

# URBN FIT COMMENT PROCEDURE

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August 2022

VENDOR TRAINING MANUAL

8/18/2022

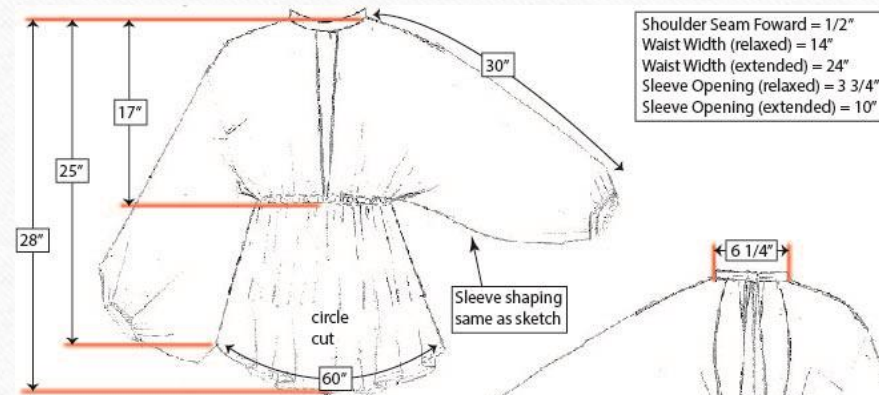
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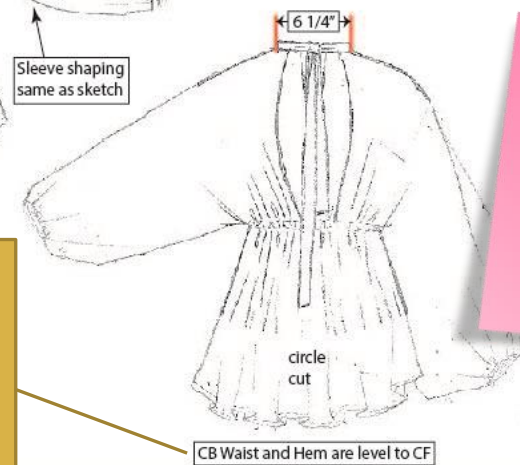
# Proto/1<sup>st</sup> fit Submission

You as the vendor are responsible for accurately measuring each sample through the fit cycle, as well as recording those measurements.

- The vendor is responsible for providing URBN TD with sample measurements, whether sample is dispatched from agent office or factory. These are measurements **MUST** be real and accurate.
  - All standard POM's are to be measured, regardless of whether a target spec is provided.
  - URBN TD's may leave some POM's blank to allow the patternmaker to correct the pattern properly. Once pattern is corrected, these measurements must be recorded.
  - If sample is received without measurements, URBN TD will reach out to vendor to enter in the Fit Eval. Please keep records on hand.



In this example, target specs for back length and back waist placement were not given. However, they will be needed when URBN TD is writing fit comments and therefore must be measured by vendor



For detailed instructions on how we measure, please follow: [HOW TO MEASURE GUIDE](#), linked here.



# Proto/1<sup>st</sup> fit Submission

Vendor measurements must be sent with each sample intended for fit. Here are 2 options for how to submit those measurements:

▼ Details

Points of Measure										Sample 2(03/30/2020) S(5)				
<input type="checkbox"/>	QA	P/S	Sort	Img	How to Measure	Code	Description	Tol -	Tol +	Target Spec	Vendor Actual	Vendor Delta	Actual	Delta
<input type="checkbox"/>			10			*	HPS = Shoulder Seam @ Neck Seam							
<input type="checkbox"/>			20			*	*							
<input type="checkbox"/>			40			VF03.3	Shoulder Slope From HPS @ Shldr. Sm. to Armh	-1/8	1/8					
<input type="checkbox"/>			70			VF04a	CF LENGTH FROM HPS	-1/2	1/2	33				
<input type="checkbox"/>			90			VF06.2	SS LENGTH FROM ARMHOLE (OVER 19")	-3/8	3/8					
<input type="checkbox"/>			120			VF08	Front Neck Drop-HPS to Seam (under 5")	-1/8	1/8	5				
<input type="checkbox"/>			240			*	*							
<input type="checkbox"/>			250			HB01	Neck Width-Seam to Seam	-1/4	1/4	10 1/4				
<input type="checkbox"/>			270			HF07	Across Shoulder-Seam to Seam	-1/2	1/2	17 1/2				
<input type="checkbox"/>			290			VF29	Across Chest Placement from HPS	0	0					
<input type="checkbox"/>			300			HF08	Across Chest-Seam to Seam	-1/2	1/2	16 1/2				
<input type="checkbox"/>			320			HF10	Chest @ 1" Below Armhole	-1/2	1/2	21 3/4				
<input type="checkbox"/>			340			HF22	Bottom Opening-Straight @ Edge	-1/2	1/2	23				
<input type="checkbox"/>			400			*	*							
<input type="checkbox"/>			410			AH01	Armhole-Straight	-3/8	3/8	10 1/2				
<input type="checkbox"/>			420			SS02	Sleeve Length from Shoulder-Long	-3/8	3/8	23 1/4				

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# UPLOAD THE PATTTERN

Patterns are required to be sent with all samples, from proto/1st fit through TOP stage.

Using the “Patterns” tab of the Tech Spec, load in each pattern.

Choose “Fit” for fit or reference samples and “Production” for the final pattern.

Be sure to make a note in the comments section with the date and status of the pattern. For example:  
**3/2/18- 2<sup>nd</sup> fit pattern**

Code	Description	Type
<input type="checkbox"/> BLOCK	BLOCK	
<input type="checkbox"/> FIT	FIT PATTERN	
<input type="checkbox"/> ORIGINAL	ORIGINAL	
<input type="checkbox"/> PROD	PRODUCTION	
<input type="checkbox"/> REF	REFERENCE	

Patterns should be sent without seam allowance or shrinkage

Be sure grainlines are marked on all pattern pieces

Do not include characters or spaces in file names.

## Allowed File Extensions

gif jpg jpeg png wmf ai pdf doc txt xls xml xsd xsl ppt mov htm docx qtx cxf tif tiff iba dxf vet mdl xlsx dwg dsf



# Pattern Upload Instructions

**IMPORT THESE FILE TYPES ONLY:** .mdl ; .dxf; ; .zip (folder containing .iba/.vet files)

**File names MUST follow below conventions;** •Must not exceed 32 characters • Must not contain any spaces between characters.  
•Must not use any special or foreign characters.

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**LABELING PATTERN PIECES FOR PRODUCTION PATTERNS:** Please indicate fabric on the pattern pieces using fabric labels:

**S** for self; **L** for lining; **F** for fuse; **I** for interlining ; **C** for combo; **M** for marker

**SEAM ALLOWANCE:** most patterns are without seam allowance and shrinkage. If pattern has seam allowance this must be indicated in email when sending pattern.

**INSURING THE PATTERN SCALE IS ACCURATE:**

- All patterns for domestic or overseas sampling /production must include a **5" x 5" BLOCK FOR MEASURING PURPOSES ONLY**. The 5" x 5" BLOCK will NEVER have seam allowance.
- To insure that both the imported and exported patterns are correctly scaled when sent and received, The square MUST measure 5" X 5". If it does not, the pattern should be resent and may not be accurate

**SCREEN SHOTS:** When uploading a pattern, please send screen shot of the pattern in email as the vendor sees it on their screen. This will help us to identify the software the pattern was created in to trouble shoot for failed exports and confirme that the pieces visually matching the screen shot to the imported pattern.



- URBN TD expects that specs are true and accurate.
- When receiving fit samples, URBN TD will spot check key measurements, keying in only the specs which they find to be different than the vendor.
- Fit changes will be covered in photo pages.
- All spec changes will be entered into the “Revised ” column by the Urbn TD.
- Revised specs will be provided for all rounds of fit samples, not just approval
- For example, in the event of a sleeve cap correction, the TD may give revised spec for sleeve length and leave a blank revised spec for undersleeve. Please measure undersleeve even though the target spec was not given.

## Fit Evaluation Page:

URBN TD will use vendor specs and provide only revised specs

Code	Description	Tol (-)	Tol (+)	Spec	Vendor Act	Difference between requested spec and vendor measurements		Difference between requested spec and Urbn measurements		Revised specs for next sample (changes from requested spec)
						Requested spec for sample	Vendor sample measurements	Urbn Tech sample measurements	Delta	
*	HPS=Shoulder fold @ neck seam									
VF01	Shoulder Forward Seam from HPS @ Neck	0	0	1/2	1/2			3/8	-1/8	
VF03.3	Shoulder Slope From HPS @ Shldr. Sm. to Armhole	-1/8	1/8	3/4	3/4			3/4	0	
VF04	Body Length @ CF from HPS	-5/8	5/8	23 1/2	23 5/8			23 7/8	3/8	24 1/4
VF09	Front Neck Drop-HPS to Seam not including ruffle)(under 10")	-1/4	1/4	5	4 1/2			4 3/4	-1/4	4 3/4
KH01	KEYHOLE OPENING-Neck seam (Not including ruffle) To edge	-1/8	1/8	3 3/4	3 5/8			3 5/8	-1/8	
HF02.1	Front Neck Width-Seam to Seam@ HPS	-3/8	3/8	8	8 1/4			8 1/8	1/8	
HF07	Across Shoulder-Seam to Seam	-1/2	1/2	13 1/4	13 1/4			13 1/8	-1/8	
VF29	Across Chest Placement from HPS	0	0	5 1/2	5 1/2			5 1/2	0	
HF08	Across Chest-Seam to Seam	-1/2	1/2	12 5/8	12 1/2			12 3/4	1/8	



# Fit Comments INITIATING NEXT SAMPLE



- “Initiate Sample” is the action required in TS to create a 2<sup>nd</sup> fit/3<sup>rd</sup> fit/Ref/TOP page in the fit eval.
- The Next Sample fit eval page is to be created when the TD completes the previous fit comments. This timing is critical for 2 reasons:
  - Creating the new sample locks the URBN TD’s fit comments.
  - Vendors are provided with a spec sheet to measure their next sample.
- Only URBN TD’s have permission to “Initiate Sample” in the Fit Eval. This function is not available in the vendor view.
  - If the next sample page is missing, please reach out to your TD to add.

# Fit Comments


## Fit Comment Release

### Upon completion of fit comments, URBN TD will...

- Initiate new sample page in fit eval, providing vendor with spec sheet for the next sample.
- Provide graded specs if sample is approved.
- Mail pinned sample back to vendor.
- Alert vendor of completed fit comments via email.
- If the next sample page is missing, please reach out to your TD to add.

### Upon sending next fit sample; including TOP, Vendor will...

- Enter sample measurements directly TS fit eval page.
  - Paper copy of specs can be attached to sample, but this is not required if they have been entered in TS.
- Upload pattern into TS pattern tab.
- Enter AWB# and Ship date of sample in the sample request page



**URBN SAMPLE  
TURNTIME:**

- 2 weeks for non-embellished
- 3 weeks for embellished styles



# SECTION 4: CARE INSTRUCTIONS

## Vendor Ownership of Testing

Only reports  
with failures  
need to be  
approved by tech

1. Suggested wash care will be added to the FD page by URBN TD with first fit comments.
2. Vendor will upload all test reports and/or compliance forms into testing tab of TS.
  - The vendor does not need to contact the tech if all tests are passing.
  - The vendor may proceed to printing wash care labels following suggested care.
  - URBN Tech Design Approval is required for any care instruction that is different from the suggested care.

### Garment Testing Notes:

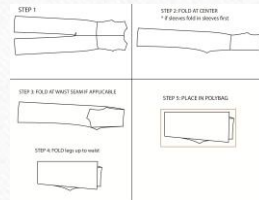
- Garment tests must be in bulk fabric and trims.
- Vendor will manage fabric testing and care instructions.
- Any questions on fabric testing should be sent to the Fabric Team.
- The only exceptions would be if you have an unwashed garment that has not had the fabric properties change or if you need to use the test report to have a record of flammability.
- The only time that fabric testing should be called out to TD is for embellishment, metallic yarns/ finishes or borderline test results that may affect garment performance like slippage, crocking, tensile/tear strength.



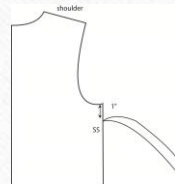
# SECTION 5: FINISHING DETAILS

This page will contain the following instructions in every tech pack and will be updated with 1<sup>st</sup> Fit Comments

- Packing Instructions: Folding Method

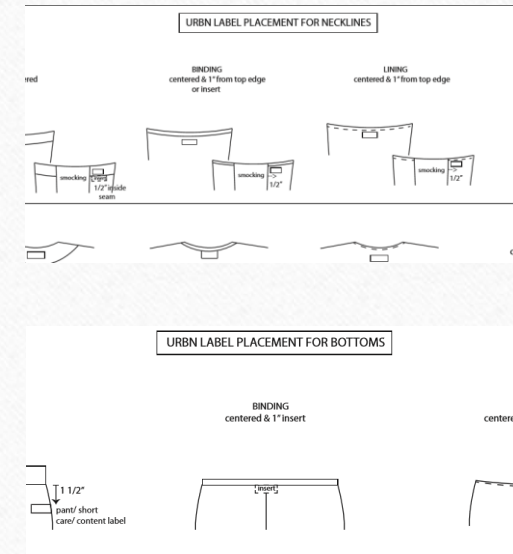


- Hanger Loops (when applicable). See BOM for color and quality.



## Label Placements

- Main Label Placement
- Care Label Placement
- Price Ticket or Special Hangtag Placement





# SECTION 6: TOP's

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- Vendors are required to send TOP's within 10 days of the PO ship date.
  - Please refer to the TOP Sample Process linked [here](#) for detailed requirements.
- TOP's will not be commented on without a full garment test report.
- Factory **MUST** not ship until TOP approval is provided from URBN Production Team.