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HARBOR FREIGHT

VENDOR GUIDELINES

供应商手册

UPDATED: JULY 2024

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 2024:

- Section 1:
  - Mission Statement and Core Principles
- Section 2:
  - Added New Vendor Setup information
    - Product Development process outline
    - Development Scope
    - Vendor + HFT Interaction
    - Documents to Expect During Product Development Project
    - Expectations for HFT Vendors
    - Updates to Third-Party Compliance Testing outline
    - FAT moved to this section
  - Date Codes – new colors and removal of serialization
  - Packaging graphics updated for Inner and Outer Master Cartons
- Section 3:
  - Shanghai Contact List
  - Taiwan Contact List
- Section 4:
  - Added Tacoma DC
- Section 8:
  - Added Tacoma DC and added two new ports
- Section 9:
  - Clarification on the Bill of Lading requirement for documents submission
  - Updated Holiday dates
  - Revisions to ISF and/or Commercial Documents

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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 1,500 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



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).

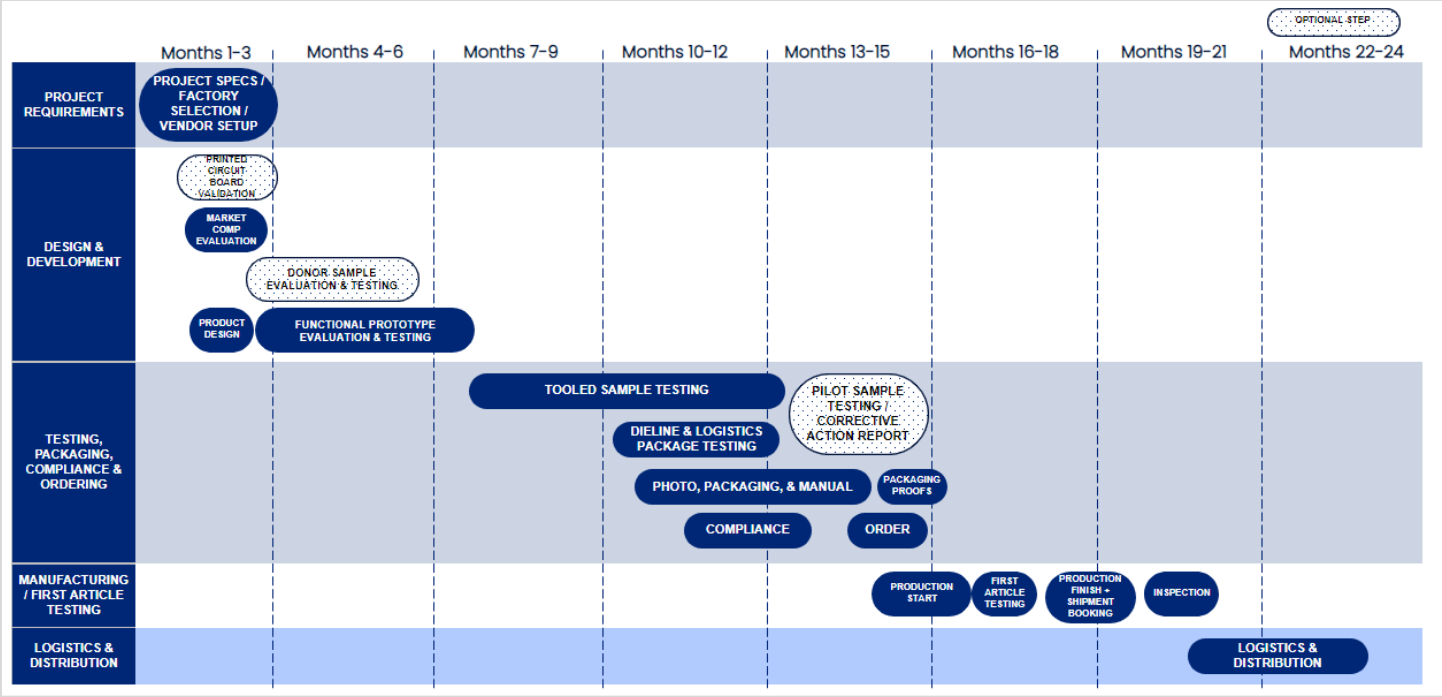
Section 2: Product Development and Vendor Set Up

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.

HFT Product Development Process

- Our product development timeline is dependent on the specs of the vendor's currently available product vs. HFT's desired specs. Below are some examples with estimates for total project timing.
- These durations are estimates. It is important to note that these durations may fluctuate, and the project may go longer than anticipated. The best way to meet these targets is for vendors to partner with HFT as quickly as possible to develop the product according to HFT's specs.
- Vendors should typically expect to receive POs approximately 6 months prior to projected project completion.



Development Scope	Time	Notes
Full Development	~24 Months	Includes design, donor, and/or prototype. At least three rounds of testing is anticipated
Partial Development	~18 Months	Vendor receives the HFT SKU and specs and proceeds to tooling. At least two rounds of testing anticipated
No/Minimal Development	~12 Months	At least one single test round anticipated

Documents to Expect During Product Development Project

Document Title	Document Description	Project Phase When Vendor Will Receive	Vendor Response Required?
RFQ (Request for Quote)	Quote sheet including cost, photo, vendor / factory information, etc. The quote must account for the product specs in the Spec Sheet and the packaging type / specs in the Structural Packaging Brief.	Phase 1 – Project Requirements	Yes
Vendor Agreements	Legal agreements detailing vendor and HFT rights and protections with respect to Intellectual Property, Tooling, Dual Sourcing, etc.	Phase 1 – Project Requirements	Yes
Spec Sheet	Detailed product specifications.	Phase 1 – Project Requirements	Yes
Structural Packaging Brief	Communicates the expected primary package structure and an initial estimate of the Supply Chain Packaging Structure. It also includes details about the required package testing activities.	Phase 1 – Project Requirements	No
VAF (Vendor Analysis Form)	A form showing the company profile including things such as Name, Address, Factory, Company Sales, Capacity, Operations Overview, etc.	Phase 1 – Project Requirements	Yes
COO BOM (Country of Origin Bill of Materials)	Detailed description of the materials and manufacturing processes used in the construction of the product and where these materials/ processes occur.	Phase 1 – Project Requirements	Yes

CAR (Corrective Action Report)	A report completed by HFT QA team after testing to document any issues, describe the error, and explain the vendor's corrective action required to move forward.	Phase 2 - Design and Development	Yes
Artwork Proofs	HFT Designers design packaging artwork, vendor reviews and provides feedback.	Phase 3 – Testing, Packaging, Compliance & Ordering	Yes
Compliance + Vendor Setup Documents	Compliance documents include, but are not limited to, PLI, PIA, CTPAT, RPPC, Code of Conduct, TPCH, etc. (See Compliance Section). Vendor Setup document / Change form will also be necessary for vendor information and payment details.	Phase 3 – Testing, Packaging, Compliance & Ordering	Yes
SCPP (Supply Chain Packaging Proposal)	Final required packaging dimensions and quantities for: Saleable Item Package, Inner Carton or Poly Bag, Master Carton, and Pallet Load.	Phase 3 – Testing, Packaging, Compliance & Ordering	No
TRF (Testing Requisition Form)	A TRF is required by most 3rd party test labs to begin the testing process. For some testing the vendor is expected to fill out the TRF themselves. In others, like Prop 65, HFT supplies the TRF which the vendor submits to a 3rd party lab. Vendor pays lab for testing .	Phase 3 – Testing, Packaging, Compliance & Ordering	Yes

Expectations for HFT Vendors

Product Development Costs to be Borne by Vendor
Factory Testing
Samples & Prototypes (i.e., HFT Product Development Testing, First Article Testing, On-hand samples for Executive Review)
Transit Cost for Samples and Proofs
Compliance requirements and related testing, as determined by the HFT Product Compliance Team (i.e. FFC, Prop 65, PIP, 3:1)
Packaging Graphics Proofs
Packaging Structure Proofs

Vendor + HFT Interaction

- Below is a list of HFT teams which will interact directly with the vendor, what their responsibilities are, what they may reach out for, and at what phase they may reach out to the vendor during development.

HFT Team	HFT Team Responsibility	Purpose for Interaction	Product Development Phase
Social Compliance	Connect with suppliers to ensure certain legal requirements and HFT ethical standards are met.	The CSR team will connect with suppliers to ensure compliance with HFT Supplier Code of Conduct using social compliance and security audits.	Testing, Packaging, Compliance, & Ordering
Structural Packaging	Design/implement innovative packaging structures and ensure that the product and package arrive to the retail store and customer in excellent condition.	The Structural Packaging team will connect with the vendor to collaborate on the packaging structure development and to request packaging testing samples.	Design & Development Testing, Packaging, Compliance, & Ordering
Purchasing / Inventory Transitions	Placing purchase orders and ensuring proper inventory flow	Confirmation that orders are received, and that requested ship week is accepted	Testing, Packaging, Compliance, & Ordering

		Requests to expedite (pull forward) or defer (push out) ship dates Reconfirm ship dates after FAT has passed Verify container quantities and production times	
Trade Imports	Ensures our products are manufactured ethically and are imported in compliance with trade rules and regulations throughout our supply chain.	The Trade Imports team will contact the vendor to verify product details regarding: Government Agency registration (as needed), Factory / shipping addresses, Site security for CTPAT assessment, and shipping discrepancies (ISF filings and commercial documents)	Project Requirements Design & Development

Vendor + HFT Interaction – Packaging Traffic

HFT Team	Purpose for Interaction	Process	Email Subject Line Key Words	Product Development Phase
Packaging Traffic	Collect Preliminary Packaging Dieline	HFT will request the existing packaging dieline and/or any other packaging options for the product. Packaging dieline(s) must be: 100% to scale & Editable PDF (not locked or Read-Only). Also, vendor to provide any photos of the product in the current packaging for reference if available	Dieline Request	Testing, Packaging, Compliance, & Ordering
	Collect CAD	HFT will request vendor to provide a 3D CAD STEP file (.stp)	Asset Request Note: These can come grouped or independent and sometimes they do not apply. In the email request it will be specified the items to provide.	Testing, Packaging, Compliance, & Ordering
	Line drawing	HFT will request vendor to provide an editable line drawing		Testing, Packaging, Compliance, & Ordering
Technical Writers	Manual	HFT will request vendor to provide, Assembly/user/safety manual.		Testing, Packaging, Compliance, & Ordering
Technical Writers	Labels	HFT will request vendor to provide, Product Label and marking files with artwork Specifications/Warnings (Adobe Illustrator, PDF, or EPS). As well as photos showing the location of the labels.		Testing, Packaging, Compliance, & Ordering

Technical Writers	Parts list/diagram (exploded view)	HFT will request vendor to provide both a Parts list (Excel File) and a Diagram in a precise and editable (Vector) file format either (Adobe Illustrator, DXF, DWG, PDF or EPS).		Testing, Packaging, Compliance, & Ordering
HFT Team	**Purpose for Interaction**	**Process**	**Email Subject Line Key Words**	**Product Development Phase**
Packaging Traffic	Product marketing value vendor validation	When applicable, HFT will send marketing specs to vendor to review and approve. This helps determine any discrepancy questions before artwork is sent. If vendor made any requests to changes, they will receive follow up email confirmation that we will change or notice that we're moving ahead our original values.	Marketing Values Validation	Testing, Packaging, Compliance, & Ordering
	Proof Approval Packaging (Physical or Digital)	HFT will send packaging artwork file to vendor to review and provide a "Physical Packaging" proof mailed to HFT for approval OR Print ready "digital proof" proofs emailed back to HFT for approval. Once proofs sent to HFT, we will review and vendor to wait for Final approval on artwork. There may be revision stages here if there are any discrepancies to amend.	Packaging Physical or Packaging Digital	Testing, Packaging, Compliance, & Ordering
	Proof Approval Manual/Labels	HFT will send packaging manual and/or label(s) to vendor to review and provide Print ready "digital" proofs. Once proofs sent to HFT, we will review and vendor to wait for Final approval on artwork. There may be revision stages here if there are any discrepancies to amend.	Packaging Manual/Labels	Testing, Packaging, Compliance, & Ordering
	Collect Signature Store Sample	When applicable, HFT will request a sample of the item in packaging to be mailed to our Signature Store.	Sample of item in packaging	Manufacturing / First Article Testing
	Revision Requests	If vendor finds any discrepancies and/or revisions needed outside of the above process, vendor should email their HFT contact ASAP to investigate	Ensure Item SKU and UPC are listed in the subject line of the request to expedite the inquiry.	Ad-hoc

Vendor + HFT Interaction - QA

HFT Team	HFT Team Responsibility	Purpose for Interaction	Product Development Phase
Product Engineers	Quality assurance and project engineering. Active support with problem troubleshooting and resolution	Assist vendor in defining and upholding quality and delivery expectations in the design, development, qualification, and ongoing maintenance of products.	All phases: From initial product specifications to post-launch product support.
	Technical issue discussion during new product development	Understand vendor/factory's technical issue and, align definition of spec, design requirement, and test requirement with both sides	Design & Development Testing, Packaging, Compliance, & Ordering
	Define factory test requirements according to HFT TM and review the factory test results	Align test method between HFT and vendor/factory, ensure potential issues are discovered before sample delivery to HFT lab.	Design & Development to Manufacturing / First Article Testing
	Work with factory on Corrective Action if any failures during Factory test and HFT lab test	Failure analysis, identify root cause and work out corrective/preventative action	Design & Development Testing, Packaging, Compliance, & Ordering
Electrical Engineers	Motor control, battery management, and PCBA design	Support vendor in development and testing of quality electronic controls for items containing printed circuit boards.	Design and development to post-launch product support.
Inspections	Introduce HFT Vendor Self Inspection process, inspection operation platform ETQ, register vendor to ETQ, train vendor how to use ETQ for inspection booking, inspection checklist, process inspection reports, issue Inspection Certificate and determine how to manage Non-conforming Inspection results, etc.	Train vendor of HFT inspection requirement –system, process and inspection requirement to ensure every PO is verified as compliance with HFT inspection requirement before shipped to HFT. Communication is done via e-mail to start, phone or/and virtual communication as needed	Manufacturing / First Article Testing

HFT Sample and Component Descriptions

HFT Sample (Full Product)	Description
Donor	Initial sample for HFT to evaluate the vendor's capability and basic product performance before HFT submits design requirements to the factory. Samples might be what the factory currently has available, handmade, or what is already produced for other customers.
Functional Prototype	Functional 3D printed prototype. The product should be built to HFT design requirements and meet non-destructive testing requirements.
Tooled	This should be the final design using all materials, tooled components, accessories that will be sold with the tool, and permanent case (if applicable) that will be used during production. The tooled sample may be handmade and not from mass production line.
Photography	After the product is in a design freeze. Photo grade samples are required to be submitted. Photos and/or video may be used on package, manual, and web.
Pilot	After a design freeze, a PO is placed for a small manufacturing run to review the final product produced on the assembly line.
First Article Testing (FAT)	HFT Supply Quality Engineers will pull samples directly from the first PO mass production line. FAT Samples should have all final packaging and labels per HFT requirements. HFT will validate that all outstanding issues have been corrected, the product uses the same components/materials, and performs the same as qualified.
Corrective Action Report (CAR)	Corrective actions may be required after any test round. A corrective action report (CAR) will be submitted to the factory by HFT. After the factory provides feedback and it is reviewed and approved by HFT, improved samples with all corrections must be resubmitted by factory and re-qualified by HFT.

HFT Sample (Components)	Description
Printed Circuit Board (PCB)	Un-potted functional PCBA with attached load component if applicable. This should meet PCB testing requirements specified by HFT Electrical Engineering. Load component example: motor rotating assembly, LED, etc. Include battery terminal and switch/trigger, if applicable No tool housing required, but rotating assembly must be operable
Permanent Case	Blow Mold Case (BMC), Case, and/or Holder. This should be built to HFT design requirements. It should meet all fitment, performance and drop test requirements, and meet brand level expectations.
Permanent Package	Plain brown box packaging (no printed artwork). This should meet requirements provided by HFT Structural Package team and pass all testing requirements.
Accessories	HFT may request the product accessories to be sent separate from the tool and may go through a separate qualification process.
Package Color / Gloss	Production quality swatch produced by the same suppliers and same printers that will be used in mass production. This should meet all color and gloss requirements provided by the HFT Structural Package team.

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.

First Article Testing (FAT Process) – Expectations

- Before receiving a Purchase Order (PO), you will get an email from HFT Sourcing Manager regarding ship week confirmation.
- Receiving a Purchase Order (PO) does not mean vendors are approved to ship.
- Vendor must procure all raw materials several weeks before mass production.
- Vendor must not schedule the self-inspection until First Article Testing (FAT) Test Grade is Pass or In-Line Change (ILC)
- Vendors must not ship product until it passes pre-shipment inspection. Vendors must schedule inspections in the ETQ system.
    - Vendor to verify that they are set up in ETQ (Excellence Through Quality System). If not, the HFT Sourcing Manager will coordinate a meeting with our inspections team to set the vendor up.

Post-Purchase Order (PO) Process Details

1. **Vendor Receives Orders from HFT**
    a. Vendor is to produce **part** of Mass Production on initial PO – FAT Must pass before full production, and Inspections must pass before shipment.
    b. HFT Global Sourcing Manager presents the New Vendor Onboarding Introduction to vendor.
2. **HFT Sourcing Manager will engage with the vendor on the below requirements before the vendor ships**
    a. Confirming the timing of FAT
    b. Confirming the FAT Sample Quantity
        i. Numerous production samples (including final packaging, manuals, labels, etc.) will be requested for evaluation in both our US and Asia labs. The sample quantity and production run size vary by product.
    c. Inform vendor not to produce the entire order QTY until they have a passing FAT Grade
        i. It is very likely that revisions will be needed – 60% pass rate on first FAT
3. **First Article Testing (FAT)**
    a. Vendor ships samples to both Asia and US labs (Anderson lab is applicable for Power Tools)
    b. Vendor should be sending FAT samples to HFT labs about 6-8 weeks before ship date
    c. 1-3 samples to Signature Store once there is a passing grade
        i. HFT QA team will determine sample allocation.

d. Excepted turnaround time for test results is 10 business days

e. If the test grade is HFC (Hold for Corrections), vendor is to rework and retest

f. If the test grade is In-Line Change (ILC), vendor makes a running change – vendor will start shipping but must also submit improved samples

4. **Finish the production run for the first order once there is an ILC or passing test grade. Then proceed to steps 5-8.**

5. **Vendor Books Shipment**

   a. a) Please refer to Section 8 of the Vendor Guidelines for the appropriate booking agent.

6. **Vendor Schedules Inspections in ETQ**

   a. a) Please refer to the Inspection section of the HFT website: https://www.harborfreight.com/gsvm.html

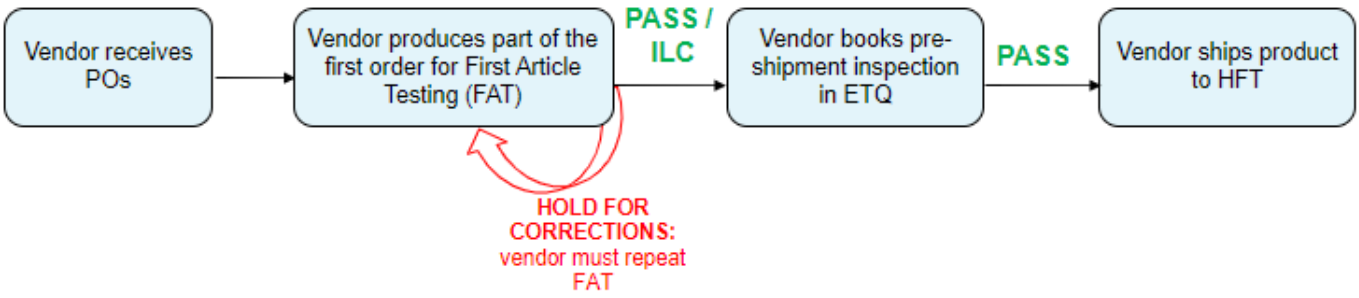
7. **Vendor completes the self-inspection in ETQ**

   a. Please follow the Remote Inspection Guide.

   b. Submit the results in ETQ

8. **Vendor ships the goods**

   a. Do NOT ship the products until approval is received from HFT



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.

Post Launch Market Survey (PLMS) Project: HFT will communicate with the vendor that we are actively reviewing customer reviews from every product launch. We will collect any amount that points to a potential issue and start a (PLMS) project to investigate and open it as an opportunity for improvement. Vendor may be contacted by HFT QA Product Engineer for a Corrective Action Report based on internal testing and customer reviews. The potential solution will vary depending on the change.

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.

  Please find details on all HFT Samples below in Section 5: Quality.

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.

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)

- The PIA requires Vendor to confirm that it does not know of any patents, trademarks, or other intellectual property infringed upon by the product(s) being purchased from Vendor by Harbor Freight. If Harbor Freight receives a third-party claim, lawsuit or other proceeding alleging the product(s) from Vendor directly or indirectly infringes any intellectual property right, the PIA reflects Vendor's agreement to defend and indemnify Harbor Freight against such intellectual property claims. In addition, the PIA also requires Vendor to defend and indemnify Harbor Freight against third-party claims and damages alleging that the product supplied by the Vendor is defective or against any claim of bodily injury or property damage arising out of the use of such product.

Code of Conduct

- Harbor Freight Tools is committed to developing and growing our business in a sustainable fashion by providing our customers with products that satisfy their needs in a manner that is socially responsible. The Standards set forth in this Supplier Code of Conduct Manual (the "Standards") have been influenced by many of the principles outlined by the International Organization for Standardization ("ISO") and the International Labour Organization ("ILO"); the Standards

operationalize our commitment to continuous improvement and collaboration with our supplier partners.

Customs Trade Partnership Against Terrorism (CTPAT)

- The CTPAT Compliance Questionnaire is an assessment to identify potential supply chain security risks, and to determine if factories are meeting the minimum supply chain security guidelines. All new vendors need to submit their completed response to our CTPAT Compliance Questionnaire to our Sourcing team. The form must be signed by an officer of the vendor company. HFT may also request a CTPAT audit, or a combination of Social Compliance and CTPAT audit.

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 to applicable regulations, standards, and Ad Hoc HFT test methods. These include, but are not limited to, FMVSS 108, FMVSS 110, FMVSS 119, FMVSS 125, ASME PASE, ASME B30, SAE J684, SAE J1204, WSTDA, and UL 79. 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.

TPCH

- Prohibits the intentional introduction of four heavy metals, PFAS and phthalates during manufacturing or distribution of packaging or packaging materials used or sold within several US states. All Vendors must submit to HFT a certificate of compliance stating that a package or packaging component is in compliance with the requirements of the law. The sum of the concentration levels of incidentally introduced lead, mercury, cadmium, and hexavalent chromium present in any package or individual packaging component shall not exceed 100 parts per million by weight or less and eliminate the intentional introduction of PFAS and phthalates. Certificates are required at the start of each order/project and thereafter on an annual basis. Periodic random testing will be conducted.

Electrical Certifications

- Electrical Certifications are required for certain products. These certifications include, but are not limited to, Safety Certification by NRTLs and other accredited laboratories to UL and CSA standards, FCC test reports, DOE and CEC test reports related to U.S. Code of Federal Regulations compliance, U.S. FDA Laser compliance including accession number,

and compliance documentation for Lithium Battery shipping and storage requirements.

Chemicals

- 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 (i.e., leather gloves must use a special tanning process and gold certified tannery to ensure no hexavalent chromium will develop in the product).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.

- The U.S. EPA requires consumer products offered for sale be free of the chemical phenol-isopropylated phosphate, commonly known as PIP 3:1. Accordingly, HFT does not permit PIP 3:1 in products that are produced for HFT, and testing is required to demonstrate compliance with this requirement at the pre-production stage. 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.

- Several states and the U.S. EPA have requirements concerning the various "forever chemicals" collectively known as "PFAS". As a result, HFT has developed a testing program and certain restrictions surrounding these chemicals to meet these requirements. Vendors are not permitted to supply product to HFT that contains any intentionally added PFAS and products must be tested at an accredited third-party test lab to validate that condition. Vendors may also be asked to sign a declaration that their ongoing production processes will remain free of PFAS in the future products supplied to HFT. Any product found to contain a restricted PFAS chemical during pre-production third-party testing will need to be reformulated before the project can continue to move forward in the development process.

- The U.S. EPA requires reporting on the amount of mercury contained within certain types of consumer products that are imported and sold within the U.S., and HFT relies on its vendors to know which products supplied contain mercury or mercury compounds and the amounts contained and share that information with HFT promptly upon request.

- HFT's Product Compliance team reserves the right to conduct additional testing to validate continued compliance with the various chemical program requirements for as long as the product may be supplied to HFT. Vendors may be asked to submit additional samples and/or raw materials to testing labs in aid of this testing. Full cooperation is expected with these testing inquiries.

- Additionally, the Product Compliance team may periodically send out surveys and declarations in preparation for a new or pending chemical regulation to determine how much potential exposure and risk HFT has as a company with the new requirements. Vendors are expected to respond promptly and to the best of their ability, even if they are not yet being asked to provide this information by other customers.

EPA Pest Control Registrations:

- 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. Additional annual registrations with individual states may also be required in order to be sold in that state.

Reese's Law / Button Cell Battery Requirements

- 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". All button or coin cell batteries themselves must comply with the packaging requirements set forth by the U.S. Consumer Product Safety

Commission under the law known as “Reese’s Law”.

Packaging Extended Producer Responsibility Laws

- Certain states have laws restricting or limiting the type of or amount of plastic that can be used in the packaging. HFT will advise if the packaging structure proposed meets these requirements or if a change will be necessary. Vendors may be asked to provide/maintain documentation related to any changes made to the packaging to demonstrate the compliance with these laws as part of their due diligence. The HFT Legal and/or Product Compliance team will advise if this is required.

Upholstered Furniture Registration

- Products that qualify in some U.S. states as upholstered furniture are required to be registered and the factories, they are produced in must be registered with the states also. HFT will assist new vendors with these registrations and advise what documentation and third-party testing is required in order to complete the registration process. All vendors are expected to respond to requests for information and submit their applications promptly.

General Product Safety and Compliance Requirements

- 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.

- Vendors are expected to fully cooperate and timely reply to all requests made by HFT for information and documentation related to its’ product safety and regulatory compliance program. This includes, but is not limited to, providing Spec Sheets, Bills of Substances, Bills of Materials, Safety Data Sheets, additional test data, inspection reports and quality reports upon request.

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 Onboarding Required (qualification, FAT, etc.)? (Yes / NO)	HFT Inspection Required? (Yes / No)
Sellable SKUs	HFT Brand	Direct Imported or Domestic Supplied	Yes	Yes
	HFT No Brand		Yes	Yes
	Vendor's Owned Brand or 3rd Party Brand	Direct Imported or Domestic Supplied	No -HFT Reserves the right to request qualification and FAT testing for certain cases	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.
3. **For non-HFT branded items:**

   - HFT SKU and UPC should be displayed on the outer case.

   - Connect with the GS team (your Sourcing manager or Vendor Manager) to discuss expected inventory requirements and available master carton options

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: _____

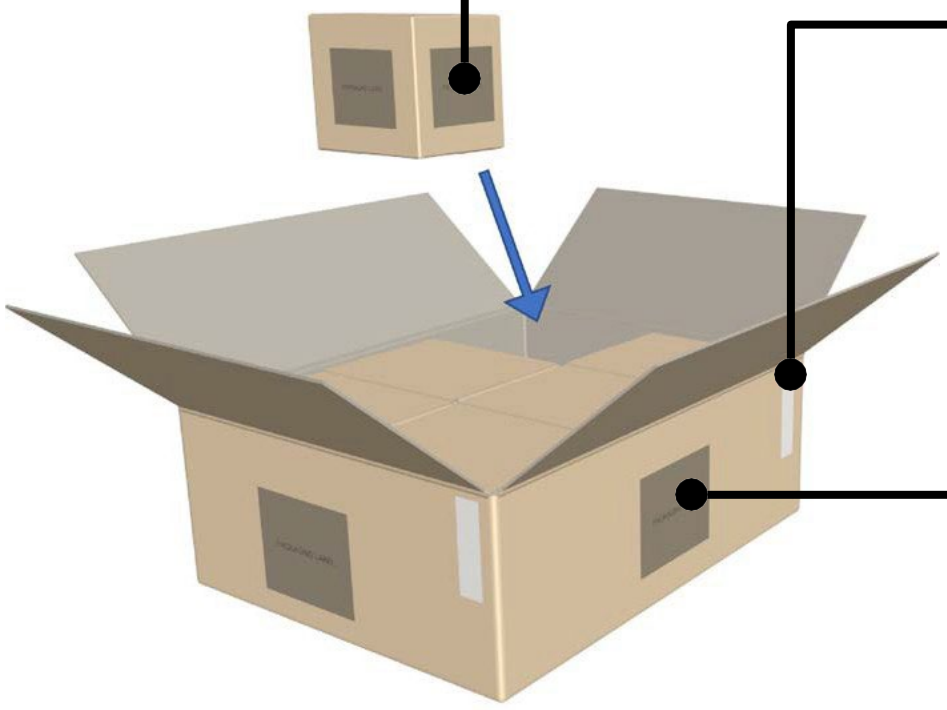
QTY: _____

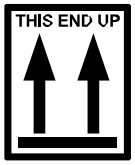
Shipping Label on All 4 Panels & Refer to Shipping Label Sizes for Requirements.

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.
3. **For non-HFT branded items:**

   - HFT SKU and UPC should be displayed on the outer case.

   - Connect with the GS team (your Sourcing manager or Vendor Manager) to discuss expected inventory requirements and available master carton options

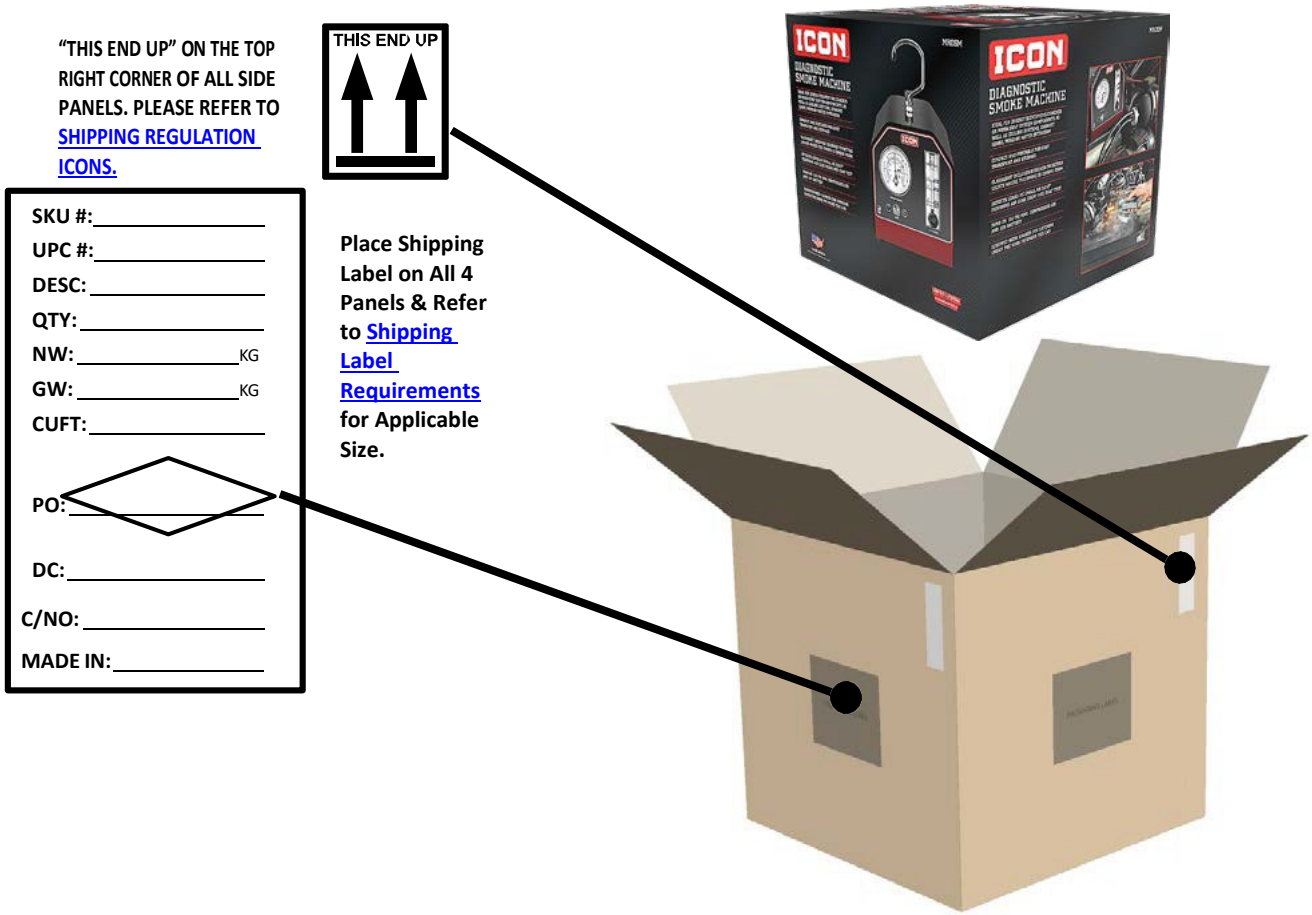
OUTER CARTON REQUIREMENTS

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



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.
3. **For non-HFT branded items:**

   - HFT SKU and UPC should be displayed on the outer case.

   - Connect with the GS team (your Sourcing manager or Vendor Manager) to discuss expected inventory requirements and available master carton options

"**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:_____



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.
3. **For non-HFT branded items:**

   - HFT SKU and UPC should be displayed on the outer case.

   - Connect with the GS team (your Sourcing manager or Vendor Manager) to discuss expected inventory requirements and available master carton options

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

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.





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

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.
3. **For non-HFT branded items:**
   - HFT SKU and UPC should be displayed on the outer case.
   - Connect with the GS team (your Sourcing manager or Vendor Manager) to discuss expected inventory requirements and available master carton options

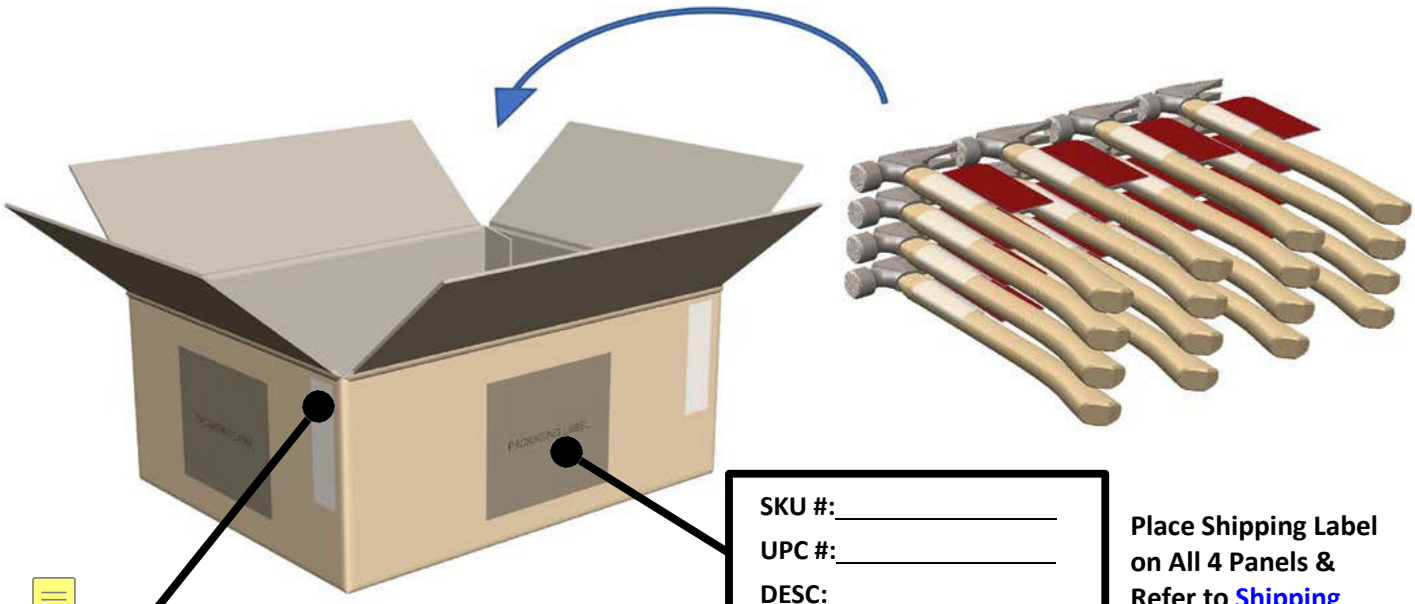
MASTER CARTON REQUIREMENTS

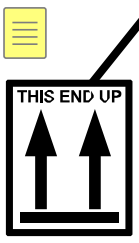
Instructions below apply to Master Carton ONLY:

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

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

VENDOR TO APPLY





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

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

Place Shipping Label on All 4 Panels & Refer to Shipping Label Requirements for Applicable Size.

Master Shipper - Containing Color Boxes or other Packaging Types

1. **DO NOT** place markings on top or bottom panels unless specifically required by HFT.
2. **DO NOT** use plastic straps on any box or carton which weighs less than 150 lb or 68kg. For packages over 150 lb. or 68kg, please refer to the Strap Requirements.
3. **For non-HFT branded items:**
   - HFT SKU and UPC should be displayed on the outer case.
   - Connect with the GS team (your Sourcing manager or Vendor Manager) to discuss expected inventory requirements and available master carton options

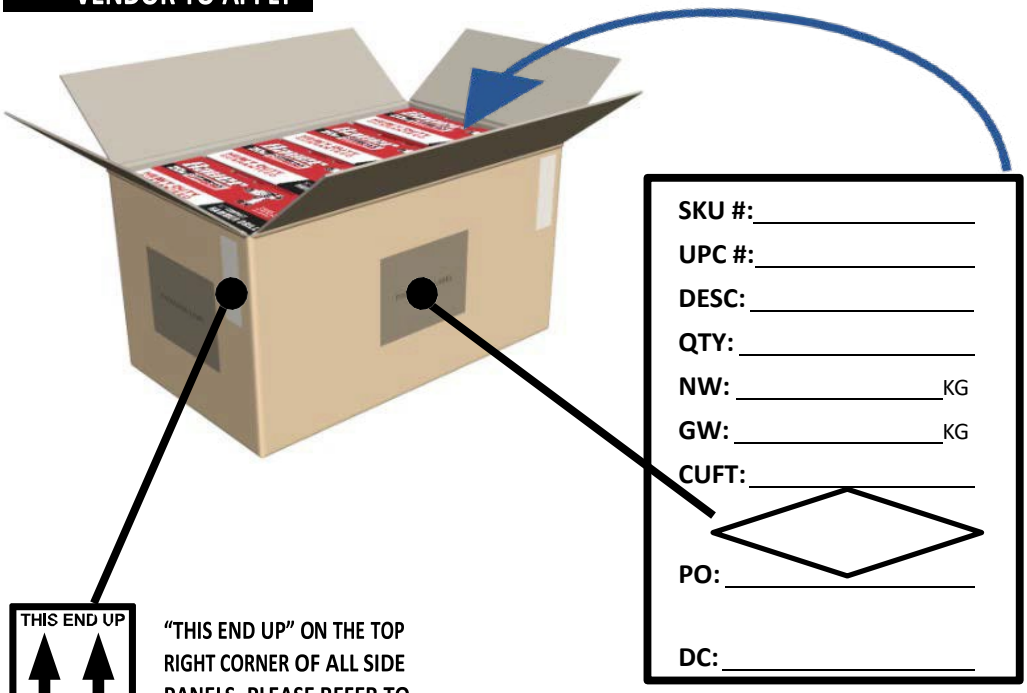
MASTER CARTON REQUIREMENTS

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





Place Shipping Label on All 4 Panels & Refer to Shipping Label Requirements for Applicable Size.

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

Shipping Regulation Icons

Reference packaging dieline for any additional icons required

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

Icon Size Requirement - 38 x 45mm

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

Hazardous Products

Haz-mat (Hazardous Materials)

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

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

A few examples of hazardous materials:

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

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

Strap Requirements

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

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

HFT can provide the graphics file for this label

Taping Methods

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

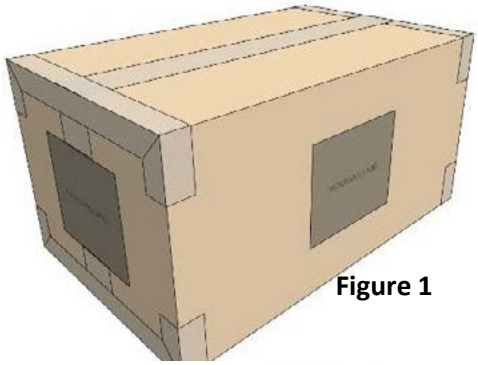


Figure 1

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

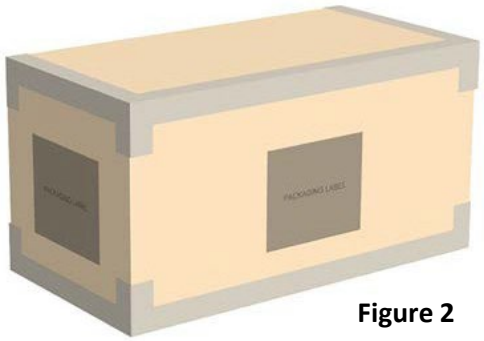


Figure 2

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

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

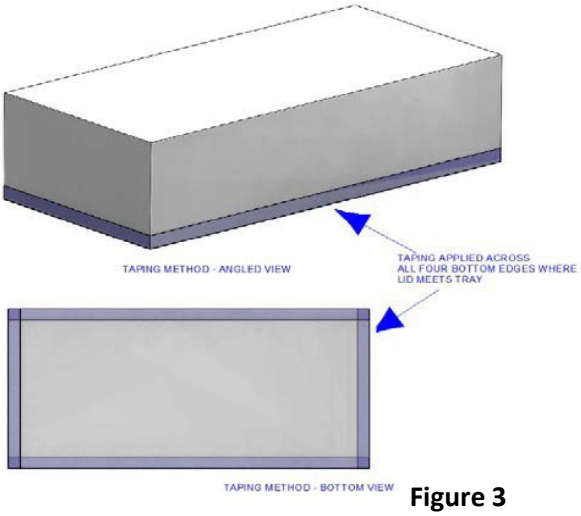


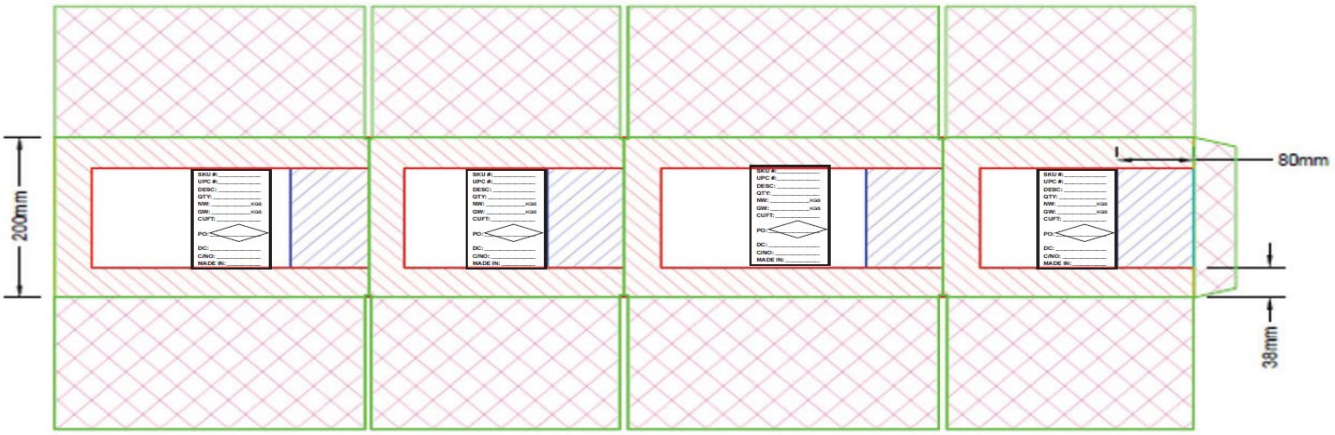
Figure 3

Shipping Label Requirements

Outer Carton Label Requirements

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

Click here to download the Outer Label



SKU #: _____

UPC #: _____

DESC: _____

QTY: _____

NW: _____ KG

GW: _____ KG

CUFT: _____

PO: _____

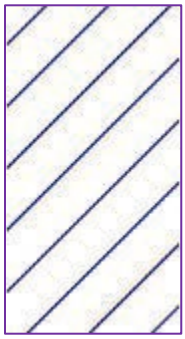
DC: _____

C/NO: _____

MADE IN: _____

SHIPPING LABEL

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



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



38 x 45mm



NO PRINT AREA
38mm wide



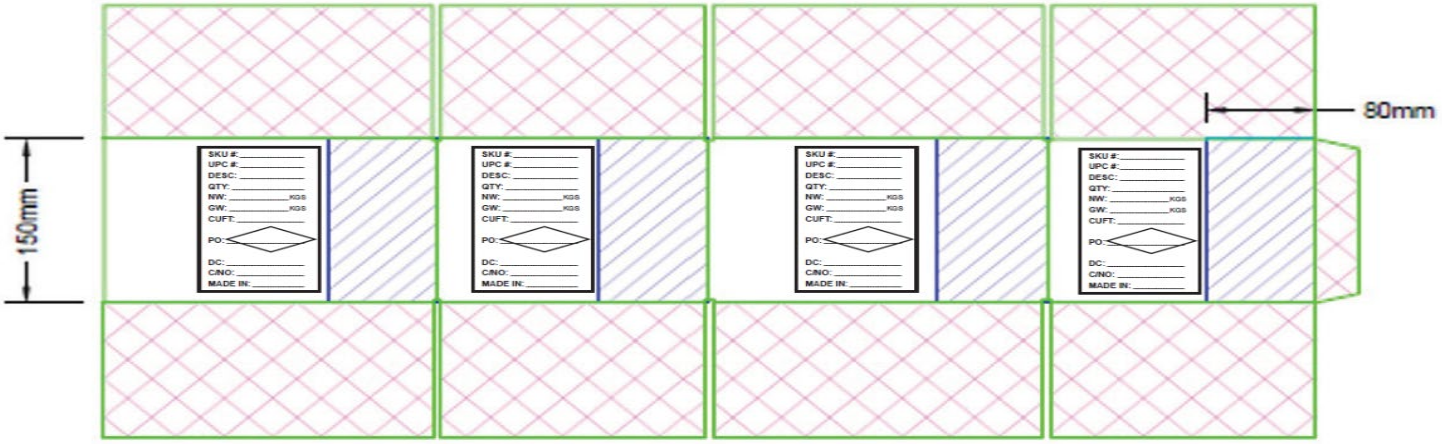
NO PRINT AREA

Carton flaps and glue joint

Outer Carton Label Requirements

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

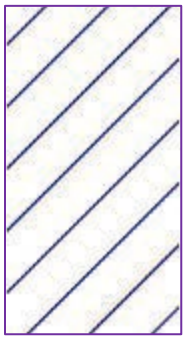
[Click here to download the Outer Label]



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

SHIPPING LABEL

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





38 x 45mm

ICON LOCATION

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

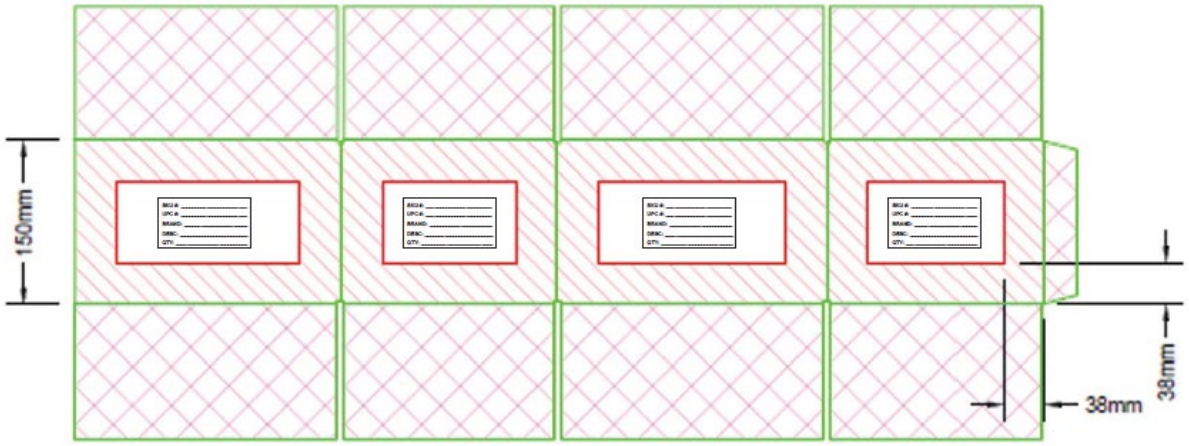
NO PRINT AREA

Carton flaps and glue joint

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

NO PRINT AREA
38mm wide

NO PRINT AREA

Carton flaps and glue joint

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

NO PRINT AREA

Carton flaps and glue joint

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, the retail package and master carton. 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 serialization numbers, follow those specific instructions. Otherwise, use a 1cm diameter white sticker on the product, on the retail label, and on the master carton. Place date code sticker near the barcode on the retail label, then use the same sticker and apply to the master carton. Format is 5-digit vendor number (or ID) on the top line, then WWYYYY on the bottom. WWYYYY refers to the actual production completion week. In this example below, the vendor number or ID 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.

If the product has no packaging or any other related questions, please reach out to the HFT Inspections Team.

Yellow 2021 – Blue 2022 – Red 2023 – Orange 2024 – Green 2025 - Yellow 2026 – Blue 2027



DATE CODE REQUIREMENTS

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

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

Vendor Number provided by Harbor Freight
6-digit Date Code

34567
WWYYYY — 12mm x 12mm

Example
Vendor Number
2017, 38th week

34567
382017 — 12mm x 12mm

DIE LINES - DO NOT PRINT



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 ≥ 60 inches	≥ 24 point
40 ≤ X < 60 inches	≥ 18 point
25 ≤ 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)

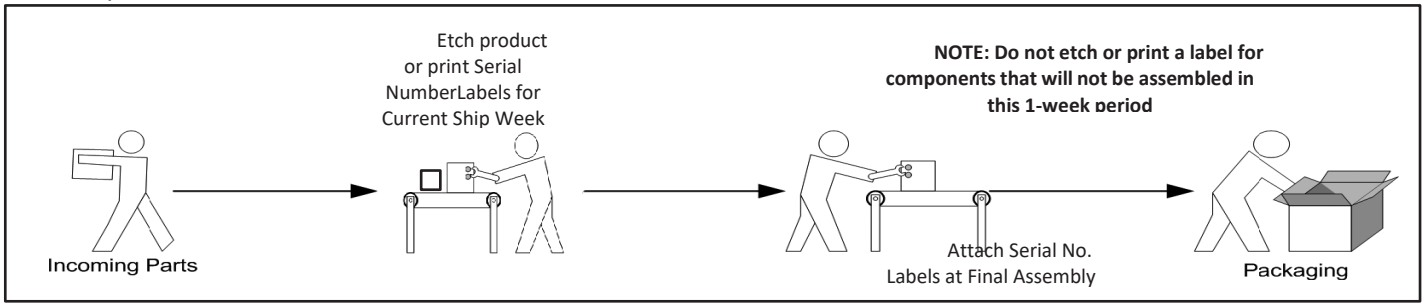
5 Digit Vendor Number provided by Harbor Freight

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 9: Shipping and Payment Documentation – Submitting Documents for Payment.**

Section 3: Contact List

HFT Shanghai Office

Responsible for vendors from mainland China, Hong Kong, and selected Southeast Asia vendors. Please contact our Shipping team for details.

Department	Contact
Shipping Department	Panny Xu Sr Director of International Logistics pxu@harborfreight.com TEL: +86 21-8031-8200
QA Inspection Contact	Rocky Zhang Executive Director of Asia Inspections rzhang@harborfreight.com TEL: +86 21-5709-8011
Inspection Requests	Inspection requests should be submitted through our ETQ system. See step-by-step inspection request guide here. If support needed on ETQ operation /New Vendor on boarding ETQ and Vendor/Factory information change, you could send request to ETQInspectionAdmin@harborfreight.com for assistance in time.
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	28F, 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 21-5709-8031
HFT Shanghai Compliance	Vito Jia/贾伟 Product Compliance Manager-China Harbor Freight Tools Cell: +86 21-5709-8041 vjia@harborfreight.com

HFT Taiwan Office

Responsible for vendors from selected South-East Asian countries & regions – Vietnam, Cambodia, Malaysia, Philippines, Thailand, Sri Lanka, Indonesia, 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	Christina Quach Sr Vendor Manager CQuach@harborfreight.com
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 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	Sunjeet Chadha Sr Manager, US Inspections Schadha@harborfreight.com
Product Safety & Compliance	productcompliance@harborfreight.com

Section 4: Purchase Orders

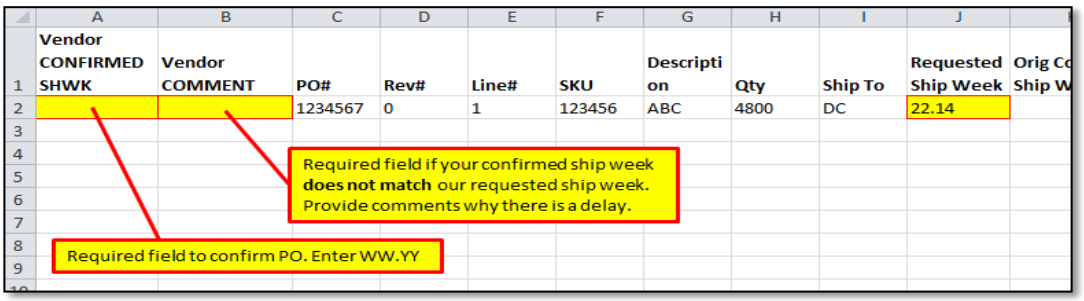
Receiving Purchase Orders

- 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).
    - **For the first orders of a new product, please wait until FAT (First Article Testing) is pass or ILC (In Line Change, meaning the project will move forward with the intent of implementing an ongoing change) (see FAT / Inspections process here)**
- 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	
1	Vendor CONFIRMED SHWK	Vendor COMMENT	PO#	Rev#	Line#	SKU	Description	Qty	Ship To	Requested Ship Week	Orig Co Ship W
2			1234567	0	1	123456	ABC	4800	DC	22.14	

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	

- Early shipments: Authorization is needed to ship orders 2 or more weeks early. Please reach out to your local HFT Shipping Office Contact. 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
- Tacoma, Seattle is in the Pacific Northwest of the USA. On PO's and documents this is also listed as TAC and/or #956

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 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
- Labor
- Wages & Benefits
- Management Systems
- Chemicals Management
- Environment

CTPAT Audits

HFT may also request a CTPAT (Security) audit, or a combination of Social Compliance and CTPAT (Security) 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 as set forth by the U.S. Customs and Border Protection Agency, and to partner to strengthen the supply chains of both HFT and the factories. 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
- Personnel Security

- Education, Training and Awareness
- Cybersecurity

Sub-Supplier / Subcontractors

Names of all sub-suppliers and subcontractors must be sent to factorycompliance@harborfreight.com during the Vendor/Product Set Up stage. Failure to do so will result in a lower score on the Social Compliance audit. Vendors must maintain accurate records and documentation of their supply chains, including the origin of raw materials, intermediate goods, and final products. Vendors must promptly respond to the company's requests for sub-supplier information and documentation related to social compliance and corporate responsibility. Vendors are required to hold their own suppliers, subcontractors, recruitment agents, and labor agents to applicable laws and these guidelines.

Scheduling a Social Compliance and/or CTPAT Audit

A member of the Corporate Social Responsibility team e-mails the Vendor approximately 45 days prior to the audit alerting about the upcoming audit.

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

To apply for a waiver:

- Social Compliance – E-mail the BSCI, RESA, AMFORI Walmart, SEDEX, etc., report dated within the last 6 months to socialcompliance@harborfreight.com; CAPs and summaries will not be accepted, only complete reports will be considered.
- CTPAT Audit – E-mail a SCAN, GSV, etc., report dated within the last 6 months to socialcompliance@harborfreight.com CAPs and summaries will not be accepted, only complete reports will be considered.
- If the waiver application is not accepted, then a representative from the chosen third party 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 and enhance supply chain security. 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 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) and Supplier Ethical Exchange (SEDEX) for social compliance and Supplier Compliance Audit Network (SCAN) for CTPAT verification. On these platforms, HFT can

verify a BSCI, SEDEX, 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: 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.

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 West Coast (Tacoma)**
- Book both port of discharge and place of delivery either Seattle, WA or Tacoma, WA.

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
  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 on the same line with no spaces. 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	Tacoma (TAC) -956A

Consignee	Harbor Freight Tools	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	6920 192ND Street E
	Dillon, SC 29536, USA	Moreno Valley, CA 92553, USA	Elwood, IL 60421, USA	Fort Worth TX 76052, USA	Puyallup, WA 98375, USA
Notify Party	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools
	26677 Agoura Rd	26677 Agoura Rd	26677 Agoura Rd	26677 Agoura Rd	26677 Agoura Rd
	Calabasas, CA 91302, USA	Calabasas, CA 91302, USA	Calabasas, CA 91302, USA	Calabasas, CA 91302, USA	Calabasas, CA 91302, USA
	Phone (818) 836-5000	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	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	

Non-China Ports

Majority of vendors shipping from Taiwan, Vietnam, Cambodia, Myanmar, Thailand, Malaysia, and Philippines ports should contact Anita Chang.

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	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
SUBIC, PH	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
NHAVASHEVA	OOCL LOGISTICS	Mallika Kotian	91 22 42681144 /91 8879009910	mallika.kotian@oocllogistics.com	mallika.kotian@oocllogistics.com
MUNDRA / ICD LUDHIANA	OOCL LOGISTICS	Vikrant Dahiya	91-011-46677018	vikrant.dahiya@oocllogistics.com	vikrant.dahiya@oocllogistics.com
KOLKATA	OOCL LOGISTICS	Amrita Goswami	91-7596049678	amrita.goswami@oocllogistics.com	amrita.goswami@oocllogistics.com
LAT KRABANG	OOCL LOGISTICS	Pariyachart Pinyophab	662-6469572	pariyachart.pinyophab@oocllogistics.com	pariyachart.pinyophab@oocllogistics.com
Karachi; Port Qasim	OOCL LOGISTICS	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 (Dedicated CSV)	+91 22 4268 1197	rohit.poojary@oocllogistics.com	rohit.poojary@oocllogistics.com
		Sachin BANDEKAR (CSV Head)	+91 22 4268 1132	sachin.bandekar@oocllogistics.com	sachin.bandekar@oocllogistics.com
Bangkok,TH	OOCL Logistics	Pariyachart Pinyophab (Dedicated CSV)	+66-2-646 9572	pariyachart.pinyophab@oocllogistics.com	pariyachart.pinyophab@oocllogistics.com
		Jureerat Diawvani	+66-2-646 9571	jureerat.diawvanit@oocllogistics.com	jureerat.diawvanit@oocllogistics.com

		t (CSV Head)			
GOTHENBURG, SE	OOCL Logistics	Gray Wallhult Hawthorne	+46 (0)31 335 59 20	gray.hawthorne@oocllogistics.com	gray.hawthorne@oocllogistics.com

Section 8: Container Loading

General Container Requirements

- Please review the 10-point container inspection guide at https://www.harborfreight.com/gsvm.html for a complete list of container requirements (also a requirement for Section 5: Quality)
- 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







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 solid wood packaging material (boxes, crates, pallets, dunnage, etc.) must meet the ISPM-15 standards and stamped with the appropriate IPPC logo
- 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

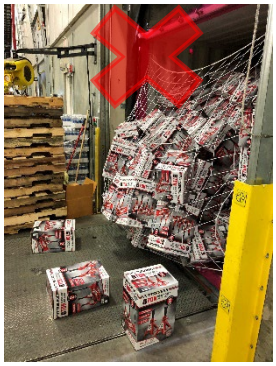
- These guidelines apply for Pallet Load and Floor Load
- Do not disburse cartons of a single SKU throughout the container or pallet. All cases of the same SKU should be loaded together.
- Pallets should be stacked with only one SKU per pallet where feasible. Pallets with multiple SKU's should be minimized .
- 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's minimum 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 the 10 Point Inspection and CTPAT requirements in English and translated into Simplified and Traditional Chinese, and Vietnamesewww.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

HFT Requires a 10-Point inspection for all containers. 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 or, if supervision isn't feasible, must be monitored via CCTV system. HFT also highly encourages management personnel at factories to conduct random searches of containers or trucks or review of CCTV footage 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.

Container Seals must meet ISO/PAS 17712 standard and only authorized personnel 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, it must be sealed before storage and 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. 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. A VVTT seal inspection must be conducted when removing the container from the secure storage area.

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 drive must not be allowed to access it. The cargo log should be separate from the visitor log. If the cargo log is in hard copy (paper), it must be scanned and saved electronically for future reference.

Please include the following points 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 breaches, changes, or corrections to the 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 Senior 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 9: 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

HBL#			
INVOICE NUMBER		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

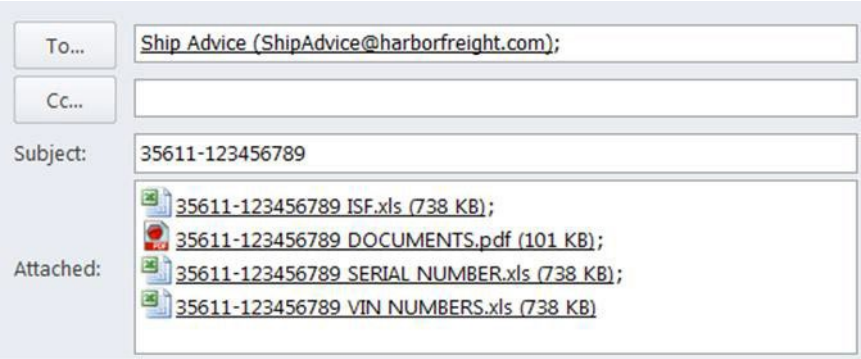
The ISF form and shipping documents MUST be received by the HFT Imports Department **72 hours before the cargo is loaded** onto the vessel (excluding weekends and holidays)**.** Failure to do so will result in delay of cargo and possible penalties. All of the following documents must be sent **at the 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):
- 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.
- Please note business days are Monday through Friday and closed on weekends and holidays.

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 (2024-2026)		If your sailing date is before:	Deadline to E-mail ISF and Shipping Documents
Labor Day	02-Sep-2024	05-Sep-2024	30-Aug-2024
Thanksgiving Day	28-Nov-2024	01-Dec-2024	27-Nov-2024
Christmas Day	25-Dec-2024	27-Dec-2024	23-Dec-2024
New Year's Day	01-Jan-2025	03-Jan-2025	30-Dec-2024
Martin Luther King Jr Day	20-Jan-2025	23-Jan-2025	17-Jan-2025
President's Day	17-Feb-2025	20-Feb-2025	14-Feb-2025
Memorial Day	26-May-2025	29-May-2025	23-May-2025
Independence Day	04-Jul-2025	07-July-2025	3-July-2025
Labor Day	01-Sep-2025	04-Sep-2025	29-Aug-2025
Thanksgiving Day	27-Nov-2025	29-Nov-2025	26-Nov-2025
Christmas Day	25-Dec-2025	27-Dec-2025	24-Dec-2025
New Year's Day	01-Jan-2026	01-Jan-2026	31-Dec-2026
Martin Luther King Jr Day	19-Jan-2026	21-Jan-2026	16-Jan-2026

President's Day	16-Feb-2026	18-Feb-2026	13-Feb-2026

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, FCR, or SWB
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 physical copy of Bill of Lading for submitting ISF; however a Bill of Lading, FCR, or SWB is required for payment for proof of shipment.

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)		• 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)	• 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)	• Surety Bond. • EPA/CARB Certificate. • EPA registration number for pest devices.
FDA (U.S. Food And Drug Administration)		• 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:	For any products containing wood: • 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

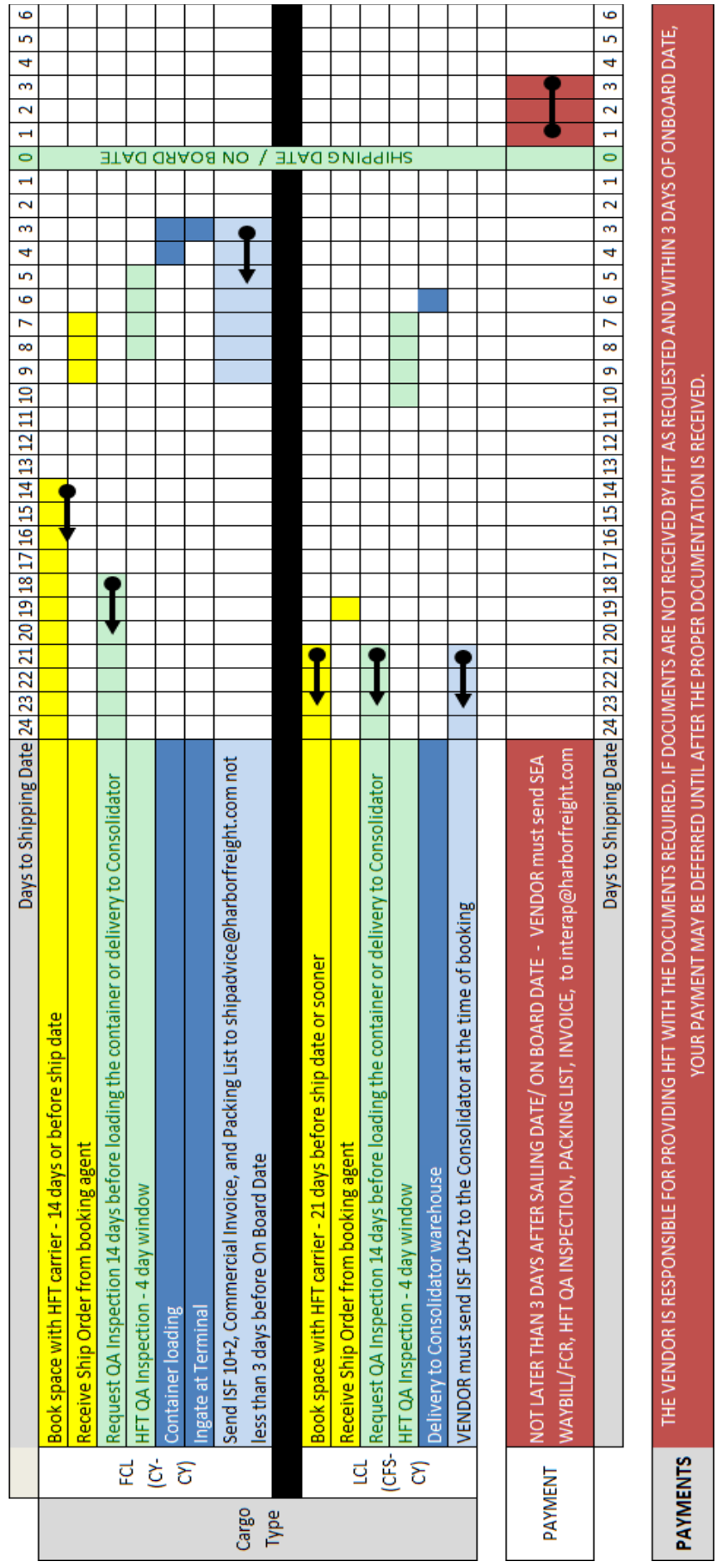
Revisions to ISF and/or Commercial Documents

When there are changes to the container contents, price, Invoice Number (must be unique per shipment) or Purchase Order number, 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 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.**

When there are changes to the arriving vessel and/or ETA, revised ISF must be sent to shipadvice@harborfreight.com with "**VESSEL CHANGE"** referenced in the subject.

When there are changes to the bill of lading number or container number(s) the revised ISF must be sent to shipadvice@harborfreight.com with **"BOL/CONTAINER CHANGE"** referenced in the subject. A notice must also be sent if the bill of lading has been canceled, changed or will be shipped later under new data.

Important Timeline for Shipping and Payment Documents



Shopping 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			

Febuary

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

HARBOR FREIGHT

QUALITY TOOLS LOWEST PRICES

VENDOR GUIDELINES

供应商手册

Harbor Freight Tools Vendor Guidelines

供应商手册

2024 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。请详细阅读，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 1500 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

HARBOR FREIGHT
QUALITY TOOLS LOWEST PRICES

MISSION 使命

At Harbor Freight, we are committed to being a great place to work and a great place to shop. We're a people-first company dedicated to building careers for our championship team and offering unbeatable value on an unmatched assortment of tools for everyone from occasional DIYers to demanding professionals.
在 Harbor Freight，我们致力于成为一个卓越职场和理想的购物场所。我们是一家以人为本的公司，致力于为我们的杰出团队规划职业生涯，并且为从普通的 DIY 爱好者到严苛的专业人士等所有消费者提供无与伦比的各类高性价比工具。

PEOPLE 员工

We value people above all else. We value who you are, what you've experienced, and how you see the world. We believe our differences make us stronger.
我们以人为本。我们珍视每一个员工，以及你的经历和你的世界观。我们坚信多样性使我们变得更强大。

VALUES 价值观

Excellence We succeed by setting the bar high, staying focused and sweating the details.
卓越 我们通过设定高标准、保持专注并注重细节来取得成功。
Continuous Improvement We constantly strive to improve.
持续提升 我们坚持不懈的努力改进。
Doing the Right Thing We treat everyone fairly, kindly and with respect.
做正确的事 我们尊重并公平，友善地对待每个人。
Collaboration We find solutions as a team and value diverse points of view.
团队协作 我们重视不同的观点和视角，用团队的智慧解决问题。
Humility We stay humble and keep our egos in check.
谦逊 我们保持谦逊并不断完善自我。
Investment We invest to create long term value and spend wisely.
持续投入 我们为了创造长期价值不断投资并善用每分钱。
Community We believe in building communities and giving back.
回馈社区 我们坚信创造和谐社区和回馈社会。

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）。

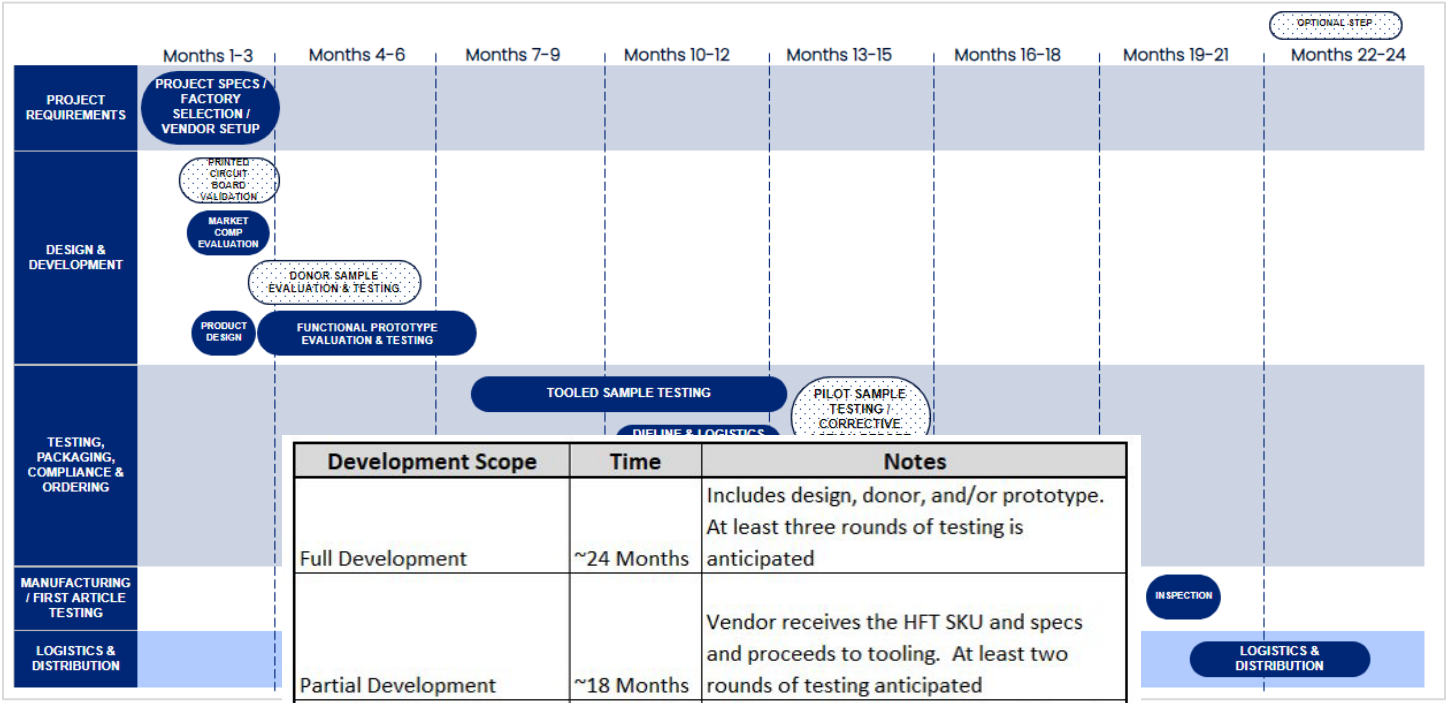
第二部分 产品开发和供应商的建立

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。

HFT 产品开发流程

- 我们的产品开发时间表取决于供应商现有产品的规格与 HFT 所需产品的规格（的差异）。以下是一些示例，其中包含项目总时间的估算。
- 这些时长是估算的，需要注意的是，时长可能会波动，并且项目可能比预期的要长。实现这些目标的最佳方法是供应商尽快与 HFT 合作，根据 HFT 的规格开发产品。
- 供应商通常会在预计项目完成前约 6 个月收到采购订单。



Development Scope	Time	Notes
Full Development	~24 Months	Includes design, donor, and/or prototype. At least three rounds of testing is anticipated
Partial Development	~18 Months	Vendor receives the HFT SKU and specs and proceeds to tooling. At least two rounds of testing anticipated
No/Minimal Development	~12 Months	At least one single test round anticipated

产品开发项目期

文件名	文件描述	供应商收到文件的项目阶段	是否需要供应商回复？
RFQ (询价表)	报价单包括成本、照片、供应商/工厂信息等。报价必须考虑规格表中的产品规格以及包装结构概要中的包装类型/规格。	第 1 阶段 - 项目要求	是
供应商协议	法律协议详细说明供应商和 HFT 在知识产权、模具、双重采购等方面的权利和保护。	第 1 阶段 - 项目要求	是
规格表	产品详细规格	第 1 阶段 - 项目要求	是

包装结构概要	传达预期的主要（产品）包装结构和物流包装结构的初步估计。还包括有关所需包装测试活动的详细信息。	第 1 阶段 - 项目要求	否
VAF (供应商分析表)	反映公司概况的表格，包括名称、地址、工厂、公司销售、产能、运营概况等。	第 1 阶段 - 项目要求	是
COO BOM (原产国物料清单)	详细描述产品构造中使用的材料和制造工艺以及这些材料/工艺发生的地点。	第 1 阶段 - 项目要求	是
CAR (整改报告)	HFT QA 团队完成测试后的一份报告，用于记录任何问题、描述误差并解释供应商继续改进所需的整改措施。	第 2 阶段-设计和开发	是
包装打样稿	HFT 设计师设计包装样稿、供应商核对并提供反馈。	第 3 阶段 – 测试、包装、合规和订购	是
合规性 + 供应商立档	合规文件包括但不限于 PLI、PIA、CTPAT、RPPC、行为准则、TPCH 等（请参阅合规部分）。供应商立档文件/变更表对于供应商信息和付款详细信息也是必需的。	第 3 阶段 – 测试、包装、合规和订购	是
SCPP (物流包装方案)	可销售物品、内箱或塑料袋、外箱和托盘所需的包装尺寸和数量。	第 3 阶段 – 测试、包装、合规和订购	否
TRF (测试申请表)	大多数第三方测试实验室都需要 TRF 才能开始测试流程。对于某些测试，供应商需要自己填写 TRF。在其他测试中，如 Prop 65 号法案，HFT 提供 TRF，供应商将其提交给第三方实验室。供应商向实验室支付测试费用。	第 3 阶段 – 测试、包装、合规和订购	是

HFT 对供应商的期望

供应商承担产品开发成本
工厂测试
样品和原型（即 HFT 产品开发测试、首样测试、供高管核查的现场样品）
样品和打样稿的运输成本
合规要求和相关测试，由 HFT 产品合规团队确定（如 FFC、Prop 65、PIP、3:1）
包装图形打样稿
包装结构打样稿

供应商 + HFT 互动

- 以下是将直接与供应商互动的 HFT 团队列表，包括他们的职责、他们可能联系的内容以及他们可能在开发过程中的哪个阶段联系供应商。

HFT 团队	HFT 团队的职责	互动目的	产品开发阶段
Social Compliance	与供应商联系，以确保满足某些法律要求和 HFT 道德标准。	CSR 团队将与供应商联系，通过社会责任和安全审计确保其遵守 HFT 供应商行为准则。	测试、包装、合规和订购
Structural Packaging	设计/实施创新的包装结构，确保产品和包装能完好无损地送达零售店和客户。	Structural Packaging 团队将与供应商联系，共同开发包装结构并要求包装测试样品。	设计与开发 测试、包装、合规与订购
Purchasing/ inventory Transitions	签发采购订单并确保库存流动正常	订单确认，要求交期确认 要求加快（提前）或推迟（推迟）交货时间 在 FAT 通过后重新确认交货时间 确认整柜装柜数量和生产时间	测试、包装、合规与订购
Trade Imports	确保我们的产品以合乎道德的方式生产，并在整个供应链中按照贸易规则和法规进口。	Trade Imports 团队将与供应商以核实以下方面的产品详细信息：政府机构注册（如需要）、工厂/送货地址、CTPAT 评估的现场安全以及溢短装（ISF 文件和商业发票，箱单）	项目要求 设计与开发

供应商 + HFT 互动—产品包装

HFT 团队	HFT 团队的职责	流程	邮件主题关键词	产品开发阶段
Packaging Traffic	收集初步包装刀模图	HFT 将要求提供现有包装刀模图和/或产品的任何其他包装选项。刀模图必须是 100% 比例和可编辑 PDF（未锁定或只读）。此外，供应商应提供当前包装中产品任意照片以供参考（如果有）	Dieline Request	测试、包装、合规性和订购
	收集 CAD 图稿	HFT 将要求供应商提供 3D CAD STEP 文件 (.stp)	提供资料时注意：这些资料有可能单独要求，有可能批量要求，在邮件中只需要提供特定产品的资料。	测试、包装、合规性和订购
	线条图	HFT 将要求供应商提供可编辑的线条图		测试、包装、合规性和订购
Technical Writers	说明书	HFT 将要求供应商提供组装/用户/安全手册。		测试、包装、合规性和订购
Technical Writers	标贴	HFT 将要求供应商提供带有产品规格/警告的标贴和标记的素材（Adobe Illustrator、PDF 或 EPS）。以及显示标贴位置的照片。		测试、包装、合规性和订购

Technical Writers	零件清单/图（爆炸图）	HFT 将要求供应商提供精确且可编辑的（矢量）文件（Adobe Illustrator、DXF、DWG、PDF 或 EPS），和零件清单（Excel 文件）和图表。		测试、包装、合规性和订购
Packaging Traffic	产品市场价值供应商确认	如果适用，HFT 会将市场（样品）规格发送给供应商进行审核和确认。 这有助于在发送图稿之前确定任何（产品）差异问题。 如果供应商提出任何更改请求，他们将收到后续电子邮件确认，我们将更改或通知以推进我们的最初的（产品）价值。	Marketing Values Validation	测试、包装、合规性和订购
	包装打样稿确认（实物或电子档）	HFT 将向供应商发送包装打样稿文件以供核对。供应商提供“实物包装”打样稿邮寄给 HFT 或者将可打印的“电子打样稿”通过电子邮件发送回 HFT，以供审核。打样稿发送给 HFT 后，我们将进行审核，供应商将等待最终确认的图稿。如果存在任何需要修改的部分，则可能进入修订阶段。	Packaging Physical or Packaging Digital	测试、包装、合规性和订购
	说明书，标贴打样稿确认	HFT 将发送说明书和/或标贴样稿给供应商进行核对。供应商提供可打印的电子打样稿。发送给 HFT 后，我们将进行审核，供应商将等待最终批准图稿。如果有任何差异需要修改，则可能进入修订阶段。	Packaging Manual/Labels	测试、包装、合规性和订购
	收集展示间样品	如适用，HFT 将要求将包装中的物品样品邮寄到我们的样品展示间。	Sample of item in packaging	制造/FAT 测试
	修改要求	如果供应商发现任何差异和/或需要在上述流程之外的修订，供应商应尽快向其 HFT 联系人发送电子邮件进行核查	请确保商品 SKU 和 UPC 列在邮件主题行中，以加快查询速度。	测试、包装、合规性和订购

供应商 + HFT 互动—质检

HFT 团队	HFT 团队的职责	互动目的	产品开发阶段
Product Engineers	质量保证和项目工程。积极致力于问题的排除和解决。	协助供应商在产品的设计、开发、鉴定和持续维护中定义和保证质量和交付期望。	所有阶段：从初始产品规格确认到发布后产品支持
	新产品开发过程中的技术问题讨论	了解供应商/工厂的技术问题，并与双方协调产品规格、设计要求和测试要求的定义	设计与开发 测试、包装、合规性和订购
	根据 HFT 团队明确工厂测试要求并审查工厂测试结果	协调沟通 HFT 和供应商/工厂之间的测试方法，确保在样品交付到 HFT 实验室之前发现潜在问题。	从设计与开发到制造/FAT 测试
	如果工厂测试和 HFT 实验室测试期间出现任何故障，将与工厂合作采取整改措施	故障分析，找出根本原因并制定整改/预防措施	设计与开发 测试、包装、合规性和订购

Electrical Engineers	电机控制、电池管理和 PCBA 设计	对于含有印刷电路板的产品，支持供应商开发和质检电子控制器。	从设计和开发到发布后的产品支持
Inspections	介绍 HFT 供应商自检流程, 质检操作平台 ETQ、在 ETQ 上注册供应商信息、培训供应商如何使用 ETQ 进行质检预订、检验清单、处理验货报告、签发验货报告并确定如何跟进不合格检验结果等。	培训供应商了解 HFT 质检要求 - 系统、流程和检验要求，以确保每份采购订单在发往 HFT 之前都经过检验，符合 HFT 的质检要求。从电子邮件开始，根据需要通过电话或/和在线方式进行沟通	制造/FAT 测试

HFT 样品和部件说明

HFT 样品 (整机)	描述
Donor	在 HFT 向工厂提交产品规格要求之前，HFT 将根据供应商提供的初始样品来评估供应商的产能和基本产品性能。样品可能是工厂现有的、手工制作的或为其他客户生产的产品。
Functional Prototype	功能性 3D 打印模型。产品应按照 HFT 设计要求制造并满足无损检测要求。
Tooled	这应该是使用所有材料、工具加工组件、与产品一起出售的配件以及生产过程中将使用的永久外壳（如果适用）的最终设计。模具样品可能是手工制作的，而不是来自批量生产线。
Photography	在产品设计处于确认状态之后。要求提交照片级样品。照片和/或视频可用于包装、手册和公司网站。
Pilot	设计确认后，将签发采购订单以进行小规模生产，以审核装配线上生产的最终产品。
First Article Testing (FAT)	HFT SQE 工程师将直接从第一个订单的批量生产线中抽取样品。FAT 样品的所有包装和标签应符合 HFT 要求。HFT 将验证所有未解决的问题是否已得到纠正，产品是否使用相同的组件/材料，并且性能是否与合格产品相同。
Corrective Action Report (CAR)	任何一轮测试后都可能需要采取整改措施。HFT 将向工厂提交整改措施报告 (CAR)。工厂提供反馈并经 HFT 审核和批准后，工厂必须重新提交包含所有更正内容的改进样品，并由 HFT 重新进行鉴定。

HFT 样品 (部件)	描述

Printed Circuit Board (PCB)	如果有附带负载组件的未封装的功能性 PCBA，应符合 HFT 电子工程师指定的 PCB 测试要求。 负载组件示例：电机旋转组件、LED 等，包括电池端子和开关/触发器（如果适用） 部件无需工具外壳，但旋转组件必须可操作
Permanent Case	吹塑外壳 (BMC)、盒子和/或支架应根据 HFT 设计要求制造，应满足所有装配、性能和跌落测试要求，并满足品牌标准。
Permanent Package	普通牛皮纸盒包装（无印刷图稿）应符合 HFT 结构包装团队提供的要求并通过所有测试要求。
Accessories	HFT 可能会要求将产品配件与工具分开发送，并且可能经过单独的质检流程。
Package Color / Gloss	进行批量生产的供应商和印刷厂必须与提供质检样品的一致，产品所有颜色和光泽度需要符合 HFT 结构包装团队提供的要求。

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 测试是对产品的质量、功能和耐用性的全面检查，并根据所有要求的标准进行测试。FAT 的检测可能在美国或者上海实验室进行。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。

首样测试 (FAT 流程) – 预期

在收到采购订单 (PO) 之前，您将收到 HFT 采购经理发送的有关确认发货周的电子邮件。

收到采购订单 (PO) 并不意味着供应商可以发货。

供应商必须在批量生产前几周采购所有原材料。

供应商不得安排自检，直到首件测试 (FAT) 等级测试通过或通过在线更改 (ILC)

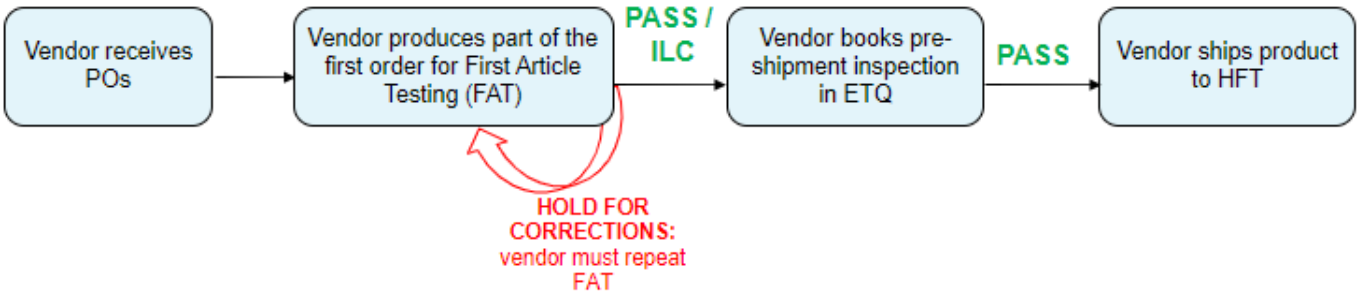
供应商不得在产品通过出运检验之前发货。供应商必须在 ETQ 系统中安排质检。

供应商确认他们已在 ETQ（Excellence Through Quality System）中建立账号。如果没有，HFT 采购经理将与我们的质检团队安排会议以设置供应商账号。

收到采购订单 (PO) 后的流程详情

1. **供应商收到 HFT 的订单**
    a. 供应商将根据初始订单进行部分批量生产 - 全面生产前必须通过 FAT，发货前必须通过检验。
    b. HFT 全球采购经理进行新供应商培训。
2. **HFT 采购经理将在供应商发货前就以下要求与供应商沟通**
    a. 确认 FAT 时间
    b. 确认 FAT 样品数量
        i. 我们将要求大量样品（包括最终包装、手册、标签等）在我们的美国和亚洲实验室进行评估。样品数量和批量生产规模因产品而异。
    c. 通知供应商在 FAT 等级测试通过之前不要生产整个订单数量
        i. 产品很可能需要改进 - 首次 FAT 的通过率为 60%
3. **首样测试（FAT）**
    a. 供应商将样品运送到亚洲和美国实验室（安德森实验室适用于电动工具）
    b. 供应商应在发货日期前约 6-8 周将 FAT 样品发送到 HFT 实验室
    c. 一旦有合格等级，将 1-3 个样品发送到样品展示间。
        i. HFT QA 团队将确定样品分配。
    d. 测试结果的例外周转时间为 10 个工作日
    e. 如果测试等级为 HFC（待定以进行更正），供应商将重新加工和重新测试
    f. 如果测试等级为在线更改 (ILC)，供应商将进行运行更改 - 供应商将开始发货，但也必须提交改进的样品
4. **一旦获得 ILC 或通过 FAT 等级测试，安排第一个订单生产，然后继续执行步骤 5-8。**
5. **供应商订舱**
    a. 请参阅供应商指南第八部分，了解货代信息。
6. **供应商在 ETQ 中申请检货**
    a. 请参阅 HFT 网站的质检部分：https://www.harborfreight.com/gsvm.html
7. **供应商在 ETQ 中完成自我检查**
    a. 请遵循远程验货指南。
    b. 在 ETQ 中提交结果
8. **供应商发货**

a. 在收到 HFT 的批准之前，请勿发货



产品改进和升级

对于已经通过测试的样品和达到 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。

如果需要更改或升级产品，供应商需要将产品变更申请表提交至 ProductChangeRequest@harborfreight.com。我们的 QA 团队将评估您的请求，并与您联系以获取样品、安排测试等，以及后续步骤。

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会不被 HFT 所接受，请知悉。
- 对于已批准升级改进的产品，HFT 合规部门有可能会要求重新做第三方测试和/或认证。

投入市场后的调查 (PLMS) 项目：HFT 积极审阅每款产品上市后的客户评论并与供应商进行沟通。我们将收集任何可能指向潜在问题的评论，并启动 (PLMS) 项目进行调查，我们将其视为产品改进的契机。根据内部测试和客户评论，HFT QA 产品工程师可能会联系供应商， 生成产品改进报告。潜在问题的解决方案将根据改进内容而有所不同。

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。

有关 HFT 样品相关，请参考第五部分：质检。

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。文件必须由公司负责人签署。
- 所有新供应商必须阅读 HFT 的 Supplier Code of Conduct Manual，并且签字确认。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。文件必须由公司负责人签署。
- 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，以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。
- 如果供应商的工厂计划搬迁到新地点，将涉及设备和员工的迁移，必须通知供应商管理经理并且提交“工厂搬迁申请表”。

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 要求供应商确认，其并不知晓提供给 Harbor Freight 的产品侵犯了任何专利、商标或其他知识产权。如果 Harbor Freight 收到第三方索赔、诉讼或其他程序指控供应商的产品直接或间接侵犯任何知识产权，则基于 PIA 协议，供应商同意赔偿 Harbor Freight 因此类知识产权而产生的索赔。此外，PIA 要求，如果 HARBOR FREIGHT 由于供应商提供的产品有缺陷或因使用此类产品而导致任何人身伤害或财产损失而收到第三方指控，则该人身伤害或财产损失产生的索赔由供应商承担。

行为准则

Harbor Freight Tools 致力于以可持续的方式发展和扩大我们的业务，以对社会负责的方式向客户提供满足其需求的产品。供应商行为准则手册（以下简称“准则”）中规定的准则受到国际标准化组织（“ISO”）和国际劳工组织（“ILO”）概述的许多原则的影响；这些准则体现了我们与供应商合作伙伴持续改进和合作的承诺。

海关贸易反恐伙伴关系 (CTPAT)

CTPAT 合规调查问卷是一种用于识别潜在的供应链安全风险的评估方式，并确定工厂是否符合最低供应链安全准则。所有新供应商都需要向我们的采购团队完整提交 CTPAT 合规调查问卷。表格必须由供应商公司的负责人签署。HFT 还可能要求进行 CTPAT 审计，或社会合规和 CTPAT 审计相结合。

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。

第三方合规测试

- 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 持续扩充了测试计划，简化供应商测试流程。 如果产品需要，HFT 将建议供应商其产品是否需要第三方测试以及频率。 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合作，建议需要进行哪些测试和认证。
- 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，次级供应商的变更，工厂地址的变更以及其他变更。未经 HFT 批准，不得启动重大更改。请向全球采购经理合作并提交所请求的变更，他们将酌情上报。

TPCH

在销往美国多个州的产品的生产过程中，禁止在其包装或包装材料故意引入四种重金属、PFAS 和邻苯二甲酸盐。所有供应商必须向 HFT 提交合规证书，说明包装或包装组件符合法律要求。任何包装或单个包装组件中偶然引入的铅、汞、镉和六价铬的浓度总和不得超过 100 ppm（重量），并排除 PFAS 和邻苯二甲酸盐的故意使用。每个订单/项目开始时都需要证书，此后每年都需要更新证书。将进行定期随机测试。

电气认证

- 某些产品需要电气认证。这些认证包括但不限于 NRTL 和其他经认可实验室根据 UL 和 CSA 标准颁发的安全认证、FCC 测试报告、与美国联邦法规合规性相关的 DOE 和 CEC 测试报告、美国 FDA 激光合规性（包括接入号）以及锂电池运输和存储要求的合规性文件。

化学品

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支付。所有新产品在开发阶段和之后的周期，或者原材料发生变更时，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。

美国环保署要求销售的消费品不得含有化学物质苯酚异丙基磷酸酯，俗称 PIP 3:1。因此，HFT 不允许在销售给 HFT 生产的产品中使用 PIP 3:1，并且需要在生产前进行测试以证明符合此要求。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改进才能继续生产。

美国的部分州和环保署对各种“永久化学物质”（统称为“PFAS”）都有要求。为了满足这些要求 HFT 制定了测试程序并针对这些化学物质制定了某些限制。供应商不得向 HFT 提供含有任何故意添加 PFAS 的产品，并且产品必须在经认可的第三方测试实验室进行测试以验证该条件。供应商还可能被要求签署一份声明，声明他们向 HFT 供应的现有和未来的产品生产过程将不含 PFAS。在生产前的第三方测试中发现含有受限 PFAS 化学品的任何产品都需要重新改进，项目才能继续推进开发过程。

在美国进口和销售的某些类型消费品中的汞含量需要向美国 EPA 报告，供应商向 HFT 说明其所供应的哪些产品含有汞或汞化合物以及含量并共享相关信息。

HFT 的产品合规团队可能对产品进行额外测试，以验证产品在供应给 HFT 期间是否持续符合各种化学品要求。供应商可能会被要求向测试实验室提交额外的样品和/或原材料以协助进行此类测试。我们期望供应商能够全力配合这些测试请求。

此外，产品合规团队可能会定期发送调查和声明，以准备应对新的或即将出台的化学品法规，以确定 HFT 作为一家公司在新要求下可能面临的风险。即使其他客户尚未要求供应商提供此信息，供应商也应尽最大努力及时做出回应。

EPA 害虫防治注册：

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。可能还需要在个别州进行额外的年度注册才能在该州销售。

里斯法规/纽扣电池要求

对于所有含有纽扣或硬币电池的产品，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。所有纽扣或硬币电池本身必须符合美国消费品安全委员会根据“里斯法”规定的包装要求。

包装生产者扩展责任法

某些州的法律限制可用于包装的塑料类型或数量。 HFT 将告知建议的包装结构是否满足这些要求或是否需要进行更改。 作为配合调查的一部分，供应商可能会被要求提供/保留与包装所做的任何更改相关的文件，以证明其遵守这些法律。 如果需要，HFT 法律和/或产品合规团队将提供建议。

软垫家具登记

在美国某些州，软垫家具产品必须注册，并且生产商也必须在各州注册。 HFT 将协助新供应商进行这些注册，并建议需要的文档和通过哪些第三方测试才能完成注册过程。 所有供应商都应及时提交相关信息并立即提交申请。

一般产品安全和合规要求

- 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），在启动召回之前、期间和之后，供应商需要在各方面予以全面配合，包含但不限于提供成本、补救措施、物流 、销毁以及任何相关信息。

- 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。 供应商应在调查及等待结果期间进行充分，全面的合作。供应商须深刻知晓，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。

- 供应商应全力配合并及时回复 HFT 提出的所有与产品安全和法规合规计划相关的信息和文档请求。这包括但不限于根据要求提供规格表、物质清单、材料清单、安全数据表、其他测试数据、检验报告和质量报告。

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:

是否商品化	品牌类型	采购渠道	HFT 新产品上线要求（资格证书，FAT 等）（是/否）	是否需要检验（是/否）
可销售商品	HFT 品牌	直接进口或者国内提供	是	是
	非品牌		是	是
	供应商自有品牌或者第三方的品牌	直接进口或者国内提供	否 *HFT 保留对部分产品的审核和 FAT 测试的要求	否

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**
3. **对于非 HFT 品牌产品**:

- HFT SKU 和 UPC 应显示在外箱上。
- 与 GS 团队（您的采购经理或供应商经理）联系，讨论预期的库存需求和可用的主纸箱选项

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: _____

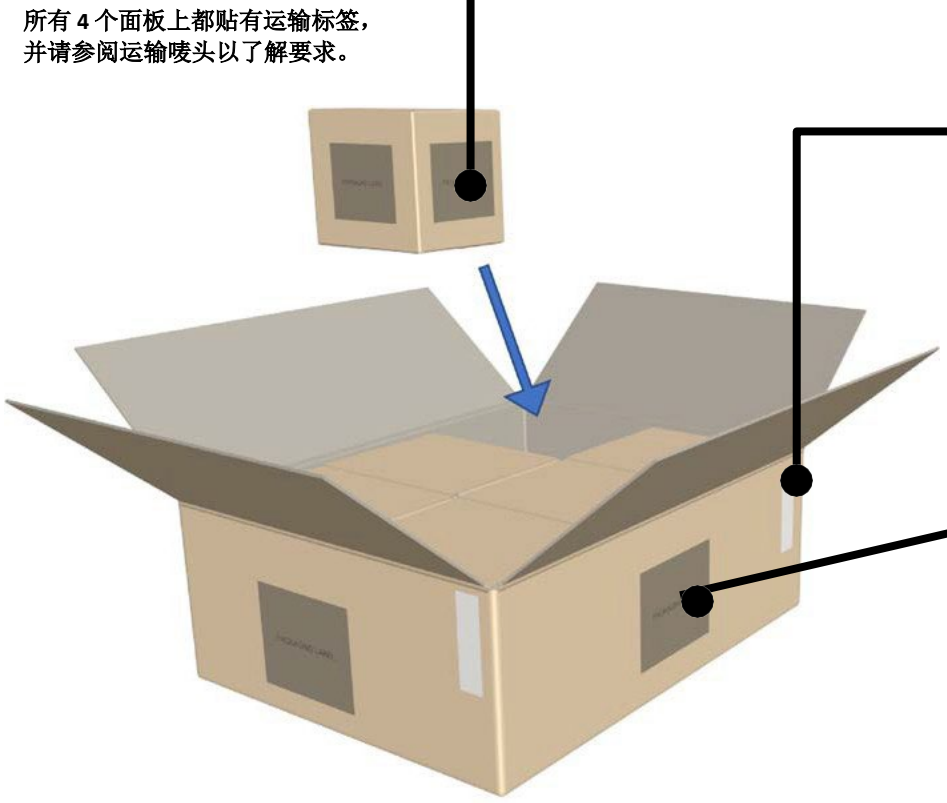
QTY: _____

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: _____

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**
3. **对于非 HFT 品牌产品**：
   - HFT SKU 和 UPC 应显示在外箱上。
   - 与 GS 团队（您的采购经理或供应商经理）联系，讨论预期的库存需求和可用的主纸箱选项

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



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。**
3. **对于非 HFT 品牌产品**：
   - HFT SKU 和 UPC 应显示在外箱上。
   - 与 GS 团队（您的采购经理或供应商经理）联系，讨论预期的库存需求和可用的主纸箱选项

“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:_____

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。**
3. **对于非 HFT 品牌产品**：
   - HFT SKU 和 UPC 应显示在外箱上。
   - 与 GS 团队（您的采购经理或供应商经理）联系，讨论预期的库存需求和可用的主纸箱选项

外箱要求

以下说明仅适用于外箱：

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:_____

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。**

3. 对于非 HFT 品牌产品：

- HFT SKU 和 UPC 应显示在外箱上。

与 GS 团队（您的采购经理或供应商经理）联系，讨论预期的库存需求和可用的主纸箱选项

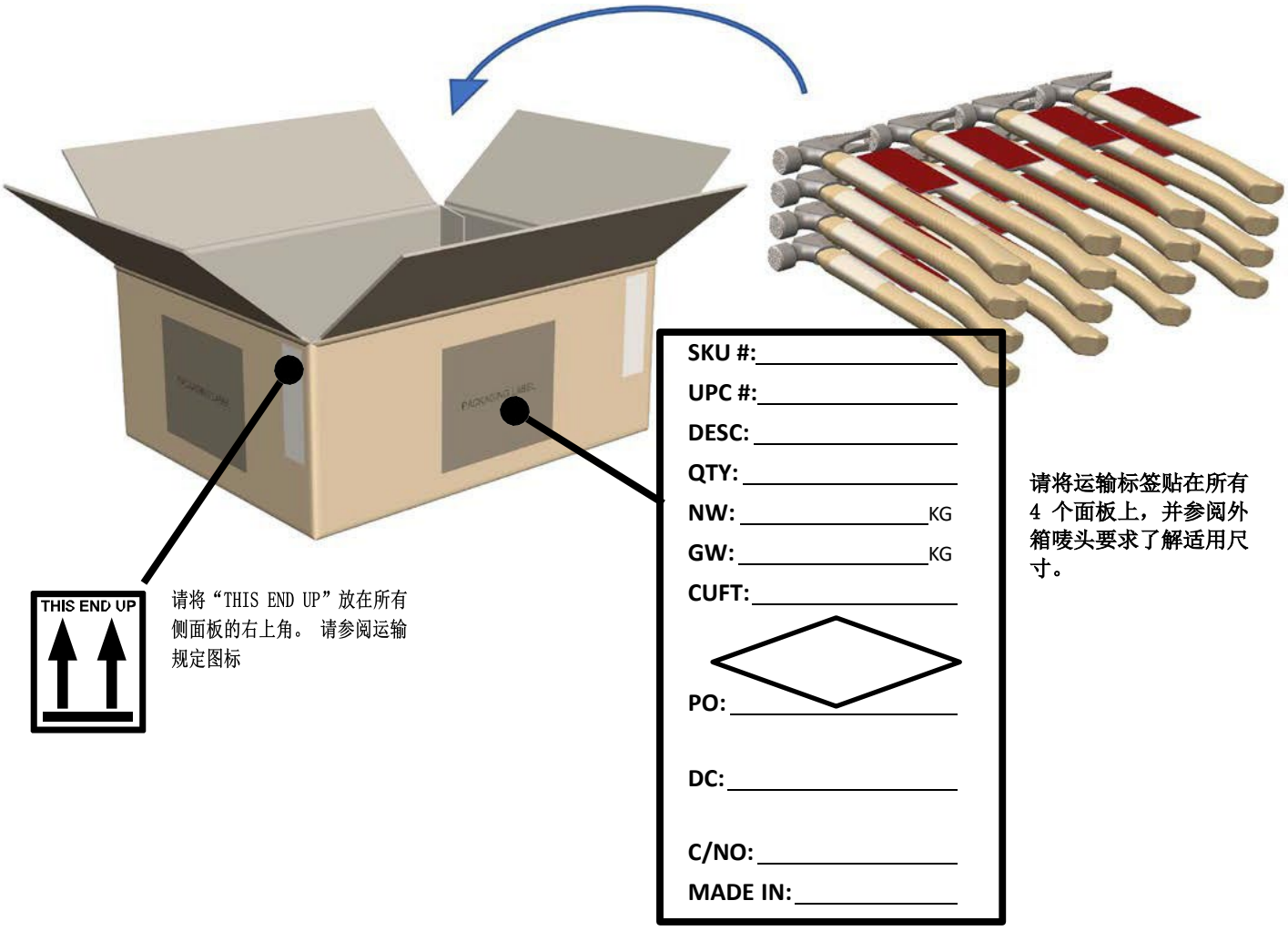
外箱要求

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



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。**

3. 对于非 HFT 品牌产品：

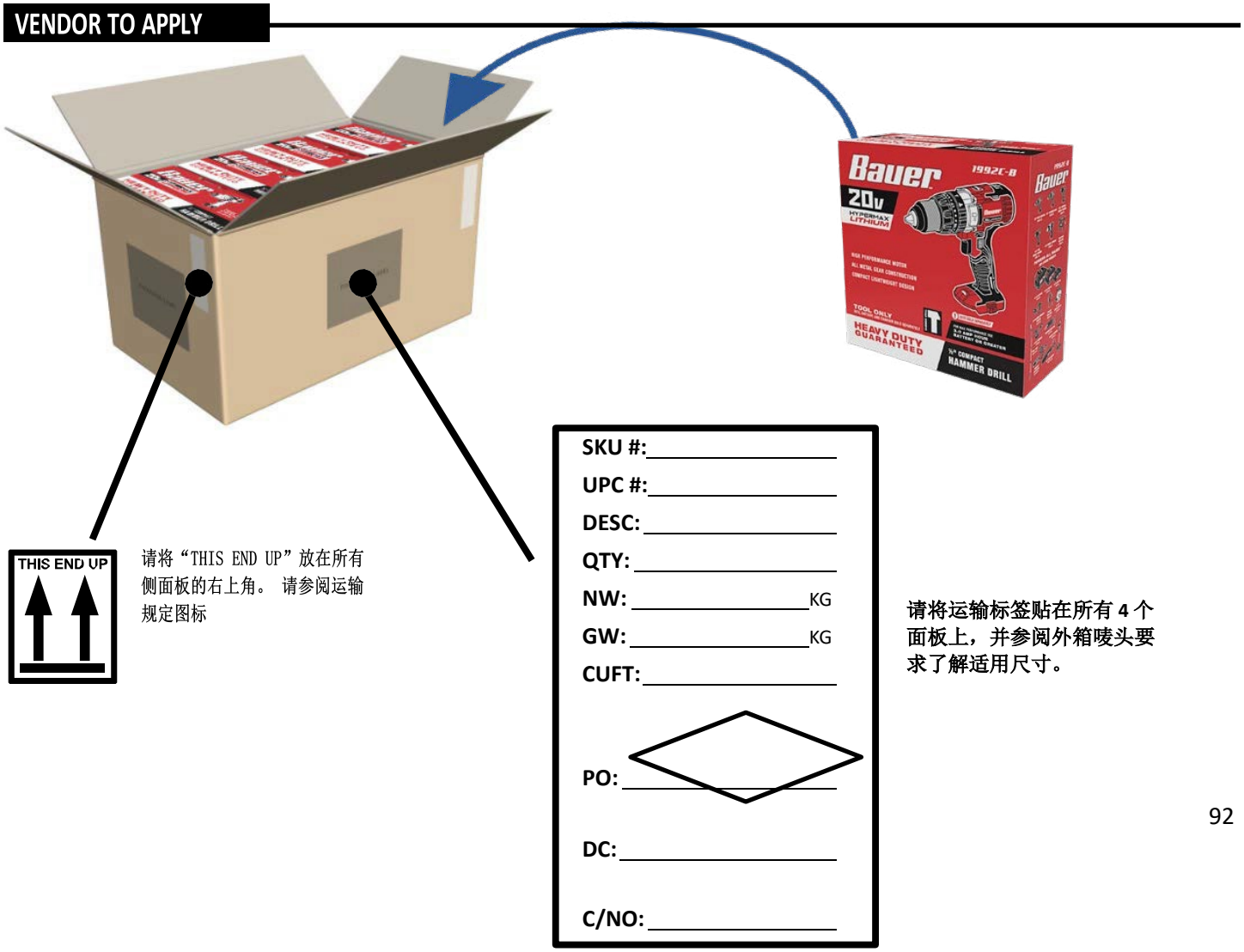
- HFT SKU 和 UPC 应显示在外箱上。
- 与 GS 团队（您的采购经理或供应商经理）联系，讨论预期的库存需求和可用的主纸箱选项

外箱要求

以下说明仅适用于外箱：

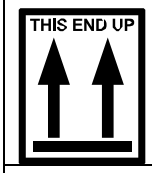
1. 所有纸箱的所有侧板右上角均应标有“THIS END UP”字样。请参阅运输图示页面。

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。



运输图示

需要任何其他图标时请参考包装刀模文件

图标	图标名称	目的	何时需要这个图示	适用于外箱或内箱
	**THIS END UP**	运输方向以避免损坏包装和产品	所有外箱	外箱
	**FRAGILE** **PLEASE HANDLE WITH CARE**	纸箱内含有玻璃或其他易碎材料的产品	当纸箱中装有易碎材料（例如玻璃）时	内箱和外箱
	**LIQUIDS**	纸箱内有液体	任何含有液体的产品	内箱和外箱
	**TEAM LIFT 23-45 kg 50-99 lb**	纸箱重量及正确的搬运说明	当纸箱重量为 23-45 公斤或 50-99 磅时	主要出现在外箱或主托运物上
	**MACHINE OR TOOL LIFT 45 kg + or 100 lb+**	纸箱重量及正确的搬运说明	当纸箱重量为 45 公斤及以上或 100 磅及以上时	主要出现在外箱或主托运物上

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）

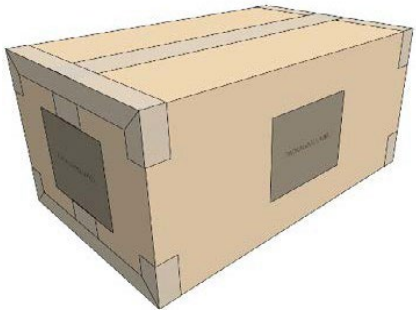


图 1

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）



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）

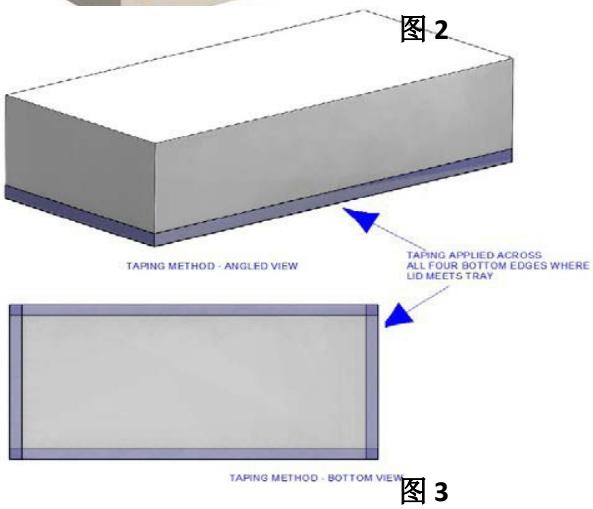


图 3

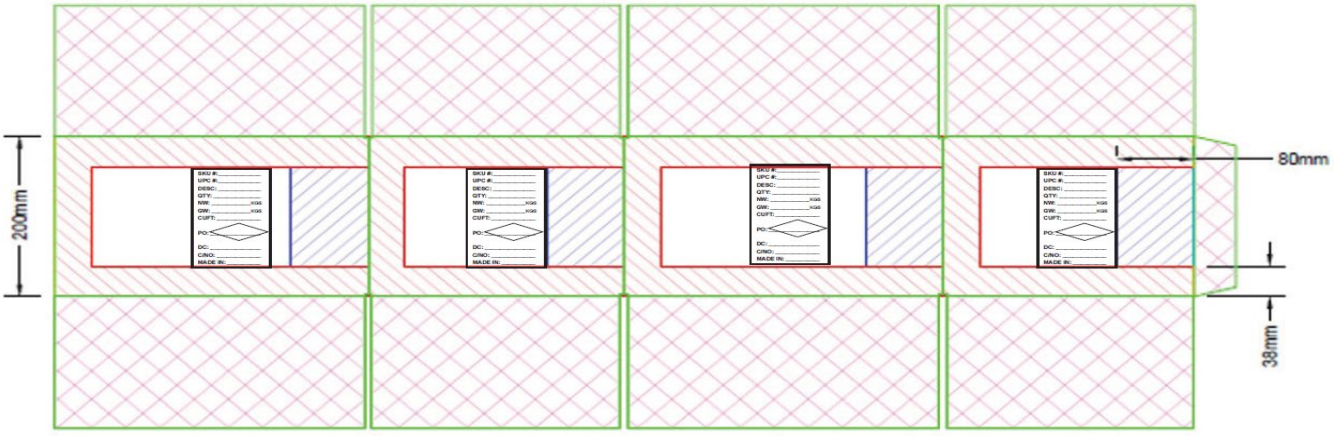
4. 对于最大重量为 23 公斤的纸箱，胶带的宽度应至少为 48 毫米，厚度至少为 0.06 毫米。 超过 23 公斤的纸箱应使用 0.09 毫米的厚度的胶带。

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





38 x 45mm

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**



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
- 应偏离垂直边缘 20 mm



无打印区域

宽 38mm



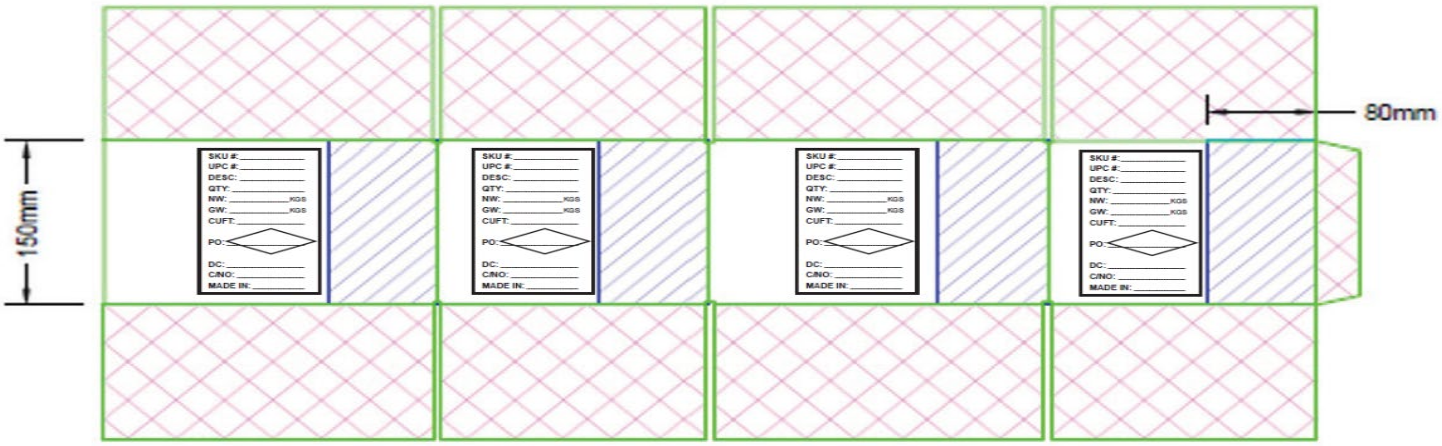
无打印区域

纸箱盖和胶接缝

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:_____

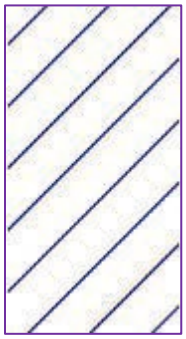
DC:_____

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

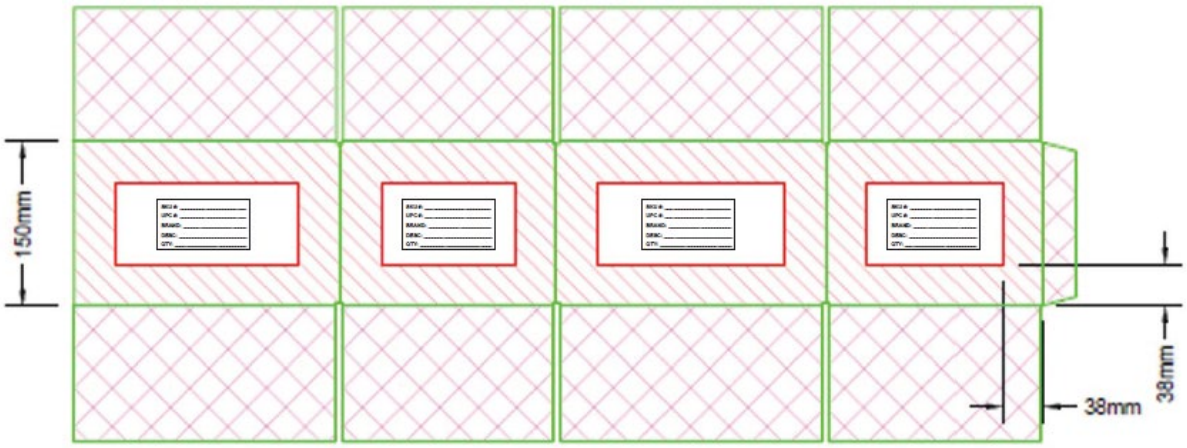
无打印区域

纸箱盖和胶接缝

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

无打印区域

纸箱盖和胶接缝

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

纸箱盖和胶接缝

日期代码、序列化和付款

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。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。

如果产品没有包装设计或者其它相关问题，请联系 HFT 质检团队。

黄色 2021 – 蓝色 2022 – 红色 2023 – 橙色 2024 – 绿色 2025 – 黄色 2026 - 蓝色 2027



DATE CODE REQUIREMENTS

1. Each **Factory Date Code** must be added to the packaging at the final assembly stage. The **Factory Date Code** must be clear and easy to read. The numbers must be in 8 point Arial font or larger.

2. These **Factory Date Codes** must match the week of final assembly.

3. Print **Factory Date Code** on circular sticker, and place in location designated by factory symbol (see example below).

4. **For items that have a usable shelf life of three years or less, Harbor Freight may instruct you to print the sticker on color paper.**

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

Vendor Number provided by Harbor Freight
6-digit Date Code



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：

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.

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 英寸或更短的间隔重复警告。

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

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：

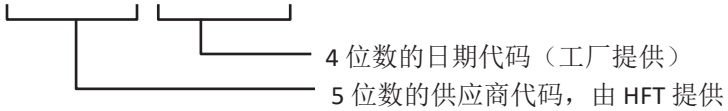
正确 = 869

错误= 869

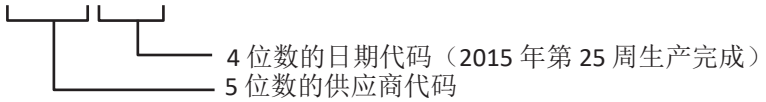
如果标签有指定打印位置，则序列号必须放在该位置。 如果没有指定打印位置，则序列号必须位于产品不可移动的主要组件上，并放置在醒目的位置。

序列号表示包含

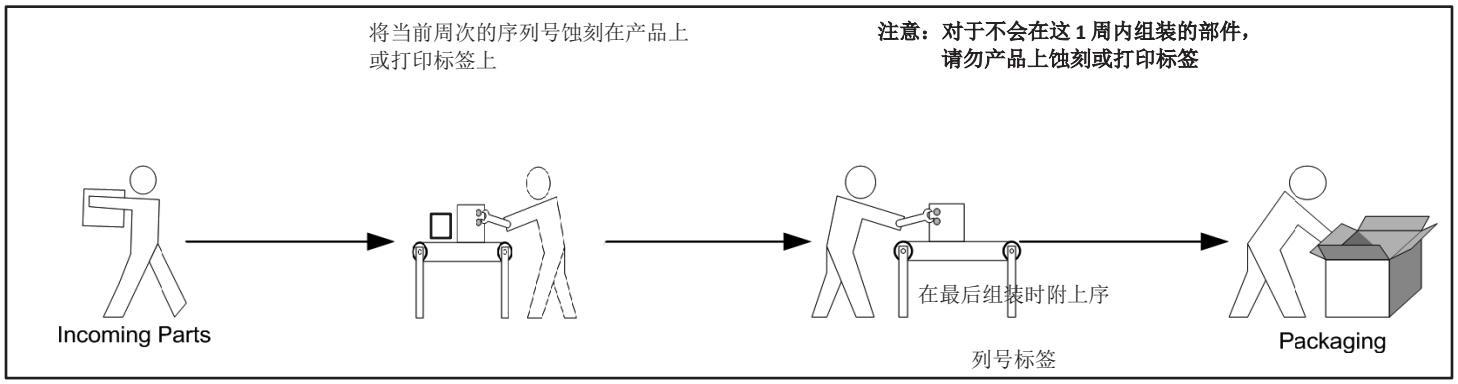
序列号.供应商代码-年年周周



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和部分东南亚的供应商。

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 SrDirector 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 SrDirector 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 28 楼 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

负责部分亚洲国家的供应商（越南，柬埔寨，马来西亚，菲律宾，泰国，斯里兰卡，印尼，台湾等），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	Christina Quach Sr Vendor Manager CQuach@harborfreight.com
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。

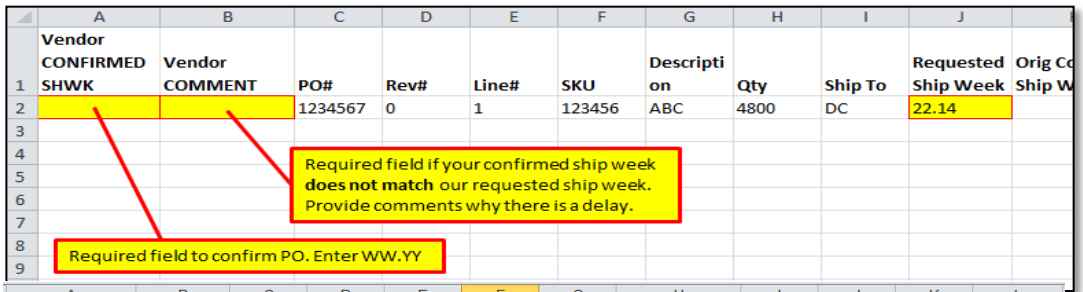
对于新产品的首批订单，请等到 FAT（首样测试）通过或 ILC（在线变更，即项目将以实施持续变更为目的向前推进）（请参阅 FAT/检查流程）

- 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。

确认订单

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（.CSV） 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
- 提前出货：如果需要提前 2 周或以上，请与 HFT 办事处物流部门联系，联系邮箱 POmaintenance@harborfreight.com



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	

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.
- 美国太平洋西北部西雅图的 Tacoma 发货中心， 在订单上显示 TAC 或 956.

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-shipping 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。

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
- 环境保护

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）
（集装箱）封条安全
农业安全
物理安全
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。供应商必须保留其供应链的准确记录和文件，包括原材料、半成品和最终产品的来源。 供应商必须及时回应公司索取与社会责任和企业责任相关的下级供应商信息和文件的要求。 供应商必须要求自己的供应商、分包商、招聘代理和劳务代理遵守适用的法律和这些准则。

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。
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 socialcompliance@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 socialcompliance@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管理局（FDA），报告应涵盖激光产品的 12 个月生产期。

第七部分 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

供应商从所有原产地发货时都必须使用 HFT 的首选订舱代理。我们目前在中国的首选代理是 Headwin，巴基斯坦/印度 – OOCL 物流，台湾/泰国/马来西亚/越南/柬埔寨 FCL – Tungya Freight。您必须在发货周前至少 14 天联系订舱代理。请参阅下表了解 Headwin 按港口的联系信息。

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 CFS-CY 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)

卸货港和目的地: Long Beach, CA 或者 Los Angeles, CA 。

美西（Tacoma)

卸货港和目的地: Seattle, WA 或者 Tacoma, WA

美东 (Dillon)

卸货港和目的地 Charleston, SC

或者 卸货港和目的地 Wilmington, NC

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 (Dallas-Fort Worth)

卸货港:

美西岸:Los Angeles-Long Beach, Seattle-Tacoma.

美东岸: Charleston, Savannah

墨西哥湾沿岸地区: Houston.

目的地 – Dallas Fort Worth, TX

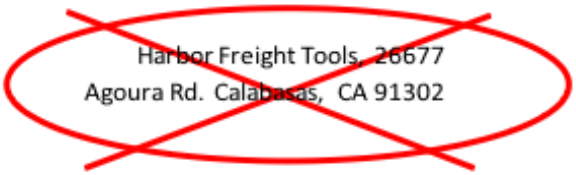
收货人和通知人信息

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：



Harbor Freight
Tools
26677 Agoura Rd
Calabasas, CA 91302



整柜提单要求（FCL, CY-CY）

提单上不需要显示 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	Tacoma (TAC) -956A
Consignee	Harbor Freight Tools	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	6920 192ND Street E
	Dillon, SC 29536, USA	Moreno Valley, CA 92553, USA	Elwood, IL 60421, USA	Fort Worth TX 76052, USA	Puyallup, WA 98375, USA
Notify Party	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools	Harbor Freight Tools
	26677 Agoura Rd	26677 Agoura Rd	26677 Agoura Rd	26677 Agoura Rd	26677 Agoura Rd
	Calabasas, CA 91302, USA	Calabasas, CA 91302, USA	Calabasas, CA 91302, USA	Calabasas, CA 91302, USA	Calabasas, CA 91302, USA
	Phone (818) 836-5000	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	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	020-83488966/13418196709	ellie.cheung@marinegrand.com	

非中国港口出货

从台湾以及部分越南、柬埔寨、缅甸、泰国、马来西亚出发港发货的 VENDOR 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
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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
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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	Li-Hsin Cheng (Lesley)	+886-2-8648-2111	tpeb05@mail.tungya.com.tw; ty_ebook@mail.tungya.com.tw	ty_ebook@mail.tungya.com.tw

	(Asia) Ltd.	/ Miffy Ko	ext 318 / ext 317		
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
SUBIC, PH	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
NHAVASHEVA	OOCL LOGISTICS	Mallika Kotian	91 22 42681144 /91 8879009910	mallika.kotian@oocllogistics.com	mallika.kotian@oocllogistics.com
MUNDRA / ICD LUDHIANA	OOCL LOGISTICS	Vikrant Dahiya	91-011-46677018	vikrant.dahiya@oocllogistics.com	vikrant.dahiya@oocllogistics.com
KOLKATA	OOCL LOGISTICS	Amrita Goswami	91-7596049678	amrita.goswami@oocllogistics.com	amrita.goswami@oocllogistics.com
LAT KRABANG	OOCL LOGISTICS	Pariyachart Pinyophab	662-6469572	pariyachart.pinyophab@oocllogistics.com	pariyachart.pinyophab@oocllogistics.com
Karachi; Port Qasim Kaohsiung / Keeling / Taichung / Taoyuan, TW	OOCL LOGISTICS Eusu Logistics Co., Ltd. Taiwan Branch	Salman Shahid Hans Hsieh / Della Lu	92-21-35147970-72 Ex 605 +886 (2) 2549 0868 x304 / +886 (2) 2549 0868	salman.shahid@oocllogistics.com hanshsieh@eusu-logistics.com /dellalu@eusu-logistics.com	salman.shahid@oocllogistics.com hanshsieh@eusu-logistics.com / dellalu@eusu-logistics.com
Mumbai/ New Delhi, IN	OOCL Logistics	Rohit Poojary (Dedicated CSV)	+91 22 4268 1197	rohit.poojary@oocllogistics.com	rohit.poojary@oocllogistics.com

		Sachin BANDEKAR (CSV Head)	+91 22 4268 1132	sachin.bandekar@oocllogistics.com	sachin.bandekar@oocllogistics.com
Bangkok,TH	OOCL Logistics	Pariyachart Pinyophab (Dedicated CSV)	+66-2-646 9572	pariyachart.pinyophab@ooclogistics.com	pariyachart.pinyophab@ooclogistics.com
		Jureerat Diawvanit (CSV Head)	+66-2-646 9571	jureerat.diawvanit@oocllogistics.com	jureerat.diawvanit@oocllogistics.com
GOTHENBURG, SE	OOCL Logistics	Gray Wallhult Hawthorne	+46 (0)31 335 59 20	gray.hawthorne@oocllogistics.com	gray.hawthorne@oocllogistics.com

第八部分 装柜

通用集装箱要求

- 请查看 https://www.harborfreight.com/gsvm.html 上的 10 点集装箱检查指南，了解完整的集装箱要求列表（见第 五部分：质量）
- 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







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
- 所有实木包装材料（盒，箱，托盘，垫料等）必须符合 ISPM 15 认证，并加盖适用的 IPPC 印章
- 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，可以用打包带固定，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
-

长纸箱错误装载示例--长边应该面向门





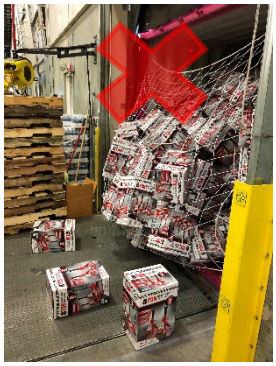
多个 SKU 装箱

- 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 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。

此链接到英文版 10 点检查和 CTPAT 要求，为英语的 CTPAT 要求，并翻译成了简体和繁体中文，越南语：www.harborfreight.com/gsvm.html

此外，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

HFT 要求对所有集装箱进行 10 点检查。供应商要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，如果无法进行监督，则必须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或查看闭路电视录像，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。

集装箱封条必须符合 ISO/PAS 17712 标准，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，则必须在存放前封箱，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。从安全存储区域移出集装箱时，必须进行 VVTT 密封检查。

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。如果是纸质的进出日志，则必须将其扫描并以电子形式保存以供将来参考。

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

第九部分 出货和付款文件

所有的出货，包括整箱和拼箱，必须遵守下列要求发送 2 套文件给 HFT：

1）出运文件发送到 HFT 进口部门：shipadvice@harborfreight.com

2）请款文件发送到 HFT 财务部门：interap@harborfreight.com

ISF10+2 表格的要求

从 2013 年 7 月 9 日开始，美国海关及边境保护局要求所有进口美国的货物，进口商必须在船开前进行安全申报（10+2 表格），如果没有遵守 ISF10+2 规定，可能面临每票 5000 美元的罚金，增加查验率和造成收货延迟。

下列 ISF 表格必须完整填写，并用 EXCEL 格式发送。

ISF 表格

表格的链接：http://www.harborfreight.com/gsvm.html 直接下载链接

VESSEL	SCAC	MASTER BOL #	ETD (MMDDYY)	TRANS SHIP ETD	ETA (MMDDYY)	COUNTRY OF ORIGIN	PORT OF LOADING	PORT OF DISCHARGE	LOCATION

	HBL#		
INVOICE NUMBER		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 #

装船前 72 小时发 ISF 10+2 表格和出运文件

装船前 72 小时，HFT 能收到 ISF 10+2 表格和出运文件，如果晚发可能面临货物不能及时上船或者可能的其他处罚。所有下列文件必须包含在一封邮件中同时发送给 shipadvice@harborfreight.com：

- ISF 10+2
- 商业发票
- 装箱单
- 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）或用于集装箱装载运输的危险品申报单。

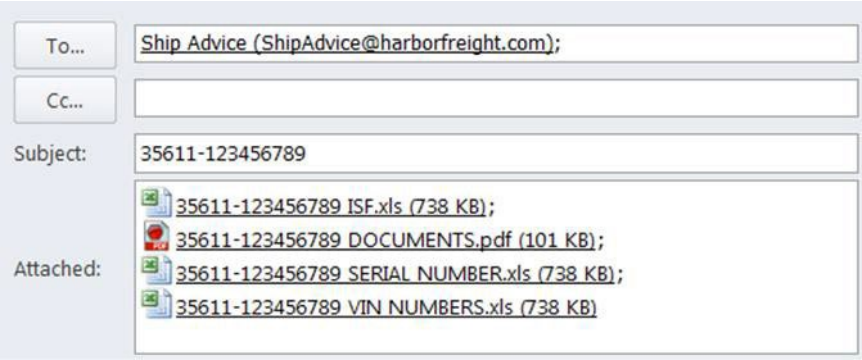
*请注意：不需要提交海运提单。

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。

ISF 表格

引擎序列号

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

- 请注意，工作日为周一至周五，周末和节假日休息。

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	02-Sep-2024	05-Sep-2024	30-Aug-2024
感恩节	28-Nov-2024	01-Dec-2024	27-Nov-2024
圣诞节	25-Dec-2024	27-Dec-2024	23-Dec-2024
元旦	01-Jan-2025	03-Jan-2025	30-Dec-2024
马丁路德金纪念日	20-Jan-2025	23-Jan-2025	17-Jan-2025
总统日	17-Feb-2025	20-Feb-2025	14-Feb-2025
阵亡将士纪念日	26-May-2025	29-May-2025	23-May-2025
美国国庆节	04-Jul-2025	07-July-2025	3-July-2025
劳动节	01-Sep-2025	04-Sep-2025	29-Aug-2025
感恩节	27-Nov-2025	29-Nov-2025	26-Nov-2025
圣诞节	25-Dec-2025	27-Dec-2025	24-Dec-2025

元旦	01-Jan-2026	01-Jan-2026	31-Dec-2026
马丁路德金纪念日	19-Jan-2026	21-Jan-2026	16-Jan-2026
总统日	16-Feb-2026	18-Feb-2026	13-Feb-2026

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，来提交 ISF；但是，需要提单、FCR 或 SWB 来作为装运证明以进行付款。

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)		• 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)	• 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)	• Surety Bond. • EPA/CARB Certificate. • EPA registration number for pest devices.
FDA (U.S. Food And Drug Administration)		• 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:	For any products containing wood: • 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

ISF 文件或者商业发票的更改

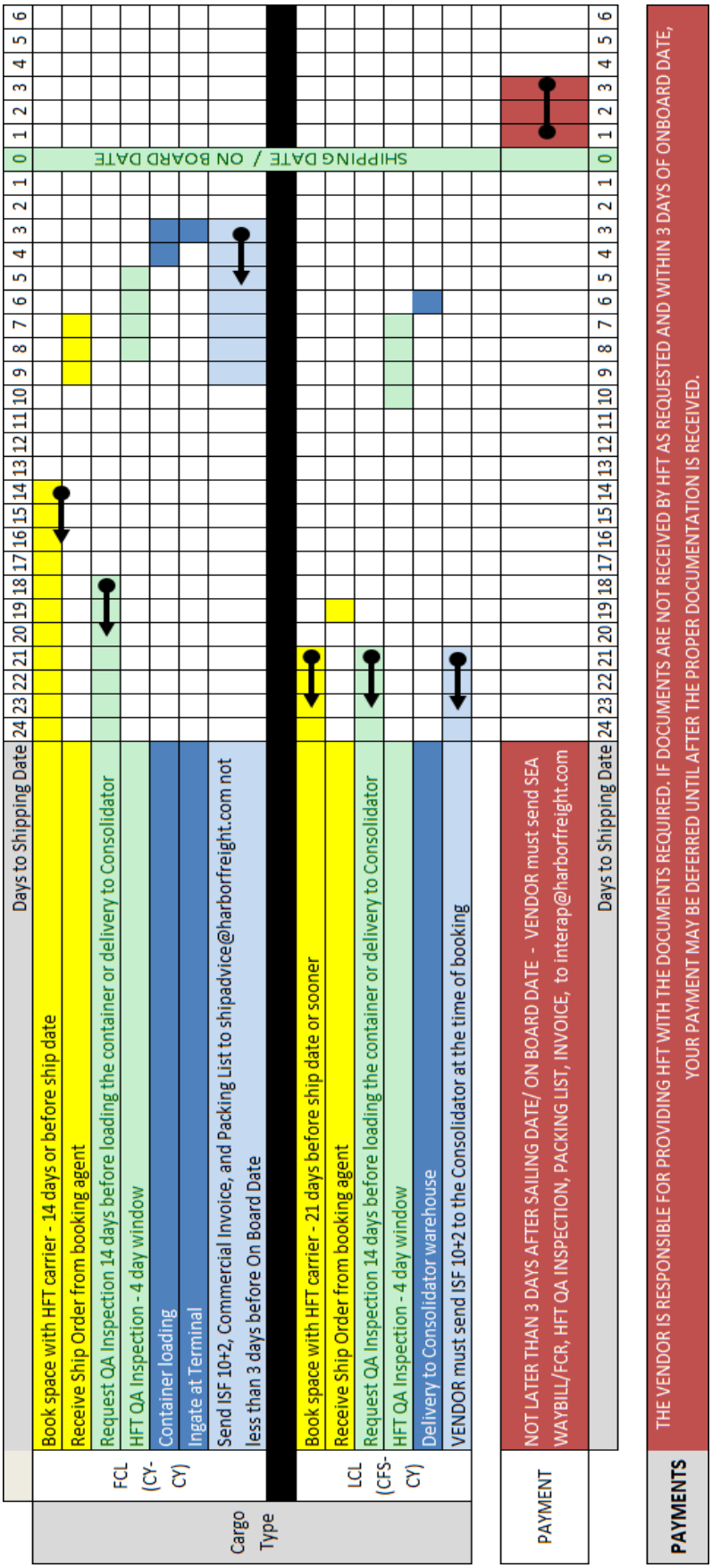
当集装箱内容、价格、发票号（每批货物必须唯一）或采购订单号发生变化时，必须将修订后的文件发送至 shipadvice@harborfreight.com 和 interap@harborfreight.com，并在主题中注明 **“REVISED”**。如果出货箱数更改，装箱单必须反映正确的数量，装箱清单也必须更正。如果货物被

（海关）查验，集装箱中的纸箱数量与舱单/装箱单上的纸箱数量不符，则可能会因货物申报错误而导致罚款和处罚。

当到达船只和/或预计到达时间发生变化时，必须将修订后的 ISF 发送至 shipadvice@harborfreight.com，并在主题中注明**“VESSEL CHANGE”。**

当提单号或集装箱号发生变更时，必须将修改后的 ISF 发送至 shipadvice@harborfreight.com，并在主题中注明**“BOL/CONTAINER CHANGE”**。如果提单已取消、更改或将根据新数据稍后发货，还必须发送通知。

出货和付款文件重要时间表



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			

Febuary

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