

5/24/2023

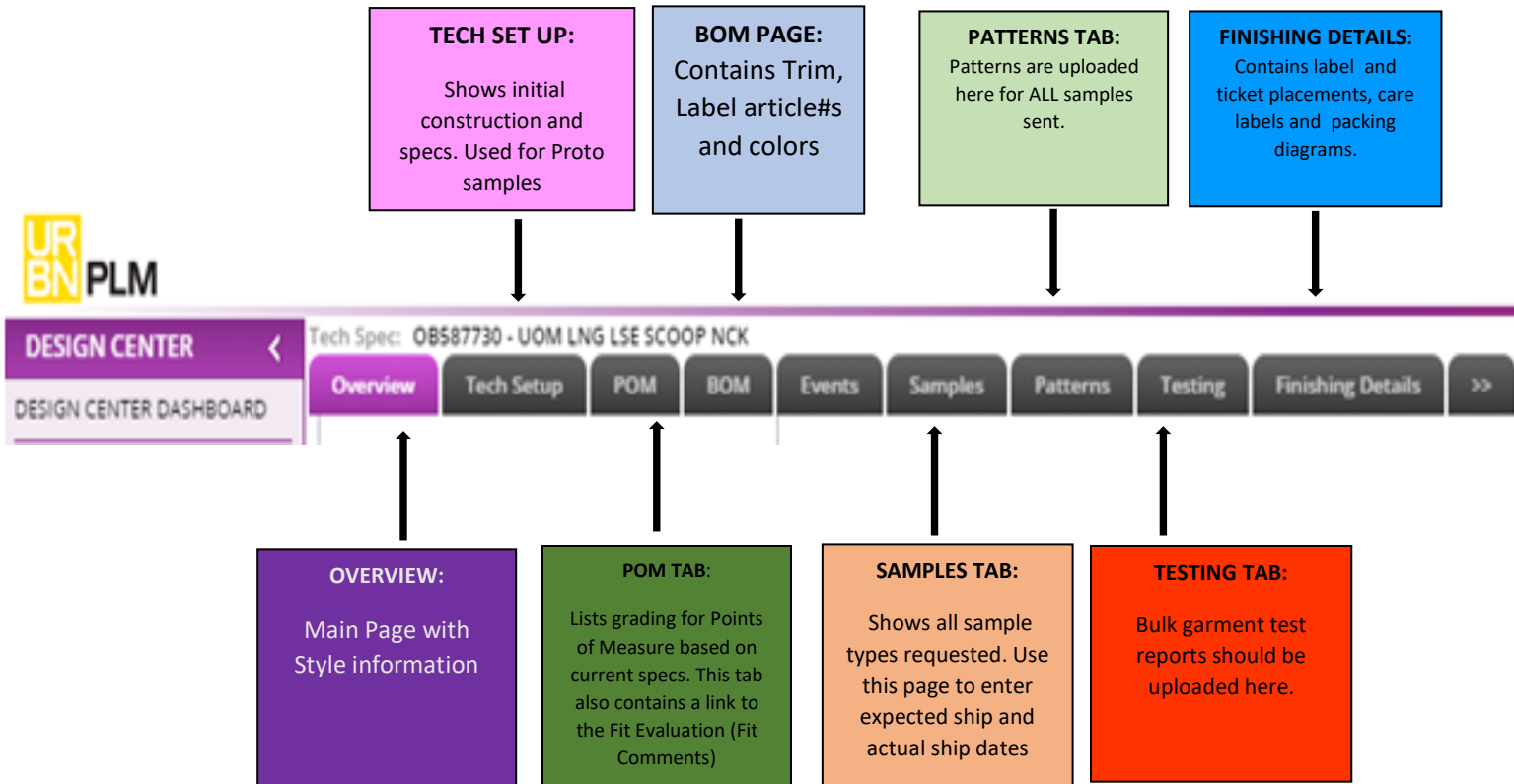
URBAN OUTFITTERS

*freepeople*

ANTHROPOLOGIE

# URBN New Vendor Quick Start Guide Tech Dept

## How to Navigate the Tech Pack:



## Sample Type Definitions

- **PROTO (Also can be referred to as 1st Fit)**- The first sample requested for fitting purposes. Vendors are required to make 3 samples (1-Fty Keep, 1-URBN Design, 1- URBN Tech Design).
- **FIT**- This refers to every sample after the proto requested for fitting purposes. Vendors are required to make 2 samples (1-Fty Keep, 1- URBN Tech Design)
- **REFERENCE PHOTOS** - A photo(s) of a reference sample is entered in the Fit Eval in Tradestone along with the measurements. 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 will plan to approve via photos along with specs.
- **REFERENCE SAMPLE**- A sample requested for fitting by tech design only. The goal is to make only spec or construction comments with no changes to styling or trim. This is generally the

last sample requested prior to fit approval. Vendors are required to make 2 samples (1-Fty Keep, 1- URBN Tech Design)

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- **MOCK-** A partial sample or representation of one area of the garment, usually for construction reference. This eliminates the need to make a full sample. We feel this will save time and money. Mocks can sometimes be requested after fit approval for verification. In some instances we may send partial mocks to a vendor to use as a style or construction reference.
- **SIZE SET-** One sample of every size in the size range. This is often requested on large orders. Most often bulk fabric should be used for this sample. This can be made in a mix of colors ordered in bulk per style. Vendors should send the complete size set to Tech Design and keep 1 pc as a vendor keep sample. Sometimes, we may ask for a **Jump Size Set**, which is defined as:
  - **Anthropologie and Free People** XXS/S/L; 2/6/10; 26/28/30; 1X/2X/3X; 16W/20W/24W
  - **UOW** XS/M/XL; 2/6/10; 26/28/30
  - **UOM** XS/M/XL; 28/32/36
  - **THE ABOVE RANGES MAY CHANGE BY REQUEST**
- **TOP-** Requested for all styles after fit approval. **TOPs must be pulled from actual bulk production.** Photos of the TOP along with measurements are required to be uploaded to the TOP fit eval in Tradestone. 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. Photos of the care label and the garment test report should be uploaded to the Testing and Care page in the techpack. If tech requests a physical TOP sample, please attach a yellow tag.

There are two approvals needed for this sample; Design Approval; Tech Design Approval. URBN Production team will advise when both approvals are available. Vendors are only allowed to ship after receiving above approvals from Production Team.

### **Sample Process- Standard Setup**

**URBN Tech Department's goal is to make product "Right First Time" (RFT). We ask for our vendors help in meeting this goal by submitting Fit Samples that meet requested measurements and construction, verified against the tech pack, using correct fabric trim and wash. If a vendor is uncertain**

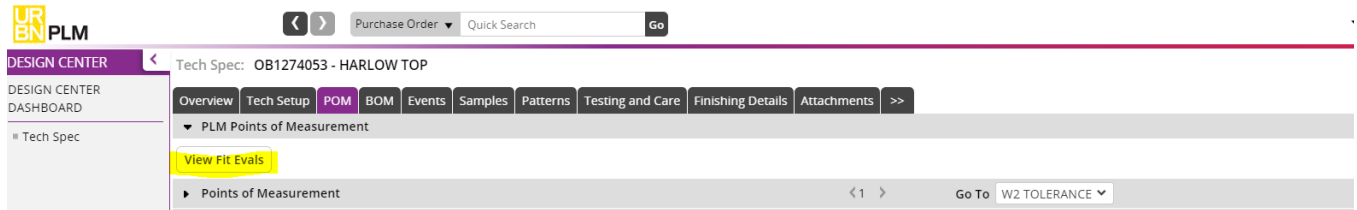
**about its execution of a sample, they should send a photo to their technical designer for feedback before submitting sample for fit.**

1. **Initial Tech Pack**- Tech Designer enters instructions for proto samples 3 ways:
  - a. Using a document showing a sketch, measurements and construction details. This is called a **Tech Setup** and has a tab in Tradestone.
  - b. Construction image added to **Tech Setup** and Measurements added to **POM page**
  - c. Sending and original sample along with measurements entered on a **POM page**
2. **Sending Samples**- When factory is ready to send a fit or proto sample, check that the following has been done:
  - a. Measurements, front/back/side photos, AND a photo of the sample tag are entered in the corresponding Fit Evaluation in Tradestone. The tag should mention any callouts or special concerns. All samples require a white Tyvek Label to be sewn at the side seam, inside the garment. It should be completely filled out with style#, target fit approval date, date, sample type, etc. The QR Code should be applied to the back as listed in the Sample Tracking Instructions.
    - i. To enter Proto sample measurements, fty may need to create the Fit Evaluation, using the corresponding Sample Request. Please refer to the document included with onboarding titled "Uploading into TS" for detailed instructions.
    - ii. **NOTE:** For styles where no POM page is available, Vendors should upload a CLEAR image of the completed spec sheets into the Attachments tab on the **Overview** page. The attachments tab is visible after clicking ">>" at the end of the heading.
  - b. Address all samples to your PD/Production contact. Sending date and awb# has been entered in the sample request in the **Sample Request Tab** (see image of tech pack above) Tradestone. **DO NOT ENTER SAMPLE AWB# IN AN EMAIL. ONLY ENTER THIS INFO IN TRADESTONE.**
  - c. Instructions listed in the **UPLOADING INTO TRADESTONE** document have been followed, including uploading patterns into the **Patterns Tab** in the tech pack in Tradestone.

**UPLOADING PATTERNS**- Ensure all patterns are uploaded and dated accordingly.

    - i. Patterns should have **NO SHRINKAGE OR SEAM ALLOWANCES**
    - ii. In addition to the pattern file, also upload a screenshot of the complete pattern.
3. **Samples Arrive to URBN**- All samples other than proto/1st Fit are received by URBN PD/Production team and passed to Tech Designers the same day. Please check the **Sample Request Tab** in Tradestone for confirmation if a sample has been received. PD teams can advise on status of all Proto Samples.
4. **Garment Fittings**- We aim to fit all samples other than proto/1st Fit within 48hrs.

- a. **Proto/1<sup>st</sup> Fits**- Fit in our Home Office after style has been adopted.
  - b. **All Fits after Proto/1<sup>st</sup> Fit**- 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 fty's patternmaker and merchandiser attend the fitting or available during the call. This does not include Reference Samples or Reference Photos. Zoom Fittings will be scheduled by URBN tech designer according to the target date listed in Tradestone.
5. **Fit comments**- Tech Designer will enter fit comments in Tradestone. They can be found on the Fit Evaluation Page, which is accessible from the **POM page**.



6. Suggested wash care and Finishing Details will be entered in the tech pack with first fit comments.
7. **Fit Approval**- After fit approval, the next sample required is TOP. Please see above Sample Definitions. Approved fit samples will not be returned to the vendor. Vendors must use their keep sample for reference. Grading will be revealed once fit has been approved.  
**Jump Size Set** should be sent to tech designer, following fit approval, but prior to pre-production samples. Size set is used to validate grading. Once its approved, then fty can proceed to production.
8. **TOP**- All TOPs must be approved prior to shipping bulk. Please refer to the [TOP PROCESS](#) for all TOP Requirements.

### After Fit Approval Check List

- **GARMENT TESTS**- Performed within 2 weeks of receiving bulk fabric in house. Refer to the [Ownbrand Global Testing and Care Manual](#) for protocols and requirements.
  - a. Passing garment tests must be uploaded into the tech pack on the TESTING AND CARE PAGE prior to submitting, no callout is needed.
  - b. Failing garment tests should be emailed to Tech Design with explanation of the failure. Tech Design will advise whether retest is needed or whether tested sample should be sent to URBN.
- SGS Audits will be conducted for the first 5 styles (not shipments).

SGS Audit Process:

- Approved tech pack and approved TOP is needed in order to conduct SGS audit.

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- Vendor is responsible for submitting final report and receiving approval from **URBN PRIOR TO SHIPPING**
- 3<sup>RD</sup> Party Inspection Report MUST be uploaded to the Testing and Care Tab
- Vendor is responsible for cost of all 3<sup>rd</sup> party inspections.

### **Sample Process- Modified Setup**

This process is the same as a Standard Setup with the following exception:

**Initial Tech Setup**- Tech Designer will send a reference sample or original sample to follow for measurements and construction. Abbreviated details will be provided on the **Tech Setup Page** only. The sample sent after the set up will be called Proto sample. This type of setup is often used when design has chosen a 3d sample to demonstrate intent.

*For more detailed instructions and regarding URBN Technical guidelines, please check <http://www.urbnvendor.com/us/apparel-technical-manual/>*

### **Sample Process- Wear Now**

This process is the same as a standard setup with the following exception:

**Initial Tech Setup** is based on a vendor made original sample, Tech Designer will provide fit comments and make construction changes as needed. These comments will be written and uploaded to the Tech Setup page in the tech pack. The sample used for set up will be considered a proto sample, not fit sample because it is based on a vendors original. The sample made incorporating tech comments will be considered a fit sample. The purpose of this type of setup is to expedite the sampling process.



# URBN New Vendor Frequently Asked Questions

## Tech Dept

### What labels or tags are required on Fit samples?

All samples require a white Tyvek Label to be sewn at the side seam, inside the garment. It should be completely filled out with style#, fit approval date, date, sample type, etc.

TOP samples require a blue tag. It is important to list the DCs that each shipment for that style is going to. TOP samples must include all accurate care and main labels and price tickets and use the correct packing method.

### Tyvek Sew-in Label for NON SWEATERS

Approx. Label Dimensions: 2 ½ "H x 5 ½ "W

|  |                        |                      |
|--|------------------------|----------------------|
| ANTHROPOLOGIE  | FREE PEOPLE            | URBAN OUTFITTERS     |
| STYLE _____  | FABRIC CODE _____      | DATE _____           |
| AGENT _____  | FACTORY _____          |                      |
| TARGET APPROVAL DATE _____   | SEASON _____           |                      |
| SAMPLE TYPE: 1 <sup>ST</sup> , 2 <sup>ND</sup> , 3 <sup>RD</sup> , 4 <sup>TH</sup> / REF. /SZ. RUN/ MOCK/ CATALOG/ SMS |                        |                      |
| CORRECT WASH (Y / N) / DETAILS: _____  |                        |                      |
| SAMPLE STATUS: _____   |                        |                      |
| UNITS _____  | CORRECT FABRIC (Y / N) | CORRECT TRIM (Y / N) |

**Tyvek Sew-in Label for SWEATERS**

Approx. Label Dimensions: 2 ½ "H x 5 ½ "W

|   |                      |                            |            |     |
|---|----------------------|----------------------------|------------|-----|
| ANTHROPOLOGIE   | FREE PEOPLE MOVEMENT | FREE PEOPLE COLLECTION     | UOM        | UOW |
| STYLE _____   | SEASON _____         | TS COLOR <u>NAME</u> _____ | DATE _____ |     |
| FACTORY _____   | AGENT _____          | TARGET APPROVAL DATE _____ |            |     |
| SAMPLE TYPE: 1 <sup>ST</sup> , 2 <sup>ND</sup> , 3 <sup>RD</sup> , 4 <sup>TH</sup> / REF. /SZ. RUN/ MOCK/ CATALOG/ SMS/PHO TO |                      |                            |            |     |
| YARN CODE: _____  | GAUGE _____          | #OF ENDS (EA. YARN) _____  |            |     |
| YARN <u>CONTENT</u> _____   |                      |                            |            |     |
| _____   |                      |                            |            |     |
| WEIGHT (LBS/DZ ONLY): _____ <u>UNITS</u> _____  |                      |                            |            |     |
| PRODUCTION YARN (Y / <u>N</u> ) _____ SAMPLE YARN(Y / N)  |                      |                            |            |     |

**Tag Placement:** Inside garment, 2" below Armhole for jackets, dresses, tops. Follow same placement as care label for all bottoms.

**What are your ticket and labelling requirements?**

Please refer to our [Ownbrand Global Testing and Care Manual](#), LABELLING SECTION. Price Tickets are referenced here <http://www.urbnvendor.com/us/how-do-i-pre-ticket-my-products/>

**What is the sample size?**

| BRAND:                   | ALPHA | NUMERIC | JEANS   |
|--------------------------|-------|---------|---------|
| FREE PEOPLE              | S     | 6       | 28      |
| URBAN OUTFITTERS WOMEN'S | M     | 6       | 28      |
| ANTHROPOLOGIE            | S; 2X | 6; 20W  | 28; 20W |
| URBAN OUTFITTERS MENS    | M     | 32      | 32      |



**TOP SAMPLE TAG**

Attach to the garment with swift tag

The form is titled 'TOP SAMPLE TAG' and is divided into several sections:

- URBN Logo:** Located at the top left.
- Brand Selection:** Radio buttons for ANTHROPOLOGIE, FREE PEOPLE, and URBAN OUTFITTERS.
- Order Details:** Fields for STYLE, DATE, AGENT, FACTORY, SHIP DATE, and SEASON.
- Category:** Radio buttons for GAP, GFC, RIN, and RNO.
- TOP SAMPLE:** Radio buttons for BULK ORDER, PHOTO ORDER, RE-ORDER, PETTR/SHIRT ORDER, and TALL ORDER.
- FACTORY/AGENT REVIEW:** A table with columns for 'DESIGN CORRECT', 'FABRIC/YARN CORRECT', 'TRIM/HARDWARE CORRECT', 'COLOR/WASH/DYE CORRECT', 'CONSTRUCTION CORRECT', 'LABELS/TICKETING CORRECT', 'PRESSING/PACKING CORRECT', 'BUTTON SEWING CORRECT', 'CARE LABEL WORDING CORRECT', and 'GARMENT MEASUREMENTS WITHIN TOLERANCE'. Each row has 'YES' and 'NO' radio buttons and a 'COMMENTS' field.
- INSPECTORS SIGNATURE:** A line for the inspector's signature.
- DESIGN REVIEW:** Similar to the factory review, with radio buttons for 'DESIGN CORRECT', 'FABRIC/YARN CORRECT', 'TRIM/HARDWARE CORRECT', and 'COLOR/WASH/DYE CORRECT'.
- Approval:** Radio buttons for 'FIT MODEL', 'URBN NOT APPROVED', and 'URBN APPROVED'.
- TD SIGNATURE:** A line for the technical designer's signature.
- Footnote:** '\*TOP measurements must be in PDM or joined in this ticket' and '\*Refer to PDM file for all Technical comments'.

**How many samples are required to be sent to URBN Home Office?**

(Factory should always make a keep sample for themselves and agent if needed. We are unable to send pinned samples back to factory due to timing)

**Proto**= 3 samples. Address these samples to Product Development Team Members.

**Fit and Reference**=1 sample. Address to Tech Design Team Members

**TOP samples**= 1 sample. Address to Production Team Members. Please follow the instructions given at <http://www.urbnvendor.com/us/sample-requirements/>.

**Where can I find the most up to date tech pack information?**

While it is possible to receive a .pdf copy of all tech packs, it is preferred that vendors access all styling, trim, spec and label information from the tech pack on Tradestone.com, instead of relying on an older .pdf copy. Our business is very dynamic and we experience change often. For the most current information, please access Tradestone live, especially when placing bulk orders for trim, fabric and sending fit samples etc. Also if you have questions on the contents of a tech pack, its best to send us a screenshot of what you see on the website, instead of referencing a page number from the .pdf copy.

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### **What happens when I have a failing garment test report?**

Please contact the responsible technical designer and fabric or PD team member. Be sure the failing test is available in TS and provide an explanation and solution for the failing point. If care labels have been printed, please advise these points as well. Tech design, Production and in some cases Compliance will work together to address failures as necessary.

### **How and when do I receive fit comments?**

Each category has scheduled fit time, twice weekly. Our goal is to provide fit comments according to the target fit date in Tradestone and on the sample tag. Its important that this date is accurate when sample is sent to us. Please allow tech team 48 hours from the time a sample is received before requesting fit comments. Please check Tradestone for fit comments and the received date on the sample request before inquiring in an email.

### **What form does URBN use?**

**ALVA FORM-** Our standard form is made by Alva and is a size 6. When first making samples for URBN, please send us the measurements from the form you use most often. We will compare it to our standard measurements and let you know if we can accept it. Once you have established a steady business with UO, we strongly suggest that you purchase an Alva form according to our standards (please request an order sheet with pricing and contact info). Using the Alva form is very beneficial in achieving an approvable fit. You can use the form to send us photos with questions and compare where fit points hit on the form compared to our requests. Please request an order form from your Technical Designer, or refer to the documents provided prior to your Onboarding call with Technical Design.

**URBN DIGITAL FORM-** This form is used for styles developed in 3D. It can be downloaded at no cost. Please contact the 3D Team [Lynda Lovell](#) or [Wei Peng](#) for access to the form.