



## **Sales Confirmation / Pro Forma Invoice & Commercial Invoice Requirements**

It is necessary to list the following required information on the sales confirmation / pro forma invoice and commercial invoice.

1. Cube size, inner pack, and case pack
2. Estimated ship date
3. Color of each item
4. Detailed description, which matches the description on the PO (purchase order), of each item
5. Material content of each item by percent of total weight. Do not abbreviate. Do not include labor, packaging, or transportation
6. [Requirements for Specific Commodities](#) for each item, if applicable, in the field labeled "Commodity Information"
7. The quantity and cost of each item listed and total, including samples and replacement items
8. Vendor name, address, and postal code
9. Manufacturer name, address, and postal code
10. Country of origin for each item is listed and marked on each respective item
11. Shipping terms: FOB, FCA, Ex-Works, etc.
12. Unit of currency: USD, euro, Hong Kong dollar, etc.
13. Payment terms: T/T, D/P, or L/C
14. PO number
15. Net weight, gross weight, and measurements for each item
16. If the product is from a GSP (Generalized System of Preferences) country and is eligible for GSP, it is necessary to meet the below requirements.
  - a. State: "(Vendor Name) hereby declares that the goods listed were produced in (Country of final production) and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to the United States."
  - i. The Manufacturer Statement of GSP Declaration must be included with shipping documents for every shipment that is eligible for GSP.
  - b. If the items are not wholly or 100 percent, list the value and material of content by percentage of total weight and the manufacturing process.
17. List all artwork, dyes, molds, tools, engineering work, rebates, discounts, and commissions separately at the bottom of the invoice
18. If the product is from a United States Mexico-Canada Agreement (USMCA) country and/or is eligible for non-originating Tariff Preferential Treatment (TPL), it is necessary to verify the origin of goods by following the below requirements.
  - Certificate of Origin must be included with shipping documents for every shipment that is eligible.
  - List the percentage and origin of all materials.

- If goods are 100 percent wholly produced in a USMCA country, state:  
“Wholly obtained or produced entirely in the territory of one or more of the parties.”

If the items are not wholly or 100 percent, list the name of the material, its country of origin, and the state the material is in before it is shipped from the non-originating country.  
(EXAMPLE: Cotton fiber shipped from Korea to Mexico to make into yarn.)

If there are any changes to the commercial invoice, it is necessary to email the International Department at [international@hobbylobby.com](mailto:international@hobbylobby.com) prior to the shipment’s arrival at a US port.

## **Requirements for Specific Commodities**

It is necessary to list the following required information on the sales confirmation / pro forma invoice.

### **Antidumping Duty (ADD)**

- A separate list is sent out for items on the ADD watch list

### **Age Grading**

- Age of product(s) with an age grade testing code

### **Animal Skin, Feathers, Shells & Bones (required by US Fish & Wildlife, US F&W)**

- Completion of the HKC Fish and Wildlife & Botanicals Validation Form and provide with the shipping documents

### **Apparel & Finished Textiles**

*Including, but not limited to, T-shirts, baby garments, socks, scarves, dresses, pants, aprons, duvet covers, blankets, throws, pillowcases, pillow covers, tablecloths, table runners, napkins, place mats, pot holders, oven mitts, curtains, etc.*

- Construction: woven, knitted, or crocheted
- Orientation: men, boy, women, girls, infant, toddlers, or unisex
- Age range if for toddlers or infants

### **Botanicals – Dried or Living Plants, Vegetable, Flowers & Parts of Plants (required by US Department of Agriculture, USDA)**

- Completion of the HKC Fish and Wildlife & Botanicals Validation Form and provide with the shipping documents

**Composite Wood Products under Provisions of Environmental Protection Agency (EPA)  
Formaldehyde Standards**

*Including, but not limited to, furniture, shelf units, tabletop decor, frames, jewelry, wall decor, decorative boxes, seasonal decor, wall decor, toys and games, or any product containing composite wood. Wood type medium density fiberboard (MDF), thin medium density fiberboard (tMDF), particle board (PB), hardwood plywood (HWPW).*

- TSCA form
- CARB compliance certificate (issued by third party) from the mill that produced the raw panels
- CARB label sample

**Corkboards**

- Material used as the backing to support the cork
- Thickness of the cork and backing

**Food Use / Not for Food Use (required by USDA)**

- Any food contact item (plate, cup, bowl, pitcher, cake decorating utensils, etc.) is marked “For Food Use” or “Not For Food Use”
- “For Food Use” items state full name, address, and postal code of manufacturer
- Ceramic/porcelain plates “For Food Use” state dimensions in centimeters (cm)

**Framed Art / Framed Objects**

*Framed Art can be paper or canvas*

- Canvas art is wrapped around and staples on the back of the frame or attached on the front
- Paper art is painted or printed:
  - Printed:
    - List the print process: lithograph, offset, giclée, etc.
    - List the permanent mounting technique
- List the thickness of the artwork and frame in millimeters (mm)

*Framed Objects*

- List the material content of the object only; do not include material content of frame, glass mat, etc.

**Glass Perfume Bottles**

- List if ground glass stoppers are present

**Lined Paper**

*Including, but not limited to, journals, diaries, notepads, etc.*

- Lined or unlined
- List the dimensions of paper pages only

### **Mirrors**

- Dimensions of the reflecting surface in square centimeters (cm<sup>2</sup>)
- Framed or unframed
- Specify if it is part of a piece of bedroom furniture

### **Paints (HTS Chapter 32, required by USDA)**

*Including, but not limited to, pens, markers, gels, watercolors, or other items containing chemicals.*

- TSCA form

### **Resin / Polyresin / Polystone / Stone**

- Percent of all components present
- Specify if the stone powder is natural or synthetic

### **Shadow Boxes**

- Specify if it is filled with ornamental items

### **Stickers**

*It is not necessary to include the packaging and/or the paper/plastic the stickers are attached to / displayed on in the material content.*

#### *Paper*

- Specify if printed lithographically
- Specify if text is / is not present
- Net kilos (not including packaging)

#### *Plastic*

- Specify flat or puffy
- Specify if text is / is not present
- Specify if printed with coloration or repetitive design
- Net kilos and square centimeters (cm<sup>2</sup>) (not including packaging)

#### *Specialized or 3-Dimensional of any material*

- Specify if 3-D
- Specify the type of material (wood, felt, gemstone, paper, plastic, etc.)
- Net kilos (not excluding packaging)

### **Sign / Plaques / Wall Decor**

- Specify manufacturing technique—painted, printed, water transfer, silk screen, moulded, embossed, etc.
- Print method: specify if printed and adhered or if printed directly on item
  - Printed & Adhered:
    - Print type: lithographically, offset, letterpress, etc.
    - Specify if printed on paper
    - Specify adherence—glued

**Product Containing Wood (required by US F&W and/or USDA)**

- Latin genus and species of each botanical component
- Country of harvest of each botanical component

**Wood Boxes**

- Specify if / if not lined with textile fabrics

**Wood Items Containing Bark**

- Factory is certified by AQFIG and has a ZMC factory code printed on the commercial invoice, sales confirmation, and shipping carton in the following format: 0000ZMC0000
- Certified factory name matches the factory information and sales confirmation
- Certificate of heat treatment at 60 degrees Celsius (140 degrees Fahrenheit) for 60 minutes and/or chemical fumigation certificate
- Diameter of whole product in centimeters (cm) or inches (in)

**Details Sheets**

The buyer / HKC merchandiser advises necessary detail sheets regarding the following items:

- |   |                               |
|---|-------------------------------|
| • Clocks & Watches  | • Knitted or Crocheted Fabric |
| • Woven Fabric of Silk  | • Cord / Rope / Twine         |
| • Woven Fabric of Wood, Animal Hair                             | • Nail                        |
| • Woven Fabric of Cotton  | • Feathers                    |
| • Woven Fabric of Vegetable Textile<br>Fibers & Paper Yarn      | • Wire                        |
| • Woven Fabric of Manmade Filaments                             | • Footwear                    |
| • Woven Fabric of Manmade Staple<br>Fibers                      | • Magnets                     |
| • Wadding, Felt & Non-Wovens                                    | • Paper & Paper board         |
| • Textile Floor Coverings                                       | • Ribbon & Trims              |
| • Special Woven Fabric  | • Yarn                        |
| • Impregnated, Coated, Covered, or<br>Laminated Textile Fabrics |                               |

## Details Sheets

The buyer / HKC merchandiser advises necessary detail sheets regarding the following items:

- Clocks & Watches
- Woven Fabric of Silk
- Woven Fabric of Wood, Animal Hair
- Woven Fabric of Cotton
- Woven Fabric of Vegetable Textile Fibers & Paper Yam
- Woven Fabric of Manmade Filaments
- Woven Fabric of Manmade Staple Fibers
- Wadding, Felt & Non-Wovens
- Textile Floor Coverings
- Special Woven Fabric
- Impregnated, Coated, Covered, or Laminated Textile Fabrics
- Knitted or Crocheted Fabric
- Cord / Rope / Twine
- Nail
- Feathers
- Wire
- TCSA Statement
- Footwear
- Magnets
- Paper & Paperboard
- Ribbon & Trims
- Yarn