



## 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 HBI sourcing or procurement manager will result in payment of transportation and logistics services by the seller.

For any machine/equipment shipments you must contact the HBI Inbound Team at [HBI\\_Inbound@hanes.com](mailto:HBI_Inbound@hanes.com). Failure to do so will result in shipper being responsible for all freight charges.

GLOBAL LOGISTICS AND TRADE COMPLIANCE  
Current as of February 1st, 2026  
Expires on February 28<sup>th</sup>, 2026



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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:**

1.2.a **Small Package Shipments**

1.2.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

1.2.c **Finished Apparel Shipping to the US**

1.2.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.
- Hanesbrands International (Thailand) Inc.
- Hanesbrands Japan Inc.

## 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 TRANSFER**

### **What is Title Transfer?**

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 5 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
- Transportation/Shipping records
- Shipping records / documentation:
  - Bills of Lading
  - Commercial Invoices / Sales Invoices
  - Packing Lists / Shipping Manifests
  - Certificates of Origin and/or Textile Declaration with supporting affidavits or origin

## 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, USMCA, 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. Personnel located at any other location including Hanesbrands Inc. manufacturing facilities, distribution centers, and/or other functional areas within HBI are **not authorized to sign and / or execute** such documents.

## **7. WOOD PACKGING 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 shippers to provide complete and accurate documentation for all international shipments. Document requirements are noted below. HBI uses Third-Party Logistics providers (3PL) who work with shippers to coordinate and manage documentation hand offs and submissions for all shipments. Documents for international shipments are collected by the designated HBI Logistics providers at origin. Any exceptions must be approved in writing by HBI Trade Compliance. [HBI-TradeCompliance@hanes.com](mailto:HBI-TradeCompliance@hanes.com).

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

## 8.2 COMMERCIAL DOCUMENT REQUIREMENTS

Internal Business Unit (IBU)	Language of Invoice / Pricing list	Purchase Order	Commercial Invoice	Pricing Lists	Free Trade Certificated (If Applicable)	Certificate of Insurance	Ocean Bill of Lading (If Applicable)	Air Way Bill (If Applicable)
HBI Australia	English	Singnature Not Requiered	Copies	X	Provided with the Documents	If items are CF	Seaway bill and comes with documentation except Pakistan and Bangladesh due to local government requirements OBL issued and surrender at destination	Released with Documents
HBI Brazil	English	Singnature Not Requiered	Signed Original	X	X	If items are CF	Original (Released at Destination)	X
HBI Philippines	English	Singnature Not Requiered	Signed Original	X	X	If items are CF	Original (Released at Destination)	X
HBI Rinplay / Mexico	English	Singnature Not Requiered	Signed Original	X	X	If items are CF	Original (Released at Destination)	X
HBI Tailand	English	Singnature Not Requiered	Signed Original	X	X	If items are CF	Express/Seaway (Printed at Destination) Destination)	X

### 8.3 COMMERCIAL DOCUMENT REQUIREMENTS BY COUNTRY:

Country	Language of Invoice / Packing list	Purchase Order	Commercial Invoice	Packing List	Textile Declaration	Certificate of Origin	Certificate of Insurance	Ocean BOL (if applicable)	Air Waybill (if applicable)
United States	English		Signed Copy	X			If Terms are CIF	Express/Seaway (Release at Destination)	X
China	English	Signed	Singed	X			If Terms are CIF	Express/Seaway (Release at Destination)	X
Vietnam	English	Signed	Signed Original	X			If Terms are CIF	Express/Seaway (Release at Destination)	X
Thailand	English		Copy	X			If Terms are CIF	Express/Seaway (Release at Destination)	X
Dominic Republic	Spanish		Singed Original	X			If Terms are CIF	Original (Released at Destination)	X
Costa Rica	Spanish		Singed Original	X			If Terms are CIF	Original (Released at Destination)	X
El Salvador	Spanish		Singed Original	X			If Terms are CIF	Original (Released at Destination)	X
Honduras	Spanish		Singed Original	X			If Terms are CIF	Original (Released at Destination)	X
Puerto Rico	Spanish		Singed Original	X			If Terms are CIF	Original (Released at Destination)	X
Haiti	English		Singed Original	X			If Terms are CIF	Original (Released at Destination)	X
Nicaragua	Spanish		Singed Original	X			If Terms are CIF	Original (Released at Destination)	X
Guatemala	Spanish		Singed 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, 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:

- <https://www.worldshipping.org/s/vgm-industry-faqs.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. For Small pack, it is **mandatory** to use the following template for all vendors shipping small packages.



Commercial Invoice  
Template - Small Pack

Country	Elected Carrier	Shipping Requirements		
		Weight (lbs.)	CBM	Max Carton #
United States	UPS	< 150	< 0.68	---
Canada	UPS	< 150	< 0.68	20
Australia	UPS	< 150	< 0.68	20
Mexico	UPS	< 150	< 0.68	20

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

### 10.2 Account and Billing

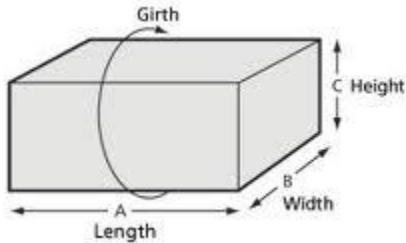
Please be sure to select Third Party Bill-to. Do not ship COLLECT when shipping on behalf of HBI.

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.

#### UPS Preferred Services and Information

- The UPS Preferred service – Worldwide Saver
- It is recommended to use UPS online shipping tool: UPS Worldship, CampusShip, or online over Generic Paper Waybil
- **Shipper Information to include:**
  - Shipper information
  - Shipper's UPS account number
  - Shipper's identification number for custom purposes
  - Shipper's name
- **Consignee Information to include:**
  - consignee account number where applicable
  - consignee's Tax identification number for customs purposes
  - consignee name.
  - Contact phone number
  - Company name, complete address including postal code and country name
- **Billing:**
  - Select who is paying the duties and taxes ( Third Party Billing for Freight and Duties and Taxes)

- Use HBI's six digit account # with no spaces or dash between the numbers

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

## 11. OCEAN GUIDELINES

### 11 OCEAN: INTERNATIONAL SHIPPING GUIDELINES FOR USA Destined FINISHED GOODS

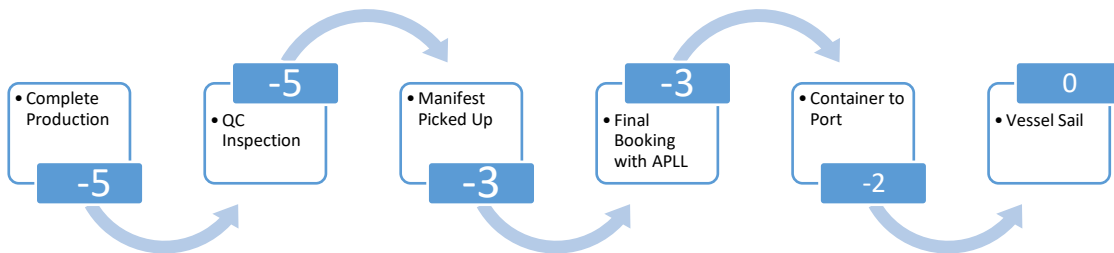
#### 11.1 Contacts

- 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.

#### 11.2. Booking Timelines

##### 11.2.a Western Hemisphere

- For origins in the Western Hemisphere, the pre-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 document cutoff guidelines for each lane, contact APL Logistics directly by the listed emails below or the Nominated Logistics Provider Origin Contact (refer to Exhibit 3)
  - [HBI\\_FG@apllogistics.com](mailto:HBI_FG@apllogistics.com)
- See below for the required timeline of a manifest in relation to when it sails regarding QC inspection, manifest picked up, and final booking. Yusen Logistics will file the required Importer Security Filing/10+2 for all ocean shipments as per established Customs guidelines.



\*\*\*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. \*\*

##### 11.2.b Eastern Hemisphere

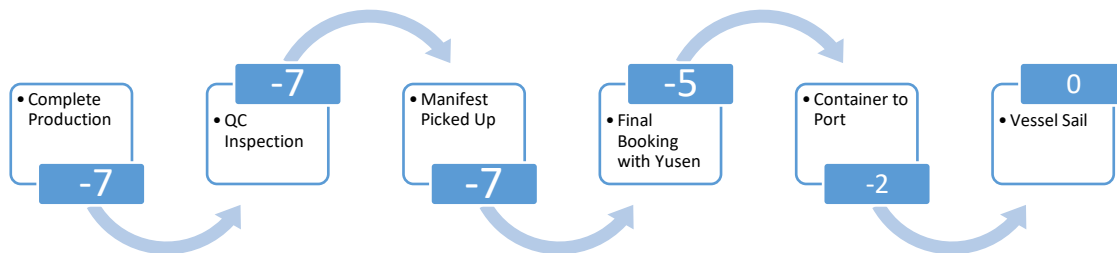
- For origins in the Eastern Hemisphere, the pre-booking must be made 28 days before cargo ready date. For consolidated cargo, vendor must book 5 days before CFS cutoff.

- For document cutoff guidelines for each lane, contact Yusen Logistics directly by the listed emails below or the Nominated Logistics Provider Origin Contact (refer to Exhibit 3 for the contacts)
- 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.\*\*\*

### 11.2.c Pre-Booking Requirements

- Refers to container and sailing reservations



- All shipments are required to be pre-booked 7 days in advance for Western Hemisphere and 28 days for Eastern Hemisphere origins.
- Required at time of pre-booking:
  - Origin Port
  - Destination Port or DC
  - Requested equipment (size and quantity)
  - Requested sail date
  - Estimated volume (CBMs)

### 11.2.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

### 11.2.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.

#### 11.2.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:
- Full Container Load shipments must meet the minimum load requirements as outlined below.

CBM Container Load-ability By Lane (Min/Max)					
	Container Type				
	20' D	40' D	40' HC	45' D	45' HC
Min Cube (Eastern Hemisphere Turnkey Supplier)	30	60.5	68.5	76.5	82
Min Cube (Eastern Hemisphere Internal Supplier)	31.5	63.5	72	81	86.5
Min Cube Western Hemisphere (All Suppliers)	29.5	60	68	76	81
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 ensure 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. \*\*\*

### 11.2.g. Loading 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.

- HBI manifests cannot have more than one destination (DC Code).
- A manifest must ship complete at one time.
- Manifests cannot be split into multiple containers. **(Except for Bangladesh, to optimize container utilization it is approved to split the manifest into two or more containers)**
- Multiple manifests can be loaded on one container.
- Multiple manifests 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, and invoiced 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

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

#### 11.3.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 14 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).
- The nominated Logistics provider will file the required Customs Importer Security Fillings/10+2, when applicable.

#### 11.3.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)

Commodity	Commodity Descriptions	COMCD (code)
Cut Parts	Knit and/or woven panty, brief, boxer, t-shirt cut components	CUTPART
Fabric	Knitted Greige or finished fabric	FABRIC
Fabric Rolls	Fabric shipping in rolls, Spannette, woven fabrics	FABROLL
USFINGOODS	US Export Garments	USFG
Hosiery	Hosiery	HOSIERY
Machines	Machines and Motorized Vehicles	MACHINE

Mixed	Any combination of the commodities within this list	MIXED
Re-useable Packing Materials	Unipaks, Fabric Racks, Cones, Yarn Pallets	PACKMAT
Socks	Socks	SOCKS
Supplies	Cups, Threads, Polybags, etc.	SUPPLY
WASTE	Textile Waste	WASTE
Yarn	Yarn	YARN

### 11.3.c. 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 for can be viewed in Exhibit 5.
- Full Container Load shipments must meet the minimum load requirements as indicated below:

Commodity	Container Type				
	20'86	40'86	40'96	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

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

HBI has selected specific carriers as global air providers. Refer to section 8.3 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 3. (refer to Exhibit 3 for those contacts).

#### 12.1.b. Air Shipment Approval Process (ASAP Internal Use Only)

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 format 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 in the following format (xxxxxxxx-xxxxxx)**

#### 12.1.c. Air Shipment Adjustments:

- Any discrepancy with actual tendered air cargo will require an ASAP review. Depending on the discrepancy, the ASAP will either be approved, or the quote will need to go through the approval process again.

\*\*\* Please be sure to have complete and accurate information as a quote can only be re-submitted one time. \*\*\*

#### 12.1.d. 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-xxxxxx)

#### 12.1.e. Prepaid Air Freight

If a vendor is responsible for shipping product via air, HBI requires the shipment to be booked with the HBI nominated Logistics Provider., **however an ASAP # is not required for prepaid shipments.**

HBI requires the use of the HBI nominated air forwarder.

### 12.2 AIR: INTERNATIONAL SHIPPING GUIDELINES FOR AUSTRALIA, CANADA, 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 12.1.b for obtaining air shipment approval and the International Shipping Instructions in the applicable exhibit for customs document requirements.

#### 12.2.a. 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

## 13. Truckload and Less Than Truckload

### 13.1 International Cross Border / Overland Cross Border (Mexico, US, 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 Uber Freight to manage all LTL and TL shipments.

#### 13.1a Truckload and Less than Truckload Shipping instructions from vendor dock:

Contact Uber Freight 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

#### 13.1b 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 US Bank
  - 1000 E Warrenville Rd Ste 350
  - Naperville, IL 60563
- Total Pallet Count
- Total Piece Count
- Gross Weight
- NMFC Classification #
- 

### 13.2 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
- [Hanesbrands CYMSA Coordinator](#) +(503) 78416735 Diego Alfaro

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.

### 13.3 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 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 & APLL)**



Exhibit 3 – Logistics  
Provider Origin Conta

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



Exhibit 4 -  
Container Inspectio

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



TRAINING UPS  
CAMPUS SHIP.ppt

### **Exhibit 10 – Importing Motors to El Salvador**



Exhibit 10 –  
Importing Motors tc

### **Exhibit 11 – DC Matrix**



HBI DC Matrix -  
7.1.25.ods

### **Exhibit 12 – Manifest Divider**



Exhibit 12 -  
Manifest Divider.doc

### **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 Instructions**



Exhibit 15 - Brazil  
Direct Shipping Inst

### **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 Ship

### **Exhibit 22 – Hanesbrands Manufacturing Thailand (Surin) Shipping Instructions for Inbound Freight**



Exhibit 22 –  
Thailand Shipping Ii

### **Exhibit 23 – GSP Form A**



Exhibit 23 - GSP  
Form A.docx

**Exhibit 25 – Dominican Republic Shipping Instructions**



Exhibit 25 -  
Dominican Republic

**Exhibit 24 – El Salvador Shipping Instructions**



Exhibit 26 - El  
Salvador Shipping Ii

**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 Instructor