Import Air Shipment Instructions for PO Shipments under 150 Pounds

After receipt of the PO from the buyer, follow the below instructions for parcel-courier shipments under 150 pounds. It is necessary to follow these instructions in order to provide visibility, consistency of documents, and import compliance.

Vendor Instructions for POs with Courier

The following instructions are required when sending an order to the Hobby Lobby Corporate Offices in the United States.

- The buyer / HKC merchandiser advises terms and courier.
- The sales confirmation is submitted to the buyer as soon as possible. See the Sales Confirmation/Commercial Invoice instructions on Hobby Lobby’s Vendor Documents page.
- The item is properly packaged for shipment.
- The consignee information is printed on the air waybill (AWB) and commercial invoice.
  - Hobby Lobby Stores, Inc.
    Attn: Buyer Name, Buyer Department
    7707 SW 44th Street
    Oklahoma City, OK 73179
- The courier’s shipment label is attached securely to the outside of the box.
- The outside document pouch includes three original copies of the commercial invoice (with previously approved item information from the sales confirmation) and one copy of the packing list. The inside case includes one copy of the commercial invoice and one copy of the packing list.

Courier-Specific Instructions

In order for Hobby Lobby to have access to the US Customs clearance documents, it is necessary for all courier shipments for Hobby Lobby purchase orders to follow below instructions.

- DHL Express requires an additional note on the commercial invoice. It is necessary to list “Broker Turnover” in the header on the commercial invoice.
- FedEx requires completion of all information in the Broker Selection section (shown below) on the air waybill.