

## Sales Confirmation & Commercial Invoice

Vendors must complete both the Sales Confirmation and Commercial Invoice online at [OOCL Vendor Podium](#). Outlined below is the information that must be included on the digitized Sales Confirmation and 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. **Exporter/Shipper:** Company name, address, country, postal code, phone and email
2. **Importer:** Company name, address, country, postal code, phone, email, and receiving buying department name.
3. **Manufacturer:** Company name, address, country, and postal code listed for each item.
4. **Shipping terms:** FOB, FCA, Ex-Works, etc.
5. **Estimated Ship Window:** Clearly display both the First Ship Date and the Cancel Date on the sales confirmation.
6. **Origin:** List the country where each product was manufactured, produced, or grown and marked on each respective item.
7. **Packaging:** List the exact cube size, inner pack and case pack
8. **Description:** List a good description that clearly conveys the product's features.
9. **Item Number:** List the Hobby Lobby/Mardel SKU number to identify a particular item.
10. **Item Dimensions:** List the relevant measurements (e.g., length, width, height, depth, or diameter) in inches, centimeters, or millimeters. Please use the standard format: Length × Width × Height.
11. **Item Color:** Specify the primary color or detailed color description of the item.
12. **Net weight:** List the total weight of the product in kilograms (kg), excluding all packaging materials.
13. **Gross Weight:** Total packed weight of the product, including all protective and shipping materials, in kilograms (kg).
14. **Unit of measure:** Specify how each line item is counted or measured (e.g., each, pair, set, linear foot, pound, liter, or gallon).
15. **Quantity:** Include the exact quantity for every line item.
16. **Pricing:** Individual item cost and total amount.
17. **Material Content:** Break down all parts and ingredients by weight percentage (must total 100%). Do not use abbreviations. Exclude labor, packaging, and shipping.
18. **Commodity Information:** List all necessary information for each line item. Ensure compliance with the [Requirements for Specific Commodities](#), as further documentation may be requested.
19. **Currency Code:** Indicate the correct ISO 4217 Currency Code for the region. Place the appropriate regional symbol before the numerical amount, and the 3-letter code after it (e.g., \$100 USD, €100 EUR, HK\$50 HKD)
20. **Payment terms:** State the exact method (e.g., T/T, D/P, or L/C).
21. **Purchase Order:** List all corresponding PO numbers.
22. **Remarks:** Include comprehensive line-item details. List and price all artwork, tooling (dyes, molds, tools), and engineering work individually. All rebates, discounts, and commissions must also be separated and totaled at the bottom of the invoice.

## Free Trade Agreements (FTAs) and Tariff Preference Levels (TPLS)

To qualify for preferential duty under Free Trade Agreements (FTA) or Tariff Preference Levels (TPL), your Sales Confirmation and Commercial Invoice must include specific Certifications of Origin and the required Minimum Data Elements.

### Free Trade Agreements (FTA)

- **Required Certification Statement:** You must include the exact below on your sales confirmation:  
*"I certify that the goods described in this document qualify as originating and the information contained in this document is true and accurate. I assume responsibility for proving such representations."*
- **Documentation Requirement:** Submit the FTA Certificate of Origin alongside the commercial invoice to claim free duty.

### Tariff Preference Levels (TPL)

TPLs are special quota provisions that allow specific non-originating textile and apparel goods to receive preferential tariff rates. Because these are non-originating, you cannot certify them on a regular FTA Certificate of Origin; instead, they require a Certificate of Eligibility or specific invoice declaration.

- **Required Certification Statement:** You must include the exact below on your sales confirmation:  
*"I certify that the goods described in this document comply with the conditions for special tariff treatment under the Tariff Preference Level (TPL) provisions."*
- **Documentation Requirement:**
  - **Exporter's Certificate of Non-Originating Textile Goods:** This must be provided by your fabric supplier alongside your commercial invoice to obtain a TPL quota permit.
  - **Invoice References:** The certificate of eligibility or declaration must cross-reference the commercial invoice number.

## GSP country (Generalized System of Preferences)

If the product is from a GSP country (Generalized System of Preferences) and is eligible for GSP, ensure the below requirements are met:

- **Documentation Requirement:** Include the Manufacturer Statement of GSP Declaration with the shipping documents for every GSP eligible shipment.
- **Mandatory GSP Declaration:** You must print and include the exact statement below on your commercial documentation for every eligible shipment:  
*"(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."*
- 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.

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.

## Antidumping and Countervailing (AD/CVD)

*Requirements (including, but not limited to)*

- **Exact Material Composition & End-Use:** Please list the exact chemical/material makeup (e.g., carbon steel, alloy, specific plastics) and the product's intended end-use. This is critical for exact classification.
- **Technical Specifications:** Attach detailed product data sheets, technical drawings, or manufacturing specifications for our review.
- **Complete Party Information:** For all manufactured goods, please clearly identify the final Manufacturer and Exporter with their full company name, physical address, and postal code.
- **Scope Exemption Statement:** If your product falls under an HTS code that *may* be subject to AD/CVD but is technically out-of-scope, you should include a written disclaimer on the sales confirmation and commercial invoice detailing exactly why the product is exempt or excluded.

*Why this matters: Accurate and detailed documentation ensures our products are not subject to unwarranted AD/CVD assessments or supply chain delays.*

### Requirements for Specific Commodities

#### 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"

#### Aluminum Disposable Containers (required for AD/CVD and HTS code)

*Provide the exact physical attributes of your disposable aluminum containers merchandise*

- Clearly state the primary material used
- Container attribute: e.g, rectangular/oblong, round, compartment trays
- Container dimensions in inches
- Container thickness in millimeters (mm)
- Are compatible lids included? E.g, plastic dome, foil lids, paper board lids
- **Manufacturer:** Full company name and facility address.
- **Country of Origin:** The country where the sheets of paper were manufactured.
- **Processing Routing:** Note if the item undergoes any additional processing in a third country prior to U.S. importation.

#### 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 Images provided to the buyer need 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.

## **General Seating and Office Chairs (required for AD/CVD scope and HTS code)**

*For each seating item, please provide:*

- List the exact material of the base and the frame (e.g., solid wood, engineered wood, bamboo, teak, rattan, steel, aluminum, plastic).
- Must state if the chair is fully or partially upholstered. If upholstered, list the material (e.g., leather, fabric, vinyl).
- Clearly state if the seat features a swivel mechanism.
- Clearly state if the chair has a variable height adjustment (gas lift) feature.
- Clearly state if the chair is designed for children's use, office use, or household use.

## **Glass Perfume Bottles (required for HTS code)**

- List if ground glass stoppers are present

## **Lined Paper (required for AD/CVD scope)**

*Provide the exact physical attributes of your lined paper merchandise*

- **Item Description:** Provide the product description (e.g., A wire-bound, 100-page journal with specific date headers, intended for daily personal use).
- **Paper Type:** Specify if the pages are [Lined] or [Unlined].
- **Page Dimensions:** Width × Height in inches (exclude cover and backing).
- **Binding Material:** (e.g., Metal spiral, plastic coil, twin-wire, or glued spine)
- **Backing:** (For notepads) Does the product have a front cover?

## **Mirrors (required for AD/CVD scope and HTS code)**

- Dimensions of the reflecting surface in square centimeters (cm<sup>2</sup>)
- 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 and HTS code)**

- Type of paper (paperboard, grey board, corrugated, paper mâché, 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)**

*Provide the exact physical attributes of your paper plate merchandise*

- Clearly state the primary material used: (paperboard or thermoformed paper)
- Provide measurements in inches based on the plate's specific shape:
  - **Round Plates:** List the diameter.
  - **Rectangular/Square Plates/Other Shapes (e.g., trays, boats, bowls, or cut-to-shape):** List the base dimensions (Length xWidth) or total base area square inches.
  - Measure and list the total vertical depth in inches. **How to measure:** Measure vertically from the base of the item up to the top of the lip (or to the edge if no lip exists).
- **Manufacturer:** Full company name and facility address.
- **Country of Origin:** The country where the sheets of paper were manufactured.
- **Processing Routing:** Note if the item undergoes any additional processing in a third country prior to U.S. importation.

### **Pens & Markers**

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

### **Plastic Sacks, Bags, and Sleeves**

- Polymer type: identify the exact plastic materials used.
- Note if the bag is designed for storage, transport, or retail.
- Note if the bag is insulated cooler meant specifically to maintain food and drink.
- Material composition: Detail whether the exterior is made of solid plastic, plastic sheeting, coated textile materials.
- Closure type: tell us if the bag/sack incorporates a top closure, zipper sealed, press to seal or wire coated ties (include the quantity of ties)

## **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 Articles**

- **State the exact percentage composition** of all materials in the product.
  - **Classify the stone powder** as either natural or synthetic:
    - *Natural*: State that is natural and list the exact crushed rock or stone used.
    - *Synthetic*: State that it is synthetic and list the exact materials.
  - **Disclose the resin composition**:
    - *Liquid resin*: List all individual ingredients alongside their exact percentages.
    - *Solid resin*: List all raw materials used to manufacture the resin.

## **Shadow Boxes**

- Specify if it is filled with ornamental items

## **Stickers**

*Please ensure the following details are provided for every sticker*

- **Material Type**: All materials e.g., Uncoated Paper, Vinyl, PET, Felt, Wood, Gems, Glitter etc.
- **Structure**: Specify how the sticker is made e.g., Textile, Flat, Puffy / 3-Dimensional
- **Layering (For 3-D/Puffy)**: Specify, Foam core layer present / No foam core.
- **Graphic Elements**: e.g., Full-color motifs, Lettering/Typography, Solid coloration only
- **Design Profile / Layout**: e.g., Cut-to-shape, Die-cut, Kiss-cut, or Rectangular
- **Visual Pattern**: e.g., Repetitive design, Continuous pattern, or Unique/Individual motif
- **Print Method**: Specify method, e.g., Offset lithography, Digital toner, Screen printing, or Letterpress
- **Ink/Color Application**: [e.g., CMYK, Spot colors, or Metallic inks]
- **Applied Surface**: Specify the exact material the print is applied on
- **Total Thickness**: Facestock + Adhesive
- **Coverage Area**: Total surface area in square centimeters (cm<sup>2</sup>)
- **Net Weight (Net Kilos/Kilograms)**: Exact weight of the stickers itself.

## **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
Chapter 70 – Sheets of Glass, Profile Shapes, & Mirrors from Fused Silica or Quarts	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