

HARBOR FREIGHT TOOLS

Quality Tools at Ridiculously Low Prices

DOMESTIC VENDOR GUIDELINES

August 2021

Harbor Freight Tools

Domestic Vendor Guidelines

August 2021

This booklet contains important information about Harbor Freight Tools and our guidelines for testing, shipping, and payment processes. The information here is updated periodically and can change at any time. Please read it carefully and contact our offices with any questions.

Contents

Section 1: About Harbor Freight Tools.....	4
Mission and Core Principles.....	4
Gift Policy.....	5
Section 2: Product Development and Vendor Set Up	6
Preparation	6
Quoting and Sampling.....	6
Product Safety and Compliance	6
Vendor/Product Set Up	7
Purchase Orders and Confirmations	8
Product Inspection	8
Booking and Shipping	9
Packaging	9
Date Codes.....	12
Payment.....	14
Section 3: Contact List.....	14
HFT.....	14
Section 4: Purchase Orders.....	17
Receiving Purchase Orders	17
Confirming Purchase Orders.....	17
Distribution Centers.....	17
Section 5: Quality	18
Quality Audits.....	18
Quality Inspections.....	18
Remote and On-Site Inspections.....	18
Inspection Certificate.....	19
Section 6: Corporate Responsibility	23
Social Compliance Audits.....	23
C-TPAT Audits	23
Section 7: First Shipment of a New Product.....	24
Section 8: Booking Requirements.....	26
FCL vs LCL Booking Requirements	26
Booking Instructions for All Containers.....	27
Consignee and Notify Party Information	27
Section 9: Container Loading.....	28
Section 10: Shipping and Payment Documentation	32
Submitting Documents for Payment	32
Important Timeline for Shipping and Payment Document.....	34

Section 1: About Harbor Freight Tools

Harbor Freight Tools (HFT) is the premier destination for quality tools at the lowest prices for both “do it yourself” and professional tool users. For over 40 years that mission has made HFT the fastest growing tool and equipment retailer in the United States, with 40,000,000 loyal customers taking advantage of our low prices and satisfaction guarantee. HFT has over 1,000 stores and continues to open new stores every week. We also sell online at www.HarborFreight.com.

HFT offers over 5,000 tools and accessories including hand tools, power tools, air tools, generators, pneumatic tools, hydraulic lifting tools, automotive tools, shop equipment and more. Our quality is as good as or better than competing brands, while our prices are up to 80% less than competitors.

HFT buys products worldwide and operates representative offices in Shanghai and Taichung. We value long-term vendor relationships, pay invoices quickly, work with vendors to resolve issues, and communicate frequently to create mutual success for our vendor partners, for Harbor Freight, and for our customers.

Mission and Core Principles



Mission Statement:
At Harbor Freight Tools, our mission is to be America’s leading provider of high quality tools at the lowest prices available.

Harbor Freight Tools Core Principles:

- **Excellence in Execution:** We succeed by staying focused, getting things done and sweating the details.
- **Continuous Improvement:** We constantly strive to improve.
- **Collaboration:** We find solutions as a team.
- **Doing the Right Thing:** We treat everyone fairly, reasonably and with respect.
- **Humility:** We keep our egos in check.
- **Frugality:** We spend every dollar wisely.
- **Community:** We believe in giving back.

Gift Policy

Harbor Freight Tools' policy regarding the giving of gifts and favors to HFT employees applies to all vendors without exception. In order to avoid any inappropriate influence on business decisions or the appearance of influence, our policy strictly prohibits any of our employees from accepting gifts, favors or anything of value from any service or product that could be construed to influence their behavior.

To be clear, this prohibition covers gifts of any kind (other than food items given during the holidays that are valued at less than \$100) and favors of any kind including tickets to sporting or cultural events, travel, entertainment and meals (other than business related meals that cost less than \$75 per person).

Any employee found to be in violation of this policy could be terminated and any vendor found to be in violation of this policy could lose their ability to do business with HFT.

HFT encourages vendors to contact us if an employee ever asks you to do anything that infringes upon these standards. HFT provides a hotline to be used by vendors to report violations of company policy pertaining to receiving or soliciting gifts, bribes or kickbacks, disclosure of confidential information or a conflict of interest. If you are aware of a situation where you think there may be a violation of company policy pertaining to receiving or soliciting gifts, bribes or kickbacks, disclosure of confidential information, a conflict of interest, or any other violation of these Corporate Compliance and Ethical Standards, immediately notify us at codeofconduct@harborfreight.com or at (800) 693-8377 (U.S.), (818) 836-5000 (International).

Section 2: Product Development and Vendor Set Up

Preparation

Potential vendors need to fill out our “Vendor Initial Audit Report” sent by HFT Global Sourcing during initial discussions. Be sure to complete the form as accurately and with as much detail as possible. This document will need to be updated at the request of HFT.

Quoting and Sampling

- Vendors need to submit quotes using the HFT Request for Quote (RFQ) form supplied by the Global Sourcing Team.
- Payment terms are T/T 30 days at sight (On Board / Sailing date).

Vendors need to have export licenses and be able to meet all of the requirements for doing business in their country of origin.

Product Liability Insurance (PLI)

- PLI is required for all products sold to HFT.
- All vendors need to provide annual certification of Product Liability Insurance (PLI) in accordance with HFT’s PLI guidelines.

Product Safety and Compliance

HFT takes product safety and quality assurance very seriously. The following testing parameters are a part of the HFT compliance and quality programs and apply to new and existing vendors for all products supplied to HFT.

HFT Quality Assurance Testing

- When samples are requested, vendors need to send samples to the HFT QA Laboratory in the USA at vendor’s own cost. Adequate sample quantity and location for testing will be communicated by HFT Sourcing.
- HFT will conduct quality tests on the supplied samples at HFT expense. Samples need to pass HFT testing before proceeding to the Vendor/Product Set Up stage. Vendors may be required to provide third-party test reports and/or certification documents to HFT as part of the product development review.
- If HFT QA finds the product does not meet qualification expectations, vendors may be required to make additional improvements and submit products for retesting at the vendor’s expense.

Third-Party Compliance Testing

- Certain products require third-party testing to ensure compliance with various laws and industry standards. HFT continues to expand its testing program to make the process easier for vendors and HFT will advise vendors if it believes third party- testing is required for their product.

- During product development, vendors are responsible for obtaining third-party testing and certification documents requested by HFT to show compliance with applicable laws, regulations and industry standards. These may include, but are not limited to, CPSIA, GRAS, CARB Phase II/TSCA, Lacey Act, CPSA, Prop 65, Safety Data Sheets, DOE energy efficiency testing, UN 38.3 battery testing and/or Safe Transport certification, basic and multiple listings (with UL or ETL or CSA or TUV), FCC, IEC, FDA, Ingress Protection testing, California TB-117 and ANSI/ASME standards. The HFT Compliance team will partner with the Global Sourcing team to advise what testing and certifications are required.
- Once products are shipping regularly, the HFT Compliance team will conduct periodic verification testing as needed and will advise if corrections are needed. Vendors may be asked to ship samples to HFT, or to an HFT approved testing lab for periodic testing.
- For certain products like toys, HFT will require annual passing third-party test, from a CPSC approved test lab, and whenever there is a material change to the product. A material change can include a change in production materials, a change in sub-suppliers, factory location change, or other changes. Ask the HFT Global Compliance team for guidance at vendorcompliance@harborfreight.com.
- For products requiring Prop 65 testing, HFT has a specific testing protocol with a well-known nationally recognized test laboratory; vendors must complete the test request form they receive from HFT Global Sourcing and follow all directions completely, including sample submission and test payment. Prop 65 testing must be conducted on all new products during the development phase and periodically thereafter, or when a material change is made to the product. The HFT Compliance team will determine the testing schedule.
- For pest control products an annual report must be submitted to Environment Protection Agency (EPA) before March 1st of every year to report production of the pest control products to avoid cancellation of the EPA Establishment number of the factory.
- For products containing laser an Annual Report summarizing the required records must be submitted to Food and Drug Agency (FDA) by September 1st of each year. The report shall cover the 12-month period production of the laser products.
- Certain types of products carry special requirements related to Prop 65 testing and their results. The HFT Compliance and Global Sourcing teams will advise vendors at the start of product development if there are any special requirements related to Prop 65 compliance for their product. If HFT determines that a product must be recalled (in cooperation with CPSC, NHTSA, FDA or any other agency), vendors are required to cooperate fully with all aspects of the recall including, but not limited to, costs, remedy, logistics, and any request for information.
- If a vendor becomes aware of any manufacturing defect or safety hazard with a product they supply to HFT that could lead to a potential safety hazard, they must notify their HFT Global Sourcing partner immediately. Upon notification, the HFT Global Sourcing team will advise the QA and Compliance teams, and vendors may be asked to provide supplemental information and/or documentation to HFT while an investigation is conducted. Vendors are expected to cooperate fully and completely during the investigation and the resulting outcomes.
- If Harbor Freight determines that a product must be recalled (in cooperation with CPSC, NHTSA or any other agency), vendors are required to cooperate fully with all aspects of the recall including, but not limited to, costs, remedy, logistics, and any request for information.

Vendor/Product Set Up

- All new vendors need to submit their completed and chopped response to our C-TPAT Compliance Questionnaire to our Sourcing team.
- All new vendors need to read the HFT Vendor Code of Conduct Manual and sign the acknowledgement. You may find the Manual at <http://www.harborfreight.com/Manual.pdf>. Send the signed and chopped acknowledgement document to codeofconduct@harborfreight.com.
- All new vendors need to provide certification of PLI in accordance with HFT's PLI guidelines, as well as sign and agree to HFT's Product Indemnification Agreement (PIA). Link to PIA www.harborfreight.com/gsvm.html.
- All new vendors will submit payment and banking information to HFT Global Sourcing and receive a 5- digit vendor number for use on all documents.
- For all new items, all vendors will go through the product SKUing process before purchase orders can be placed.

Product Change Application:

If there are any changes required to product or its components for existing items that you sell to us, you must contact your Vendor Manager

and fill out a PCA form to submit and initiate a product/component change.

Purchase Orders and Confirmations

- See details in Section 4: Purchase Orders.

Product Inspection

- All purchase orders require HFT pre-shipment inspections, conducted by HFT's QA Department at no cost to the vendor. See details in Quality Inspections.
- All first time shipments of a new product require First Article Testing (FAT), unless otherwise instructed by HFT.
- Certain products will also require pre-shipment inspections from a third-party lab. HFT Sourcing and HFT Compliance will advise vendors if a third-party inspection is required

Booking and Shipping

HFT requires that all vendors comply with the present booking and shipping requirements with no exception. See details in

Section 8: Booking Requirements.

Packaging

- ALL cartons should be marked with "THIS END UP" on the top right corner of all side panels. (Image 1a).
- DO NOT place markings on top or bottom panels unless specifically required by HFT.
- DO NOT use nylon straps on any box or carton that:
 - Weighs less than 70 lbs or 32 kg;
 - Smaller than 42" x 26" x 24" or 107cm x 66cm x 61cm.
- For cartons that are heavier and/or larger, we prefer tape and no straps. If you must use a nylon strap, we require that the strap have printing on it: "Not a handle. Do not use to lift."
- Tape boxes with "H-Taping Method" (Image 1b) and tape over any staples.

ICON Information



Top right corner of all side panels



Use for any carton between 22.5kg – 45kg



Use for any carton more than 45kg

Icons should each be at least 7cm tall

Image 1b
H-Taping Method
(top and bottom)



Must Be On ALL Sides
(Scale to fit)



OR



PACKAGING LABEL **2 sides**

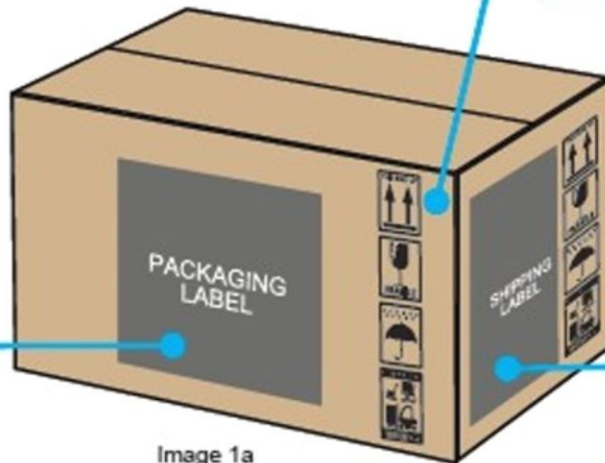


Image 1a
Master Carton Sample

SKU #: Fill in SKU #
 UPC #: Fill in UPC #
 DESC: Fill in description
 QTY: Fill in quantity
 NW: Fill in net weight KGS
 GW: Fill in gross weight KGS
 CUFT: Fill in cubic feet

PO: Fill in P.O. number

DC: Camarillo, Moreno Valley or Dillon

C/NO: Carton number (ex. 1/2)

MADE IN: Fill in country of origin

Must be on 2 sides.
Scale to fit

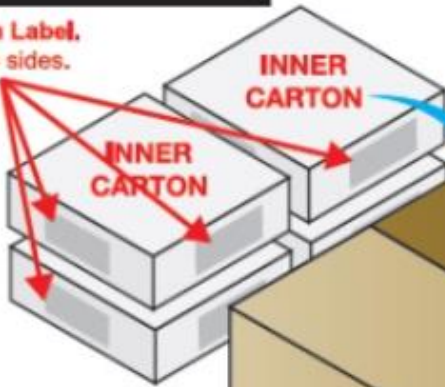
Inner Carton (Multi-Item Master) Marking Requirements

1. All Inner Cartons must have label on all four side panels.
DO NOT PLACE LABEL ON TOP OR BOTTOM.

SKU #:	Fill in SKU #
UPC #:	Fill in UPC #
BRAND:	Fill in brand name
DESC:	Fill in description
QTY:	Fill in quantity

NEW

Inner Carton Label.
Must be on 4 sides.
Scale to fit.



Outer Carton (Multi-Item Master) Marking Requirements

1. All Outer Cartons should be marked with **This End Up** on the top right corner of all side panels.
2. Markings need to be on two alternating sides of the box (see below). **DO NOT PLACE MARKING ON BOX TOP OR BOTTOM.**
3. SKU # and Description need to be visible on all (4) facing panels.



38 x 45mm

SKU #:	Fill in SKU #
UPC #:	Fill in UPC #
DESC:	Fill in description
PO:	Fill in P.O. number
DC:	Camarillo, Moreno Valley or Dillon
C/NO:	Carton number (ex. 1/2)
MADE IN:	Fill in country of origin

Multi Shipping Label 1
Must be on 2 sides. Scale to fit.

SKU #:	Fill in SKU #
UPC #:	Fill in UPC #
DESC:	Fill in description
QTY:	Fill in quantity
NW:	Fill in net weight KGS
GW:	Fill in gross weight KGS
CUFT:	Fill in cubic feet

Multi Shipping Label 2
Must be on 2 sides. Scale to fit.

NEW

NEW

Date Codes

All products should have date codes on the item, master carton, and on the retail package.

If you have specific instructions from the HFT Packaging team that show date codes or serial numbers, follow those specific instructions.

Otherwise, use 1cm diameter white sticker on product, and on retail label. Place sticker near bar code on retail label. Use the same sticker and apply to the master carton.

Format is 5-digit vendor number, then WWYYYY.
In this example, the vendor number is 36972, and production for the item was completed in the 29th week of year 2014.



Some vendors may receive additional instructions for products with a “shelf life,” including requirement to use color codes on this 1cm diameter sticker for items that have a shelf life three years or less. Place sticker on product, inner and master carton.

Yellow 2021 – Blue 2022 – Red 2023



DATE CODE REQUIREMENTS

1. Each **Factory Date Code** must be added to the packaging at the final assembly stage. The **Factory Date Code** must be clear and easy to read. The numbers must be in 8 point Arial font or larger.
2. These **Factory Date Codes** must match the week of final assembly.
3. Print **Factory Date Code** on circular sticker, and place in location designated by factory symbol (see example below).
4. For items that have a usable shelf life of three years or less, Harbor Freight may instruct you to print the sticker on color paper.

DO NOT PLACE DATE CODE STICKER IN ANY OTHER PLACE THAN DESIGNATED LOCATION

Vendor Number provided by Harbor Freight
6-digit Date Code



Example
Vendor Number
2017, 38th week



DIE LINES - DO NOT PRINT

 
date code location on package



Payment

HFT pays quickly and on time. Our payment terms are T/T 30 days at sight, and require presentation of shipping documents and a stamped passing Quality Inspection Report provided by HFT QA department.

Any delay in providing these documents will delay payment, and if no Quality Inspection Report is included, it may result in further action.

Preferred Invoice Method: e-mail

FEIN# - 77-0465196

Section 3: Contact List**HFT**

Department	Contact
Moreno Valley DC	Kenneth Vincent Transportation Manager MV Distribution Center 23400 Cactus Ave. Moreno Valley, CA 92553 Tel 951.214.7900 x 7907 Cell:818.825.4412 Fax 951.653.7310 kvincent@harborfreight.com
Dillon DC	Mark Sidoti Senior Manager of Operations 224 Harbor Freight Road/P.O. Box 1627 Dillon, South Carolina 29536 Cell: 843.845.5272 Office: 843.676.2609 MSidoti@harborfreight.com
Joliet DC	Larry Sanza Transportation Manager Harbor Freight Tools 3401 South Brandon Rd. Joliet IL 60421 Mobile: 818-317-0978 ; Office: 779-204-4112 Email: lsanza@harborfreight.com
Vendor Management Department	Your assigned Vendor Manager
Sourcing Management Department	Your assigned Sourcing Manager
HFT Office Address	26677 Agoura Rd, CALABASAS, CA 91302 USA
Accounts Payable	Valerie Ortiz AP Manager 26677 Agoura Rd, CALABASAS, CA 91302 USA Tel: 805-388-1000 Fax: 818-871-0521 Email:apemail@harborfreight.com
Unyson Contact Details, if Collect	Brad Harris Logistics Coordinator - Unyson 1801 Park 270 Drive, Ste. 400, St. Louis, MO 63146 Tel: 314-819-6546 1-866-409-9780 HARBORFREIGHTINBOUND@UNYSONLOGISTICS.COM bharris@unyson.com

Domestic shipments only:

Carrier MUST call 24 HRS prior to delivery. This is a non-Tariff call.

DILLON: (843) 676-2600 X 2743

DILLON Receiving Hours: 6:00AM – 2:30PM

MORENO VALLEY: (951) 214-7900 X 7917

MORENO VALLEY Receiving Hours: 6:00AM – 2:30PM

CHICAGO: (779) 240-4150

CHICAGO Receiving Hours: Tue-Friday – 05:00AM – 3:30PM

Only Carriers WITH an advanced appointment will be received.

2015 Harbor Freight Inbound Appointment Scheduling

To: All Delivery Carriers

Effective **February 1, 2015** The Harbor Freight Distribution Center in Dillon SC will require a scheduled delivery appointment for ALL deliveries.

- All appointments must be made **24 hours in advance**.
- All Trucking Companies must have the following information when calling for an appointment AND when the driver arrives:
 - Valid Bill of Lading with accurate Truck/Trailer information
 - Harbor Freight Tools PO number must be provided at the time of making the appointment.
- The appointment line is open M-F 6am-2pm (EST).

Appointment Line: 843 676 2600 x2743

- Any deliveries arriving without an appointment or late will be refused.

Section 4: Purchase Orders

Receiving Purchase Orders

- HFT purchase orders (POs) are sent via email from: POMAINTENANCE@HARBORFREIGHT.COM, ponotifications@harborfreight.com, pomaintenance2@harborfreight.com (add these email addresses to your trusted contact list so that PO emails are not blocked or sent to Spam folder).
- Purchase orders must be confirmed within 48 hours of receipt and include a confirmed ship week. **Confirmed ship weeks are defined as the week the shipment will be on-board**, including all FCL and LCL shipments.

Confirming Purchase Orders

In order to continuously improve the way we handle Purchase Orders and streamline the process from order placement to receiving:

- Ensure Purchase Orders are confirmed in a timely manner (1 to 3 Business Days) by emailing Dany Baronian DBaronian@Harborfreight.com and pomaintenance@harborfreight.com with Order Confirmation and confirmed ship date.
- If there are any changes to the Purchase Order details after confirmation, i.e., quantity or ship week, please let us know immediately, so we can update records on our end. Please e-mail the changes to pomaintenance@harborfreight.com and cc DBaronian@Harborfreight.com

When a Purchase Order ships, please provide an accurate Packing List that includes the Purchase Order Number, SKU(s), Quantity, and Destination. Email the packing slip to DBaronian@Harborfreight.com and pomaintenance@harborfreight.com the day it ships.

Please also include in your email a list of SKUs and respective quantities on each pallet and tracking information prior to the order leaving your warehouse.

For all other related issues such as product inquiry, cost changes, and any other business related matters, please contact your Vendor Manager.

Distribution Centers

- Dillon, South Carolina on the east coast of the USA. On POs and documents this is also listed as DI and/or #952.
- Moreno Valley, California on the west coast of the USA. On POs and documents this is also listed as MV and/or #953.
- Joliet, Illinois is in the mid-West area of the USA. On PO's and documents this is also listed as CHI and/or #954. Note that CHI stands for CHICAGO city which is very close to Joliet city.

Section 5: Quality

Quality Audits

HFT may request a Quality Process Audit or Quality Product Audit at any time. The audit will be carried out by HFT Quality personnel. A survey questionnaire may also be used to assess the vendor's quality management systems. We also accept self-conducted audits and certificates from our domestic vendors.

Quality Inspections

All vendors, without exception, are required to receive a passing HFT Quality Inspection Report prior to shipping any purchase orders. Violations may result in payment holds, financial penalties, and possible return of goods at the vendor's cost.

Remote and On-Site Inspections

Inspections will be designated REMOTE or ON-SITE at HFT's sole discretion. After the initial Inspection Request Form is sent to the QA Coordinator, the vendor will be informed within 7 days whether their inspection will be on-site.

ON-SITE INSPECTIONS: This inspection is free of charge to the factory. The factory must make sure that the products are properly ready for inspection, and provide adequate assistance to the inspector such as sample drawings, transporting, and enough man-power support for the inspection.

- The QA Coordinator will contact the factory to schedule a date for on-site inspection.
- All completed inspections are reviewed and evaluated by QA management who issues Passing Reports or Hold Notices. Inspectors do NOT have the authority to hold or release any shipments.
- Vendors must obtain a passing Quality Inspection Certificate from our QA coordinators prior to shipping in order to receive payment on-time and avoid penalties.
- Vendors will need to contact the QA Coordinator ONLY if the Inspection Certificate is not received in time for the factory to ship goods.

REMOTE INSPECTIONS:

- **All shipments that do not require an on-site inspection MUST have a remote inspection completed.**
- The QA Coordinator or Inspector will provide an HFT inspection report, which must be completed by a factory QA representative.
- The completed inspection report must be submitted to the HFT inspector/coordinator for review and approval at least 4 days before loading the container or delivering to the consolidator to remoteins-report@harborfreight.com.
- All completed inspections are reviewed and evaluated by QA management who issue Passing Quality Inspection Certificates or Hold Notices. Inspectors do NOT have the authority to hold or release any shipments.
- Vendors must obtain a passing Quality Inspection Certificate from our QA coordinators prior to shipping in order to receive payment on-time and avoid penalties.
- Vendors will need to contact the QA Coordinator ONLY if the Inspection Certificate is not received in time for the factory to ship go

Inspection Certificate

A Passed Quality Inspection Certificate is required to ship any PO and is required for payment release.

If the report has a non-conforming result, the vendor must rework or improve the goods as per QA requirements, and start the inspection approval process again by requesting a new inspection.

Non-conformance findings will require vendors to complete a Supplier Corrective Action Report (see example below). The Report will list contain require actions such as PO screening, sorting, rework. It may also identify root cause of non-conformance, and corrective/preventative actions to be taken for future production. In some cases, non-conformances may result in delayed shipment and a re-inspection request must be made at least 14 days before container loading or delivery to consolidator.

Requests for containment (e.g. purge, sort, screen, rework, scrap, etc.) must be completed by the factory QA representative and approved by the HFT Inspector before leaving the factory. The Containment Plan must include actions taken, quantity, location, names, and accept/reject criteria. Any reworked or rejected product must be put in a separate pile for re-inspection.

A 10-Point Ocean Container Inspection Report must be provided to the HFT Coordinator/Inspector before an Inspection Certificate is issued. See example below.

Quality Assurance Dept Factory / Supplier Corrective Action Request (SCAR)					Version: A	
					Date:	
Sku #: 货号		Description :产品名称				
PO #:		Quantity:		Container #:		
Factory/Supplier 供应商				Factory / Supplier #:		
				C of O:		
Submitted By: 提交人:		Date Submitted: 提交日期				
UPC:						
SECTION 1.0 - Entry by Quality Assurance Dept (由 验货员填写)						
Section 1.1 Description of Problem (问题描述及其分类) :				Major:	Minor:	Critical:
Section 1.2 - QA Manager Follow-up Recommendations						
SECTION 2.0 - Entry by Factory / Supplier (由供应商填写)						
Section 2.1 - Containment plan (Purge, Sort, Screen, Rework, Scrap). <i>Must be approved by the HFT Inspector before leaving the factory. Plan must include actions taken, quantity, location, names, and accept/reject criteria. Any reworked or rejected product must be put in a separate pile for re-inspection.</i>						
改善对策、确认完成改善的日期和供应商最终决定				Effective Date/ PO#		
Section 2.2 - Root Cause of Problem (问题产生的原因)						
Section 2.3 - CA/PA Actions Taken to Prevent Reoccurrence with Comments:				Effective Date/ PO#		
改善对策、确认完成改善的日期和供应商最终决定						
SECTION 3.0 - Entry by Quality Assurance Dept (由 HFT 验货部经理填写)						
QA Verification with process audit - attach audit report (最终确认结论) :						
QA Inspector:				Date Completed:		

Photos *before* and *after* corrections

<p>"Enter Picture Here <i>Before</i> Correction"</p>		<p>"Enter Picture Here <i>After</i> Correction"</p>	
<p>Fig 1</p>		<p>Fig 2</p>	
<p>"Enter Picture Here <i>Before</i> Correction"</p>		<p>"Enter Picture Here <i>After</i> Correction"</p>	
<p>Fig 3</p>		<p>Fig 4</p>	
<p>"Enter Picture Here <i>Before</i> Correction"</p>		<p>"Enter Picture Here <i>After</i> Correction"</p>	
<p>Fig 5</p>		<p>Fig 6</p>	

CTPAT 10-Point Container Inspection			(Company Logo Here)		
Date & Time of Inspection:			PO Number:		
Container Number:			Booking/Bill of Lading Number:		
Container Seal Number:			Inspector (Name & Title):		
Container Type: 20' 40' 40'HC 45'					
1. Undercarriage (before entering facility)			6. Ceiling/Roof		
<i>Do not let the container enter the facility. Use a mirror to access hard-to-see areas.</i>			<i>False compartments are common in ceilings, beams, floors, doors, and the front wall.</i>		
Are support beams visible? They should not be covered.	Yes	No	<i>If unable to see roof of container, use a ladder or a mirror attached to a pole.</i>		
Do wheels and tires look normal?	Yes	No	Measure height from floor to ceiling		cm
			If present, are any repairs to the ceiling also visible on the roof? (Leave blank if no repairs.)	Yes	No
2. Doors - Inside / Outside			Are all blocks and vents visible?		
<i>Inspect inside and outside of the container's doors.</i>			Are support beams visible?		
Are ribs of doors visible? They should not be covered.	Yes	No	Has the ceiling been tapped to see if it sounds hollow?		
Are secure and reliable locking mechanisms attached to the container?	Yes	No	Are there holes, cuts, dents or rusted sections on the ceiling?		
Is color bonding material of the same color?	Yes	No			
Are bolts loose?	Yes	No	7. Floor		
Are there holes, cuts, dents or rusted sections on the doors?	Yes	No	<i>Floor should be flat. Do not need to step up to get inside.</i>		
			Is the floor clean and dry?	Yes	No
3. Right Side			Is the floor of different heights?		
<i>Repairs to walls on inside of container must be visible on outside.</i>			Are there any unusual repairs to the floor?		
Are the ribs visible on the interior side of the wall?	Yes	No	Are there any unexplained oil stains?		
Have the walls been tapped to see if they sound hollow?	Yes	No			
Are there unusual repairs to structural beams?	Yes	No	8. Door Lock		
Are there unusual color variations?	Yes	No	Do doors completely seal when closed?		
Are there holes, cuts, dents or rusted sections on the wall?	Yes	No	Are hinges secure and reliable?		
			Does the bar of each door work properly?		
4. Left Side			Are there problems locking the door?		
<i>Repairs to walls on inside of container must be visible on outside.</i>					
Are the ribs visible on the interior side of the wall?	Yes	No	9. Seal Verification		
Have the walls been tapped to see if they sound hollow?	Yes	No	Does the seal meet or exceed PAS ISO 17712?		
Are there unusual repairs to structural beams?	Yes	No	Is the seal broken or damaged?		
Are there unusual color variations?	Yes	No	Does the seal number match documentation?		
Are there holes, cuts, dents or rusted sections on the wall?	Yes	No	After twisting and tugging the seal, is it secure?		
5. Front wall			10. Agricultural Review		
<i>Use a measuring tape or string to determine the length of container.</i>			Is the container free of soil or plant matter, animals or animal matter, or any other biological matter?		
		cm	Are wood packaging materials (WPM) such as pallets included in this shipment?		
Are all blocks and vents visible?	Yes	No	If yes to the above question, does all wood packaging material bear an IPPC stamp? (Leave blank if no WPM in container.)		
Has the wall been tapped to see if it sounds hollow?	Yes	No			
If the container is refrigerated, is the fan housing clear of unwanted material?	Yes	No			
			ver.1.5		
			Circle: Supervisor Manager Director Other (specify)		
			Sign:		

Section 6: Corporate Responsibility

Harbor Freight Tools follows international human rights, environmental and trade compliance standards and continually refining our Social Compliance and C-TPAT programs to keep up with all law updates. We expect our vendor partners to adhere to all of our program requirements.

Social Compliance Audits

HFT may request a Social Compliance audit at any time. The audit will be conducted at the factory by a third party audit firm nominated by HFT, and HFT Social Compliance personnel may visit the vendor's factory/factories as well, in order to "check the checker" and ensure auditors are following HFT's Supplier Code of Conduct and treating the factory employees and managers with respect and fairness, and acting in an ethical manner.

A questionnaire approved by HFT will be used by third party auditors to assess the vendor's manufacturing environment to ensure all HFT production facilities provide employees with healthy, safe and fair working conditions.

Components of the audit will include:

- Fire Safety
- Health & Safety
- Working Hours
- Voluntary Labor
- Wages & Benefits
- Management Systems
- Chemicals Management

C-TPAT Audits

HFT may also request a C-TPAT audit or a combination of Social Compliance and C-TPAT audit. The C-TPAT portion will assess factories to identify potential security risks and to determine if factories are meeting the minimum supply chain security guidelines. Link to CTPAT requirements are located at: www.harborfreight.com/gsvm.html

Components of the audit will include:

- Corporate Security—Upper Management Vision and Responsibility
- Risk Assessment
- Business Partners
- Procedural Security
- Conveyance and International Instruments of Trade (Container Security)
- Seal Security
- Agricultural Security
- Physical Security
- Physical Access Controls
- Personal Security
- Education, Training and Awareness
- Cybersecurity

Sub-Supplier / Subcontractors

Names of all sub-suppliers and subcontractors must be sent to factorycompliance@harborfreight.com during the **Vendor/Product Set Up** stage. Failure to do so will result in a lower score on the Social Compliance audit.

Scheduling a Social Compliance and/or C-TPAT Audit

A member of the Corporate Social Compliance team will e-mail the Vendor approximately 45 days prior to the audit alerting about the upcoming audit. At this time, the Vendor has an opportunity to apply for a **waiver** if the Vendor has recently successfully completed an audit for another partner and as set forth below:

1. HFT Supplier Code of Conduct – translated into Simplified and Traditional Chinese, Vietnamese and Thai;
2. What to Expect on Audit Day;
3. Factory Compliance Guidelines;
4. Factory Audit Checklist;
5. Fire Safety Guidelines;
6. Social Compliance Risk Grading Matrix; and
7. Zero Tolerance document

At this time, the Vendor has an opportunity to apply for a **waiver** if the Vendor has recently successfully completed an audit for another partner, buyer or brand, and as set forth below:

To apply for a waiver:

- Social Compliance – E-mail the BSCI, RESA, Walmart, SEDEX, etc., report dated within **the last 6 months** to tcheung@harborfreight.com; CAPs and summaries will not be accepted, only **complete reports** will be considered.
- C-TPAT Audit – E-mail a SCAN, GSV, etc., report dated within the **last 6 months** to tcheung@harborfreight.com; CAPs and summaries will not be accepted, only **complete reports** will be considered.
- If the waiver application is not accepted, then a representative from the chosen third party firm will e-mail and confirm a 2-week window within which the audit will take place. Vendors must cooperate with the third party to ensure successful execution of the audit(s).

Initial Audits and Annual Audits are free of charge to the Vendor, however, if the auditor is denied access to the factory on the day of the audit, the cancellation fee of approximately USD \$1,250 will be passed to the Vendor.

PLEASE NOTE: Transparency is more important to HFT than ‘doing whatever it takes to pass the audit’. We reward honesty and open communication and discourage intentional withholding or manipulation of data. HFT knows your business is working hard, and we will do whatever we can to avoid disrupting employee productivity and efficiency. Compliance is a team effort and we hold ourselves accountable for working **with** you to create safe and healthy working conditions for all employees. Our approach to social compliance is **PROGRESS** not perfection; we understand sustainable change takes time and we are patient in improving together.

Vendor Screening

HFT is a top tier CTPAT (Customs Trade Partnership Against Terrorism) member and in order to maintain our status, we honor all new Minimum Security Criteria (MSC) required by the U.S. Customs and Border Patrol (CBP). HFT maintains a written, risk-based process for screening new business partners and for continuously monitoring current partners.

HFT protects our value chain from fraud, terrorism, money-laundering and human trafficking, by maintaining our membership in both the Business Social Compliance Initiative (Amfori/BSCI) for social compliance and Supplier Compliance Audit Network (SCAN) for CTPAT verification. On these platforms, HFT can verify a BSCI or SCAN report’s validity when a vendor applies for an audit waiver.

HFT has also partnered with Regulatory DataCorp. (RDC, now a Moody’s company) to screen existing and new vendors and factories for the aforementioned events. Once a factory has been uploaded onto RDC’s platform, regular monitoring occurs and alerts are sent to HFT if a new event occurs. When events are flagged, the HFT Social Compliance Working Group (SCWG) and Customs Compliance Committee (CCC) meets to discuss plan of action, evaluating the type, severity, and frequency of events as well as time since event.

Section 7: First Shipment of a New Product

All first time shipments of a new product require a first article test (FAT), unless otherwise instructed by HFT.

FAT tests are thorough examinations of the quality, function, and durability of products. They are tested to all required standards. FAT is performed either at our testing facility in the USA, or in our Shanghai lab. For some products, a third-party certification test may be required at FAT; your Sourcing

Manager will inform you if this is required.

If the new product passes testing, the first order will be allowed to ship. If it does not pass testing, HFT QA will advise the vendor why the product did not pass the test and require corrective action and new testing before the shipment is approved.

- Samples for FAT testing need to be **received** by our HFT Quality Laboratory **at least 4 weeks before** shipping date.

Product Changes or Upgrades

There should be no unauthorized or unapproved changes to mass production from tested and approved sample and FAT requirements.

If a product needs to be changed or upgraded, the vendor needs to submit the Product Change Application Form to your Sourcing Manager. Our QA team will evaluate your request and get in touch with you for samples, testing, etc., and for next steps.

Link to form: www.harborfreight.com/gsvm.html

You will be informed if the changes are approved. You are not authorized to make changes to mass production until receiving HFT written approval.

You need to keep the written authorization for your records including all changes to the product, test results, and standards to which the product was tested.

Note that product changes and upgrades suggested by the vendor are subject to HFT authorization and may not be approved.

Note that approved product changes may require new third-party testing and/or certifications at the direction of the HFT Compliance team.

Section 8: Booking Requirements

FCL vs LCL Booking Requirements

HFT has specific requirements for Full Container Load (FCL) and Less than Container Load (LCL) shipments.

- HFT contracted carriers
- Carrier contract numbers
- Effective dates
- Percentage allocation by carrier

Booking Instructions for All Containers

Please book Port to Port or Container Yard to Container Yard movement, and Freight Collect.

To the US West Coast (Moreno Valley)

- Book both port of discharge and place of delivery either Long Beach, CA or Los Angeles, CA.

To the US East Coast (Dillon)

- Book both port of discharge and place of delivery Charleston, SC.
- Or both port of discharge and place of delivery Wilmington, NC

To the Us Mid-West (Joliet)

- Port of discharge and mode of transportation will vary; place of delivery Chicago, IL

Consignee and Notify Party Information

In order to streamline shipping documents, please follow these simple guidelines for completing booking requests to booking agents/carriers:

- Be sure to correctly spell **"HARBOR FREIGHT TOOLS"** on all shipping documents. HFT address must be on a separate line in consignee name block. For example:



Harbor Freight Tools
26677 Agoura Rd
Calabasas, CA 91302



- Full container load (FCL, CY-CY)
 - No SKU# info needed. **Do not include SKU#.**
 - "Shipping marks & numbers", only show PO#. **Do not include Vendor number.**
 - "Description", only show high level. **Do not include brand name.**
For example, Tools, Generators, etc. Do not include Chicago Electric, Pittsburgh, etc.

	Dillon	Moreno Valley	Joliet
Consignee	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools
	224 Harbor Freight Road	23400 Cactus Ave	3401 South Brandon Rd.
	Dillon, SC 29536	Moreno Valley, CA 92553	Joliet, IL 60421
Notify Party	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools
	26677 Agoura Rd	26677 Agoura Rd	26677 Agoura Rd
	Calabasas, CA 91302	Calabasas, CA 91302	Calabasas, CA 91302
	Phone (818) 836-5000	Phone (818) 836-5000	Phone (818) 836-5000
	Fax (805) 445-4943	Fax (805) 445-4943	Fax (805) 445-4943

Section 9: Container Loading

General Container Requirements

- No visible holes in any of the sides, ceiling, or floor
- No visible agricultural contaminants such as insects, pests, dirt, or animal matter
- No container modifications that can be used to hide illegal items
- Door seal and locking mechanisms (bolts, hasps) must be in good condition and not missing
- Container floor must be in good condition without any major buckling
- Container floor must support forklift usage
- Please avoid refrigerated containers
- Protect the product stacked just inside the container door from water penetration
- Cargo must be secured by air bags, straps, netting, load bars, tie-downs, or a combination of these
- Do not use any containers that show signs of leaking
- Complete 10-point container inspection (also a requirement for Section 5: Quality)

Examples of secure loads



Carton Requirements

- No straps or staples- use pressure sensitive tape and filament reinforced tape
- Hot melt glue can be used to seal cartons
- No bulging cartons- all sides should be flat
- Plastic overwrapping should be heat shrink and of sufficient gauge that it will not tear
- Bleached cartons add cost and are not required

Examples of incorrect packaging

Pallet Loads

- Unitizing product onto pallets for loading on containers is preferred since it will expedite unloading and also allows air flow under the product.
- Standard pallet is a US GMA specification 48 inch x 40 inch 4 way pallet
- All pallets must comply with ISPM 15 certification
- Pallet load orientation with fork access facing the container doors.
- Product must be secured to the pallet. Straps may be used to secure to the pallet. Plastic stretch wrap can also be used
- Single pallet maximum stack height of 54 inch at a weight of 2500 pounds including the pallet
- Pallets can be double stacked in a container
- Slip sheets can be used instead of a pallet when one pallet is stacked on top of the other
- Pallets must be stacked so there is 4 inches of overhead clearance under container roof.
- Last two pallets in the container must have an 8 inch overhead clearance under the container roof in order to clear the container door opening during unloading.

Preferred Pallets



Example of double stacks with pallets and slip sheets



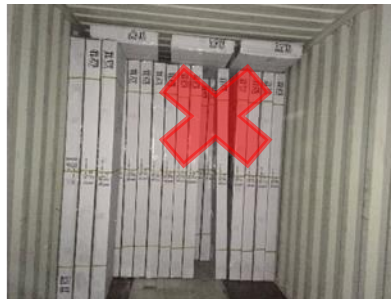
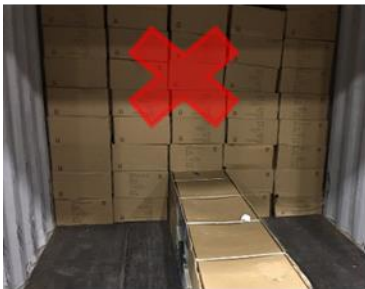
Example of incorrect pallet load orientation



Floor Load

- Prefer that the maximum weight per carton is 50 pounds. Over 50 pounds consider other loading methods before continuing with floor loading process.
- Container weight limit reached prior to cubic limit, move to pallets if clearance height is available
- Directional arrows must point up during transit
- Cartons should be stacked with largest side facing down to create a more stable stack
- Cut out for hand grip should face toward the container door
- Prefer that only one SKU is loaded per container
- Prefer that long cartons stacked with long side facing the doors

Incorrect loading of a long carton- long side should face door



Multiple SKU containers

- These guidelines apply for Pallet Load and Floor Load
- Do not disburse cartons of a single SKU throughout the container or pallet. All cases of the same SKU should be loaded together.
- Pallets should be stacked with only one SKU per pallet where feasible. Pallets with multiple SKU's should be minimized
- Load lighter weight SKU on top of heavier weight SKU

Example of not separating SKUs, heavier SKU placed on top of lighter SKU, and boxes are falling out the container.



Multiple POs and Container Sharing

- One container is allowed to contain multiple POs. However when loading multiple POs in one container, they should be segregated by SKUs within the same PO. Do not mix cartons between POs or SKUs loose in the container.
- POs can be split into two containers if needed.
- If you are shipping more than one container with one Packing List, you must specify the exact quantity of each SKU inside each container in the Packing List.

Container Manifest

HFT requires accurate container manifest information for items loaded, quantity, and weight. You must have a process in place such to compare items, quantities, and weights with the purchase order and shipping documents including but not limited to packing list, booking instructions, and bill of lading.

Weight and Volume Requirements

HFT has weight and volume requirements to help efficiently utilize space for shipments and reduce handling charges for vendors and HFT. The table below outlines the maximum and minimum CBM and weights for use with different size containers.

Equipment Type	Maximum Volume (CBM)	Minimum Volume (CBM)	Maximum Weight (KG)	Minimum Weight (KG)
20' Standard Dry	33	28	19,958	15,600
40' Standard Dry	67	57	19,958	15,600
40' High Cube Dry	76	65	19,505	15,970
45' High Cube Dry	86	73	19,505	15,970

Never tape over or obstruct container vents. If you receive a container with taped or blocked vents, remove the tape or obstruction before shipment. Taped vents obstruct airflow and can cause humidity and water damage to the cargo, for which the vendor will be financially responsible.

C-TPAT and Container Security Requirements

C-TPAT and Cargo Security is extremely important to HFT. All vendors are required to complete a HFT C-TPAT (Customs Trade Partnership Against Terrorism) questionnaire before any orders are placed and additionally for periodic review. It is necessary for your company to develop, implement, and follow security processes and procedures consistent with C-TPAT security criteria. In order to validate compliance with C-TPAT minimum security guidelines and to ensure that your factories have met the requirements, HFT or HFT representatives (including HFT approved third-party monitoring firms) may at any time conduct verification audits. All vendors are expected to be transparent and collaborate with HFT representatives (including HFT approved third-party monitoring firms). **Vendors that do not have adequate security procedures may be dropped from HFT's approved vendor list.**

Link to CTPAT requirements: www.harborfreight.com/gsvm.html

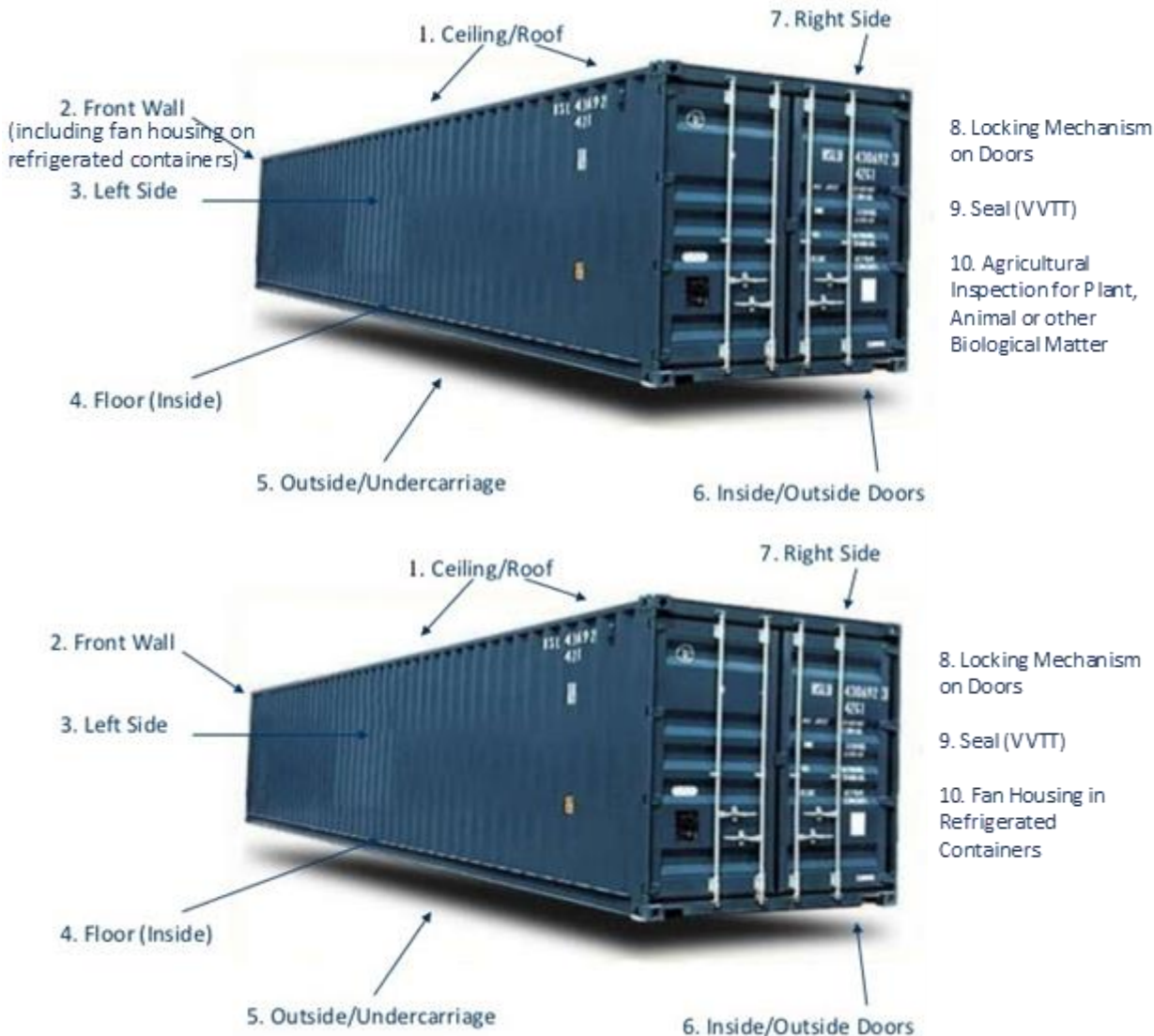
Additionally, security guidelines can be found on the U.S. Customs website:

- U.S. Customs – C-TPAT program Overview

<https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat>

- C-TPAT Minimum Security Criteria
<https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat/security-guidelines/foreign-manufacturers>
- Container Inspection & Seal Workshop
https://www.cbp.gov/sites/default/files/documents/7_pcic.pdf

*The U.S. Customs and Border Protection (“CBP”) website and pdf (provided in bullet point #3 above) requires a 7-Point Container Inspection, however, HFT emphasizes the need to inspect three additional points 8, 9 and 10 depicted in the figure, below. Vendors need to document the inspection results and take photos of the container inspection and loading. Keep the inspection results and photos with shipping records for reference or if ever requested by HFT. Container loading must be supervised by a security officer, security manager or other appointed staff member.



Additionally, the 10-Point container inspection must ensure the container has not been contaminated with any biological matter, including but not limited to, insects, soil, plant matter, animals or animal matter. The cargo storage, staging, and loading areas as well surrounding areas for international shipments must be kept clean and inspected on a regular basis. If such contamination is found, the area and the containers must immediately be cleaned of the contaminant and a record must be kept of type of the contaminant, location, and how it was eliminated.

A 10-Point Container Inspection Form must be provided to the HFT Coordinator/Inspector before an Inspection Certificate is issued. Link to 10-Point Container Inspection Form: www.harborfreight.com/gsvm.html

Submitting Documents for Payment

All shipments to HFT, must follow the below document requirements for sending a document set to HFT Accounts Payable Department: apemail@harborfreight.com

All documents for payment MUST be received by HFT Accounts Payable Department shortly after shipment. Failure to provide the commercial invoice and/or requested documents listed below will result in a payment deferment until all documents are provided.

- Commercial Invoice
- For inventory, the POD (proof of delivery) is optional or requested if DC doesn't receive it
- For inventory, a Packing List is optional or requested if DC doesn't receive it
- Label subject line of the e-mail as the following: INVOICE NUMBER & PO NUMBER
Example: 4014209 35111-8374597.

**Do NOT use any other special characters in the subject line.*

Creating the Correct Documents

Please follow the procedures below for creating accurate and correct documents before submitting to HFT. All documents need to be in English, with complete and accurate information. Please send a complete document set as a PDF file. Please note, only one PO per invoice.


Commercial Invoice – All shipments, including shipments containing parts, are required to have a commercial invoice that includes the following information:

- Terms of payment
- Remittance instructions
- Invoice number
- Invoice date
- Selling party
- Buying party
- PO number
- SKU/UPC# (must list parent SKU/item # when shipping parts/components of an item) listed separately per line
- SKU/item # (must list parent SKU/item # when shipping parts/components of an item) listed separately per line
- Description of goods listed separately per line
- Purchase price (unit cost) in the currency of purchase including items free of charge
- Quantity of each item by selling unit (do NOT reference as master cartons or individual pieces in set)
- All other charges itemized

Packing List – All shipments, including shipments containing parts, are required to have a packing list (list SKU/item# in same order as Commercial Invoice) that includes the following information:

- Quantity of each item
- Master carton count and inner carton count (if applicable) of each SKU#/item (for example, Master carton has 4 inner carton and each inner carton has 10 of SKU#12345 for a total of 40 quantity count of SKU#12345)
- Gross and net weight of each SKU#/item
- Marks and numbers on each box, case, per container
- Container number (if applicable)
- Container number (list all P.O.s and SKU/item # in each container)

Other Documents – Some shipments are required to provide additional documentation as needed depending on type of product and required certifications. The table below outlines these requirements.

Government Agency	Required for EACH item per shipment	Required ONCE prior to first importation
CPSC (Consumer Product Safety Commission)		<ul style="list-style-type: none"> ● Accredited 3rd party test report. ● HFT certificate of compliance and indemnity.
DOC (Department of Commerce)	Steel Mill Certificate	
DOT (Department of Transportation)	Unique VIN numbers per each vehicle. (Send in Excel spreadsheet format)	<ul style="list-style-type: none"> ● Pictures of DOT marked on lights and tires. ● Picture of VIN plate. ● Tire manufacturer code(s) ● Safety Data Sheet/s.
EPA / CARB (Environmental Protection Agency / California Air Resource Board)	Unique serial numbers per each engine. (Send in Excel spreadsheet format)	<ul style="list-style-type: none"> ● Surety Bond. ● EPA/CARB Certificate. ● EPA registration number for pest devices.
FDA (U.S. Food and Drug Administration)		<input type="checkbox"/> Accession number. <input type="checkbox"/> Device listing number. <input type="checkbox"/> Registration Number. <input type="checkbox"/> 510K number. <input type="checkbox"/> Test Reports for Laser Products.
USDA (U.S. Department of Agriculture)	<p>Any solid wood packing materials such as pallets, crates and braces must comply with ISPM 15 standards and have IPPC stamps on it.</p> 	<p>For any products containing wood:</p> <ul style="list-style-type: none"> ● HFT Lacey Act Questionnaire ● Wood supplier (logging and milling companies) ● Country of harvest ● Forest Stewardship Counsel (FSC) certificate or equivalent certificate
U.S. Customs	Fumigation Certificate	
Other Requirements as Needed	Other Requirements as Needed	Other Requirements as Needed

Important Timeline for Shipping and Payment Document

	Days to Shipping Date	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	1	2	3	4	5	6						
Cargo Type	FCL (CY-CY)	Book space with HFT carrier - 14 days or before ship date																																				
		Receive Ship Order from booking agent																																				
		Request QA Inspection 14 days before loading the container or delivery to Consolidator																																				
		HFT QA Inspection - 4 day window																																				
		Container loading																																				
		Ingate at Terminal																																				
		Send ISF 10+2, Commercial Invoice, and Packing List to shipadvice@harborfreight.com not less than 3 days before On Board Date																																				
		Book space with HFT carrier - 21 days before ship date or sooner																																				
		Receive Ship Order from booking agent																																				
		Request QA Inspection 14 days before loading the container or delivery to Consolidator																																				
LCL (CFS-CY)	HFT QA Inspection - 4 day window																																					
	Delivery to Consolidator warehouse																																					
PAYMENT	VENDOR must send ISF 10+2 to the Consolidator at the time of booking																																					
	NOT LATER THAN 3 DAYS AFTER SAILING DATE/ ON BOARD DATE - VENDOR must send SEA WAYBILL/FCR, HFT QA INSPECTION, PACKING LIST, INVOICE, to interap@harborfreight.com																																					
	Days to Shipping Date	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	1	2	3	4	5	6						

PAYMENTS
 THE VENDOR IS RESPONSIBLE FOR PROVIDING HFT WITH THE DOCUMENTS REQUIRED. IF DOCUMENTS ARE NOT RECEIVED BY HFT AS REQUESTED AND WITHIN 3 DAYS OF ONBOARD DATE, YOUR PAYMENT MAY BE DEFERRED UNTIL AFTER THE PROPER DOCUMENTATION IS RECEIVED.