

# URBN TOP SAMPLE PROCESS

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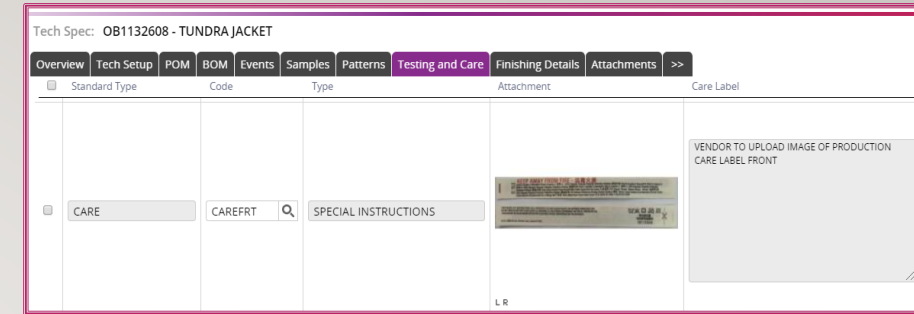
AUGUST 2023



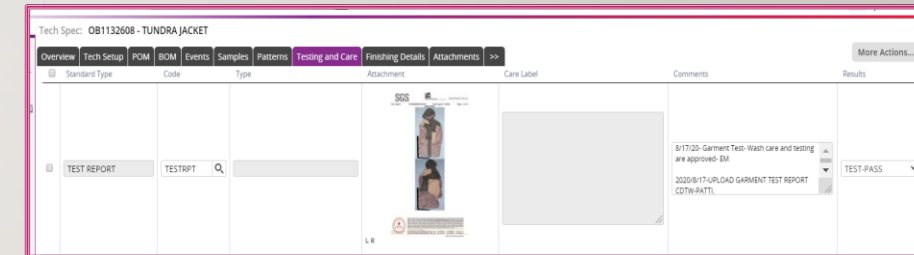
# TOP APPROVAL REQUIREMENTS

1. **GARMENT TEST REPORT** UPLOADED IN TESTING AND CARE PAGE. No need to open
2. **CARE LABEL IMAGES UPLOADED** IN TESTING AND CARE PAGE. TD will Check for Main Label, COO label, and Care Label. Ensure that labels include Fiber Content, Care Instructions and Symbols.
3. **FRONT BACK, SIDE IMAGES OF GARMENT** ON URBN ALVA FORM UPLOADED INTO TOP FIT EVAL. Vendors who do not have an URBN approved form, must advise Tech Design of form differences prior to sending photos.
4. **PHOTO OF THE GARMENT SAMPLE TAG** UPLOADED INTO TOP FIT EVAL
5. **PHOTOS OF ONE PACKED GARMENT**, ACCORDING TO THE REQUESTED PACKING INSTRUCTIONS, EXAMPLE ON NEXT PAGE
6. **TOP SAMPLE SPECS** ENTERED INTO TOP FIT EVAL
7. **PRODUCTION PATTERN** UPLOADED ON THE PATTERNS TAB, ALONG WITH COMPLETE PATTERN SCREENSHOT
8. **WASHED GARMENTS**- Production Requires that an image of the bulk, along side the approved wash standard be entered on the ATTACHMENTS TAB.

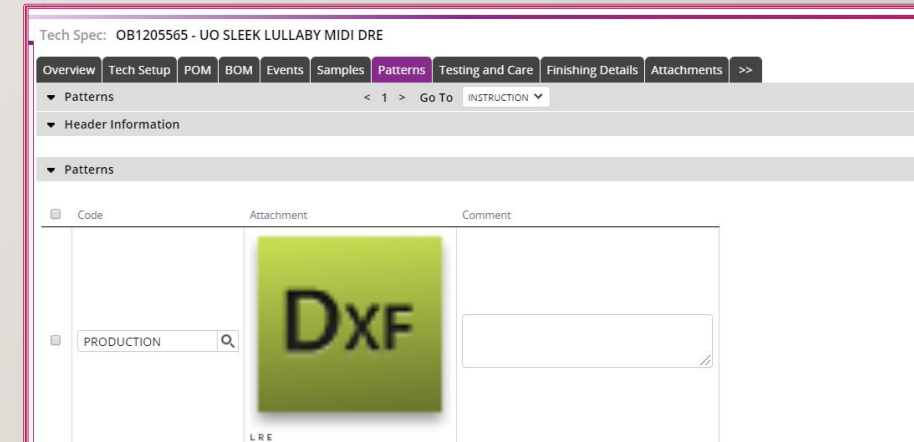
## CARE LABEL IMAGE



## TEST REPORT IMAGE



## PATTERN IMAGE



**\* ALL PRODUCTION PATTERNS SHOULD HAVE NO SHRINKAGE AND NO SEAM ALLOWANCE**

# TOP APPROVAL PROCESS

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1. VENDOR UPLOADS ALL TOP REQUIREMENTS IN TRADESTONE
2. VENDOR NOTIFIES TECH AND PRODUCTION THAT ITEMS ARE READY FOR REVIEW
3. VENDOR AWAITS APPROVAL TO SHIP VIA EMAIL FROM PRODUCTION
4. PRODUCTION TOP WITH **BLUE** TAG. ONLY TOPS THAT TECH HAS SPECIFICALLY REQUESTED SHOULD HAVE **YELLOW** TAG AND ADDRESSED TO TECH. Refer to URBN Sample Requirements listed here: <http://www.urbnvendor.com/us/sample-requirements/>

**NOTE:** STYLES THAT REQUIRE 3<sup>RD</sup> PARTY INSPECTION MUST NOT BE SHIPPED WITHOUT BOTH TOP AND 3<sup>RD</sup> PARTY INSPECTION APPROVAL

# REDUCED QTY TEST PROTOCOL

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ONLY THE FOLLOWING TESTS ARE REQUIRED FOR ORDERS LESS THAN 1000PCS

- Fiber Composition
- Appearance After Washing or Dry Cleaning
- Dimensional Stability to Washing
- Flammability (where applicable)

# TOP PROCESS EXCEPTIONS

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- REORDERS
  - TOP APPROVAL ON REORDERS IS REQUIRED ONCE EVERY 6 MONTHS, AS LONG AS GARMENT FTY, DYE METHOD (PRINT) AND TRIM REMAIN THE SAME. IF ANY OF THESE ARE CHANGED, A NEW TOP IS REQUIRED
- GREEN TAGS TOP APPROVAL (ONLY APPROVED VENDORS)
  - ORDERS OF 1000PCS OR LESS
  - FTY MUST PROVIDE ALL TOP ITEMS FOR APPROVAL, BUT DOES NOT NEED TO WAIT FOR APPROVAL BEFORE SHIPPING
  - REDUCED QTY TESTING IS REQUIRED

# EXAMPLE IMAGES



# EXAMPLE IMAGES

## HOW TO DISPLAY SETS



ENSURE ALL PIECES ARE VISIBLE FROM FRONT BACK AND SIDE



## HOW TO DISPLAY INSIDE CONSTRUCTION



# CARE CODE POLICY

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URBN TECH DEPT

AUGUST 2023



# VENDOR MANAGED CARE LABEL AND GARMENT TEST APPROVAL

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- ❖ Vendors will select/apply care instructions independently, that they deem appropriate, using our existing care code library as a guide. Please refer to the Vendor Wash Care Guidance for common care codes by garment type.
- ❖ All care codes are translated and provided to both Labeltex and Checkpt to provide uniformity and eliminate typos and other errors. **CAUTION:** Fty will be responsible for the cost of replacing labels containing spelling errors or incorrect translations
- ❖ Clearly wrong, incompatible or misleading labels will not be accepted and vendors will be asked to take necessary steps to correct.
- ❖ Questions on appropriate or acceptable care instructions will be centralized to one person, see Brand Tech manager for details.
- ❖ Care Labels must be verified by a passing bulk garment testing prior to shipping. Once verified, it is called the APPROVED care code. **CAUTION:** If there is no passing GARMENT test report or if the report entered in the tech pack is failing, vendors will be required to provide a passing report or change the care label. Shipping without approval will lead to a chargeback.
- ❖ Fabric tests may not be used in place of Garment Tests.

