

# URBN TOP SAMPLE PROCESS

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March 2023




# TOP APPROVAL REQUIREMENTS

1. **GARMENT TEST REPORT** UPLOADED IN TESTING AND CARE PAGE
2. **CARE LABEL IMAGES UPLOADED** IN TESTING AND CARE PAGE, EXAMPLE ON NEXT PAGE
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**

Tech Spec: OB1132608 - TUNDRA JACKET

Overview Tech Setup POM BOM Events Samples Patterns **Testing and Care** Finishing Details Attachments >>


Standard Type	Code	Type	Attachment	Care Label
CARE	CAREFRT	SPECIAL INSTRUCTIONS		VENDOR TO UPLOAD IMAGE OF PRODUCTION CARE LABEL FRONT

L R

**TEST REPORT IMAGE**

Tech Spec: OB1132608 - TUNDRA JACKET

Overview Tech Setup POM BOM Events Samples Patterns **Testing and Care** Finishing Details Attachments >>

Standard Type	Code	Type	Attachment	Care Label	Comments	Results
TEST REPORT	TESTRPT				8/17/20 - Garment Test- Wash care and testing are approved- DM 2020/8/17-UPLOAD GARMENT TEST REPORT CDTM-PATL	TEST PASS

L R

**PATTERN IMAGE**


Tech Spec: OB1205565 - UO SLEEK LULLABY MIDI DRE

Overview Tech Setup POM BOM Events Samples **Patterns** Testing and Care Finishing Details Attachments >>

▼ Patterns < 1 > Go To INSTRUCTION ▼

▼ Header Information

▼ Patterns

Code	Attachment	Comment
PRODUCTION		

L R E

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



# EXAMPLE IMAGES



# 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: <https://vendor.urbn.com/us/samples/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 TESTING

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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