



Life Well Styled.

# **SUPPLIER GUIDE**

**2024 VERSION**

**May 30, 2024**

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## SUPPLIER GUIDE 2011 VERSION

ADDENDUM No.1  
March 30, 2011

REVISION	Pg.
Supplier Guide Index - add Product and Plant Product Declaration (PPPD) Form- Lacey act Amendment to Section 8/Forms	
Section 1 – add: Product and Plant Product Declaration (PPPD) Form- Lacey act -Revise text refer to Fumigation Certificate	1
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-add PPPD Form required	4 5
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-Revise Stuffed Articles Label	39-44
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## SUPPLIER GUIDE 2011 VERSION

ADDENDUM No.2  
August 2, 2011

REVISION	Pg.
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Section 1 - Add CARB label required	1
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Section 4 - Add CARB label required	14/ 20
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- Add new artwork Giftcraft Generic UPC Label	32
- Remove G Home Décor Generic Label / Garden	33
- Add Small Size Giftcraft Generic UPC Label	33
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- Revise Giftcraft Generic UPC Hangtag / Gift Gallery Hangtag	34
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- Revise City Gypsies UPC Hangtag / Giftcraft Generic UPC folding tag	35
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- Revise Photo Frame Artwork	37
- Remove G Home Décor / Candle Holder Warning Label	38
- Revise Giftcraft Generic UPC / Candle Holder Warning Label	38
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## SUPPLIER GUIDE 2012 VERSION

ADDENDUM No.3  
May 15, 2012

REVISION	Pg.
Revise artwork Giftcraft logo on cover page	
Section 1 - Add Candle holder warning label required	7
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Section 6- Add Candle holder warning label required	35
- Add new artwork Candle holder warning Label	40
- Add Marking Requirements for Pens, Pencils, Pen and Pencil Sets	47

## **SUPPLIER GUIDE 2012 VERSION**

ADDENDUM No.4  
November 15, 2012

<b>REVISION</b>	<b>Pg.</b>
Revise artwork Giftcraft logo on cover page	
Section 2 - Add Country of origin label required for samples sent to us	12
Section 6 - Add Country of origin label required for samples sent to us	39
- Add point 14.1 and 14.2 to CARB label	51

## **SUPPLIER GUIDE 2013 VERSION**

ADDENDUM No.5  
February 15, 2013

<b>REVISION</b>	<b>Pg.</b>
Revise artwork Giftcraft logo on cover page	
Section 6 - Add Seasonal UPC label/ hangtag/ folding tag required for seasonal items	41/ 43/ 44
Section 6 - Add picture with example of correct sewn positions of Stuffed article and care content labels	53

## **SUPPLIER GUIDE 2013 VERSION**

ADDENDUM No.6  
May 15, 2013

<b>REVISION</b>	<b>Pg.</b>
Section 1- Add "Decorative Use Only" label required for any glass/ ceramic item that is not FDA approved	7
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Section 4 - Add "Decorative Use Only" label required for any glass/ ceramic item that is not FDA approved	24
Section 6 - Add "Decorative Use Only" label required for any glass/ ceramic item that is not FDA approved	47
- Add CARB label French translation version	
- Add Country of origin label English/ French version	54

## **SUPPLIER GUIDE 2013 VERSION**

ADDENDUM No.7  
October 30, 2013

<b>REVISION</b>	<b>Pg.</b>
Section 6 – Revised packaging style P and photo/ artwork of backer card	34
Section 8 – Cancelled City Gypsies UPC label and replaced with Giftcraft Jewelry label	40
- Cancelled City Gypsies UPC hangtag and replaced with Giftcraft Jewelry hangtag	43
- Add Gift Gallery butterfly tag	44

## **SUPPLIER GUIDE 2014 VERSION**

ADDENDUM No.8  
October 25, 2014

<b>REVISION</b>	<b>Pg.</b>
Section 4 – Revised packaging style D & G	24; 29; 32

## **SUPPLIER GUIDE 2016 VERSION**

### ADDENDUM No.9

January 29, 2016

<b>REVISION</b>	<b>Pg.</b>
Section 6 – Add Gift Gallery label/ hangtag/ butterfly tag with warning	43; 45; 47

## **SUPPLIER GUIDE 2018 VERSION**

### ADDENDUM No.10

May1, 2018

<b>REVISION</b>	<b>Pg.</b>
Section 1 - Revised requirements regarding composite wood	7
Section 2 - Revised requirements regarding composite wood	9; 12
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Section 6 - Cancelled CARB label and replaced with "TSCA Title VI Compliant"/ TTL6 label	56
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## **SUPPLIER GUIDE 2019 VERSION**

### ADDENDUM No.11

November 5, 2019

<b>REVISION</b>	<b>Pg.</b>
Revise artwork Giftcraft logo on cover page	
Section 2 - Revised packaging confirmation form	14; 15
Section 6 - Add/ revised Gift gallery labels/ hangtags	43- 46

## **SUPPLIER GUIDE 2020 VERSION**

### ADDENDUM No.12

September 25, 2020

<b>REVISION</b>	<b>Pg.</b>
Revise artwork Giftcraft logo on cover page	
Section 1 - Revised requirements regarding marking of H.K. items	7
Section 2 - Revised requirements regarding marking of H.K. items	12
Section 5- Revised requirements regarding marking of H.K. items	38
Section 6- Revised requirements regarding marking of H.K. items	42;
Add that the Canadian stuffed article sewn in label will not be required	51

## **SUPPLIER GUIDE 2022 VERSION**

### ADDENDUM No.13

March 15, 2022

<b>REVISION</b>	<b>Pg.</b>
Section 6 – Add Maison label/ hangtag and requirements for Eyewear glasses label	43; 45; 57

## SUPPLIER GUIDE 2023 VERSION

ADDENDUM No.14  
February 10, 2023

REVISION	Pg.
Update regulatory and Giftcraft requirement	

## SUPPLIER GUIDE 2023 VERSION

ADDENDUM No.15  
April 01, 2024

Coin/ button cell battery operated item shall conduct testing and have warning labelling	9 & 65
New PO format NetSuite	14
List maximum light bulb wattage and its shape	35
Partial carton guideline and small carton with reduce shipping mark format and its placement	44
UCC labelling cannot print directly on carton as it might not be able to scan use white labelling with black ink	44
UCC placement minimum one labelling on the longest side on top right corner at least 1.5 inches from the edge of carton	45 & 46
Cosmetic manufacture must register facility with US FDA and item must have lot/ batch number and expiry date	66
Carpet and rug must US flammability standards	66
Revise supplier code of conduct to supplier code of conduct	Cover & index

## SUPPLIER GUIDE 2024 VERSION

ADDENDUM No.16

May 30 2024



Life Well Styled.

April 2024

To Our Valued Suppliers:

Giftcraft has invested and continues to invest in expanding our business and we have grown significantly in the last few years.

Without your cooperation and support, we would not be able to achieve our growth targets and we look forward to continuing to increase our business with you.

Our corporate objective is to be one of the leading fashion-forward gift companies in North America specializing in custom giftware, home décor, garden, and seasonal products. Our sales, merchandising and purchasing teams are working extremely hard towards achieving these objectives and we are confident that we will be successful with your continued cooperation and support.

In order to execute and to be successful with our plan it is imperative that we provide our customers with merchandise that is consistent with our sales and merchandising strategy without exception.

To be successful in today's ultra-competitive market we are forced to become much more critical and disciplined in all aspects of our business. In particular, the quality, packing, packaging and timeliness of the merchandise that we provide to our customers are key to our continuing success. We expect that our suppliers will appreciate our need for highest quality merchandise delivered on time with the appropriate packaging and labelling.

With this communication we are sending to you our new Product Quality Standards & Instruction Manual that clearly outlines our company's strict specifications for every order that we place. We insist that all suppliers comply with our requirements to ensure that the orders that we place are shipped to the exact specifications that we will be clearly outlined on our purchase orders and appropriately cross-referenced to our Merchandising Manual.

We have raised our standards and insist that our suppliers match them. We look forward to your cooperation and growing our mutually profitable relationship.

Your truly,

## **Giftcraft Supplier Code of Conduct**

**We are committed to conduct business in a legal, ethical, socially, responsible and sustainable manner which are integral to how we want to do business practices and to our long-term success.**

**We expect all suppliers, manufactures, contractors, subcontractors to comply and uphold our standards throughout our supply chain and in the manufacture and finishing of products ordered by Giftcraft.**

**Supplier must always comply with the latest local laws and regulations in each of the countries in which they do business.**

### **Safe and healthy Workplace**

Factories must provide a safe and healthy workplace and residential facilities if applicable must be safe and sanitary comply with local laws.

### **Labour Practices**

#### **Child Labour**

We will not tolerate the use of child labour. We define child labor as either being below the local minimum working age or the age of 15 whichever is greater.

#### **Force Labour OR Human Trafficking**

Supplier must not engage in forced labour including slave, prison, trafficked or bonded labour in any of their facilities or their subcontractors' facilities. We condemn forced labour and human trafficking will not knowingly work suppliers who engage in these practices. Supplier must not procure raw material or component from these practices.

Due to forced and underage labour in the cotton industry all suppliers supplying cotton or products containing cotton to Giftcraft must certify that any cotton products made from an ethically certified cotton supplier.

Also, US Custom required a valid Chinese postal code when country of origin is China.

### **Environment**

We seek supplier whose factories operate in compliance with local environmental laws and that work to minimize their impact on their surrounding and global resources.

### **Privacy and Information Security**

Supplier must comply all privacy and non-disclosure agreements and only use information obtained from Giftcraft for the purpose defined by the contractual arrangement. Supplier must ensure that all information that Giftcraft provides to supplier remains confidential and secure.

### **Compliance with Supplier Code of Conduct**

Supplier must adhere to the Code and it is expected develop and maintain management system to monitor compliance and report promptly any violations to Giftcraft. Giftcraft is committed to ensuring that our suppliers and their suppliers uphold the highest ethical standards in workplace condition and labour practices. Giftcraft may discontinue business with any suppliers or its subcontractors that does not adhere to the practices outlined in the Codes.