

HOBBY LOBBY STORES, INC.  
7707 S.W. 44TH, OKC, OK 73179

HEMISPHERES  
7707 S. W. 44<sup>th</sup>, OKC, OK 73179

CRAFTS, ETC! LTD.  
7717 S.W. 44<sup>th</sup>, OKC, OK 73179

MARDEL, INC.  
7727 S.W. 44<sup>th</sup>, OKC, OK 73179

## INSTRUCTION SHEET FOR INTERNATIONAL D/P ORDERS

Upon presentation of required documents to your bank who will forward to our bank, Hong Kong And Shanghai Banking Corp., Level 14, HSBC Building Mongkok, 673 Nathan Road, Mong Kok, Kowloon, Hong Kong, Attn: Trade Solutions Division, we will release the funds for payment to your bank. . **Vendor is responsible for all bank fees.**

**\*\*\*NOTE: All documents submitted to OOCL Logistics MUST BE IDENTICAL to the documents that are submitted to the bank for payment**

### REQUIRED DOCUMENTS FOR THE BANK

1. Two copies of the signed Commercial Invoice in English with full item description, including the Hobby Lobby item number.  
Invoice must:
  - a. Certify that merchandise is "Made in (Country)" and each item is marked individually with country of origin
  - b. Invoice must show the manufacturer's name and address
  - c. Invoice must state material content of each item
  - d. Invoice must state Shipping Terms (FOB, FCA, Ex-Works, etc)
  - e. If GSP eligible, Invoice must state "This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please give a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process."
2. A copy of the original Packing List
3. A copy of the Fish & Wildlife Cert., if required
4. A Forwarders Cargo Receipt (FCR) marked original upper corner signed and issued by OOCL Logistics
5. A non-negotiable copy of a Sea Waybill of Lading consigned to Hobby Lobby Stores, Inc. **and/or** the Affiliated Company marked freight collects (**Proofread copies not accepted**)
6. Purchase Order Number and Invoice Number **must** be on all documents!
7. Shipper's name on commercial documents must match the name on the purchase order. If different, a written explanation must accompany the documents.
8. A beneficiary statement required on wood packaging material stating "Any wood packaging materials are in compliance with IPPC standards. Check U.S. requirements at [www.aphis.usda.gov](http://www.aphis.usda.gov)." Any fees associated with a violation of these standards are at the cost of the supplier.

### REQUIRED DOCUMENTS TO BE SENT TO OOCL LOGISTICS

1. Signed Commercial Invoice in English, an original and 1 copy with full item description.  
Invoice must:
  - a. Certify that merchandise is "**Made in (Country)**" and each item is marked individually with country of origin
  - b. Invoice must show the manufacturer's name and address
  - c. Invoice must state material content of each item
  - d. Invoice show Shipping Terms and reflect the P.O. and Invoice Number
  - e. If GSP eligible, Invoice must state "This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please give a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process."
2. Packing List, an original and 1 copy
3. Fish & Wildlife, trademark and/or copyright agreement, if required
4. Fabric detail sheet on textiles **REQUIRED**
5. Samples of ribbon and trim **MUST ACCOMPANY** documents
6. A beneficiary statement required on wood packaging material stating "Any wood packaging materials are in compliance with IPPC standards. Check U.S. requirements at [www.aphis.usda.gov](http://www.aphis.usda.gov)." Any fees associated with a violation of these standards are at the cost of the supplier.

HOBBY LOBBY STORES, INC.  
7707 S.W. 44TH, OKC, OK 73179

HEMISPHERES  
7707 S. W. 44<sup>th</sup>, OKC, OK 73179

CRAFTS, ETC! LTD.  
7717 S.W. 44<sup>th</sup>, OKC, OK 73179

MARDEL, INC.  
7727 S. W. 44<sup>th</sup>, OKC, OK 73179

## INSTRUCTION SHEET FOR INTERNATIONAL T/T (Bank Wire) and CHECK ORDERS

Payment will be made upon receipt of a full set of documents for ocean/air E-Mailed in PDF format to our office along with a COVER LETTER REQUESTING payment with current banking information to include bank name, address, account number, swift address, contact name and e-mail address.

(If European company, please include IBAN Account information to include country code, branch code, and the account number) Attn: Vikki Chansombat – E-Mail: [vikki.chansombat@hobbylobby.com](mailto:vikki.chansombat@hobbylobby.com) or Attn: Rene' Harris – E-Mail: [rene.harris@hobbylobby.com](mailto:rene.harris@hobbylobby.com). You must advise the beneficiary name and full address.

Vendor is responsible for all bank fees.

**\*\*\*\*\*NOTE:** *All documents submitted to OOCL Logistics MUST BE IDENTICAL to the documents that are submitted to the Hobby Lobby payment coordinator and include purchase order number and same Invoice number. Invoice numbers CANNOT BE USED MORE THAN ONCE.*

### **A. REQUIRED DOCUMENTS – (FOR PAYMENT PURPOSES ONLY)**

1. Request for PAYMENT cover letter (**Separate PDF format attachment**)
2. Copy of the signed Comm. Invoice in English with full item description, including the Hobby Lobby item number. (Separate PDF format attachment)  
Invoice must:
  - a. Certify that merchandise is "Made in (Country)" and each item is marked individually with country of origin
  - b. Invoice must show the manufacturer's name and address
  - c. Invoice must state material content of each item
  - d. Invoice must state Shipping Terms (FOB, FCA, Ex-Works, etc) port of shipment.
  - e. If GSP eligible, Invoice must state "This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please give a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process."

### **ALL DOCUMENTS BELOW GROUPED IN SEPARATE PDF FORMAT ATTACHMENT**

3. A copy of the original Packing List
4. A copy of the Fish & Wildlife Cert., if required
5. A Forwarders Cargo Receipt (FCR) marked original upper corner signed and issued by OOCL Logistics
6. A non-negotiable copy of a seaway bill of lading consigned to Hobby Lobby Stores, Inc. **and/or** the Affiliated Company marked freight collect (Proofread copies not accepted)
7. A beneficiary statement required on wood packaging material stating "Any wood packaging materials are in compliance with IPPC standards. Check U.S. requirements at [www.aphis.usda.gov](http://www.aphis.usda.gov)." Any fees associated with a violation of these standards are at the cost of the supplier.
9. Shipper's name on commercial documents must match the name on the purchase order. If different, a written explanation must accompany the documents.

### **B. REQUIRED DOCUMENTS TO BE SENT TO OOCL LOGISTICS FOR EACH SHIPMENT**

1. Signed Commercial Invoice in English, an original and 1 copy with full item description.  
Invoice must:
  - a. Certify that merchandise is "Made in (Country)" and each item is marked individually with country of origin
  - b. Invoice must show the manufacturer's name and address
  - c. Invoice must state material content of each item
  - d. Invoice show Shipping Terms and reflect the P.O. and Invoice Number
  - e. If GSP eligible, Invoice must state "This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please give a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process."
2. Packing List, an original and 1 copy
3. Fish & Wildlife, trademark and/or copyright agreement, if required
4. Fabric detail sheet on textiles REQUIRED
5. Samples of ribbon and trim MUST ACCOMPANY documents
6. A beneficiary statement required on wood packaging material stating "Any wood packaging materials are in compliance with IPPC standards. Check U.S. requirements at [www.aphis.usda.gov](http://www.aphis.usda.gov)." Any fees associated with a violation of these standards are at the cost of the supplier

Revised 08/16/11

HOBBY LOBBY STORES, INC.  
7707 S.W. 44TH, OKC, OK 73179

HEMISPHERES  
7707 S.W. 44TH, OKC, OK 73179

CRAFTS, ETC! LTD.  
7717 S.W. 44th, OKC, OK 73179

MARDEL, INC.  
7727 S.W. 44<sup>th</sup>, OKC, OK 73179

## INSTRUCTION SHEET FOR INTERNATIONAL T/T (Bank Wire) and CHECK ORDERS

### **TRUCKED SHIPMENTS**

Payment will be made upon receipt of a full set of documents for ocean or air e-mailed to our offices along with a **COVER LETTER REQUESTING** payment with current banking information to include bank name, address, account number, swift address, contact name and e-mail address. (If European company, please include IBAN Account information to include country code, branch code, and the account number) **Attn: Vikki Chansombat – E-Mail: [vikki.chansombat@hobbylobby.com](mailto:vikki.chansombat@hobbylobby.com) or Attn: Rene' Harris – E-Mail: [rene.harris@hobbylobby.com](mailto:rene.harris@hobbylobby.com)**. You must advise the beneficiary name and full address.

**Vendor is responsible for all bank fees**

**\*\*\*NOTE:** *All documents submitted to the customs broker MUST BE IDENTICAL to the documents that are submitted to the bank for payment*

### **REQUIRED DOCUMENTS TO BE SENT TO HOBBY LOBBY**

1. Request for PAYMENT cover letter.
2. An original signed Commercial Invoice in English with full item description, including the Hobby Lobby item number. Invoice must:
  - a. Certify that merchandise is "Made in (Country)" and each item is marked individually with country of origin
  - b. Invoice must show the manufacturer's name and address
  - c. Invoice must state material content of each item
  - d. Purchase Order Number and Invoice Number **must** be on all documents!
  - e. Invoice must state Shipping Terms (FOB, FCA, Ex-Works, etc)
  - f. If GSP eligible, Invoice must state "This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please give a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process."
3. An original Packing List
4. Trademark and or copyright agreement, if required
5. Fabric detail sheet on textiles
6. Samples of ribbon and trim **MUST ACCOMPANY** documents
7. Truck bill of lading
8. An original NAFTA Certificate for all Mexican/Canadian origin shipments
9. Shipper's name on commercial documents must match the name on the purchase order. If different, a written explanation must accompany the documents.
10. A beneficiary statement required on wood packaging material stating "Any wood packaging materials are in compliance with IPPC standards. Check U.S. requirements at [www.aphis.usda.gov](http://www.aphis.usda.gov)." Any fees associated with a violation of these standards are at the cost of the supplier.

HOBBY LOBBY STORES, INC.  
7707 S.W. 44TH, OKC, OK 73179

HEMISPHERES  
7707 S. W. 44<sup>th</sup>, OKC, OK 73179

CRAFTS, ETC! LTD.  
7717 S.W. 44th, OKC, OK 73179

MARDEL, INC.  
7727 S. W. 44<sup>th</sup>, OKC, OK 73179

### INSTRUCTION SHEET FOR INTERNATIONAL EX-WORKS D/P ORDERS

Upon presentation of required documents to your bank who will forward to our bank, Hong Kong And Shanghai Banking Corp., Level 14, HSBC Building Mongkok, 673 Nathan Road, Mong Kok, Kowloon, Hong Kong, Attn: Trade Solutions Division, we will release the funds for payment to your bank. **Vendor is responsible for all bank fees.**

**\*\*\*NOTE: All documents submitted to Savino del Bene MUST BE IDENTICAL to the documents that are submitted to the bank for payment**

#### **REQUIRED DOCUMENTS FOR THE BANK**

1. Two copies of the signed Commercial Invoice in English with full item description, including the Hobby Lobby item number.  
Invoice must:
  - a. Certify that merchandise is "Made in (Country)" and each item is marked individually with country of origin
  - b. Invoice must show the manufacturer's name and address
  - c. Invoice must state material content of each item
  - d. Invoice must state Shipping Terms (FOB, FCA, Ex-Works, etc)
  - e. If GSP eligible, Invoice must state "This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please give a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process."
2. A copy of the original Packing List
3. A copy of the Fish & Wildlife Cert., if required
4. An original Forwarders Cargo Receipt (FCR) signed and issued by Savino del Bene
5. A non-negotiable copy of a bill of lading consigned to Hobby Lobby Stores, Inc. **and/or** the Affiliated Company marked freight collect
7. Purchase Order Number and Invoice Number **must** be on all documents!
8. Shipper's name on commercial documents must match the name on the purchase order. If different, a written explanation must accompany the documents.
9. A beneficiary statement required on wood packaging material stating "Any wood packaging materials are in compliance with IPPC standards. Check U.S. requirements at [www.aphis.usda.gov](http://www.aphis.usda.gov)." Any fees associated with a violation of these standards are at the cost of the supplier.

#### **REQUIRED DOCUMENTS TO BE SENT TO SAVINO DEL BENE**

1. Signed Commercial Invoice in English, an original and 1 copy with full item description.  
Invoice must:
  - a. Certify that merchandise is "Made in (Country)" and each item is marked individually with country of origin
  - b. Invoice must show the manufacturer's name and address
  - c. Invoice must state material content of each item
  - d. Invoice show Shipping Terms and reflect the P.O. and Invoice Number
  - e. If GSP eligible, Invoice must state "This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please give a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process."
2. Packing List, an original and 1 copy
3. Fish & Wildlife, trademark and/or copyright agreement, if required
4. Fabric detail sheet on textiles REQUIRED
5. Samples of ribbon and trim MUST ACCOMPANY documents
6. A beneficiary statement required on wood packaging material stating "Any wood packaging materials are in compliance with IPPC standards. Check U.S. requirements at [www.aphis.usda.gov](http://www.aphis.usda.gov)." Any fees associated with a violation of these standards are at the cost of the supplier.