales Confirmation”, as shown below.



The Create Sales Confirmation Entry page displays, as shown below.



Key in the PO#, as it appears on the PO (i.e., W0791483 or F0154872, etc., with the 0 being a zero). Click “Search”. A Sales Confirmation number is created from the associated PO and the process begins, as shown below.

PODIUM®

Create Sales Confirmation Detail

Sales Confirmation Number

General Information

Vendor Name Vendor Address

PO Number Payment Terms *

Create Date Ship Date

Revision No Cancel Date

Revised Date Shipping Terms

Revision Reason Export Country

Line Items

	<input type="checkbox"/>	Description	Buyer Item	Manufacturer *	Remark	Commodity	Overall Product Length (Inches)	Overall Product Width
1	<input type="checkbox"/>	PARTY BUBBLES						
2	<input type="checkbox"/>	WAND PARTY BUBBLES						

Rows: 2 Total Rows: 2

Page Size: 200 1 to 2 of 2 Page 1 of 1

Breakdown

	<input type="checkbox"/>	Buyer Item	Description	Component *	Piece Count	Component Cost	Material	Material (%)
1	<input type="checkbox"/>		PARTY BUBBLES	PARTY BUBBLES	1	1.235		
2	<input type="checkbox"/>		WAND PARTY BUBBLES	WAND PARTY BUBBLES	1	0.418		

Rows: 2 Total Rows: 2

Page Size: 200 1 to 2 of 2 Page 1 of 1

Beneficiary Name

Beneficiary Name *

Beneficiary Address

Beneficiary Address Line 1 * Beneficiary Address Line 2

Beneficiary Address Line 3 Beneficiary Address Line 4

Each section of the Sales Confirmation is described in the following guide sections: [General Information](#), [Line Items](#), [Breakdown](#), and [Beneficiary](#). Required fields are marked with an asterisk (*).

General Information

All information is pre-populated into the General Information section. The Payment Terms field is also pre-populated but editable as needed.

Line Items

The Line Items section displays items associated with the PO that require the Sales Confirmation documentation. Pre-populated line-item information is not editable. Users are required to enter Manufacturer information and add Remarks, Commodity Information and product dimensions as required by Hobby Lobby, as described below.

Manufacturer (*): this is a mandatory field; input the business that produced the goods for Hobby Lobby.

Remarks (Manufacturing Statements/Other): allows users to provide additional information particularly relevant for trade remedies, as needed. For example, Products are made in Mexico with Korean yarn or Goods sold for export to the Unites States only.

Commodity Information: allows users to provide a clear and concise description of the goods, including material, compositions, and purpose, as needed. For example, Not intended for use by children, Food Safe, Batteries Not Included, or Printed: Offset.

Overall Product Length (Inches) (“): allows users to provide the overall product length in inches, as needed. For example, Christmas Tree length, 5”.

Overall Product Width (Inches) (“): allows users to provide the overall product width in inches, as needed. For example, Christmas Tree width, 5”.

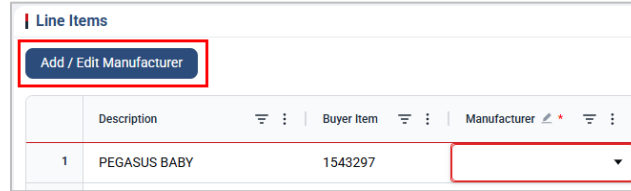
Overall Product Height (Inches) (“): allows users to provide the product height in inches, as needed. For example, Christmas Tree height, 12”.

IMPORTANT NOTE FOR NON-MANDATORY FIELDS

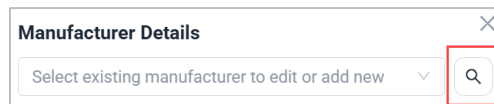
Remarks, Commodity Information, and dimensions are not required for the OOCL system, however, when applicable, are required for Hobby Lobby.

Add Manufacturers

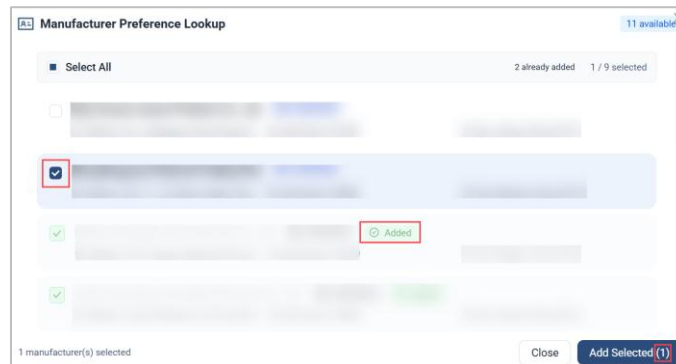
To add a Manufacturer, whether existing or new, click the “Add/Edit Manufacturer” button, as shown below.



The Manufacturer Details window displays. It is encouraged to have existing manufacturer information stored in “Vendor Preference” (refer to the [Manufacturer Information](#) section for details). To use existing manufacturer information, click the “Search” icon (🔍), as shown below.

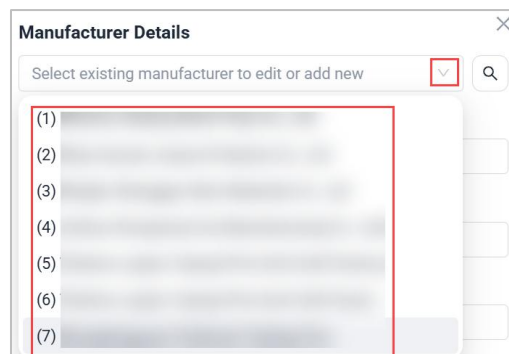


The Manufacturer Preference Lookup window displays, as shown below.



Select all Manufacturers necessary for the current purchase order. Ensure the number of manufacturers added is correct and click “Add Selected”.

Upon selecting manufacturers and clicking the Add Selected (#) button, the window disappears and users are returned to the Manufacturer Details window. All selected manufacturers display in the drop-down list, as shown below.



Clicking on any listed manufacturer will pre-populate manufacturer information into the appropriate fields, as shown below.

Manufacturer Details ✕

(1) ▼

Name *

Co., Ltd

MID Code *

Zip/Postal Code *

Contact Name

Email

@HOBBYLOBBY

City

Address

Address Line 1 *

Address Line 2

Address Line 3

Address Line 4

Phone Number

Country	Area	Number
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Fax Number

Country	Area	Number
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Fields marked with an asterisk (*) are required prior to clicking OK. Upon clicking OK, users are returned to the SC.

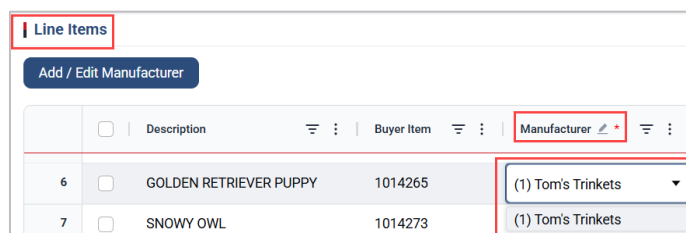
If entering new manufacturer information not stored in “Vendor Preference”, vendors must manually key in the information in the Manufacturer Details window. The required fields are described below.

- **Name (*):** Enter the full legal or business name of the manufacturer.
- **MID Code (Manufacturer Identification) (*):** Enter a unique code per manufacturer.
 - Hobby Lobby prefers the use of a Global Location Number (GLN) that is unique per manufacturer for the MID Code.
 - If a GLN is not already acquired, please acquire a number at [GSIUS](#) Store and enter the number in the MID Code field. The GLN must be unique per manufacturer.
 - If a GLN is not able to be acquired, follow the instructions below for a self-generated MID. The MID entered must be unique per manufacturer.
 - 20 characters or fewer
 - Letters and numbers only
 - No spaces
 - Once assigned and entered, it must not change
- **Zip/Postal (*):** Enter the zip code or postal code associated with the physical address. If the factory is in a country that does not utilize a postal code system, please email vendor@hobbylobby.com for further instructions.
- **City (*):** Enter the city here. **Do not** enter the city in Address Lines 1, 2, 3, or 4.
- **Address (*):** Enter the manufacturer’s complete physical street address. Do not enter a P.O. box.
 - **Address Line 1 – 2:** street address, building number, suite/department
 - **Address Line 3:** state, territory, or province
 - **Address Line 4:** country

Once information is entered, click OK to be returned to the SC.

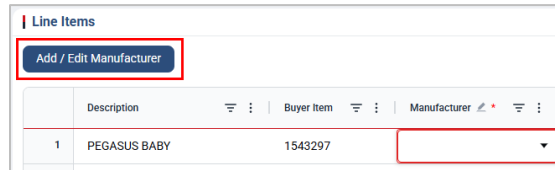
***Note:** The manual entry of manufacturer information into the Manufacturer Details window at the SC level does not transfer to Vendor Preference. If the information entered is desired to be stored in Vendor Preference, then vendors must enter the same information in “Vendor Preference > Update Preference”. Refer to the [Manufacturer Information](#) for instructions.

The added and listed manufacturers, along with other existing manufacturers from Vendor Preference are allowed to be selected at line-item level by double clicking in the cell under Manufacturer for easy input, as shown below.



Edit Manufacturers

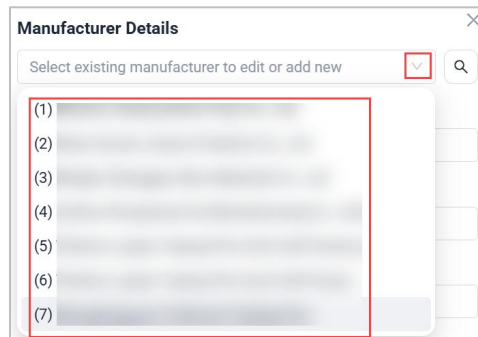
To edit a Manufacturer, click the “Add/Edit Manufacturer” button, as shown below.



The screenshot shows a table titled "Line Items" with columns for Description, Buyer Item, and Manufacturer. The "Add / Edit Manufacturer" button is highlighted with a red box. The table contains one row with the following data:

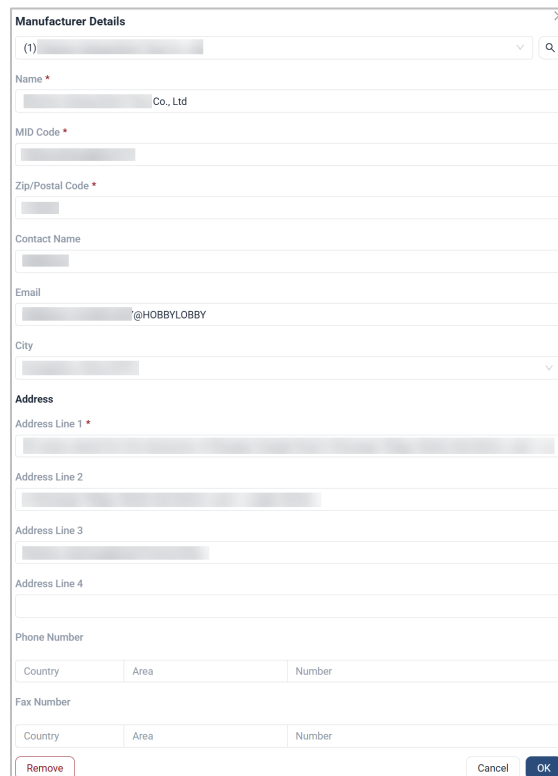
	Description	Buyer Item	Manufacturer
1	PEGASUS BABY	1543297	[Dropdown Menu]

The Manufacturer Details window displays. Click the drop-down list to select a manufacturer to edit, as shown below.



The screenshot shows the "Manufacturer Details" window. At the top, there is a search bar with the text "Select existing manufacturer to edit or add new" and a search icon. Below the search bar is a list of manufacturers, numbered (1) through (7). The list is currently empty, and the search bar is highlighted with a red box.

Clicking on any listed manufacturer will pre-populate the Manufacturer Details window, as shown below.



The screenshot shows the "Manufacturer Details" window with the following fields pre-populated:

- Name: [Redacted] Co., Ltd
- MID Code: [Redacted]
- Zip/Postal Code: [Redacted]
- Contact Name: [Redacted]
- Email: [Redacted]@HOBBYLOBBY
- City: [Redacted]
- Address:
 - Address Line 1: [Redacted]
 - Address Line 2: [Redacted]
 - Address Line 3: [Redacted]
 - Address Line 4: [Redacted]
- Phone Number:
 - Country: [Redacted]
 - Area: [Redacted]
 - Number: [Redacted]
- Fax Number:
 - Country: [Redacted]
 - Area: [Redacted]
 - Number: [Redacted]

Buttons: Remove, Cancel, OK

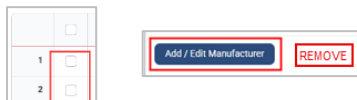
Edit necessary information. Fields marked with an asterisk (*) are required prior to clicking OK. The required fields are described below.

- **Name (*):** Enter the full legal or business name of the manufacturer.
- **MID Code (Manufacturer Identification) (*):** Enter a unique code per manufacturer.
 - Hobby Lobby prefers the use of a Global Location Number (GLN) that is unique per manufacturer for the MID Code.
 - If a GLN is not already acquired, please acquire a number at [GSIUS](#) Store and enter the number in the MID Code field. The GLN must be unique per manufacturer.
 - If a GLN is not able to be acquired, follow the instructions below for a self-generated MID. The MID entered must be unique per manufacturer.
 - 20 characters or fewer
 - Letters and numbers only
 - No spaces
 - Once assigned and entered, it must not change
- **Zip/Postal (*):** Enter the zip code or postal code associated with the physical address. If the factory is in a country that does not utilize a postal code system, please email vendor@hobbylobby.com for further instructions.
- **City (*):** Enter the city here. **Do not** enter the city in Address Lines 1, 2, 3, or 4.
- **Address (*):** Enter the manufacturer’s complete physical street address. Do not enter a P.O. box.
 - **Address Line 1 – 2:** street address, building number, suite/department
 - **Address Line 3:** state, territory, or province
 - **Address Line 4:** country

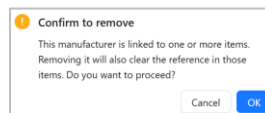
Once information is entered, click OK to be returned to the SC.

Remove Manufacturers

To remove a Manufacturer, checkmark next to the line of the desired manufacturer and click Remove (located next to the Add / Edit Manufacturer button), as shown below.



A confirmation option may display, as shown below.



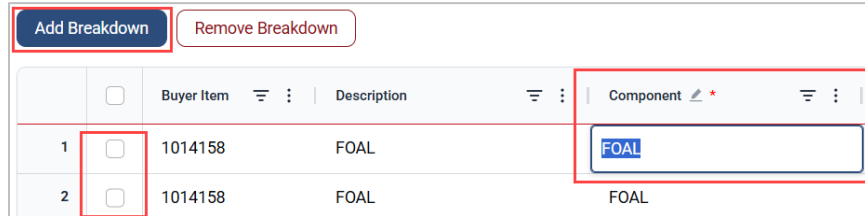
Click Cancel to return or click OK to remove the manufacturer. A “Manufacturer removed” message displays, and users are returned to the Manufacturers Details window.

Breakdown

The Breakdown section displays the breakdown of material content by component of each item required for the documentation purposes on the Sales Confirmation.

Add Material Breakdown

To add material breakdown, select the Add Breakdown button, per line item, for all materials the item is composed. See the example image below.



	<input type="checkbox"/>	Buyer Item	Description	Component *
1	<input type="checkbox"/>	1014158	FOAL	FOAL
2	<input type="checkbox"/>	1014158	FOAL	FOAL

The fields are defined below. Fields marked with an asterisk (*) are required.

Component (*): defaulted to match the Description, but is editable as needed. Components contribute to the item as a whole unit but can function independently from the unit (e.g., Art Kit). When breaking down components line by line, the Component field is editable for users to enter specific component names. For example, the item unit Description Art Kit, could have breakdown component names like, Watercolor Paint, Paint Brush, and Artist Pad Paper. Alphanumeric and special characters are accepted.

Piece Count: if the item has more than one piece of a component, identify the total pieces.

Component Cost (*): unit of currency in USD. Component Cost should be equal or less than the Unit Price (USD). The Component Cost will be less than the Unit Price (USD) in cases where there are multiple components; then, the Total Component Cost (USD) per line item should equal the total Unit Price (USD).

Material (*): the individual material content per item. Users can add or remove breakdowns as needed by checking an item row and selecting either the “Add Breakdown” or “Remove Breakdown” button.

Material (%) (*): percent of material by total weight to equal, but not exceed, 100% in total; this is verified upon submission.

Material Cost (USD): breakdown of material cost per component. For example, items that contain steel, aluminum, and copper require a material cost. For Hobby Lobby, Material Cost must be less than the Component Cost.

Material Country of Origin: the country the item was produced. For example, Fish and Wildlife items, items containing steel, aluminum, and copper require a country of origin.

Comments (Genus/Species/Etc): any additional information per line item. For example, Genus/Species for Fish and Wildlife items are required comments.

Material Breakdown Guidelines

For every item that has more than one material content, it is required to add an additional breakdown line per material. See example images below.

Description: SPIRAL NOTEBOOK-BOWKNOT			Manufacturer: MF1		
			Country of Origin: CHINA		
Material Breakdown					
Component: SPIRAL NOTEBOOK-BOWKNOT		Piece Count	1	Component Cost (USD) \$0.836	
Material	%	Material Cost	Material Country of Origin	Comments (Genus/Species, Etc.)	
PAPER	97%	\$			
IRON	3%	\$			
Total	100%				

Description: COLORFUL STICKY NOTE BOX SET			Manufacturer: MF2		
			Country of Origin: CHINA		
Material Breakdown					
Component: COLORFUL STICKY NOTE BOX SET		Piece Count	1	Component Cost (USD) \$0.589	
Material	%	Material Cost	Material Country of Origin	Comments (Genus/Species, Etc.)	
PAPER	48%	\$0.25		50 sheets x 5 pads	
TIN	42%	\$0.339			
POLYETHYLENE TEREPHTHALATE	10%	\$			
Total	100%				

For every item that has more than one component, it is required to add an additional breakdown line per component. For every component that has more than one material, it is required to add an additional breakdown line per material per component. See example image below.

Description: STICKY NOTE & NOTE PAD SET W/PEN			Manufacturer: MF1		
			Country of Origin: CHINA		
Material Breakdown					
Component: STICKY NOTES		Piece Count	1	Component Cost (USD) \$0.36	
Material	%	Material Cost	Material Country of Origin	Comments (Genus/Species, Etc.)	
PAPER	98%	\$		200 sheets	
ADHESIVE	2%	\$			
Total	100%				
Component: RIBBON		Piece Count	1	Component Cost (USD) \$0.015	
Material	%	Material Cost	Material Country of Origin	Comments (Genus/Species, Etc.)	
NYLON	100%	\$			
Total	100%				
Component: NOTE PAD		Piece Count	1	Component Cost (USD) \$0.33	
Material	%	Material Cost	Material Country of Origin	Comments (Genus/Species, Etc.)	
PAPER	98%	\$		100 sheets	
ADHESIVE	2%	\$			
Total	100%				
Component: BALLPOINT PEN		Piece Count	1	Component Cost (USD) \$0.15	
Material	%	Material Cost	Material Country of Origin	Comments (Genus/Species, Etc.)	
POLYPROPYLENE	95%	\$			
INK	5%	\$			
Total	100%				

Refer to the [Breakdown](#) section for cost descriptions.

Key Guidelines:

- Itemize each breakdown on its own line and enter its corresponding percent value.
- Do not enter multiple breakdowns in list format inside a single cell within a single line, even if they add up to 100%.
 - Hobby Lobby does not accept multiple breakdowns in list format inside one cell on one line item, despite the OOCL system allowing it.

CORRECT	INCORRECT																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">Material Breakdown</td></tr> <tr><td>Component:</td><td>POLICE CHASE TWIN PACK</td></tr> <tr><td>Material</td><td style="text-align: center;">CORRECT for Hobby Lobby %</td></tr> <tr><td>ACRYLONITRILE BUTADIENE STYRENE</td><td style="text-align: right;">69%</td></tr> <tr><td>METAL</td><td style="text-align: right;">20%</td></tr> <tr><td>PRINTED CIRCUIT BOARD</td><td style="text-align: right;">5%</td></tr> <tr><td>POLYVINYL CHLORIDE</td><td style="text-align: right;">3%</td></tr> <tr><td>THERMOPLASTIC RUBBER</td><td style="text-align: right;">3%</td></tr> <tr><td>Total</td><td style="text-align: right;">100%</td></tr> </table>	Material Breakdown		Component:	POLICE CHASE TWIN PACK	Material	CORRECT for Hobby Lobby %	ACRYLONITRILE BUTADIENE STYRENE	69%	METAL	20%	PRINTED CIRCUIT BOARD	5%	POLYVINYL CHLORIDE	3%	THERMOPLASTIC RUBBER	3%	Total	100%	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">Material Breakdown</td></tr> <tr><td>Component:</td><td>DEVO ROBOT</td></tr> <tr><td>Material</td><td style="text-align: center;">INCORRECT for Hobby Lobby %</td></tr> <tr><td>PLASTIC 85%, METAL 10%, RUBBER 5%</td><td style="text-align: right;">100%</td></tr> <tr><td>Total</td><td style="text-align: right;">100%</td></tr> </table>	Material Breakdown		Component:	DEVO ROBOT	Material	INCORRECT for Hobby Lobby %	PLASTIC 85%, METAL 10%, RUBBER 5%	100%	Total	100%
Material Breakdown																													
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Material	INCORRECT for Hobby Lobby %																												
PLASTIC 85%, METAL 10%, RUBBER 5%	100%																												
Total	100%																												

- Ensure the Total percent value equals 100%.

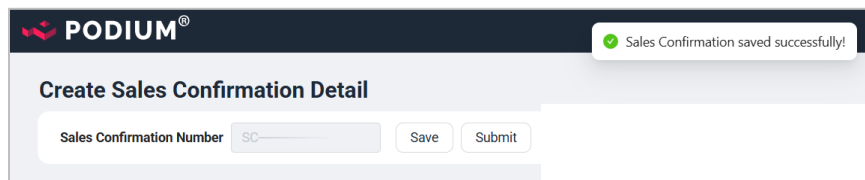
Beneficiary Name and Address

Key in the complete name and physical address of the beneficiary.

Save and Submit Sales Confirmations within OOCL

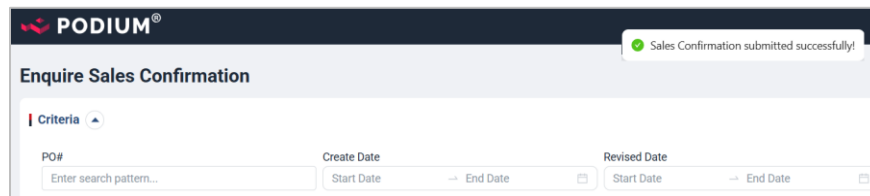
Reminder: If any testing is due on a PO, vendors must create and submit the SC before filling out a Bureau Veritas (BV) Testing Request Form (TRF) at [OneSource Connect](#). Refer to the *eTRF Hobby Lobby and OneSource Instructions* at [Vendor Documents](#).

Users are allowed to click “Save” from the Sales Confirmation page in order to save the progress and return later. A success message displays, as shown below.



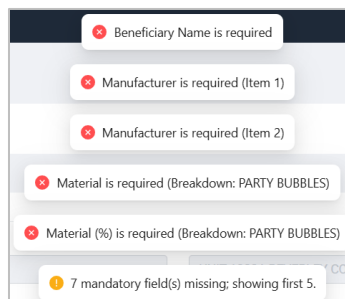
The screenshot shows the PODIUM interface for creating a sales confirmation. At the top, there is a success message: "Sales Confirmation saved successfully!". Below this, the page title is "Create Sales Confirmation Detail". There is a form field labeled "Sales Confirmation Number" with the text "SC" entered. To the right of this field are two buttons: "Save" and "Submit".

Once all required criteria in each section are complete, click “Submit”. If all criteria are correct, users are directed to the Enquire Sales Confirmation page and a success message displays, as shown below.



The screenshot shows the PODIUM interface for enquiring sales confirmations. At the top, there is a success message: "Sales Confirmation submitted successfully!". Below this, the page title is "Enquire Sales Confirmation". There is a dropdown menu labeled "Criteria". Below the dropdown, there is a table with columns for "PO#", "Create Date", and "Revised Date". The "PO#" column has a search field with the text "Enter search pattern...". The "Create Date" and "Revised Date" columns have date range selectors with "Start Date" and "End Date" fields.

If required criteria are missing, error messages display and the Sales Confirmation does not submit, as shown below.

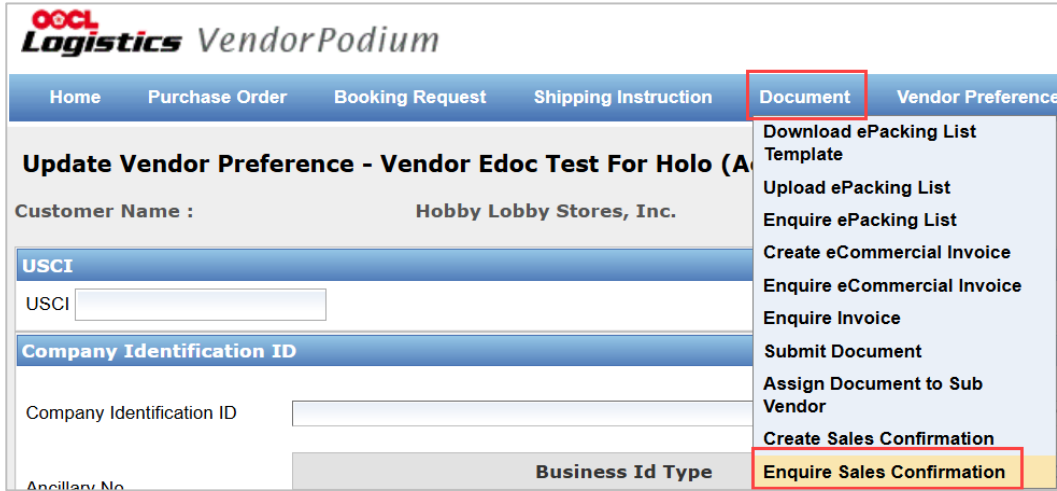


The screenshot shows the PODIUM interface with several error messages displayed. The messages are: "Beneficiary Name is required", "Manufacturer is required (Item 1)", "Manufacturer is required (Item 2)", "Material is required (Breakdown: PARTY BUBBLES)", "Material (%) is required (Breakdown: PARTY BUBBLES)", and "7 mandatory field(s) missing: showing first 5.".

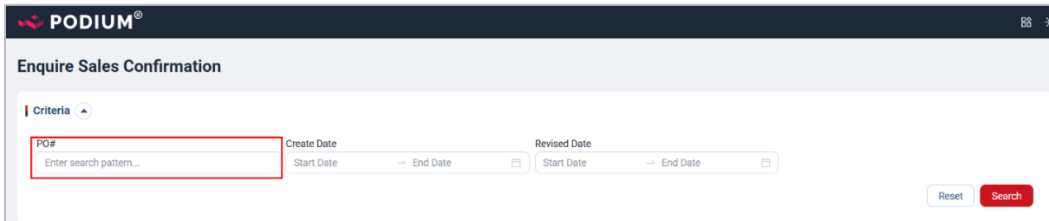
Users are required to input all required criteria in order to submit successfully.

Enquire Sales Confirmation

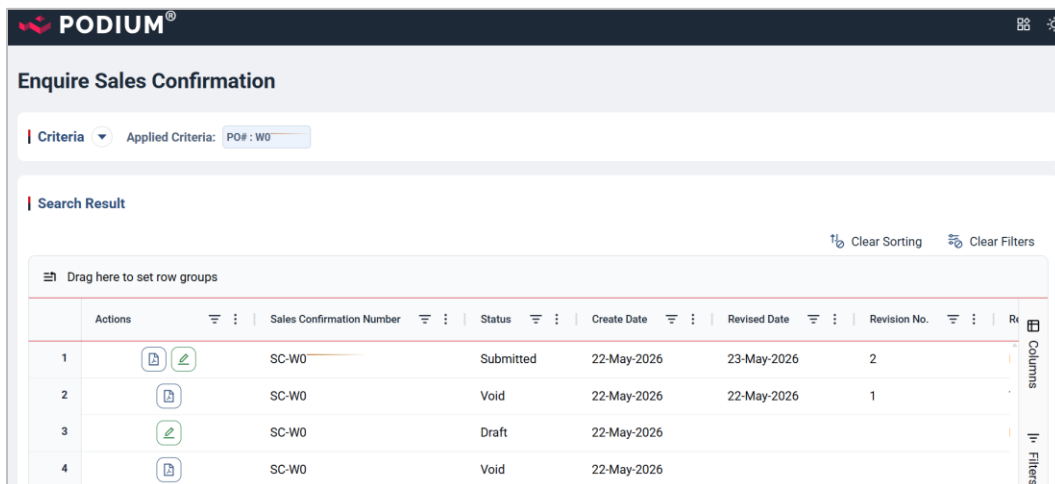
Once the Sales Confirmation is created (either saved or submitted), users are allowed to review and/or download the SC by clicking on “Document” from the ribbon menu and selecting “Enquire Sales Confirmation”, as shown below.



The Enquire Sales Confirmation page displays, as shown below.



Key in the PO#, as it appears on the PO (i.e., W0791483 or F0154872, etc., with the 0 being a zero). Click “Search”. Searching by PO results in all “Submitted” SC PDFs and saved SC “Drafts”, as shown below.



The Search Result window displays versions of the SC associated with the PO#. The column headers are described below.

Actions: displays the edit (📄) or PDF (📄) icon indicating editable or view only.

Editable (📄): Sales Confirmations with the edit icon are editable. Drafts are editable, but only the most recently Submitted SC is editable.

View Only (📄): Sales Confirmations with the PDF icon reflect submitted SCs. PDF forms are view only.

Sales Confirmation Number: displays the Sales Confirmation associated with the PO in the following form: “SC-PO#####”.

Status: displays the current status of the Sales Confirmation, as described below.

Submitted: indicates the most recently stored, created and submitted SC within OOCL that is associated with the selected PO. Only the most recently submitted SC has the editable icon.

Void: indicates a previously (not most recently) created and submitted SC within OOCL that is associated with the selected PO. Not editable.

Draft: indicates a SC that has been saved but not submitted within OOCL that is associated with the selected PO. Editable.

Create Date: displays the date the Sales Confirmations was saved or submitted in DD/MM/YYYY (Day-Month-Year) format.

Revised Date: displays the date the Sales Confirmation was edited in DD/MM/YYYY (Day-Month-Year) format.

Revision No.: displays the system logging number associated with the revised Sales Confirmation.

Revision Reason: displays the explanation of the revision entered into the “Revision Reason” field of the Sales Confirmation. Each time a Submitted SC is revised/edited, a revision reason is required criteria.

***Note:** Line items are not revisable/editable for items already shipped.

Edit the Digital Sales Confirmation

Reminder: The digitized SC process pulls data directly from the Purchase Order (PO), therefore, any necessary PO updates (e.g., vendor name change, case cube, etc.) must be communicated and finalized with the Hobby Lobby buyer before the SC is created.

To edit an OOCL digital SC, click the edit icon (✎) next to the desired SC. Hobby Lobby prefers users to edit only the most recently Submitted SC.

Users are directed to the Create Sales Confirmation Detail page displaying the SC with pre-populated fields, as shown below.

Create Sales Confirmation Detail

Sales Confirmation Number: SC-W0 [Save] [Submit]

General Information

Vendor Name: ENTERPRISE LTD. Vendor Address: [BUILDING, NO#]

PO Number: W0 Payment Terms: T/T

Create Date: 2026-05-22 Ship Date: 2026-07-10

Revision No. Cancel Date: 2026-07-20

Revised Date: 2026-05-30 Shipping Terms: FOB

Revision Reason: Export Country: CHINA

Line Items

Add / Edit Manufacturer

	Description	Buyer Item	Manufacturer	Remarks (Manufacturing Statements/Other
1	SCHOOL BUS TENT			
2	DINOSAUR POP UP TENT			
3	PRINCESS CASTLE TENT			
4	WATER DRAWING MAT			
5	SQUISHY STUFF - SCENTED LIME RC			
6	MEGA KIT			
7	WOOD CHESS/CHECKERS SET			
8	CLASSIC GAMES - TUMBLIN TOWER			


Rows: 8 Total Rows: 8

Page Size: 200 1 to 8 of 8 Page 1 of 1

Refer to the [Create Sales Confirmation](#) section for detailed instructions on editable, non-editable, and required fields.

Email the Digital Sales Confirmation to Hobby Lobby

To email the digital OOCL SC to Hobby Lobby:

- Click on the PDF icon () next to the final, most recently “Submitted” SC within OOCL. This version of the SC should be a final creation, complete with all Hobby Lobby required information and complete with the most updated information.
- Download the PDF and save to user’s computer.
- Email the SC to Hobby Lobby using current, standard processes.

***Note:** If using an electronic signature to sign the SC, please avoid using a .jpg signature as this can cause issue for Hobby Lobby platforms.