



## ROUTING GUIDE

Failure to use HBI approved logistics provider, mode of transportation, or routing as outlined in this guide or provided in writing from the sourcing manager will result in payment of transportation and logistics services by the seller.

For any machine/equipment shipments you must contact the Global Transportation Team at HBI\_Global\_Transportation@hanes.com Failure to do so will result in shipper being responsible for all freight charges.

GLOBAL LOGISTICS AND TRADE COMPLIANCE  
Current as of December 1, 2020  
Expires on January 8, 2021

An electronic copy of this routing guide can be located on the following site:

<http://www.hbiglobalprocurement.com/>

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**\*\*\*\*\*FIRST TIME SHIPPERS PLEASE CONTACT THE HBI US LOGISTICS TEAM PRIOR TO SHIPPING. PLEASE REFER TO EXHIBIT 2 FOR CONTACTS. IF YOU ARE SHIPPING HAZARDOUS OR DANGEROUS GOODS PLEASE CONTACT HBI INBOUND TEAM.\*\*\*\*\***

## 1. INTRODUCTION

1.1. The Global Logistics and Trade Compliance department of Hanesbrands, Inc. (HBI) is providing this guide to stipulate the logistics providers, transportation requirements, routings, and mode of transportation for movement of all HBI freight. The transportation and logistics guidelines cover all shipments between turnkey vendors, suppliers, contractors, and HBI facilities. This guide also covers all shipments between HBI facilities and contractors in which HBI is responsible for the movement and payment of freight. INCOTERMS, which specify the responsibility for the delivery of freight should be specified on the purchase order. If not located on purchase order please contact your local sourcing or HUB manager prior to shipping. As specified in INCOTERMS, if the vendor is responsible for the movement and payment of freight, the shipper must adhere to the delivery and documentation requirements outlined in this guide.

1.2. The HBI Vendor Routing Guide Procedure covers the following:

- A. **Small Package Shipments**
- B. **Raw Materials, Work-In-Process and Supplies**
  - Textile materials (fabrics, cut parts, and yarns)
  - Re-usable packing materials – empty unipaks, yarn pallets, fabric racks
  - Supplies – thread, bra cups, stickers, polybags, elastic, etc.
  - Waste
  - Machines/machine parts
- C. **Finished Apparel Shipping to the US**
- D. **International Commercial Sales (shipping to any of the following entities):**
  - Hanesbrands Australasia Pty LTD
  - Hanesbrands Brasil Textil, Ltda.
  - Canadelle Limited Partnership
  - Rinplay, S. De RL DE CV.
  - Hanes Panama Inc.
  - Hanesbrands International (Thailand) Inc.
  - Hanesbrands Japan Inc.
  - Hanes Europe Innerwear
  - Champion Europe
  - Maidenform Brands International LTD.

## 2. INCOTERMS

### 2.1 What are INCOTERMS?

“Incoterms” is an abbreviation of International Commercial Terms, which were first published in 1936 by the International Chamber of Commerce (ICC). The Incoterms provide a common set of rules for the most often used international terms of trade.

### 2.2 Purpose and Intent of Incoterms:

The goal of the Incoterms is to alleviate or reduce confusion over the interpretation of shipping terms by outlining exactly who is obligated to take control of and / or insure goods at a particular point in the shipping

process. Further, the terms will outline the obligations for the clearance of the goods for export, import, and requirements on the packing of items. For a complete list of Incoterms and a matrix summarizing responsibilities refer to Exhibit 1 at the end of this document.

### **3. TITLE TRANSFERS**

#### **What are Title Transfers?**

Incoterms do not determine when title to goods passes from the buyer to seller. This is either determined by the applicable governing law, the Contract for International Sale of Goods (CISG) or specified provisions contained in the agreement. Transfer of title has a direct relation to trade risk, by affecting the party's rights in the event of total or partial loss, damage, or destruction of the goods. As a result, it is extremely important that title transfer be clearly specified in the Commercial Purchase Order (CPO) and agreement.

### **4. GLOBAL TRADE COMPLIANCE**

Hanesbrands Inc. is dedicated to ensuring that all international transactions and related activities meet global requirements for Customs & regulatory compliance. HBI ensures that our supply chain remains uninterrupted by Customs related issues and delays.

#### **4.1 HBI Contact for Global Trade Questions:**

Any questions regarding Customs or Trade Compliance, documentation, records, etc. should be directed to [HBI-TradeCompliance@hanes.com](mailto:HBI-TradeCompliance@hanes.com).

### **5. RECORD RETENTION**

#### **5.1 HBIs Retention Policy:**

HBI requires a full range of documentation to be maintained for international transactions for 7 years. Trading partners are expected to abide by these requirements and be able to provide such records within 3 working days of receiving a request from Hanesbrands Incorporated.

#### **5.2 Required Documents:**

Required records / documents to be maintained include the following:

- Purchase Orders
- Certificates of Origin for the products supplied to any HBI location.
- Supplier / Manufacturer affidavits of origin .
- Transportation records to support the movement and receipt of raw materials and / or finished products to their final destination. These records include:
  - International Ocean Bill of Lading
  - International Air Waybill

- Inland Bill of Lading
- Related payments to transportation providers
- Receiving records to support the receipt at the destination location for all items that are shipped to an international facility.
- Product specifications, drawings, diagrams, etc.
- Manufacturing / Production records relating to the items being moved internationally. Such production records may include, but are not limited to:
  - Knitting/Finishing
  - Dyeing / Bleaching
  - Cutting
  - Sewing / Assembly
  - Attribution / Decoration
- Employee time cards & payroll records
- Utility bills and related payment for such services provided to the production facility Shipping records / documentation:
  - Bills of Lading
  - Commercial Invoices / Sales Invoices
  - Packing Lists / Manifests
  - Certificates of Origin with supporting affidavits / information

## 6. TRADE PROGRAM CERTIFICATIONS

### 6.1 Trade Documents:

#### 6.1.a. HBI Requirements

Manufacturer's affidavits / certificates of origin are required by Hanesbrands Inc. as they are used to support any Free Trade Agreement claims that may be made to Customs authorities. Many of these programs are driven by specific origin trade requirements in order to qualify for such programs.

#### 6.1.b. Regulatory Requirements

Customs / Regulatory Authorities require these documents to be submitted for review and / or verification to support FTA claims. These documents are also required in the event of a Customs / Regulatory audit.

#### 6.1.c. Trade Program Requests

All request for Trade Program Certifications (i.e. CAFTA, NAFTA, CBTPA, FORM A, US-AUS, LDP, etc.) must be submitted to the HBI Corporate Trade Compliance team for follow-up, review and/or execution as necessary. Hanesbrands Inc. manufacturing facilities, distribution centers, and other functional areas within HBI are **not authorized to sign and / or execute** such documents.



## 7. WOOD PACKING MATERIAL REQUIREMENTS

### 7.1 Requirements:

The ISPM-15 rule requires wood packaging material, such as pallets, crates, boxes, and dunnage used to support or brace cargo, to be treated and marked.

### 7.2 Fines and Penalties:

Any fines or penalties resulting from the use of non-compliant WPM will be the responsibility of the shipper. For more information on US requirements, please visit the site below.

<https://www.cbp.gov/border-security/protecting-agriculture/wpm>

## 8. SHIPPING DOCUMENT REQUIREMENTS

### 8.1 Documents:

**8.1.a.** HBI requires the shipper / vendor to provide complete and accurate documentation as outlined below to the recipient party and to their customs broker. The original documents for international shipments will be collected and forwarded by the designated HBI logistics provider at origin. Any exceptions to these requirements must be approved by HBI US Logistics.

**8.1.b.** All US shipping documents from western hemisphere (Central America / Caribbean) shippers should be emailed directly to the broker / notify party with the Nominated Logistics Providers' origin office contact on copy. All US shipping documents from eastern hemisphere should be sent to the Nominated Logistics Providers' origin office. The Nominated Logistics Provider will then forward the required documentation to the US customs broker via FTP transmission. Air shipment documents should be sent to the US broker with the Nominated Logistics Provider origin office on copy. Original documents will be collected by the carrier and forwarded with the freight.

NOTE: Please see the following matrix for documentation requirements for specific countries.

8.2 INTERNATIONAL COMMERCIAL SALES DOCUMENTATION MATRIX:

International Business Unit (IBU)	Language of Invoice/Packing Lists	Purchase Order	Commercial Invoice	Packing Lists	Free Trade Certificate 9 (if applicable)	Certificate of Insurance	Ocean bill of Lading (if applicable)	Air Way Bill (if applicable)
HBI Australia	English	signature not required		X	X	If terms are CIF	Original	X
			Copies				(Released at destination)	
HBI Brazil	English	signature not required		X	X	If terms are CIF	Original	X
			Signed Original				(Released at destination)	
HBI Canada	English	signature not required		X	X	If terms are CIF	Original	X
			Signed Original					
HBI Canadelle	English	signature not required		X	X	If terms are CIF	Original	X
			Signed Original					
HBI Hong Kong	English	signature not required		X	X	If terms are CIF	Express/Seaw ay	X
			Signed Original				(Printed at destination)	
HBI Ireland	English	signature not required		X	X	If terms are CIF	Express/Seaw ay	X
			Signed Original				(Printed at destination)	
HBI Japan	English	signature not required		X	X	If terms are CIF	Express/Seaw ay & Original (Bangladesh)	X
			Signed Original					
HBI Panama	English	signature not required		X	X	If terms are CIF	Original	X
			Signed Original				(Released at destination)	
HBI Philippines	English	signature not required		X	X	If terms are CIF	Original	X
			Signed Original				(Released at destination)	
HBI Rinplay / Mexico	English	signature not required		X	X	If terms are CIF	Original	X
			Signed Original				(Released at destination)	
HBI Thailand	English	signature required		X	X	If terms are CIF	Express/Seaw ay	X
			Signed Original				(Printed at destination)	
Champion Europe	See Exhibit 37	See Exhibit 37	See Exhibit 37	See Exhibit 37	See Exhibit 37	See Exhibit 37	See Exhibit 37	See Exhibit 37
Hanes Europe	See Exhibit 31	See Exhibit 31	See Exhibit 31			See Exhibit 31	See Exhibit 31 and Exhibit 33	See Exhibit 31

8.3 INBOUND MATERIALS SHIPMENT DOCUMENT MATRIX:

Country	Language of Invoice / Packing Lists	Purchase Order	Commercial Invoice	Packing Lists	Textile Declaration	Certificate of Origin	Certificate of Insurance	Ocean BOL (if applicable)	Air Way Bill (if applicable)
United States	English		Signed Copy	x	Textiles Only		If Terms are CIF	Express / Seaway (released at destination)	x
China	English	Signed	Signed	x			If Terms are CIF	Express / Seaway (released at destination)	x
Vietnam	English	Signed Original	Signed Original	x			If Terms are CIF	Express / Seaway (released at destination)	x
Thailand	English		Copy	x			If Terms are CIF	Express / Seaway (released at destination)	x
Dominican Republic	Spanish		Signed Original	x			If Terms are CIF	Original (released at destination)	x
Costa Rica	Spanish		Signed Original	x			If Terms are CIF	Original (released at destination)	x
El Salvador	Spanish		Signed Original	x			If Terms are CIF	Original (released at destination)	x
Honduras	Spanish		Signed Original	x (Original)			If Terms are CIF	Original (released at destination)	x
Puerto Rico	Spanish		Signed Original	x			If Terms are CIF	Original (released at destination)	x
Haiti	Spanish		Signed Original	x			If Terms are CIF	Original (released at destination)	x
Nicaragua	Spanish		Signed Original	x			If Terms are CIF	Original (released at destination)	x
Guatemala	Spanish		Signed Original	x			If Terms are CIF	Original (released at destination)	x

## 9. SOLAS

### 9.1 SOLAS VGM Requirements:

#### 9.1.a. SOLAS Rule Updates:

Effective July 1<sup>st</sup>, 2016, new rules mandated by the International Maritime Organization (IMO) require that all ocean containers reflect an accurate statement of the weight of the cargo within the ocean container. This is known as the Verified Gross Mass (VGM) requirement, and is part of the Safety of Life at Sea (SOLAS) convention.

#### 9.1.b. Requirement Clarification:

[http://www.worldshipping.org/industry-issues/safety/WSC\\_Summarizes\\_the\\_Basic\\_Elements\\_of\\_the\\_SOLAS\\_Container\\_Weight\\_Verification\\_Requirement\\_January\\_2015\\_-3-.pdf](http://www.worldshipping.org/industry-issues/safety/WSC_Summarizes_the_Basic_Elements_of_the_SOLAS_Container_Weight_Verification_Requirement_January_2015_-3-.pdf)

#### 9.1.c. Fines and Fees

Any fines or fees associated with non-compliance to the SOLAS VGM requirement will be charged back to the responsible vendor.

## 10. SMALL PACKAGE SHIPMENTS

### 10.1 Elected Small Package Provider Matrix

Please see below to determine elected carrier by country with small package requirements. To be able to ship as a small package shipment **all requirements** outlined below must be met.

Country	Elected Carrier	Shipping Requirements		
		Weight (lbs)	CBM	Max Carton #
United States	UPS	< 150	< 0.68	---
Australia	DHL	< 100	< 0.27	3
Canada	UPS	< 150	< 0.68	20
Ireland	UPS	---	---	20

Mexico	UPS	< 150	< 0.68	20
France	DHL	< 100	< 0.27	3
Italy	DHL	< 100	< 0.27	3
Germany	DHL	< 100	< 0.27	3
Greece	DHL	< 100	< 0.27	3
Sweden	DHL	< 100	< 0.27	3
Spain	DHL	< 100	< 0.27	3

**NOTE: It is HBI policy that we do not pay freight for sample shipments.**

## 10.2 Account and Billing

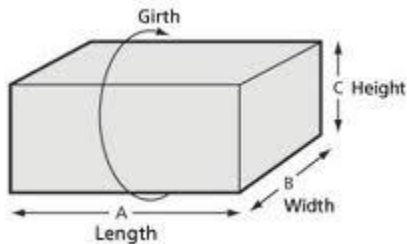
**Please be sure to select Third Party Bill-to. Do not ship COLLECT when shipping on behalf of HBI.**

DO NOT ASSUME ACCCOUNT NUMBER WILL REMAIN THE SAME FOR EVERY SHIPMENT. BILL SHIPPING CHARGES TO AND THE BILL DUTIES BOXES SHOULD INDICATE 3<sup>RD</sup> PARTY BILLING USING THE FOLLOWING:

- 3<sup>RD</sup> party account # contact your HBI Representative (category manager, materials planner, etc.).

**NOTE: HBI Transportation does not provide account numbers.**

- HBI requires vendor to do the following when shipping 3<sup>rd</sup> party bill to HBI small pack account.
  - Ensure ACTUAL weight and dimensions are entered.
  - For dimension "length"= longest side



- A large package surcharge may apply to domestic and international shipments. A package considered a "large package" when its length plus girth [(2 x width) + (2 x height)] combined exceeds 130 inches, but does not exceed the maximum size of 165 inches.
- Large packages are subject to a minimum billable weight of 90 lbs. An additional handling charge will not be assessed when a large package surcharge is applied.
- Do not declare value for any US domestic shipment.

- Please note that if HBI is paying the freight for a small package shipment, the vendor is also required to maintain an active account with the small package service provider.

## 11. OCEAN GUIDELINES

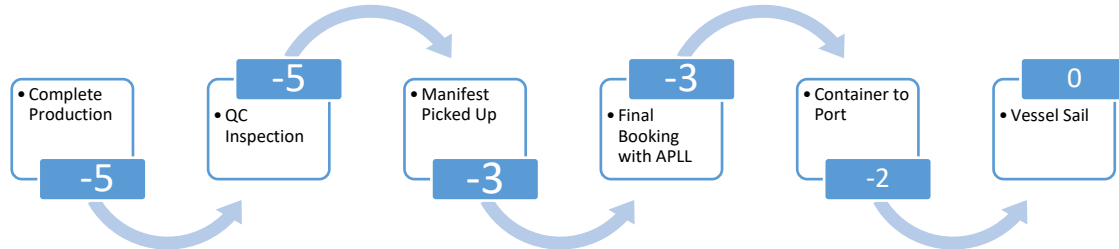
### 11.1 OCEAN: INTERNATIONAL SHIPPING GUIDELINES FOR USA BOUND FINISHED GOODS

#### 11.1.a. Contacts

- Contact [HBI\\_Finishedgoods@hanes.com](mailto:HBI_Finishedgoods@hanes.com).
- Refer to Exhibit 3 for the contact information on the Nominated Logistics Provider contact information to book in the country of shipment origin.

#### 11.1.b. Booking Timelines

- For origins in the Western Hemisphere, the booking must be made 7 days prior to carrier CY cutoff for factory load. For consolidated cargo, vendor must book 5 days prior to CFS cutoff.
- For origins in the Eastern Hemisphere, the pre-booking must be made 14 days prior to carrier CY cutoff for factory load. For consolidated cargo, vendor must book 5 days before CFS cutoff.
- For document cutoff guidelines for each lane, contact the Nominated Logistics Provider Origin Contact (refer to Exhibit 3).
- See below for the required timeline of a manifest in relation to when it sails regarding QC inspection, manifest picked up, and final booking.



\*\*\*The above diagram is a sample timeline of shipment events. Please contact your Nominated Logistics Provider for specific cut-off times. It is an HBI requirement that the QC inspection must be completed prior to final booking of the shipment. \*\*\*

#### 11.1.c. Pre-Booking Requirements

- Refers to container and sailing reservations
- All shipments are required to be pre-booked 14 days in advance
- Required at time of pre-booking:
  - Requested equipment (size and quantity)
  - Requested sail date
  - Estimated volume (CBMs)

**11.1.d. Booking Requirements**

- Port of Loading (POL)
- Port of Discharge (POD)
- Destination DC
- Requested Ship Date (RSD) ; should be equal to “Est Del Date” may be equal to actual vessel ETD.
- Container Count
- Container Size

**11.1.e. Container Inspection Procedures**

This procedure applies to full container or trailer shipments being loaded by the vendor. This procedure is implemented to minimize claims to cartons and product during transportation.

- Complete the container inspection form (refer to Exhibit 4). If any of the questions in the inspection report are answered “NO” and the shipper cannot correct the connotation, contact the carrier and replace the equipment. If all of the questions are answered “YES”, attach the signed form to last handling unit on the container and maintain a copy for your records.

**11.1.f. Loading Requirements**

Adhere to all packaging and labeling requirements provided in the HBI Global Business Requirements.

- HBI system generated label must be applied.
- Load all freight to stabilize the product while in transit and to prevent movement or damage to the product.
- When applicable; free time is allowed on live loads for 2 hours. (Time allowed by carrier before additional charges apply)
- Minimum load requirements:
- FCL shipments must meet the minimum load requirements as outlined below.

CBM Container Minimums - Finished Goods					
Commodity	Container Type				
	20D	40D	40H	45D	45W
Finished Goods	30	62	70	78	84
Mixed	30	62	70	78	84
Supply	30	62	70	78	84
Samples	30	62	70	78	84

Max Cube	33	67	76	85	91
Max Weight	28,250 kg	28,800 kg	28,500 kg	28,280 kg	28,280 kg

\*\*\*Any shipments not meeting the minimum requirements for 20' container will be booked according to the most efficient form of transportation as determined by the freight forwarder and HBI Logistics\*\*\*

\*\*\*In the USA the maximum allowed weight is 42,000 lbs. (19,000 kg) \*\*\*

\*\*\*Maximum weight can change based on local regulations. Shippers should check with local transportation officials to make sure that maximum weight is not exceeded. \*\*\*

\*\*\*All shipments not meeting the minimum requirements must obtain approval from [HBI\\_Finishedgoods@hanes.com](mailto:HBI_Finishedgoods@hanes.com) prior to shipping. \*\*\*

\*\*\*Any shipment routing as all – motor must be approved by HBI Finished Goods Logistics Team. \*\*\*

\*\*\*Any shipment routing as LCL must be approved by HBI Finished Goods Logistics Team. \*\*\*

### 11.1.g. Vendor Requirements

Vendors must deliver cargo in accordance with their booking declaration as well as by customer's required load specifications indicated (4) below. If cargo delivery matches booking order and vendor delivers per specifications, customer will not require a shipping authorization. Vendor must deliver +/- 5% against a booked quantity. Notify [HBI\\_Finishedgoods@hanes.com](mailto:HBI_Finishedgoods@hanes.com) for any discrepancy, authorization not required.

- HBI manifests cannot have more than one destination (DC Code).
- Manifests cannot be split into multiple containers.
- Multiple manifests can be loaded on one container.
- Multiple manifest can be under one bill of lading only if they belong to same shipper and same consignee.
- A manifest cannot ship via multiple modes (cannot be both air and ocean).
- UNW will have only one PO number per manifest (for Turnkey Vendors)
- All other business units may have one PO number across multiple manifests.
- If the vendor is shipping finished goods on the same container for different divisions, the goods for each division must be booked, manifested, invoiced, and shipped separately. That means that there would be a BOL for each HBI Division. The shipment will be cleared with an entry per division.

**Example:**



1 Manifest	1 DC code			
1 Manifest	1 Container			
1 Container	Multiple Manifests			
1 Booking Form	1 or Multiple Manifests	1 or Multiple DC's	1 Port of Entry	1 Consignee
1 PO	Multiple Manifests			
1 Manifest	Multiple PO's (for HOS, SOC and INT only)			
1 PO	Multiple Containers			
1 Container	Multiple Consignees			Multiple B/L's

**11.1 OCEAN: INTERNATIONAL SHIPPING GUIDELINES FOR HANES EUROPE** (Italy, France, Spain, Germany)

- Hanes Europe finished goods FCL and LCL shipment should be booked directly with the Nominated Logistics Provider. (Refer to Exhibit 3 for Nominated Logistics Provider)
- Refer to Exhibit 20 and 22 for documentation procedures.
- Container Inspection Procedures
- This procedure applies to FCL or trailer shipments being loaded by the vendor. This procedure is in place to minimize claims to cartons and product during transportation. Complete the container inspection form (Exhibit 4). If any of the questions in the inspection report are answered "NO" and the shipper cannot correct the connotation, contact the carrier and replace the equipment. If all the questions are answered "YES", attach the signed form to the last handling unit on the container and maintain a copy for your records.

**11.2 OCEAN: INTERNATIONAL SHIPPING FOR CHAMPION EUROPE**

- FCL and LCL shipments should be booked directly with the Nominated Logistics Provider. (Refer to Exhibit 3 for the Nominated Logistics Provider Contacts)
- Refer to Exhibit 32 for documentation procedures.

**11.3 OCEAN: NON-FINISHED GARMENT INBOUND MATERIALS INTERNATIONAL SHIPPING GUIDELINES**

**11.4.a. Booking Timelines**

- For origins in the Western Hemisphere, the booking must be made 5 days prior to carrier CY cutoff.
- For origins in the Eastern Hemisphere, the booking must be made 10 days prior to carrier CY cutoff.
- For document cutoff guidelines for each lane, contact either the US HBI Logistics Team or the Nominated Logistics Provider Origin Contacts (refer to Exhibit 3).

**11.4.b. Booking Document Requirements**

- OPC (Origin Plant Code)
- DC Code (Destination Code)
- Purchase Order # (if applicable)
- Weight of each handling unit
- CBM (cubic meters) of each unit
- Dimensions of each unit
- Shipper’s Name and Address
- Consignee’s Name and Address
- Cargo ready date
- Commodity Code (see below for acceptable commodity codes)

	Knit and/or woven panty, brief, boxer, t-shirt cut components	QUILTAPPT
	Fabric shipping in rolls, Spannette, woven fabrics	
Mixed	Any combination of the commodities within this list	MIXED
Re-useable Packing Materials	Unipaks, Fabric Racks, Cones, Yarn Pallets	PACKMAT

**11.4.c. Container Inspection Procedures**

This procedure applies to full container or trailer shipments being loaded by the vendor. This procedure is implemented to minimize claims to cartons and product during transportation.

- Complete the container inspection form (refer to Exhibit 4). If any of the questions in the inspection report are answered “NO” and the shipper cannot correct the connotation, contact the carrier and replace

the equipment. If all of the questions are answered “YES”, attach the signed form to last handling unit on the container and maintain a copy for your records.

**11.4.d. Loading Requirements**

Adhere to all packaging and labeling requirements provided in the HBI Global Business Requirements.

- Minimum labeling requirements:
  - PO #
  - Quantity and unit of measure
  - Shipper’s Address
  - Consignee Address
  - HBI Part #
- For multiple destinations a copy of the load diagram and the packing list must be included in the container, attached to the last handling unit on the container. A blank container diagram can be found in the shipping order form.
- FCL container shipments must meet the minimum load requirements as indicated below:

Commodity	Container Type				
	20'86	40'86	49'96	45'96	45'102
Yarn / Hosiery	30	59	67	77	82
Socks (tubes) / Fabric (knit)	26	54	61	68	73
Supplies / Cut Parts / Mixed Commodities / Textile Waste / Chemicals	23	47	53	60	64
Fabric (rolls) / Reusable Packing Materials	20	40	46	51	55
Max Cube	33	67	76	85	91
Max Weight	28,250 kg	28,800 kg	28,500 kg	28,280 kg	28,280 kg

\*\*\*Any shipments not meeting the minimum requirements for 20’ container will be booked according to the most efficient form of transportation as determined by the freight forwarder and HBI Logistics\*\*\*

\*\*\*In the USA the maximum allowed weight is 42,000 lbs. (19,000 kg) \*\*\*

\*\*\*Maximum weight can change based on local regulations. Shippers should check with local transportation officials to make sure that maximum weight is not exceeded. \*\*\*

## 12. AIR GUIDELINES

### 12.1. AIR: INTERNATIONAL SHIPPING GUIDELINES FOR USA BOUND FINISHED GOODS

HBI has selected specific carriers as global air providers. Refer to ASA section 4.2.4 for obtaining air shipment approval and the International Shipment Document Requirement section 3.4 for customs document requirements. Air shipments are to be booked with the Nominated Logistics Provider and follow the specific path that is outlined in Exhibit 17. **All shipments should be booked with the Nominated Logistics Provider** (refer to Exhibit 3 for those contacts).

#### 12.1.a. Booking Requirements:

All documents and cargo must be available to the global air provider 48 hours before the flight.

- DC Code (refer to Exhibit 11)
- Customer Purchase Order Number (if applicable)
- Manifest Number (if applicable)
- Weight
- Cubic Meters (CBM)
- Shippers Name and Address
- Business Unit
- Cargo ready date
- ASAP Number (format XXXXXXXX-XXXXXXX)

#### 12.1.b. Prepaid Air Freight

In the event that a vendor is responsible for shipping product via air, it is still required that they book through the HBIs Nominated Logistics Provider.

#### 12.1.c. Air Shipment Approval Process (ASAP)

The Air Shipment Approval Process (ASAP) is the required procedure **for all air shipments in which HBI Supply Chain is responsible for the payment of freight**. If you need access to ASAP site, please send an emailed request to [ASAP@hanes.com](mailto:ASAP@hanes.com). The shipper will receive an ASAP identification number from HBI prior to movement of any freight paid by HBI Supply Chain. Refer to sample ASAP form below. The ASAP ID number must be noted on shipment documents as an HBI reference number. The ASAP ID is required to book a shipment an air shipment with the designated HBI Logistics provider. Shipping via air without and ASAP ID number will result in payment of the freight by the seller. **The ASAP must be listing in the following format XXXXXXXX-XXXXXXX.**

### 12.2 AIR: INTERNATIONAL SHIPPING GUIDELINES FOR AUSTRALIA, CANADA, IRELAND, AND MEXICO

**All air shipments should be booked with the Nominated Logistics Provider(s).** HBI has a nominated carrier that must be used for prepaid and collect. Refer to ASAP section 6.2.1 below for obtaining air shipment approval and the International Shipping Instructions in the applicable exhibit for customs document requirements.

#### **12.2.a. Air Shipment Approval Process (ASAP)**

The Air Shipment Approval Process (ASAP) is the required procedure **for all collect and prepaid air shipments in which HBI US or HBI International Business Units are responsible for paying the freight costs.** If you need access to ASAP site, please send an emailed request to [ASAP@hanes.com](mailto:ASAP@hanes.com). The shipper will receive an ASAP identification number from HBI prior to movement of any freight paid by HBI. Refer to sample ASAP form below. The ASAP ID number must be noted on shipment documents as an HBI reference number. The ASAP ID is required to book an air shipment with the designated HBI Logistics Provider. Shipping via air without an ASAP ID number will result in payment of the freight by the seller. **The ASAP must be listed in the following format: XXXXXXXX-XXXXXXX.**

#### **12.2.b. Booking Requirements**

All documents and cargo must be available to the global air provider 48 hours before the flight.

- OPC (Origin Plant Code) – required for non-finished goods shipments
- DC (Destination Code)
- ASAP ID # is required if HBI is the freight payer
- PO #
- HBI Style #
- IBU Style # (if applicable)
- PO Quantity (the quantity as it is measured on the PO, i.e. the purchasing quantity)
- Shipping Unit of Measure (this is the handling unit of measure that you are shipping in or on)
- Shipping Quantity (How many of the shipping units of measure are you shipping? For example, 5 pallets)
- Gross Weight by Handling Unit (This is the weight of a single shipping unit of measure, including the packaging)
- Dimensions (length, width, height)
- Shipper's Name and Address
- Consignee's Name and Address
- Commodity Code

#### **12.2 INTERNATIONAL SHIPPING GUIDELINES FOR HANES EUROPE (Italy, France, Spain, Germany)**

When the vendor is shipping air pre-paid, 10% will be paid back by the Hanesbrands Innerwear Europe (HEI) consignee to the vendor, if and only if, the vendor uses the HEI nominated air freight forwarder. The 10% refund process is in place for HEI to bear the equivalent sea freight cost when a vendor is shipping air

pre-paid. The payback goes through a debit note (DN) raised by the vendor related to HEI BU. Please see below for step by step procedure:

1. Suppliers to issue DN
2. Supplier to send by email at ETD:  
To: related custom team + ROH account contact + Kai +related HEI AP dept.  
Scan of DN + AWB copy + scan of original air freight invoice paid to HEI nominated forwarder + commercial invoice + packing list + FORM A
3. Related HEI AP dept. to record DN and launch payment validation / payment process
4. Validation to be provided by related concerned HEI customs team, who will confirm receipt and if related AWB has been processed APP, and if so, validate the DN.
5. If DN is validated, normal payment process will be applied.
6. If DN is rejected, related HEI customs personnel will communicate with the vendor with support from ROH to resolve and clear the file.
7. If DN and above requested docs are received by e-mail beyond ETA destination airport, a penalty of 150 euro / 175us\$ will be applied to cover cost to re-open related customs entry file. Then, DN will need to be amended to reflect that penalty.
  - Hanes Europe finished goods air shipments should be booked directly with Nominated Logistics Provider via their booking management system. (refer to Exhibit 3 for Nominated Logistics Provider Contacts)
  - Refer to Exhibit 20 and 22 for documentation procedures.
  - For DC locations refer to Exhibit 33
  - Maximum CBM per shipment
    - For any air freight shipments greater than 10 cbm, the shipment should be split into multiple AWB, commercial invoices, packing lists, etc. less than 10 cbm. All partitions should be shipped under the same Master AWB.

### **12.3 AIR: INTERNATIONAL SHIPPING FOR CHAMPION EUROPE**

- All shipments should be booked directly with the Nominated Logistics Provider via their booking management system. (Refer to Exhibit 3 for the Nominated Logistics Provider Contacts)
- Refer to Exhibits Section for the information on documentation procedures.

## **13. NON-FINISHED GARMENT INBOUND MATERIALS INTERNATIONAL SHIPPING GUIDELINES**

### **13.1 International Cross Border / Overland (Mexico and Canada)**

- All freight must be shipped 3<sup>rd</sup> party billing. Do not prepay and add freight charges to the merchandise invoice. Merchandise invoices that contain freight charges will be paid net of freight and a charge back may be issued. HBI has elected Transplace to manage all LTL and TL shipments.

### **13.2 Truckload and Less than Truckload Shipping instructions from vendor dock:**

Contact Transplace for shipping instructions at [hanesOPS@transplace.com](mailto:hanesOPS@transplace.com) or 1-(855) 778-1733.

- Standard TL tender cut off time is 1 PM EST / 10 AM PST 1 day prior to pick up
- Standard LTL tender cut off time is 3 PM EST / 12 PM PST 1 day prior to pick up
- All freight must be palletized and secured to pallet by shrink wrap, plastic wrap, or steel bands
- Consolidate all POs per “Ship to” destination on one Master BOL

### 13.3 Bill of Lading Requirements

- Purchase Order #
- Shipper Name and Address
- Consignee Name and Address
- Bill of Lading #
- Carrier Information: SCAC and Pro #
- Freight Terms (3<sup>rd</sup> Party)
- Hanesbrands Inc C/O Transplace
- PO Box 425
- Lowell, AR 72745 USA
- Client Name (Insert Client ID) listed below:
- USD – HANS03
- CAD – HANS04
- Total Pallet Count
- Total Piece Count
- Gross Weight
- NMFC Classification #

### 13.4 Non USA Inland Less than Truckload / Truckload Shipments

#### 13.4.a LTL Shipping (Central America)

- For Central America LTL shipments not requiring ocean routing, contact **Caribex Worldwide** for routing and inland bookings. Please see below for contacts.
- Shipment is considered LTL if it is less than 24 pallets.
- The Intra CA program is approved to provide consolidation of shipments by means of truck units with no minimum or maximum limit.

#### 13.4.b. Cutoff Times – LTL Shipments

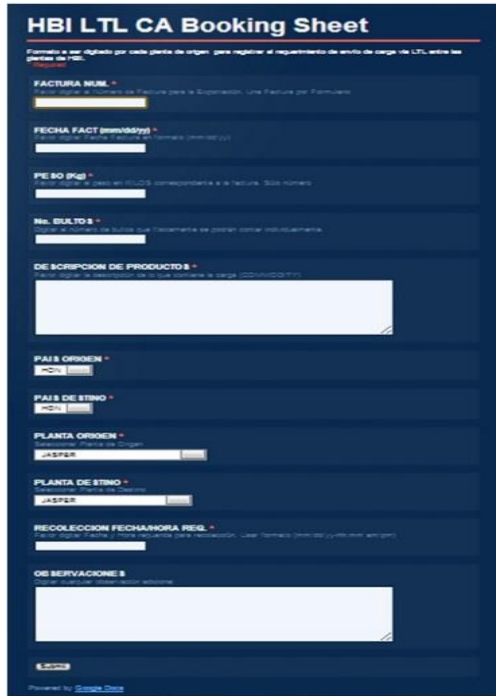
1. Tuesday 11 AM : Destination plant TRANSFER REQUEST to Origin HBI Plant.
2. Wednesday 9 AM : Booking Request to Caribex for loading at origin HBI Plant.
3. Wednesday 10 AM : Truck placement for loading at origin HBI Plant.
4. Wednesday 1 PM : Truck loaded for departure from Origin HBI Plant.
5. Thursday 12 PM : Consolidated Truck departure from Caribex origin.

### 13.4.c. LTL Booking Request Requirements

To start a booking request, go to the website below and fill out the form.

<https://docs.google.com/spreadsheet/viewform?formkey=dFdUWUNXMWNTMIBHRzNOeDAweVhRcnc6MQ#gid=0>

The website form should resemble the example below.

The image shows a Google Forms interface for an "HBI LTL CA Booking Sheet". The form is titled "Formulario de solicitud por medio planta de origen para registrar el requerimiento de servicio de carga por LTL, entre las plantas de HBI." and contains several input fields: "FACTURA NUM." (Factura para la Compañía, una Factura por Formulario), "FECHA FACT (mm/dd/yy)" (Fecha de emisión de la factura), "PESO (kg)" (Peso total de cada una de las mercancías a la factura, con número), "No. BULTOS" (Número de bultos de mercancía a cargar, como incrustación), "DESCRIPCION DE PRODUCTOS" (Descripción de los productos a cargar), "PAIS ORIGEN" (País de origen), "PAIS DE DESTINO" (País de destino), "PLANTA ORIGEN" (Planta de origen), "PLANTA DE DESTINO" (Planta de destino), "RECOLECCION FECHANORIA REG." (Fecha de recolección y hora para recolección), and "OBSERVACIONES" (Observaciones). The form is powered by Google Docs.

### 13.4.d. LTL Documentation Requirements

- Original commercial invoice, one for each destination location.
- Original packing list with one copy for each destination location.
- Weight (KG)
- Volume (CBM)
- Export Customs Declaration – Caribex will provide all pertinent shipping information to be included on the declaration.
- MSDS (if applicable)

### 13.4.e. LTL Loading Requirements

- All cargo must be segregated and palletized to each independent destination plant, matching the corresponding packing list and commercial invoice.
- Number of physical shipping pieces must match with cartons declared in packing list and Customs Declaration.
- All cargo must be labeled with at least the following information: origin and destination plant, matching commercial invoice number, carton number / total cartons included to each destination plant.



#### 13.4.f. Truckload / Ton Truck Shipping (Central America)

##### Truckload / Ton Truck Shipping (Central America)

For Central American Truckload and Ton Truck shipments not requiring ocean routing, contact [CYMSA](#) for routing and inland bookings. Please ask for Hanesbrands [CYMSA](#) Coordinator.

- [CYMSA](#) Contact Information
- [CYMSA – Guatemala](#) +(502) 5515-5275 Ana Beatriz Herrera
- [CYMSA's Scope of Service](#)
  - All HBI paid shipments within Central America, between Honduras, El Salvador, Costa Rica, Nicaragua, Guatemala, and Mexico to Central America. This does not include port moves. Please note shippers will continue to contact Caribex directly for LTL shipping.

#### 13.4.g. Truckload / Ton Shipping (Caribbean)

- For Caribbean (Dominic Republic / Haiti) truckload shipments not requiring ocean routing should contact Medvel Freight Service for routing and inland booking.
- [Medvel Contain Information](#)

Medvel Freight Services

Telephone: 809 563 6404 X 223, 230

Fax: 809 472 5962

Mobile: 829 470 1387

Mobile: 829 470 1446

Email: [trafico@medvel.com.do](mailto:trafico@medvel.com.do)

Address: Roberto Pastoriza No.111

Naco, Santo Domingo, D.N. Republica Dominicana P.O. 00737

#### 13.4.h Truckload / Ton Truck Shipping (Vietnam)

- For inland Vietnam please contact:

MACS Shopping Corporation

Hoang Anh Dung

Managing Director

[dungha-han@macsvietnam.com.vn](mailto:dungha-han@macsvietnam.com.vn)

Tel: 84-4-35143333

## **ROUTING GUIDE EXHIBITS**

### **Exhibit 1 – Incoterms**



Exhibit 1 -  
Incoterms.docx

### **Exhibit 2 – HBI Logistics Contacts**



Exhibit 2 - HBI  
Logistics Contacts D

### **Exhibit 3 – Logistics Provider Origin Contacts Lists (Yusen ONLY)**



Exhibit 3 - Yusen  
Origin Contact List\_l

### **Exhibit 4 – Container Inspection Form**



Exhibit 4 -  
Container Inspection

### **Exhibit 5 – Container Diagram**



Exhibit 5 -  
Container Diagram.c

### **Exhibit 6 – Carton Label**



Exhibit 6 - Carton  
Label.docx

### **Exhibit 7 - Accessorial Charges**



Exhibit 7 -  
Accessorial Charges.

**Exhibit 8 – APLL (Nominated Logistics Provider) VGM Form**



Exhibit 8 - APLL  
VGM Form.docx

**Exhibit 9 Kuehne & Nagel VGM Form**



Exhibit 9 - K&N  
VGM Form.docx

**Exhibit 10 – Yusen and APLL Business Matrix (by Country) – Finished Apparel**



Exhibit 43 - Yusen  
and APLL Business M

**Exhibit 11 – DC Matrix**



Exhibit 11 - HBI DC  
Matrix.xlsx

**Exhibit 12 – APLL Origin Contact List**

**Exhibit 13 – Emergency HTS Procedures**



Exhibit 13 -  
Emergency HTS Proc

**Exhibit 14 – Australia Direct Shipping Instructions**



Exhibit 14 -  
Australia Direct Ship

**Exhibit 15 – Brazil Direct Shipping Instruction**



Exhibit 15 - Brazil  
Direct Shipping Intri

**Exhibit 16 – Canada Direct Shipping Instructions**



Exhibit 16 - Canada  
Direct Shipping Inst

**Exhibit 17 – Japan Direct Shipping Instructions**



Exhibit 17 - Japan  
Direct Shipping Inst

**Exhibit 18 – Rinplay Direct Shipping Instructions**



Exhibit 18 - Rinplay  
Direct Shipping Inst

**Exhibit 19 – Thailand Direct Shipping Instructions**



Exhibit 19 – Thailand  
Direct Shipping Instru

**Exhibit 20 – Hanes EU Documentation Procedures**



Exhibit 20 – Hanes  
EU Documentation I

**Exhibit 21 – Champion EU Shipping Procedures**



Exhibit 21 -  
Champion EU Shipp

**Exhibit 22 – Hanes Europe**



Exhibit 22 - Hanes  
Europe\_V20.xlsx

**Exhibit 23 – GSP Form A**



Exhibit 23 - GSP  
Form A.docx

**Exhibit 24 – Champion EU DC**



Exhibit 24 -  
Champion EU DC.xls

**Exhibit 25 – Dominican Republic Shipping Instructions**



Exhibit 25 -  
Dominican Republic

**Exhibit 26 – El Salvador Shipping Instructions**



Exhibit 26 - El Salvador Shipping In

**Exhibit 27 – Guatemala Shipping Instructions**



Exhibit 27 - Guatemala Shipping

**Exhibit 28 – Haiti Shipping Instructions**



Exhibit 28 - Haiti Shipping Instructor

**Exhibit 29 – Honduras Shipping Instructions**



Exhibit 29 - Honduras Shipping

**Exhibit 30 – Nicaragua Shipping Instructions**



Exhibit 30 - Nicaragua Shipping

**Exhibit 31 – Puerto Rico Shipping Instructions**



Exhibit 31 - Puerto Rico Shipping Instru

**Exhibit 32 – Vietnam Shipping Instructions**



Exhibit 32 – Vietnam  
Shipping Instructions.c

### **Exhibit 33 – Country Shipper Matrix**



Exhibit 33 – Country  
Shipper Matrix REV1.>

### **Exhibit 34 – CCC Product Matrix**



Exhibit 34 - CCC  
Product Matrix.xlsx

### **Exhibit 35 – UPS Small Package Training Guide**



Exhibit 35 - UPS  
Small Package Traini

### **Exhibit 36 – ASAP Training Guide**



Exhibit 36 - ASAP  
Training Guide.docx

### **Exhibit 37 – Thailand Shipping Instructions for Inbound Freight**



Exhibit 37 – Thailand  
Shipping Instructions †

### **Exhibit 38 – Maidenform Ireland Shipping Instructions**



Exhibit 38 -  
Maidenform Ireland

**Exhibit 39 – HEI Government Standards for Customs**



Exhibit 39 - HEI  
Government Standa

**Exhibit 40 – HTS Codes Europe**



Exhibit 40 - HS  
Code List\_20Dec20.x

**Exhibit 41 – Importing Motors to El Salvador**



Exhibit 41 -  
Importing Motors tc

**Exhibit 42 – Yusen Emergency HTS Code**



Yusen Emergency  
HTS Code Aug2020.}