**New Product Class Vendor Onboarding Process- Tech Dept**

1. **Establish FOB Initial Investment Strategy-** Tech Manager Point Person to meet with Brand and Tech Directorto identify new category classification. This meeting should also review vendor’s initial presentation and factory profile regarding new class. This should occur once new product class is identified.
2. **Review Current Sampling**- Tech manager Point person will review samples the vendor has made or sent for development, focusing on specs and construction.
3. **Send the following documents to vendor for “refresh” on process:**
	1. Global Apparel Manual
	2. Brand Specific Construction Standards **– specific to new class**
	3. URBN FIT and COMMENT PROCEDURE MANUAL
	4. Finishing Details Placement Guides
	5. Link to How to Measure on URBNVENDOR.com
	6. URBN New Vendor Quick Start Guide- Tech Dept
4. **Require DC audits for first year—vendor added to DC Audit list.**
5. **Introduction of internal QA team with our in-region team/home office**
6. **Milestones**
	1. **Sample Approval Process- All orders in First 6 months**
		1. **Development: tech manager/tech/PD review tech packs via VC with vendor.**
			1. Ensure all requirements are clear, achievable and production friendly
			2. Ensure final aesthetic in silo are clear
		2. **First fit sample** for bought samples should be reviewed via Video Conference or Photos prior to sending
		3. **Approved Fit Sample** to be reviewed with Tech/PD/Production Manager, on a model before releasing Approval fit comments
		4. **Pre- production pilot run Required**: **min of 25 pc across all sizes and colors on order:** using bulk fabric with approved construction, wash, embellishment and trims.
			1. **Review with in-region team OR home office tech manager via VC**
				1. **Vendor to advise inspection at each stage via inline inspection report to include:** random panel measurement after cutting, review while on production line, specs of final garments, photos of construction/finishing and visuals of several different sizes on form/model to ensure no visual fit issues**.**
		5. **TOP-** to be reviewed with in region team or via VC with tech manager
	2. **First 5 Bulk Shipments of Unique Styles-** SGS Audit, Review accuracy of TOP and fit sample protocol, Inspect at DC
	3. **6 months after first shipment-** Review accuracy of TOP and fit sample protocol, Inspect at DC, Review QA Performance, Review Avg Fit Samples to approve
	4. **6-8 Months after first Shipment-** assess further onboarding that is required
	5. **One Year After First Shipment-**
		1. **Performance Review-**Review Categories Sampled/Bought, Review Avg Fit Samples to approve, Review Fty & TOP rating, QA performance
		2. **Core Competency Review-** Sample Room Location? Fty Sample Room? Sampling process. Using Alva Form? Patternmaking Process? Where are patterns made?
		3. Upon satisfactory review of above items, the vendor will be removed from the DC Audit list