

# HARBOR FREIGHT

---

## DOMESTIC VENDOR GUIDELINES

July 2024

## Harbor Freight Tools

### Domestic 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:](#)
  - o Mission and Core Principles
- [Section 2:](#)
  - o 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
    - First Shipment of new product added here
  - o [Date Codes](#) -new colors and removal of serialization
    - Reach out to Inspections if unsure of date code requirements on product with no packaging
  - o [Packaging graphics](#) updated for Inner and Outer Master Cartons
- [Section 3:](#)
  - o Tacoma DC Contact information
- [Section 4:](#)
  - o Added Tacoma DC
- [Section 8](#)
  - o Tacoma DC Information

## Table of Contents

Section 1: About Harbor Freight Tools.....	5
Mission and Core Principles.....	5
Gift Policy.....	6
Section 2: Product Development and Vendor Set Up .....	7
Preparation .....	7
HFT Product Development Process .....	7
Documents to Expect During Product Development Project.....	8
Expectations for HFT Vendors .....	8
Vendor + HFT Interaction .....	9
HFT Sample and Component Descriptions .....	12
First Shipment of a New Product.....	13
First Article Testing (FAT Process) – Expectations.....	13
Post-Purchase Order (PO) Process Details.....	13
Product Changes or Upgrades .....	15
Quoting and Sampling.....	15
Vendor/Product Set Up .....	15
Product Indemnification Act (PIA) .....	16
Code of Conduct .....	16
Product Safety and Compliance .....	16
TPCH.....	17
Purchase Orders and Confirmations .....	19
Product Inspection .....	19
Section 2.1 – Packaging Requirement.....	20
Master Carton with Inner Cartons.....	20
Master Carton Containing 1 Piece.....	21
Master Shipper – Color Box Functioning as a Shipping Carton .....	22
Master Shipper - Master Carton Functioning as a Shipping Carton .....	23
Master Carton Containing Loose Items .....	24
Master Shipper - Containing Color Boxes or other Packaging Types .....	25
Shipping Regulation Icons.....	26
Hazardous Products.....	27
Strap Requirements .....	28
Taping Methods .....	29
Shipping Label Requirements .....	30
Outer Carton Label Requirements .....	31
Inner Carton Label Requirements (carton height >100mm).....	32
Inner Carton Label Requirements (carton height <100mm).....	33
Section 2.2: Date Codes and Payment.....	34
Date Code Sticker for Retail Package & Master Carton .....	34
Suffocation warning.....	36
Payment.....	36
Section 3: Contact List.....	37
HFT.....	37
Section 4: Purchase Orders.....	38
Receiving Purchase Orders .....	38
Confirming Purchase Orders .....	38
Distribution Centers.....	39
Section 5: Quality .....	40
Quality Audits.....	40
Quality Inspections.....	40
ETQ Portal: training and documents .....	40

Section 6: Corporate Responsibility ..... 41  
    Social Compliance Audits..... 41  
Section 7: Booking Requirements..... 42  
Section 8: Trailer Loading..... 43  
Section 9: Shipping and Payment Documentation ..... 47  
    Submitting Documents for Payment ..... 47  
    Revised Documents ..... 48  
    Other Documents ..... 48  
Shipping Calendar 2024 ..... 50  
Shipping Calendar 2025 ..... 51

## 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](http://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

# HARBOR FREIGHT

---

## MISSION

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.

## PEOPLE

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.

## VALUES

- Excellence** We succeed by setting the bar high, staying focused, and sweating the details.
- Continuous Improvement** We constantly strive to improve.
- Doing the Right Thing** We treat everyone fairly, kindly, and with respect.
- Collaboration** We find solutions as a team and value diverse points of view.
- Humility** We stay humble and keep our egos in check.
- Investment** We invest to create long-term value and spend wisely.
- Community** We believe in building communities and giving back.

## Gift Policy

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

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

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

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

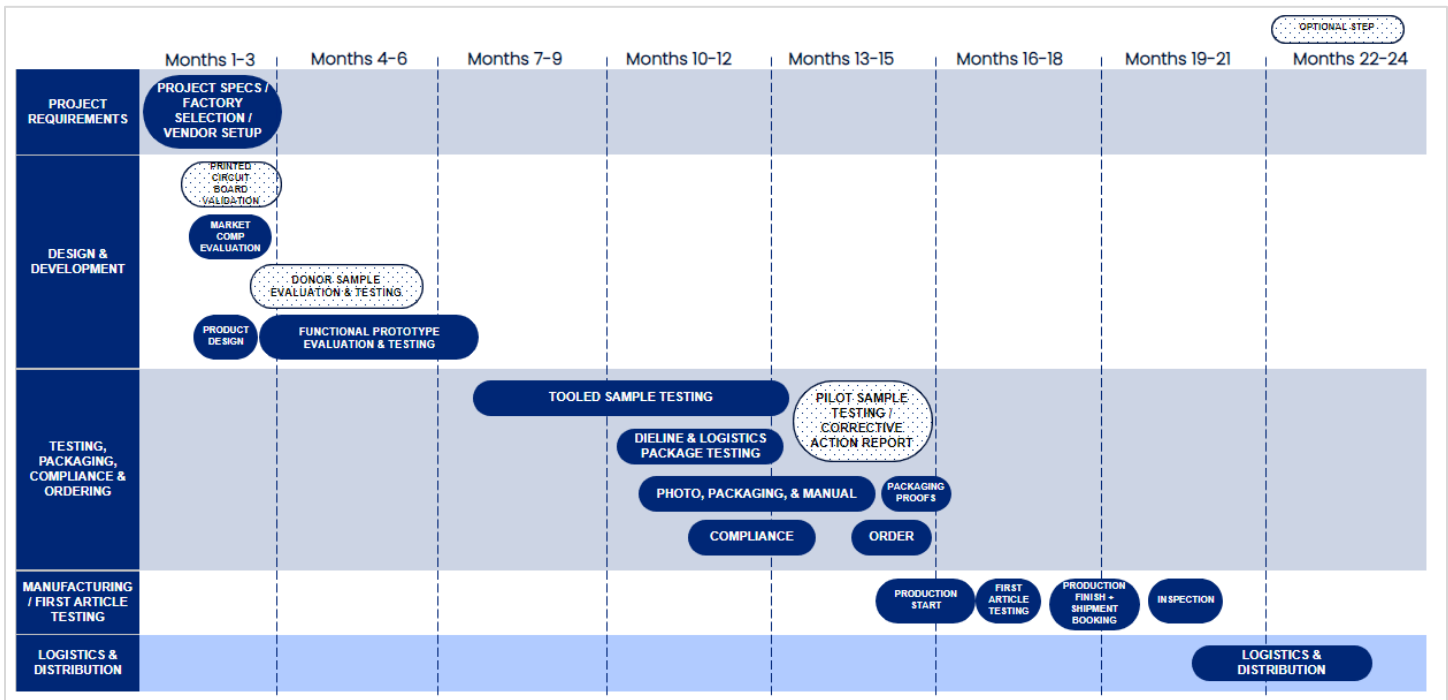
## Section 2: Product Development and Vendor Set Up

### 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?
<b>RFQ (Request for Quote)</b>	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
<b>Vendor Agreements</b>	Legal agreements detailing vendor and HFT rights and protections with respect to Intellectual Property, Tooling, Dual Sourcing, etc.	Phase 1 – Project Requirements	Yes
<b>Spec Sheet</b>	Detailed product specifications.	Phase 1 – Project Requirements	Yes
<b>Structural Packaging Brief</b>	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
<b>VAF (Vendor Analysis Form)</b>	A form showing the company profile including things such as Name, Address, Factory, Company Sales, Capacity, Operations Overview, etc.	Phase 1 – Project Requirements	Yes
<b>COO BOM (Country of Origin Bill of Materials)</b>	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
<b>CAR (Corrective Action Report)</b>	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
<b>Artwork Proofs</b>	HFT Designers design packaging artwork, vendor reviews and provides feedback.	Phase 3 – Testing, Packaging, Compliance & Ordering	Yes
<b>Compliance + Vendor Setup Documents</b>	Compliance documents include, but are not limited to, PLI, PIA, CTPAT, RPPC, Code of Conduct, TPCH, etc. ( <a href="#">See Compliance Section</a> ). Vendor Setup document / Change form will also be necessary for vendor information and payment details.	Phase 3 – Testing, Packaging, Compliance & Ordering	Yes
<b>SCPP (Supply Chain Packaging Proposal)</b>	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
<b>TRF (Testing Requisition Form)</b>	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
<b>Social Compliance</b>	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
<b>Structural Packaging</b>	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
<b>Purchasing / Inventory Transitions</b>	Placing purchase orders and ensuring proper inventory flow	Confirmation that orders are received, and that requested ship week is accepted  Requests to expedite (pull forward) or defer (push out) ship dates  Reconfirm ship dates after FAT has passed  Verify container quantities and production times	Testing, Packaging, Compliance, & Ordering
<b>Trade Imports</b>	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
<b>Packaging Traffic</b>	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	Dieline Request	Testing, Packaging, Compliance, & Ordering

		provide any photos of the product in the current packaging for reference if available		
	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
<b>Technical Writers</b>	Manual	HFT will request vendor to provide, Assembly/user/safety manual.		Testing, Packaging, Compliance, & Ordering
<b>Technical Writers</b>	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
<b>Technical Writers</b>	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
<b>HFT Team</b>	<b>Purpose for Interaction</b>	<b>Process</b>	<b>Email Subject Line Key Words</b>	<b>Product Development Phase</b>
<b>Packaging Traffic</b>	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	Packaging Physical or Packaging Digital	Testing, Packaging, Compliance, & Ordering

		stages here if there are any discrepancies to amend.		
	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
<b>Product Engineers</b>	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

<b>Electrical Engineers</b>	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.
<b>Inspections</b>	Introduce HFT <a href="#">Vendor Self Inspection process</a> , 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
<b>Donor</b>	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.
<b>Functional Prototype</b>	Functional 3D printed prototype. The product should be built to HFT design requirements and meet non-destructive testing requirements.
<b>Tooled</b>	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.
<b>Photography</b>	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.
<b>Pilot</b>	After a design freeze, a PO is placed for a small manufacturing run to review the final product produced on the assembly line.
<b>First Article Testing (FAT)</b>	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.
<b>Corrective Action Report (CAR)</b>	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
<b>Printed Circuit Board (PCB)</b>	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
<b>Permanent Case</b>	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.
<b>Permanent Package</b>	Plain brown box packaging (no printed artwork). This should meet requirements provided by HFT Structural Package team and pass all testing requirements.
<b>Accessories</b>	HFT may request the product accessories to be sent separate from the tool and may go through a separate qualification process.
<b>Package Color / Gloss</b>	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**

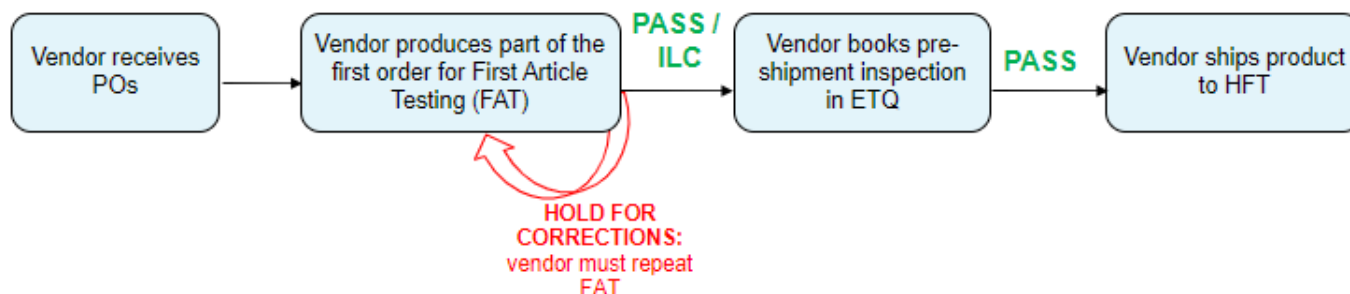
- a. a) Please refer to the Inspection section of the HFT website: <https://www.harborfreight.com/gsvm.html>

**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](mailto: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.

## Vendor/Product Set Up

- 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](http://www.harborfreight.com/gsvm.html). Send the signed and the company chop acknowledgement document to [codeofconduct@harborfreight.com](mailto: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](http://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.
- 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.

## **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.

For our domestic vendor partners, HFT expects that each company has their own robust product safety and compliance program and relies on each of them to adhere to all applicable laws, regulations and industry standards necessary when supplying product to HFT. The HFT Product Compliance team may request documentation or certification to validate compliance with a certain requirement during the product qualification process. When such a request is made, the vendor should provide the requested documentation as soon as practicable. In the event the domestic vendor partner does not have the requested certification or testing already on file, HFT's Product Compliance team can assist with advising where to obtain the requested information.

## Third-Party Compliance Testing

- Certain products require third-party testing to ensure compliance with various laws and industry standards. HFT continues to expand its testing program to make the process easier for vendors and HFT will advise vendors if it believes third party- testing is required for their product.
- During product development, vendors are responsible for obtaining third-party testing and certification documents requested by HFT to show compliance with applicable laws, regulations and industry standards. These may include, but are not limited to, CPSIA, GRAS, CARB Phase II/TSCA, Lacey Act, CPSA, Prop 65, Safety Data Sheets, DOE energy efficiency testing, UN 38.3 battery testing and/or Safe Transport certification, basic and multiple listings (with UL or ETL or CSA or TUV), FCC, IEC, FDA, Ingress Protection testing, California TB-117 and ANSI/ASME



standards. The HFT Compliance team will partner with the Global Sourcing team to advise what testing and certifications are required.

- Once products are shipping regularly, the HFT Compliance team will conduct periodic verification testing as needed and will advise if corrections are needed. Vendors may be asked to ship samples to HFT, or to an HFT approved testing lab for periodic testing.
- For certain products like toys, HFT will require annual passing third-party test, from a CPSC approved test lab, and whenever there is a material change to the product. A material change can include a change in production materials, a change in sub-suppliers, factory location change, or other changes. Ask the HFT Global Compliance team for guidance at [vendorcompliance@harborfreight.com](mailto:vendorcompliance@harborfreight.com).

## 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.

### **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. 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 1<sup>st</sup> 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 <i>-HFT Reserves the right to request qualification and FAT testing for certain cases</i>	No

- Certain products will also require pre-shipment inspections from a third-party lab. HFT Sourcing and HFT Compliance will advise vendors if a third-party inspection is required.

## Section 2.1 – Packaging Requirement

### Master Carton with Inner Cartons

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

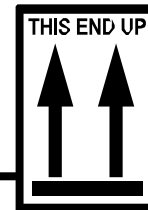
SKU #:	_____
UPC #:	_____
BRAND:	_____
DESC:	_____
QTY:	_____

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

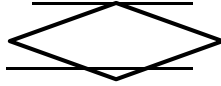
### OUTER CARTON REQUIREMENTS

Instructions below apply to Master Carton ONLY:

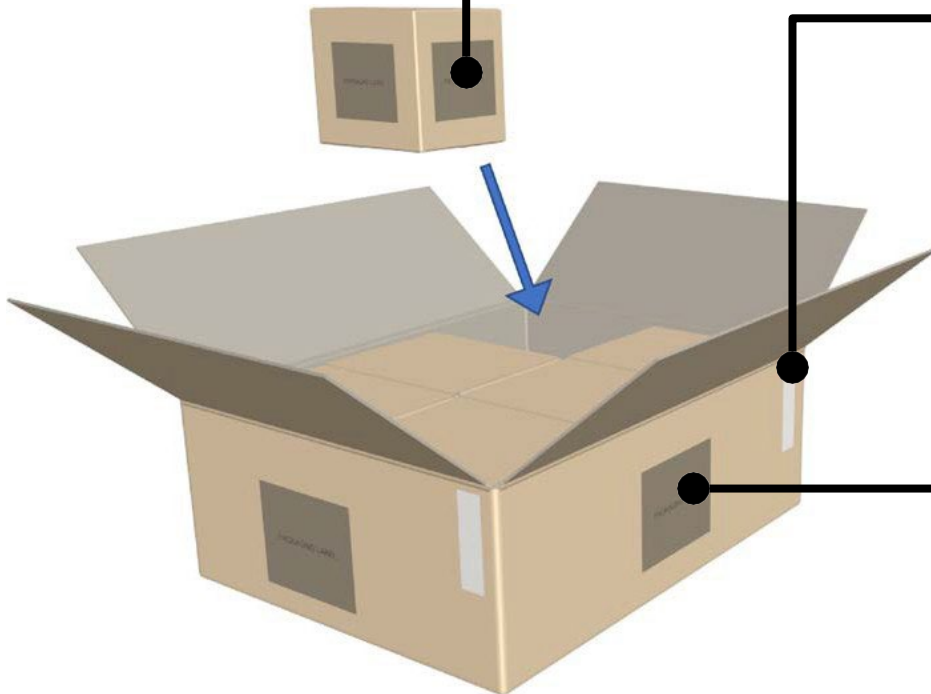
1. ALL cartons should be marked with “THIS END UP” on the top right corner of all side panels. Please refer to the [Icon Page](#) for specific requirements.



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

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

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



**Master Carton Containing 1 Piece**

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

**OUTER CARTON REQUIREMENTS**

**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

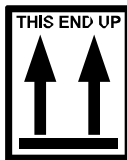
**Instructions below apply to Master Carton ONLY:**

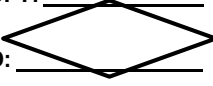
- 1. ALL cartons should be marked with **"THIS END UP"** on the top right corner of all side panels. Please refer to the [Shipping Regulation Icons Page](#) for specific requirements.

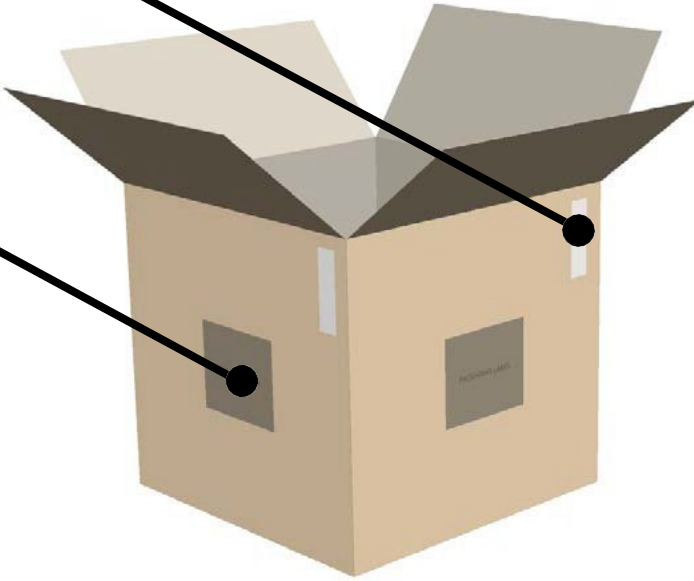
**IMPORTANT NOTE:** Any product which is classified as hazardous for transportation (via 49-CFR, IMO/IMDG, or IATA Dangerous Goods Regulations) will require special packaging considerations found on [Hazardous Products](#) page.

**VENDOR TO APPLY**

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



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



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

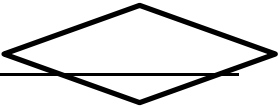
### Master Shipper – Color Box Functioning as a Shipping Carton

1. **DO NOT** place markings on top or bottom panels unless specifically required by HFT.
2. **DO NOT** use plastic straps on any box or carton which weighs less than 150 lb or 68kg. For packages over 150 lb or 68kg, please refer to the [Strap Requirements](#).
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:	_____
C/NO:	_____
MADE IN:	_____



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

## Master Shipper - Master Carton Functioning as a Shipping Carton

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

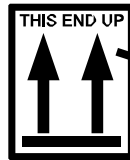
Instructions below apply to Master Shipper **ONLY**:

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**

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



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

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





### Master Carton Containing Loose Items

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

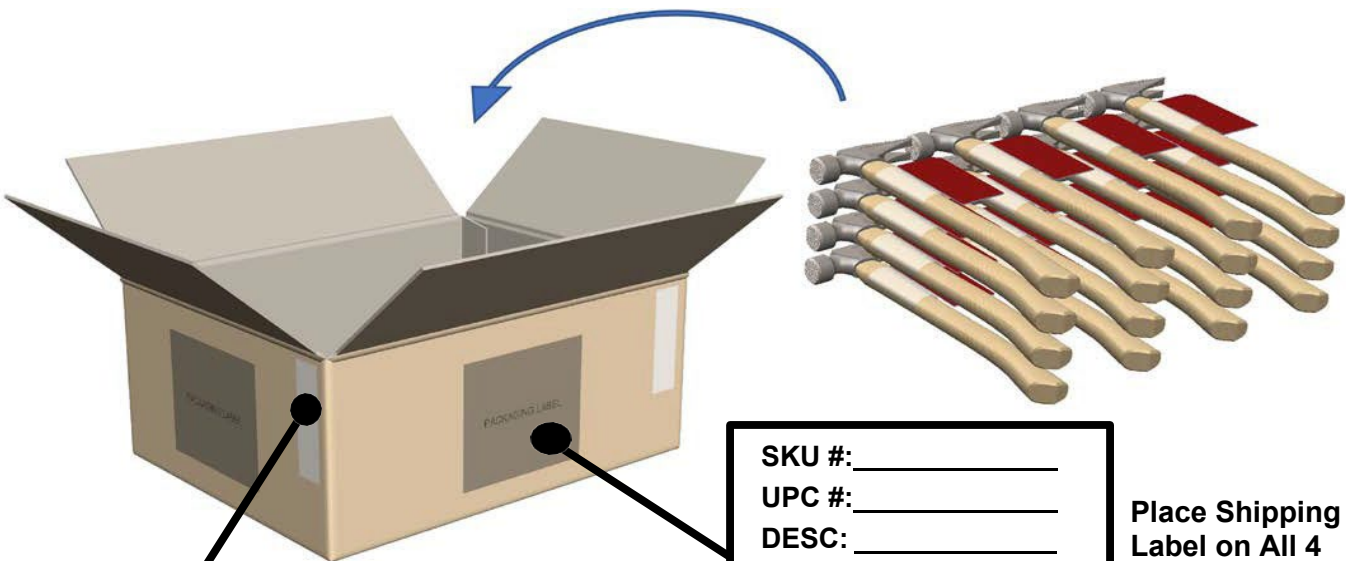
### MASTER CARTON REQUIREMENTS

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

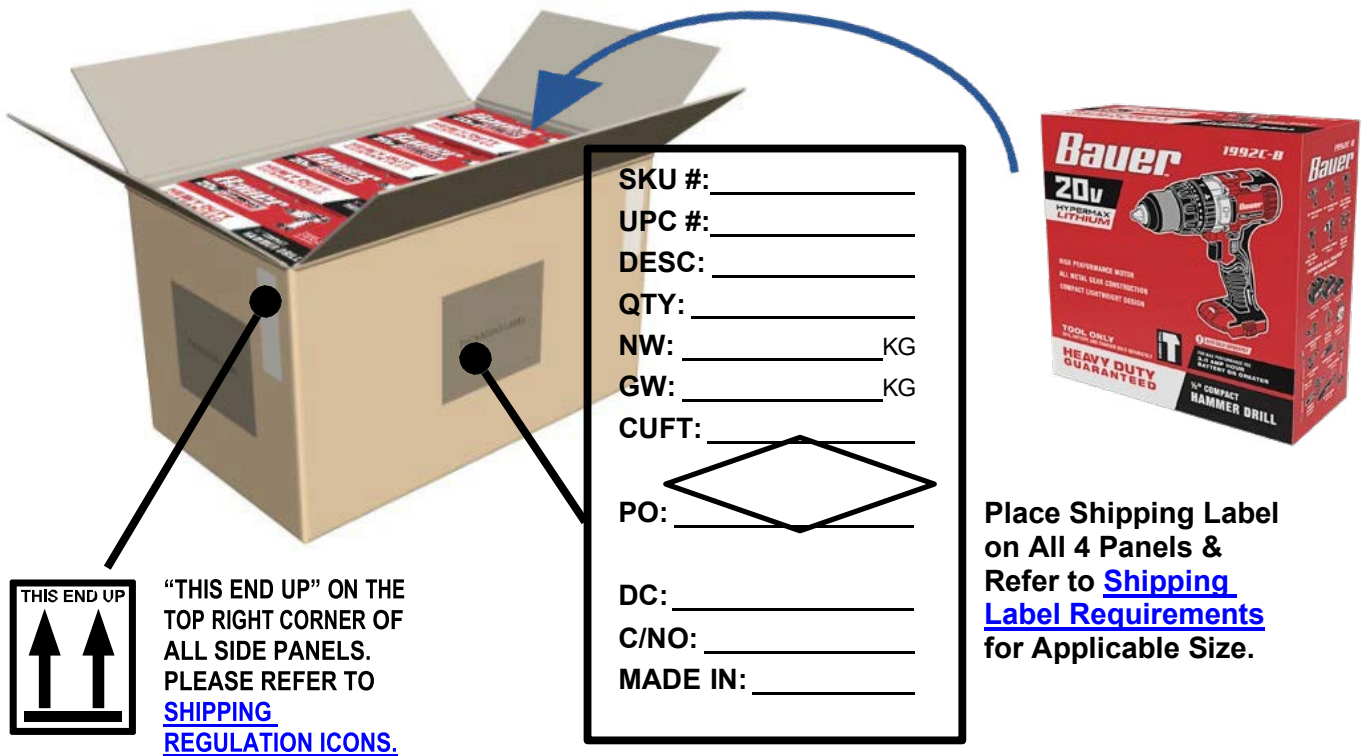
### MASTER CARTON REQUIREMENTS

#### 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



The diagram shows an open master carton containing several red product boxes. A blue arrow points from the top right corner of the carton to a shipping label form. The form contains the following fields:






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

A diamond-shaped icon is placed between the PO and DC fields. To the left of the carton, a "THIS END UP" icon with two upward-pointing arrows is shown. A text box next to it reads: "THIS END UP" ON THE TOP RIGHT CORNER OF ALL SIDE PANELS. PLEASE REFER TO [SHIPPING REGULATION ICONS](#).

To the right of the carton, a red product box for a Bauer 20v HYPERMAX LITHIUM 1992C-B HAMMER DRILL is shown. A text box next to it reads: Place Shipping Label on All 4 Panels & Refer to [Shipping Label Requirements](#) for Applicable Size.

## Shipping Regulation Icons

### Reference packaging dieline for any additional icons required

Icon	Icon Name	Purpose	When is it Required?	Applies to Inner or Outer or Both?
	<b>THIS END UP</b>	Shipping orientation to avoid damage to packaging and product	All master cartons	Outer
	<b>FRAGILE</b> PLEASE HANDLE WITH CARE	Carton contains products with glass or other fragile materials	When a carton contains fragile materials, such as glass	Both
	<b>LIQUIDS</b>	Liquids are present in carton	Any product containing liquid	Both
	<b>TEAM LIFT</b> 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
	<b>MACHINE OR TOOL LIFT</b> 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.**

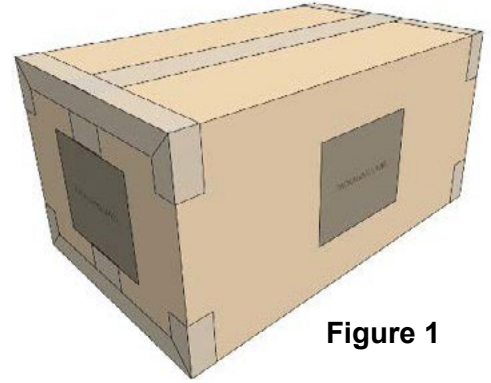
## Strap Requirements

**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**

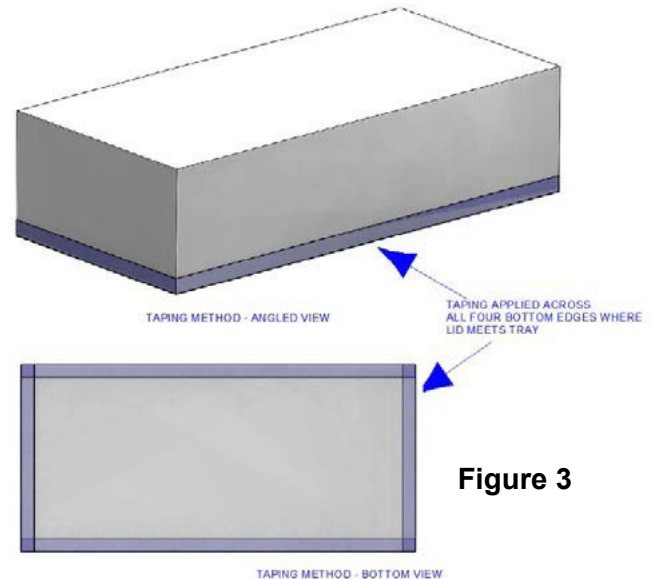
2. All FOL (Full Overlap) master cartons should be taped on three edges (reference Figure 2 at right)



**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.



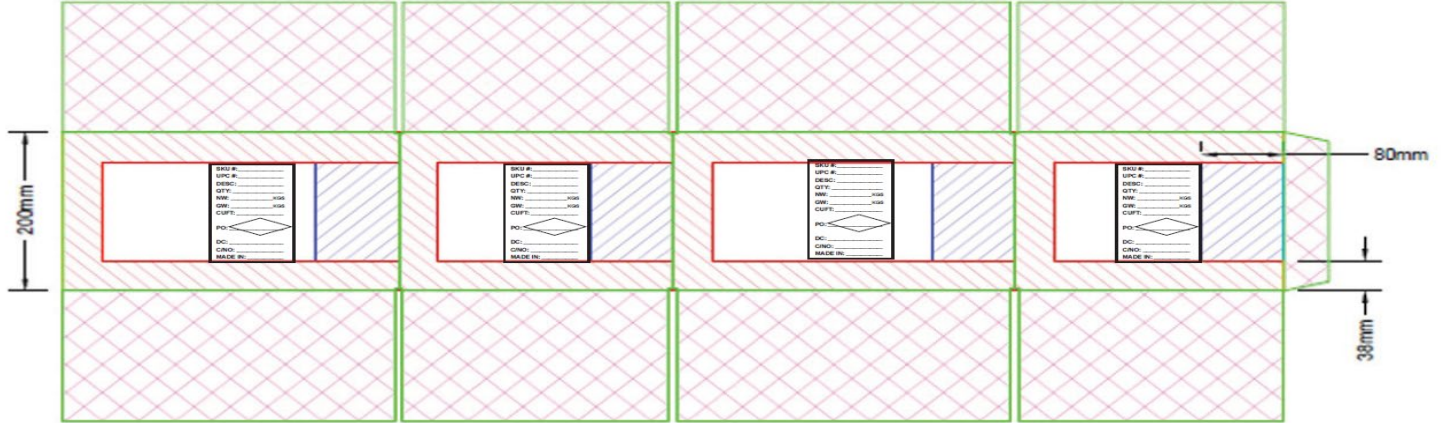
**Figure 3**

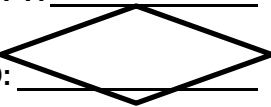
Shipping Label Requirements

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



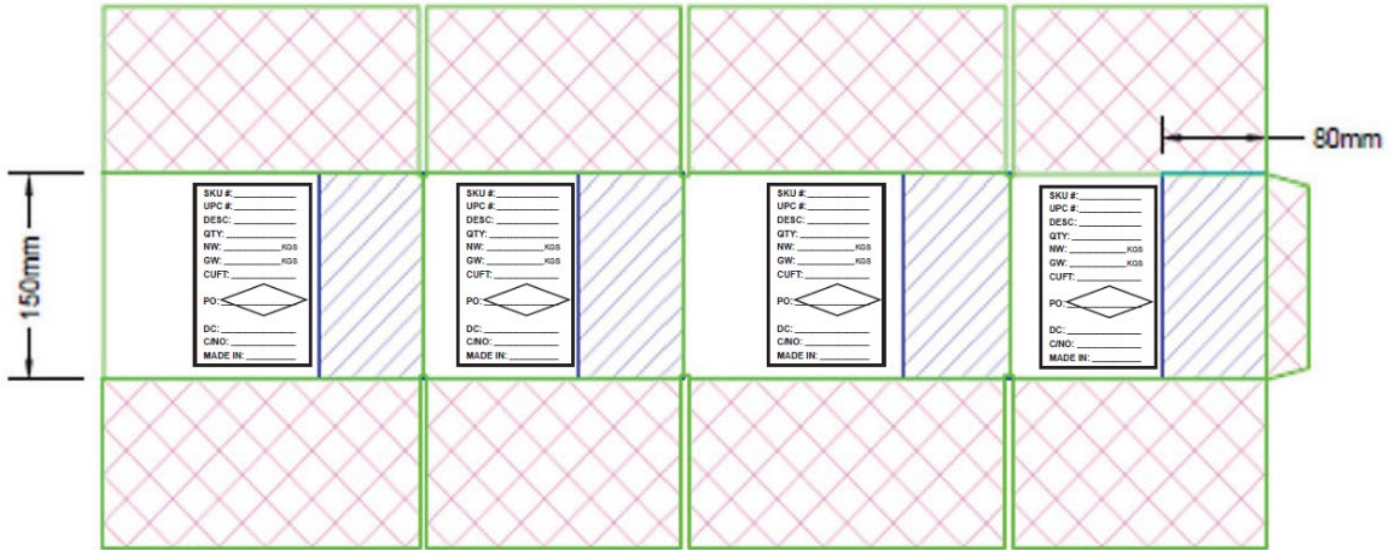
**NO PRINT AREA**  
Carton flaps and glue joint

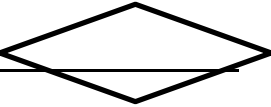


Outer Carton Label Requirements

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



**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

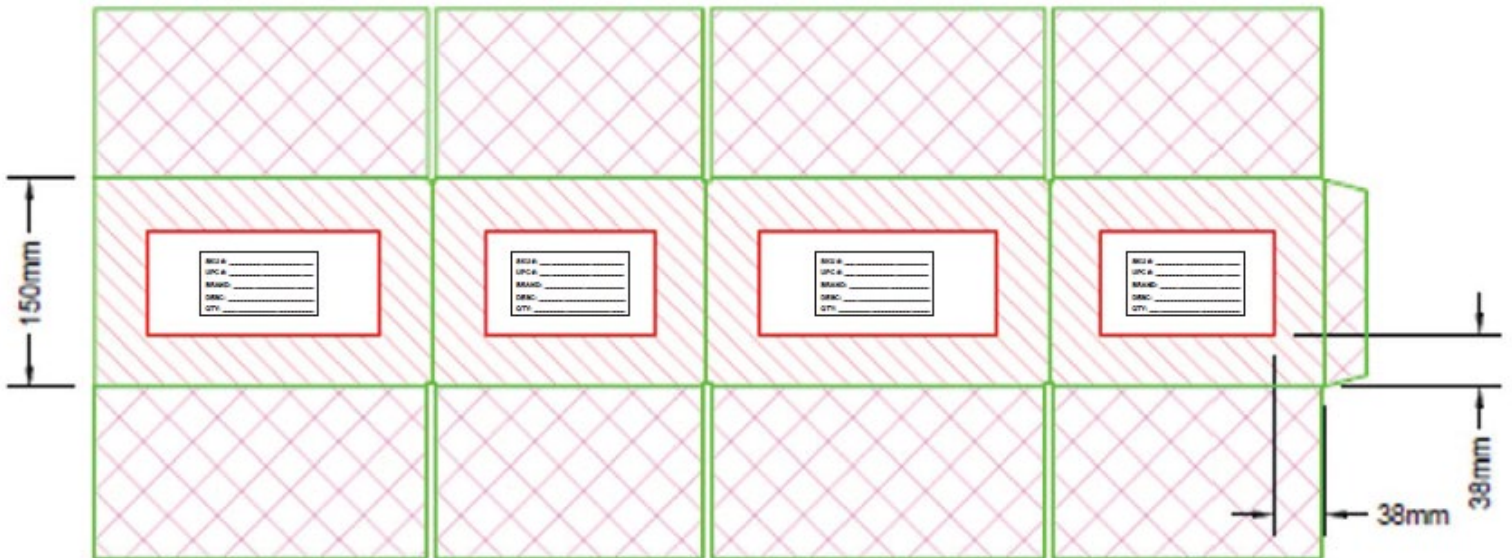


**NO PRINT AREA**  
Carton flaps and glue joint

Inner Carton Label Requirements (carton height >100mm)

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 (carton height <100mm)

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

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



**NO PRINT AREA**  
Carton flaps and  
glue joint

## Country of Origin Marking Requirements

- a. Supplier must ensure product is marked with the country of origin as follows:
  - i. On the immediate container (the innermost level of packaging)
  - ii. On the article itself (where physically possible)
  - iii. In a conspicuous location (can be easily seen with normal handling)
  - iv. In English and in a manner that is:
    1. Legible
    2. Indelible (resists fading)
    3. Permanent manner

## Section 2.2: Date Codes and Payment

### Date Code Sticker for Retail Package & Master Carton

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

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

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

Format is 5-digit vendor number, then WWYYYY. WWYY refers to the actual production completion date. In this example below, the vendor number is 36972, and production for the item was completed in the 29<sup>th</sup> week of year 2014.



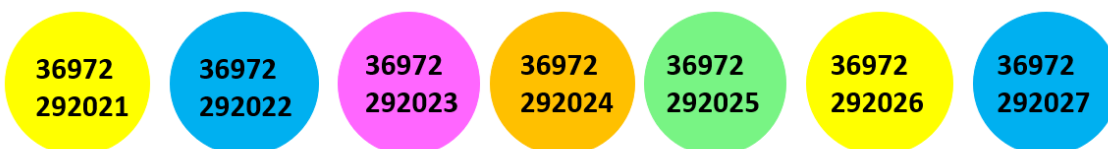
Some vendors may receive additional instructions for products with a “shelf life,” including requirement to use color codes on this 1cm diameter sticker for items that have a shelf life three years or less. Place sticker on product, inner and master carton.

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.

Domestic Vendors that are selling non-HFT brand products are still required to apply Date Code stickers, please reach out to the HFT Inspections team with any questions.

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





### Suffocation warning

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

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

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

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

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

### Payment

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

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

Preferred Invoice Method: e-mail

FEIN# - 77-0465196

### Section 3: Contact List

HFT

Department	Contact
Moreno Valley DC	Kenneth Vincent Transportation Manager, MV Distribution Center 23400 Cactus Ave.   Moreno Valley, CA 92553 Tel (951) 214-7900 x 7907. Cell: (818) 825-4412, Fax: (951)653-7310 <a href="mailto:kvincent@harborfreight.com">kvincent@harborfreight.com</a>
Dillon DC	Joey Matthews Sr Manager of Operations 224 Harbor Freight Road/P.O. Box 1627 Dillon, South Carolina 29536 Cell: (843) 624-8646. Office: (843) 676-2608 <a href="mailto:jmatthews@harborfreight.com">jmatthews@harborfreight.com</a>
Elwood (Chicago) DC	Larry Sanza Transportation Manager <a href="mailto:lsanza@harborfreight.com">3401 South Brandon Rd. Elwood IL 60421</a> Mobile: 818-317-0978; Office: 779)204-4112 Email: <a href="mailto:lsanza@harborfreight.com">lsanza@harborfreight.com</a>
Dallas-Fort Worth DC	Adam Riggs 1257 Bold Ruler Rd Fort Worth TX 76052 Phone #: (951) 842-1469 E-mail: <a href="mailto:adam2@harborfreight.com">adam2@harborfreight.com</a>
Seattle Tacoma	<a href="mailto:TAC_Transportation@harborfreight.com">TAC_Transportation@harborfreight.com</a>
Vendor Management Department	Your assigned Vendor Manager
Sourcing Management Department	Your assigned Sourcing Manager
HFT Office Address	26677 Agoura Rd, CALABASAS, CA 91302 USA
Accounts Payable	Valerie Ortiz, AP Manager 26677 Agoura Rd, CALABASAS, CA 91302 USA Tel: 805-388-1000, Fax: 818-871-0521 Email: <a href="mailto:apemail@harborfreight.com">apemail@harborfreight.com</a>
Hub Group Contact Details, if Collect	1801 Park 270 Drive, Ste. 400, St. Louis, MO 63146 Tel: 1-866-409-9780 <a href="mailto:harborfreightinbound@hubgroup.com">harborfreightinbound@hubgroup.com</a>
HFT Global Product Safety & Compliance Department:	<a href="mailto:productcompliance@harborfreight.com">productcompliance@harborfreight.com</a>
Corporate Social Responsibility Team	<a href="mailto:SocialCompliance@harborfreight.com">SocialCompliance@harborfreight.com</a>

## Section 4: Purchase Orders

### Receiving Purchase Orders

- HFT purchase orders (POs) are sent via email from [POMAINTENANCE@HARBORFREIGHT.COM](mailto:POMAINTENANCE@HARBORFREIGHT.COM), [ponotifications@harborfreight.com](mailto:ponotifications@harborfreight.com), [pomaintenance2@harborfreight.com](mailto:pomaintenance2@harborfreight.com) (add these email addresses to your trusted contact list so that PO emails are not blocked or sent to Spam folder).
  - NOTE: Please wait until FAT is pass or ILC ([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 also be sent separately that summarizes all new POs and will act as a tool to provide vendor confirmations. If you do not receive an Excel spreadsheet, contact the Vendor Management Department.
  - In the Excel file:
    - Column J is the HFT requested date to ship.
    - Enter the shipping week confirmation in format WW.YY in column A. Do not enter anything else in this cell , as this will result in dates not being updated properly.
    - If your confirmed ship week is not the same as our requested ship week, please enter a comment in Column B with the explanation.
    - After you fill in all lines in columns A and B, email the spreadsheet to [POMAINTENANCE@HARBORFREIGHT.COM](mailto:POMAINTENANCE@HARBORFREIGHT.COM) & [DomesticCommunication@harborfreight.com](mailto:DomesticCommunication@harborfreight.com)
    - NOTE: please do not send us PO confirmations in any other way other than in the Excel file you receive from HFT. Example of incorrect responses are: e-mail text, your company's Order Acknowledgement forms or documents, or any other formats. This will result in failed confirmation.**

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

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

Required field to confirm PO. Enter WW.YY

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

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

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

- Ensure Purchase Orders are confirmed in a timely manner (1 to 3 Business Days) by emailing [DomesticCommunication@harborfreight.com](mailto:DomesticCommunication@harborfreight.com) and [pomaintenance@harborfreight.com](mailto:pomaintenance@harborfreight.com) with Order Confirmation and confirmed ship date.
- If there are any changes needed to the Purchase Order details after confirmation, i.e., quantity , ship week, incorrect UPC etc, please let us know immediately, so we can update records on our end. Please e-mail the changes to [pomaintenance@harborfreight.com](mailto:pomaintenance@harborfreight.com) and cc [DomesticCommunication@harborfreight.com](mailto:DomesticCommunication@harborfreight.com)
- If there are any issues with product costs on HFT Purchase orders, please e-mail your Vendor Manager.
- When a Purchase Order ships, please provide an accurate Packing List that includes the Purchase Order Number, SKU(s), Quantity, and Destination. Email the packing slip to [DomesticCommunication@harborfreight.com](mailto:DomesticCommunication@harborfreight.com) and [pomaintenance@harborfreight.com](mailto:pomaintenance@harborfreight.com) the day it ships.  
Please also include in your email a list of SKUs and respective quantities on each pallet and tracking information prior to the order leaving your warehouse.
- For other related issues (product inquiry, updates to your product costs, or any other business-related matters), please contact your Vendor Manager.

#### Distribution Centers

- Dillon, South Carolina, is on the east coast of the USA. On POs and documents this is also listed as DI and/or #952.
- Moreno Valley, California, is on the west coast of the USA. On POs and documents this is also listed as MV and/or #953.
- Elwood, Illinois, is in the mid-West area of the USA. On PO's and documents this is also listed as CHI and/or #954. Note that CHI stands for CHICAGO city which is close to Joliet city.
- Dallas Fort Worth, Texas, is a city in North Central Texas. On POs and documents this is also listed as DFW and/or #955.
- 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. See [Product Inspection](#) section for more details. Violations may result in payment holds, financial penalties, and possible return of goods at the vendor's cost.

#### HFT Quality Assurance Testing

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

#### **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 \(Chinese\)](#)

#### **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 refining our Social Compliance and C-TPAT programs to keep up with all law updates. We expect our vendor partners to adhere to all of our program requirements.

### Social Compliance Audits

Vendors must conduct due diligence to identify any potential risks associated with forced labor and take necessary measures to eliminate such risks from their supply chains. HFT may request a Social Compliance audit at any time. The audit will be conducted at the factory by a third party audit firm nominated by HFT, and HFT Social Compliance personnel may visit the vendor's factory/factories as well, in order to "check the checker" and ensure auditors are following HFT's Supplier Code of Conduct and treating the factory employees and managers with respect and fairness, and acting in an ethical manner.

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

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

Components of the audit will include:

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

### Sub-Supplier / Subcontractors

Names of all sub-suppliers and subcontractors must be sent to [factorycompliance@harborfreight.com](mailto: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.

## Section 7: Booking Requirements

### Domestic Collect shipments must be booked with Hub Group

Email: [harborfreightinbound@hubgroup.com](mailto:harborfreightinbound@hubgroup.com)

Phone Number: 1-866-409-9780

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

Vendors can expect carrier information within 48 business hours.

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

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

#### Email Description: Harbor Freight Inbound Appointment Scheduling

Information needed to schedule a delivery appointment:

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

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

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

**DILLON** - [DomesticAppointments@harborfreight.com](mailto:DomesticAppointments@harborfreight.com)

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

Monday - Thursday 06:00-15:30

Appointment Line: (843) 676-2600 ext. 2743 The appointment line is open Mon-Thurs 06:00-15:30

**CHICAGO** - [chi\\_domestic\\_scheduling@harborfreight.com](mailto:chi_domestic_scheduling@harborfreight.com)

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

Tuesday - Friday 06:00-12:00

**MORENO VALLEY** – [mv\\_receiving\\_cactus@harborfreight.com](mailto:mv_receiving_cactus@harborfreight.com) and [MV\\_Domestics@harborfreight.com](mailto:MV_Domestics@harborfreight.com)

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

Monday - Friday 06:00-14:30

Appointment Line: (951) 214-7900 ext. 7917 The appointment line is open Mon - Fri 06:00-14:30

DALLAS-FORT WORTH TX – [DFW\\_Transportation@harborfreight.com](mailto:DFW_Transportation@harborfreight.com) and [Joherrera@harborfreight.com](mailto:Joherrera@harborfreight.com)

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

Monday-Friday 07:00-13:00

Appointment Line: (951) 842-1469 The appointment line is open Mon - Fri 07:00-13:00

Seattle Tacoma WA - [TAC\\_Transportation@harborfreight.com](mailto:TAC_Transportation@harborfreight.com)

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

Monday-Friday 06:00-14:30

## Section 8: Trailer Loading

### General Trailer Requirements

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

### Examples of secure loads



DUNNAGE AIRBAGS



### Carton Requirements

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

## Examples of incorrect packaging

### Pallet Loads

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

### Preferred Pallets



### Example of double stacks with pallets and slip sheets



### Example of incorrect pallet load orientation



### Floor Load

- Prefer that the maximum weight per carton is 50 pounds. Over 50 pounds consider other loading methods before continuing with floor loading process.

- Trailer weight limit reached prior to cubic limit, move to pallets if clearance height is available
- Directional arrows must point up during transit
- Cartons should be stacked with largest side facing down to create a more stable stack
- Cut out for hand grip should face toward the container door
- Prefer that only one SKU is loaded per container
- Prefer that long cartons stacked with long side facing the doors

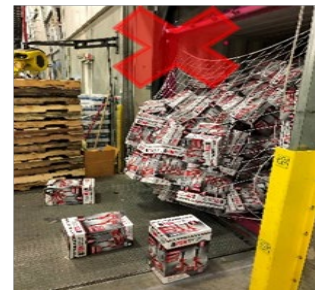
#### Incorrect loading of a long carton- long side should face door



#### Multiple SKU Trailers

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

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



#### Multiple POs and Trailer sharing

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

#### Trailer Manifest

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

## Weight and Volume Requirements

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

Equipment Type	Maximum Volume (CBM)	Minimum Volume (CBM)	Maximum Weight (KG)	Minimum Weight (KG)
20' Standard Dry	33	28	19,958	15,600
40' Standard Dry	67	57	19,958	15,600
40' High Cube Dry	76	65	19,505	15,970
45' High Cube Dry	86	73	19,505	15,970
53' Trailer	3200 (CBF)	1200 (CBF)	45,000lbs	10,000lbs

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

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



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

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



## Section 9: Shipping and Payment Documentation

### Submitting Documents for Payment

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

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

- Commercial Invoice
- For inventory, the POD (proof of delivery) is optional or requested if DC doesn't receive it.
- For inventory, a Packing List is optional or requested if DC doesn't receive it. **For all shipments to Harbor Freight, please have detailed Packing List available upon request.**
- Label subject line of the e-mail as the following: INVOICE NUMBER & PO NUMBER  
Example: 4014209 35111-8374597.

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

### Creating the Correct Documents

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

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

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

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

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




## Revised Documents

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

## Other Documents

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

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

## Shipping Calendar 2024

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

		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					

HOLIDAY

BLK/FRIDAY-CYBER MONDAY

## Shipping Calendar 2025

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

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

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

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

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

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

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

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

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

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

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

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

HOLIDAY

BLK/FRIDAY-CYBER MONDAY