

HARBOR FREIGHT

QUALITY TOOLS LOWEST PRICES

DOMESTIC VENDOR GUIDELINES

July 2023

Harbor Freight Tools
Domestic Vendor Guidelines

July 2023

- Section 2:
 - o [Packaging Updates](#).
 - o [PIA Information, Third Party Compliance Testing](#),
 - o [Product Inspections](#): All first time shipments of a new product require First Article Testing (FAT) with result of Pass or Accepted with inline change, unless otherwise instructed by HFT

- [Section 3: Contact list: productcompliance@harborfreight.com](mailto:productcompliance@harborfreight.com)

- Section 5:
 - o [Pre-shipment Inspection Booking](#) and processing time have been updated to ETQ Pre-shipment Inspection Guide, ETQ Reliance Vendor User Guide (English) and Chinese Version, and Registration Form. US Inspection Contact Info. DC inspections and emphasis on FAT for 1st shipment and IC for all POs with HFT branded, etc.,
 - o Added "ETQ Reliance Vendor User Guide (English)" as it is missing in <https://www.harborfreight.com/gsvm.html>.

- [2024-2025](#) Shipping Calendar

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.

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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 1,400 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.
- 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.
- All Vendors are required to provide PLI for 3 years after products are discontinued or not purchased any more, as HFT will keep selling the product until all the inventory is sold out

Product Indemnification Act (PIA)

- PIA is for when the vendor agreement in writing to defend HFT and pay for HFT’s costs if we get sued.
- PIA is an agreement that indemnifies (holds harmless) one of the parties in a contract for specific actions that might cause damage to the other party.
- Indemnity is a duty to make good any loss, damage, or liability incurred by another.

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 either qualification or FAT samples are requested, vendors need to send samples to the HFT QA Laboratory in the USA and/or Asia 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. The form must be signed by an officer of the vendor company.
- All new vendors need to read the **HFT Vendor Code of Conduct Manual** and sign the acknowledgement. You may find the Manual at www.harborfreight.com/gsvm.html. Send the signed and chopped acknowledgement document to codeofconduct@harborfreight.com. The form must be signed by an officer of the vendor company.
- 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 SKU-ing process before purchase orders can be placed.
- If a vendor's factory plans to move to a new location which would involve the move of its equipment and employees, vendor must notify their Vendor Manager and submit "[Factory relocation application form](#)" for next steps.

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 orders for HFT-branded products require HFT pre-shipment inspections, conducted by HFT's QA Department at no cost to the vendor (On site Inspection) or conducted by vendors following HFT QA inspection requirement (Remote Inspection). See details in Section: [QUALITY](#). Vendors can ship once they receive a passing inspection certificate.
- All first time shipments of a new product require First Article Testing (FAT) with result of Pass or Accepted with inline change, unless otherwise instructed by HFT. See below table for details:

Merchandise or not	Brand Type	Buying Channel	HFT New SKU On Boarding required(qualification, FAT, etc.)? (Yes/No)	HFT Inspection required? (Yes/No)
Sellable SKUs	HFT Brand	Direct Imported or Domestic Supplied	Yes	Yes
	No brand		Yes	Yes
	Vendor own Brand or 3rd Party Brand	Direct Imported or Domestic Supplied	No <i>*HFT reserves the right to request qualification and FAT testing for certain products</i>	No

- 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.

Section 2.1 – Packaging Requirement

Master Carton with Inner Cartons

1. **DO NOT** place markings on top or bottom panels unless specifically required by HFT.
2. **DO NOT** use plastic straps on any box or carton which weighs less than 150 lb or 68kg. For packages over 150 lb or 68kg, please refer to the [Strap Requirements](#).

IMPORTANT NOTE: Any product which is classified as hazardous for transportation (via 49-CFR, IMO/IMDG, or IATA Dangerous Goods Regulations) will require special packaging considerations [Hazardous Products Page](#).

VENDOR TO APPLY

INNER CARTON REQUIREMENTS

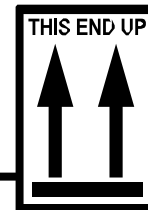
SKU #:	_____
UPC #:	_____
BRAND:	_____
DESC:	_____
QTY:	_____

Shipping Label on All 4 Panels & Refer to [Shipping Label Sizes](#) for Requirements.


OUTER CARTON REQUIREMENTS

Instructions below apply to Master Carton ONLY:

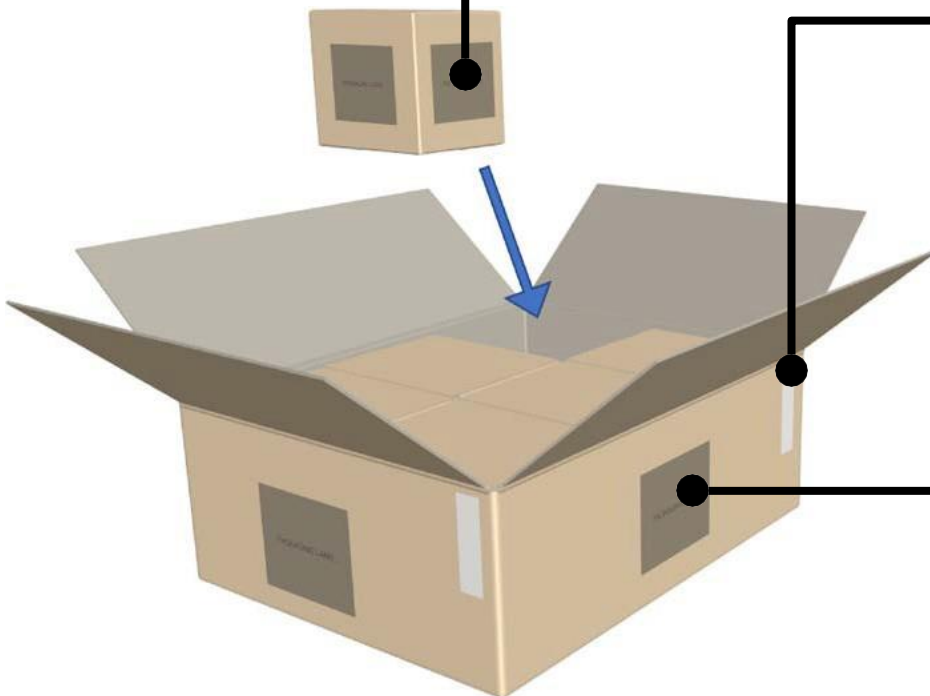
1. ALL cartons should be marked with "THIS END UP" on the top right corner of all side panels. Please refer to the [Icon Page](#) for specific requirements.



PLACE "THIS END UP" ON THE TOP RIGHT CORNER OF ALL SIDE PANELS. PLEASE REFER TO [SHIPPING REGULATION ICONS](#).

SKU #:	_____
UPC #:	_____
DESC:	_____
QTY:	_____
NW:	_____ KG
GW:	_____ KG
CUFT:	_____
PO:	
DC:	_____
C/NO:	_____
MADE IN:	_____

Place Shipping Label on All 4 Panels & Refer to [Shipping Label Requirements](#) for Applicable Size.



Master Carton Containing 1 Piece

1. **DO NOT** place markings on top or bottom panels unless specifically required by HFT.
2. **DO NOT** use plastic straps on any box or carton which weighs less than 150 lb or 68kg. For packages over 150 lb or 68kg, please refer to the [Strap Requirements](#).

OUTER CARTON REQUIREMENTS

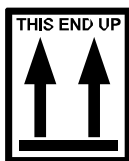
Instructions below apply to Master Carton ONLY:


1. ALL cartons should be marked with "THIS END UP" on the top right corner of all side panels. Please refer to the [Shipping Regulation Icons Page](#) for specific requirements.

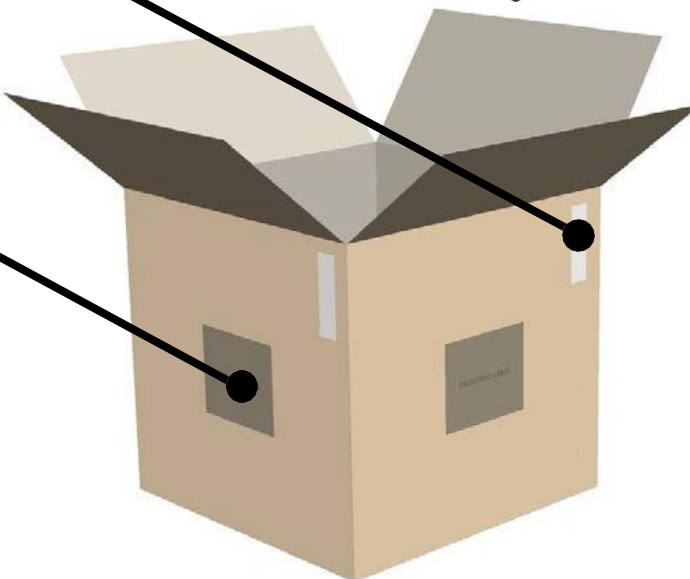
IMPORTANT NOTE: Any product which is classified as hazardous for transportation (via 49-CFR, IMO/IMDG, or IATA Dangerous Goods Regulations) will require special packaging considerations found on [Hazardous Products](#) page.

VENDOR TO APPLY

"THIS END UP" ON THE TOP RIGHT CORNER OF ALL SIDE PANELS. PLEASE REFER TO [SHIPPING REGULATION ICONS](#).



SKU #:	_____
UPC #:	_____
DESC:	_____
QTY:	_____
NW:	_____ KG
GW:	_____ KG
CUFT:	_____
PO:	
DC:	_____
C/NO:	_____
MADE IN:	_____



Place Shipping Label on All 4 Panels & Refer to [Shipping Label Requirements](#) for Applicable Size.

Master Shipper – Color Box Functioning as a Shipping Carton

1. **DO NOT** place markings on top or bottom panels unless specifically required by HFT.
2. **DO NOT** use plastic straps on any box or carton which weighs less than 150 lb or 68kg. For packages over 150 lb or 68kg, please refer to the [Strap Requirements](#).

“THIS END UP” and other applicable icons will be included in packaging art file.

IMPORTANT NOTE: Any product which is classified as hazardous for transportation (via 49-CFR, IMO/IMDG, or IATA Dangerous Goods Regulations) will require special packaging considerations found on [Hazardous Products](#) page.

VENDOR TO APPLY

SKU #: _____

UPC #: _____

DESC: _____

QTY: _____

NW: _____ KG

GW: _____ KG

CUFT: _____

PO: 

DC: _____

C/NO: _____

MADE IN: _____



Refer To Dieline for Number of Shipping Labels Required & Refer to [Shipping Label Requirements](#) for Applicable Size.

Master Shipper - Master Carton Functioning as a Shipping Carton

1. **DO NOT** place markings on top or bottom panels unless specifically required by HFT.
2. **DO NOT** use plastic straps on any box or carton which weighs less than 150 lb or 68kg. For packages over 150 lb. or 68kg, please refer to the [Strap Requirements](#).

CARTON REQUIREMENTS

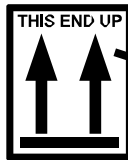
Instructions below apply to Master Shipper ONLY:

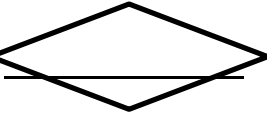
1. ALL cartons should be marked with "THIS END UP" on the top right corner of all side panels. Please refer to the [Shipping Regulation Icons Page](#) for specific requirements.

IMPORTANT NOTE: Any product which is classified as hazardous for transportation (via 49-CFR, IMO/IMDG, or IATA Dangerous Goods Regulations) will require special packaging considerations found on [Hazardous Products](#) page.

VENDOR TO APPLY

"THIS END UP" ON THE TOP RIGHT CORNER OF ALL SIDE PANELS. PLEASE REFER TO [SHIPPING REGULATION ICONS](#).



SKU #:	_____
UPC #:	_____
DESC:	_____
QTY:	_____
NW:	_____ KG
GW:	_____ KG
CUFT:	_____
PO:	
DC:	_____
C/NO:	_____
MADE IN:	_____



Refer To Dieline for Number of Shipping Labels Required & Refer to [Shipping Label Requirements](#) for Applicable Size.

Master Carton Containing Loose Items

1. **DO NOT** place markings on top or bottom panels unless specifically required by HFT.
2. **DO NOT** use plastic straps on any box or carton which weighs less than 150 lb or 68kg. For packages over 150 lb. or 68kg, please refer to the [Strap Requirements](#).

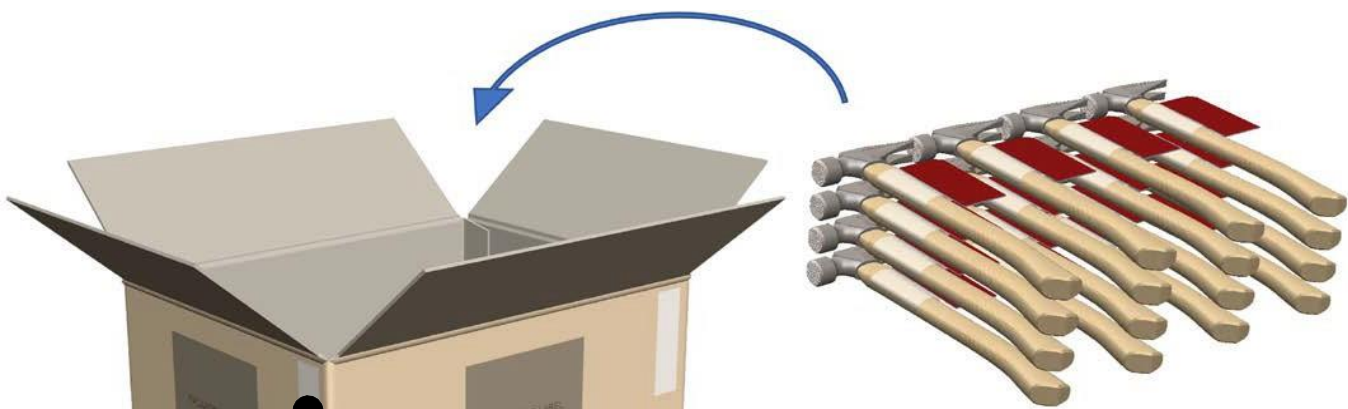
MASTER CARTON REQUIREMENTS

Instructions below apply to Master Carton **ONLY**:

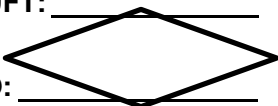
1. ALL cartons should be marked with "THIS END UP" on the top right corner of all side panels. Please refer to the [Shipping Regulation Icons Page](#) for specific requirements.

IMPORTANT NOTE: Any product which is classified as hazardous for transportation (via 49-CFR, IMO/IMDG, or IATA Dangerous Goods Regulations) will require special packaging considerations found on [Hazardous Products](#) page.

VENDOR TO APPLY



"THIS END UP" ON THE TOP RIGHT CORNER OF ALL SIDE PANELS. PLEASE REFER TO [SHIPPING REGULATION ICONS](#).

SKU #:	_____
UPC #:	_____
DESC:	_____
QTY:	_____
NW:	_____ KG
GW:	_____ KG
CUFT:	_____
PO:	
DC:	_____
C/NO:	_____
MADE IN:	_____

Place Shipping Label on All 4 Panels & Refer to [Shipping Label Requirements](#) for Applicable Size.

Master Shipper - Containing Color Boxes or other Packaging Types

1. **DO NOT** place markings on top or bottom panels unless specifically required by HFT.
2. **DO NOT** use plastic straps on any box or carton which weighs less than 150 lb or 68kg. For packages over 150 lb. or 68kg, please refer to the [Strap Requirements](#).

MASTER CARTON REQUIREMENTS

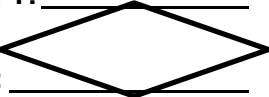
Instructions below apply to Master Carton ONLY:

1. ALL cartons should be marked with "THIS END UP" on the top right corner of all side panels. Please refer to the [Shipping Regulation Icons Page](#) for specific requirements.

IMPORTANT NOTE: Any product which is classified as hazardous for transportation (via 49-CFR, IMO/IMDG, or IATA Dangerous Goods Regulations) will require special packaging considerations found on [Hazardous Products](#) page.

VENDOR TO APPLY

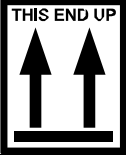




"THIS END UP" ON THE TOP RIGHT CORNER OF ALL SIDE PANELS. PLEASE REFER TO [SHIPPING REGULATION ICONS](#).

SKU #:	_____
UPC #:	_____
DESC:	_____
QTY:	_____
NW:	_____ KG
GW:	_____ KG
CUFT:	_____
PO:	
DC:	_____
C/NO:	_____
MADE IN:	_____

Place Shipping Label on All 4 Panels & Refer to [Shipping Label Requirements](#) for Applicable Size.

Shipping Regulation Icons

Reference packaging dieline for any additional icons required

Icon	Icon Name	Purpose	When is it Required?	Applies to Inner or Outer or Both?
	THIS END UP	Shipping orientation to avoid damage to packaging and product	All master cartons	Outer
	FRAGILE PLEASE HANDLE WITH CARE	Carton contains products with glass or other fragile materials	When a carton contains fragile materials, such as glass	Both
	LIQUIDS	Liquids are present in carton	Any product containing liquid	Both
	TEAM LIFT 23-45 kg 50-99 lb	Weight of carton and proper handling instructions	When a carton weighs 23-45 kg or 50-99 lb	Primarily present on master cartons or master shippers
	MACHINE OR TOOL LIFT 45 kg + or 100 lb+	Weight of carton and proper handling instructions	When a carton weighs 45 kg + or 100 lb+	Primarily present on master cartons or master shippers

Icon Size Requirement - 38 x 45mm

If carton is too small to fit the required icon size listed above, connect with Harbor Freight Vendor Manager to discuss.

Hazardous Products

Haz-mat (Hazardous Materials)

NOTE: Any product which is classified as hazardous for transportation (via 49-CFR, IMO/IMDG, or IATA Dangerous Goods Regulations) will require special packaging considerations:

- Package testing and UN 4G report
- Master carton labeling and marking
- Haz-mat shipping documents
- Haz-mat ocean containers and placarding
- Other potential considerations

A few examples of hazardous materials:

- Lithium-Ion battery packs (exceeding 100Wh)
- Flammable liquids (packed separately or with another product)
- Corrosive liquids (packed separately or with another product)
- Marine pollutants

Contact the HFT Global Sourcing Team to discuss these considerations during the RFQ stage of the project.

Strap Requirements

NOTE: Metal straps should not be applied to any carton.

1. **DO NOT** use plastic straps on any carton which:
 - Weighs less than 150-lb [68kg]
2. For cartons which exceed 150-lb [68kg] and require plastic straps:
 - Strap color: white or yellow
 - Strap material: PP (preferred due to printing ability)
 - Strap width (minimum): 1/2" [12mm]
 - Strap thickness (minimum): 0.03" [0.8mm]
 - Printed warning statement:
 - **WARNING: DO NOT LIFT OR PULL USING STRAPS ADVERTENCIA: NO LEVANTAR O JALAR UTILIZANDO CORREAS**
 - Font color: black
 - Font size (minimum): 1/4" [6mm]
3. If plastic straps cannot be reasonably printed (for example PET straps)
 - Two labels should be applied to the top panel of the carton
 - Label position: adjacent to opposite edges
 - Label dimensions (W x H): 100 x 75mm (suggested minimum size)
 - Label background color: white (or other hi-visibility color)
 - Printed warning statement:
 - **WARNING: DO NOT LIFT OR PULL USING STRAPS ADVERTENCIA: NO LEVANTAR O JALAR UTILIZANDO CORREAS**
 - Font color: black
 - Font size (minimum): 3/8" [10mm]
 - HFT can provide the graphics file for this label

Taping Methods

1. All RSC (Regular Slotted Container) master cartons should be taped using the H-Taping Method (reference Figure 1 at right)

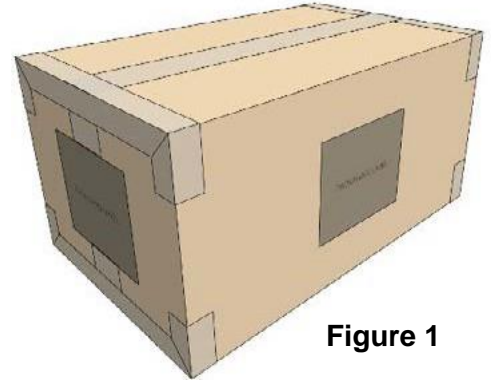


Figure 1

2. All FOL (Full Overlap) master cartons should be taped on three edges (reference Figure 2 at right)



Figure 2

3. All telescoping master cartons should be taped on all four edges where the top lid meets the bottom tray (reference Figure 3 at right)

4. Tape should be a minimum of 48mm wide with a minimum thickness of 0.06mm for cartons with a max weight of 23kg. Cartons over 23kg should use a thickness of 0.09mm.

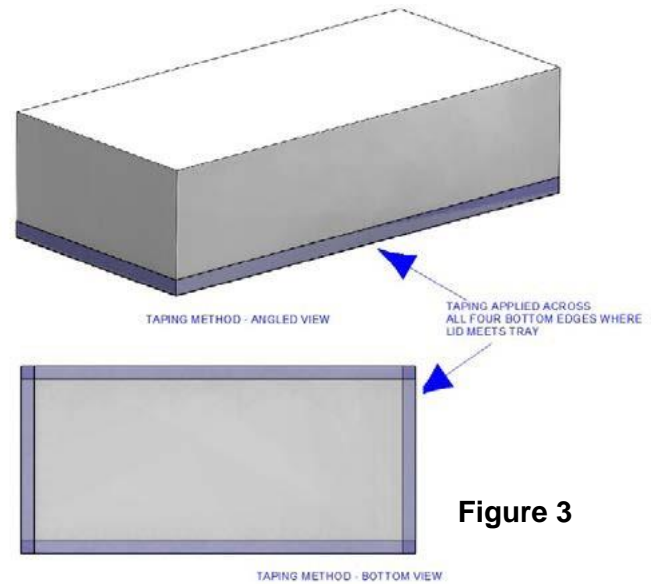


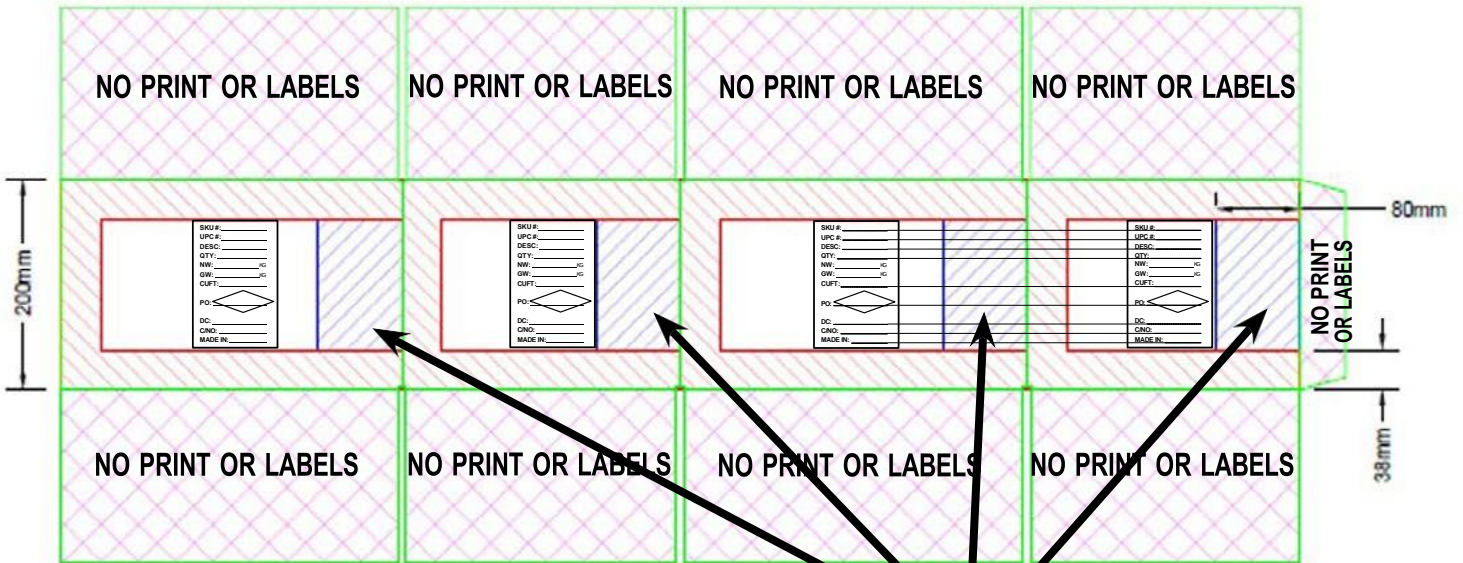
Figure 3

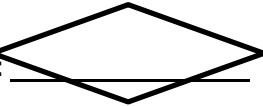
Shipping Label Requirements

Outer Carton Label Requirements

Use when Master Carton Height > 150mm [6in]

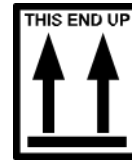
[Click here to download the Outer Label](#)



SKU #:	_____
UPC #:	_____
DESC:	_____
QTY:	_____
NW:	_____ KG
GW:	_____ KG
CUFT:	_____
PO:	
DC:	_____
C/NO:	_____
MADE IN:	_____

SHIPPING LABEL

- Size: Scale to fit
- Apply labels or print on 4 panels
- Centered on print area



38 x 45mm

ICON LOCATION

- Width: 80mm wide
- Icons 38mm x 45mm
- Icons should be on all 4 sides
- Icons should be offset 38mm from top edge
- Additional Icons should have a 5mm gap
- Icons should be centered in a column
- Icons should be offset 20mm from the vertical edge

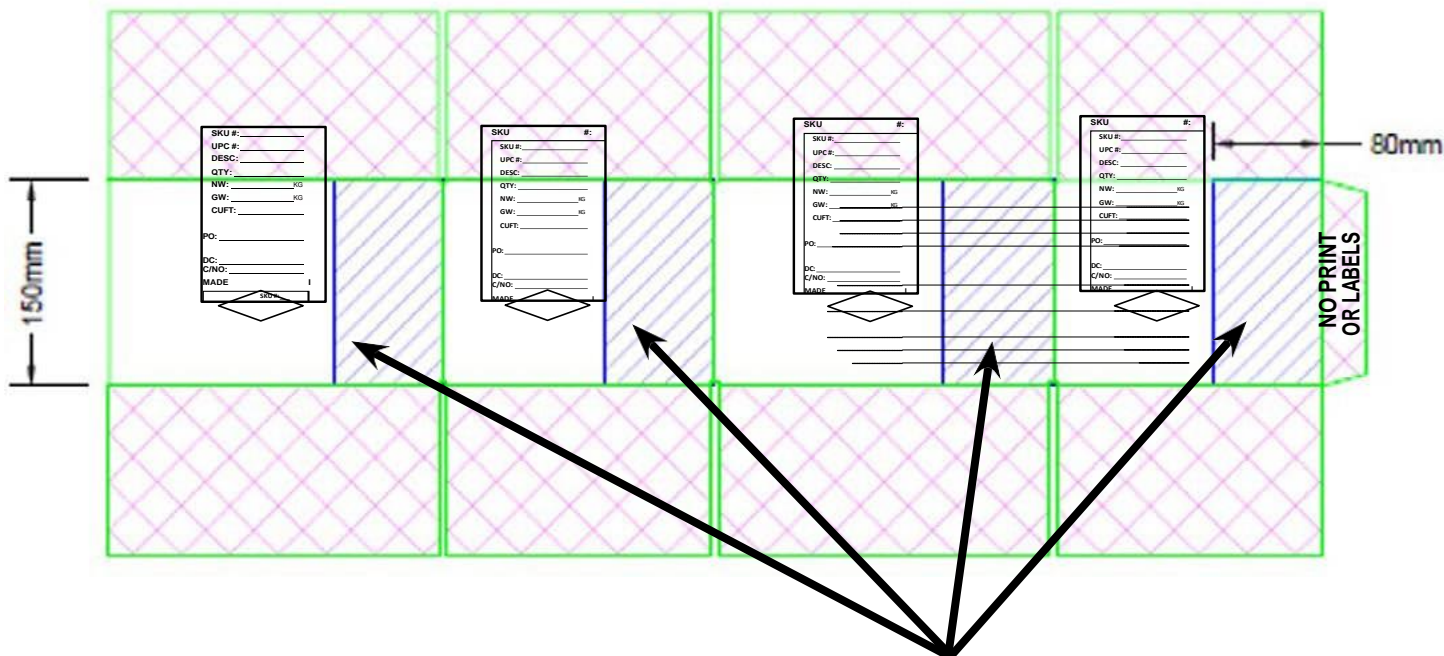


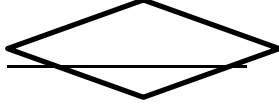
NO PRINT AREA
38mm wide

Outer Carton Label Requirements

Use when Master Carton Height <150mm [6in]

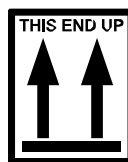
[Click here to download the Outer Label](#)



SKU #:	_____
UPC #:	_____
DESC:	_____
QTY:	_____
NW:	_____ KG
GW:	_____ KG
CUFT:	_____
PO:	
DC:	_____
C/NO:	_____
MADE IN:	_____

SHIPPING LABEL

- Size: 50 x 75mm or 2 x 3 in
- Apply labels or print on 4 panels
- Centered on print area



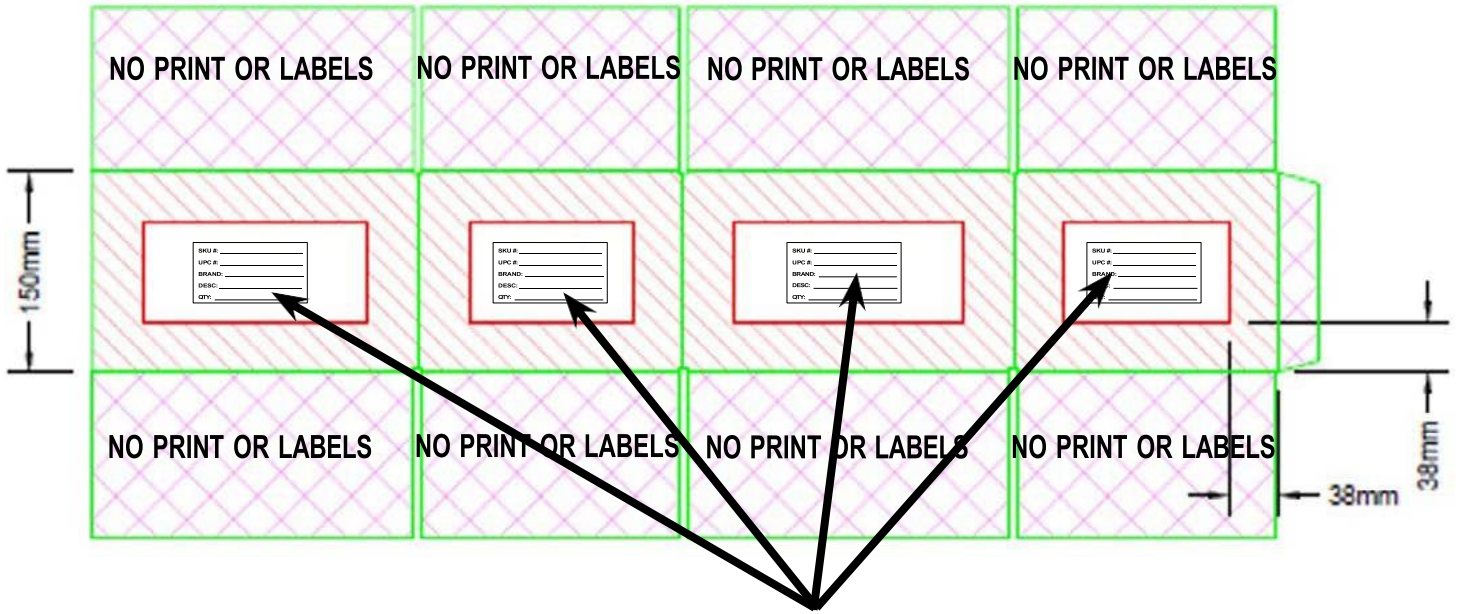
38 x 45mm

ICON LOCATION

- Width: 80mm wide
- Icons 38mm x 45mm
- Icons should be on all 4 sides
- Icons should be offset 38mm from top edge
- Additional Icons should have a 5mm gap
- Icons should be centered in a column
- Icons should be offset 20mm from the vertical edge

Inner Carton Label Requirements
Use when Inner Carton Height >100mm [4in]

[Click here to download the Inner Carton Label](#)



SKU #:	_____
UPC #:	_____
BRAND:	_____
DESC:	_____
QTY:	_____

INNER CARTON LABEL

- Size: 50 x 75mm or 2 x 3 in
- Apply labels or print on 4 panels
- Centered on print area



Inner Carton Label Requirements

Use when Inner Carton Height <100mm [4in]

[Click here to download the Inner Label](#)



SKU #: _____
UPC #: _____
BRAND: _____
DESC: _____
QTY: _____

INNER CARTON LABEL

- Size: 50 x 75mm or 2 x 3 in
- Apply labels or print on 4 panels
- Centered on print area

Section 2.2: Date Codes, Serialization, and Payment

Date Code Sticker for Retail Package & Master Carton

All products should have date codes on the item, master carton, and on the retail package. Date codes are an important part of the traceability of the products.

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. WWYY refers to the actual production completion date. In this example below, 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 – Orange 2024 – Green 2025



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



DE LINES - DO NOT PRINT



date code location on package



Suffocation warning

Plastic bags with a thickness of less than 1 mil (0.001 inch) having an opened end larger than 5 inches in diameter shall contain the following warning statement:

WARNING: To avoid danger of suffocation, keep this plastic bag away from babies and children. Do not use this bag in cribs, beds, carriages or playpens. This bag is not a toy.

The warning shall be printed clearly so as to prevent the ink from smearing, or upon a gummed label securely attached to the plastic bag, and shall be printed in a prominent place with legible bold face type which shall be contrasted by typography, layout or color from the contents of the bag and from other printed matter on the bag, if any.

The size of the print shall be as follows. If the total length and width of the bag is more than 40 inches, the warning shall be repeated at intervals of 20-inches or less.

Total length and width of bag (X)	Size of print
X ≥ 60 inches	≥ 24 point
40 ≤ X < 60 inches	≥ 18 point
25 ≤ X < 40 inches	≥ 14 point
X < 25 inches	≥ 10 point

Payment

HFT pays quickly and on time. We require presentation of a full set of shipping documents and a PASS Inspection certificate provided by HFT QA Department.

Any inaccuracies or delay in providing these documents will delay your payment, so HFT encourages vendors to submit all required paperwork in full and on time. For more details, see [Section 10](#): Shipping and Payment Documentation – Submitting Documents for Payment.

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	Joey Matthews Sr Manager of Operations 224 Harbor Freight Road/P.O. Box 1627 Dillon, South Carolina 29536 Cell: (843) 624-8646 Office: (843) 676-2608 jmatthews@harborfreight.com
Elwood (Chicago) DC	Larry Sanza Transportation Manager Harbor Freight Tools 3401 South Brandon Rd. Elwood IL 60421 Mobile: 818-317-0978 ; Office: (779)204-4112 Email: lsanza@harborfreight.com
Dallas-Fort Worth DC	Adam Riggs Harbor Freight Tools 1257 Bold Ruler Rd Fort Worth TX 76052 Phone #: (951) 842-1469 E-mail: adam2@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
Hub Group Contact Details, if Collect	1801 Park 270 Drive, Ste. 400, St. Louis, MO 63146 Tel: 1-866-409-9780 harborfreightinbound@hubgroup.com
HFT Global Product Safety & Compliance Department:	productcompliance@harborfreight.com

Section 4: Purchase Orders

Receiving Purchase Orders

- HFT purchase orders (POs) are sent via email from: POMAINTENANCE@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 available for pick-up.**

Confirming Purchase Orders

- PO receipt and confirmation instructions:**
 - Every purchase order will be sent in separate emails in **PDF format** to the email address provided by the vendor. If you do not receive a PDF file, contact the Vendor Management Department.
 - An **Excel (.csv) spreadsheet** will also be sent separately that summarizes all new POs and will act as a tool to provide vendor confirmations. If you do not receive an Excel spreadsheet, contact the Vendor Management Department.
 - In the Excel file:
 - Column J is the HFT requested date to ship.
 - Enter the shipping week confirmation in format WW.YY in column A. Do not enter anything else in this cell, as this will result in dates not being updated properly.
 - If your confirmed ship week is not the same as our requested ship week, please enter a comment in Column B with the explanation.
 - After you fill in all lines in columns A and B, email the spreadsheet to POMAINTENANCE@HARBORFREIGHT.COM & DomesticCommunication@harborfreight.com
 - NOTE: please do not send us PO confirmations in any other way other than in the Excel file you receive from HFT. Example of incorrect responses are: e-mail text, your company's Order Acknowledgement forms or documents, or any other formats. This will result in failed confirmation.**

	A	B	C	D	E	F	G	H	I	J	K
	Vendor CONFIRMED	Vendor COMMENT	PO#	Rev#	Line#	SKU	Description	Qty	Ship To	Requested Ship Week	Orig Confir Ship Week
1	SHWK		1234567	0	1	123456	ABC	4800	DC	22.14	
2											
3											
4											
5											
6											
7											
8											
9											
10											

Required field if your confirmed ship week does not match our requested ship week. Provide comments why there is a delay.

Required field to confirm PO. Enter WW.YY

A	B	C	D	E	F	G	H	I	J	K	L
Vendor CONFIRMED	Vendor COMMENT	PO#	Rev#	Line#	SKU	Description	UPC	Qty	Ship To	Requested Ship Week	Orig Confir Ship Week
SHWK		1234567	0	1	123456	ABC	123456789012	4800	DILLON	40.2	

- **Early shipments:** Authorization is needed to ship orders 2 or more weeks early. Contact POmaintenance@harborfreight.com & DomesticCommunication@harborfreight.com

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 DomesticCommunication@harborfreight.com and pomaintenance@harborfreight.com with Order Confirmation and confirmed ship date.
- If there are any changes needed to the Purchase Order details after confirmation, i.e., quantity , ship week, incorrect UPC etc, please let us know immediately, so we can update records on our end. Please e-mail the changes to pomaintenance@harborfreight.com and cc DomesticCommunication@harborfreight.com
- If there are any issues with product costs on HFT Purchase orders, please e-mail your Vendor Manager.
- 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 DomesticCommunication@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 other related issues (product inquiry, updates to your product costs, or any other business-related matters), please contact your Vendor Manager.

Distribution Centers

- Dillon, South Carolina, is on the east coast of the USA. On POs and documents this is also listed as DI and/or #952.
- Moreno Valley, California, is on the west coast of the USA. On POs and documents this is also listed as MV and/or #953.
- Elwood, 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 close to Joliet city.
- Dallas Fort Worth, Texas, is a city in North Central Texas. On POs and documents this is also listed as DFW and/or #955.

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.

Quality Inspections

All orders for HFT-branded products, without exception, are required to receive a passing HFT Quality Inspection Report prior to shipping any purchase orders. See [Product Inspection](#) section for more details. Violations may result in payment holds, financial penalties, and possible return of goods at the vendor's cost.

ETQ Portal: training and documents

See <https://www.harborfreight.com/gsvm.html> for the latest quality inspection requirements, process, and user guide:

[Harbor Freight ETQ Pre-shipping Inspection Guide](#)

[Harbor Freight Remote Inspection \(Vendor Self-Inspection guide\)](#)

[ETQ Reliance Vendor User Guide \(English\)](#)

[ETQ Reliance Vendor User Guide \(Chinese\)](#)

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

Vendors must conduct due diligence to identify any potential risks associated with forced labor and take necessary measures to eliminate such risks from their supply chains. 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.

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 is 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. Vendors must maintain accurate records and documentation of their supply chains, including the origin of raw materials, intermediate goods, and final products. Vendors must promptly respond to the company's requests for sub-supplier information and documentation related to social compliance and corporate responsibility. Vendors are required to hold their own suppliers, subcontractors, recruitment agents, and labor agents to applicable laws and these guidelines.

Scheduling a Social Compliance and/or CTPAT 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 socialcompliance@harborfreight.com; CAPs and summaries will not be accepted, only **complete reports** will be considered.
- CTPAT Audit – E-mail a SCAN, GSV, etc., report dated within the **last 6 months** to socialcompliance@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 needed.

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.
- FAT samples must be same design and quality as the qualified samples and must be of final production quality with all final manuals, label, and packaging included.

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 ProductChangeRequest@harborfreight.com. Our QA team will evaluate your request and get in touch with you for samples, testing, etc., and for next steps.

Link to form: <https://images.harborfreight.com/hftweb/global-sourcing/Product%20Change%20Application%20Form.docx>

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

Domestic Collect shipments must be booked with Hub Group

Email: harborfreightinbound@hubgroup.com

Phone Number: 1-866-409-9780

- Information needed to book a carrier for pickup:
- Pick up address
- Destination
- PO Number
- Pallet Count
- Weight
- Shipping Hours
- Shipment Ready Date

Vendors can expect carrier information within 48 business hours.

The appointment process for Harbor Freight Distribution Centers will be as follows:

When scheduling a delivery appointment please email the following information to the appropriate DC.

Email Description: Harbor Freight Inbound Appointment Scheduling

Information needed to schedule a delivery appointment:

- Carrier
- SCAC
- Desired Delivery Day
- Desired Delivery Time
- Purchase Order Number
- Unit Count
- Skid Count

All appointments must be made **24 hours in advance**.

Please send an email using one of the below email addresses to schedule a delivery appointment. Only Carriers WITH an advanced appointment will be received.

DILLON - DomesticAppointments@harborfreight.com

Days and Hours of Operation: When requesting an appointment please request a date and specific time within the operating hours noted below. Please note the DC works off the scheduled appointment time and not delivery windows.

Monday - Friday 0600-1300

Appointment Line: (843) 676-2600 ext. 2743 The appointment line is open Mon-Fri 0600-1400

CHICAGO - CHI_TRANSPORTATION@HARBORFREIGHT.COM

Days and Hours of Operation: When requesting an appointment please request a date and specific time within the operating hours noted below. Please note the DC works off the scheduled appointment time and not delivery windows.

Tuesday - Friday 0600-1200

MORENO VALLEY – mv_receiving_cactus@harborfreight.com

Days and Hours of Operation: When requesting an appointment please request a date and specific time within the operating hours noted below. Please note the DC works off the scheduled appointment time and not delivery windows.

Monday - Friday 0600-14:30

Appointment Line: (951) 214-7900 The appointment line is open Mon - Fri 0600-14:30

DALLAS-FORT WORTH TX – dfwtransportation@harborfreight.com

Days and Hours of Operation: When requesting an appointment please request a date and specific time within the operating hours noted below. Please note the DC works off the scheduled appointment time and not delivery windows.

Monday-Friday 0600-14:30

Appointment Line: (951) 842-1469 The appointment line is open Mon - Fri 0600-14:30

Section 9: Trailer Loading

General Trailer 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 trailer modifications that can be used to hide illegal items
- Door seal and locking mechanisms (bolts, hasps) must be in good condition and not missing
- Trailer floor must be in good condition without any major buckling
- Trailer 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 trailers that show signs of leaking
- Complete 10-point trailer inspection (also a requirement for Section 5: Quality)

Examples of secure loads



DUNNAGE AIRBAGS



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 speed up unloading and will also allow 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



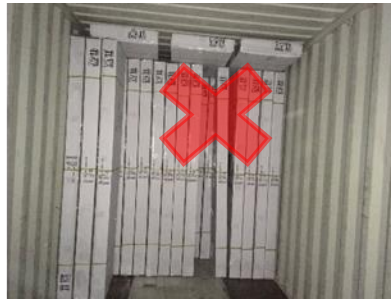
Example of incorrect pallet load orientation



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.
- Trailer 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 Trailers

- 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 trailer.



Multiple POs and Trailer sharing

- One trailer is allowed to contain multiple POs. However, when loading multiple POs in one trailer, 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 trailers 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 trailer in the Packing List.

Trailer Manifest

HFT requires accurate trailer 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
53' Trailer	3200 (CBF)	1200 (CBF)	45,000lbs	10,000lbs

Never tape over or obstruct trailer vents. If you receive a trailer 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

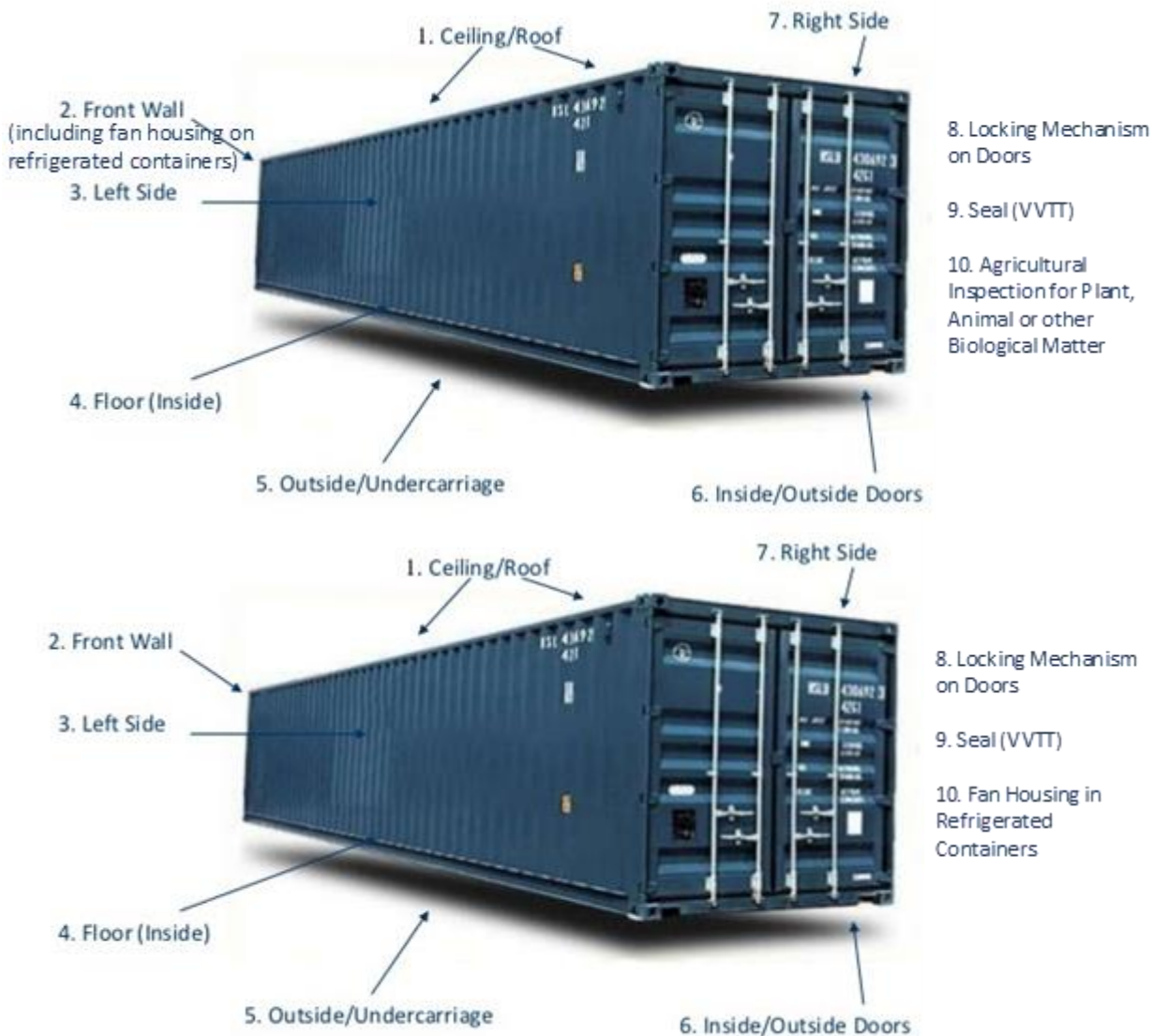
C-TPAT and Cargo Security is extremely important to HFT. All vendors are required to complete a HFT C-TPAT (Customs Trade Partnership Against Terrorism) questionnaire before any orders are placed and additionally for periodic review. It is necessary for your company to develop, implement, and follow 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

Section 10: Shipping and Payment Documentation

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. **For all shipments to Harbor Freight, please have detailed Packing List available upon request.**
- 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
- Shipping terms
- 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. **Do NOT reference as CASE or PALLET cost.**
- Quantity of each item by selling unit (**do NOT reference as master cartons, cases 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:

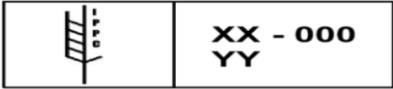
- Quantity of each item
- Master carton count and inner carton count (if applicable) of each SKU#/item (for example, Master carton has 4 inner carton and each inner carton has 10 of SKU#12345 for a total of 40 quantity count of SKU#12345)
- Gross and net weight of each SKU#/item
- Marks and numbers on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

Revised Documents

Revised documents must be sent to apemail@harborfreight.com with "REVISED" referenced in the subject. If the carton count changes, the packaging list must reflect the correct quantity and the manifest list must be corrected also. Should the shipment go for exam and the carton count in the container does not match the carton count on the manifest / packing list, this may result in fines and penalties for incorrect declaration of goods.

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)		<ul style="list-style-type: none"> ☑ Accession number. ☑ Device listing number. ☑ Registration Number. ☑ 510K number. ☑ 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

Shipping Calendar 2023

January							
Week	S	M	T	W	T	F	S
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

February							
Week	S	M	T	W	T	F	S
5				1	2	3	4
6	5	6	7	8	9	10	11
7	12	13	14	15	16	17	18
8	19	20	21	22	23	24	25
9	26	27	28				

March							
Week	S	M	T	W	T	F	S
9				1	2	3	4
10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	18
12	19	20	21	22	23	24	25
13	26	27	28	29	30	31	

April							
Week	S	M	T	W	T	F	S
13							1
14	2	3	4	5	6	7	8
15	9	10	11	12	13	14	15
16	16	17	18	19	20	21	22
17	23	24	25	26	27	28	29
18	30						

May							
Week	S	M	T	W	T	F	S
18		1	2	3	4	5	6
19	7	8	9	10	11	12	13
20	14	15	16	17	18	19	20
21	21	22	23	24	25	26	27
22	28	29	30	31			

June							
Week	S	M	T	W	T	F	S
22					1	2	3
23	4	5	6	7	8	9	10
24	11	12	13	14	15	16	17
25	18	19	20	21	22	23	24
26	25	26	27	28	29	30	

July							
Week	S	M	T	W	T	F	S
26							1
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29
31	30	31					

August							
Week	S	M	T	W	T	F	S
31			1	2	3	4	5
32	6	7	8	9	10	11	12
33	13	14	15	16	17	18	19
34	20	21	22	23	24	25	26
35	27	28	29	30	31		

September							
Week	S	M	T	W	T	F	S
35						1	2
36	3	4	5	6	7	8	9
37	10	11	12	13	14	15	16
38	17	18	19	20	21	22	23
39	24	25	26	27	28	29	30

October							
Week	S	M	T	W	T	F	S
40	1	2	3	4	5	6	7
41	8	9	10	11	12	13	14
42	15	16	17	18	19	20	21
43	22	23	24	25	26	27	28
44	29	30	31				

November							
Week	S	M	T	W	T	F	S
44				1	2	3	4
45	5	6	7	8	9	10	11
46	12	13	14	15	16	17	18
47	19	20	21	22	23	24	25
48	26	27	28	29	30		

December							
Week	S	M	T	W	T	F	S
48						1	2
49	3	4	5	6	7	8	9
50	10	11	12	13	14	15	16
51	17	18	19	20	21	22	23
52	24	25	26	27	28	29	30
1	31	1					

US HOLIDAY

Shipping Calendar 2024

January							
Week	S	M	T	W	T	F	S
1		1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30	31			

February							
Week	S	M	T	W	T	F	S
5					1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	23	24
9	25	26	27	28	29		

March							
Week	S	M	T	W	T	F	S
9						1	2
10	3	4	5	6	7	8	9
11	10	11	12	13	14	15	16
12	17	18	19	20	21	22	23
13	24	25	26	27	28	29	30

April							
Week	S	M	T	W	T	F	S
14	31	1	2	3	4	5	6
15	7	8	9	10	11	12	13
16	14	15	16	17	18	19	20
17	21	22	23	24	25	26	27
18	28	29	30				

May							
Week	S	M	T	W	T	F	S
18				1	2	3	4
19	5	6	7	8	9	10	11
20	12	13	14	15	16	17	18
21	19	20	21	22	23	24	25
22	26	27	28	29	30	31	1

June							
Week	S	M	T	W	T	F	S
23	2	3	4	5	6	7	8
24	9	10	11	12	13	14	15
25	16	17	18	19	20	21	22
26	23	24	25	26	27	28	29
27	30						

July							
Week	S	M	T	W	T	F	S
27		1	2	3	4	5	6
28	7	8	9	10	11	12	13
29	14	15	16	17	18	19	20
30	21	22	23	24	25	26	27
31	28	29	30	31			

August							
Week	S	M	T	W	T	F	S
31					1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31

September							
Week	S	M	T	W	T	F	S
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

October							
Week	S	M	T	W	T	F	S
40			1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31		

November							
Week	S	M	T	W	T	F	S
44						1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30

December							
Week	S	M	T	W	T	F	S
49	1	2	3	4	5	6	7
50	8	9	10	11	12	13	14
51	15	16	17	18	19	20	21
52	22	23	24	25	26	27	28
1	29	30	31				

HOLIDAY
BLK/FRIDAY-CYBER MONDAY

Shipping Calendar 2025

JANUARY 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

FEBRUARY 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
5							1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
8	16	17	18	19	20	21	22
9	23	24	25	26	27	28	

MARCH 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
9							1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31					

APRIL 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
14			1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19
17	20	21	22	23	24	25	26
18	27	28	29	30			

MAY 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
18					1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31

JUNE 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30					

JULY 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
27			1	2	3	4	5
28	6	7	8	9	10	11	12
29	13	14	15	16	17	18	19
30	20	21	22	23	24	25	26
31	27	28	29	30	31		

AUGUST 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
31						1	2
32	3	4	5	6	7	8	9
33	10	11	12	13	14	15	16
34	17	18	19	20	21	22	23
35	24	25	26	27	28	29	30
36	31						

SEPTEMBER 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
36		1	2	3	4	5	6
37	7	8	9	10	11	12	13
38	14	15	16	17	18	19	20
39	21	22	23	24	25	26	27
40	28	29	30				

OCTOBER 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
40				1	2	3	4
41	5	6	7	8	9	10	11
42	12	13	14	15	16	17	18
43	19	20	21	22	23	24	25
44	26	27	28	29	30	31	

NOVEMBER 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
44							1
45	2	3	4	5	6	7	8
46	9	10	11	12	13	14	15
47	16	17	18	19	20	21	22
48	23	24	25	26	27	28	29
49	30						

DECEMBER 2025							
WK	Su	Mo	Tu	We	Th	Fr	Sa
49		1	2	3	4	5	6
50	7	8	9	10	11	12	13
51	14	15	16	17	18	19	20
52	21	22	23	24	25	26	27
1	28	29	30	31			

HOLIDAY

BLK/FRIDAY-CYBER MONDAY