

eTRF Hobby Lobby & BV OneSource Connect Instructions

HOBBY LOBBY
Mardel



BUREAU
VERITAS



eTRF Hobby Lobby/Mardel Guidelines And Vendor Responsibilities



Prior to completing the eTRF (electronic Testing Request Form) on OneSource Connect, Hobby Lobby vendors must create and submit the SC (Sales Confirmation) at [OOCL Vendor Podium](#). Refer to the *OOCL Vendor Podium Guide* posted at [Vendor Documents](#).

GUIDELINES & RESPONSIBILITIES:

--Allow 24 hours for system refresh after the SC is submitted on Vendor Podium before attempting to complete the eTRF on OneSource Connect.

--A single eTRF may contain multiple SKUs from the same factory, but each factory must have a separate eTRF.

--Vendors must enter the Supplier ID¹ and the Testing Required Protocol² on the eTRF as it appears on the Hobby Lobby/Mardel PO.

1 **Salesman:** First and Last Name
Email: Salesman email
Phone: Salesman phone
Supplier ID: 1234
Vendor: Name DISTRIBUTING INC

Pmt. Terms: NET 30

2

SKU #	DESCRIPTION	SIZE
6276083	B/O LED PLSTC CANDLE LAMP-2PK	INDOOR ONLY
VENDOR#: ES60-218	1ST COST: \$.970	EXT COST: \$58,200.000
QTY: 60000	U/M: EA	INRNR: INPK: CSPK: 48
DEPT: CHRISTMAS	CAT: CHRISTMAS LIGHTS & ACCESSORIES	CASE QTY: 1250
PREPRICED NOTE:	PRE-PRICE \$3.99, DATE CODE - CHRISTMAS LIGHTS AND	SUB: CANDLE LAMP
PACKAGE NOTE:	ACCESSORIES 2025	
Testing Required:	- PROTOCOL: EL-910-US-HB PRIMARY BATTERY POWERED PRODUCT	
Label(s) Required:	- INSTRUCTION INSERTS OR MANUALS PROVIDED WITH PRODUCTS SHALL INCLUDE BATTERY INSTRUCTIONS AND ALL APPLICABLE BATTERY WARNINGS FOR THE PRODUCT.	
5747027	B/O LED PLSTC CANDLE LAMP-2PK	INDOOR ONLY
VENDOR#: ES60-219	1ST COST: \$.970	EXT COST: \$48,236.160
QTY: 49728	U/M: EA	INRNR: INPK: CSPK: 48
DEPT: CHRISTMAS	CAT: CHRISTMAS LIGHTS & ACCESSORIES	CASE QTY: 1036
PREPRICED NOTE:	PRE-PRICE \$3.99, DATE CODE - CHRISTMAS LIGHTS AND	SUB: CANDLE LAMP
PACKAGE NOTE:	ACCESSORIES 2025	
Testing Required:	- PROTOCOL: EL-910-US-HB PRIMARY BATTERY POWERED PRODUCT	



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How to fill eTRF based on the new efilng setup



TRF FORM SELECTION



Home > Request Service...

Request Testing

Select Form

1 * Form Type

☒ Client Specific Form ☐ BV Generic form

2 * Retailer/Buyer

HOBBY LOBBY STORES, INC.
MARDEL INC.

3 * Lab Location

SHENZHEN - China

4 * Product Line

HARDLINES

☐ I don't want to receive Test Sample acknowledge notification

* Test Sample Recipient (Select valid email after typing, please do not press Space or Enter to separate multiple email addresses)

ho-yin.lee@bureauveritas.com x

Please fill out those fields with the red asterisk (*) signs. They are mandatory fields

1. Form Type: Choose “**Client Specific Form**”
2. Retailer/Buyer: Choose **Hobby Lobby or Mardel**.
3. Lab Location: Choose the Lab for arrange the testing.
4. Product Line: Choose the Product Line based on the submitted sample type. (Hardlines, Toy/Juvenile, Electrical or Softline)

TRF FORM SELECTION



(Continued)

5. Country of Destination: Choose **United States**
6. Supplier ID: User will enter **Supplier ID**, then **Vendor/Supplier Name** will be auto populated
7. Factory Name: List of **Factory Name** will be populated based on Vendor ID provided by the user. Factory ID will be auto populated
8. Testing Products: User will enter **Style No. then Sample Description** will be auto populated
9. Request From: Choose **HOBBY LOBBY TEST REQUEST FORM**
10. Press **Next** to process OR **Cancel** to return.
Any of the information auto populated, user should not be allowed to update the information.



COMPLETING DATA FIELDS

Request Testing

General Information

Edit

Retailer/Buyer

HOBBY LOBBY STORES, INC.

Lab Location

SHENZHEN - China

Request Form

HOBBY LOBBY TEST REQUEST FORM

GENERAL INFORMATION

10

* SERVICE REQUIRED

☒ REGULAR (5 - 7 working days)
 ☐ EXPRESS (40% surcharge) (3 working days)
 ☐ SHUTTLE (100% surcharge) (24 hours)

* Hobby Lobby will only pay test charges at Regular service rate

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REQUEST FOR QUOTATION

☒ Yes
 ☐ No

If already quoted, please kindly specify (Quotation no.)

10. Service Required: **Regular, Express or Shuttle**

11. Request for Quotation: Yes or No

COMPLETING DATA FIELDS

A screenshot of the 'APPLICANT INFORMATION' form in the OneSource Connect system. The form is divided into several sections with mandatory fields marked by a red asterisk (*). The left sidebar contains navigation links: Home, Request Service Now, Track Service, BVe3, and Approvals. The form fields include: Applicant (Demo Company), Contact Person (Vendor Hobby Lobby(UAT)), Telephone (59480911), Fax (empty), Email (@bureauveritas.com), Address (Floor, Building, Hongchuan Science and Technology Center, Longhua District Shenzhen, Guangdong Province, China), Billing to (Hobby Lobby Stores Inc. selected), H.K.C. Merchant Contact (Product Compliance), Email (ProductComplianceDept@hkconnections.com.hk), Telephone (2710 3489), Fax (empty), and Address (30/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon, HK). A red text annotation 'HKC information required for HKC vendors' is placed over the H.K.C. Merchant Contact and Email fields.

Connect

Home
Request Service Now
Track Service
BVe3
Approvals

APPLICANT INFORMATION

* Applicant: Demo Company

* Contact Person: Vendor Hobby Lobby(UAT)

* Telephone: 59480911

Fax:

* Email: @bureauveritas.com

* Address: Floor, Building, Hongchuan Science and Technology Center, Longhua District Shenzhen, Guangdong Province, China

* Billing to:
☒ Hobby Lobby Stores Inc. ☐ Applicant
☐ Other, please specify

HKC information required for HKC vendors

H.K.C. Merchant Contact: Product Compliance

Email: ProductComplianceDept@hkconnections.com.hk

Telephone: 2710 3489

Fax:

* Address: 30/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon, HK.

Applicant Information: Fill out those fields with the red asterisk (*) signs. They are mandatory fields
(The Field of "Fax" will be removed in the final)

COMPLETING DATA FIELDS



OneSource
Connect

[Home](#)
[Request Service Now](#)
[Track Service](#)
[BVe3](#)
[Approvals](#)

VENDOR/SUPPLIER INFORMATION

* Supplier ID

####

* Supplier Name

Test Vendor/Supplier Name

* Contact Person

Mr.

* Telephone

12345678

Fax

* Email

xxxxxxx@gmail.com

* Address

Floor, Building , Hongchuang Science and Technology Center, Longhua District Shenzhen, Guangdong Province, China

* City

Hong Kong

State/Province

Postal Code

* Country

CHINA

Supplier ID, Vendor/Supplier Name will be auto populated

Vendor/Supplier Information: Information: Fill out those fields with the **red asterisk (*) signs**. They are mandatory fields (The Field of “Fax” will be removed in the final)

Any of the information auto populated, user should not be allowed to update the information.

COMPLETING DATA FIELDS



[Home](#)
[Request Service Now](#)
[Track Service](#)
[BVe3](#)
[Approvals](#)

FACTORY INFORMATION

* Factory ID

####

* Factory Name

MIDO 4 Manufacturer

* Contact Person

Mr.

* Telephone

12345678

* Email

xxxxxxx@gmail.com

* Address

Way Building, Suit

* City

NINGBO, CHINA

* State/Province

Zhejiang Province

* Postal Code

322000

* Country

China

Factory ID, Factory Name, address, City, State/ Province, Postal Code, Country will be auto populated

Factory Information: Fill out those fields with the **red asterisk (*) signs**. They are mandatory fields

Any of the information auto populated, user should not be allowed to update the information.

COMPLETING DATA FIELDS



OneSource
Connect

SAMPLE INFORMATION

<

Sample Description, Style No will be auto populated

Sample Information: Information: Fill out those fields with the red asterisk (*) signs. They are mandatory fields

Any of the information auto populated, user should not be allowed to update the information.

COMPLETING THE REQUEST



Request Testing



Testing submitted !

Order No. **TC06013613**

Share order

Track Order

Download PDF

ⓘ Notification:

Depending on the program setup, you may or may not be allowed to edit or cancel the booking. If you need assistance, please reach out by email to your regular customer service contact points.

Click 'Download order' to download the completed form in pdf
Click 'Share order' to share the completed form to another

Click 'Track your service' to go to Track Service page