

HARBOR FREIGHT

ETQ Reliance User Guide
供应商用户手册

etq⁺
ETQ Reliance™

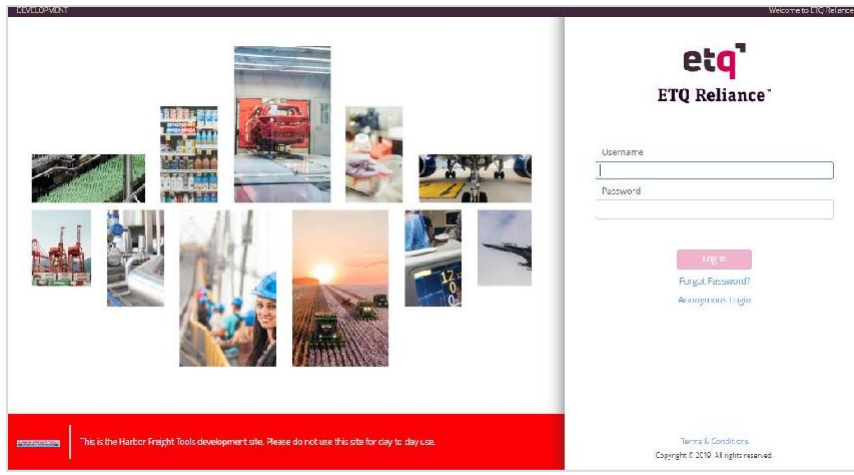
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- 如果您还没有 ETQ 账号,请点击这个链接: www.harborfreight.com/gsvm.html 去下载“Vendor ETQ Registration Form”并填写、发送至 chan@harborfreight.com 邮箱给 HarborFreight 的验货协调员 Candy Han, 以便安排注册、开通账号。
- 如果您在使用 ETQ 系统时遇到任何问题,请发送邮件至 ETQInspectionAdmin@harborfreight.com 邮箱, 以便及时得到解决。

首次登陆

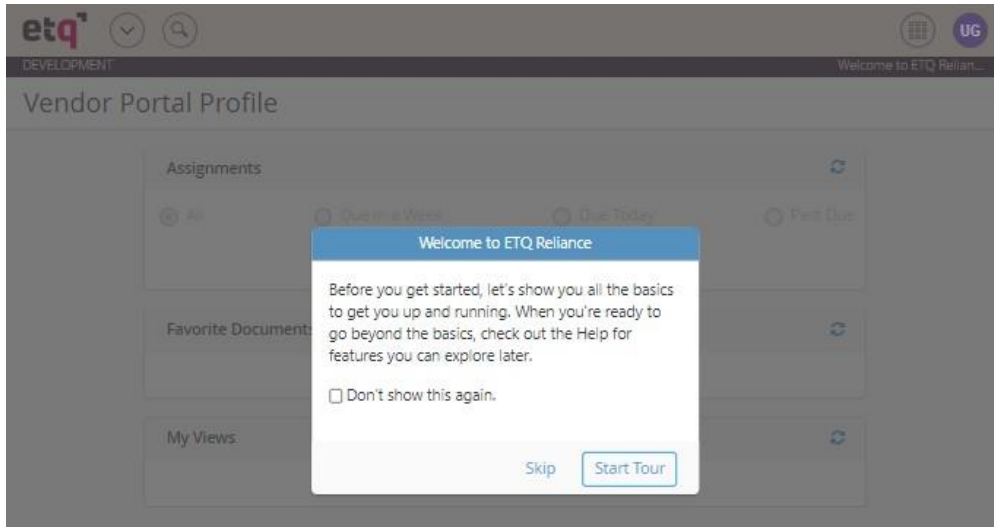
1. 在浏览器中, 请您键入以下网址登录 Harbor Freight 供应商访问界面 <https://harborfreight.etq.com/prod/rel/#/app/auth/login>



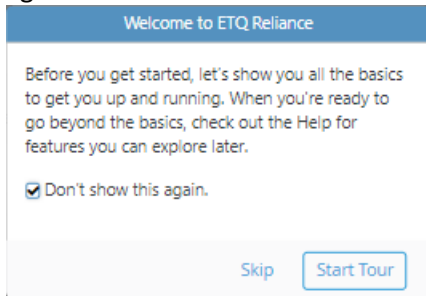
2. 使用 Harbor Freight 发给贵司的用户名和密码登陆
3. 当您成功登陆 ETQ Reliance 后, 系统会要求您重置密码. 新密码必须符合以下规则: :
 - 8 个字符
 - 至少一个大写字母
 - 至少一个特殊字符
 - 不能和用户名相同
 - 不能重复使用相同的密码

请您在“New Password”(新密码)中输入新密码后, 需要在“Confirm Password”(确认新密码)中再次输入新密码, 完成后单击 **Reset** 键重置。[注: 两次输入的密码必须相同。]

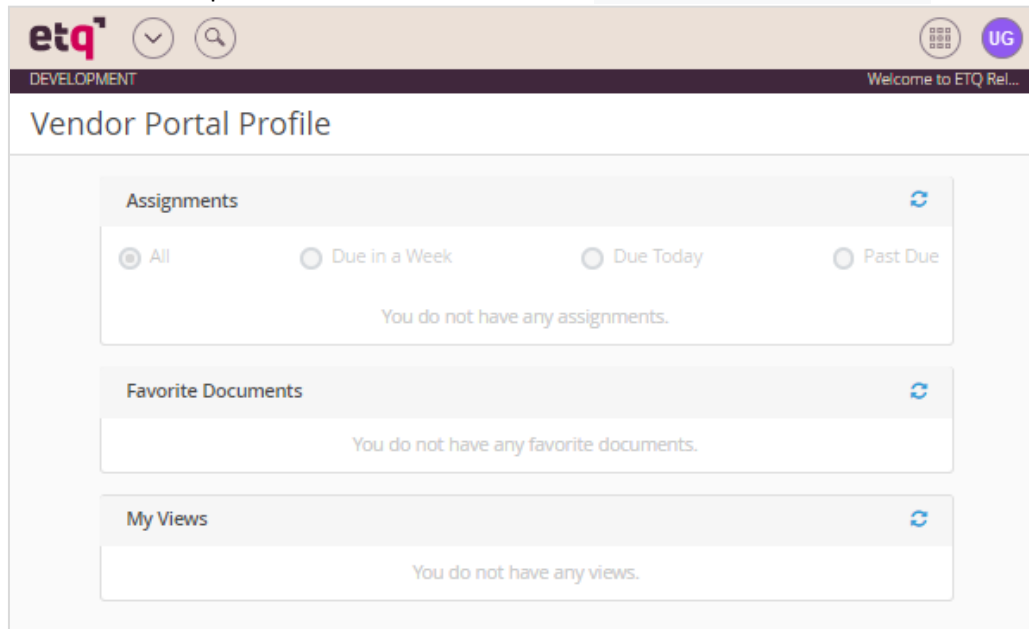
4. 重新登录系统后，系统会弹出“Welcome to ETQ Reliance”欢迎窗口后，请您单击“Start Tour”按钮来了解系统是如何运行的。这时系统将打开一个新的标签页。



5. 如果您不希望在每次登录时看到这个窗口，请您在第 4 步操作完成前，先勾选“Don't Show this again”。

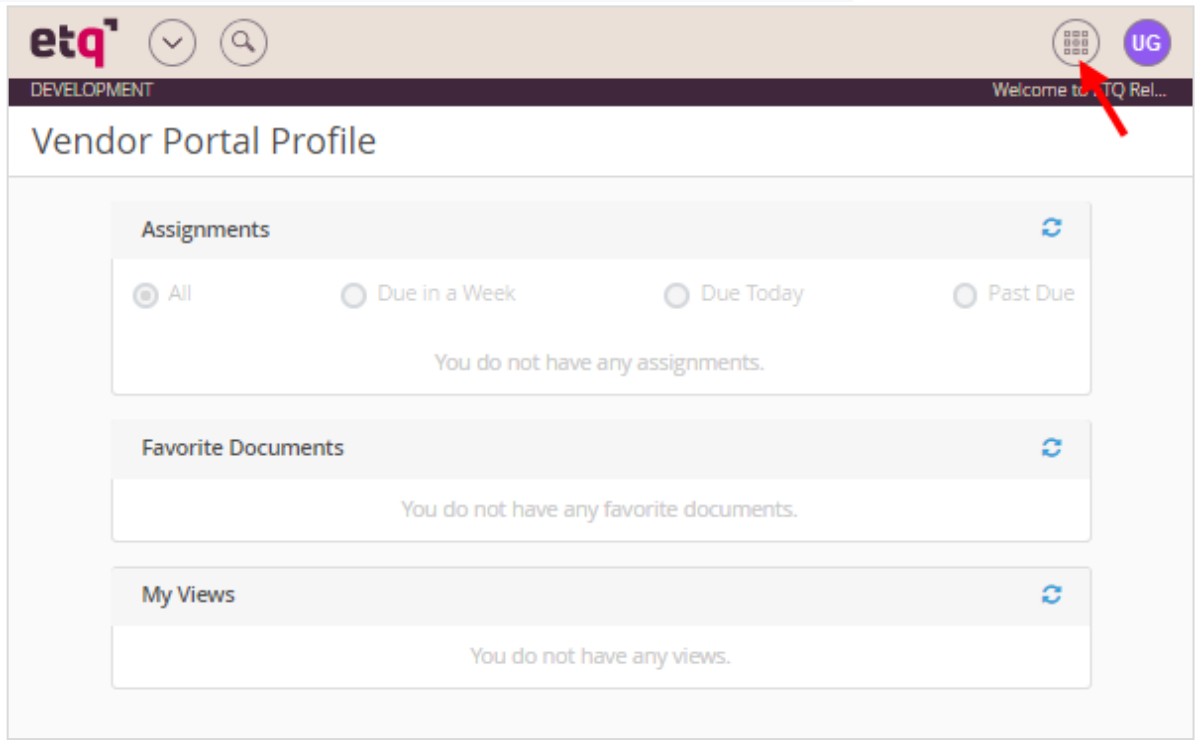


6. 当您单击“Skip”或“Start Tour”按钮后，系统将带您进入供应商主界面。

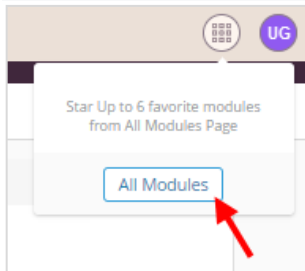


验货申请

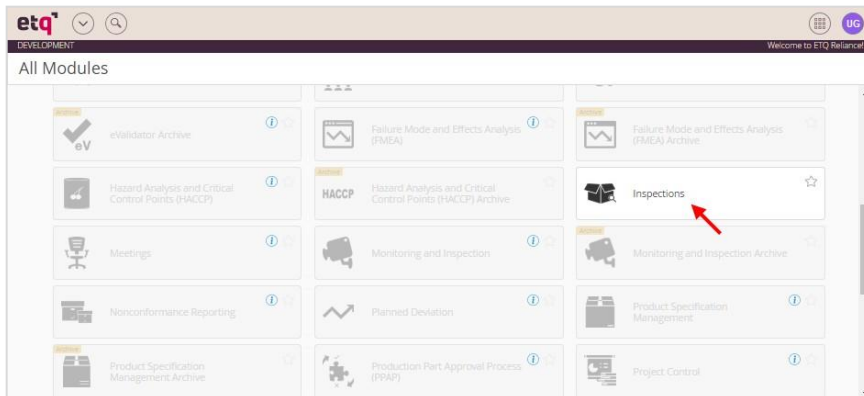
1. 登录您的账户后，请您单击供应商主界面右上角的waffle 模块菜单图标。



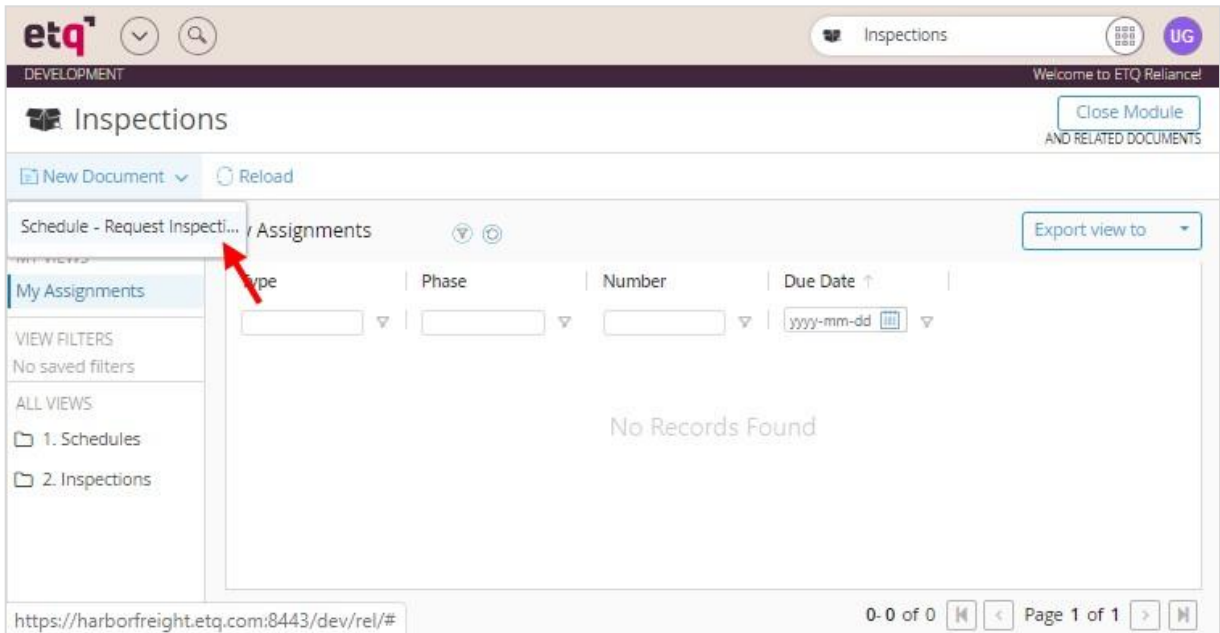
2. 这时 waffle 菜单将显示在图标下方。请您继续单击菜单下方的”All Modules”(所有模块)按钮。



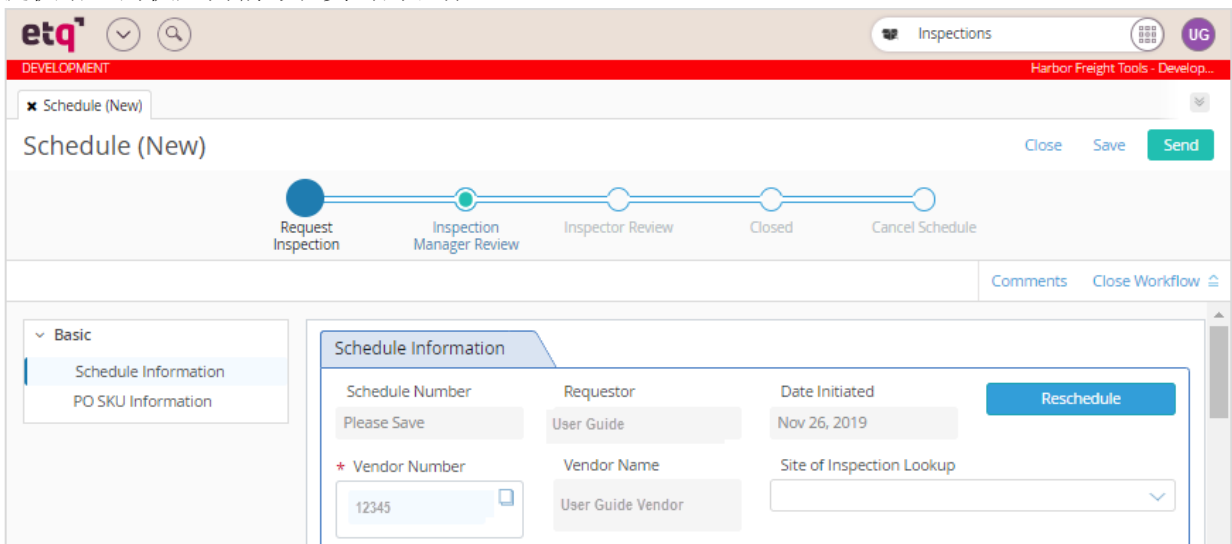
3. 接着系统会带您进入模块汇总界面，您可以通过点击”Inspection”模块进入。注意：您可以点击模块名称旁边的五角星，将模块添加到收藏夹。



4. 这时系统带您进入验货模块界面。在这个模块中，您可以核查已经提交申请的和已经分配验货员的验货记录。请您继续单击顶部左侧“New Document”按钮，在下拉菜单中选择“Schedule-Request Inspection”。



5. 这时系统带您进入验货排程页面。当您保存验货排程申请后，系统将自动生成并填充“Schedule Number”(排程单号)，“Requestor”(申请人)自动填充为当前用户，“Date Initiated”(初始日期)自动填充为当前日期。“Vendor Number”和“Vendor Name”自动填充为 HFT 提供给你的供应商编号和贵司的名称。



- 请您继续点击“Site of Inspection Lookup”(验货地址查询)下拉菜单。并在下拉菜单中选择要执行验货的工厂地址。

The screenshot shows the 'Schedule Information' form with the following fields: Schedule Number (Please Save), Requestor (User Guide), Date Initiated (Oct 15, 2019), Reschedule button, Vendor Number (12345), Vendor Name (User Guide Vendor), and Site of Inspection Lookup. The dropdown menu is open, showing a search bar and three factory address options. A red arrow points to 'Factory A - 123 A Street'.

如果您在列表找不到工厂地址，请在“If Site not present or incorrect in the list, please specify location”输入栏中填入工厂地址信息。

The screenshot shows the 'Schedule Information' form with the 'Site of Inspection Lookup' dropdown menu closed. The text 'If Site not present or incorrect in the list, please specify location' is visible, and a red box highlights the input field containing 'Factory D - 987 D Street'.

- 这时在“Is this a re-inspection?(是否重验)”区域，系统默认自动选择“No”。如果此次验货属于重验，请您更改为“Yes”。

The screenshot shows the 'Is this a re-inspection?' section with two radio buttons: 'Yes' and 'No'. The 'No' option is selected.

- 请您点击“Requested Start Date”(申请提交开始日期)输入栏，在弹出的日期控件中请选择一个日期。这个日期是验货窗口期的开始日期。注意：选择的这个“Requested Start Date”的日期必须在间隔一周后的周一或之后。

The screenshot shows the 'Schedule Information' form with the 'Requested Start Date' date picker open. The date '29' is selected in the calendar view. The date picker shows the month of October 2019. The 'Requested End Date', 'Target Inspection Date', and 'Original Target Date' fields are also visible.

9. 接着请您点击“Requested End Date”(申请提交结束日期)输入栏，在弹出的日期控件中选择一个日期。这个日期是验货窗口期的结束日期。注意：选择的这个“Requested End Date”的日期必须在“Requested Start Date”的日期后至少 3 天。

The screenshot shows the 'Schedule Information' form. The 'Requested End Date' field is set to 'Oct 29, 2019'. A date picker is open, showing the month of November 2019. The date '2' is selected, indicated by a red arrow. The form also includes fields for 'Vendor Number' (12345), 'Site of Inspection', 'Is this a re-inspection?' (No), and 'Date Initiated' (Oct 15, 2019). A 'Reschedule' button is visible in the top right corner.

10. 接着请您点击“Target Inspection Date”(目标验货日期)输入栏，在弹出的日期控件中选择一个日期。这个日期是您希望验货员到工厂进行验货的日期。注意：选择的这个“Target Inspection Date”的日期必须在“Requested Start Date”和“Requested End Date”日期之间。

The screenshot shows the 'Schedule Information' form. The 'Requested Start Date' is 'Oct 29, 2019' and the 'Requested End Date' is 'Nov 2, 2019'. A date picker is open, showing the month of October 2019. The date '30' is selected, indicated by a red arrow. The form also includes fields for 'Vendor Number' (12345), 'Site of Inspection', 'Is this a re-inspection?' (No), and 'Date Initiated' (Oct 15, 2019). A 'Reschedule' button is visible in the top right corner.

11. 接着请您点击“Container Fill Date”(装箱日期)输入栏，在弹出的日期控件中选择一个日期。这个日期是装箱然后准备发运的日期。注意：这个“Container Fill Date”的日期应该在“Requested End Date”的日期之后。

Schedule Information

Schedule Number: Please Save

Requestor: User Guide

Date Initiated: Oct 15, 2019

Reschedule

* Vendor Number: November 2019

Vendor Name: User Guide Vendor

Site of Inspection Lookup: [Dropdown]

If Site not present or incorrect in the list, please specify location
Add missing locations or address updates here

Requested End Date: Nov 2, 2019

* Target Inspection Date: Oct 30, 2019

Original Target Date: [Empty]

Container: [Dropdown]

12. 接着请您点击“Container”(集装箱)的选择栏，选择集装箱装箱类型:FCL 或 PCL。

* Requested Start Date: Nov 4, 2019

* Requested End Date: Nov 8, 2019

* Target Inspection Date: Nov 7, 2019

Original Target Date: Oct 30, 2019

Container Fill Date: Nov 12, 2019

Attachment: No Files

Container: [Dropdown]

Search

FCL

LCL

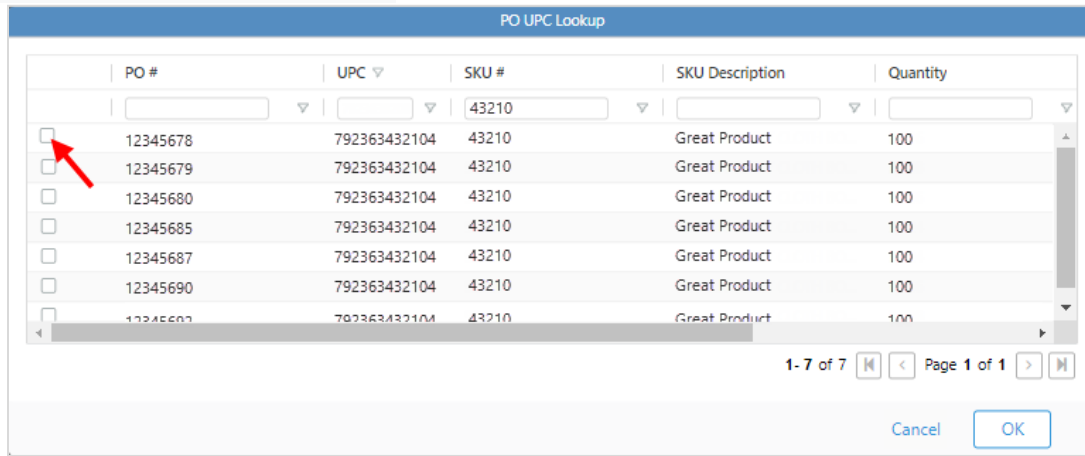
0 File(s)

13. 接着请您点击“PO UPC Lookup”(UPC 订单查询)输入栏

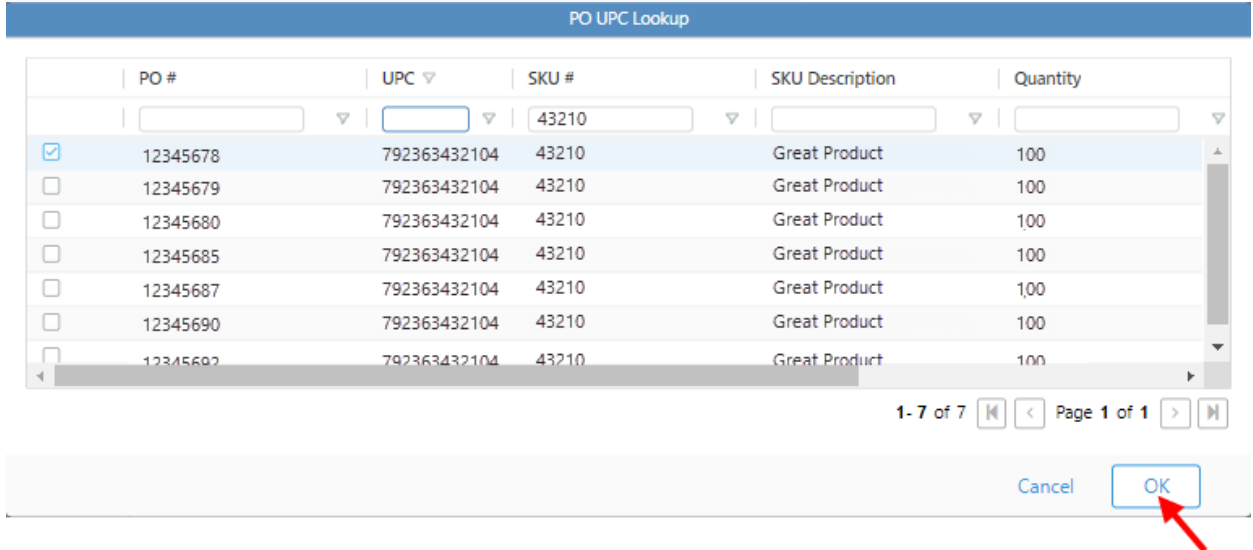
* PO UPC Lookup

[Input Field]

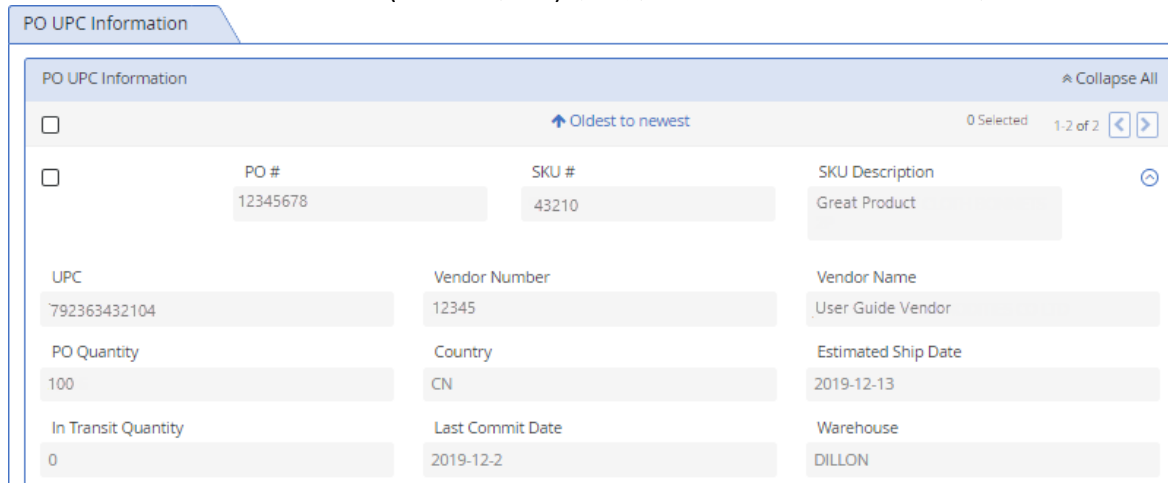
14. 在弹出窗口里将会为您显示 PO 清单。通过 PO#、UPC、SKU#、SKU 描述，和/或数量您可以查找需要验货的订单，条码和SKU。



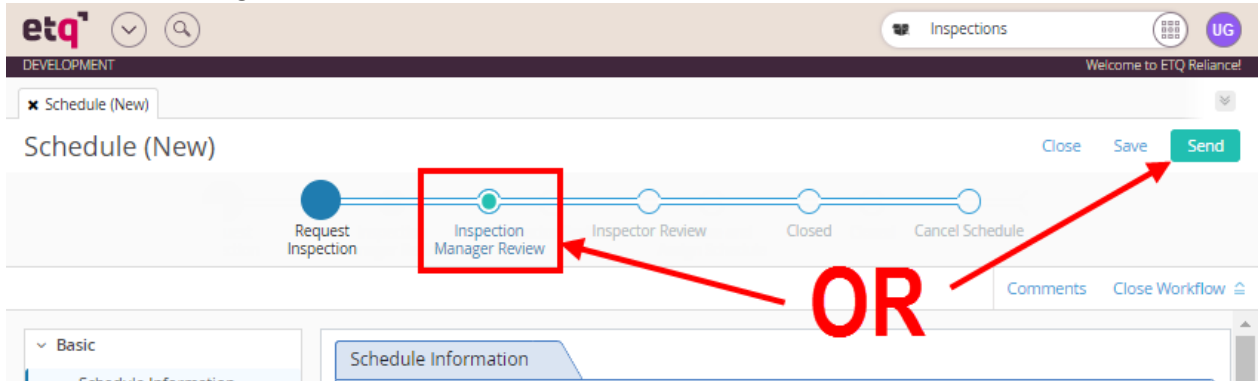
15. 这时请您选中此次要安排验货的 PO-UPC 组合，点击“OK”按钮。




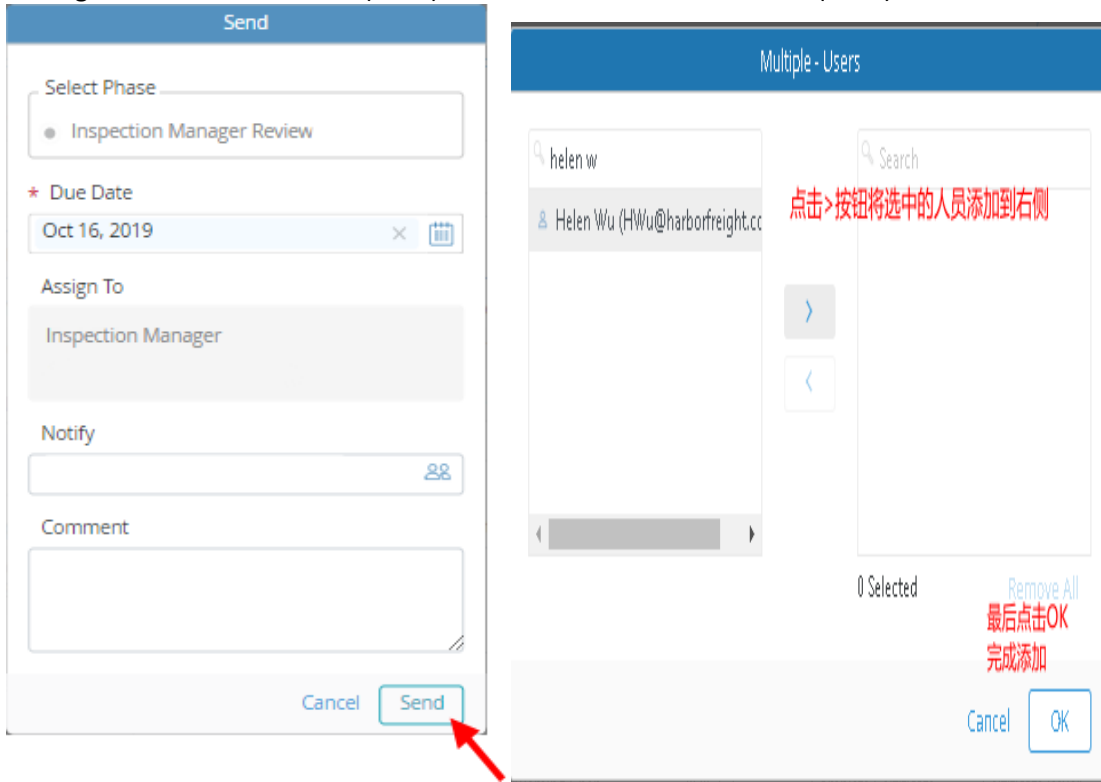
16. 这时系统“PO UPC Information”(PO UPC 信息)部分将自动填充选中的 PO-UPCs 信息。



17. 最后请您点击“Inspection Manager Review” (验货经理审核)或 “Send” (发送)按钮， 将验货记录递交给 Harbor Freight 指派的验货经理审核。



18. 这时系统弹出窗口将显示系统根据设置自动计算的“Due Date”(到期日期)和“Assign To”(分配给)。请您点击 notify 右侧的  按钮，在弹出的(如下图右图)窗口中添加需要通知的 Vendor Manager 然后在“Comments”(注释)部分填入注释，并点击“Send”(发送)。



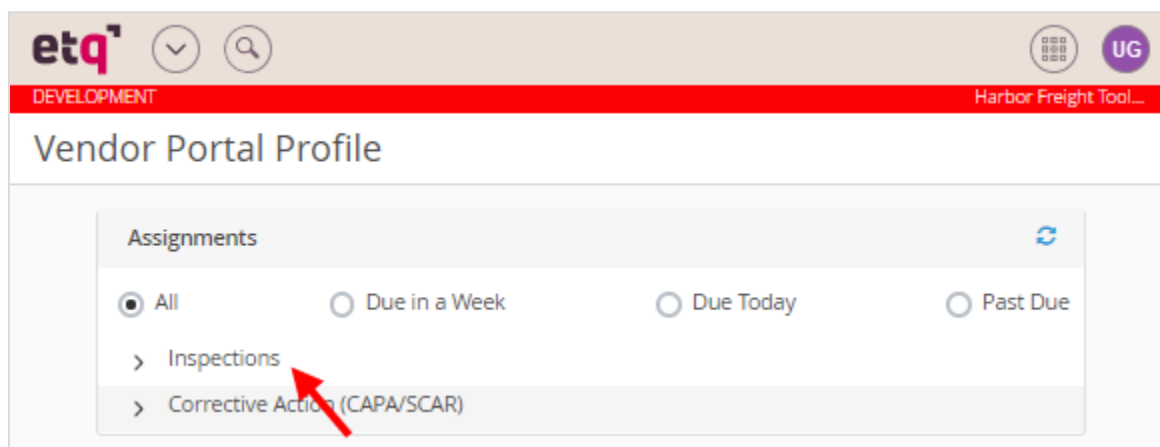
19. 一旦验货申请传递给 Harbor Freight 指派的验货经理审核，ETQ Reliance 将带您进入验货流程。

进行远程验货

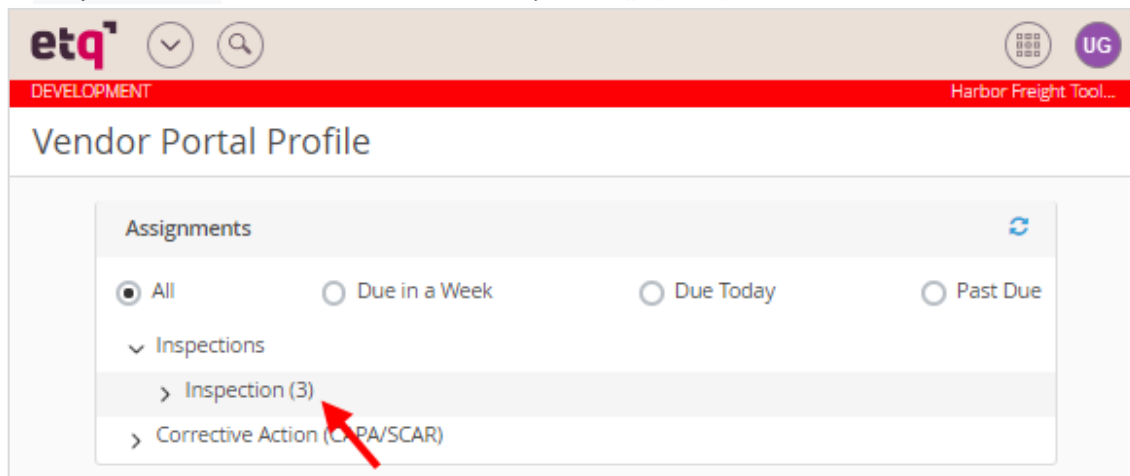
供应商可以选择使用IPAD 登录 ETQ 网页，在线完成远程验货或者进入 ETQ，下载 Excel 版的 Inspection Checklist、分发给检验员离线填写。完成后，上传并最终完成远程验货。

在线远程验货

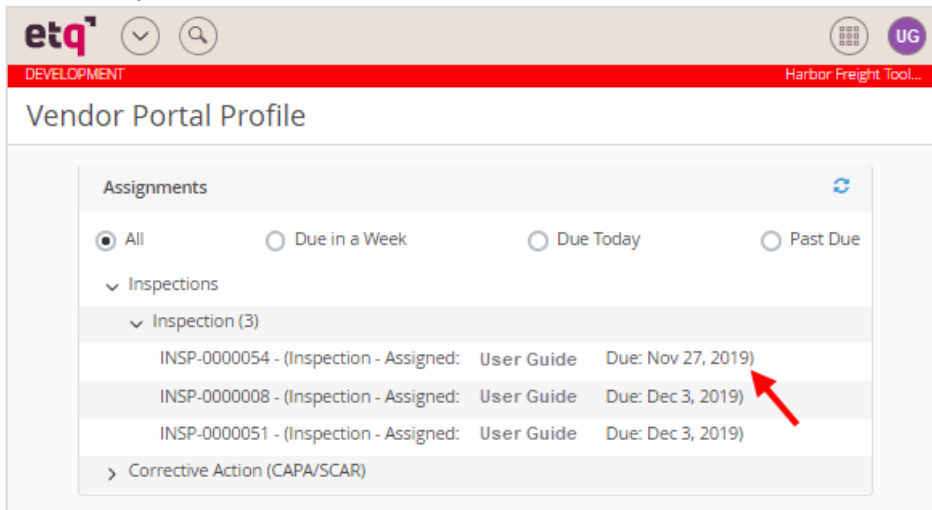
1. 登录您的账户后，这时您将进入供应商主界面。所有的任务都显示在“Assignments”(任务)部分。在任务栏下面，请您点击“Inspections”(验货)。



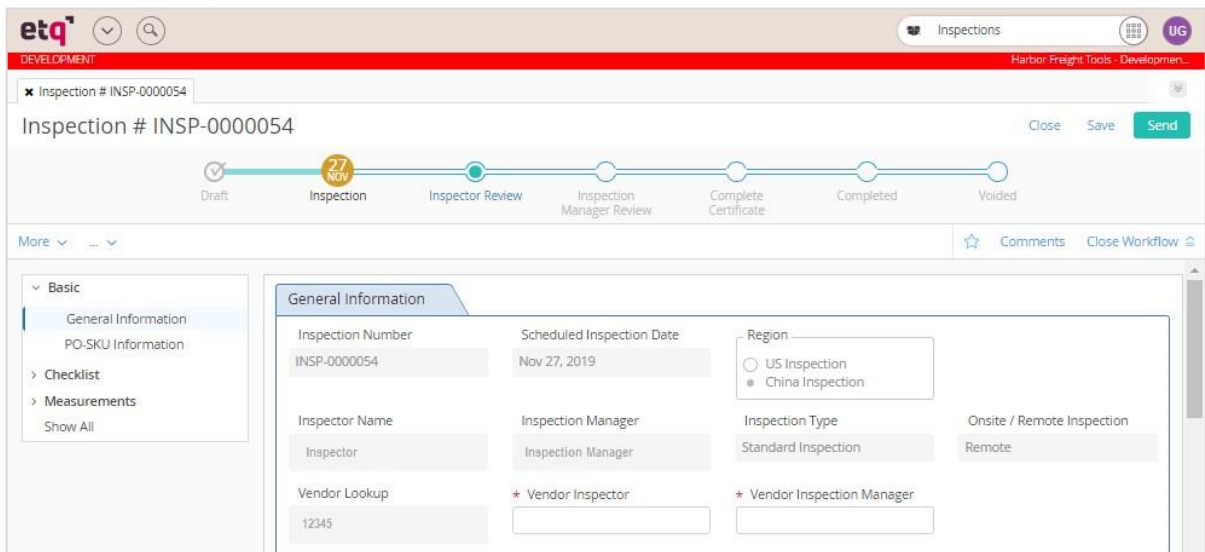
2. 在“Inspections”的展开项中，请您点击“Inspection()”(验货)项。



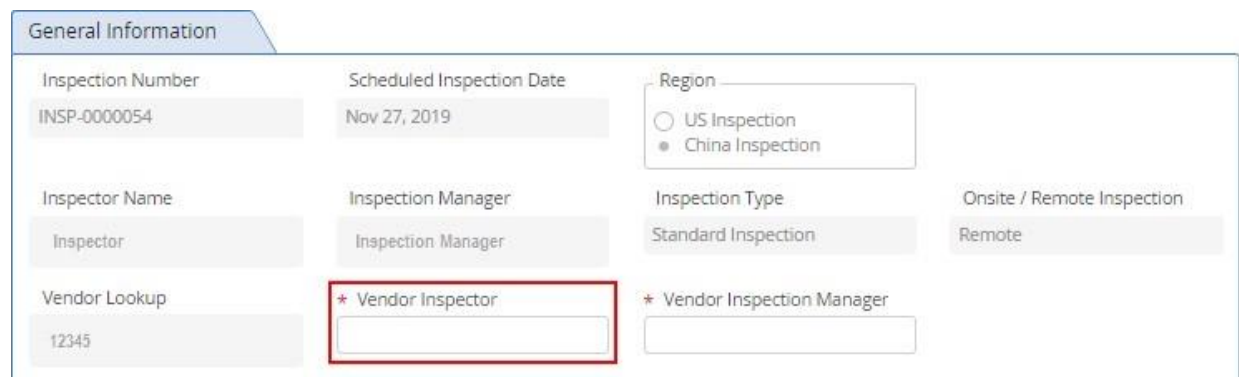
3. 请您在“Inspection()”下拉列表项中，单击要处理的验货任务。



4. 这时系统带您进入验货的基本信息部分。【注: 如下图，顶部是验货 workflow，下部左侧是导航栏，下部右侧是信息显示部分】



5. 请您输入供应商验货员。注意：这里是输入验货员的姓名。



6. 请您继续输入供应商验货经理。注意：这里是输入监督验货员的验货经理的姓名。

7. 接着请您向下滚动到“PO-UPC Information”(PO-UPC 信息)部分，点击“Expand All”(展开所有)，系统向下展开 PO-UPC 基本信息部分。[注：此步也可以直接点击导航栏菜单“Basic->PO-UPC Information”直接跳转到“PO-UPC Information” (PO-SKU 信息)部分。]

8. 请您继续查看PO-UPC(s)验货信息。

9. 请您点击导航栏中“Checklist”，系统将打开报告的Checklist 部分。

10. 这时系统带您进入验货的 Checklist 部分。

The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar has a 'Basic' section with a 'Checklist' sub-section expanded, showing 'Completion Status Information', 'Inspection Checklist', and 'Additional Information'. Below this are 'Measurements' and 'Show All'. The main content area has two tabs: 'Completion Status Information' and 'Inspection Checklist'. The 'Completion Status Information' tab is active, showing a dropdown menu for 'Goods Completion Status (%) 货物完...'. The 'Inspection Checklist' tab is also visible, showing a 'Total Qty for all POs' field and a table with columns: 'Quantity Available for Inspe...', 'Approved Sample Available ...', 'Inspection Date', and 'Sampling Plan Mode 抽样方案'.

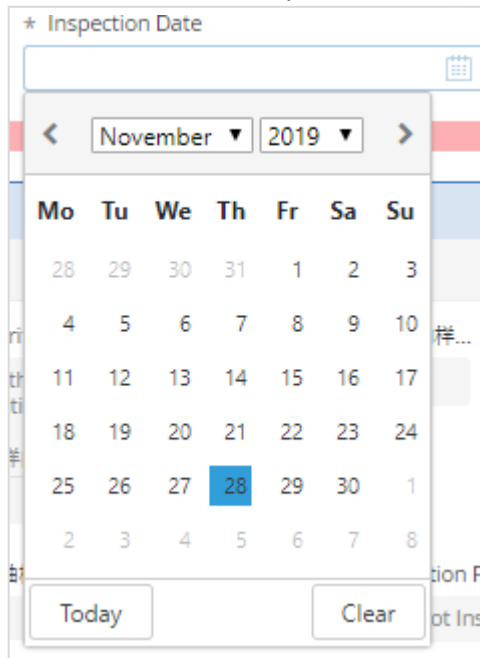
11. 请您点击“Goods Completion Status(%)”(备货完成状态)输入栏，选择备货完成的百分比。系统将自动计算并填充“Quantity Available for Inspection”(可供验货的产品数量)输入栏。

The screenshot shows a close-up of the 'Goods Completion Status (%) 货物完成情况' dropdown menu. The menu is open, showing a search bar and a list of values: 88, 89, 90, 91, and 92.

12. 接着请您点击“Approved Sample Available 有/无确认样” 栏，请您在“Yes”(有)和“No”(无)中做出选择。 .

The screenshot shows a close-up of the 'Approved Sample Available 有/无确认样' dropdown menu. The menu is open, showing a search bar and a list of values: Yes and No.

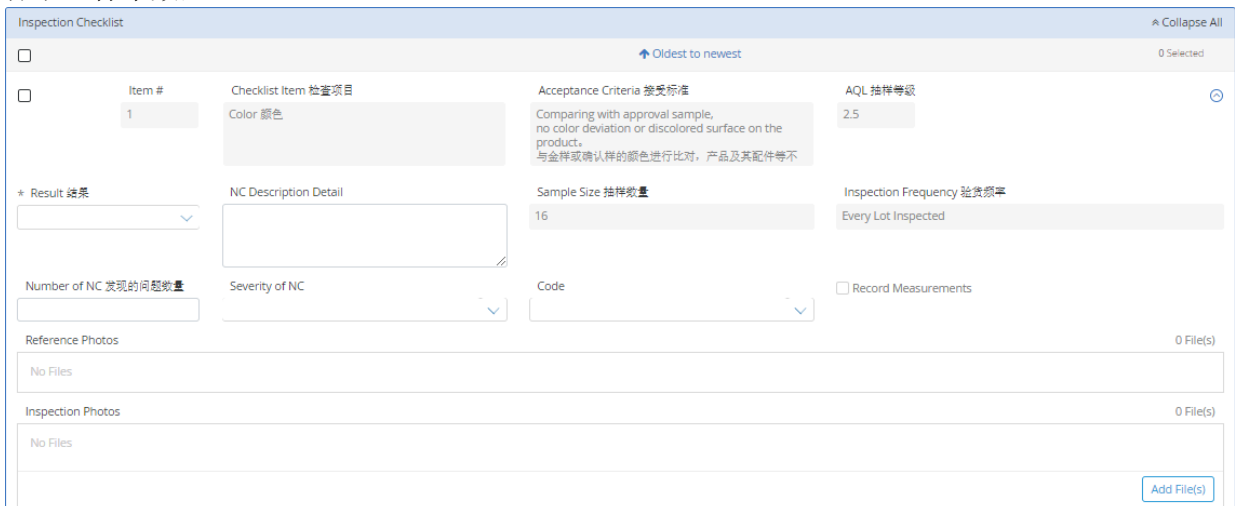
13. 然后请您继续点击“Inspection Date”(验货日期)栏位，选择验货执行的日期。



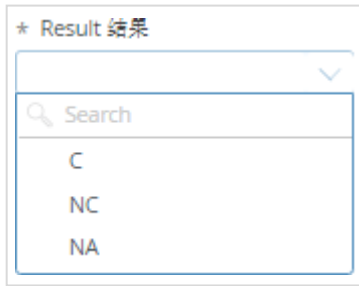
14. 完成上述信息后，这时您就可以单击屏幕顶部右侧的“Save”(保存)按钮。信息保存成功后，系统页面顶部将弹出一条通知消息---“This document was saved successfully(此文档已成功保存)”，同时系统将自动计算每个 checklist 项次的样本数量。



15. 请您将页面向下滚动到验货 Checklist 部分。在这里，您会看到验货 Checklist 的列表项，验收标准，样本数量。

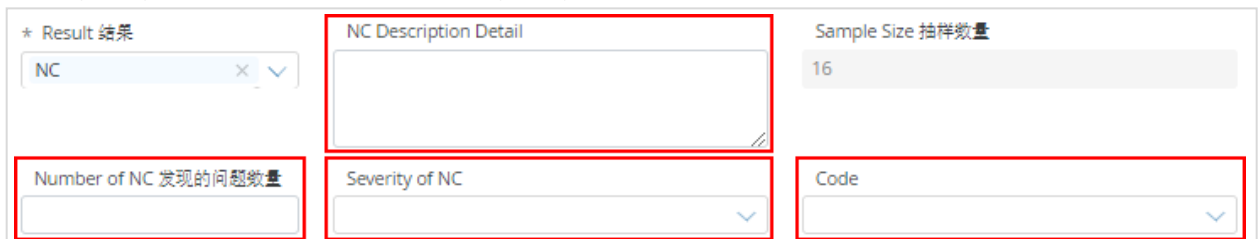


16. 请您对验货 Checklist 的每个列表项进行验收后。单击“Result”(结果)栏, 选择输入“C”-Conforming, “NC”-non-conforming, “NA”-不适用。



A screenshot of a dropdown menu titled '* Result 结果'. The menu is open, showing a search bar and three options: 'C', 'NC', and 'NA'. The 'NC' option is highlighted.

17. 如果结果是“NC”,请您在下图对应栏位输入“NC Description Detail”(不合格详细描述)和“Number of NC”(不合格数量), 选择不合格的严重程度[“Severity of NC”-Critical(关键),Major(主要), Minor(次要)], 选择不合格项归类“Code”(代码)。



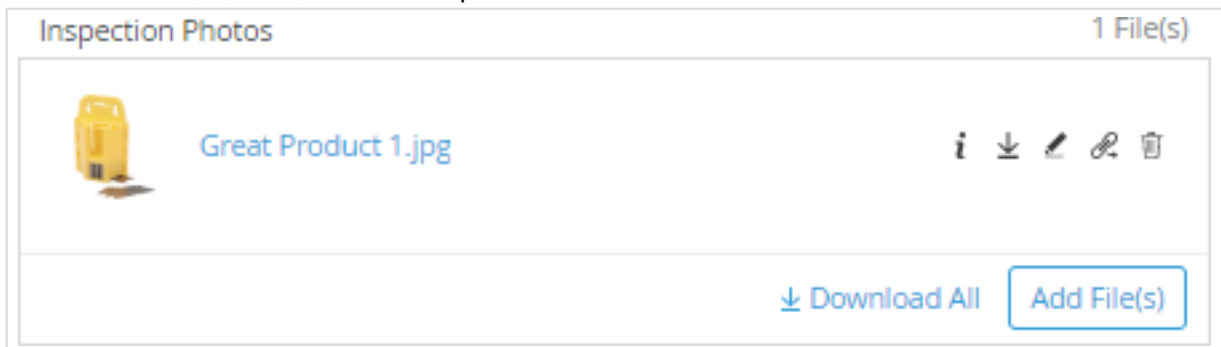
A screenshot of a form with several fields. The 'Result' dropdown is set to 'NC'. The 'NC Description Detail' field is empty. The 'Number of NC 发现的问题数量' field is empty. The 'Severity of NC' dropdown is empty. The 'Code' dropdown is empty. The 'Sample Size 抽样数量' field is set to '16'.

18. 每一个验货 Checklist 列表项都必须上传验货照片。请您继续点击“Inspection Photos”(验货照片)区域内的“Add File(s)”(增加文件)按钮, 上传验货照片。



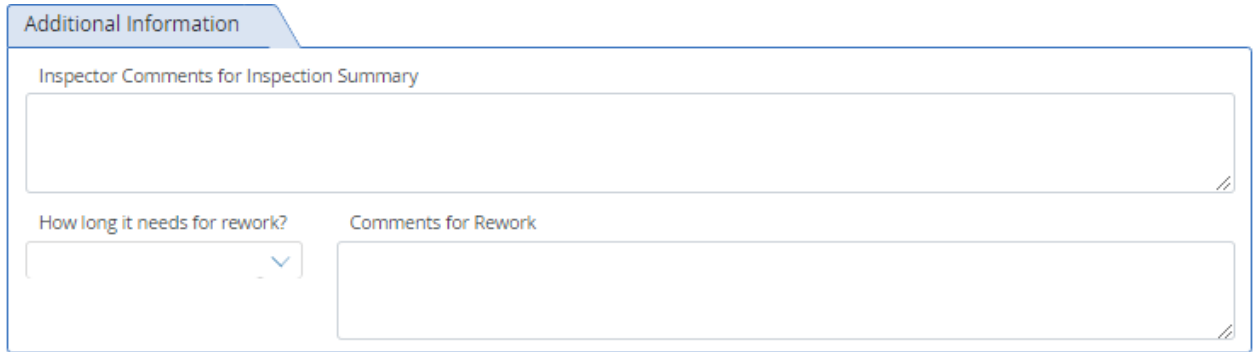
A screenshot of the 'Inspection Photos' section. It shows '0 File(s)' and a 'No Files' message. A red arrow points to the 'Add File(s)' button.

19. 您所选中的文件将附加并显示在“Inspection Photos”区域

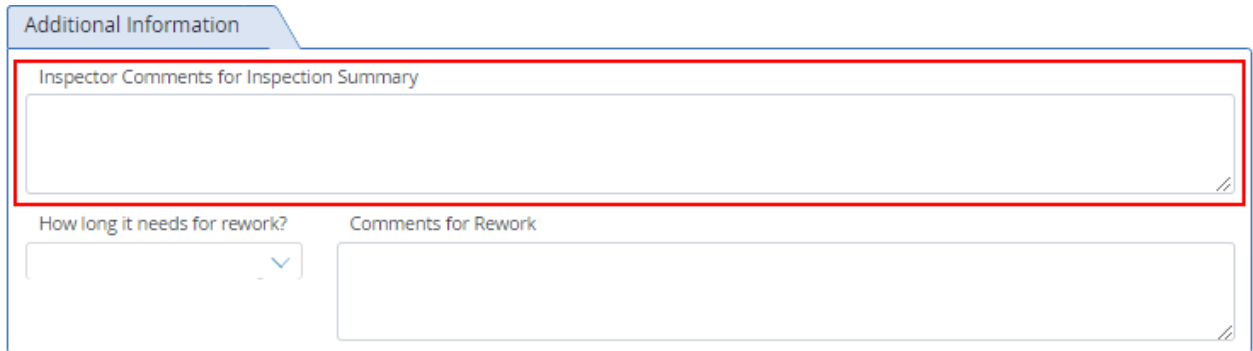


A screenshot of the 'Inspection Photos' section. It shows '1 File(s)' and a file named 'Great Product 1.jpg' with a thumbnail image of a yellow container. There are icons for information, download, edit, and delete. A 'Download All' button and an 'Add File(s)' button are also visible.

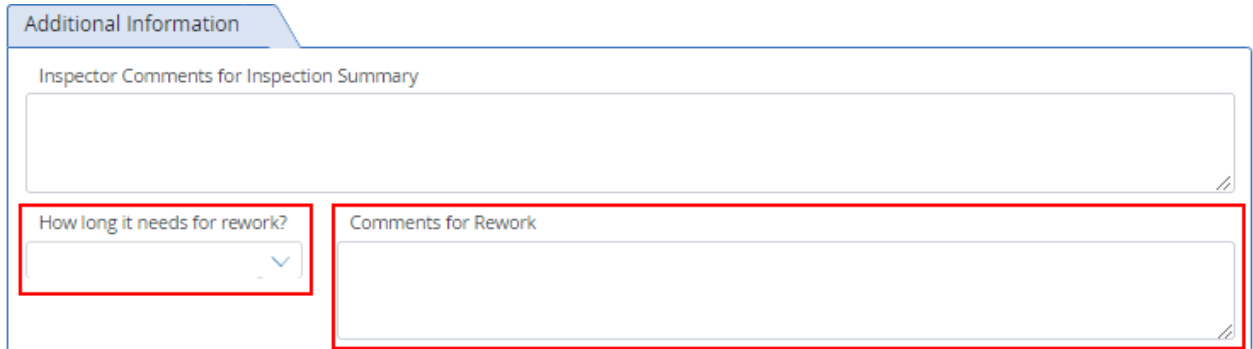
20. 接着填写 Checklist 列表项的信息，请您将页面继续向下滚动到附加信息部分。



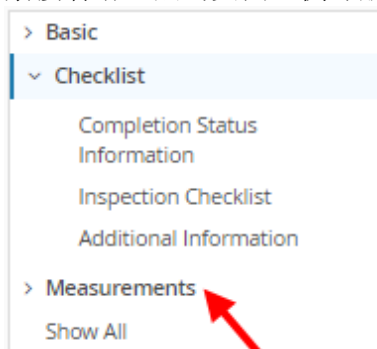
21. 在“Inspector Comments for Inspection Summary” 栏内,请您输入验货意见。



22. 如果货物需要返工,请您填写“How long it needs for rework?(返工需要多长时间)?”(天数)和“Comments for Rework”(返工意见)。



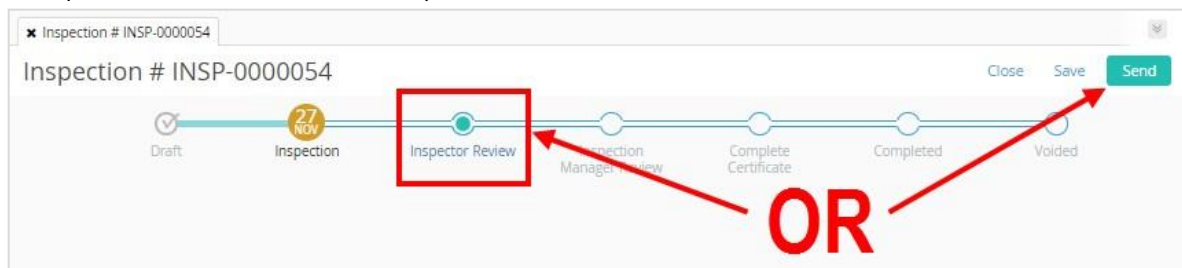
23. 紧接着请您点击页面左侧导航栏中的“Measurements”(测量值)以进入“Measurements”部分。



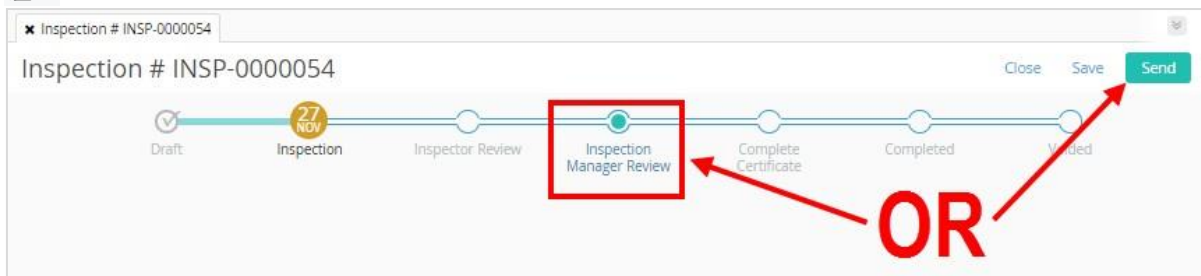
24. 如果验货检查项中有要求记录测量值，则在 **Measurement** 部分将有一个对应的测量数值填写区域。请您在输入栏输入具体的测量值或在“Attachments”(附件)栏内上传含有具体测量值的附件（如图片或视频）。

The screenshot shows a 'Measurements' section with a table. The table has three columns: 'Item S...', 'Checklist Item', and 'Acceptance Criteria'. The 'Measurements' field is highlighted with a red box, and the 'Attachments' section below it is also highlighted with a red box.

25. 当您完成所有检查项目和指定区域的填写后，请您通过点击页面顶部验货流程图的“Inspector Review”(验货员审核)节点或者点击右侧“Send”(发送)按钮，将验货结果发送给 Harbor Freight 验货员(如果没有验货不合格项的话)。



如果有不合格项，ETQ 只允许您将其发送给 Harbor Freight 指派的验货经理。如果是这样，请您点击页面顶部验货流程图的“Inspection Manager Review”(验货经理审核)节点或“Send”(发送)按钮。



26. 这时将弹出发送窗口。请您查看信息并点击屏幕底部的“Send”(发送)按钮。

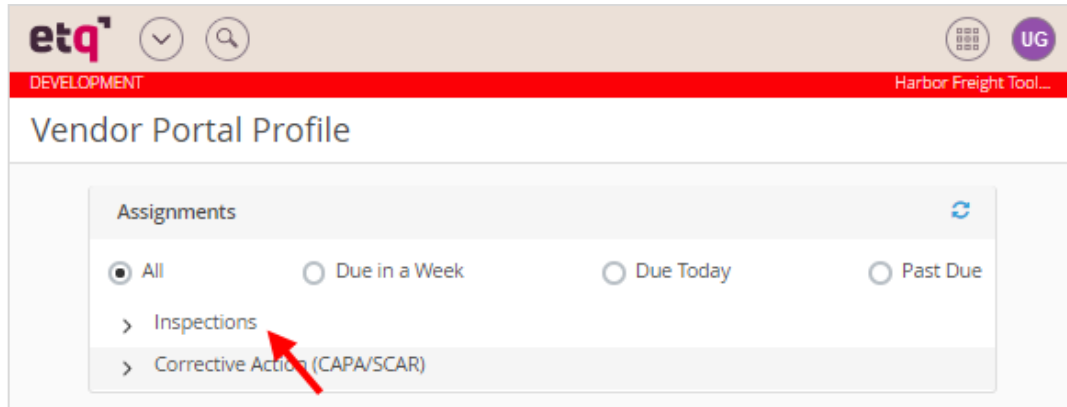
The image shows two side-by-side "Send" dialog boxes. The left dialog box has "Inspector Review" selected under "Select Phase", "Nov 29, 2019" for "Due Date", and "Inspector" for "Assign To". The right dialog box has "Inspection Manager Review" selected under "Select Phase", "Dec 2, 2019" for "Due Date", and "Inspection Manager" for "Assign To". Both dialog boxes have a "Notify" field with a group icon and a "Comment" text area. At the bottom of each dialog box are "Cancel" and "Send" buttons. A large red "OR" is centered between the two dialog boxes. Red arrows point to the "Send" buttons in both dialog boxes.

27. 如果有任何未完成的字段，系统都将记录。请您填写这些字段，然后将验货结果提交给 Harbor Freight 指派的验货员或验货经理进行审查。

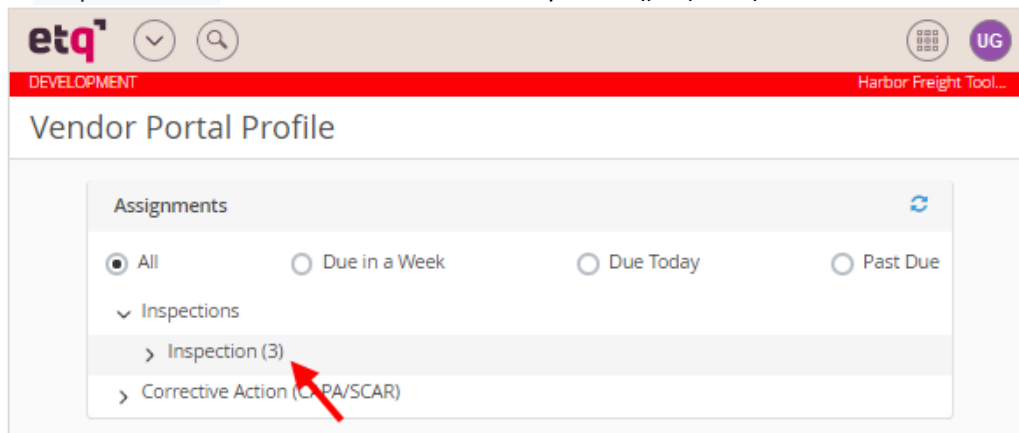
28. 如果您正确填写了所有字段，验货报告将成功传递。

离线远程验货- 通过下载 Excel 版检验报告，完成远程验货。

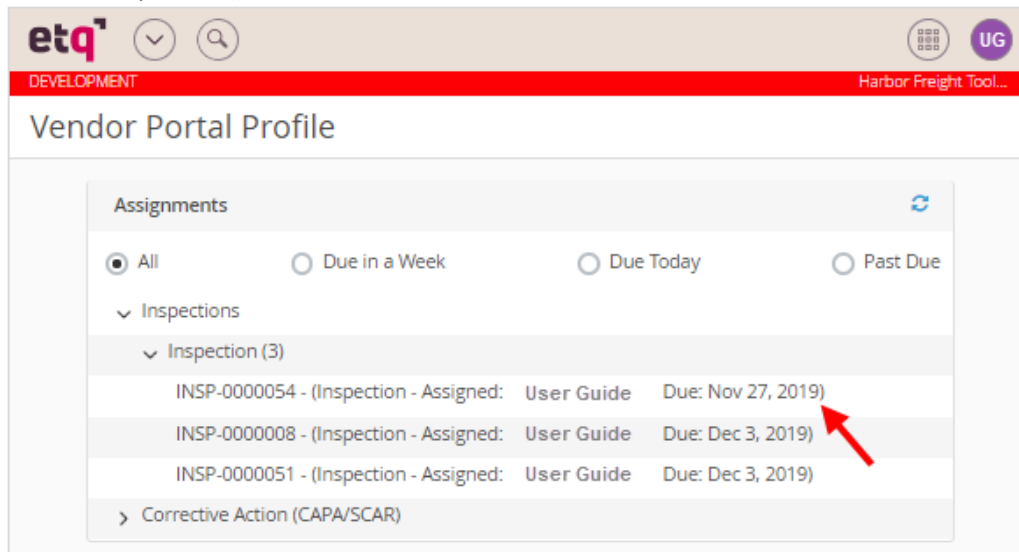
1. 登录您的账户后，所有的任务都显示在” Assignments” (任务)部分。在任务栏下面，请您点击” Inspections” (验货)。



2. 在”Inspections”的展开项中，请您点击” Inspection()” (验货)项



3. 请您在”Inspection()”下拉列表项中，点击要处理的验货任务。



4. 这时系统带您进入验货的基本信息部分。[注: 如下图, 顶部是验货 workflow, 下部左侧是导航栏, 下部右侧是信息显示部分]

The screenshot shows the etq system interface for inspection # INSP-0000054. At the top, there is a workflow progress bar with stages: Draft, Inspection (27 Nov), Inspector Review, Inspection Manager Review, Complete Certificate, Completed, and Voided. Below the workflow is a navigation menu with options like Basic, General Information, PO-SKU Information, Checklist, and Measurements. The main area displays the 'General Information' form with fields for Inspection Number, Scheduled Inspection Date, Region, Inspector Name, Inspection Manager, Inspection Type, Onsite / Remote Inspection, Vendor Lookup, Vendor Inspector, and Vendor Inspection Manager.

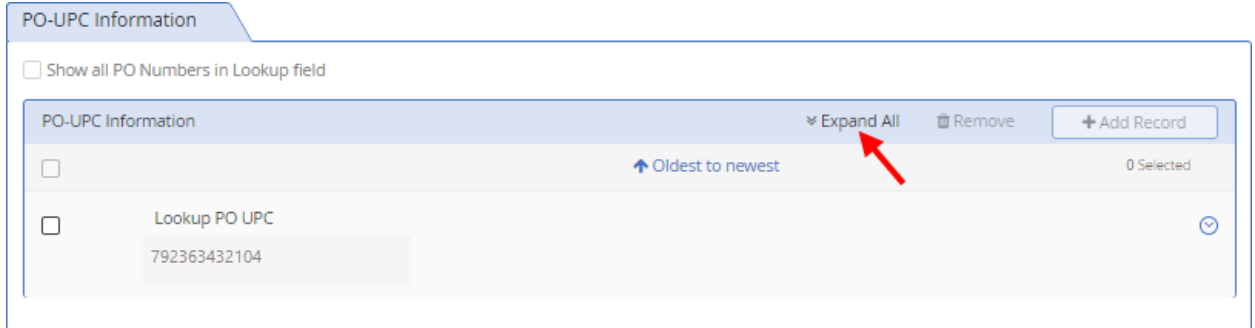
5. 请您输入供应商验货员。注意: 这里是输入验货员的姓名。

This is a close-up of the 'General Information' form. The 'Vendor Inspector' field is highlighted with a red box, indicating where the user should enter the name of the supplier inspector.

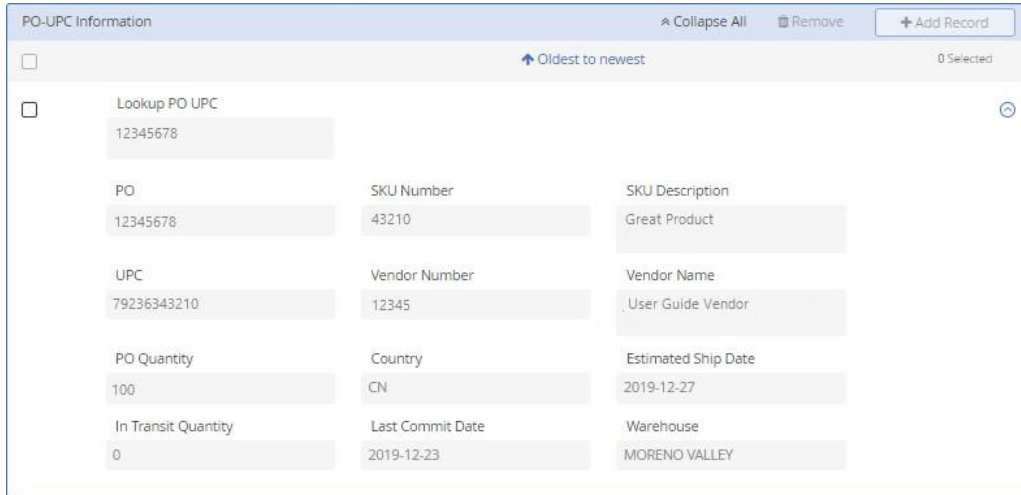
6. 请您输入供应商验货经理。注意: 这里是输入监督验货员的验货经理的姓名。

This is another close-up of the 'General Information' form. The 'Vendor Inspection Manager' field is highlighted with a red box, indicating where the user should enter the name of the supervisor inspector.

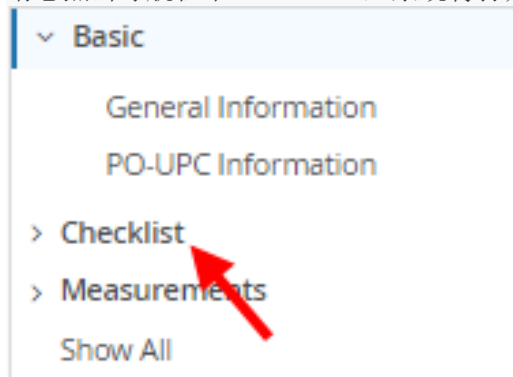
7. 接着请您向下滚动到“PO-UPC Information”(PO-UPC 信息)部分, (如下图)点击“Expand All”(展开所有), 系统向下展开PO-UPC 基本信息部分。[注: 此步也可以直接点击导航栏菜单“Basic->PO-UPC Information”直接跳转到“PO-UPC Information” (PO-UPC 信息)部分。]



8. 接着请您继续查看 PO-SKU(s)验货信息



9. 请您点击导航栏中“Checklist”, 系统将打开报告的Checklist 部分。



10. 这时系统系统带您进入验货的 Checklist 部分。

The screenshot shows a software interface with a sidebar on the left containing a tree view with 'Basic' and 'Checklist' (expanded) sections. The main content area is divided into two panels. The top panel, 'Completion Status Information', contains a dropdown menu labeled '* Goods Completion Status (%) 货物完...'. The bottom panel, 'Inspection Checklist', contains several input fields: 'Total Qty for all POs', 'Quantity Available for Inspe...', 'Approved Sample Available ...', 'Inspection Date', and 'Sampling Plan Mode 抽样方案'.

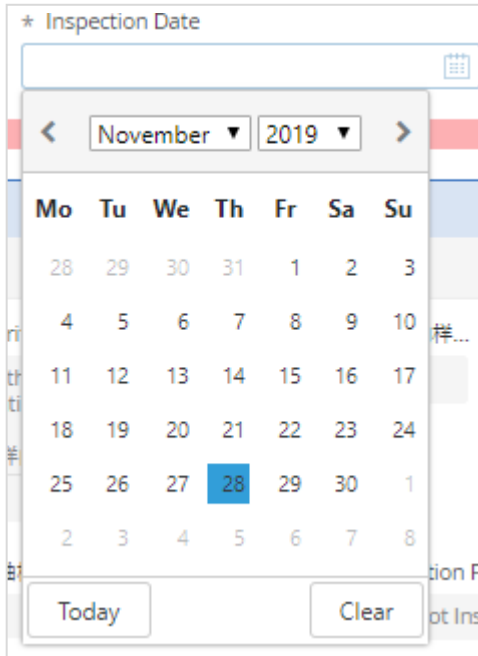
11. 请您点击” Goods Completion Status(%)” (备货完成状态)输入栏，选择备货完成的百分比。这时系统将会自动填充” Quantity Available for Inspection” (可供验货的产品数量)输入栏)。

This screenshot shows a close-up of the dropdown menu for 'Goods Completion Status (%) 货物完成情况'. The menu is open, displaying a search bar with the text 'Search' and a list of numerical values: 88, 89, 90, 91, and 92. The values are listed in a scrollable area with a vertical scrollbar on the right.

12. 接着请您点击“Approved Sample Available 有/无确认样” 栏，请您在“Yes”(有)和“No”(无)中做出选择。

This screenshot shows a close-up of the dropdown menu for 'Approved Sample Available 有/无确认样'. The menu is open, displaying a search bar with the text 'Search' and two options: 'Yes' and 'No'. The options are listed in a scrollable area with a vertical scrollbar on the right.

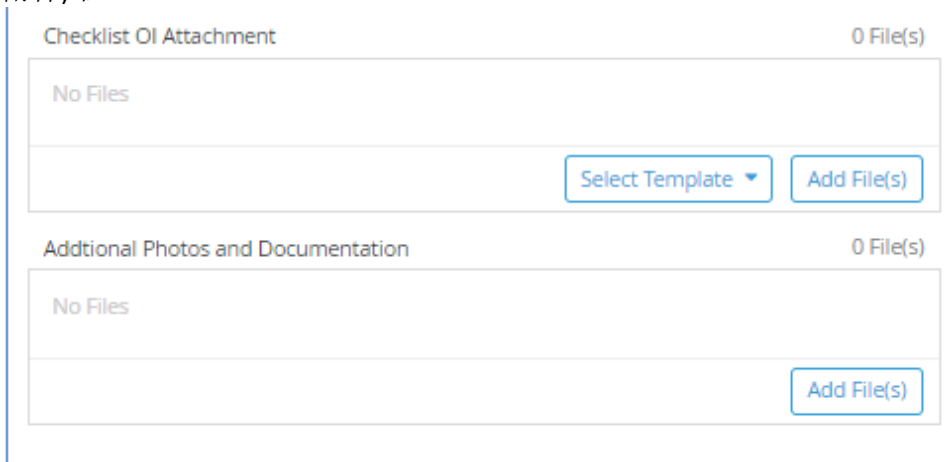
13. 接着请您点击“Inspection Date”(验货日期)栏位, 选择验货执行的日期。



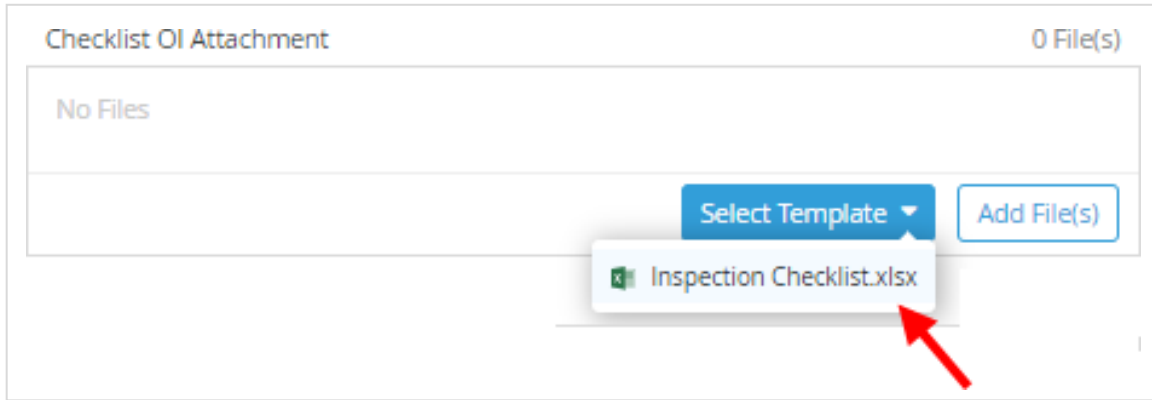
14. 完成上述信息后, 这时您就可以单击屏幕顶部右侧的“Save”(保存)按钮。信息保存成功后, 系统页面顶部将弹出一条通知消息---“This document was saved successfully(此文档已成功保存)”, 同时系统将自动计算每个checklist 项次的样本数量。



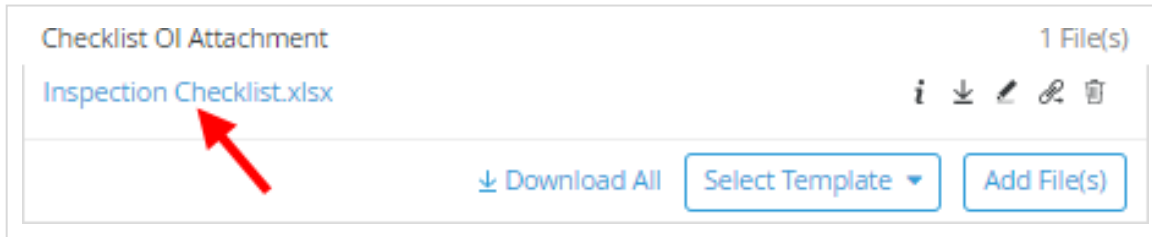
15. 请您向下滚动到验货 Checklist 部分。在这里, 您会看到“Checklist OI Attachment”(Checklist OI 附件) 栏



16. 请您点击“Select Template”(选择模板)，选择“Inspection Checklist.xlsx”。



17. 这时“Inspection Checklist.xlsx”将附加在“Checklist OI Attachment”字段中。请您点击“Inspection Checklist.xlsx”下载 excel 文件。



18. 请您打开上一步下载的文件。验货所需的资料系统都将予以记录。

HARBOR FREIGHT TOOLS Quality Tools at Ridiculously Low Prices		Inspection Checklist			
Inspection Number		INSP-0000054			
Scheduled Date		Nov 27, 2019			
Quantity Available for Inspection		342			
Approved Sample Available		Yes			
Sampling Plan Mode		Normal (2.5%)			
Vendor Number	Vendor Name	PO	SKU	SKU Description	UPC
12345	User Guide Vendor	12345678	43210	Great Product	9876543210123

19. 请您核对文件中每个 Checklist 列表项，审查每行验收标准并在验货后输入结果。合格选择“C”，不合格选择“NC”，不适用选择“NA”。

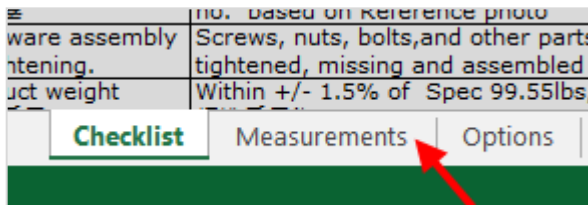
Checklist Item	Acceptance Criteria	AQL	Sample Size	Inspection Frequency	Result	NC Description Detail
Color 颜色	Comparing with approval sample, no color deviation or discolored	2.5	16	Every Lot Inspected	<input type="text" value="C"/>	
appearance 美观/外观	upside-down; No poor printing; No rust, corrosion, burrs, dents,	2.5	16	Every Lot Inspected	<input type="text" value="C"/> NC NA	
Cleanliness 清洁度	No oil, grease or other dirty stains on product	2.5	16	Every Lot Inspected	<input type="text" value="C"/>	

20. 如果有不合格项，请您在 excel 文件对应列中填写” NC Description Detail “(NC 细节描述) 和”Number of NC“(NC 类别编号)，并选择不合格的严重程度[” Severity of NC” -Critical(关键),Major(主要),Minor(次要)],选择不合格项归类” Code ” (代码)。

Checklist Item	Acceptance Criteria	AQL	Sample Size	Inspection Frequency	Result	NC Description Detail	Number of NC	Severity of NC	Code
Color 颜色	Comparing with approval sample, no color deviation or discolored	2.5	16	Every Lot Inspected	NC				
appearance 外观/外观	upside-down; No poor printing; No rust, corrosion, burrs, dents,	2.5	16	Every Lot Inspected					
Cleanliness 清洁度	No oil, grease or other dirty stains on product	2.5	16	Every Lot Inspected					

21. 请您为每个 Checklist 列表项填写结果和 NC 字段(仅针对 NC 项)。

22. 接着请您单击电子表格底部的”Measurements”选项卡。

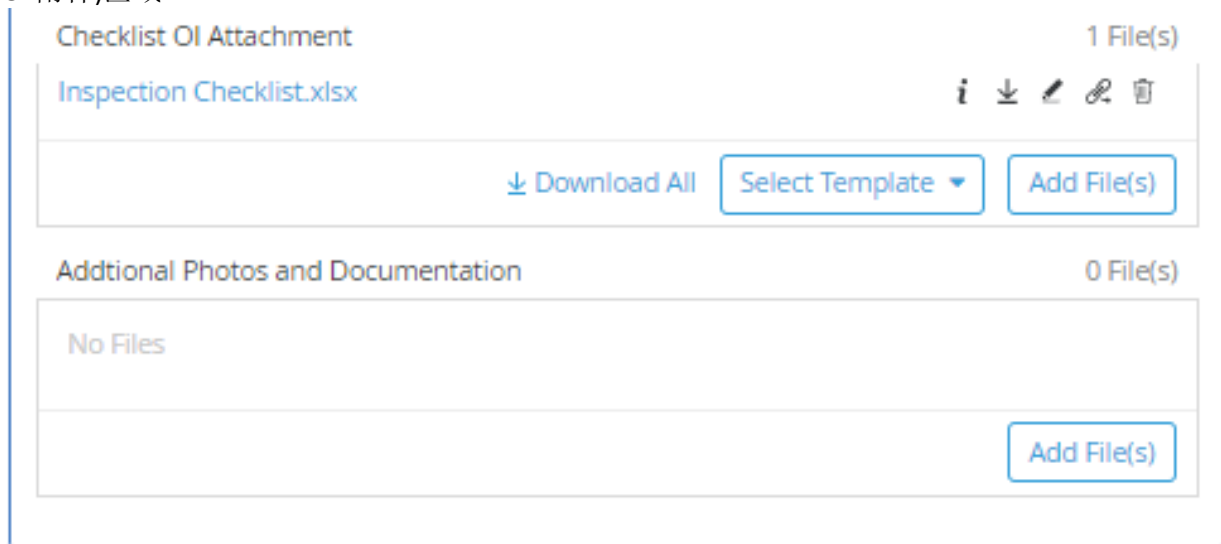


23. 请您针对所列的项次，测量所选样品，并将测量值记录到对应栏位”Measurements”。

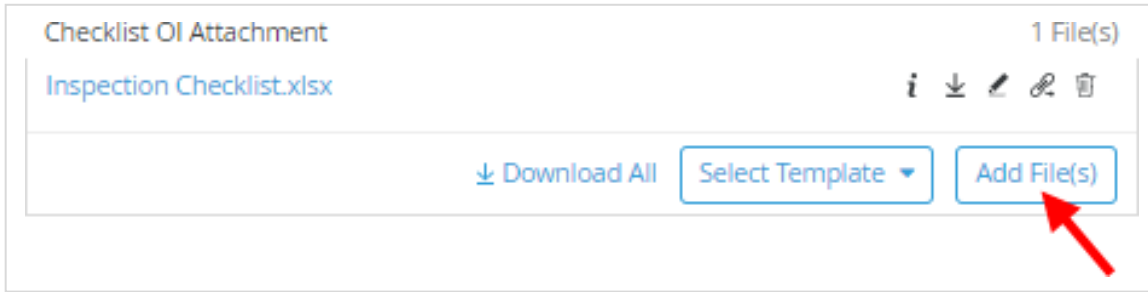
Measurements			
Checklist Item	Acceptance Criteria	Sample #	Measurements
AC Output Voltage Check 交流电压输出检测	The Measured Output AC Voltage shall be within $\pm 10\%$ of 120/240 V. 120/240V允许交流电压输出误差 $\pm 10\%$		
AC Output Voltage Check 交流电压输出检测	The Measured Output AC Voltage shall be within $\pm 10\%$ of 120/240 V. 120/240V允许交流电压输出误差 $\pm 10\%$		
AC Output Voltage Check 交流电压输出检测	The Measured Output AC Voltage shall be within $\pm 10\%$ of 120/240 V. 120/240V允许交流电压输出误差 $\pm 10\%$		

24. 接着请您保存文件。确保文件名为”Inspection Checklist.xlsx”。

25. 这时系统跳转回验货页面，带您进入验货 Checklist 底部的”Checklist OI Attachment“(Checklist OI 附件)区域。

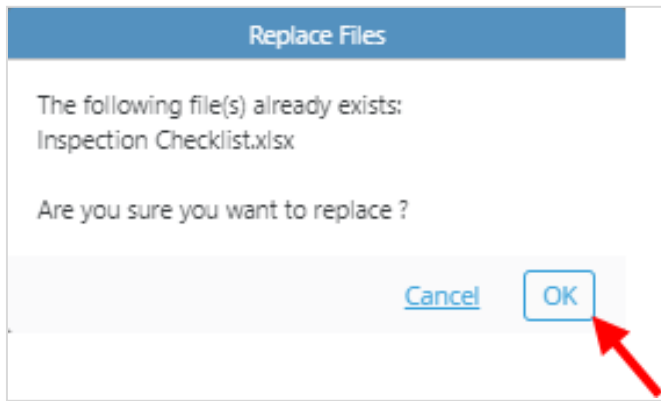


26. 请您点击“Checklist OI Attachment”区域内的“Add File(s)”(增加文件)按钮。



27. 请您继续选择第 26 步已经保存的“Inspection Checklist .xlsx”文件。

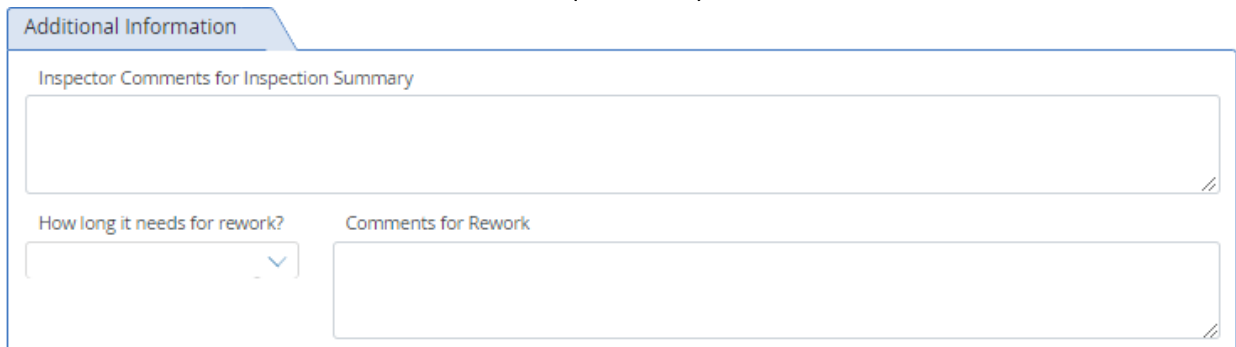
28. 这时系统弹出文件替换窗口。请您点击“OK”按钮。



29. 请您将验货照片附在“Checklist OI”下的“Additional Photos and documentation”栏里。



30. 接着请您向下滚动到“Additional information”(附加信息)部分。



31. 在“Inspector Comments for Inspection Summary”栏内请您输入验货意见

Additional Information

Inspector Comments for Inspection Summary

How long it needs for rework?

Comments for Rework

32. 如果货物需要返工,请您填写“How long it needs for rework?(返工需要多长时间)?”(天数)和“Comments for Rework”(返工意见)。

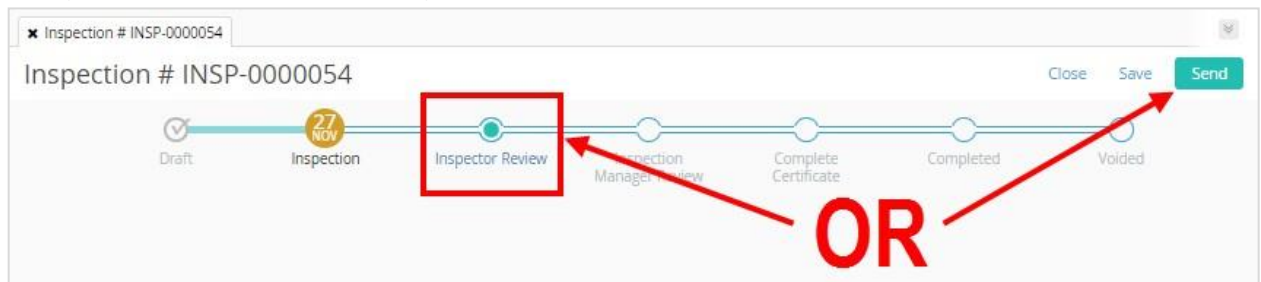
Additional Information

Inspector Comments for Inspection Summary

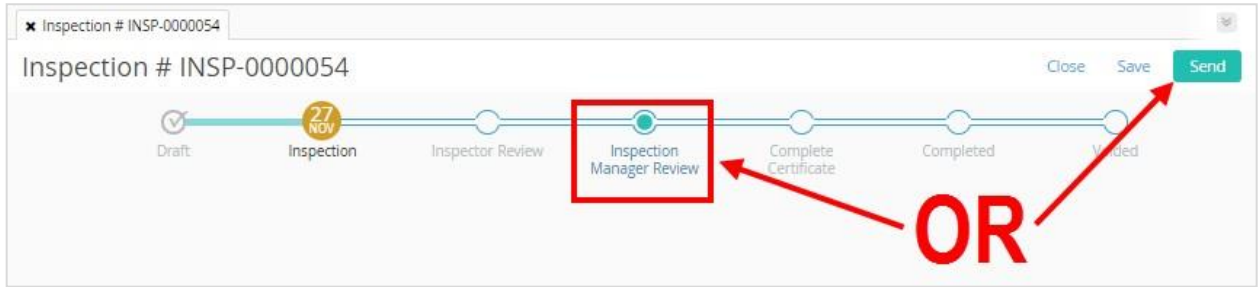
How long it needs for rework?

Comments for Rework

33. 当您填写完所有要求完成的字段后,请您通过点击页面顶部验货流程图的“Inspector Review”(验货员审核)节点或者点击右侧“Send”(发送)按钮,将验货结果发送给 Harbor Freight 验货员(如果没有验货不合格项的话)。



如果有不合格项,ETQ 只允许您将其发送给Harbor Freight 验货经理。如果是这样,请您点击页面顶部验货流程图的“Inspection Manager Review”(验货经理审核)节点或“Send”(发送)按钮。



34. 这时将弹出发送窗口。请您查看信息并点击屏幕底部的“Send”(发送)按钮。

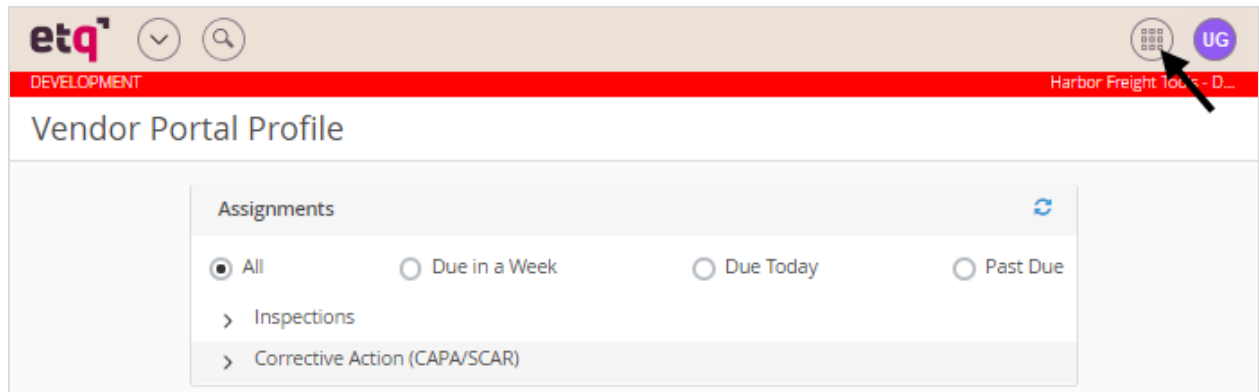
35. 如果有任何未完成的字段，系统将都将记录。请您填写这些字段，然后将验货结果提交给 Harbor Freight 指派的验货员或验货经理进行审查。

36. 如果您正确填写了所有字段，验货报告将成功传递。

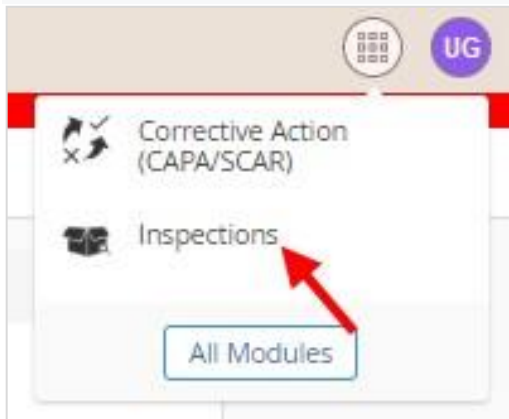
重新分配验货

如果您之前分配的检验员不能在您申请的日期内及时完成验货，您可以通过以下途径重新分配给其他检验员尽快完成此次检验任务，以避免延误船期。

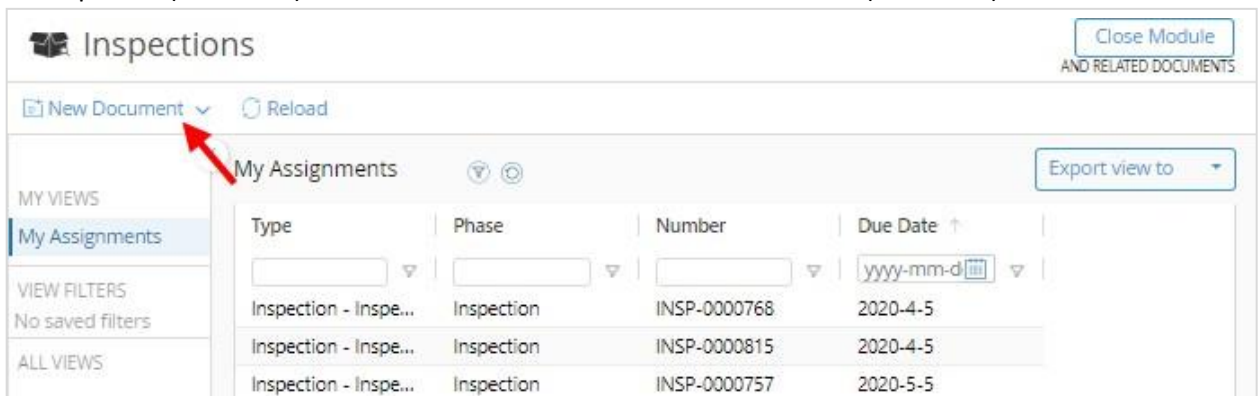
1. 登录您的账户后，请您单击供应商主界面右上角的waffle 模块菜单图标。



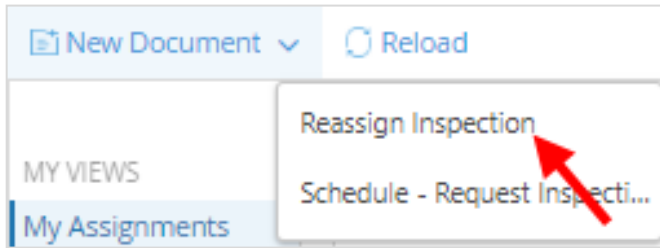
2. 这时 waffle 菜单将显示在图标下方。请您继续单击菜单中的“Inspections”(验货模块)。



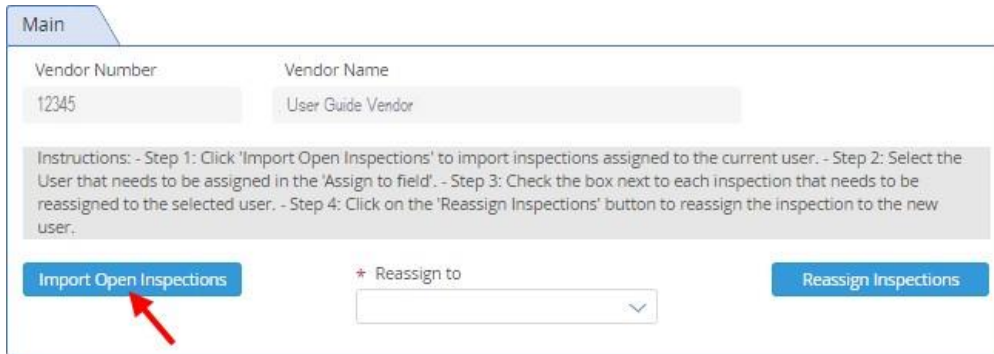
3. 在“Inspection(验货模块)”中，请您点击屏幕左上角的“New Document(新建文档)”菜单。



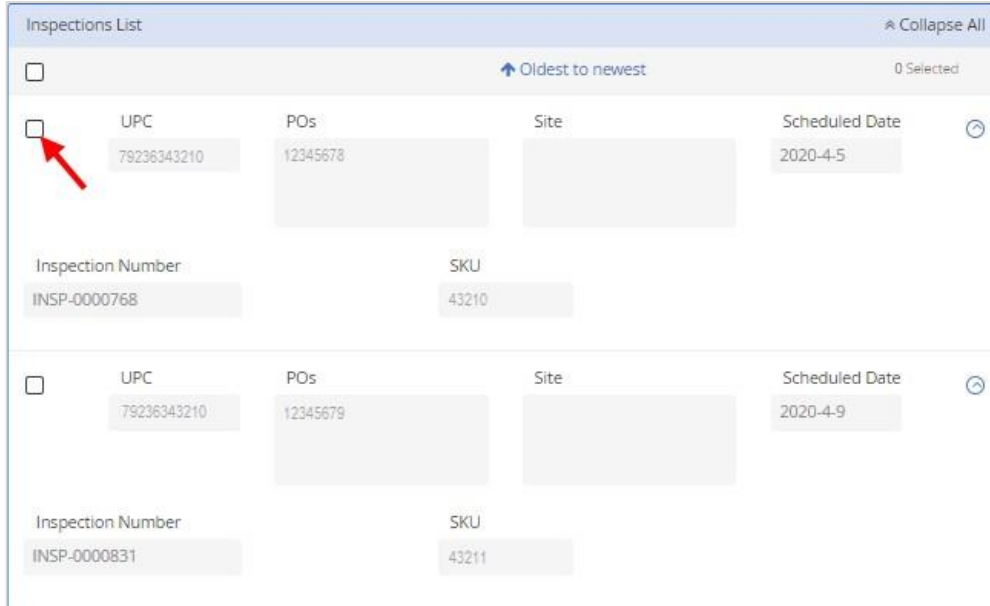
4. 在“New Document(新建文档)”的下拉菜单中，请您点击“ Reassign Inspection(重新分配验货)”，这时系统将打开重新分配验货窗口。



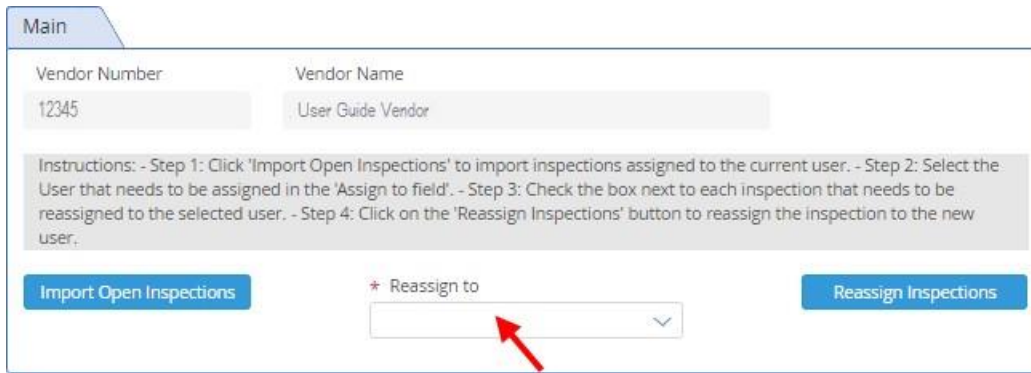
5. 在弹出的窗口中，请您点击“ Import Open Inspections (导入激活的验货任务)”,这时系统将弹出一份验货任务清单。



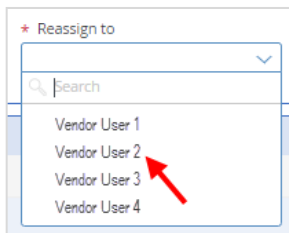
6. 在验货任务清单中，请您点击需要重新分配的验货任务条目的左侧的小方框开始进一步操作



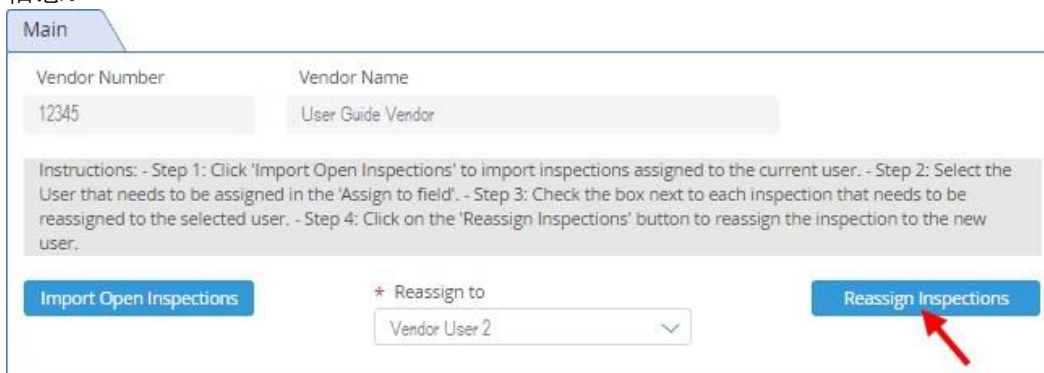
7. 在重新分配验货主界面中，请您继续点击“Reassign to(重新分配给)”字段。



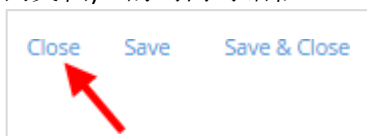
8. 在下拉列表中，请您选择需要分配的供应商验货员。



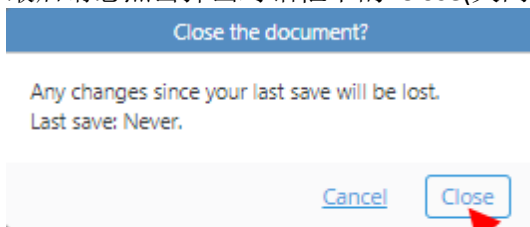
9. 这时候，请您在当前窗口中继续点击“Reassign Inspections(重新分配验货任务)”按钮。分配成功后窗口顶部将弹出一条“Inspections have been reassigned(选中的验货任务已经重新分配)”提示信息。



10. 接下来，请您点击屏幕顶部右侧的“Close(关闭)”按钮。系统将弹出“Close the document(是否关闭文档?)”的询问对话框。



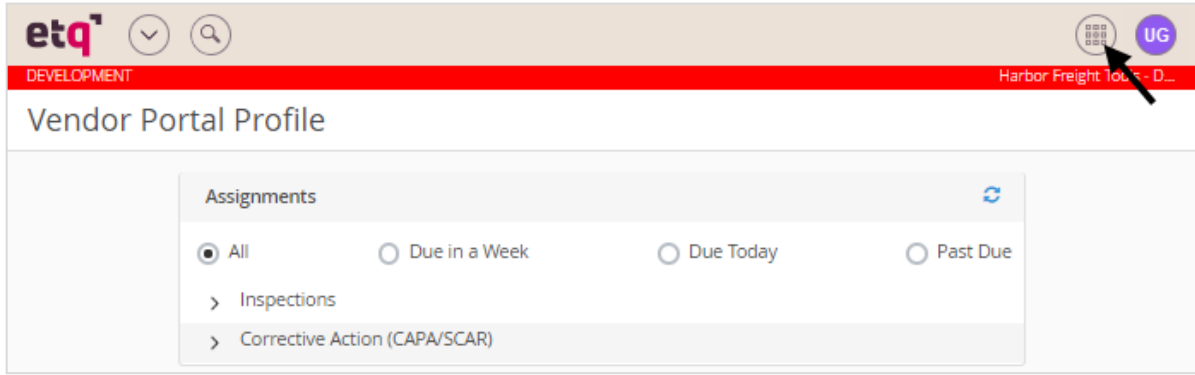
11. 最后请您点击弹出对话框中的“Close(关闭)”按钮，关闭当前对话框。



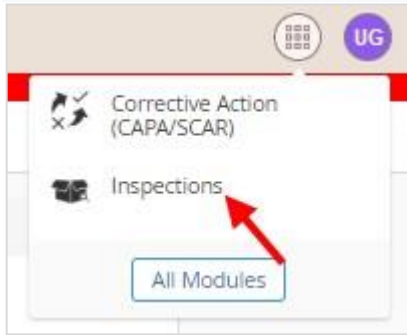
下载验货证书

注意：一旦验货任务完成并且验货结果合格，系统会通过电子邮件自动发出验货证书。如果您没有收到验货证书，请您依照下列步骤自行下载验货证书。

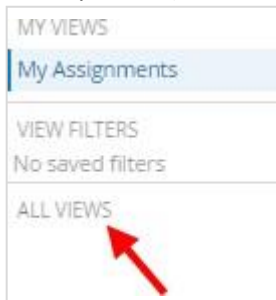
1. 登录您的账户后，请您单击供应商主界面右上角的waffle 模块菜单图标。



2. 这时 waffle 菜单将显示在图标下方。请您继续单击菜单中的“Inspections”(验货模块)。



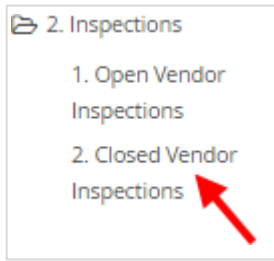
3. 在“Inspection(验货模块)”中，请您继续点击屏幕左侧菜单中的“ALL VIEWS(所有视图)”菜单项。



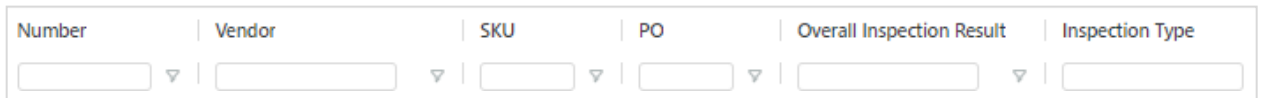
4. 在“ALL VIEWS(所有视图)”的下拉菜单中，请您继续点击“2. Inspections(验货)”菜单项。



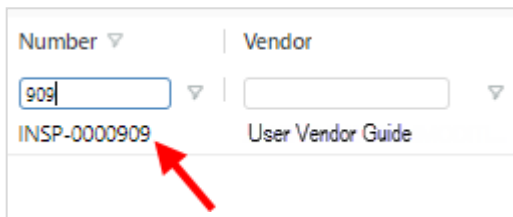
- 在“2. Inspections(验货)”下拉菜单中，请您继续点击“2. Closed Vendor Inspections(所有已经关闭的验货任务)”菜单项，这时视图中将显示这个供应商所有已经关闭的验货任务清单。



- 在列表清单顶部是筛选搜索区域，您可以在顶部任一字段中输入对应数值，对列表清单进行筛选。



- 一旦您找到对应的验货任务行，请您点击验货任务并打开它。



- 在打开的验货任务中，请您在“General Information(通用信息)”页面中，点击链接“Inspection Certificate(验货证书)”。这时依据您浏览器的设置，验货证书将开始下载或直接打开。

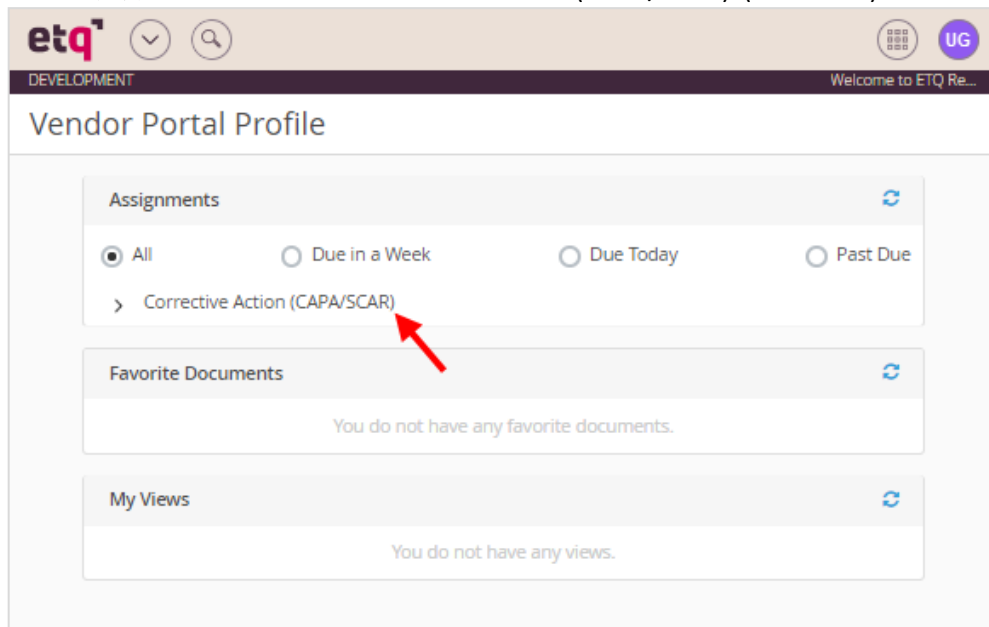


SCAR(Supplier Corrective Actions Report)处理

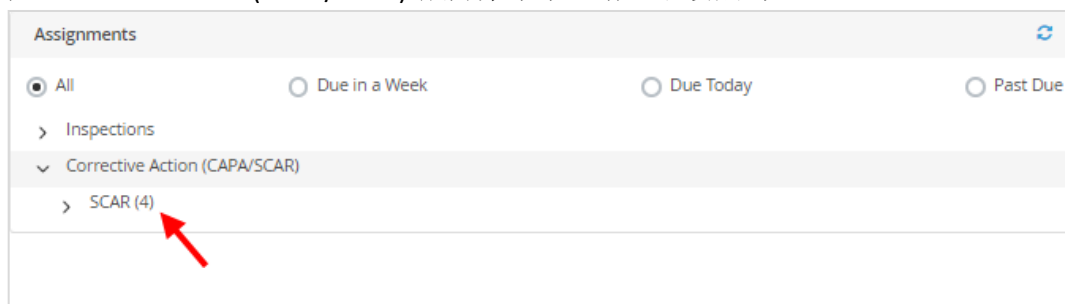
- 供应商可以选择使用IPAD 登录 ETQ 网页, 在线填写提交 SCAR 或者进入 ETQ, 下载 Excel 版的 SCAR、分发给检验员离线填写。完成后, 上传并提交 SCAR。
- 供应商必须及时详细、完整的填写和提交 SCAR 给 HFT 验货经理审核。否则, 可能会导致退回、需重新提交改善报告, 从而影响船期。

在线处理SCAR

1. 登录您的账户后, 这时您将进入供应商主界面。所有的任务都显示在” Assignments” (任务)部分。在任务下面, 请您点击”Corrective Action(CAPA/SCAR)”(纠正措施)。



2. 在”Corrective Action(CAPA/SCAR)”展开菜单下, 请您继续点击”SCAR”。



3. 请您在“SCAR”的下拉列表项中，点击要处理的 SCAR。

Assignments ↻

All Due in a Week Due Today Past Due

> Inspections

✓ Corrective Action (CAPA/SCAR)

✓ SCAR (4)

- SCAR-0000003, Assigned: User Guide (Assign to Supplier, due 2019-11-20)
- SCAR-0000005, Assigned: User Guide (Assign to Supplier, due 2019-11-20)
- SCAR-0000024, Assigned: User Guide (Assign to Supplier, due 2019-12-5)
- SCAR-0000026, Assigned: User Guide (Assign to Supplier, due 2019-12-6)

4. 这时系统打开 SCAR 的基本信息，PO-UPC 信息、围堵计划和细节部分。请您审核基本信息中的“Description of Problem”(问题描述)部分。

etq Corrective Action (CAPA/SCAR) US

DEVELOPMENT! Harbor Freight Tools - Dashboard

✕ SCAR # SCAR-0000026

SCAR # SCAR-0000026 Close Save Send

Draft **Assign to Supplier** SCAR Approval Verification and Effectiveness... China IM Verification US IM Verification Completed Vaidist

Go to Section More ...

Comments Close Workflow

SCAR

- Basic
- PO-UPC Information
- Additional Information from Inspection
- Containment Plan
- Details
- Audit Report Attachments

Basic

Link to Source Document 1 link(s)

INSP-0000072 (Completed)

SCAR Number Submitted By Submitted Date

SCAR-0000026 Inspector Nov 30, 2019

Vendor Number Vendor Name Vendor Contact

12948 User Guide User Guide Contact

Inspection Manager

Inspection Manager

Description of Problem

Item 1 : 2.0 Mold - Master cartons have mold

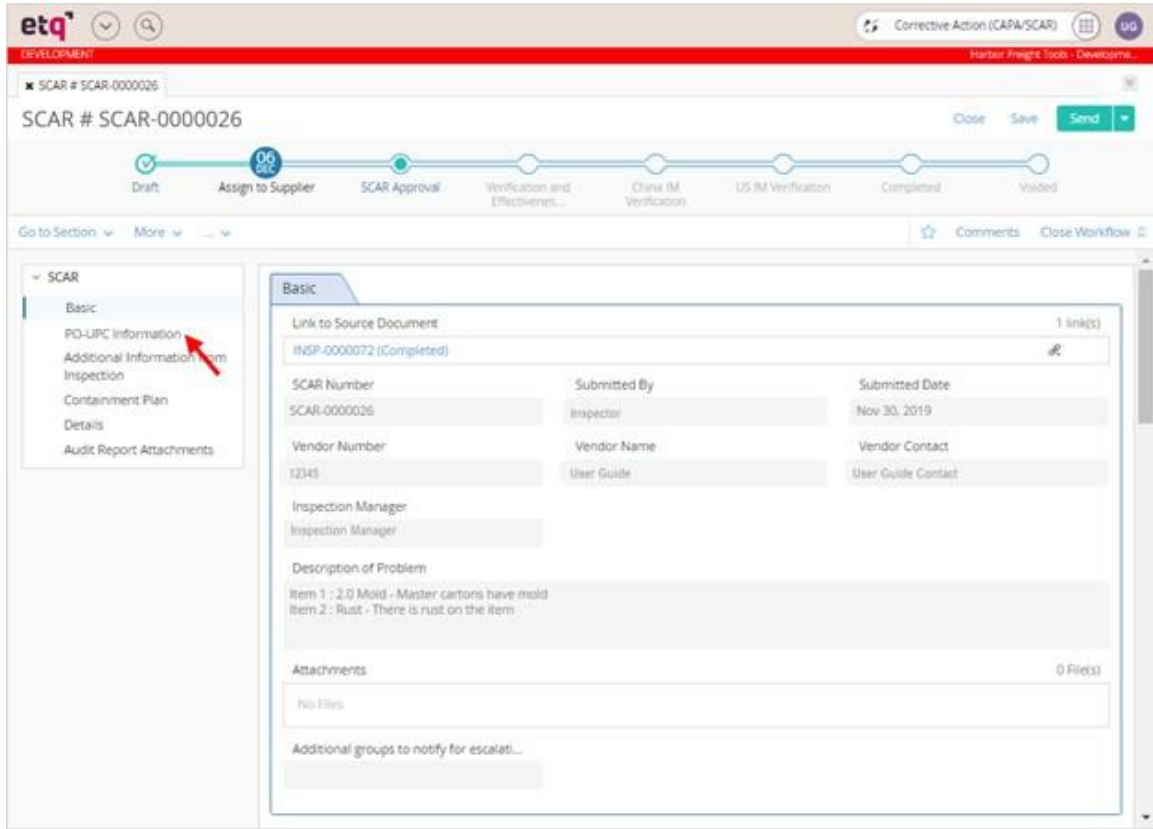
Item 2 : Rust - There is rust on the item

Attachments 0 File(s)

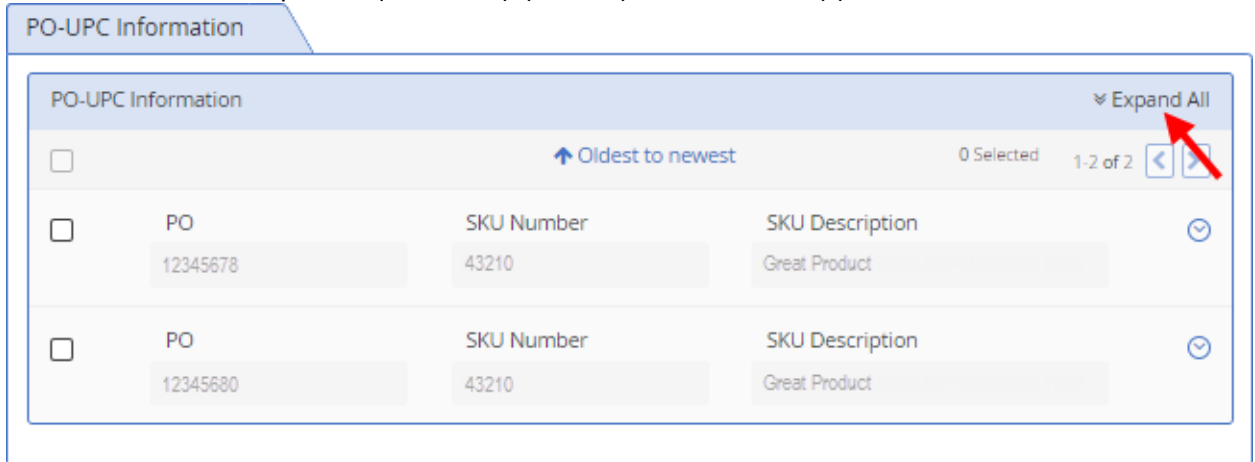
No Files

Additional groups to notify for escalab...

5. 请您点击导航栏中的“PO-UPC information”项或者向下滚动到“PO-UPC Information”部分。



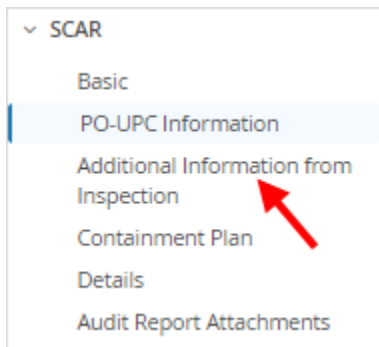
6. 接着请您点击右侧“Expand All(展开所有)”(如下图), 显示 PO-UPC(s)的完整信息。



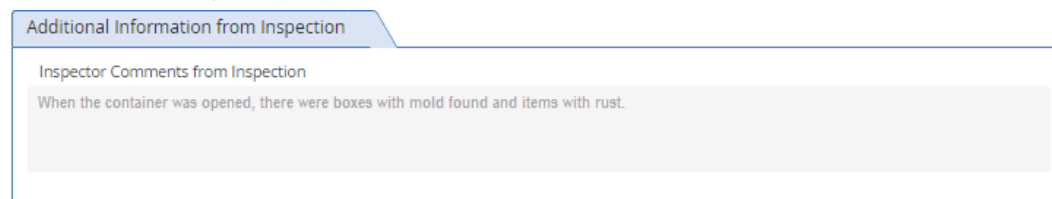
7. 这时系统将显示 SCAR 的 UPC 和 PO 信息，请您检查 SCAR 的 PO-UPC 信息部分。

PO-UPC Information			Collapse All	Remove	Add Record
Oldest to newest			0 Selected		
Lookup PO UPC 12345678					
PO 12345678	SKU Number 43210	SKU Description Great Product			
UPC 79236343210	Vendor Number 12345	Vendor Name User Guide Vendor			
PO Quantity 100	Country CN	Estimated Ship Date 2019-12-27			
In Transit Quantity 0	Last Commit Date 2019-12-23	Warehouse MORENO VALLEY			

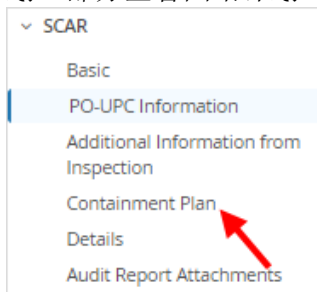
8. 接着请您点击导航栏中“SCAR”菜单下“Additional Information from Inspection”(验货的附加信息)或向下滚动到“Additional Information from Inspection”部分来审核附加信息(如果适用的话)。



9. 请您继续审核验货的附加信息。



10. 如适用，请您点击导航栏中“SCAR”菜单下“Containment Plan”(围堵计划)或向下滚动到“围堵计划”部分查看围堵计划。



11. 请您继续审核围堵计划。

Containment Plan

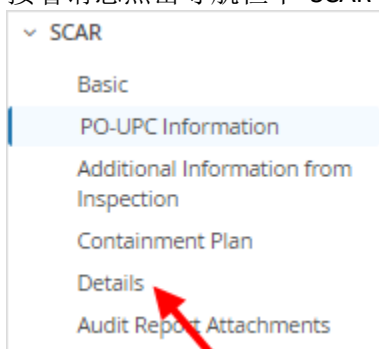
Containment plan (Purge, Sort, Screen, Rework, Scrap). Must be approved by the HFT Inspector before leaving the factory. Plan must include actions taken, quantity, location, names, and accept/reject criteria. Any reworked or rejected product must be put in a separate pile for re-inspection

Containment Plan
100% Sort and scrap

Accept/Reject Criteria
Product needs to be rust and mold free

Who will do containment? Vendor
Where will containment occur? Factory
When will containment happen? Dec 2, 2019

12. 接着请您点击导航栏中“SCAR”菜单下“Detail”(细节)或者向下滚动到“Details”(细节)部分。



13. 请您点击细节部分右上角的“Expand All”(全部展开)箭头。这时系统界面展开所有的问题部分。

Details

Details Expand All

Oldest to newest 0 Selected 1-2 of 2

<input type="checkbox"/>	Item #	Checklist Item	Issue Description 问题描述	Severity of NC
<input type="checkbox"/>		2.0 Mold	Master cartons have mold	<input type="radio"/> Critical <input checked="" type="radio"/> Major <input type="radio"/> Minor
<input type="checkbox"/>		Rust	There is rust on the item	<input type="radio"/> Critical <input type="radio"/> Major <input checked="" type="radio"/> Minor

14. 请您继续检查问题细节。

Details Collapse All

Oldest to newest 0 Selected 1-2 of 2

<input type="checkbox"/>	Item...	Checklist Item	Issue Description 问题描述	Severity of NC
<input type="checkbox"/>		2.0 Mold	Master cartons have mold	<input type="radio"/> Critical <input checked="" type="radio"/> Major <input type="radio"/> Minor

Inspection Manager Comments
Need to prevent the mold on the boxes

Inspection Photos 1 File(s)

Mold.jpg i ↓ ↻

* Root Cause * CA/PA Taken to Prevent Reoccurrence

* Implementation PO

* Photos after correction 0 File(s)

No Files Add File(s)

15. 接着请您点击图片名称或附件的验货照片名称打开图片。注意：点击图片*i*显示图片的相关信息；点击下载下载图片；点击复制附件的URL地址。

Inspection Photos 1 File(s)

Mold.jpg i ↓ ↻

OR

16. 请您在“Root Cause”输入栏中键入问题的根源。

The screenshot shows a software interface for managing inspection details. At the top, there is a header with 'Details' and a 'Collapse All' button. Below the header is a table with columns: 'Item #', 'Checklist Item', 'Issue Description 问题描述', and 'Severity of NC'. The table contains one row with the following data: Item # (empty), Checklist Item '2.0 Mold', Issue Description 'Master cartons have mold', and Severity of NC (radio buttons for Critical, Major, Minor). Below the table is a section for 'Inspection Manager Comments' with the text 'Need to prevent the mold on the boxes'. Underneath is a section for 'Inspection Photos' with one file named 'Mold.jpg'. At the bottom, there are two text input fields: '* Root Cause' (highlighted with a red box) and '* CA/PA Taken to Prevent Reoccurrence'.

17. 接着请您在“CA/PA Taken to Prevent Reoccurrence”(CA/PA 已采取措施防止再次发生)栏下键入纠正和预防问题的措施。

This screenshot is identical to the previous one, but with additional content. The '* Root Cause' field now contains the text 'The container was not inspected for holes prior to loading.'. The '* CA/PA Taken to Prevent Reoccurrence' field is highlighted with a red box, indicating where the user should enter their corrective and preventive actions.

18. 请您在“implementation PO”栏输入首次实施 CA/PA 的 PO。

The screenshot shows a 'Details' form with the following sections:

- Table:** A table with columns: 'Ite...', 'Checklist Item', 'Issue Description 问题描述', and 'Severity of NC'. The 'Checklist Item' is '2.0 Mold' and the 'Issue Description' is 'Master cartons have mold'. The 'Severity of NC' has radio buttons for 'Critical', 'Major' (selected), and 'Minor'.
- Inspection Manager Comments:** A text area containing 'Need to prevent the mold on the boxes'.
- Inspection Photos:** A section titled 'Inspection Photos' with '1 File(s)'. It contains a photo thumbnail labeled 'Mold.jpg' and icons for info, download, and delete.
- Root Cause:** A text area containing 'The container was not inspected for holes prior to loading.'
- CA/PA Taken to Prevent Reoccurrence:** A text area containing 'Inspect every container prior to loading.'
- Implementation PO:** A text area containing an empty field, highlighted with a red border.

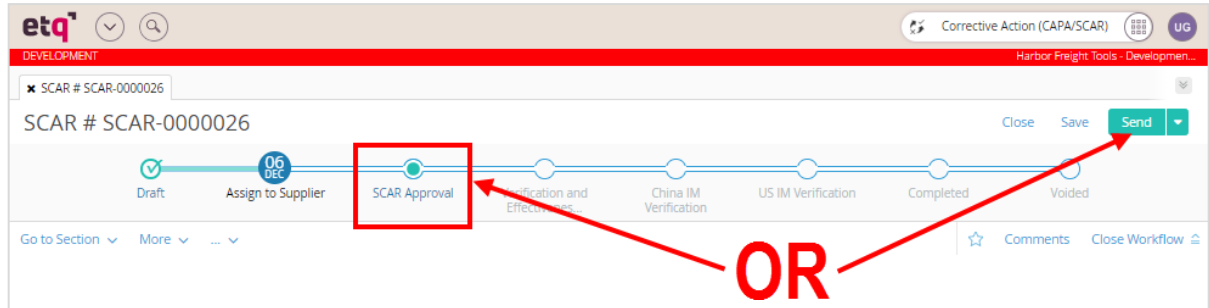
19. 输入完成后，请您继续点击“Add File(s)”(添加文件)按钮，选择要上传的照片。

The screenshot shows the same 'Details' form as above, but with the following changes:

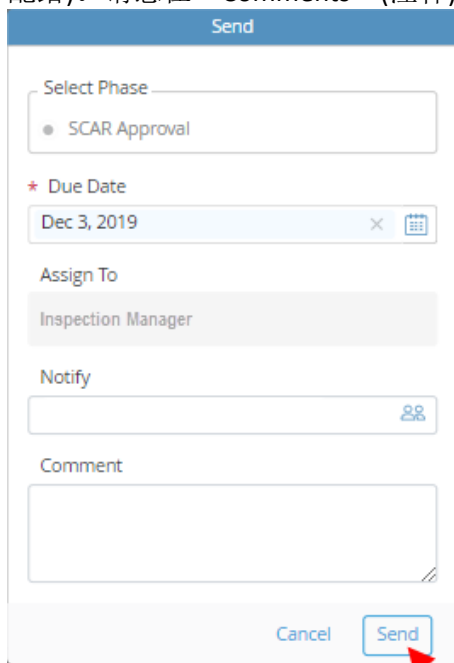
- Implementation PO:** The text area now contains the value '12345679'.
- Photos after correction:** A section titled 'Photos after correction' with '0 File(s)'. It contains the text 'No Files'.
- Add File(s) Button:** A button labeled 'Add File(s)' is located at the bottom right of the 'Photos after correction' section, with a red arrow pointing to it.

20. 请您对 SCAR 上的每个问题重复步骤 13-20。

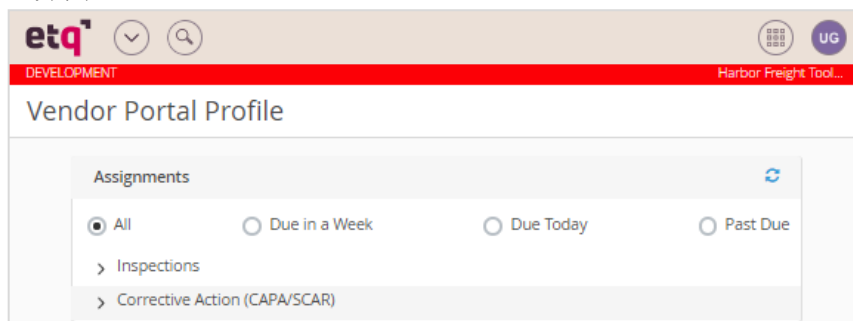
21. 确认输入的所有信息正确后，请您点击页面顶部 SCAR 工作流的“SCAR Approval”(SCAR 批准)节点或右侧“Send”(发送)按钮，将检查发送给 Harbor Freight 指派的验货经理进行审核。



22. 这时系统弹出窗口将显示系统根据设置自动计算的“Due Date”(到期日期)和”Assign To”(分配给)。请您在”Comments”(注释)部分填入注释，并点击”Send”(发送)。

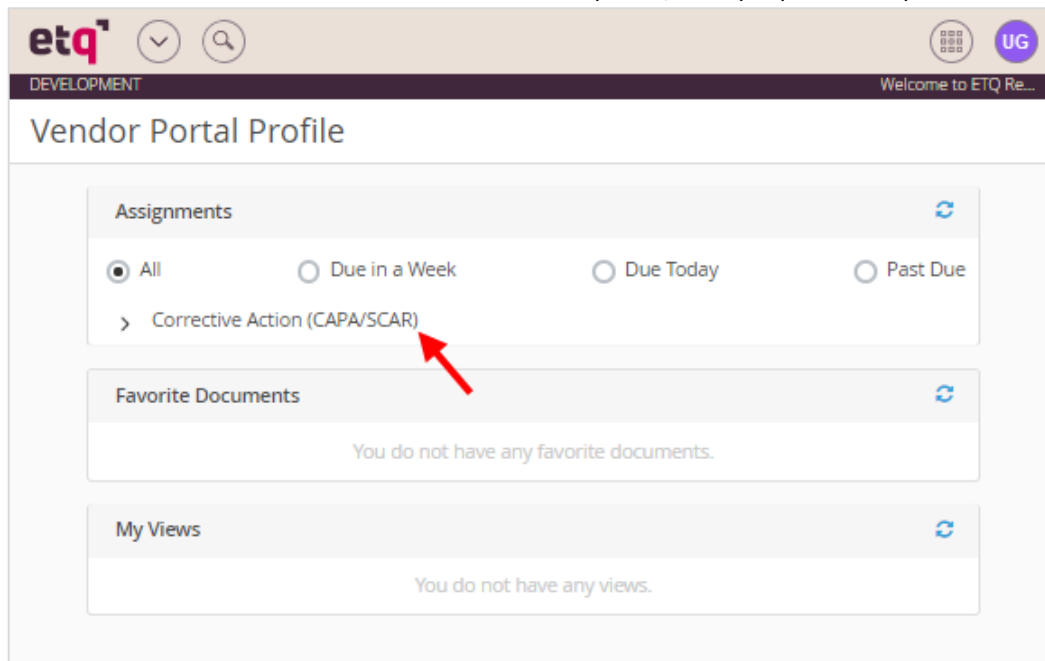


23. 一旦 SCAR 被发送到 Harbor Freight 指派的验货经理进行审核，ETQ Reliance 将带您回到供应商主界面

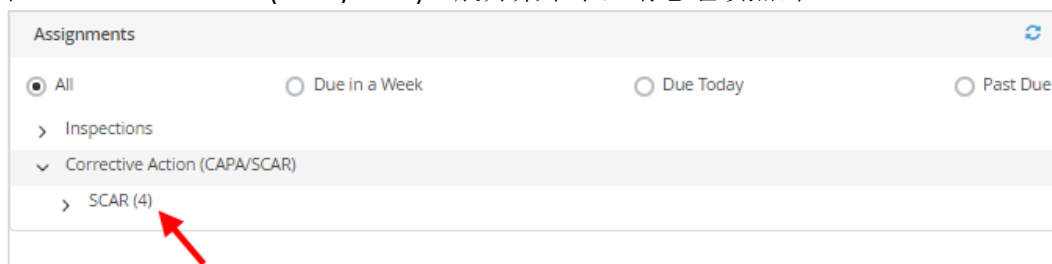


离线处理SCAR – 通过下载 Excel 版 SCAR，填写、上传、提交。

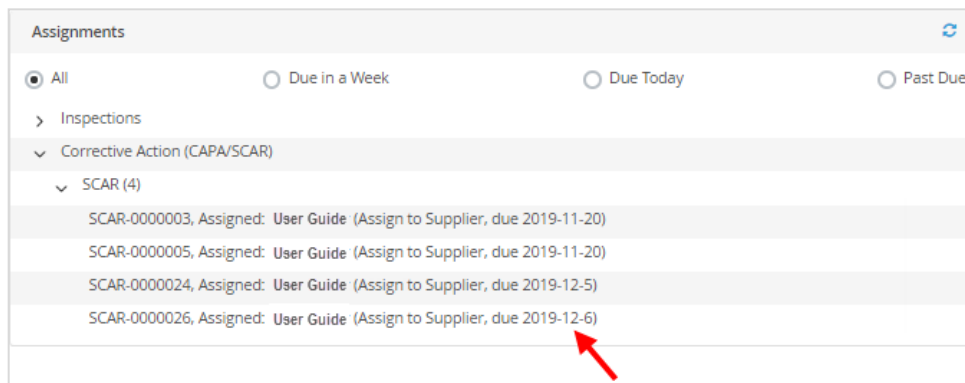
1. 登录您的账户后，这时您进入供应商主界面。所有的任务都显示在” Assignments” (任务)部分。在任务下面，请您点击” Corrective Action(CAPA/SCAR)” (纠正措施)。



2. 在“Corrective Action(CAPA/SCAR)”展开菜单下，请您继续点击” SCAR”。



3. 请您在”SCAR”的下拉列表项中，单击要处理的 SCAR。



4. 这时系统打开 SCAR 的基本信息，PO-SKU 信息、围堵计划和细节部分。请您审核基本信息中的” Description of Problem ” (问题描述)部分。

etq

DEVELOPMENT

Corrective Action (CAPA/SCAR)

UG

Harbor Freight Tools - Developme...

SCAR # SCAR-0000026

Close Save Send

Draft Assign to Supplier (06 DEC) SCAR Approval Verification and Effectiveness... China IM Verification US IM Verification Completed Voided

Go to Section More ...

Comments Close Workflow

SCAR

Basic

PO-SKU Information

Additional Information from Inspection

Containment Plan

Details

Audit Report Attachments

Basic

Link to Source Document 1 link(s)

INSF-0000072 (Completed)

SCAR Number Submitted By Submitted Date

SCAR-0000026 Inspector Nov 30, 2019

Vendor Number Vendor Name Vendor Contact

12345 User Guide User Guide Contact

Inspection Manager

Inspection Manager

Description of Problem

Item 1 : 2.0 Mold - Master cartons have mold

Item 2 : Rust - There is rust on the item

Attachments 0 File(s)

No Files

Additional groups to notify for escalati...

5. 接着请您点击导航栏“SCAR”菜单下的” Audit Report Attachments “(审查报告附件)或者向下滚动到” Audit Report Attachments “部分。

SCAR

Basic

PO-UPC Information

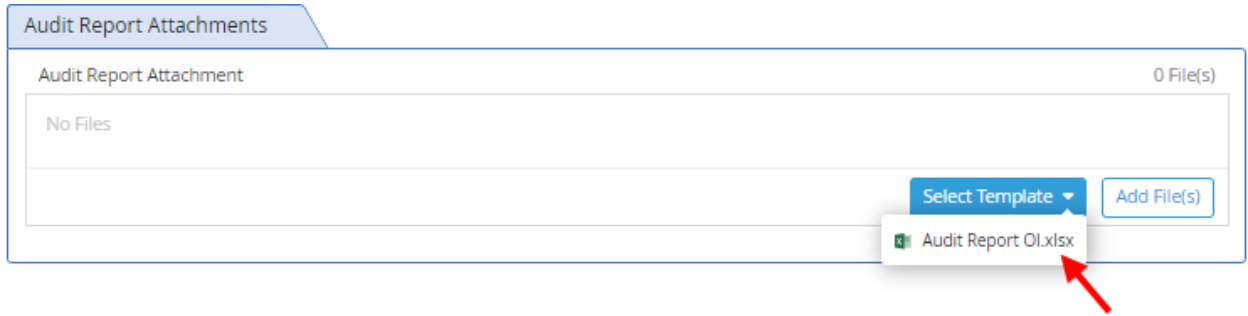
Additional Information from Inspection

Containment Plan

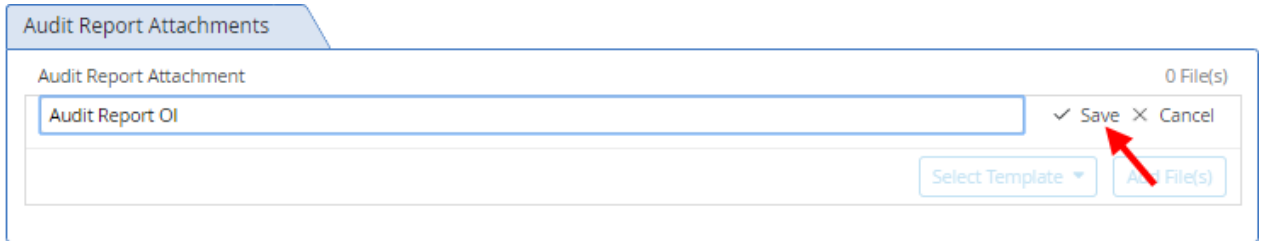
Details

Audit Report Attachments

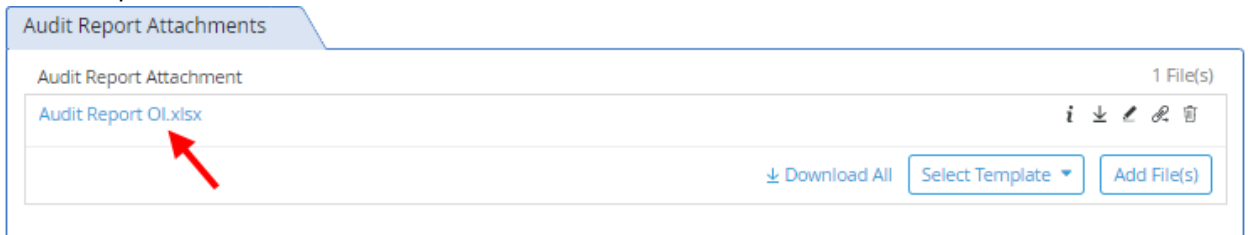
6. 请您继续点击“Select Template”(选择模板), 然后选择“Audit Report OI.xlsx”。



7. 接着请您点击右侧“Save”(保存)按钮。



8. 这时“Audit Report OI.xlsx”将附加在“Audit Report Attachment”(审核报告附件)字段中。请您点击“Audit Report OI.xlsx”下载文件。



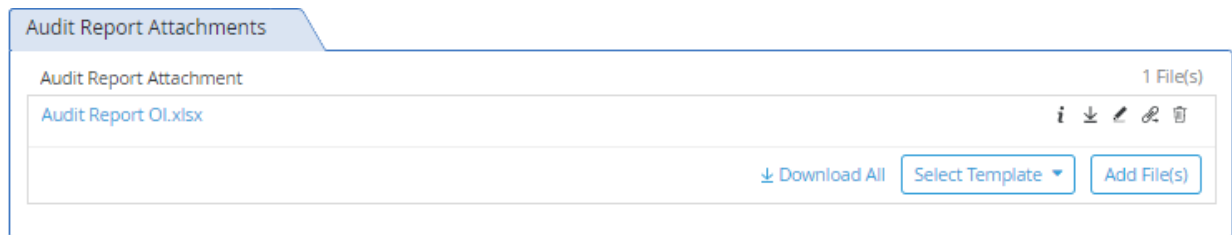
9. 然后请您打开上一步下载的 excel 文件。这时处理 SCAR 所需的信息都将予以记录。

HARBOR FREIGHT TOOLS Quality Tools at Ridiculously Low Prices	
HARBOR FREIGHT TOOLS	
AUDIT REPORT	
SCAR Number :	SCAR-000026
Submitted By:	Inspector
Submitted Date:	Nov 30, 2019
Description of Problem:	Item 1 : 2.0 Mold - Master cartons have mold Item 2 : Rust - There is rust on the item

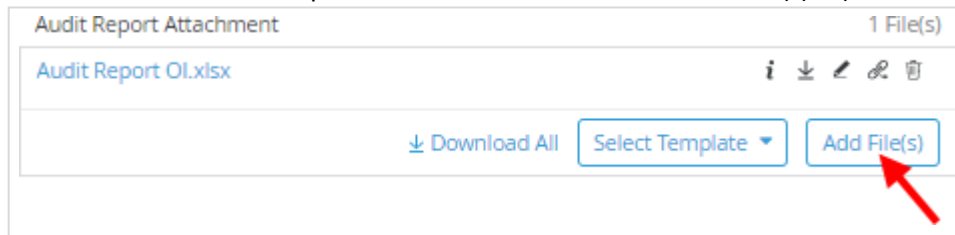
10. 对于详细信息部分中的每个项次，请您输入“Root Cause”(问题根源),” CA/PA Taken to Prevent Reoccurrence “(为防止再次发生而采取的措施(CA/PA))”和”implementation PO”(相关 PO)。

DETAILS					
Severity of NC	Containment Actions	Inspection Manager Comments	Root Cause	CA/PA Taken to Prevent Recurrence	Comments about Photos after Correction
Major	100% sort and scrap	Need to prevent the mold on the			
Minor	100% sort and scrap	Need to prevent rusted items			

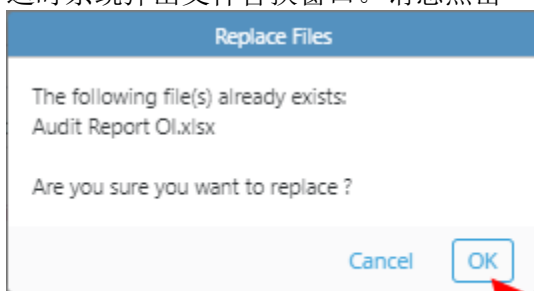
11. 填写完成后，请您保存这份 excel 文件，同时确保文件名为”Audit Report OI.xlsx”。
12. 这时系统跳回处理 SCAR 页面，进入 SCAR 底部的”Audit Report Attachment”(审核报告附件)区域。



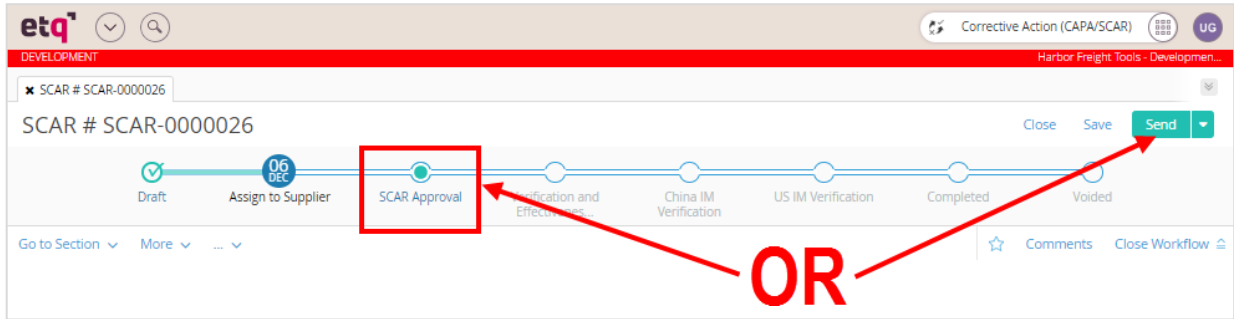
13. 接着请您点击 “Audit Report Attachment” 区域内的” Add File(s)” (增加文件)按钮。



14. 请您选择第 13 步保存的”Audit Report OI.xlsx”文件。
15. 这时系统弹出文件替换窗口。请您点击 “OK” 按钮。

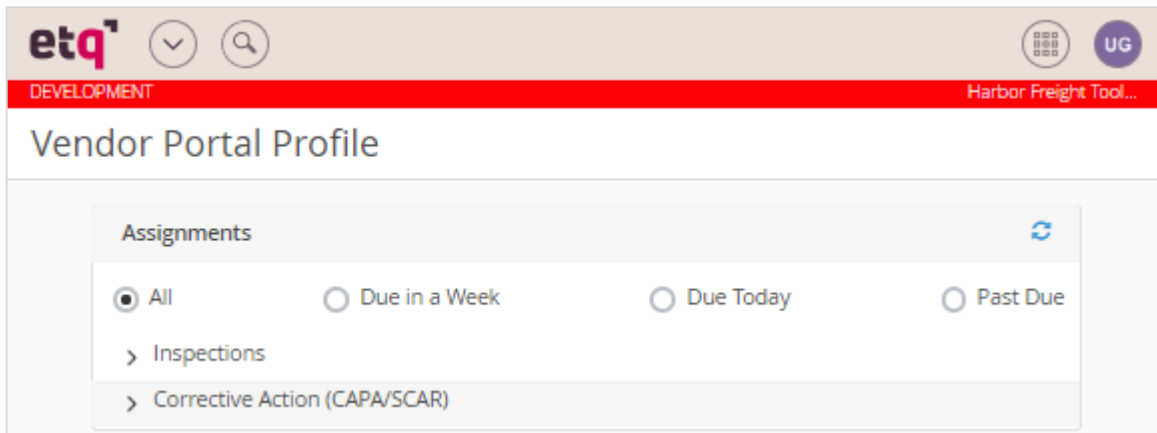


16. 确认输入的所有信息正确后，请您点击页面顶部 SCAR 工作流的” SCAR Approval” (SCAR 批准) 节点或右侧” Send” (发送)按钮，将检查发送给 Harbor Freight 指派的验货经理进行审核。



17. 这时系统弹出窗口将显示系统根据设置自动计算的“Due Date” (到期日期)和” Assign To” (分配给)。请您在” Comments” (注释)部分填入注释，并点击” Send” (发送)。

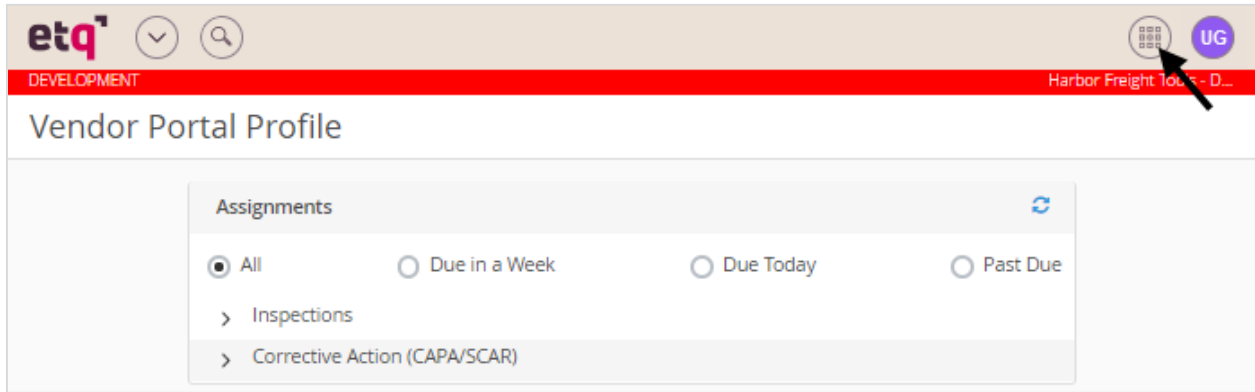
18. 一旦 SCAR 被发送到 Harbor Freight 指派的验货经理进行审核，ETQ Reliance 将带您回到供应商主界面



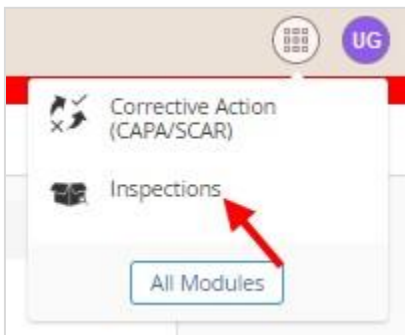
重新分配SCAR

如果您之前分配的检验员不能及时完成 SCAR，您可以通过以下途径重新分配给其他检验员尽快完成此次 SCAR 任务，以避免延误船期。

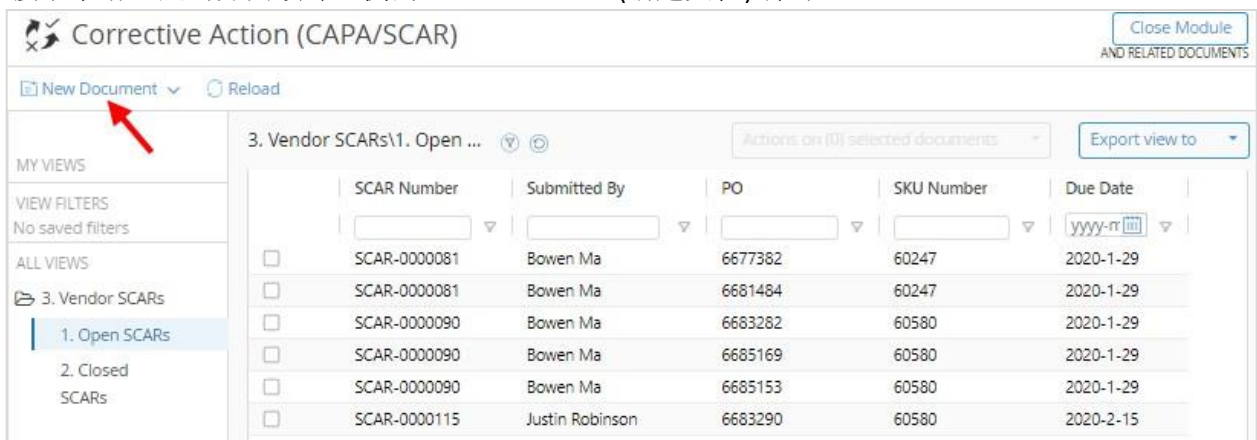
1. 登录您的账户后，请您单击供应商主界面右上角的waffle 模块菜单图标。



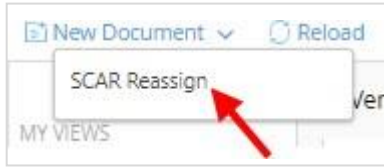
2. 这时 waffle 菜单将显示在图标下方。请您继续单击菜单中的“Corrective Action(CAPA/SCAR)”(纠正措施)。



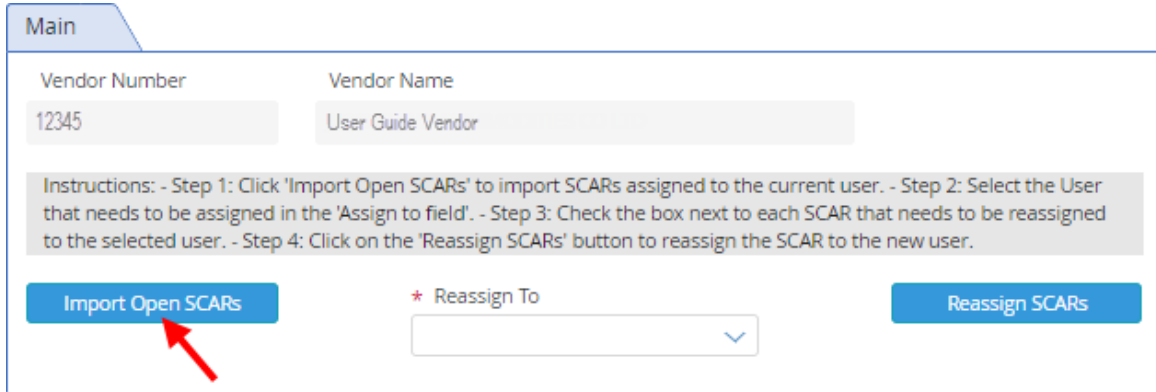
3. 接下来请您点击界面顶部左侧的“New Document(新建文档)”菜单。



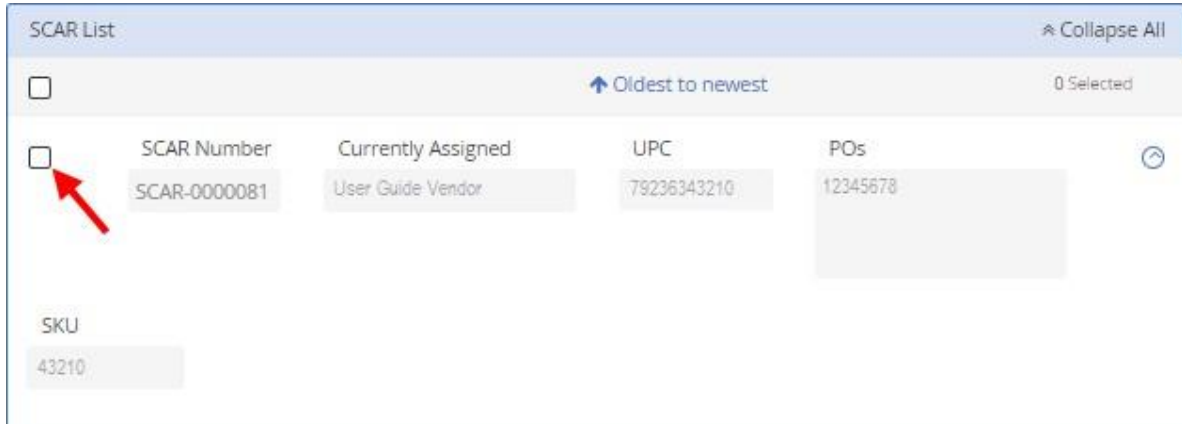
4. 在“New Document(新建文档)”的下拉菜单中，请您点击“SCAR Reassign(SCAR 重新分配)”，这时系统将打开 SCAR 重新分配窗口。



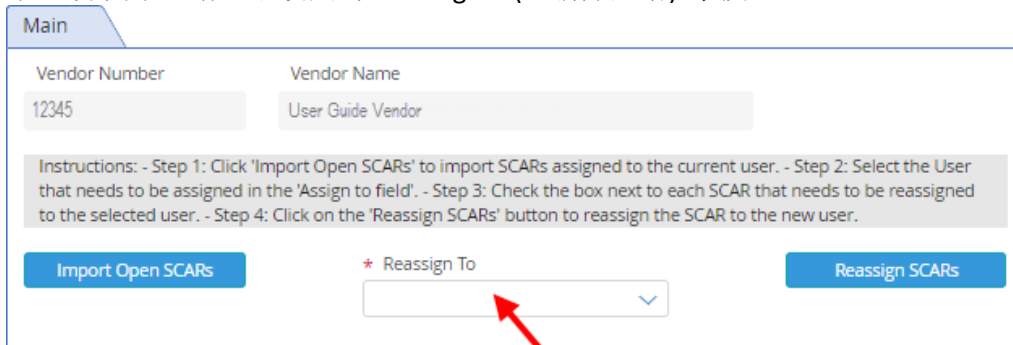
5. 在弹出的窗口中，请您点击“Import Open SCARS(导入激活的 SCARS)”，这时系统将弹出一份 SCAR 清单。



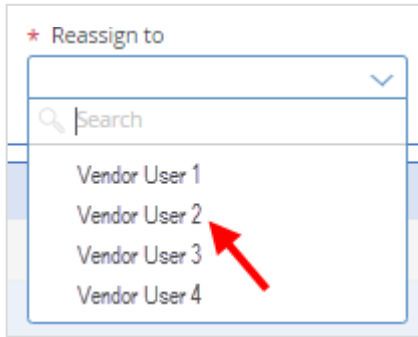
6. On the SCAR List, click on the box to the left of the SCAR to be reassigned.
在 SCAR 清单中，请您点击需要重新分配的 SCAR 的左侧的小方框开始进一步操作。



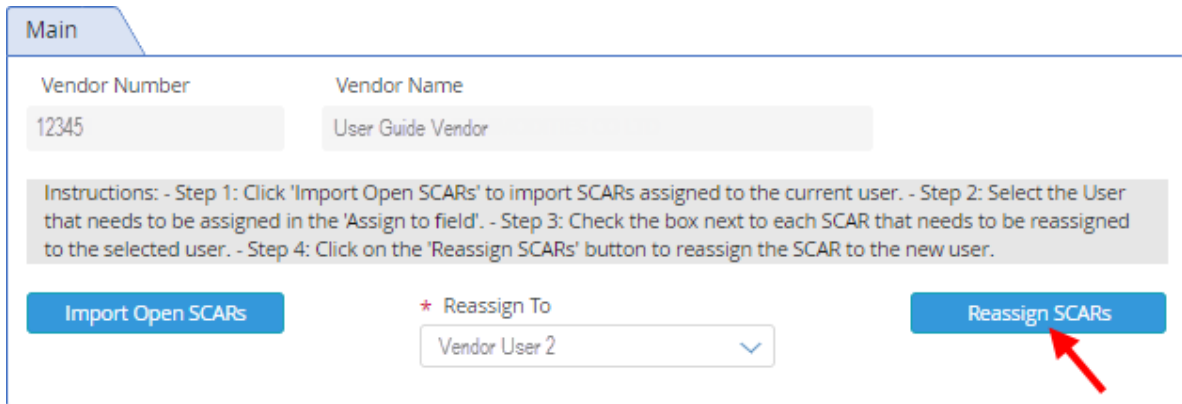
7. 在主界面中，请您继续点击“Reassign to(重新分配给)”字段。



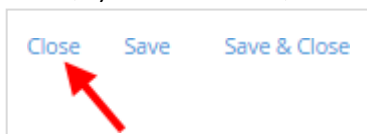
8. 在下拉列表中，请您选择需要分配的人员。



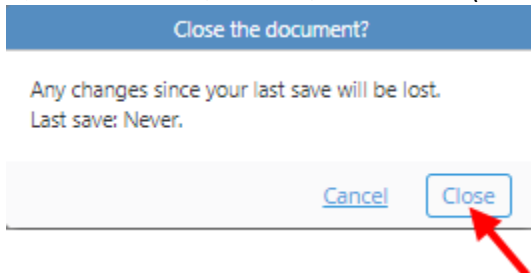
9. 这时候，请您在当前窗口中继续点击“Reassign SCARs(重新分配 SCARs)”按钮。分配成功后窗口顶部将弹出一条“The Selected SCARs have been reassigned(选中的 SCARs 已经重新分配)”提示信息。



10. 接下来，请您点击屏幕顶部右侧的“Close(关闭)”按钮。系统将弹出“Close the document(是否关闭文档)?”的询问对话框。



11. 最后请您点击弹出对话框中的“Close(关闭)”按钮，关闭当前对话框。



Revision#	Rev002-20240913
Change-Notes	1. The inspection coordinator was changed from Iris Bao to Candy Han. 2. The HFT logo has been updated.