



VENDOR GUIDELINES
供应商手册

UPDATED: JULY 2023

Harbor Freight Tools Vendor Guidelines

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.

Updates July 2023:

- Section 2:
 - o [Packaging Updates](#),
 - o [PIA Information added](#),
 - o [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. DC inspections and emphasis on FAT for 1st shipment and IC for all POs with HFT branded, etc.
 - o [Date Code](#) Headers updated.

- Section 3:
 - o All 3 [contact lists](#) have been updated
 - o Added [Vietnam](#) to South-East Asian countries & regions
 - o [Director of Sourcing Management - Senior Director of Sourcing Management](#)
 - o [US Inspection Contact Info](#)

- Section 5:
 - o Pre-shipping Inspection Booking and processing time have been updated to [ETQ Pre-shipping Inspection Guide](#)
 - o [ETQ Reliance Vendor User Guide](#) (English) and Chinese Version, and Registration Form. It was missing the link: <https://www.harborfreight.com/gsvm.html>.

- Sections 8-10:
 - o [Thailand](#) uses OOCL Logistics Booking Agent
 - o [New Years Day](#). + all other 2024 Holiday Dates
 - o [Multiple COO](#)
 - o [Non-China port table](#)
 - o [2024-2025](#) Shipping Calendar

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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. If a vendor does not have an export license or product liability insurance, the vendor can choose to work with our designated export agent Shanghai Shen Da Imp & Exp. Co., Ltd. in China. Contact the HFT Sourcing team for more details.

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. Contact the HFT Sourcing team for more details.
- 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.

Third-Party Compliance Testing

- Certain products require third-party testing to ensure compliance with various laws and industry consensus standards. HFT continues to expand its testing program to make the process easier for vendors and HFT will advise vendors if third-party testing is required for their product, as well as the frequency. HFT also has partnered with several, accredited, third-party labs for various types of testing and will advise which lab(s) is recommended for specific testing. Vendors are expected to follow the HFT recommendations unless they receive written approval to use a different lab prior to beginning the testing.
- 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, SAE, FMVSS, IEC, FDA, EPA/CARB, Ingress Protection testing, Toxics in Packaging Clearinghouse (TPCH) laws, chemical testing and disclosures, 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, audits, and surveys as needed and will advise if changes or corrections are needed. Vendors may be asked to ship samples to HFT, or to an HFT approved testing lab for periodic testing. Vendors may also be asked to obtain annual or updated compliance certifications and/or the appropriate third-party test report themselves and submit to HFT. The HFT Compliance and Global Sourcing teams will advise if this is required.
- For certain products like toys, HFT will require annual passing third-party test from a CPSC approved test lab, and also 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. Material changes should never be initiated without approval from HFT first. Work with your Global Sourcing Vendor Manager to submit the requested change and they will escalate as appropriate.
- 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. 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.
- For products requiring PIP 3:1 testing, that test will be conducted at the same time as the Prop 65 testing described above. HFT has a specific testing protocol on file with the same lab conducting the Prop 65 testing that will address the PIP 3:1 testing requirements also. Should PIP 3:1 be found to be present during pre-production testing, the product will need to be reformulated before it can move forward.
- 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 all products containing button or coin cell batteries, the battery compartment must comply with the requirements set forth by the U.S. Consumer Product Safety Commission under the law known as "Reese's Law".
- New laws and regulations may necessitate changes to products and/or packaging in order to comply with the new law, sometimes with short notice. If a vendor is aware of a new law that they believe applies to their product, they should alert the HFT Global Product Safety & Compliance team and copy their Global Sourcing contact. HFT will review and advise next steps.
- If HFT advises a vendor their product(s) must undergo a change or new type of testing in order to meet a new or changing requirement, the vendor is expected to cooperate promptly and fully.
- If HFT determines that a product must be recalled (in cooperation with CPSC, NHTSA, FDA or any other regulatory agency), vendors are required to cooperate fully with all aspects of the recall including, but not limited to, costs, remedy, logistics, destruction, and any requests for information prior to, during and after the launch of the recall.

- 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 and the HFT Global Product Safety & Compliance team immediately. Upon notification, 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. Vendors further understand that in the case of recalls, it is not always possible to have the defective product returned to the vendor, and that they must comply and cooperate still.

Vendor/Product Set Up

- All new vendors need to submit their completed and chopped response to our CTPAT 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.

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's owned Brand or 3rd Party Brand	Direct Imported or Domestic Supplied	No <i>*HFT reserves the right to request qualification and FAT testing for certain cases</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 Requirements

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:	_____

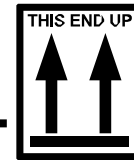
Shipping Label on All 4 Panels
& Refer to [Shipping Label Sizes](#)
for Requirements.

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 [Shipping Regulation Icons 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

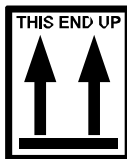
Instructions below apply to Master Carton ONLY:

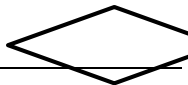
1. ALL cartons should be marked with "THIS END UP" on the top right corner of all side panels. Please refer to the [Shipping Regulation Icons Page](#) for specific requirements.

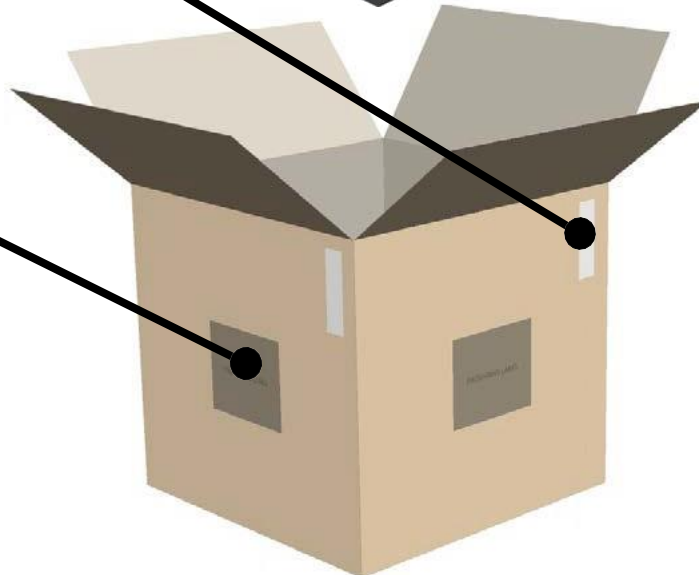
IMPORTANT NOTE: Any product which is classified as hazardous for transportation (via 49-CFR, IMO/IMDG, or IATA Dangerous Goods Regulations) will require special packaging considerations found on [Hazardous Products](#) page.

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

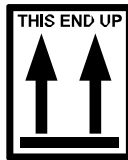
Instructions below apply to Master Shipper ONLY:

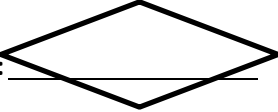
1. ALL cartons should be marked with "THIS END UP" on the top right corner of all side panels. Please refer to the [Shipping Regulation Icons Page](#) for specific requirements.

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](#).

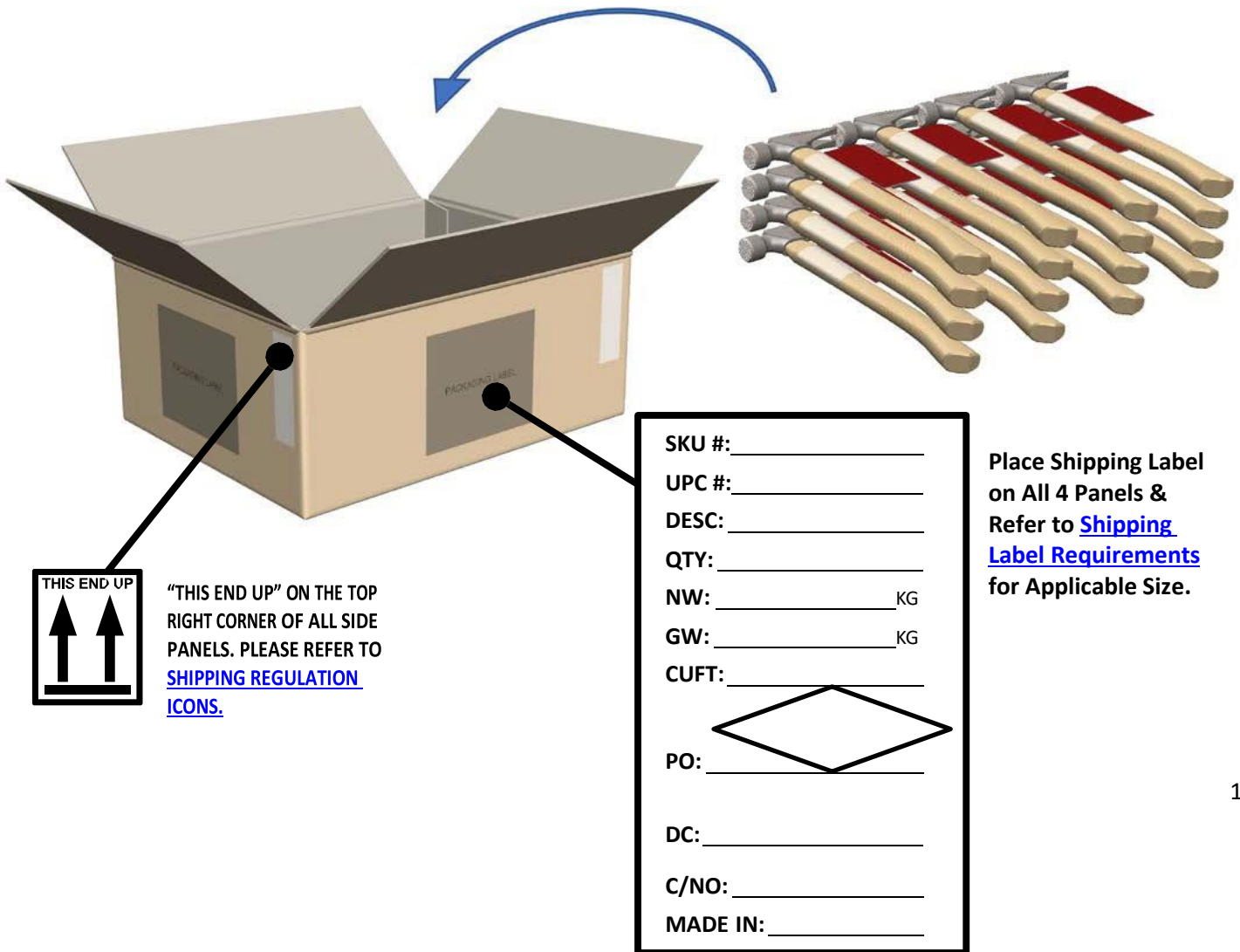
MASTER CARTON REQUIREMENTS

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.

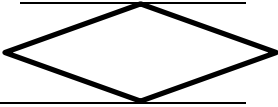
VENDOR TO APPLY



THIS END UP



"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

The diagram shows a large cardboard master carton on the left, partially open, revealing several smaller red boxes inside. A blue arrow points from the top of the master carton to one of the smaller boxes. Below the master carton is a 'THIS END UP' icon consisting of two upward-pointing arrows. A line connects this icon to the top right corner of the master carton. To the right of the master carton is a shipping label form with the following fields: SKU #: _____, UPC #: _____, DESC: _____, QTY: _____, NW: _____ KG, GW: _____ KG, CUFT: _____, PO: _____ (with a diamond-shaped placeholder), DC: _____, C/NO: _____, and MADE IN: _____. To the right of the form is a red box of a Bauer 20V HyperMax Lithium 19921-B compact hammer drill. A line connects the shipping label form to the front panel of the Bauer box. Below the Bauer box is the text: 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)

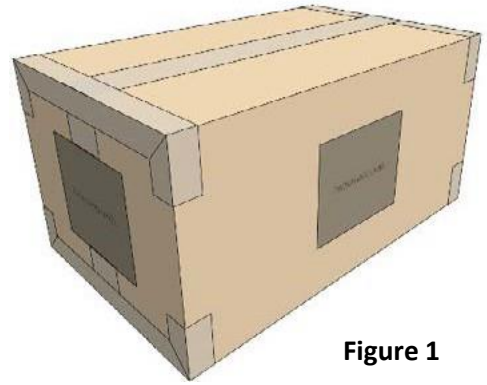


Figure 1

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

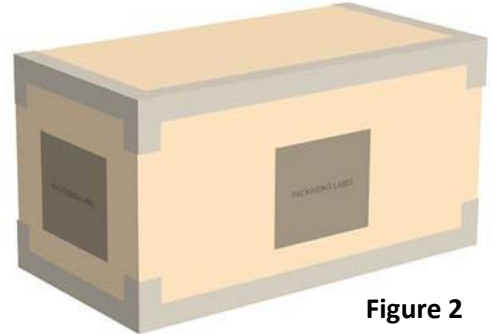


Figure 2

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)

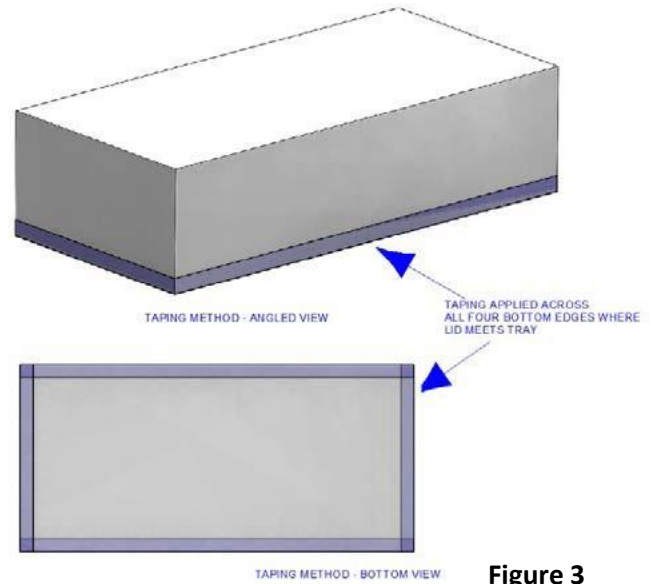


Figure 3

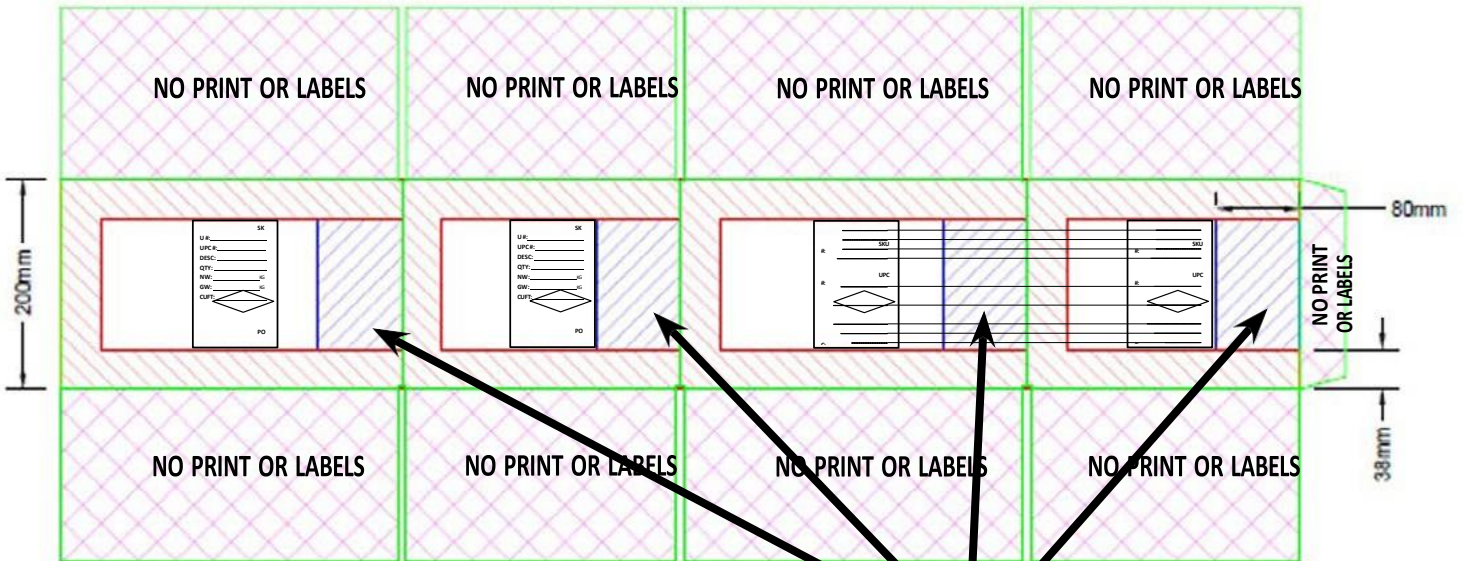
4. Tape should be a minimum of 48mm wide with a minimum thickness of 0.06mm for cartons with a max weight of 23kg. Cartons over 23kg should use a thickness of 0.09mm.

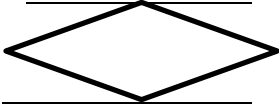
Shipping Label Requirements

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



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

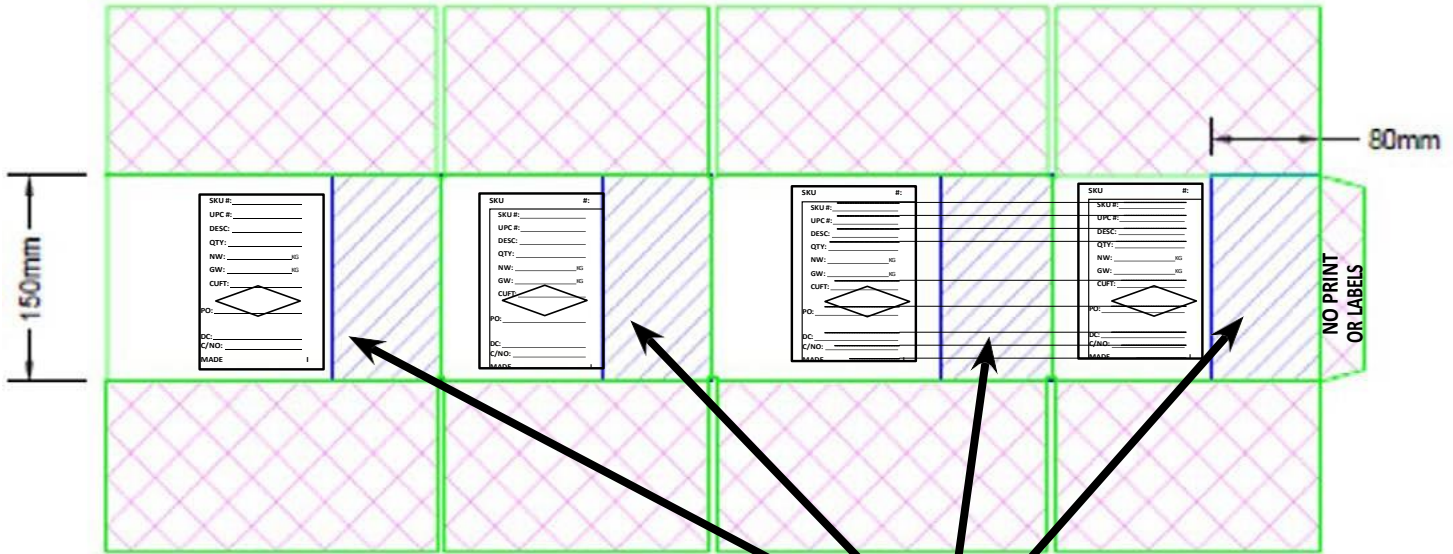


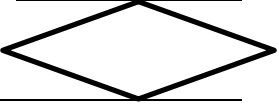
NO PRINT AREA
38mm wide

Outer Carton Label Requirements

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

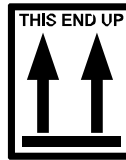
[Click here to download the Outer Label](#)



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



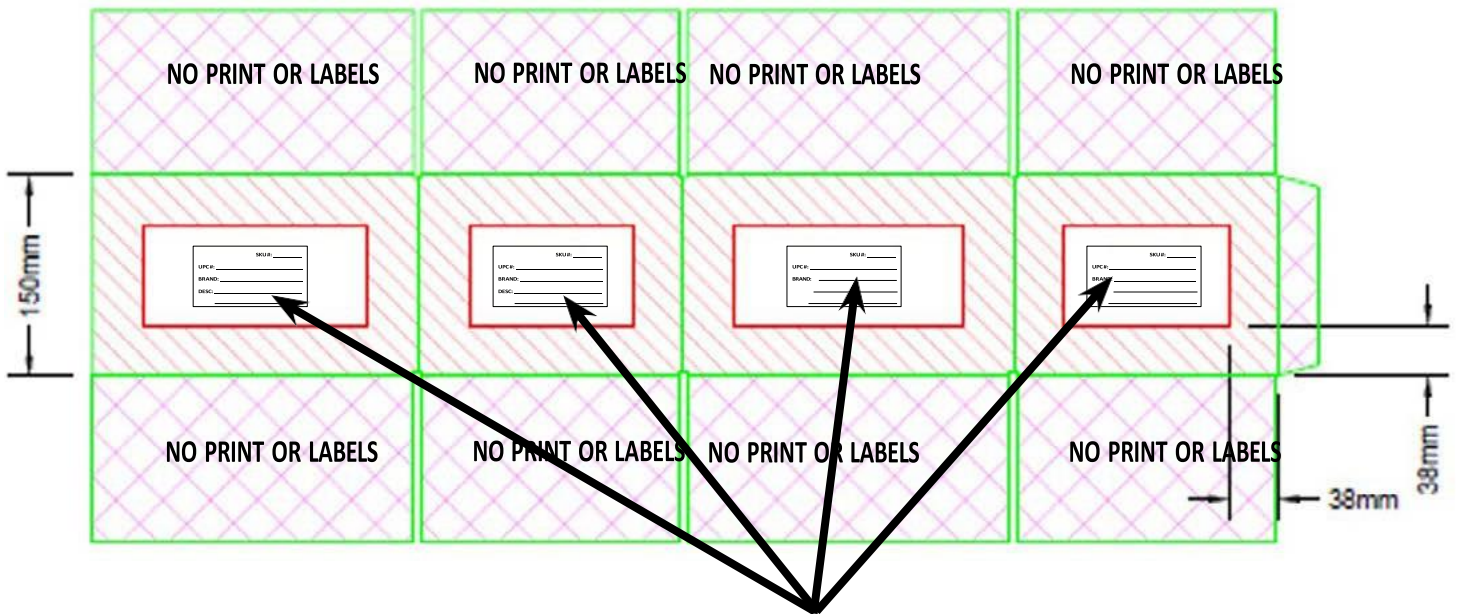
ICON LOCATION

- 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 1 cm 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



Suffocation Warnings

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
$X \geq 60$ inches	≥ 24 point
$40 \leq X < 60$ inches	≥ 18 point
$25 \leq X < 40$ inches	≥ 14 point
$X < 25$ inches	≥ 10 point

Unique Serialization

Serial Number must be etched directly on the product OR printed on a label that is permanently attached to product.

Each serial number must be added to the product at the final assembly stage. The serial number must be clear and legible. The numbers etched or printed must be 10 point Arial font. Make sure the etched or printed numbers are easy to read and do not run together.

Example:

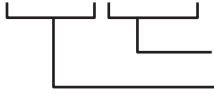
Correct = 869

Incorrect = ~~869~~

If a location is provided on our label, serial number must go there. If there is no location provided on our label, then the serial number must be on a non-removable major component of the product and placed in a highly visible location.

Serial Number marking consists of:

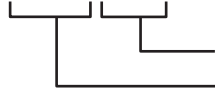
Serial No. VEND#-YYWW



4 Digit Date Code (factory to provide)

5 Digit Vendor Number provided by Harbor Freight

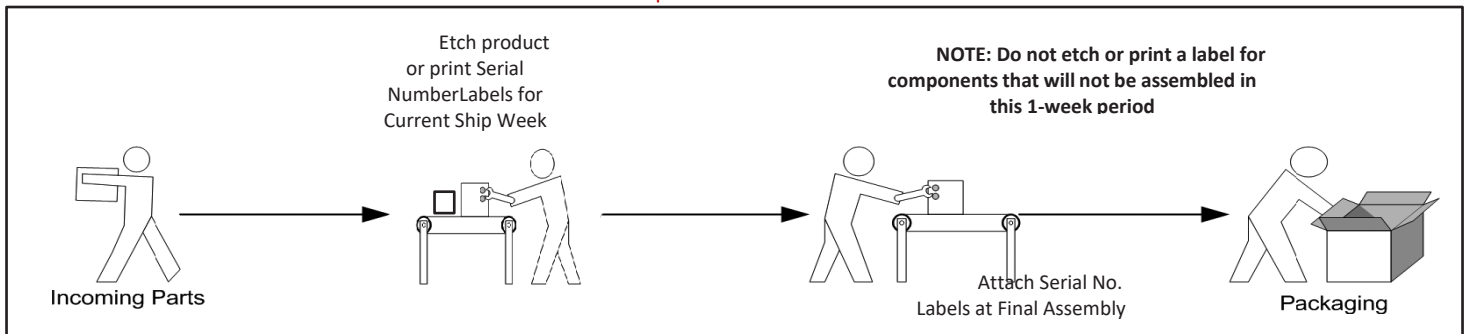
Example Serial No.: 12345-1525



4 Digit Date Code (25th production week of 2015)

5 Digit Vendor Number

Example of Workflow:



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](#).

Section 3: Contact List

HFT Shanghai Office

Responsible for vendors from mainland China and Hong Kong.

Department	Contact
Shipping Department	Panny Xu Sr Director of International Logistics pxu@harborfreight.com TEL: +86 21-8031-8200
QA Inspection Contact	Rocky Zhang Sr Director of China Quality rzhang@harborfreight.com TEL: +86 21-5777-5012 Ext 8020
Inspection Requests	Inspection requests should be submitted through our ETQ system. See step-by-step inspection request guide here . For vendors not set up in ETQ as of Aug'22, continue to send inspection requests to ins@harborfreight.com (link for the Inspection Request form here)
Vendor Management Department	Helen Wu. Sr Director of Vendor Management hwu@harborfreight.com TEL: 021-8031-8260
Sourcing Management Department	Robert Zhuang Sr Director of Sourcing Management rzhuang@harborfreight.com TEL: 021-8031-8290
HFT Shanghai Office Address	Room 2108, 688 Nanjing Road (West), Jingan District, Shanghai, China, 200041
HFT Shanghai QA Laboratory Address	#333, Che-Dun Town, Song-Jiang District, Shanghai 201611 TEL : 021-5777-5012, FAX : 021-5777-5012
HFT Shanghai QA Laboratory Contact	Chris Xu Sr Director of Quality Assurance CXu@harborfreight.com TEL: +86 21-5777-5012 Ext 8010
HFT Shanghai Compliance	Vito Jia/贾伟 Product Compliance Manager-China Harbor Freight Tools Cell: +86 18962106075 vjia@harborfreight.com

HFT Taiwan Office

Responsible for vendors from other South-East Asian countries & regions – Vietnam, Cambodia, Malaysia, Philippines, Thailand, Taiwan etc. (excluding Mainland China and Hong Kong)

Department	Contact
Shipping Department	Anita Chang Sr Logistics Manager AChang@harborfreight.com TEL+886-4-24155958
QA Inspection Contact	Richard Chang or the assigned Inspector Manager in Asia Sr Inspection Manager RChang@harborfreight.com
Vendor Management Department	Leo Liu Sr Vendor Manager Leoliu@harborfreight.com TEL: +886-4-2415-5972
Sourcing Management Department	Sam Wu Sr Director of Sourcing Management swu@harborfreight.com TEL: +886-4-2415-5961
HFT Taiwan Office Address	14F-6, No. 530, Yingcai Rd., West Dist., Taichung City, 40360, Taiwan

HFT USA Office

Responsible for vendors from Central & South America, European countries, and other countries not mentioned above.

Department	Contact
Shipping Department	Jonathan Tier Sr Manager, International Transportation jtier@harborfreight.com
Vendor Management Department	Erick Lange Sr Director of Vendor Management elange@harborfreight.com
QA Inspection Contact	Suneet Chadha Sr Manager, US Inspections Schadha@harborfreight.com
Product Safety & Compliance	productcompliance@harborfreight.com

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

- 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 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

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

A	B	C	D	E	F	G	H	I	J	K	L
Vendor CONFIRMED SHWK	Vendor COMMENT	PO#	Rev#	Line#	SKU	Description	UPC	Qty	Ship To	Requeste d Ship Week	Orig Confirm Ship Week
		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

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.
- 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 very close to Elwood 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. Violations may result in payment holds, financial penalties, and possible return of goods at the vendor's cost.

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's 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.

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 \(Chinese\)](#)

NOTE: Vendors not set up in ETQ as of Aug'22, continue to send inspection requests to ins@harborfreight.com (Inspection Request form can be found [here](#))

Please note the following section is applicable to Vendors that are NOT set up in ETQ

The Inspection Request Form must be sent to HFT 7 working days before container loading or delivery to consolidator.

- Within 4 days after the inspection request is received, our inspection department will coordinate the exact inspection date with the vendor.
- At least 80% of the production must be finished, packed in retail packaging, and in printed master cartons 5 days prior to container loading or delivery to consolidator. Inspectors are instructed to NOT inspect any production runs that fail to meet these criteria.
- The completed remote inspection report must be submitted to the designated HFT inspector for review and approval at least 4 days before the cargo is loaded to container for shipping or delivered to the consolidator for consolidation.

Section 6: Corporate Responsibility

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

Social and CTPAT compliance in our value chain is upheld by hiring third party monitoring firms to audit 20-25% of

our global value chain annually. Factories to be audited are prioritized using a Risk Prioritization Matrix (RPM) which ranks risk according to categories such as, but not limited to: total amount of PO's placed YTD, trailing twelve months (TTM) COGs, manufacturing country/location, and previous audit history.

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

CTPAT Audits

HFT may also request a CTPAT audit, or a combination of Social Compliance and CTPAT audit. The CTPAT portion will assess factories to identify potential supply chain security risks, and to determine if factories are meeting the minimum supply chain security guidelines. Link to CTPAT requirements translated into Simplified and Traditional Chinese, Vietnamese and Thai 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 CTPAT Audit

A member of the Corporate Social Responsibility team e-mails the Vendor approximately 45 days prior to the audit alerting about the upcoming audit. The e-mail contains documents that help set expectations, including:

HFT Supplier Code of Conduct – translated into Simplified and Traditional Chinese, Vietnamese and Thai;

- What to Expect on Audit Day;
- Factory Compliance Guidelines;
- Factory Audit Checklist;
- Fire Safety Guidelines;
- Social Compliance Risk Grading Matrix; and
- 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 CTrujillo@harborfreight.com. Corrective Action Plans (CAPs), certificates and/or 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 CTrujillo@harborfreight.com. CAPs, certificates and/or 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.

FDA

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.

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.

FAT samples must be of 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 must be no unauthorized or unapproved changes to mass production from tested and approved samples, 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: [click here](#)

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.

Full Container Load (FCL) CY/CY:

Vendors are required to use HFT's preferred booking agent when shipping from all origins. Our current preferred agent in China is Headwin, in Pakistan/ India – OOCL logistics, FCL Taiwan/Thailand/Malaysia/ Vietnam/ Cambodia – Tungya Freight. You must contact the booking agent at least 14 days prior to the ship week. See table below for Headwin's contact information by port.

If not using Headwin, all cargo must be shipped with HFT contracted carriers using our contract number. You must instruct your booking agent to use these carriers. You will receive communication from our International Logistics Department as follows:

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

Note, the carrier allocation management is only required if you are not using Headwin. If you have any questions,

contact Panny Xu Pxu@harborfreight.com or International Logistics intllogistics@harborfreight.com

Less Than Container Load (LCL):

All Less Container Load (LCL) CFS/CY shipments are **required** to use HFT's mandatory consolidators. You must contact the consolidator at least 21 days prior to the ship week. Refer to the "Consolidators for Shipments" table for approved consolidators' contact information by port.

Booking Instructions for All Containers

Please book Port to Port or Container Yard to Container Yard movement, and Freight Collect. Vendors must ship from port listed on terms of the Purchase Order (FOB port) and from the country the products were manufactured.

Bills of lading must be either Sea Waybill or Telex Release. Original Bills of Lading are no longer accepted.

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 (Chicago)

- Ports of discharge:
West Coast: Los Angeles-Long Beach, Seattle-Tacoma,
East Coast: New York-New Jersey, Norfolk
Canada: Vancouver, Prince Rupert.
- Mode of transportation will vary. Place of delivery Chicago, IL

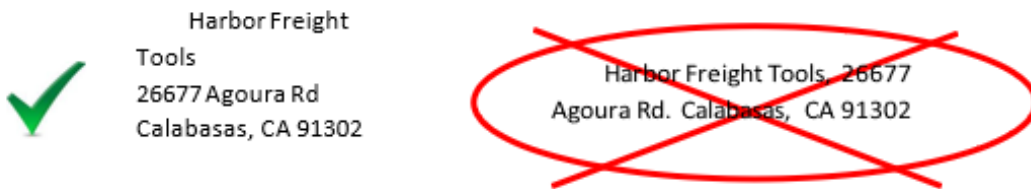
To US Central (Dallas-Fort Worth, Texas)

- Port of discharge:
West Coast: Los Angeles-Long Beach, Seattle-Tacoma,
East Coast: Charleston, Savannah and Wilmington.
Canada: Vancouver, Prince Rupert.
Gulf Coast: Houston
- Place of delivery – Dallas Fort Worth

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:



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.)

Consignee and Notify Party information address update for all DCs:

DC name	Dillon (DL) - 952	Moreno Valley (MV) -953	Chicago (CHI) - 954	Texas (DFW) - 955
Consignee	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools
	224 Harbor Freight Road	23400 Cactus Ave	3401 South Brandon Rd.	1257 Bold Ruler Rd
	Dillon, SC 29536	Moreno Valley, CA 92553	Elwood, IL 60421	Fort Worth TX 76052
Notify Party	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools
	26677 Agoura Rd	26677 Agoura Rd	26677 Agoura Rd	26677 Agoura Rd
	Calabasas, CA 91302	Calabasas, CA 91302	Calabasas, CA 91302	Calabasas, CA 91302
	Phone (818) 836-5000	Phone (818) 836-5000	Phone (818) 836-5000	Phone (818) 836-5000
	Fax (805) 445-4943	Fax (805) 445-4943	Fax (805) 445-4943	Fax (805) 445-4943

Consolidators for Shipments

Full Container Load (FCL): Below is the list of preferred booking agents by port. Less Container Load (LCL): Below is the list of mandatory consolidators by port.

Port	Agent/ Consolidator	Contact Name	Contact Phone#	Contact Email	Booking Email
Shanghai (also covers Yangtze river ports)	Headwin	Janet Li	021-60735407 / 13386134929	janet.li_sha@headwin.com.cn	hftsha.list@headwin.com.cn
		Infi Gu	021-60731774	infi.gu_sha@headwin.com.cn	

Ningbo	Headwin	Jidong Xu	0574-87752256/ 13805863100	jidong@headwin.com.cn	hftngb.list@headwin.com.cn
	Headwin	Alexey Wang	0574-87758782	alexey.wang@headwin.com.cn	
	Headwin	Cindy Shi	0574-87758783	cindy.shi@headwin.com.cn	
Qingdao	Headwin	Kitty Zhang	0532- 81635790/ 13730919827	kitty@headwin.com.cn	hfttao.list@headwin.com.cn
		Suki Hu	0532- 81635950/ 15853286747	suki_qd@headwin.com.cn	
Xingang	Headwin	Henry Han	022-27779055/ 18920215588	henry_tj@headwin.com.cn	hfttjn.list@headwin.com.cn
		Gina Liu	022-27779056/ 13702115337	gina.liu_tj@headwin.com.cn	
Yantian	Headwin	Lisa Zhang	755- 82577443/ 13632534624	lisa.zhang_sz@headwin.com.cn	hftxzn.list@headwin.com.cn
		Alen Lai	755-23811963	Alen.lai_sz@headwin.com.cn	
		Jennifer Ye	755-82529180/ 13164119025	jennifer.ye_sz@headwin.com.cn	
Xiamen / Fuzhou	Headwin	Freda Chen	0592-5692375/ 13600927717	freda.chen_xm@headwin.com.cn	hftxmn.list@headwin.com.cn
		Michael Xie	0592-5692378/ 13600951577	michael.xie_xm@headwin.com.cn	
Chongqing	Headwin	Summer He	023-67836722	summer.he_ckg@headwin.com.cn	hftckg.list@headwin.com.cn
		Melon Wu	023-67836722	melon.wu_ckg@headwin.com.cn	
		Anita Li	023-67836722	Anita.li@headwin.com.cn	

Guangzhou	China Arts	Ellie Cheung	020-83488966/13418196709	ellie.cheung@marinegrand.com	
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Non-China Ports

Please contact Anita Chang for Taiwan, Vietnam, Cambodia, Myanmar, Thailand, and Malaysia ports of departure:

Anita Chang

Harbor Freight Tools Taiwan Office
 14F-6, No.530, Yingcai Rd., West Dist.,
 Taichung City 40360, Taiwan
 Office: +886-4-24155958
achang@harborfreight.com

Port	Agent/Consolidator	Contact Name	Contact Phone#	Contact Email	Booking Email
PHNOM PENH, CAMBODIA	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley) / Doris Wang	+886-2-8648-2111 ext 318 / ext 323	tpeb05@mail.tungya.com.tw ; tpeb10@tungya.com.tw	tpeb05@mail.tungya.com.tw ; tpeb10@tungya.com.tw
SIHANOUKVILLE, CAMBODIA	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley) / Doris Wang	+886-2-8648-2111 ext 318 / ext 323	tpeb05@mail.tungya.com.tw ; tpeb10@tungya.com.tw	tpeb05@mail.tungya.com.tw ; tpeb10@tungya.com.tw
KUANTAN, MALAYSIA	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2-8648-2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw

PORT KLANG, MALAYSIA	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2- 8648- 2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
KAOHSIUNG , TAIWAN	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2- 8648- 2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
KEELUNG, TAIWAN	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2- 8648- 2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
TAICHUNG, TAIWAN	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2- 8648- 2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
TAIPEI, TAIWAN	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2- 8648- 2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
LAEM CHABANG, THAILAND	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2- 8648- 2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
LAT KRABANG, THAILAND	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2- 8648- 2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
HAIPHONG, VIETNAM	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley) / Miffy Ko	+886-2- 8648- 2111 ext 318 / ext 317	tpeb05@mail.tungya.com.tw ; ty_ebook@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
HOCHIMIN H CITY, VIETNAM	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley) / Miffy Ko	+886-2- 8648- 2111 ext 318 / ext 317	tpeb05@mail.tungya.com.tw ; ty_ebook@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw

TAOYUAN, TAIWAN	EUSU Logistics Co., Ltd. Taiwan Branch	Della Lu	+886-2- 2549- 0868 ext 307	dellalu@eusu-logistics.com	dellalu@eusu-logistics.com
HAIPHONG, VIETNAM	EUSU Logistics Vietnam - Ha Noi Branch	Ms. Tho (Nguyen Thi)	+84-24- 36286- 9898 ext 439	thi-tho.nguyen@eusu- logistics.com	<a href="mailto:thi-tho.nguyen@eusu-
logistics.com">thi-tho.nguyen@eusu- logistics.com
HOCHIMIN H CITY, VIETNAM	EUSU Logistics Vietnam - Ho Chi Minh Branch	Ms. Tuyet Thuan	+84-28- 3827- 1000 ext 311	tuyet-thuan.dinh@eusu- logistics.com	<a href="mailto:tuyet-thuan.dinh@eusu-
logistics.com">tuyet-thuan.dinh@eusu- logistics.com
NHAVASHE VA	OOCL LOGISTIC S	Mallika Kotian	91 22 42681144 /91 88790099 10	mallika.kotian@oocllogistics.c om	<a href="mailto:mallika.kotian@oocllogistics.c
om">mallika.kotian@oocllogistics.c om
MUNDRA / ICD LUDHIANA	OOCL LOGISTIC S	Vikrant Dahiya	91-011- 46677018	vikrant.dahiya@oocllogistics.c om	<a href="mailto:vikrant.dahiya@oocllogistics.c
om">vikrant.dahiya@oocllogistics.c om
KOLKATA	OOCL LOGISTIC S	Amrita Goswa mi	91- 75960496 78	amrita.goswami@oocllogistics. com	<a href="mailto:amrita.goswami@oocllogistics.
com">amrita.goswami@oocllogistics. com
LAT KRABANG	OOCL LOGISTIC S	Pariyac hart Pinyoph ab	662- 6469572	pariyachart.pinyophab@oocllo gistics.com	<a href="mailto:pariyachart.pinyophab@oocllo
gistics.com">pariyachart.pinyophab@oocllo gistics.com
Karachi; Port Qasim	OOCL LOGISTIC S	Salman Shahid	92-21- 35147970 -72 Ex 605	salman.shahid@oocllogistics.c om	<a href="mailto:salman.shahid@oocllogistics.c
om">salman.shahid@oocllogistics.c om
Kaohsiung / Keeling / Taichung / Taoyuan, TW	Eusu Logistics Co., Ltd. Taiwan Branch	Hans Hsieh / Della Lu	+886 (2) 2549 0868 x304 / +886 (2) 2549 0868	hanshsieh@eusu-logistics.com /dellalu@eusu-logistics.com	hanshsieh@eusu-logistics.com / dellalu@eusu-logistics.com

Mumbai/ New Delhi, IN	OOCL Logistics	Rohit Poojary (Dedicat ed CSV)	+91 22 4268 1197	rohit.poojary@oocllogistics.com	rohit.poojary@oocllogistics.com
		Sachin BANDEK AR (CSV Head)	+91 22 4268 1132	sachin.bandekar@oocllogistics.com	sachin.bandekar@oocllogistics.com
Bangkok,TH	OOCL Logistics	Pariyach art Pinyopha b (Dedicat ed CSV)	+66-2- 646 9572	pariyachart.pinyophab@oocllogistics.com	pariyachart.pinyophab@oocllogistics.com
		Jureerat Diawvani t (CSV Head)	+66-2- 646 9571	jureerat.diawvanit@oocllogistics.com	jureerat.diawvanit@oocllogistics.com

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, plant 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)



DUNNAGE AIRBAGS



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.
- All pallets must have a minimum 90mm pocket height clearance for forklift entry
- 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

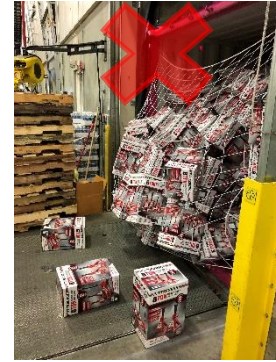


Multiple SKU containers

- 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. If your shipment does not meet these requirements, contact Panny Xu at pxu@harborfreight.com for approval. You must also comply with SOLAS container weight verification requirement. Shipments must also comply with SOLAS container weight verification requirements.

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.

CTPAT and Container Security Requirements

CTPAT and Cargo Security is extremely important to HFT. All vendors are required to complete a HFT CTPAT questionnaire before any orders are placed and additionally for periodic review. Supply chain security is everyone’s responsibility. It is necessary for your company to develop, implement, and follow security processes and procedures consistent with CTPAT security criteria. In order to validate compliance with CTPAT 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 in English and translated into Simplified and Traditional Chinese, Vietnamese and Thai: www.harborfreight.com/gsvm.html

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

- U.S. Customs – CTPAT program Overview
<https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat>
- CTPAT 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 (container empty, partially loaded, fully loaded, and sealed with container number and seal number also visible in photos). Keep the inspection results and photos with shipping records for reference or if ever requested by HFT. Container inspections and loading must be supervised by a security officer, security manager or other appointed staff member in a secured area of controlled access and, if available, monitored via CCTV system. HFT also highly encourages management personnel at factories to conduct random searches of containers or trucks after warehouse staff have completed the 10-point inspection to make sure the warehouse staff is performing thorough and complete container inspections.



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.

Regarding the container seal, only authorized personal may handle the seal as soon as the seal arrives with the container from the depot. The responsible manager must check the condition of the seal and verify that the seal number matches the seal number listed on the equipment interchange receipt (EIR) or the shipping documents from the Shipping Company (booking agent, freight forwarder, or shipping line). The Shipping Company must be notified of any discrepancies to determine proper corrective action. If the seal appears to be broken or tampered with, then you will need to keep the seal for further investigation and as applicable, report the case to the appropriate local law enforcement for the investigation.

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.

HFT highly encourages the immediate loading of containers at the time they arrive at the factory and that containers are then sent directly to the port. However, in the unlikely event that a container needs to be stored at a factory overnight, the factory must have security measures in place including but not limited to secure walls or fencing, adequate lighting, CCTV, an alarm system and roving guards. And the seal must be stored in a locked, safe place with limited access. These same measures must be in place for cargo staged overnight on the factory floor to be loaded into a container at a later date. The cargo must be stored in a secure area with restricted access.

Prior to container pick up at your factory, obtain from your Transport Company (Trucking Company delivering container to the port) the name of the driver, truck number, seal number, and estimated pickup time. When the driver arrives, it is a requirement to check the driver's identification card and to log cargo pickup details including: driver's name, date, time of arrival, employer, truck number, container number, time of departure, and the seal number affixed to the container at the time of leaving your factory. The cargo log must be kept secured such as with the security guard and the driver must not be allowed to access it. The cargo log should be separate from the visitor log.

Here are a couple points to include in your contract and/or written procedures for your Transport Company (trucking):

- Trucker must take the container directly to the port using direct route
- Tracking and reporting of the container movement to the port is a requirement and should be available upon request for review
- If the trucker makes a stop en-route to the port, an inspection of the truck, container, and seal (intact, no signs of tampering, and matches the shipping documents) must be conducted every time
- If any security breaches occur, the trucker must report back to the Transport Company, law enforcement as necessary, and to you; altered or tampered seals must be held to help in the investigation

Any seal changes or corrections to container or seal number must be reported to the shipping company (booking agent/freight forwarder, ocean carrier), import documentation updated and emailed to HFT Imports at shipadvice@harborfreight.com to reflect correct information. All changes, security breaches, incidents or suspicious activity related to container loading, container security, or seal security must be communicated to the HFT contacts below in addition to your local contacts:

Loading Country	Contact	Phone Number	Email
Cambodia	Anita Chang	886-4-24155958	AChang@harborfreight.com
China	Panny Xu	86-21-80318200	PXu@harborfreight.com
India	Anoop Jhalani	91-9811177080	mail@jmspl.com
Malaysia	Anita Chang	886-4-24155958	AChang@harborfreight.com
Pakistan	Mustafa Shaikh Ali	92-300-8252406	mustafa.shaikhali@gmail.com
Taiwan	Anita Chang	886-4-24155958	AChang@harborfreight.com
Thailand	Anita Chang	886-4-24155958	AChang@harborfreight.com
Vietnam	Anita Chang	886-4-24155958	AChang@harborfreight.com
All Other Countries	Suda Suebsang	1-805-312-1526	SSuebsang@harborfreight.com

These contacts will relay the information to HFT’s Director of International Operations and Trade Compliance who will alert the appropriate government authorities as needed.

For detailed guidance on specific cargo security procedures, such as the 10-point container/seal inspection, cargo tracking and tracing, business partner requirements, human resources, information technology, physical security, access controls, annual security self-assessments, a thorough documented security plan, or other cargo security questions please contact Panny Xu PXu@HarborFreight.com.

Section 10: Shipping and Payment Documentation

All shipments to HFT, FCL and LCL included, must follow the below document requirements for sending 2 document sets to HFT:

- 1) Shipping documents to HFT Imports Department: shipadvice@harborfreight.com
- 2) Payment documents to HFT Accounts Payable Department: interap@harborfreight.com

Importer Security Filing (ISF) Requirements

U.S. Customs and Border Protection require all import cargo arriving to the United States by vessel to have an ISF, also known as 10+2, prior to the vessel shipping. Failure to comply with ISF 10+2 rules could result in monetary penalties of USD \$5,000 for each case, cargo inspections, and delay of cargo (effective July 9, 2013).

The following ISF form must be filled out completely and e-mailed in EXCEL format.

ISF Form

Direct link to form can be found on <https://www.harborfreight.com/gsvm.html> or [here](#)

VESSEL	SCAC	MASTER BOL #	ETD (MMDDYY)	TRANS SHIP ETD	ETA (MMDDYY)	COUNTRY OF ORIGIN	PORT OF LOADING	PORT OF DISCHARGE	LOCATION
INVOICE NUMBER		HBL#		VENDOR NAME					
CONSOLIDATOR (Must Complete This Section)					STUFFER (Must Complete This Section)				
NAME					NAME				
ADDRESS					ADDRESS				
CONTAINER CONTENTS (Must Complete All Fields for Every Line)									
PO NUMBER	SKU	MANUFACTURER NAME	MANUFACTURER ADDRESS	PO SHIPPED QTY	MASTER CARTON QTY	CONTAINER NUMBER	CONTAINER SIZE	CONTAINER SEAL #	

Submitting the ISF (10+2) Form and Shipping Documents – 72 Hours Prior to Loading

The ISF form and shipping documents MUST be received by the HFT Imports Department **72 hours before**

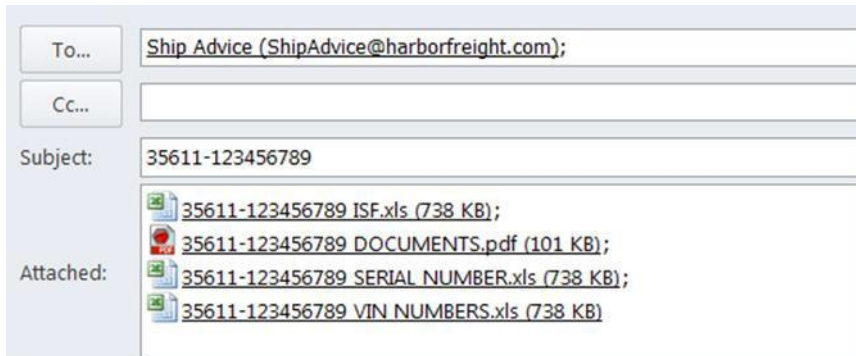
the cargo is loaded onto the vessel. Failure to do so will result in delay of cargo and possible penalties. All of the following documents must be sent **at the same time in the same email** to shipadvice@harborfreight.com :

1. ISF 10+2
2. Commercial Invoice
3. Packing List
4. Other Documents (certain products require additional documentation based on other U.S. Government regulations or Declaration of Dangerous Goods form needed to transport container loads).

***Please note: Bill of Lading copy is not required.**

- Label subject line as the following: VENDOR NUMBER – INVOICE NUMBER.
Example: 35111 – 8374597.
*Do NOT use any other special characters in the subject line.
- Attach each document in the required format (see Creating the Correct Documents)

- Label each attachment with the subject line and the type of document (see sample below):



The screenshot shows an email composition window with the following fields:

- To...**: Ship Advice (ShipAdvice@harborfreight.com);
- Cc...**: (Empty)
- Subject:** 35611-123456789
- Attached:**
 - 35611-123456789 ISF.xls (738 KB);
 - 35611-123456789 DOCUMENTS.pdf (101 KB);
 - 35611-123456789 SERIAL NUMBER.xls (738 KB);
 - 35611-123456789 VIN NUMBERS.xls (738 KB)

- There are 3 documents that **MUST** be e-mailed in EXCEL format:

- (1) ISF form
- (2) engine serial numbers
- (3) vehicle identification numbers
- For shipments that are full container load, please send ONE email per Bill of Lading and include only information required for that Bill of Lading.
- ISFs are filed based on the lowest bill. If there's a HBL, then this info must also be included on the form or the ISF **will not go through and will still be considered late.**
- For shipments that are less than container load (LCL), provide all documents to the HFT designated consolidator as required by the consolidator's standard operating procedures (SOP). The consolidator will provide documents to shipadvice@harborfreight.com.

Shipping Documents Schedule and Deadlines

To avoid any penalties, please use the following deadline schedule to email all shipping documents to shipadvice@harborfreight.com.

Vessel Departure Day	Deadline to E-mail ShipAdvice Shipping Documents
Saturday	Prior Wednesday
Sunday	Prior Wednesday
Monday	Prior Wednesday
Tuesday	Prior Thursday
Wednesday	Prior Friday
Thursday	Prior Monday
Friday	Prior Tuesday

To avoid any penalties due to U.S. Holidays, please note the following deadlines to email the ISF (10+2) form to shipadvice@harborfreight.com.

U.S. Holidays (2023-2024)		If your sailing date is before:	Deadline to E-mail ISF and Shipping Documents
Labor Day	04-Sep-23	05-Sep-23	31-Aug-23
Thanksgiving Day	23-Nov-23	26-Nov-23	21-Nov-23
Christmas Day	25-Dec-23	26-Dec-23	21-Dec-23
New Year's Day - Monday	01-Jan-24	03-Jan-24	29-Dec-23
Martin Luther King Jr Day	16-Jan-2024	17-Jan-24	12-Jan-24
President's Day	19-Feb-2024	21-Feb-24	16-Feb-24
Memorial Day	27-May-2024	30-May-24	24-May-2024
Independence Day	04-Jul-24	07-July-2024	3-July-2024
Labor Day	02-Sep-2024	05-Sep-23	30-Aug-2024
Thanksgiving Day	28-Nov-2024	30-Nov-2024	27-Nov-2024
Christmas Day	25-Dec-2024	27-Dec-2024	24-Dec-2024

Submitting Documents for Payment

All documents for payment MUST be received by HFT Accounts Payable Department **72 hours after the cargo is loaded onto the vessel**. Failure to provide the requested documents listed above will result in a payment deferment until all documents are provided. All of the following documents must be sent to interap@harborfreight.com :

1. Commercial Invoice
 2. Packing List
 3. Bill of Lading
 4. HFT QA inspection report
- Label subject line of the e-mail as the following: VENDOR NUMBER – INVOICE NUMBER.
 - Example: 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, except as specified in Other Documents below which must be XLS format.

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

- Terms of payment
- Wire transfer instructions
- Invoice number
- Invoice date
- Shipping terms (Incoterms)
- Selling party
- Buying party
- Port of loading
- Port of destination
- Country of origin (When multiple Country of Origins, reference Country next to each item).
- PO number listed separately per line
- SKU/UPC# (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
- If the product does not contain wood packaging, please add “THIS SHIPMENT DOES NOT CONTAIN SOLID WOOD PACKAGING MATERIAL”
- Container number (list all P.O.s and SKU/UPC# in each container)

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 which must be

verified for accuracy:

- 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)

Bill of Lading – HFT no longer requires a copy of Bill of Lading.

HFT QA Inspection Report – All shipments are required to have a HFT QA Inspection Report that includes a passing grade of their shipment. This document is required for payment. See Inspection instructions above for details.

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)	Any solid wood packing materials such as pallets, crates and braces must comply with ISPM 15 Standards, and have clearly visible ISPM 15 compliant marks:	<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
Other Requirements as Needed	Other Requirements as Needed	Other Requirements as Needed

Revised Documents

Revised documents must be sent to shipadvice@harborfreight.com and interap@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.

Important Timeline for Shipping and Payment Documents

		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
		Days to Shipping Date																														
Cargo Type	FCL (CY-CY)	<p>Book space with HFT carrier - 14 days or before ship date</p> <p>Receive Ship Order from booking agent</p> <p>Request QA Inspection 14 days before loading the container or delivery to Consolidator</p> <p>HFT QA Inspection - 4 day window</p> <p>Container loading</p> <p>Ingate at Terminal</p> <p>Send ISF 10+2, Commercial Invoice, and Packing List to shipadvice@harborfreight.com not less than 3 days before On Board Date</p>																														
	LCL (CFS-CY)	<p>Book space with HFT carrier - 21 days before ship date or sooner</p> <p>Receive Ship Order from booking agent</p> <p>Request QA Inspection 14 days before loading the container or delivery to Consolidator</p> <p>HFT QA Inspection - 4 day window</p> <p>Delivery to Consolidator warehouse</p> <p>VENDOR must send ISF 10+2 to the Consolidator at the time of booking</p>																														
	PAYMENT	<p>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</p>																														
	PAYMENTS	<p>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.</p>																														

Shipping Calendar 2023

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				

- LUNAR NEW YEAR BLK OUT WKS
- HOLIDAY
- BLK/FRIDAY-CYBER MONDAY
- LUNAR NEW YEAR

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			

LUNAR NEW YEAR BLK OUT WKS
 HOLIDAY
 BLK/FRIDAY-CYBER MONDAY
 LUNAR NEW YEAR



VENDOR GUIDELINES

供应商手册

Harbor Freight Tools Vendor Guidelines

供应商手册

2023 年7 月 版

本手册包含 Harbor Freight Tools 对于产品检测，订单出货和付款流程等重要信息，我们会不定期更新相关要求。请仔细阅读，如有疑问请咨询我们。

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第一部分 关于 Harbor Freight Tools

Harbor Freight Tools 是个人和专业用户选购质优价廉工具的首选目的地，在过去的 40 年里，公司秉承的理念使我们成为美国发展最快的工具设备类零售商，为我们 4000 万忠实的客户提供低价和满意的保证。HFT 在全美超过 1400 家门店，并且以每周开新店的速度发展。我们同时提供网上购物平台 www.HarborFreight.com。

HFT 提供超过 5000 种工具和配件，包括手工具，电动工具，气动工具，发电机，风动工具，液压升降工具，汽车工具，工厂设备等。我们的产品质量不逊色于竞争品牌，但是我们的价格便宜多达八成。

HFT 从全球采购商品，分别在上海和台中设有采购代表处。我们致力于与供应商保持持久的伙伴关系，快速及时支付货款，共同解决问题，持续高效的沟通实现双赢，造福我们的顾客。

使命和核心准则

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.

使命

在Harbor Freight Tools，我们的使命就是要成为提供高质量低价格产品的美国领先零售商。

Harbor Freight Tools 核心准则

- **杰出的执行力：**我们的成功取决于专心做事，不仅把事情做完而且把事情做好。
- **持续提升：**坚持不懈地努力提高。
- **团队合作：**用团队的智慧解决问题。
- **做对的事：**我们尊重并公正，理性地对待每个人。
- **谦逊：**我们持续自我完善
- **节俭：**我们善用每分钱
- **回馈社会：**我们坚信回报社会

收受礼品政策

Harbor Freight Tools 关于送礼和使员工得利的政策规定，无一例外地适用于所有供应商。为了避免不恰当地影响业务决策，我们严格禁止任何员工收受礼物，或者接受任何供应商提供的，可能会影响到他们决策的服务或产品。

简单地说，这个禁令包含各种礼物（节日期间价值 100 美元以下的食品除外），另外包含各种球票，文化活动，旅游，娱乐和餐食（业务相关的每人 75 美元以下的餐食除外）。

所有的员工如果被发现违反上述规定，会被解雇。任何供应商被发现违反此规定，会失去和 Harbor Freight Tools 合作的资格。

如果有 Harbor Freight Tools 员工对你做出违反了这些标准规定要求，Harbor Freight Tools 鼓励供应商举报。Harbor Freight Tools 提供热线给供应商举报有关违反公司政策规定收受或索取礼物，贿赂，佣金，提供机密资料，或是违反公司利益的举措。如果你意识到有可能发生有关于违反公司政策规定收受或索取礼物，贿赂，佣金，提供机密资料，违反公司利益的举措，或是其他任何违反公司商业道德规范的行为，请立即发邮件给 codeofconduct@harborfreight.com 或是打电话给(800) 693-8377（美国国内），(818) 836-5000（国际电话）。

第二部分 产品开发和供应商的建立

准备

在最初的沟通过程中，潜在的供应商需要填写采购部提供的“Vendor Initial Audit Report”，并确保所填内容的准确性和完整性。这份文件在 HFT 需要时更新。

报价和样品

- 供应商必须用采购部提供的 HFT RFQ 表格进行报价
- 供应商必须拥有出口许可证并且达到所在国进行贸易业务的所有要求，假如工厂没有出口许可证或者产品责任险，请与我们在中国的指定出口代理商上海申达公司合作，想了解更多细节，请联系我们的采购部。

产品责任险 (PLI)

- 所有出售给 HFT 的产品，必须提供产品责任险
- 所有供应商每年需要提供符合 HFT PLI 要求的产品责任险，想了解更多细节，请联系我们的采购部。
- 不再继续采购或者停产的产品，由于 HFT 还会继续销售直至清光库存，供应商必须继续提供 3 年的产品责任险

产品赔偿 (PIA)

- PIA 适用于供应商书面同意维护 HFT 并在 HFT 被起诉时支付费用的情况。
- PIA 是一项协议，针对可能对另一方造成损害的特定行为，对合同一方进行赔偿（使其免受损害）。
- 赔偿是对另一方遭受的损失，损害和责任进行补偿的义务。

产品安全与合规

HFT 非常重视产品安全和质量保证，下面提及的测试参数是 HFT 质量和合规要求的一部分，适用于所有供货给 HFT 的新老供应商的所有产品。

第三方测试

- 特定产品要求进行第三方测试以确保达到法律相关规定和行业共同标准。HFT 持续扩充了测试项目，简化了流程以方便供应商。如果产品需要，HFT 会要求供应商做第三方测试以及建议测试频率。HFT 还与多个经过认可的第三方实验室合作，进行各种类型的测试，并将建议推荐哪些实验室进行特定测试。希望供应商遵循 HFT 建议，除非在开始测试之前供应商已经获得使用不同实验室的

书面批准。

- 在产品开发过程中，供应商有责任提供 HFT 要求的第三方测试报告，以证明达到相关法律，法规和行业要求。这些报告包含但不限于，CPSIA、GRAS、CARB 二期/TSCA、Lacey 法案、CPSA、美国加州 65 法案、材料安全数据表、DOE 能效测试、电池 UN 38.3 认证和/或安全运输认证、基本和多重清单（UL 或 ETL 或 CSA 或 TUV）、FCC、IEC、FDA、入口保护测试、包装中有毒物质示范法规，化工测试和披露，加利福尼亚 TB-117 和 ANSI/ASME 标准。HFT 合规部门和采购部门会合作通知需要哪种测试和认证。
- 一旦产品正常出货，HFT 合规部门会不定期测试和跟进调查，并告知是否需要后续同调整和改进。供应商可能会被要求送样品去 HFT 或者 HFT 指定的实验室做不定期测试。也可能被要求提交年度或者最新的测试证书给 HFT，或者被认可的第三方测试报告。HFT 合规部门和采购部门会通知是否需要。
- 对于特定商品如玩具，HFT 要求由 CPSC 认可的测试实验室进行年度测试并通过测试，无论何时一旦材质更改。材质的更改包含产品材料，工厂的变更，工厂地址的变更或者其他变更。未经 HFT 批准，不得启动重大更改。请向全球采购经理合作提交所请求的变更，他们将酌情改进。
- 对需要加州 65 测试的产品，HFT 已经与一家国际知名的实验室开发制定了测试标准，供应商必须完全依据采购部门的相关指引完成测试申请表的填写，包含提交样品和测试费付款。对于所有新产品在开发阶段和之后的周期，或者原材料的变更，都要进行加州 65 测试。HFT 合规部门会决定测试的规划。某些类型的产品具有与 Prop65 测试及其结果相关的特殊要求。如果对产品的 Prop 65 合规性有任何特殊要求，HFT 合规和全球采购团队将在产品开发开始时为供应商提供建议。
- 对于含有异丙基化磷酸三苯酯 PIP (3:1) 产品，该测试将与上述加州 65 测试同时进行。HFT 有一个

特定的测试协议，由同一实验室进行加州 65 测试，该实验室也将满足异丙基化磷酸三苯酯测试要求。如果在生产前测试期间发现存在异丙基化磷酸三苯酯，则该产品将需要重新配制才能继续使用。

- 对于害虫防治产品，必须在每年的 3 月 1 日之前向环境保护局（EPA）提交年度报告，以报告害虫防治产品的生产，以避免取消 EPA 的工厂编号。
- 对于所有含有纽扣或纽扣电池的产品，电池盒必须符合美国消费品安全委员会根据“里斯法”法律规定的要求。
- 新的法律和法规可能需要对产品和/或包装进行更改，以符合新的法律，有时会在短时间内通知。如果供应商发现他们认为适用于其产品的新法律，他们应该提醒 HFT 全球采购和合规团队并抄送其全球采购联系人。HFT 将审查并建议后续步骤。
- 如果 HFT 建议供应商的产品必须进行变更或新类型的测试以满足新的或改进的要求，则供应商应及时、充分地配合。
- 如果 HFT 决定召回产品（与 CPSC，NHTSA，FDA 或任何其他代理机构合作），则供应商需要在各方面予以全面合作，包括但不限于成本、补救、物流、销毁以及在启动召回之前、期间和之后的任何信息请求。
- 如果供应商意识到向 HFT 供应的产品存在任何制造缺陷或安全隐患，可能导致潜在的安全隐患，则必须立即通知其 HFT 全球采购合作伙伴和 HFT 全球产品安全与合规团队。接到通知后，供应商可能会被要求在调查期间向 HFT 提供补充信息和/或文件。供应商应在调查及其结果期间进行充分、全面的合作。供应商须进一步了解到，在召回的情况下，并非总是能够将有缺陷的产品退回

给供应商，他们仍然必须遵守并配合。

供应商和产品的创建

- 所有新供应商需要提交完整并盖章的 CTPAT 反恐问卷调查表给我们采购部。文件必须由公司高级职员签署。
- 所有新供应商必须阅读 HFT 的 Supplier Code of Conduct Manual，并且签字认可。你可以在链接中找到这份文件 www.harborfreight.com/gsvm.html，把已签名并盖章的文件发邮件到 codeofconduct@harborfreight.com。文件必须由公司高级职员签署。
- 所有新的供应商需要提供产品责任险证书，并符合 HFT 对产品责任险的要求。并且签署和同意 HFT 的 Product Indemnification Agreement (PIA)。PIA 的链接：www.harborfreight.com/gsvm.html
- 所有新的供应商需要提交付款和银行信息给采购部，然后会得到一个 5 位数的供应商代码，用于以后所有的文件上。
- 所有供应商的新产品，都会在下正式订单前对产品编号。
- 如果工厂计划对人员设备搬迁，必须通知供应商管理经理并且提交“[工厂搬迁申请表](#)”。

订单和确认

- 详见第四部分：[订单](#)

验货

- 所有HFT品牌产品的订单出货前需要由我们质检部进行验货，费用由我们承担。（现场验货）或者供应商按照 HFT 质检部门的检查要求进行（远程检查）。详见质检部分. 供应商接到通过验货认证可出货。
- 除非得到 HFT 的另外指示，对新产品首次出货需要通过首次出货前的检测(FAT), 或接受INLINE CHANGE. 具体要求见以下表格:

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's owned Brand or 3rd Party Brand	Direct Imported or Domestic Supplied	No <i>*HFT reserves the right to request qualification and FAT testing for certain cases</i>	No

- 特定产品在出货前还需要第三方实验室的检验。HFT 的采购和合规部门会通知供应商是否需要第三方的检验。

包装要求

带多个内箱的外箱

1. 除非 HFT 明确要求，否则**请勿**标记在顶部或底部面板上。
2. **请勿**在任何重量低于 150 磅或 68 公斤的盒子或纸箱上使用塑料打包带。请参考**打包带要求**

重要提示：任何被归类为危险运输的产品（根据 49-CFR、IMO/IMDG 或 IATA 危险品法规）都需要特殊的包装注意事项。请参考**危险品页面**。

VENDOR TO APPLY

内箱要求

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

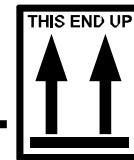
所有 4 个面板上都贴有运输标签，
并请参阅运输唛头以了解要求。

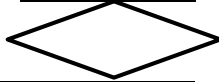
外箱要求

以下说明仅适用于外箱：

1. 所有纸箱的所有侧板右上角均应标有“THIS END UP”字样。有关具体要求，请参阅运输图标页面。

将“THIS END UP”放在所有
侧面板的右上角。请参阅运
输图示页面。



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

将运输标签贴
在所有 4 个面
板上，并参阅
外箱唛头要求
了解适用尺
寸。

带单个产品纸箱的外箱

1. 除非 HFT 明确要求，否则**请勿**标记在顶部或底部面板上。
2. **请勿**在任何重量低于 150 磅或 68 公斤的盒子或纸箱上使用塑料打包带。请参考**打包带要求**
外箱要求

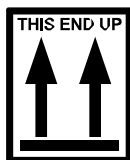
以下说明仅适用于外箱：

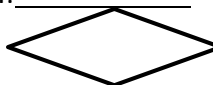
1. 所有纸箱的所有侧板右上角均应标有“THIS END UP”字样。有关具体要求，请参阅运输图标页面。

重要提示：任何被归类为危险运输的产品（根据 49-CFR、IMO/IMDG 或 IATA 危险品法规）都需要特殊的包装注意事项。请参考**危险品页面**。

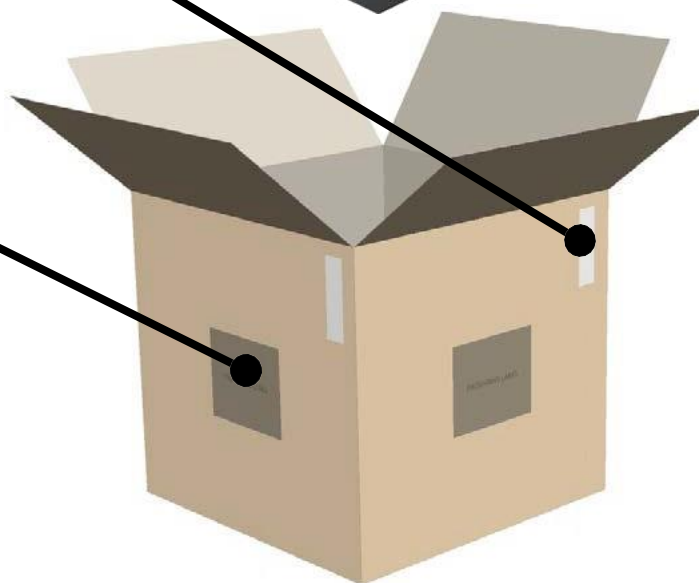
VENDOR TO APPLY

将“THIS END UP”放在所有侧面板的右上角。请参阅运输图标



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

请将运输标签贴在所有 4 个面板上，并参阅外箱唛头要求了解适用尺寸。



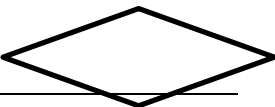
Master Shipper – 彩盒作为运输外包装

1. 除非 HFT 明确要求，否则**请勿**标记在顶部或底部面板上。
2. **请勿**在任何重量低于 150 磅或 68 公斤的盒子或纸箱上使用塑料打包带。对于重量超过 150 磅或 68 公斤的包裹，请参考**打包带要求**。

“THIS END UP”和其他适用的图标将包含在包装文档中。

重要提示：任何被归类为危险运输的产品（根据 49-CFR、IMO/IMDG 或 IATA 危险品法规）都需要特殊的包装注意事项。请参考**危险品页面**。

VENDOR TO APPLY

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



请参阅包装刀模文件了解所需的运输标签数量，并参阅外箱唛头要求了解适用尺寸。

Master Shipper –外箱作为运输外包装

1. 除非 HFT 明确要求，否则**请勿**标记在顶部或底部面板上。
2. **请勿**在任何重量低于 150 磅或 68 公斤的盒子或纸箱上使用塑料打包带。对于重量超过 150 磅或 68 公斤的包裹，请参考**打包带要求**。

外箱要求

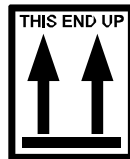
以下说明仅适用于外箱：

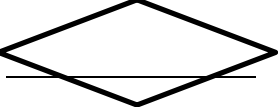
1. 所有纸箱的所有侧板右上角均应标有“THIS END UP”字样。请参阅运输图示页面。

重要提示：任何被归类为危险运输的产品（根据 49-CFR、IMO/IMDG 或 IATA 危险品法规）都需要特殊的包装注意事项。请参考**危险品页面**。

VENDOR TO APPLY

请将“THIS END UP”放在
所有侧面板的右上角。
请参阅运输规定图标



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

请参阅包装刀模文件了解所需的运输标签数量，并参阅外箱唛头要求了解适用尺寸。



装有散装物品的外箱

1. 除非 HFT 明确要求，否则**请勿**标记在顶部或底部面板上。
2. **请勿**在任何重量低于 150 磅或 68 公斤的盒子或纸箱上使用塑料打包带。对于重量超过 150 磅或 68 公斤的包裹，请参考[打包带要求](#)。

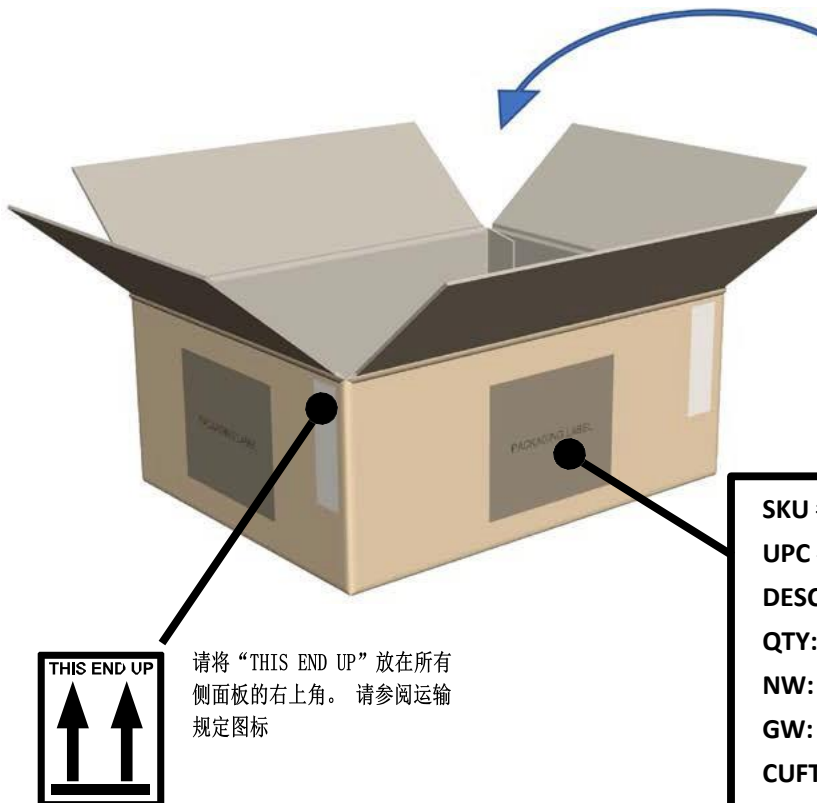
外箱要求

以下说明仅适用于外箱：

1. 所有纸箱的所有侧板右上角均应标有“THIS END UP”字样。请参阅运输图示页面。

重要提示：任何被归类为危险运输的产品（根据 49-CFR、IMO/IMDG 或 IATA 危险品法规）都需要特殊的包装注意事项。请参考[危险品页面](#)。

VENDOR TO APPLY



请将“THIS END UP”放在所有侧面板的右上角。请参阅运输规定图标

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

请将运输标签贴在所有 4 个面板上，并参阅外箱唛头要求了解适用尺寸。.

Master Shipper – 外箱内包含彩盒或其他包装类型

1. 除非 HFT 明确要求，否则**请勿**标记在顶部或底部面板上。
2. **请勿**在任何重量低于 150 磅或 68 公斤的盒子或纸箱上使用塑料打包带。对于重量超过 150 磅或 68 公斤的包裹，请参考**打包带要求**。

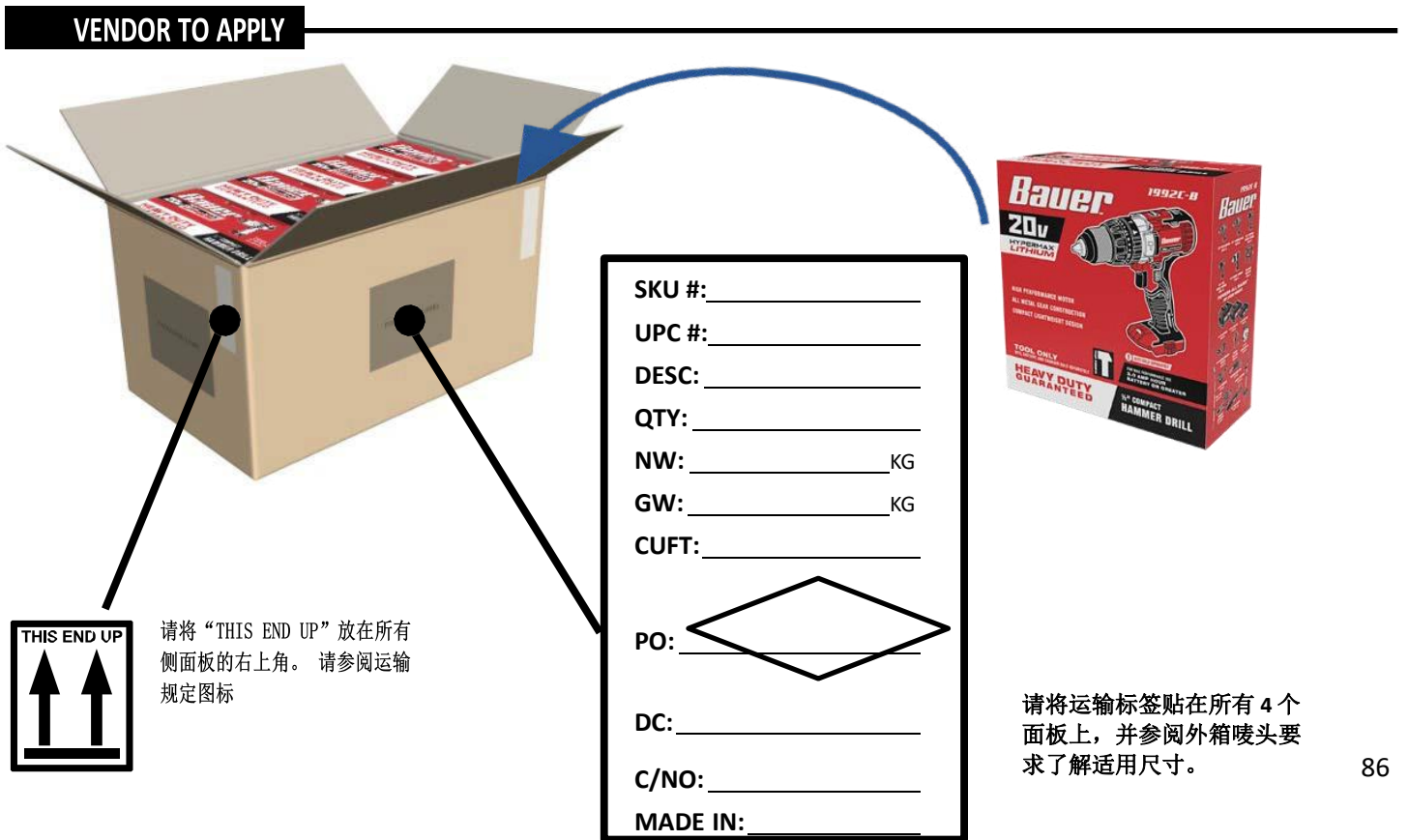
外箱要求

以下说明仅适用于外箱：

1. 所有纸箱的所有侧板右上角均应标有“THIS END UP”字样。请参阅运输图示页面。

重要提示：任何被归类为危险运输的产品（根据 49-CFR、IMO/IMDG 或 IATA 危险品法规）都需要特殊的包装注意事项。请参考**危险品页面**。

VENDOR TO APPLY



The diagram shows an open cardboard box with a 'THIS END UP' label on the side. A blue arrow points from the box to a list of fields for vendor information. To the right is a red box for a Bauer 20V HyperMax Lith-Ion Hammer Drill. A 'THIS END UP' label with two upward-pointing arrows is shown in a separate box.

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






请将“THIS END UP”放在所有侧面板的右上角。请参阅运输规定图标

请将运输标签贴在所有 4 个面板上，并参阅外箱唛头要求了解适用尺寸。

运输图示

需要任何其他图标时请参考包装刀模文件

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.

图标尺寸要求38x45mm

如果纸箱太小，无法满足上面列出的所需图标尺寸，请与 供应商管理部门联系，讨论。

危险品

有害物质

注意：任何被归类为危险运输的产品（根据 49-CFR、IMO/IMDG 或 IATA 危险品法规）都需要特殊的包装注意事项。

- 封装测试和UN 4G 报告
- 外箱标签和标记
- 危险品的出运单据
- 危险品海运集装箱和标牌
- 其他潜在的考虑因素

危险材料的一些示例：

- 锂电池组（超过100WH）
- 易燃液体（单独包装或与其他产品一起包装）
- 腐蚀性液体（单独包装或与其他产品一起包装）
- 海洋污染物

请联系 HFT 全球采购团队，在项目询价（RFQ）阶段讨论这些注意事项。

打包带要求

注意：任何纸箱都不能用金属打包带。

1. 请勿在以下纸箱上使用塑料打包带：

- 重量小于 150 磅 [68 千克]

2. 对于重量超过 150 磅 [68 公斤] 并需要塑料打包带的纸箱：

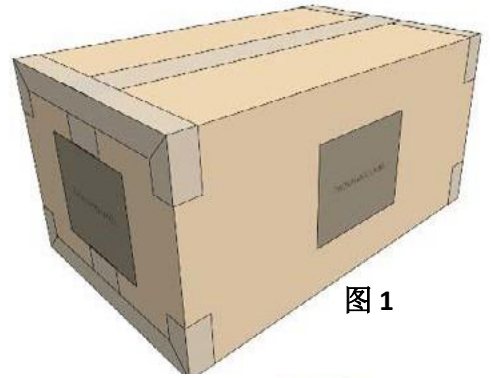
- 打包带颜色：白色或黄色
- 打包带材质：PP（由于可印刷而优选）
- 打包带宽度（最小）：1/2" [12mm]
- 打包带厚度（最小）：0.03" [0.8mm]
- 打印警告声明：
 - **WARNING: DO NOT LIFT OR PULL USING STRAPS ADVERTENCIA: NO LEVANTAR O JALAR UTILIZANDO CORREAS**
 - 字体颜色：黑色
 - 字体大小（最小）：1/4" [6mm]

3. 如果塑料打包带无法正常印刷（例如PET带）

- 外箱顶板上应贴有两个标签
 - 标签位置：邻近相对边缘
 - 标签尺寸（宽 x 高）：100 x 75 毫米（建议最小尺寸）
 - 标签背景颜色：白色（或其他高可见度颜色）
- 打印警告声明：
 - **WARNING: DO NOT LIFT OR PULL USING STRAPS ADVERTENCIA: NO LEVANTAR O JALAR UTILIZANDO CORREAS**
 - 字体颜色：黑色
 - 字体大小（最小）：3/8" [10mm]
 - HFT可以提供该标签的图形文件

打包方式

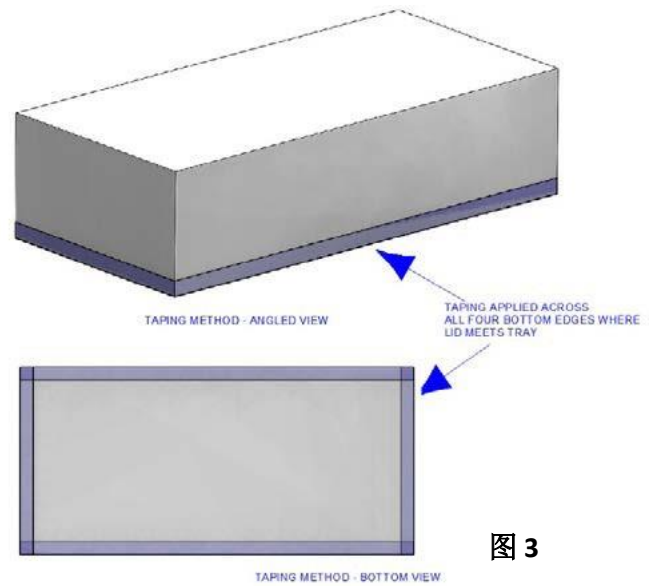
1. 所有 RSC（常规开槽外箱）外箱均应使用 H 型打包方法进行打包（参见右图 1）



2. 所有 FOL（完全重叠）外箱应在三个边缘上贴胶带（参考右图 2）



3. 所有伸缩式外包装箱均应在顶盖与底托盘相交处的所有四个边缘上粘贴胶带（参见右图 3）

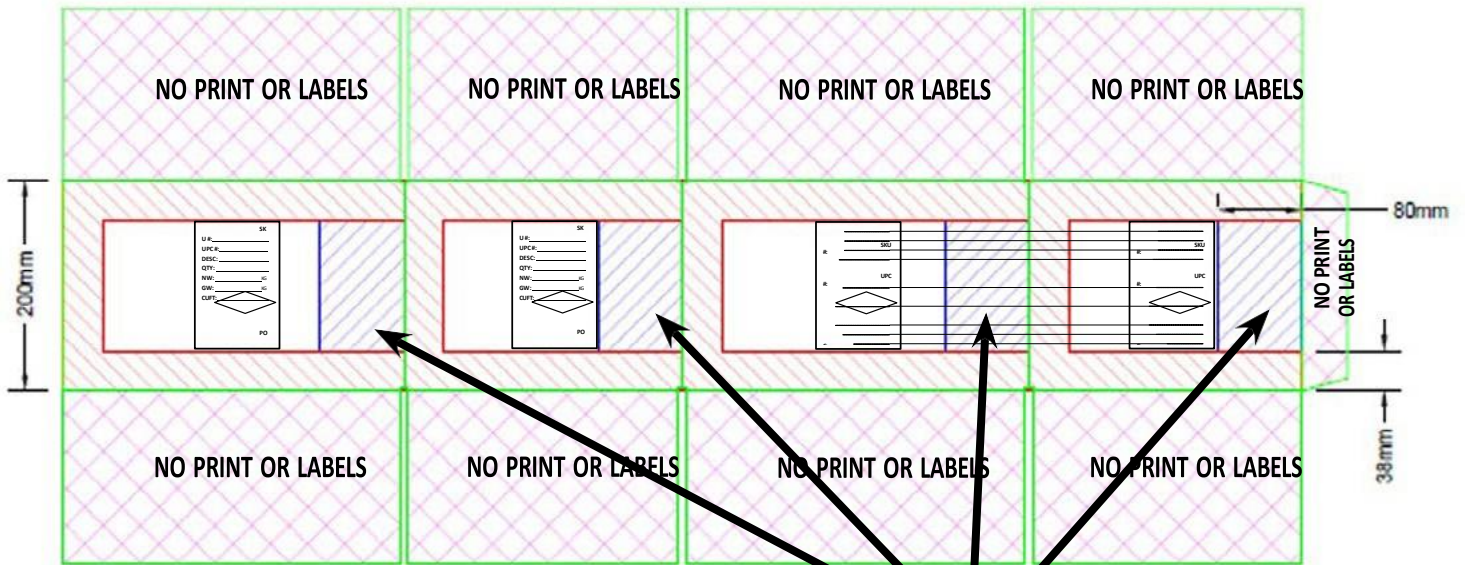


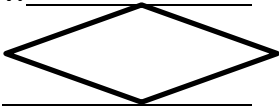
4. 对于最大重量为 23 公斤的纸箱，胶带的宽度应至少为 48 毫米，厚度至少为 0.06 毫米。超过 23 公斤的纸箱应使用 0.09 毫米的厚度的胶带。

运输唛头要求

外箱唛头要求

当外箱高度 >150mm [6in] 时使用 [单击此处下载外箱唛头](#)



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

唛头

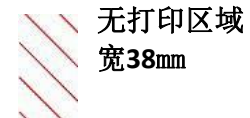
- 尺寸：按比例缩放以适合
- 在 4 个面板上粘贴标签或打印
- 以打印区域为中心



38 x 45mm

图标位置

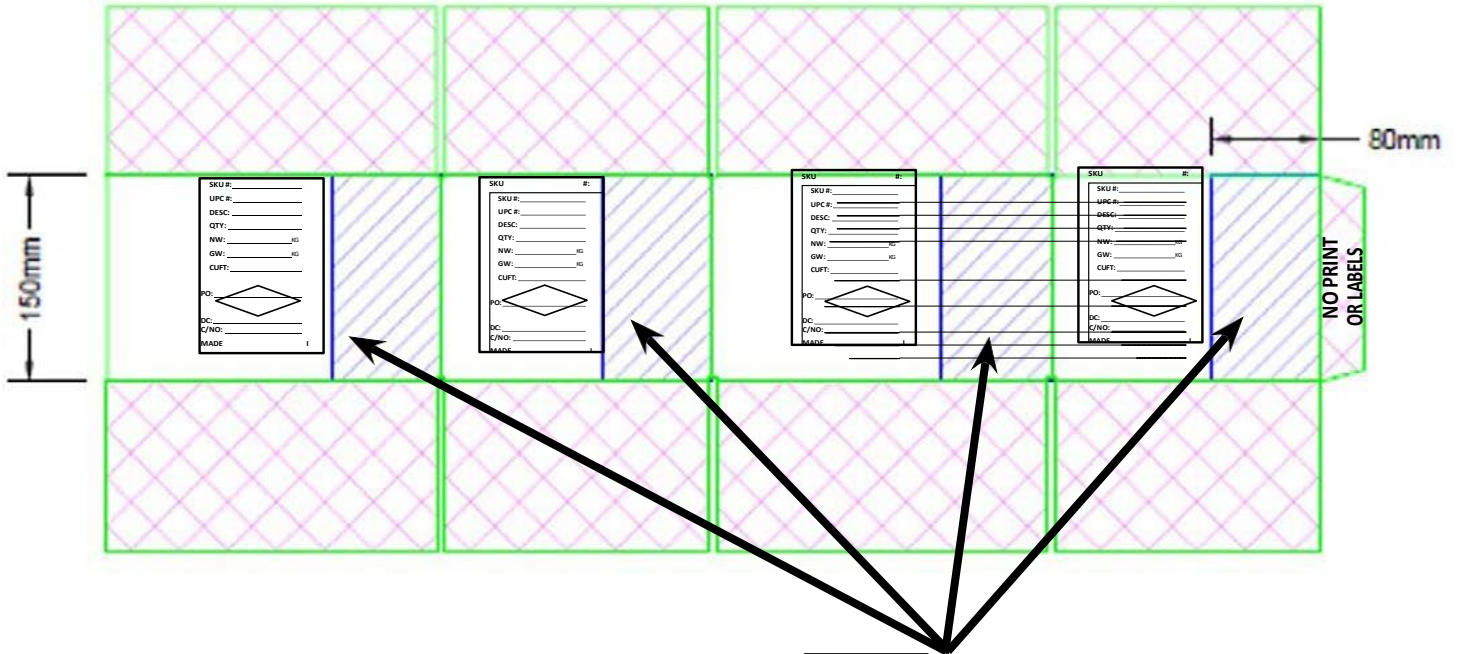
- 宽度：80mm 宽
- 图标 38 mm x 45 mm
- 图标应位于所有 4 面
- 图标应距顶部边缘 38 mm
- 附加图标应有 5 mm 间隙
- 图标应在一系列中居中
- 图标应偏离垂直边缘 20 mm

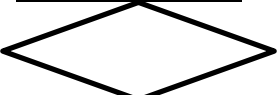


外箱唛头要求

当外箱高度<150mm [6in] 时使用

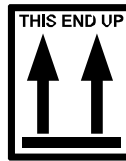
[单击此处获取外箱唛头标贴](#)



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

唛头

- 尺寸: 50 x 75 mm 或 2 x 3 in
- 在 4 个面板上粘贴标签或打印
- 以打印区域为中心



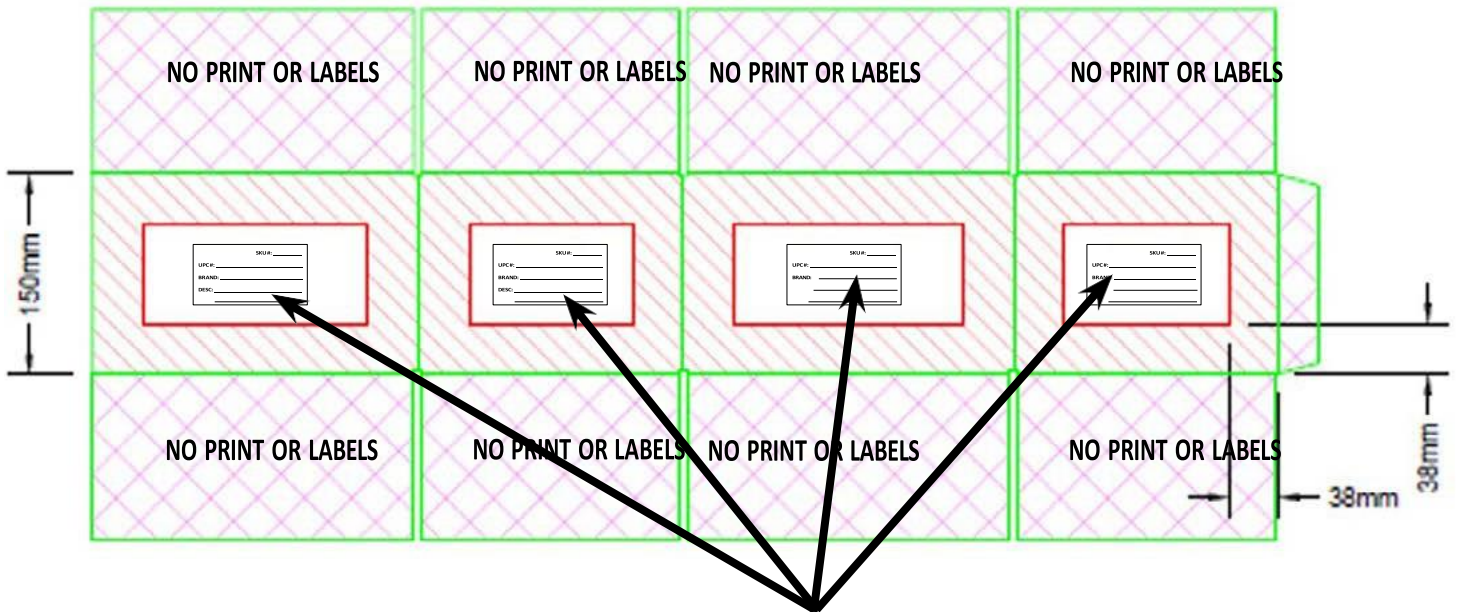
图标位置

- 宽度: 80mm 宽
- 图标 38 mm x 45 mm
- 图标应位于所有 4 面
- 图标应距顶部边缘 38 mm
- 附加图标应有 5 mm 间隙
- 图标应在一列中居中
- 图标应偏离垂直边缘 20 mm

内箱唛头要求

当内箱高度>100mm [4in] 时使用

[单击此处下载内箱唛头](#)



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

内箱标签

- 尺寸: 50 x 75 mm或2 x 3 in
- 在 4 个面板上粘贴标签或打印
- 以打印区域为中心



无打印区域
宽38mm

内箱唛头要求

当内箱高度<100mm [4in] 时使用

[单击此处下载内箱唛头](#)



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

内箱标签

- 尺寸：50 x 75 mm或2 x 3 in
- 在 4 个面板上粘贴标签或打印
- 以打印区域为中心

零售包装和外箱的日期代码贴纸

所有产品及其零售包装上都应该有日期代码。Date codes are an important part of the traceability of the products. 日期代号重要性在于方便追踪产品。

若 HFT 的包装部门对于日期代码（或称为序列号）有特别指示，请按照其指示操作。

若无特别指示，请使用直径 1cm 的白色圆形不干胶，贴在产品上以及零售标签上靠近条形码的地方。用相同的标签贴在外箱上。

日期代码的格式为：5 位数的供应商代码 + 生产完成的周（2 位数）年（4 位数）。如下图所示，供应商代码为 36972，生产完成的时间是 2014 年的第 29 周。



一些供应商可能会收到有关具有“保质期”产品的其他说明，包括要求对于保质期为三年或以下的物品在直径 1 厘米的不干胶标签上使用颜色代码。将标签贴在产品，内部和主纸盒上。

黄色 2021 – 蓝色 2022 – 红色 2023 – 橙色 2024 – 绿色 2025



窒息警告

厚度小于 1 密耳（0.001 英寸）且开口端直径大于 5 英寸的塑料袋应包含以下警告声明：

警告：为避免窒息危险，请将此塑料袋放在远离婴儿和儿童的地方。请勿在婴儿床、床、马车或游戏围栏中使用此塑料袋。此塑料袋不是玩具。

警告应清晰印刷以防止墨水弄脏，或牢固地贴在塑料袋上的涂胶标签上，并应以清晰可辨的粗体字体印刷在醒目位置，并与塑料袋的内容和塑料袋上的其他印刷排版、布局或颜色形成对比，如有的话。

打印尺寸如下。如果塑料袋的总长度和宽度超过 40 英寸，则应以 20 英寸或更短的时间重复警告。

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

唯一序列号

序列号必须直接蚀刻在产品上或打印在可永久贴在产品的标签上。

每个序列号都必须在最终的组装阶段加到产品中。序列号必须清晰易读。蚀刻或打印的数字必须为 10 号 Arial 字体。确保蚀刻或打印的数字易于阅读，并且不会混在一起。

示例：

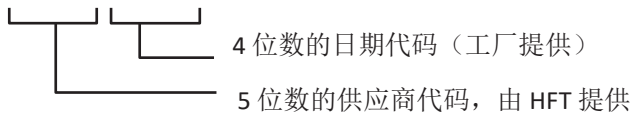
正确 = 869

错误 = ~~869~~

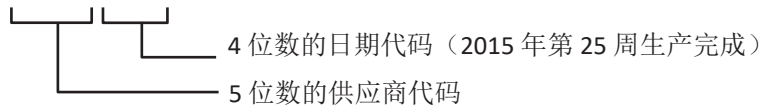
如果标签有指定打印位置，则序列号必须放在该位置。如果没有指定打印位置，则序列号必须位于产品不可移动的主要组件上，并放置在醒目的位置。

序列号表示包含

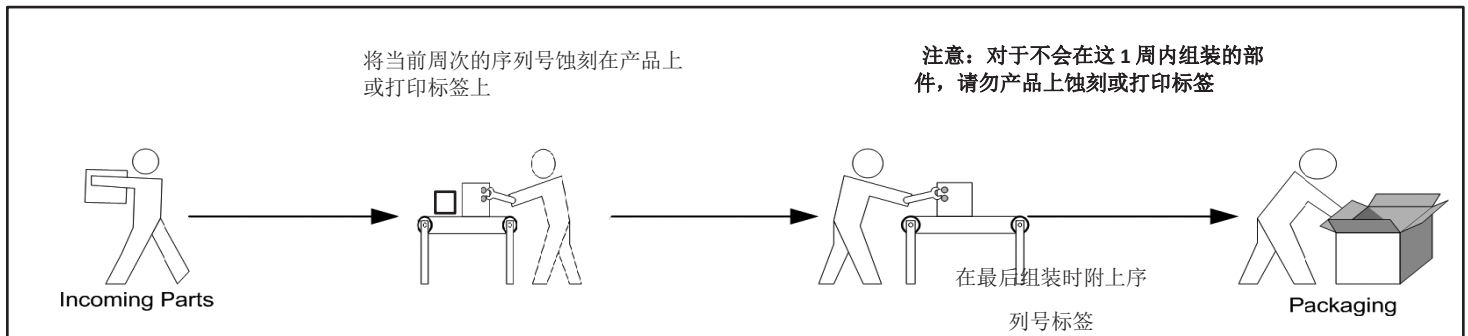
序列号.供应商代码-年年周周



序列号示例: 12345-1525



工作流程示例:



付款

HFT 付款及时又准时. 需要供应商提交出运文件和 HFT QA 部门盖章的验货通过证明。

如果晚提交出运文件将导致延迟付款, 如果没有验货通过证明, 可能会造成后续影响。

详情请见第十部分: 出运和付款文件-提交付款文件。

第三部分 联系方式

上海办事处

负责中国大陆和香港的供应商。

部门	联系人
物流部	Panny Xu. Sr Director of International Logistics pxu@harborfreight.com. TEL: +86 21-8031-8200
质检部	Rocky Zhang Sr Director of China Quality rzhang@harborfreight.com . TEL: +86 21-5777-5012 Ext 8020
验货申请	请使用ETQ系统申请验货，请参阅 此处 指南。对于截至 2022年8月尚未在 ETQ 中注册的供应商，请继续向 ins@harborfreight.com 发送检验请求（ 此处 为检验请求表的链接）
供应商管理部	Helen Wu. Sr Director of Vendor Management hwu@harborfreight.com TEL: 021-8031-8260
采购部	Robert Zhuang Sr Director of Sourcing Management rzhuang@harborfreight.com TEL: 021-8031-8290
上海办公室地址	上海静安区南京西路 688 号 2108 室 邮编：200041
上海实验室地址	上海松江区车墩镇香亭路 333 号邮编：201611 TEL: 021-5777-5012, FAX: 021-5777-5012
上海实验室联系人	Chris Xu Sr Director of Quality Assurance CXu@harborfreight.com TEL: +86 21-5777-5012 Ext 8010
合规部	Vito Jia/贾伟 Product Compliance Manager-China Harbor Freight Tools Cell: +86 18962106075 vjia@harborfreight.com

台湾办事处

负责亚洲国家的供应商，不包含中国大陆和香港。

部门	联系人
物流部	Anita Chang Sr Logistics Manager AChang@harborfreight.com TEL+886-4-24155958
质检部	Richard Chang or the assigned Inspector Manager in Asia Sr Inspection Manager RChang@harborfreight.com
供应商管理部	Leo Liu Sr Vendor Manager Leoliu@harborfreight.com TEL: +886-4-2415-5972
采购部	Sam Wu Sr Director of Sourcing Management swu@harborfreight.com TEL: +886-4-2415-5961
台湾办事处地址	台中市西區英才路 530 號 14 樓 6 室 邮编: 40360

美国总部

负责中南美洲、欧洲国家以及上述未提及的其他国家的供应商。

部门	联系人
物流部	Jonathan Tier Sr Manager, International Transportation jtier@harborfreight.com
供应商管理部	Erick Lange Sr Director of Vendor Management elange@harborfreight.com
质检部	Suneet Chadha Sr Manager, US Inspections Schadha@harborfreight.com
产品安全与合规	productcompliance@harborfreight.com

第四部分 订单

接收订单

- HFT 的订单都是通过 Pomaintenance@harborfreight.com , Ponotification@harborfreight.com; Pomaintenance2@harborfreight.com 发送的, 请把这些邮箱加入到你可信任联系人中, 以免造成对邮箱的屏蔽或发送到垃圾邮箱中。
- 订单请在 48 小时内确认交货期, 无论是整箱还是拼箱, 确认的交货期是指开船日所在的周数。

订单确认要求

- 订单接收和确认要求
 - 订单以电子邮件方式, PDF 的格式, 发送给供应商提供的联系人。如果未收到 PDF 格式的订单, 请联系供应商管理部。
 - 订单发出后, 会发出另一封 Excel 格式的邮件, 帮助供应商, 归纳所有新发出的订单, 方便确认交货期。如果没有收到 Excel 清单, 请与供应商管理部联系。
 - 在 Excel 文件中
 - 在 J 列是 HFT 要求的交货期。
 - 在 A 列输入你确认的交货期, 用“周数.年份”的格式 **Do not enter anything else in this cell , as this will result in dates not being updated properly** 为了以免表格计算错误, 除了“周数.年份”请不要填写其它讯息。
 - 如果确认的交货期和我们要求的不符, 请在 B 列中注明原因
 - 填完 A 和 B 列, 把 Excel 表格发回 POMAINTENANCE@HARBORFREIGHT.COM

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

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 SHWK	Vendor COMMENT	PO#	Rev#	Line#	SKU	Description	UPC	Qty	Ship To	Requested Ship Week	Orig Confirm Ship Week
			1234567	0	1	123456	ABC	123456789012	4800	DILLON	40.2	

- 提前出货：如果需要提前2周或以上，请联系 POmaintenance@harborfreight.com

发货中心

- 美国东岸南卡的 Dillon 发货中心，在订单上显示为 DI 或者 952
- 美国西岸加州的 Moreno Valley 发货中心，在订单上显示 MV 或者 953
- 美国中西部的 Chicago 发货中心，在订单上显示 CHI 或 954
- 美国中南部的 Dallas-Fort Worth 发货中心，在订单上显示 DFW 或 955.

第五部分 质检

质量审核

HFT 可能随时要求做质量流程或者产品质量审核。这类审核会由 HFT 的质量部门进行。供应商会被要求提供一份关于产品质量体系的问卷调查表。

质量检验

所有供应商，在出货前必须通过 HFT 的验货，得到验货通过证明，无一例外，任何违反可能造成扣留货款，罚款或者有退货的风险，供应商需要承担相应的费用。

质量测试

- 当我们要求提供确认样品时，供应商需要把样品寄到 HFT 上海实验室或者美国总部，费用请自理，样品的数量和邮寄地址请联系采购部
- HFT 负责对供应商的样品进行质量检测并承担检测费用，样品只有通过 HFT 的检测才能继续下一步，即供应商/产品的创建。HFT 可能要求供应商提供第三方测试报告和/或者证书文件，作为产品开发检查的一部分。
- 如果 HFT 的 QA 发现产品不能达到我们的要求，供应商会被要求对产品额外改进，自行承担费用对产品重新进行质量测试。

ETQ系统：培训文档

最新质量检验要求、流程和用户指南请参见 <https://www.harborfreight.com/gsvm.html>

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

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

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

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

注意：截至 8月22日尚未在 ETQ 中注册的供应商，请向 ins@harborfreight.com 发送检验请求（检验请求表可在[此处](#)找到）

未注册 ETQ 的供应商请注意：

验货申请表需要在装柜或者送仓的 7 个工作日之前提交。

- 在收到验货申请的 4 天内，质检部会联系供应商确定具体的验货日期。
- 在装柜或者送仓日的 5 天前，必须完成 80% 的生产包括包装，达到可以销售的状态，如果达不到规定，验货员不会进行验货。
- 完整的远程检验报告必须在货物装柜发运或交付拼箱仓库前至少 4 天提交给指定的 HFT 检验员审批。

第六部分 公司责任

HFT 遵循国际人权，环境和贸易合规的标准，一直致力于持续改善我们社会责任和安全反恐计划，保持与现有法律更新的步伐。我们希望供应商伙伴也能符合我们相关计划的要求。

通过聘请第三方公司每年审核我们全球价值链的 20% 至 25%，维护了我们价值链中的社会和 CTPAT 合规性。使用风险优先级排序矩阵（RPM）对要审核的工厂进行优先级排序，该矩阵根据以下类别对风险进行排名，这些类别包括但不限于：年初至今的订单总量，过去十二个月（TTM）的 COG，工厂的国家/地区和以前的审核历史记录。

社会责任审核

HFT 随时可能要求做社会责任审核，审核会由 HFT 指定的第三方机构在工厂进行，HFT 负责社会责任的人员也可能造访工厂，为了“检查审核员”并确保审核员遵守 HFT 的《供应商行为准则》，以尊重和公平的态度对待工厂的员工和经理，并以道德的方式行事。

第三方机构会用 HFT 批准的问卷调查表格评估工厂的环境以确保所有生产 HFT 产品的工厂能提供健康，安全和完好的工作环境。

审核包含以下方面：

- 用火安全
- 健康与安全
- 工作时长
- 自愿工作
- 薪水与福利
- 管理系统
- 化学品管理

反恐安全审核

HFT 可能单独要求做反恐安全审核，或者和社会责任审核一起。反恐安全审核部分将评估工厂潜在的安全风险，并确定工厂是否符合最低供应链安全准则。关于 CTPAT 的要求已翻译成简体中文，繁体中文，越南文和泰文，链接位于：www.harborfreight.com/gsvm.html

审核包含以下方面：

- 公司安全-高层管理远景和责任
- 风险评估

- 商业合作伙伴
- 程序安全
- 运输工具和国际贸易文书（集装箱安全）
- 密封安全
- 农业安全
- 人身安全
- 物理访问控制
- 人身安全
- 教育，培训和意识
- 网络安全

次级供应商/分包商

在供应商/产品建立的阶段，所有的次级供应商和分包商的名称需要发送到 factorycompliance@harborfreight.com，如果没有发送会导致社会责任审核分数低。

安排社会责任和/或反恐安全审核

HFT 社会责任团队的人员会在规划审核的 45 天前邮件供应商，提醒下一次审核安排，该邮件包含有助于设定期望的文档，包含：

- HFT 供应商行为准则-翻译成简体和繁体中文，越南文和泰文；
- 审计日的期望；
- 工厂合规准则；
- 工厂审核清单；
- 消防安全准则；

- 社会责任风险等级矩阵；
- 零容忍文件

此时，供应商如果刚成功完成其他商业伙伴相关审核可以申请**豁免**，阐明情况如下：

申请审计豁免：

- 社会责任审核—邮件给 CTrujillo@harborfreight.com 申请, 附上近 6 个月 BSCI,RESA,Walmart,SEDEX 等完整报告，不接受任何整改和摘要，只有完整报告会被考虑。
- 反恐安全审核—邮件给 CTrujillo@harborfreight.com 申请, 附上近 6 个月内 SCAN,GSV 报告，不接受任何整改和摘要，只有完整报告会被考虑。
- 如果豁免申请未被接受，HFT 选择的第三方机构代表会邮件给供应商来确认 2 周的审核窗口期和工厂信息。供应商需要配合第三方机构以确保审核能成功开展。
- 首次审核和年度审核由 HFT 承担验厂费用，然而，如果验厂日，工厂拒绝审核员入内，审核取消的费用大概 1250 美金要由供应商承担。

请谨记：对于 HFT，透明比用尽各种手段通过审核更重要。我们赏识诚实和开诚布公，不鼓励故意阻挡或数据作假。HFT 了解你们业务的繁忙，尽量避免打扰员工的生产力和效率。合规需要团队努力，我们愿意负责任地和你们一起努力为所有员工创造安全健康的工作环境。我们对于社会责任的追求是循序渐进而不是完美。我们理解可持续的改变需要时间，我们有耐心一起提高。

供应商筛选

HFT 是 CTPAT（反恐海关贸易合作伙伴）的顶级成员，为了维护我们的地位，我们尊重美国海关和边境巡逻队（CBP）要求的所有新的最低安全标准（MSC）。HFT 保持基于风险的书面流程，以筛选新的业务合作伙伴并持续监督当前的合作伙伴。

HFT 通过维持我们的企业社会责任合规倡议（Amfori / BSCI）和社会责任供应商合规审核网络（SCAN）的身份，保护我们的价值链免受欺诈，恐怖主义，洗钱和人口贩运的侵害。在这些平台上，当供应商申请审核豁免时，HFT 可以验证 BSCI 或 SCAN 报告的有效性。

HFT 还与 Regulatory DataCorp 合作。（RDC，现为穆迪公司），为上述活动筛选现有和新的供应商和工厂。将工厂上传到 RDC 的平台后，便会进行定期监督，并在发生新事件时将警报发送给 HFT。标记事件后，HFT 社会合规工作组（SCWG）和海关合规委员会（CCC）开会讨论行动计划，评估事件的类型，严重性和频率以及事件发生后的时间。

FDA

对于包含激光的产品，必须在每年的 9 月 1 日之前将总结了所需记录的年度报告提交给食品药品监督管理局（FDA），报告应涵盖激光产品的 12 个月生产期。

第七部分 新产品首次出货

新产品的首次出货必须进行 FAT 的测试，除非 HFT 另有指示。

FAT 的检测在美国或者上海实验室进行，对照相关所需的标准，对产品质量，功能和耐久性的全面检验。对于部分产品，可能需要第三方的测试报告，如果需要，你的采购经理会通知你。

假如新产品通过检测，就可以安排首次出货，如果没有通过，HFT 质检部将通知供应商未通过的原因以及改进计划，然后重新测试，直到通过才能安排出货。

工厂必须尽早把 FAT 的样品寄到实验室，以确保实验室能在出运前至少 4 周收到样品。

FAT 样品的设计和品质必须和大货产品的质量相同，包含最终的说明书，标签和包装。

产品改进和升级

对于已经通过测试，签样和达到 FAT 要求的产品，在没有得到 HFT 允许和批准的情况下，不能自行更改进行批量生产。

如果产品需要进行改进和升级，HFT QA 质量管理部门会联系供应商提供样品，通知程序等等。

表格提交电子邮件为 ProductChangeRequest@harborfreight.com 表格[链接](#)

如果改进的申请被批准，我们会通知你，只有拿到 HFT 书面批准才能进行批量生产。书面批准请保存好，包括所有对产品改变的所有记录，测试结果和测试标准

对于供应商提出的改进和升级的申请也有可能不被 HFT 所接受，请知悉。

对于已批准的升级改进产品，HFT 合规部门有可能会要求重新做第三方测试和/或认证。

第八部分 订舱要求

整箱 vs 拼箱订舱要求

HFT 对于整箱和拼箱有具体的要求

整箱

从中国出口的供应商，我们推荐达升物流作为订舱代理请提前 14 天提交订舱，在巴基斯坦/印度 - OOCL logistics，整箱台湾/泰国/马来西亚/越南/柬埔寨- Tungya Freight。参见如下各港口联系方式。

假如你不用达升物流订舱，请通知你的代理，所有出口货物必须用我们签约船公司的约号订舱，HFT 物流部会负责约号的更新和通知：

- 签约的船公司
- 船公司合约号
- 生效日期
- 各港口对应船公司订舱分配表

船公司订舱分配管理适用于不与达升订舱的供应商，如果有任何问题，请联系 Panny Xu Pxu@harborfreight.com 或美国总部的物流部 intllogistics@harborfreight.com .

拼箱

拼箱出口必须用 HFT 指定的拼箱代理，请提前 21 天和拼箱代理订舱，参见各港口联系方式。

订舱要求和注意事项

订舱请订 CY-CY 模式,运费到付。供应商必须按照采购订单上工厂所在国家的出货港口（即 FOB 装运港）安排出货。

提单必须是海运单或者电放单。原始提单不被接受。

美西 (Moreno Valley)

Long Beach, CA 作为卸货港和目的地，或者 Los Angeles, CA 作为卸货港和目的地

美东 (Dillon)

- Charleston, SC 作为卸货港和目的地
- 或者 Wilmington, NC 作为卸货港和目的地

美中西 (Chicago)

- 卸货港:
 - 美西岸: Los Angeles-Long Beach, Seattle-Tacoma.
 - 美东岸: New York-New Jersey, Norfolk.
 - 加拿大: Vancouver, Prince Rupert.
- 根据船司和出货方式卸货港不同，目的地 - Chicago, IL

美中南 (Dallas-Fort Worth)

- 卸货港:
 - 美西岸: Los Angeles-Long Beach, Seattle-Tacoma.
 - 美东岸: Charleston, Savannah, Wilmington.
 - 加拿大: Vancouver, Prince Rupert.
 - 墨西哥湾沿岸地区: Houston.
- 目的地 – Dallas Fort Worth, TX

收货人和通知人信息

为了使出运文件更标准，请根据下面指示与你的货代或者船公司订舱。

- 请务必确保在所有的出运文件中正确拼写“Harbor Freight Tools”，在收货人一栏中，HFT 的地址必须单独一行，如下：



整柜提单要求

- 提单上不需要 Sku 号码。
- 提单上“Shipping Marks & Numbers”唛头一栏只要显示订单号码，不要包括供应商代码。
- 提单上“Description”产品描述一栏，只显示笼统的品名，不要包含品牌名称，比如，工具，发电机，等等，不要包含“Chicago Electric”，“Pittsburgh”等

所有 DC 的收货人和通知方信息地址更新:

DC name	Dillon (DL) - 952	Moreno Valley (MV) -953	Chicago (CHI) - 954	Texas (DFW) - 955
Consignee	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools
	224 Harbor Freight Road	23400 Cactus Ave	3401 South Brandon Rd.	1257 Bold Ruler Rd
	Dillon, SC 29536	Moreno Valley, CA 92553	Elwood, IL 60421	Fort Worth TX 76052
Notify Party	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools
	26677 Agoura Rd	26677 Agoura Rd	26677 Agoura Rd	26677 Agoura Rd
	Calabasas, CA 91302	Calabasas, CA 91302	Calabasas, CA 91302	Calabasas, CA 91302
	Phone (818) 836-5000	Phone (818) 836-5000	Phone (818) 836-5000	Phone (818) 836-5000
	Fax (805) 445-4943	Fax (805) 445-4943	Fax (805) 445-4943	Fax (805) 445-4943

拼箱代理

对于整箱：以下是我们推荐的订舱代理

对于拼箱：以下是我们指定的拼箱代理

Port	Agent/ Consolidator	Contact Name	Contact Phone#	Contact Email	Booking Email
Shanghai (also covers Yangtze river ports)	Headwin	Janet Li	021-60735407 / 13386134929	janet.li_sha@headwin.com.cn	hftsha.list@headwin.com.cn
		Infi Gu	021-60731774	infi.gu_sha@headwin.com.cn	
Ningbo	Headwin	Jidong Xu	0574-87752256/ 13805863100	jidong@headwin.com.cn	hftngb.list@headwin.com.cn
	Headwin	Alexey Wang	0574-87758782	alexey.wang@headwin.com.cn	
	Headwin	Cindy Shi	0574-87758783	cindy.shi@headwin.com.cn	
Qingdao	Headwin	Kitty Zhang	0532- 81635790/ 13730919827	kitty@headwin.com.cn	hfttao.list@headwin.com.cn
		Suki Hu	0532- 81635950/ 15853286747	suki_qd@headwin.com.cn	
Xingang	Headwin	Henry Han	022-27779055/ 18920215588	henry_tj@headwin.com.cn	hfttjn.list@headwin.com.cn
		Gina Liu	022-27779056/ 13702115337	gina.liu_tj@headwin.com.cn	
Yantian	Headwin	Lisa Zhang	755- 82577443/ 13632534624	lisa.zhang_sz@headwin.com.cn	hftxzn.list@headwin.com.cn
		Alen Lai	755-23811963	Alen.lai_sz@headwin.com.cn	

		Jennifer Ye	755-82529180/ 13164119025	jennifer.ye_sz@headwin.com.cn	
Xiamen / Fuzhou	Headwin	Freda Chen	0592-5692375/ 13600927717	freda.chen_xm@headwin.com.cn	hftxmn.list@headwin.com.cn
		Michael Xie	0592-5692378/ 13600951577	michael.xie_xm@headwin.com.cn	
Chongqing	Headwin	Summer He	023-67836722	summer.he_ckg@headwin.com.cn	hftckg.list@headwin.com.cn
		Melon Wu	023-67836722	melon.wu_ckg@headwin.com.cn	
		Anita Li	023-67836722	Anita.li@headwin.com.cn	
Guangzhou	China Arts	Ellie Cheung	020- 83488966/134181 96709	ellie.cheung@marinegrand.com	

非中国港口出货

台湾、越南、柬埔寨、缅甸、泰国、马来西亚出发港请联系 Anita Chang:

Anita Chang

Harbor Freight Tools 台湾办事处

台中市西區英才路 530 號 14 樓 6 室

邮编: 40360

Office: +886-4-24155958

achang@harborfreight.com

Port	Agent/ Consolidator	Contact Name	Contact Phone#	Contact Email	Booking Email
PHNOM PENH, CAMBODIA	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley) / Doris Wang	+886-2-8648-2111 ext 318 / ext 323	tpeb05@mail.tungya.com.tw ; tpeb10@tungya.com.tw	tpeb05@mail.tungya.com.tw ; tpeb10@tungya.com.tw
SIHANOUKVILLE, CAMBODIA	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley) / Doris Wang	+886-2-8648-2111 ext 318 / ext 323	tpeb05@mail.tungya.com.tw ; tpeb10@tungya.com.tw	tpeb05@mail.tungya.com.tw ; tpeb10@tungya.com.tw
KUANTAN, MALAYSIA	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2-8648-2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
PORT KLANG, MALAYSIA	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2-8648-2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
KAOHSIUNG, TAIWAN	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2-8648-2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
KEELUNG, TAIWAN	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2-8648-2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
TAICHUNG, TAIWAN	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2-8648-2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
TAIPEI, TAIWAN	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2-8648-2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw

LAEM CHABANG, THAILAND	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2-8648-2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
LAT KRABANG, THAILAND	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley)	+886-2-8648-2111 ext 318	tpeb05@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
HAIPHONG, VIETNAM	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley) / Miffy Ko	+886-2-8648-2111 ext 318 / ext 317	tpeb05@mail.tungya.com.tw ; ty_ebook@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
HOCHIMINH CITY, VIETNAM	Tungya Freight (Asia) Ltd.	Li-Hsin Cheng (Lesley) / Miffy Ko	+886-2-8648-2111 ext 318 / ext 317	tpeb05@mail.tungya.com.tw ; ty_ebook@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw
TAOYUAN, TAIWAN	EUSU Logistics Co., Ltd. Taiwan Branch	Della Lu	+886-2-2549-0868 ext 307	dellalu@eusu-logistics.com	dellalu@eusu-logistics.com
HAIPHONG, VIETNAM	EUSU Logistics Vietnam - Ha Noi Branch	Ms. Tho (Nguyen Thi)	+84-24-36286-9898 ext 439	thi-tho.nguyen@eusu-logistics.com	thi-tho.nguyen@eusu-logistics.com
HOCHIMINH CITY, VIETNAM	EUSU Logistics Vietnam - Ho Chi Minh Branch	Ms. Tuyet Thuan	+84-28-3827-1000 ext 311	tuyet-thuan.dinh@eusu-logistics.com	tuyet-thuan.dinh@eusu-logistics.com
NHAVASHEVA	OOCL LOGISTICS	Mallika Kotian	91 22 42681144 /91 88790099 10	mallika.kotian@occllogistics.com	mallika.kotian@occllogistics.com

MUNDRA / ICD LUDHIANA	OOCL LOGISTIC S	Vikrant Dahiya	91-011- 46677018	vikrant.dahiya@oocllogistics.com	vikrant.dahiya@oocllogistics.com
KOLKATA	OOCL LOGISTIC S	Amrita Goswa mi	91- 75960496 78	amrita.goswami@oocllogistics.com	amrita.goswami@oocllogistics.com
LAT KRABANG	OOCL LOGISTIC S	Pariyac hart Pinyoph ab	662- 6469572	pariyachart.pinyophab@oocllogistics.com	pariyachart.pinyophab@oocllogistics.com
Karachi; Port Qasim	OOCL LOGISTIC S	Salman Shahid	92-21- 35147970 -72 Ex 605	salman.shahid@oocllogistics.com	salman.shahid@oocllogistics.com
Kaohsiung / Keeling / Taichung / Taoyuan, TW	Eusu Logistics Co., Ltd. Taiwan Branch	Hans Hsieh / Della Lu	+886 (2) 2549 0868 x304 / +886 (2) 2549 0868	hanshsieh@eusu-logistics.com /dellalu@eusu-logistics.com	hanshsieh@eusu-logistics.com /dellalu@eusu-logistics.com
Mumbai/ New Delhi, IN	OOCL Logistics	Rohit Poojary (Dedicat ed CSV)	+91 22 4268 1197	rohit.poojary@oocllogistics.com	rohit.poojary@oocllogistics.com
		Sachin BANDEK AR (CSV Head)	+91 22 4268 1132	sachin.bandekar@oocllogistics.com	sachin.bandekar@oocllogistics.com
Bangkok,TH	OOCL Logistics	Pariyac art Pinyoph ab (Dedicat ed CSV)	+66-2- 646 9572	pariyachart.pinyophab@oocllogistics.com	pariyachart.pinyophab@oocllogistics.com
		Jureerat Diawvani t (CSV Head)	+66-2- 646 9571	jureerat.diawvanit@oocllogistics.com	jureerat.diawvanit@oocllogistics.com

第九部分 装柜

通用集装箱要求

- 侧面，天花板或地板上没有可见的孔
- 没有可见的农业污染物，例如昆虫，害虫，污垢或动物物质
- 没有可以用来隐藏非法物品的集装箱改动
- 门密封件和锁紧装置（螺栓，搭扣）必须处于良好状态且不能缺失
- 集装箱地板必须处于良好状态，且无任何大的弯曲
- 集装箱地板必须支持叉车的使用
- 请避免冷冻柜
- 保护堆积在集装箱门内部的产品不渗水货物必须用气袋，安全带，网罩，负载条，扎带或组合来固定确保安全
- 请勿使用任何有泄漏迹象的集装箱
- 完整的 10 点集装箱检查（也是第 5 节：质量的要求）

安全装箱的示例



纸箱要求

- 请勿使用皮带或钉书钉-使用压敏胶带和细丝增强胶带
- 热熔胶可用于密封纸箱
- 纸箱不要鼓胀-各个侧面应平整
- 塑料外包装应热收缩，并有足够的规格以防撕裂
- 漂白纸箱会增加成本，不需要

包装错误示例



托盘装载

- 建议用托盘装载到集装箱上，以加快卸载速度，及空气在产品下方的流通。
- 标准托盘是美国 GMA 规格 48 英寸 x 40 英寸四向托盘
- 所有托盘必须符合 ISPM 15 认证。
- 托盘开口必须有至少 90mm 高度空间方便用于叉车
- 托盘装载方向允许叉车作业并面向货柜门。
- 产品必须用装箱带固定在托盘上，也可以使用塑料收缩膜。
- 单个托盘的最大堆叠高度为 54 英寸，重量为 2500 磅（包括托盘）
- 托盘可以在集装箱中双层堆叠
- 当一个托盘堆叠在另一个托盘上时，可使用衬纸代替托盘
- 必须堆叠托盘时，在集装箱顶板下方留出 4 英寸的顶部空隙。
- 集装箱中的最后两个托盘在集装箱顶部下方必须有 8 英寸的顶部空隙，以便在卸货时的空间清理。

推荐的托盘



托盘/衬纸双叠的示例



托盘装载方向的错误示例



地板装载

- 建议每箱最大重量为 50 磅。超过 50 磅，请考虑其他装载方法。
- 重量比体积先达到限制值，如果有间隙高度，请用托盘装载
- 在运输过程中，方向箭头必须指向上方
- 纸箱应最大面朝下堆叠，以形成更稳定的堆叠

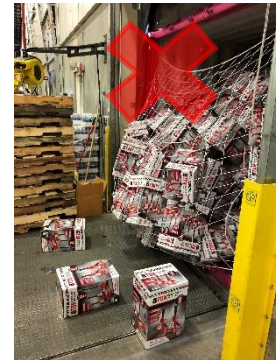
- 切出的手柄应面向货柜门
- 建议一个 SKU 一个集装箱
- 建议将长纸箱的长边面对门
- 长纸箱装载的错误示例-长边应该面向门



多个 SKU 装箱

- 这些指南适用于托盘和地板装载
- 请勿分散相同 SKU 的纸箱在集装箱或托盘中，相同 SKU 都应一起装载。
- 在可行的情况下，每个托盘装一个 SKU。尽量减少多个 SKU 装一个托盘上。
- 较轻的 SKU 加载在较重的 SKU 上

错误示例-不分离SKU，将较重的SKU放在较轻的SKU上方以及箱子从集装箱中掉落



多个订单拼装

- 一个集装箱内可以装多个订单，然而在装柜时请注意按订单号码合理分开不同型号的产品，不要把不同订单和型号混在一起
- 为了提高利用率,需要时可以把订单拆分到 2 个柜子中
- 如果一张装箱单中包含一个以上的柜子，请务必在装箱单中写明每个柜子分别装了哪些款号和对应的数量。

集装箱舱单

HFT 需要准确的集装箱清单信息，以了解装载的物品，数量和重量。供应商必须有适当的流程将产品，数量和重量与采购订单和运输单据进行比较，包括但不限于装箱单，订舱指示和提单

重量和体积要求

为了提高集装箱利用率，HFT 对重量和体积有具体要求，同时也为供应商和 HFT 减少操作费用。下面表格概括了不同箱型最大和最小的重量和体积要求，如果没有达到相应要求，请联系 [Panny Xu pxu@harborfreight.com](mailto:pxu@harborfreight.com) 批准。同时，请务必遵守 SOLAS 公约关于验证集装箱重量的要求。

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

集装箱内的通风口请不要用封条贴上或者用其他方法堵上，假如你收到的集装箱通风口有封条贴上了，请把封条移除，贴了封条的通风口无法通风，会导致大面积的潮湿和水，进而损害集装箱内的产品，使供应商承担损失。

CTPAT 和集装箱安全要求

CTPAT 和货物安全对 HFT 极为重要。在下任何订单之前，所有供应商都必须完成 HFT CTPAT 问卷调查，并且还要进行定期审核。供应链安全是每个人的责任。供应商要持续制定，实施和遵循与 CTPAT 安全标准一致的安全流程和程序。为了验证是否符合 CTPAT 最低安全准则，并确保您的工厂满足要求，HFT 或 HFT 代表（包括 HFT 认可的第三方认证公司）可以随时进行验证审核。期望所有供应商保持透明，并与 HFT 代表（包括 HFT 认可的第三方认证公司）合作。对于没有执行足够安全流程的供应商可能会从我们供应商名单中剔除。

此链接为英语的 CTPAT 要求，并翻译成了简体和繁体中文，越南语和泰语：

www.harborfreight.com/gsvm.html

具体的安全指南可以参考美国海关网站：

- 美国海关反恐概况

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

- 反恐安全最低的要求

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

- 集装箱检验和封条检查的指南*

https://www.cbp.gov/sites/default/files/documents/7_pcic.pdf

*美国海关与边境保护局（“CBP”）网站和 pdf（在上面的项目符号#3 中提供）要求对集装箱进行 7 点检查，然而 HFT 强调工厂要增加检查图中所示的另外三个点 8、9 和 10 如下图，记录检查结果并为集装箱检查和装载作业过程拍照（空箱，部分装箱，装箱完成，上好封条以及封条集装箱号码并且确保号码清晰可见）。保留检查结果和照片以及运输记录，以供检查或在 HFT 要求下使用。集装箱的检查和装载必须由安全员，安全经理或其他指定人员在受控的安全区域监督下进行，如果有的话，通过闭路电视系统进行监控。HFT 还强烈建议在仓库人员完成 10 点检查之后，仓库管理人员对集装箱或卡车进行随机抽查，以确保仓库人员对集装箱进行了完整的彻底的检查。



此外，十点集装箱检查必须确保集装箱没有被任何生物物质污染，包括但不限于昆虫，土壤，植物物质，动物或动物物质。国际运输货物的存储，存放和装载区以及周围区域必须保持清洁并定期检查。如果发现污染物，则必须立即清洁污染物，并且记录污染物类型，位置以及清除的方法。关于集装箱封条，当封条与集装箱到达工厂，只有授权人员才能处理封条。负责的经理必须检查封条的状况，并确认封条号与设备交接单（EIR）上列出的封条号或运输公司（订舱代理，货运代理或运输公司）的运输文件相符。任何差异必须通知订舱代理，以确保有适当的纠正措施。如果封条已损坏

或被篡改，需要保留该封条以备进一步调查，并在适用的情况下，将案件报告给当地执法部门进行调查。

在 HFT QA 签发质检报告之前，必须提供 10 点集装箱检验表。10 点集装箱检查表可以通过链接找到：www.harborfreight.com/gsvm.html

HFT 强烈建议在集装箱到达工厂后及时安排装载，之后将集装箱直接送到港口。尽管不太可能发生，如果集装箱不得不在工厂过夜存放，工厂必须采取适当的安全措施，包括但不限于固定墙壁或栅栏，充足的照明，闭路电视，警报系统和巡逻警卫。同时对延后装箱的货物也必须采取同样的措施，存放在安全的区域且限制出入。

在集装箱卡车到工厂提货之前，请先从运输公司（将集装箱运往港口的货运公司）处获得司机的姓名，车牌号，封号和预计提货时间。司机到达时，需要检查司机的身份证并记录详细信息，包括：司机姓名，日期，到达时间，车队名称，车牌号，集装箱号，出发时间以及出厂时的封号。集装箱出货信息的记录放在安全区域，司机无法触及，比如门卫室。集装箱出货信息和访客信息分别记录在不同的记录本上。

在与运输公司签订合同中以及工厂的程序文件中要包含以下几点：

- 卡车司机将装载好的集装箱走指定路线直接运到港口
- 必须跟踪并报告集装箱到港口的移动情况，保留记录以便后续查看
- 如果卡车司机在途中停靠，则每次必须检查卡车，集装箱和封条（完好无损，无篡改迹象，并与运输文件相符）
- 如果发生任何安全违规事件，则卡车司机必须向运输公司报告，必要时向执法部门报告，并向您报告；保留被修改或篡改的封条以帮助后续调查。

任何封条更换或者封条号码更改必须通知船运公司（订舱代理/货运代理，海运公司），更新出运文件以反映真实的情况，并通过电子邮件发送到 HFT 进口部门：shipadvice@harborfreight.com。与集装箱装载或集装箱安全有关的任何安全漏洞，事件或可疑活动必须和以下人员沟通：

Loading Country	Contact	Phone Number	Email
Cambodia	Anita Chang	886-4-24155958	AChang@harborfreight.com
China	Panny Xu	86-21-80318200	PXu@harborfreight.com
India	Anoop Jhalani	91-9811177080	mail@jmspl.com
Malaysia	Anita Chang	886-4-24155958	AChang@harborfreight.com
Pakistan	Mustafa Shaikh Ali	92-300-8252406	mustafa.shaikhali@gmail.com
Taiwan	Anita Chang	886-4-24155958	AChang@harborfreight.com
Thailand	Anita Chang	886-4-24155958	AChang@harborfreight.com
Vietnam	Anita Chang	886-4-24155958	AChang@harborfreight.com
All Other Countries	Suda Suebsang	1-805-312-1526	SSuebsang@harborfreight.com

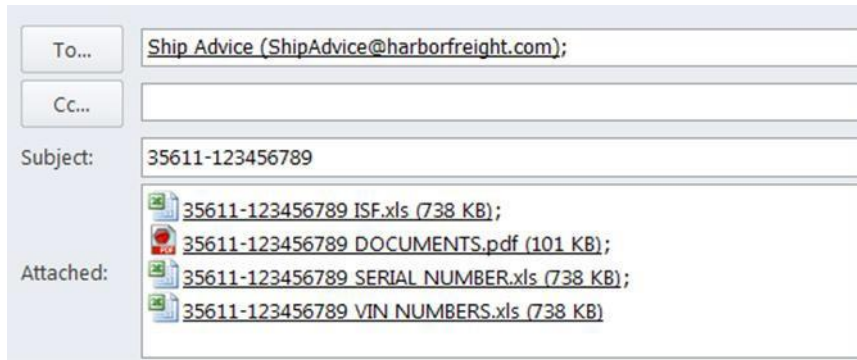
这些联系人会将信息转发给 HFT 的国际运营和贸易合规总监，后者将根据需要提醒相应的政府部门。

有关特定货物安全程序的详细指南，例如十点集装箱/密封检查，货物跟踪和追踪，业务合作伙伴要求，人力资源，信息技术，物理安全，访问控制，年度安全自我评估以及详尽的记录安全计划或其他货物安全问题，请联系 Panny Xu PXu@HarborFreight.com

1. ISF 10+2
2. 商业发票
3. 装箱单
4. 其他文件（根据美国政府相关法规要求特定产品提交额外的文件）

***请注意：不需要提交海运提单。**

- 发送邮件的主题请用格式：供应商代码-商业发票的号码
- 比如：35111-8374597
- *注意在邮件主题中不要出现其他的特殊字符。
- 附件中的所有文件需要按照要求的格式提供（请参照创建正确的文件）
- 每个附件的格式和邮件主题的格式请参照下面举例



- 有 3 个文件**必须**以 Excel 表格的形式发送。
 - (1) ISF 表格
 - (2) 引擎序列号
 - (3) 车辆识别号
- 整箱的出运文件,请一份提单发送一封邮件，包括这封提单对应的其他文件一起发送。

- ISF 是根据最低级别的提单提交的。如果有 HBL，则此信息也必须包含在表格中，否则 ISF 将不会通过，仍会被视为逾期。
- 拼箱的出运文件,给指定拼箱代理，拼箱代理会发送所有文件到shipadvice@harborfreight.com

提交出运文件的时间表和最后期限

为了避免任何处罚,请参考如下建议的时间表发送所有的出运文件至shipadvice@harborfreight.com。

Vessel Departure Day	Deadline to E-mail ShipAdvice Shipping Documents
Saturday	Prior Wednesday
Sunday	Prior Wednesday
Monday	Prior Wednesday
Tuesday	Prior Thursday
Wednesday	Prior Friday
Thursday	Prior Monday
Friday	Prior Tuesday

为了避免由于美国假日造成的任何处罚,请参考如下建议的时间表发送出运文件至shipadvice@harborfreight.com。

美国节假日(2023-2024)		如开舱日期早于:	提交ISF及其他文件截至日期
劳动节	04-Sep-23	05-Sep-23	31-Aug-23
感恩节	23-Nov-23	26-Nov-23	21-Nov-23
圣诞节	25-Dec-23	26-Dec-23	21-Dec-23
新年—周一	01-Jan-24	03-Jan-24	29-Dec-23
马丁·路德·金纪念日	16-Jan-2024	17-Jan-24	12-Jan-24

总统日	19-Feb-2024	21-Feb-24	16-Feb-24
亡兵纪念日	27-May-2024	30-May-24	24-May-2024
美国国庆节	04-Jul-24	07-July-2024	3-July-2024
劳动节	02-Sep-2024	05-Sep-23	30-Aug-2024
2024感恩节	28-Nov-2024	30-Nov-2024	27-Nov-2024
2024圣诞节	25-Dec-2024	27-Dec-2024	24-Dec-2024

提交付款文件

所有的提示付款文件必须在**装船日后 72 小时之内**发送到 HFT 的财务部门，只有收到所有要求的文件后财务部门才能安排付款，晚提交可能面临付款的延迟。下列所有的文件必须发送到 interap@harborfreight.com:

1. 商业发票
 2. 装箱单
 3. 海运提单
 4. HFT 验货通过证明
- 发送邮件的主题请用格式：供应商代码-商业发票的号码
 - 比如：35111-8374597

*注意在邮件主题中不要出现其他的特殊字符。

制作正确的文件

请根据以下步骤完成一份准确完整的文件制作，所有文件必须用英语完整准确地填写。除了特别要求的文件必须为 Excel 格式外，所有文件请存为一整套 PDF 格式后再发送。

商业发票——所有出运的货物，包括产品的零部件订单，商业发票都必须包含如下内容：

- 付款条款
- 汇款信息
- 发票号码
- 发票日期
- 贸易条款
- 供应商
- 收货人
- 启运港
- 目的港
- 原产地申明（当有多个原产国时，请参考每个产品的国家/地区）
- 订单号码分别列出
- 款号/UPC 号（当出运零部件时，必须分别列出主体产品的 SKU 号码/型号）
- 分别列出产品描述
- 采购价格，以订单上的货币为准，包含免费样品
- 每个款号的数量，以出售单个包装为单位（不要以外箱数量或者套件的单独数量为单位）
- 列明所有其他的费用
- 如果不含木制品包装，请注明“THIS SHIPMENT DOES NOT CONTAIN SOLID WOOD PACKAGING MATERIAL”
- 集装箱号码（需列出每个集装箱内所有的订单号和 SKU 号码/型号/UPC）

装箱单——所有出运的货物，包括产品的零部件，装箱单都必须包含如下内容

（装箱单需列出与商业发票中相同订单的 SKU 号码/型号）：

- 每款产品的数量

- 每个 SKU 号码/型号的外箱数量和内箱数量（如果适用），例如，外箱内有 4 个内箱，每个内箱有 10 件 Sku#12345 的产品，Sku#12345 合计总数就是 40 件
- 每个 SKU 号码/型号的毛重和净重
- 每个集装箱的外箱唛头
- 集装箱号码（如果有）
- 集装箱号码（列出每个集装箱内所有的订单号和 SKU 号码/型号）

海运单-HFT 不要求原始提单。

HFT QA 质检报告—只有通过HFT QA验货通过的货物才能出运，HFT 验货证明是付款必须的文件，详情请参见上述验货部分的内容。

其他文件——特定产品，要求其他不同的文件或者证明，以下表格概括了这些要求。

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)	Any solid wood packing materials such as pallets, crates and braces must comply with ISPM 15 Standards, and have clearly visible ISPM 15 compliant marks:	<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
Other Requirements as Needed	Other Requirements as Needed	Other Requirements as Needed

文件更改

文件更改请在邮件主题中添加“REVISED”并发送邮件到 shipadvice@harborfreight.com 和 interap@harborfreight.com。如果出货箱数更改，装箱单必须反映正确的数量，装载清单也必须更正。如果货物被查验且集装箱中的箱数与清单/装箱单上的数量不符，可能会导致罚款和不正确申报货物的处罚。

出货和付款文件重要时间表

		Days to Shipping Date																								SHIPPING DATE / ON BOARD 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																								SHIPPING DATE / ON BOARD DATE						
		Receive Ship Order from booking agent																								SHIPPING DATE / ON BOARD DATE						
		Request QA Inspection 14 days before loading the container or delivery to Consolidator																								SHIPPING DATE / ON BOARD DATE						
		HFT QA Inspection - 4 day window																								SHIPPING DATE / ON BOARD DATE						
		Container loading																								SHIPPING DATE / ON BOARD DATE						
		Ingate at Terminal																								SHIPPING DATE / ON BOARD DATE						
		Send ISF 10+2, Commercial Invoice, and Packing List to shipadvice@harborfreight.com not less than 3 days before On Board Date																								SHIPPING DATE / ON BOARD DATE						
		Book space with HFT carrier - 21 days before ship date or sooner																								SHIPPING DATE / ON BOARD DATE						
		Receive Ship Order from booking agent																								SHIPPING DATE / ON BOARD DATE						
		Request QA Inspection 14 days before loading the container or delivery to Consolidator																								SHIPPING DATE / ON BOARD DATE						
	HFT QA Inspection - 4 day window																								SHIPPING DATE / ON BOARD DATE							
	Delivery to Consolidator warehouse																								SHIPPING DATE / ON BOARD DATE							
	VENDOR must send ISF 10+2 to the Consolidator at the time of booking																								SHIPPING DATE / ON BOARD DATE							
PAYMENT		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																								SHIPPING DATE / ON BOARD DATE						

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.

2023 周历表

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

2024 周历表

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				

LUNAR NEW YEAR BLK OUT WKS
HOLIDAY
BLK/FRIDAY-CYBER MONDAY
LUNAR NEW YEAR

2025 周历表

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			

- LUNAR NEW YEAR BLK OUT WKS
- HOLIDAY
- BLK/FRIDAY-CYBER MONDAY
- LUNAR NEW YEAR