

**INSTRUCTIONS FOR PREPARING
PURCHASE ORDER CONFIRMATION DOCUMENTS AND
COMMERCIAL INVOICES**

Purchase Order Confirmation requirements:

The confirmation document must list the following – retail, cube size, inner pack, case pack, and color for each item. The total cube size and estimated ship date must be stated.

In addition, this document must include the first 8 requirements below.

Commercial Invoice requirements:

1. Detailed description of each item including the Hobby Lobby SKU#. The description must state exactly what the item is. The Hobby Lobby P.O. description may not meet Customs requirements. Ask the buyer if you need help.
2. The quantity shipped and cost must be listed and totaled.
3. Material content of each item must be listed by percentages of the total.
4. Net and gross weight and measurements of each item must be listed
5. Shipping Terms: (FOB, FCA, Ex-Works, etc)
6. Must state type of currency (USD, Euro, etc)
7. Manufacturer name and address must be stated on the Invoice
8. State country of origin for each item and denote that each item is individually marked with the country of origin
9. List the value and quantity of each item including samples and replacement orders
10. Invoice must show vendor's name and full address
11. If GSP country, state, "This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please provide a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process."
12. All invoices submitted to OOCL Logistics and to the bank must be identical.
13. Purchase order number on invoice
14. All rebates, discounts, and commissions, artwork, dies, molds, tools, engineering work, separately itemized at bottom of invoice
15. All invoices should have an invoice number. If multiple invoices are obtained for one B/L, each page should be numbered consecutively by the vendor at the bottom of each page
16. The shipper/exporter name should be the same to match the purchase order and the commercial documents. If different, a written explanation must accompany the documents

****Any changes to the commercial invoice must be communicated to the International Department prior to the shipment arriving at the U.S. Port, fax (405) 745-1547