

Sales Confirmation / Pro Forma Invoice & Commercial Invoice

The information outlined below is required to be listed on the sales confirmation / pro forma invoice and the commercial invoice.

***IMPORTANT NOTE:** When sourcing materials, ensure the materials meet the guidelines as set forth in the General Purchase Order Terms, section 3.4, and certify by filling out the UFLPA Compliance Certificate and submitting it with the Sales Confirmation. The UFLPA Compliance Certificate is located on <https://docs.hobbylobby.com/>.

1. **Product Images:** provide high-resolution product images with product removed from packaging and from all angles (front, back, sides, top, bottom)
2. Cube size, inner pack, and case pack
3. Estimated ship date
4. Color of each item
5. Detailed description per item, required to match the description on the PO (purchase order)
6. Material content per items by percent of total weight
- *Important Note:** Do **not** abbreviate. Do **not** include labor, packaging, or transportation
7. List out [Requirements for Specific Commodities](#) per item, if applicable, in the field labeled “Commodity Information”
8. The quantity and cost per item and the total, including samples and replacement items
9. Vendor name, address, and postal code
10. Manufacturer name, address, and postal code
11. Country of origin per item and marked on each respective item
12. Shipping terms: FOB, FCA, Ex-Works, etc.
13. Unit of currency: USD, euro, Hong Kong dollar, etc.
14. Payment terms: T/T, D/P, or L/C
15. Purchase Order number
16. Net weight, gross weight, and measurements per item
17. If the product is from a GSP country (Generalized System of Preferences) and is eligible for GSP, ensure the below requirements are met:
 - 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. Include the Manufacturer Statement of GSP Declaration with the shipping documents for every GSP eligible shipment.
 - 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.
18. List out all artwork, dyes, molds, tools, engineering work, rebates, discounts, and commissions separately at the bottom of the invoice.
19. If the product is from a United States Mexico-Canada Agreement country (USMCA) and/or is eligible for non-originating Tariff Preferential Treatment (TPL), verify the origin of goods by meeting the below requirements:
 - Include Certificate of Origin with the shipping documents for every eligible shipment.
 - 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. (i.e., 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 prior to the shipment’s arrival at a US port.

Requirements for Specific Commodities

The applicable information outlined below is required to be listed on the sales confirmation / pro forma invoice and the commercial invoice.

Antidumping Duty (ADD)

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

Age Grading

- List the appropriate age for children's products with an age grade testing code or
- Bear the statement "Not intended for use by children"

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

- Completion of the HKC Fish and Wildlife 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
- Pillows: designate fabric construction (woven, knit crocheted) and material content used for the front of the pillow

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

Batteries

- List if the batteries are included or not included with the product; if included, list the type of batteries.

Candles

- SKU Image needs to clearly show the shape of the candle
- State the composition and percentage of all components (i.e., palm oil, paraffin, wick material like cotton, wood, cellulous, etc.)
- Net weight of the candle

Clay

- Specify the type of clay – polymer clay, natural earth clay, stoneware for natural clay pottery

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

Drinkware

- Ceramic Mugs or Cups of Chapter 69:
 - Not including any handles – list the top opening diameter, the bottom diameter, and height of the mug or cup in inches (“
- Double Walled Insulated Drinkware (other than glass):
 - List the capacity of the drinkware (ounces, liters)
 - List if the drinkware has a vacuum seal or no vacuum seal

Food Use / Not for Food Use (required by FDA)

- For round ceramic plates – list the diameter in centimeters (cm)
- Bear the statement for food grade and nonfood grade items made up of any materials:
 - “Food safe”, “Not food safe”, or “wrapped foods only”
- List the FDA registration number of the manufacturer/packer/grower and company name, address, postal code

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.

Furniture

- Seats (chairs, sofas, settees, chaises, etc.) –state the type of frame (wood, metal, etc.) and if upholstered
- Executive/office chairs state if swivel with a variable height adjustment

Glass Perfume Bottles

- List if ground glass stoppers are present

Lined Paper (required for AD/CVD)

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

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

Mirrors (required for AD/CVD scope)

- Dimensions of the reflecting surface in square centimeters (cm²)
- Framed or frameless
- State if the mirror is part of a piece of a bedroom furniture or not
- State if the mirror has LED lighting or not

Oils/Essential Oils (required by USDA)

- List the specific type of oil (i.e., lavender, peppermint, etc., and/or blends of)
- State if the oils are natural or synthetic compounds
 - For natural compounds, list the English common name, the scientific name, and the country of harvest

Sanding Papers (required for AD/CVD)

- Abrasive paper (sand paper, sanding wheels, emery paper, emery boards, etc.):
 - List exact abrasive materials
 - ANSI grit
 - Grain in millimeters (mm)

Paper Boxes (required for AD/CVD)

- Type of paper (paperboard, grey board, corrugated, paper mache, etc.)
 - If two pieces, identify the top and the bottom parts
- State if the box is packaged “flat folded” or “pre-assembled”
- Thickness of paper in millimeters (mm)
- Dimensions of the paper box in the assembled position
 - If two-piece boxes, list size for the top and the bottom parts

Paper Bags (required for AD/CVD)

- List the GSM per paper bag
- Bag dimensions – height, width, and depth in the open position
- Specify and list – if the paper bags are with or without handles
 - Paper bags with handles, list the following:
 - Handle material
 - Handle construction
 - How the handles are secured to the paper bag (i.e., folded tops, tied knots, t-bar aglets)

Paper Clips (required for AD/CVD)

- State if the paper clips are coated or not coated
 - If coated – list the coating materials used on the paper clip

Paper plates (required for AD/CVD)

- Type of paper plate – paperboard or molded pulp
- Depth of paper in inches (“)
- Shape of paper plate – round, rectangle, square, or other
- Size:
 - Round paper plates are required to have the diameter in inches (“)
 - Rectangle, square, and other shapes are required to have the dimensions, L”x D”x W” in inches (“) – this is used to get the square inches in area.

Pens & Markers

- State the tip type of the pens or markers – ball point, felt, porous-tip, etc.

Plastic Sacks, Bags, and Sleeves

- State the type of closure – by using wire coated ties (include the quantity of ties), zipper sealed, or press to seal

Powered Products

- Type of power source (i.e., USB, AC, or Battery Operated)

Printed Matter – Signs, Wall / Table Décor, Plaques

- Specify manufacturing technique – painted, printed, water transfer, silk screen, embossed, engraved, etc.
 - When printed, list the print process for the wording/image on the item (i.e., lithographic / offset, silk screen, water transfer, digital, etc.)
 - For lithographic / offset printed on paper or paperboard, list the combined thickness in millimeters (paper plus material adhered to)
- Specify if printed and adhered or if printed directly on the item
 - If printed and adhered, list the print process specifying the material printed on and how the material is adhered to the item.
 - If printed directly on the item, list the print process specifying the material printed on.
- 3D Printed Matter:
 - Identify the 3D component materials specifying the print process (i.e., 3D part is MDF – print process is direct screen print onto MDF)

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 is tone powder is natural or synthetic
 - For natural stone(s) – list the specific type of stone (i.e., Agate, Amethyst, Jet, Topaz, etc.)
 - For resin in liquid form, list all ingredients with percentages
 - For resin in solid form, list all raw materials that the resin is made from

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
 - For puffy stickers, list if there is foam between the layers or no foam between the layers
- Specify text present or text not present
- Specify if printed with coloration or repetitive design
- Net kilos and square centimeters (cm²) (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

Waxes

- Specify type of wax (i.e., paraffin, palm, soy, bee, silica/silicone, or the specific synthetic man-made material)

Wood / Wooden Products

- Specify type of wood with weight percentage (%)
 - Natural wood
 - List the English common name, the Latin name, the genus and species name, and the country of harvest
 - Composite wood
 - List the type of man-made wood – MDF, tMDF, Particle Wood, OSB, HWPLW

Wood Boxes

- State if the box is unlined or lined
 - If lined, list the raw materials used to line the box

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:

Chapter 48 – Paper & Paperboard	Chapter 50 – Woven Fabric of Silk
Chapter 51 – Woven Fabric of Weed, Animal Hair	Chapter 52 – Woven Fabric of Cotton
Chapter 53 – Woven Fabric of Vegetable Textile Fibers and Paper Yarn	Chapter 54 – Woven Fabric of Manmade Filaments
Chapter 55 – Woven Fabric of Manmade Staple Fibers	Chapter 56 – Wadding, Felt & Non-Wovens
Chapter 57 – Carpets & Other Textile Floor Coverings	Chapter 58 – Special Woven Fabric
Chapter 59 – Impregnated, Coated, Covered or Laminated Textile Fabrics	Chapter 60 – Knitted or Crocheted Fabric
Aluminum Extrusions Detail Sheet	Cord/Rope/Twine
Detail Sheet 91 – Clocks, Watches & Timers	Footwear
Magnet	Nail
Pencil Detail Sheet	Ribbon and Trim
Section 232 Aluminum Detail Sheet	Section 232 Copper Detail Sheet
Section 232 Iron/Steel Detail Sheet	Wire
Yarn	