

URBAN OUTFITTERS

free people

ANTHROPOLOGIE

URBN Virtual Submit Process

Existing Vendors only

New Vendors= Vendors who have passed less than 5 SGS or 3rd Party Final Inspections.

Existing Vendors= Vendors who have passed 5 or more SGS or 3rd Party Final Inspections.

Sample Types that can be submitted virtually:

FIT- This refers to every sample after the proto requested for fitting purposes. Photos of the garment (front/back/side), measurements AND photos of the sample tag should be entered in the respective fit eval in Tradestone. Send an email to the Tech Designer advising the sample is ready for review.

REFERENCE PHOTOS – (Existing Vendors Only) A photo of a reference sample (front/back/side) on an approved dress form should be entered in the Fit Eval in Tradestone along with the measurements AND photos of the sample tag. Most often, this is used to save time and to show styling details, usually not for construction. Vendors are required to make 1 sample (1-Fty Keep). If we ask to receive this physical sample, please make a keep sample and send to us. Send an email to the Tech Designer advising the sample is ready for review.

TOP- Photos of the TOP (front/back/side) along with measurements AND photos of the sample tag are required to be uploaded to the TOP fit eval in Tradestone. Photos of all labels including main, size and care labels and the garment test report should be uploaded to the Testing and Care page in the tech pack. Additional photos may be required depending on styling details, please refer to instructions provided at fit approval.

One TOP sample is required to be sent to productions attention with a blue tag attached and must be sent 10 days prior to bulk ship date and must include all labels and tickets and use correct packing method. If tech requests a physical TOP sample, please attach a yellow tag. Send an email to the Tech Designer advising the sample is ready for review.

Virtual Fittings/Approvals

2ND FIT SAMPLES- Where possible, samples are fit on Alva form/model on the fty side via ZOOM with a URBN tech designer reviewing the sample. We ask that ftys patternmaker and merchandiser attend the fitting or available during the call. Zoom Fittings will be scheduled by URBN tech designer according to the target date listed in Tradestone. Tech designer will advise when fit comments are available in Tradestone.

REFERENCE PHOTOS- A photo of a reference sample is entered in the Fit Eval in Tradestone along with the measurements AND photos of the sample tag. Most often, this is used to save time and to show styling details, usually not for construction. Vendors are required to make 1 sample (1-Fty Keep). If we ask to receive this physical sample, and if vendor needs it back, we will send at their request. Tech designer will advise when fit comments are available in Tradestone.

Virtual Color/Print Approvals

Trim- Our goal is to minimize physical submits in the Home Office. Many trim can be approved using a photo uploaded to the attachments tab in the tech pack. Some trim are not required to be sent for approval and can be approved by the vendor. These trim/colors will indicate "APPROVED CIP" in the approval status on the **BOM PAGE**. Please do not submit trims for approval on garments or fit samples. When a trim submit is required, upload and good quality image, properly labeled to the Attachments tab in the tech pack. Please refer to the document in your Onboarding Documents titled **UPLOADING SUBMITS** for step by step instructions.

Solid Lab Dips-Certain lab dips can be approved using the CSI color standard formula or the color team can accept photos of lab dips alongside the color standard.

Printed Strike Offs- can be reviewed using high resolution images sent via email directly to the print team.