# URBN TOP SAMPLE PROCESS

March 2023



## TOP APPROVAL REQUIREMENTS

- I.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.

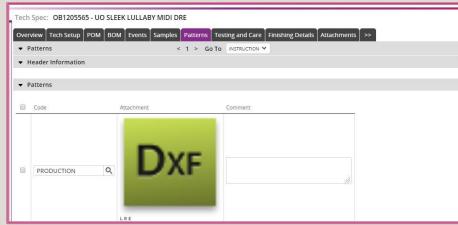
#### CARE LABEL IMAGE



#### **TEST REPORT IMAGE**



#### **PATTERN IMAGE**



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

# **EXAMPLE IMAGES**







## TOP APPROVAL PROCESS

- I. VENDOR UPLOADS ALL TOP REQUIREMENTS IN TRADESTONE
- VENDOR NOTIFIES TECH AND PRODUCTION THAT ITEMS ARE READY FOR REVIEW
- 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: <a href="https://vendor.urbn.com/us/samples/sample-requirements">https://vendor.urbn.com/us/samples/sample-requirements</a>

**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

### 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

#### 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