

# eTRF Hobby Lobby & BV OneSource Connect Instructions

**HOBBY LOBBY**  
*Mardel*



BUREAU  
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# eTRF Hobby Lobby 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 ID on the eTRF as it appears on the Hobby Lobby PO.

	<b>Buyer:</b> Buyer Name <b>Email:</b> Buyer Email <b>Phone:</b> (405)745-1100	<b>Ship To:</b> HOBBY LOBBY INC. WAREHOUSE 3701 S. MACARTHUR BLVD OKLAHOMA CITY, OK 73179	<b>Bill To:</b> HOBBY LOBBY STORES INC. 7707 S.W. 44TH STREET OKLAHOMA CITY, OK 73179	<b>Salesman:</b> First and Last Name <b>Email:</b> Salesman email <b>Phone:</b> Salesman phone <b>Supplier ID:</b> 1234	<b>Vendor:</b> Name DISTRIBUTING INC
	<b>PO Type:</b> HLDOM	<b>Ship Via:</b> <b>Port City:</b>	<b>Ship Terms:</b> <b>Port Country:</b>	<b>Freight Policy:</b> BACKHAUL	<b>Pmt. Terms:</b> NET 30
<b>Purchase Order#:</b>	<b>Order Date:</b> 02/20/2026	<b>Ship Date:</b> 02/27/2026	<b>Cancel Date:</b> 03/06/2026	<b>*VENDOR COPY*</b>	



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# How to fill eTRF based on the new eFiling setup



# TRF FORM SELECTION



Home > Request Service...

English | DC Demo Comp... | vendor.hobby\_lobby@qq.com

## Request Testing

### Select Form

**1** \* Form Type

Client Specific Form  BV Generic form

**2** \* Retailer/Buyer

HOBBY LOBBY STORES, INC.

**3** \* Lab Location

SHENZHEN - China

**4** \* Product Line

HARDLINES

I don't want to receive Test Sample acknowledge notification

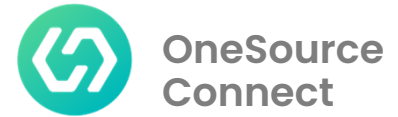
\* Test Sample Recipient (Select valid email after typing, please do not press Space or Enter to separate multiple email addresses)

ho-yin.lee@bureauveritas.com

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 Stores, INC.**
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

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**GENERAL INFORMATION**

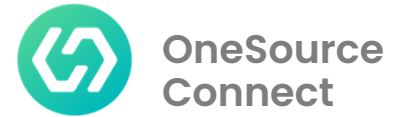
**10**  
\* SERVICE REQUIRED  
 REGULAR (5 - 7 working days)  EXPRESS (40% surcharge) (3 working days)  SHUTTLE (100% surcharge) (24 hours)  
\* Hobby Lobby will only pay test charges at Regular service rate

**11**  
REQUEST FOR QUOTATION If already quoted, please kindly specify (Quotation no.)

Yes  No

- 10. Service Required: **Regular, Express or Shuttle**
- 11. Request for Quotation: Yes or No

# COMPLETING DATA 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 , Hongchuang 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

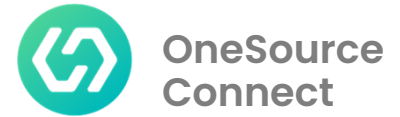
Telephone: 2710 3489

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



The screenshot shows a web application interface with a dark sidebar on the left and a main content area. The sidebar contains navigation links: Home, Request Service Now (highlighted in blue), Track Service, BVe3, and Approvals. The main content area is titled 'VENDOR/SUPPLIER INFORMATION' and contains a form with the following fields:

- \* Supplier ID**: A text input field containing '####'.
- \* Supplier Name**: A text input field containing 'Test Vendor/Supplier Name'.
- \* Contact Person**: A text input field containing 'Mr.'.
- \* Telephone**: A text input field containing '12345678'.
- Fax**: An empty text input field.
- \* Email**: A text input field containing 'xxxxxxx@gmail.com'.
- \* Address**: A text input field containing 'Floor, Building , Hongchuang Science and Technology Center, Longhua District Shenzhen, Guangdong Province, China'.
- \* City**: A text input field containing 'Hong Kong'.
- State/Province**: An empty text input field.
- Postal Code**: An empty text input field.
- \* Country**: A dropdown menu with 'CHINA' selected.

**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

A screenshot of a web application interface. On the left is a dark blue sidebar with navigation links: 'Home', 'Request Service Now', 'Track Service', 'BVe3', and 'Approvals'. The main content area is titled 'FACTORY INFORMATION' and contains several input fields, each with a red asterisk indicating it is mandatory. The fields are: 'Factory ID' (value: #####), 'Factory Name' (value: MIDO 4 Manufacturer), 'Contact Person' (value: Mr.), 'Telephone' (value: 12345678), 'Email' (value: xxxxxx@gmail.com), 'Address' (value: Way Building, Suit), 'City' (value: NINGBO, CHINA), 'State/Province' (value: Zhejiang Province), 'Postal Code' (value: 322000), and 'Country' (value: China).

Field	Value
* Factory ID	#####
* Factory Name	MIDO 4 Manufacturer
* Contact Person	Mr.
* Telephone	12345678
* Email	xxxxxx@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



**SAMPLE INFORMATION**

* Sample Description PRESS & SPIN TOY	* Style Division HOBBY LOBBY	
* Style No 2542967	* Color(s) Submitted Blue	* Po No
* Quantity 10	* Country of Origin CHINA	* Country of Destination UNITED STATES
Date of Manufacture(MM/YYYY) 06/2026	* Shipment Date 06/2026	* Retest <input type="radio"/> Yes <input checked="" type="radio"/> No
* Composite Test <input checked="" type="radio"/> Yes <input type="radio"/> No	* Age Grade <input checked="" type="radio"/> Adult <input type="radio"/> Children <input type="radio"/> State Age Grade use for testing <input type="radio"/> Age Grade To Be Determined by Lab Labeled Age Grade will be used for testing if no instruction is given	

**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