URBAN OUTFITTERS VENDOR WELCOME & PROCESS updated 2024

This manual provides all the necessary information to help you understand the fit, quality, garment testing and minimum construction requirements for URBN brands. URBN produces and sells high quality garments and accessories. All vendors manufacturing products for URBN must adhere to “best practice” industry standards regarding all aspects of product development & production.

The intention of this manual is to set forth our key minimum quality construction standards to thereby enable all vendors to knowingly enter into a business agreement with URBN. All vendors involved with the development & manufacture of garments & accessories for URBN must carefully review this manual and ensure all products are made according to these minimum standards.

This list does not include all of our standards; however, it does highlight the most important details. Any deviation from these standards must be approved by the Technical Designer prior to the start of bulk production.

URBN reserves the right to cancel, charge back or enforce repairs on any order if our minimum construction standards are not strictly followed.

All virtual and physical fit samples should be made using the approved quality fabrics, trims & wash treatments.

See https://vendor.urbn.com/us/ownbrand-vendors/apparel-requirements/apparel-technical-manual for all standards and guides

URBN Technical Design requirements and supplier expectations have been updated to reflect current methods and technological evolution and speed initiatives such as DPC (Digital Product Creation) Ai development and Virtual sampling.

URBN expects our suppliers to keep with the pace of technology and be equipped to manage technology updates as they present themselves.

AI renders and Virtual samples

1. Supplier patternmakers must accurately interpret the aesthetic and fit of Ai render to quickly execute virtual and physical samples that mirror Ai render while meeting URBN standard body measurements.

2. Suppliers are expected to have and maintain an organized library of approved patterns that have been verified for balance and fit to URBN standards.

    a. URBN basic blocks that have been vetted on URBN fit models can be accessed in Closet https://style.clo-set.com/room/836052 and searchable in TradeStone.

3. All virtual and physical samples must be evaluated on URBN virtual or physical form for fit and aesthetic to gauge alignment to sketch, photos, or Ai renders with comments before proceeding to mail to URBN office for fit.

4. All samples including Design Direct must have measurements and patterns added to Tradestone.

*Do not send a virtual or physical sample that does not match the shape, fit and attitude of the Ai render, original sample, or sketch.

Pre-Adoption Development Processes

Traditional Set Up Method

- Traditional Set up: TD (Technical Designer) provides Tech Pack with BOM, including Designers sketch, sketch on a URBN Alva Croquis, measurements, construction details, block or pattern via Tradestone
- (CLO) Virtual render link is sent to TD for comments within 3 business days.
- Exception: ok to send photos of physical mock when Virtual sample is not the best option.

Modified Set Up Method

- Modified Set up: TD provides Tech Pack with BOM, including photos or physical original sample/ In house mock or in house development is sent to vendor with minimal measurements, details or callouts regarding changes applied to mock/ in house development, block or pattern added to TS
- Virtual render link is sent to TD for comments within 3 business days.
- Exception: ok to send photos of physical mock when Virtual sample is not the best option.

Design Direct to Vendor Method

- Design Direct Set up: No Tech Design Involvement. Communication is with Designer and PD.
- Designer provides limited Tech Pack with basic BOM, along with Ai render with minimal measurements/ details.
- Supplier should use approved pattern or URBN block library.
- Virtual render link is sent to **Design** for comments within 3 business days. *
- Design issues comments on Ai, Virtual or Pre-Proto samples
- Exception: ok to send photos of physical mock when Virtual sample is not the best option.

Post Adoption Process

Vendor Sample Method

- Physical sample is fit on URBN fit model with Cross functional partners.
- Fit Comments are uploaded into Tradestone.
- TD emails vendor with status

IHD (in house drape with pattern)

- Physical sample is fit on URBN fit model with Cross functional partners.
- Fit Comments and Pattern are uploaded into Tradestone as a Set up
- TD emails Supplier with status
- Supplier makes 1st fit sample using provided pattern and fit comments. Follow Vendor Sample Method

IHD (in house drape/ mock without pattern)
Original Sample

- Physical sample is fit on URBN fit model with Cross functional partners.
- Fit Comments are uploaded into Tradestone as a Set up
- TD emails Supplier with status and may request a Virtual (clo) fit
- If Virtual fit is selected, Vendor submits a virtual fit if requested
- TD provides comments
- Supplier makes 1st fit sample. Follow Vendor Sample Method

DPC (Ai Render)

- Fit Comments are uploaded into Tradestone as a Set up
- TD emails Supplier with status requesting a Virtual (clo) fit
- TD provides comments
- Supplier makes 1st fit sample. Follow Vendor Sample Method

Standard Vendor Sample Process responsibilities

- Virtual render: Clo is preferred. If using another digital platform such as Optitex, Browzwear or E Designer, send pattern dxf pattern file.

- Pattern dxf file **without shrinkage** must be uploaded to Pattern Tab in Tradestone for every physical sample to inform right first-time fit comments.

- Garment Tests are managed by the Vendor in accordance with URBN requirements and tolerance found on URBN vendor website. https://vendor.urbn.com/us/ownbrand-vendors/apparel-requirements/apparel-technical-manual

- Sample measurements must be added to the Fit Eval Vendor column prior to sending to home office for adoption or fit. Comments will not be processed without basic garment measurements.
    - If there is no fit eval in the Tech Pack
        i. add measurements to POM template and upload to Set Up tab
        ii. add measurements to set up page and upload to Set Up tab

How to use a Block/ Pattern

I M P O R T A N T PATTERN MAKER!! MUST READ!!

The block pattern is based on our base body measurements and has been fit on our live fit model.

Our block patterns do not have any style lines or details; they are a BASE FORM for fit and shape and MUST be used as the basis to develop our garments.

The vendors are to take the block pattern and adjust it only as outlined in the tech pack for style lines, fit intent, construction details and to meet advised measurements.

The Block Pattern does not include the following:

1) Seam & Hem Allowances
2) Shrinkage
3) Lining
4) Facings

Each vendor MUST send a copy of their pattern without seam allowance or shrinkage with each corresponding sample.

Pattern Importing & Exporting Patterns Procedure for Agents

IMPORT / EXPORT RECEIVE THESE FILES ONLY:

- .mdl
- .dxf
- .zip (folder containing .iba/.vet files)

EXPORTING FOR VENDORS:

NAMING FILES AND PATTERN PIECES CORRECTLY:

File names and individual pattern piece names **MUST** be labeled correctly:

- Names must not exceed 32 characters
- Names must not contain any spaces between characters.
- Names must not use any special or foreign characters.

NAMING AND LABELING PATTERN PIECES FOR PRODUCTION PATTERNS:

The vendor must 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:

We **MUST** implement a standard method to insure that both the imported and exported patterns are correctly scaled when sent and received.

This will be the first step when pattern is received before checking pattern pieces. If the square does not measure 5" X 5", the pattern should be resent and may not be accurate

- All patterns for domestic or Overseas sampling /production will now include a **5" x 5" BLOCK FOR MEASURING PURPOSES ONLY.**
- The 5" x 5" BLOCK will NEVER have seam allowance.

SCREEN SHOTS: 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.
- Account for all the pieces visually matching the screen shot to the imported pattern.

*****URBN will follow same procedures for patterns

alvaform by alvanon

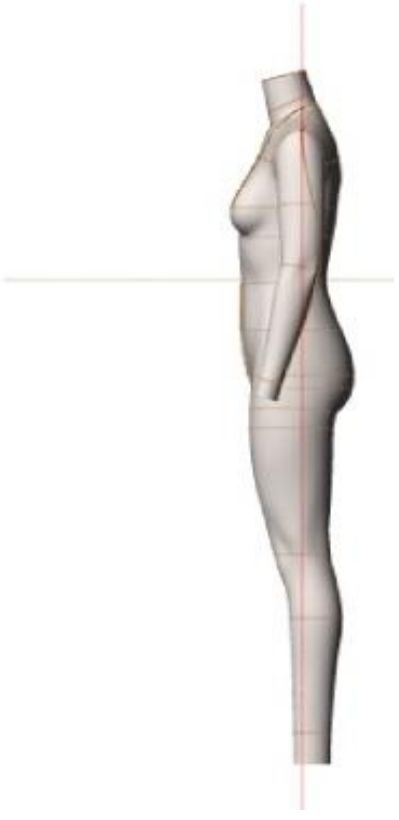
Urban Outfitters - Womens - 6
UOS-WMS0006-0703

03-Apr-08-PF
E. Pajic

Standard Measurements	Client	Alva
Neck Base	14 1/4	✓
Across Shoulder	15 1/2	✓
Shoulder Drop	1 7/8	✓
Across Front	13	✓
CFneck To Across Front	3	✓
Across Back	14 1/4	✓
CBneck To Across Back	5 3/8	✓
Chest	-	-
-Chest Height	-	-
Under Pecs	-	-
Bust	36	✓
-Bust Height	48 1/2	✓
Under Bust	31 1/2	✓
-Under Bust Height	45 7/8	✓
Apex To Apex	7 3/4	✓
Halter	27 1/4	✓
HPSto Apex	10 7/8	✓
Waist	28	✓
-Waist Height	42 1/8	✓
CFneck To Waist	14 1/4	✓
CBneck To Waist	15 7/8	✓
High Hip	34 1/2	✓
-High Hip Height	37 3/4	✓
Waist To High Hip	4	✓
Low Hip	38	✓
-Low Hip Height	33 7/8	✓
Waist To Low Hip	8	✓
Inseam	30 3/8	✓
Total Rise	27 3/4	✓
Thigh	22	✓
-Thigh Height	29 1/4	✓
Knee	14 1/4	✓
-Knee Height	18 1/4	✓
Calf	13 3/4	✓
-Calf Height	12 3/4	✓
Ankle	9 1/4	✓
-Ankle Height	2 3/4	✓
Armhole	16	✓
CBneck To Wrist	31	✓
Arm Length	23 1/4	✓
Bicep	11	✓
Elbow	9 7/8	✓
Wrist	6 1/8	✓
Vertical Trunk	-	-
Arm Extension	1 1/2	✓
Extra Measurements	**Client**	**Alva**
Total Height	65 3/4	✓
-CBNHeight	57 5/8	✓
Shoulder Length	5 3/8	✓
Mid Neck	13 1/4	✓
CFneck To Mid Neck	1 1/8	✓
CBneck To Mid Neck	0 7/8	✓
-CFwaist Height	41 3/4	✓
-CBwaist Height	42 1/4	✓
Waist To Low Low	9 1/4	✓
Thigh Crease	22 3/8	✓

Urban Outfitters - Womens - 6
UOS-WMS0006-0703





alva FORM

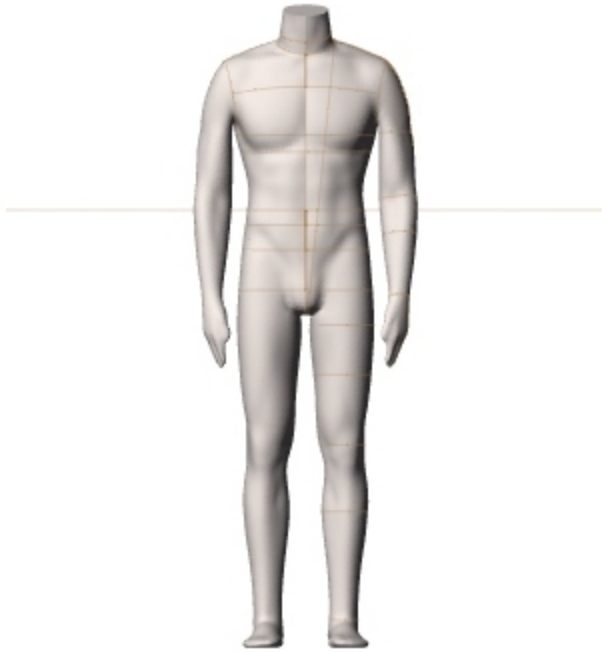
Urban Outfitters - Mens - 38
UOS-MMN038S-1109

09-May-12
Elena

Standard Measurements	Client	Alva
Neck Base	16 1/8	✓
Across Shoulder	17 3/4	✓
Shoulder Drop	2 1/4	✓
Across Front	15 1/8	✓
CFneck To Across Front	3 1/2	✓
Across Back	16 5/8	✓
CBneck To Across Back	7	✓
Chest	38 1/2	✓
-Chest Height	51 1/4	✓
Under Pecs	35	✓
Bust	-	-
-Bust Height	-	-
Under Bust	-	-
-Under Bust Height	-	-
Apex To Apex	-	-
Halter	-	-
HPSto Apex	-	-
Waist	32	✓
-Waist Height	43 3/4	✓
CFneck To Waist	15 7/8	✓
CBneck To Waist	18 3/8	✓
High Hip	36	✓
-High Hip Height	39 3/4	✓
Waist To High Hip	4	✓
Low Hip	38	✓
-Low Hip Height	35 3/4	✓
Waist To Low Hip	8	✓
Inseam	33 1/4	✓
Total Rise	27 1/8	✓
Thigh	22	✓
-Thigh Height	32 1/4	✓
Knee	15 1/4	✓
-Knee Height	20 1/4	✓
Calf	15	✓
-Calf Height	13 5/8	✓
Ankle	10 1/2	✓
-Ankle Height	2 3/4	✓
Armhole	18 1/2	✓
CBneck To Wrist	33 7/8	✓
Arm Length	25 1/8	✓
Bicep	12 3/4	✓
Elbow	12	✓
Wrist	7	✓
Vertical Trunk	65 5/8	✓
Arm Extension	-	-

Extra Measurements	Client	Alva
Total Height	71	✓
Mid Neck	15 1/8	✓
Forearm	11	✓
Pants Waist	33 1/2	✓
Waist To Pants Waist Front	1 1/2	✓
CFneck To Mid Neck	1 1/4	✓
CBneck To Mid Neck	1	✓
Hand Length	7 5/8	✓
Hand Width	4	✓
Foot Length	10 1/2	✓
Foot Width	4	✓

Urban Outfitters - Mens - 38
UOS-MMN038S-1109





URBN BRAND SIZES & GRADE JUMPS

ANTHROPOLOGIE

	BASE	RANGE	JUMP
NUMERIC	6/28	0/14 and 25/33	10-12 and 30-31
ALPHA	SMALL	XS-XL	LARGE
PETITE	6P/28P	0P/14P and 25P/33P	12P/31P
	Inseam/Outseam -2";Lower Thigh Placement -1/2", Knee Placement -1"		
TALL	6T/28T	0T/14T and 25T/33T	12T/31T
	Inseam/Outseam +3";Lower Thigh Placement +3/4", Knee Placement +1 1/2"		

FREE PEOPLE

	BASE	RANGE	JUMP
NUMERIC	6/28	0/12 and 24/31	NONE
ALPHA	SMALL	XS-L or XS/SM-M/L	NONE
SALESMAN SAMPLES	4/27		

URBAN WOMEN'S

	BASE	RANGE	JUMP
NUMERIC	6/28	0/12 and 25/32 or 24/31	10-12 and 30-31
ALPHA	MEDIUM	XS-L	LARGE

URBAN WOMEN'S UK

	BASE	RANGE	JUMP
NUMERIC	6/29	0/12-26/32	NONE
ALPHA	MEDIUM	S-L	NONE

Vendor Standard Proto Procedures for Washed Garments

1. Once the sampling yardage is received the shrinkage test is done
    - Shrinkage test consists of cutting a minimum of (5) 18 x 18 squares and putting them through a similar wash/dry to duplicate the wash done on the proto
    - Squares are measured before and after and an average shrinkage of length and width is established.

2. The patternmaker converts the block to the desired style.

3. The shrinkage is applied to pattern evenly to all pattern pieces on all sides so not to distort the shape. I**MPORTANT: The shrinkage must be applied to the paper pattern carefully *BEFORE* cutting out the fabric**. The pattern with the shrinkage is saved. A copy ***without*** the shrinkage and seam allowances and is printed/traced and forwarded to be attached to the sample when it is sent to the states.

4. Sample is sewn and sent to the wash facility.

5. A designated merchandiser in each area will be responsible to measure the sample according to the spec. The person measuring the sample will be listed on the spec sheet that will accompany the sample to the states and will be held accountable.

6. The merchandiser will also be responsible for filling out the Yellow cards with all the required information.

7. If sample is within a W1 or K1 tolerance it will be sent to the states

8. If sample is ***not*** within a W1 or K1 tolerance, the sample is rejected and sent back to the patternmaker for review. The pattern is corrected and a new sample is sewn/washed and measured for accuracy.

9. For minor discrepancies – E-mail the appropriate Technical Designer and describe the discrepancies and get approval before sending. Be sure to mark all discrepancies on the yellow tag attached to sample

URBAN OUTFITTERS TOLERANCES

***Based on Flat Measurements (02-12)**

		KNITS			WOVENS		
	TOLERANCE LEVEL:	**K1**	**K2**	**K3**	**W1**	**W2**	**W3**
POM CODE	**POM**	**Level 1**	**Level 2**	**Level 3**	**Level 1**	**Level 2**	**Level 3**
	Tops & Dress length(28" and over)	3/4	1	1 1/2	3/8	5/8	3/4
VF04	Body Length @CF fr HPS(up to 28")	5/8	7/8	1 1/4	3/8	1/2	1/2
SK03.1	Skirt Length fr Top Waist(under 18")	3/8	1/2	5/8	1/4	3/8	1/2
SK03	Skirt Length fr Top Waist @CB(Over 18")	1/2	5/8	3/4	3/8	1/2	5/8
HF09,10,11,12	Chest/Waist	1/2	3/4	1	1/4	3/8	1/2
HF22, 23, 24, 25	Bottom Opening	1/2	3/4	1	1/4	3/8	1/2
HF07, 07.1	Across Shoulder	1/2	3/4	1	1/4	3/8	1/2
HF08, 08.1	Across Chest	1/2	3/4	1	1/4	3/8	1/2
HB04, 04.1	Across Back	1/2	3/4	1	1/4	3/8	1/2
AH01	Armhole - Straight	3/8	1/2	3/4	3/16	1/4	3/8
SS09	Sleeve Width 1" below AH	3/8	1/2	5/8	1/8	1/4	3/8
SS02	SLV Length Fr Shoulder-Long	3/8	1/2	3/4	1/4	3/8	1/2
SS03	SLV Length Fr Shoulder-Short	1/4	3/8	5/8	1/8	1/4	3/8
SS04	SLV Length Fr NK SM @HPS-Long	5/8	3/4	1	1/2	5/8	3/4
SS05	SLV Length Fr NK SM @HPS-Short	1/2	5/8	7/8	3/8	1/2	5/8
SS11	Slv Width @5" up from Opening	3/8	1/2	5/8	1/8	1/4	3/8
SS15	Slv Width @Opening-Long	3/8	1/2	5/8	1/8	1/4	3/8
SS19	Slv Width @Opening-Short	3/8	1/2	5/8	1/8	1/4	3/8
HF01, 01.1	Neck Width	3/8	1/2	3/4	1/4	3/8	1/2
VF09, 09.1	Front Neck Drop-(Under 5")	1/8	1/4	3/8	1/8	1/4	1/4
VF10 & 10.1	Front Neck Drop-(Over 5")	3/8	3/8	1/2	1/4	3/8	3/8
VB04 & 04.1	Back Neck Drop-(Under 3")	1/8	1/8	1/4	1/8	1/8	1/4
VB04.2 & 04.3	Back Neck Drop-(Over 3")	1/4	1/4	3/8	1/8	1/4	1/4
ST01	Strap length-Total	1/4	1/4	3/8	1/4	1/2	1/2
CL11,12,13	Neckband Length	1/2	1/2	3/4	1/4	3/8	1/2
ZF07.1	Zipper Opening - (8" or under)	1/8	1/4	3/8	1/4	1/4	1/4
ZF07	Zipper Opening-(over 8")	1/4	1/2	3/4	1/2	1/2	1/2
HF14	Waist @Top	1/2	3/4	1	1/4	3/8	1/2
HF18,19,20,21	Hight Hip/Low Hip	1/2	3/4	1	1/4	3/8	1/2
PT01, 02	FT/BK Rise from Top Waist	1/2	5/8	3/4	1/4	1/2	5/8
PT03	Thigh @1" below Crotch	1/2	5/8	3/4	1/4	3/8	1/2
PT05	Knee	1/2	5/8	3/4	1/4	3/8	1/2
PT06	Leg Opening-(for inseams over 6")	1/2	5/8	3/4	1/4	3/8	1/2
PT07	Leg Opening-(for inseams under 6")	1/2	5/8	3/4	1/4	3/8	1/2
PT08	Inseam - (22" and longer)	3/4	1	1 1/2	1/2	5/8	3/4
PT09.3	Inseam -(6" to 21")	1/2	5/8	7/8	1/4	3/8	1/2
PT09	Inseam - (under 6")	1/4	3/8	1/2	1/4	1/4	3/8
	Position Points-msrmts under 5"	1/8	1/4	1/4	1/8	1/5	1/4
	Position Points-msrmts 5"-14"	1/4	1/4	3/8	1/4	3/8	3/8
	Position Points-msrmnts 15"-over	3/8	1/2	5/8	3/8	3/8	1/2
DP 01	Detail Placement from HPS(Under10")	1/4	1/4	3/8	1/8	1/4	1/4
DP 02	Detail Placement from HPS (Over 10")	3/8	3/8	1/2	1/4	3/8	3/8
DS02	Drawstring Length-Total	1/2	3/4	1	1/2	3/4	1
DS01	Drawstring Length(Exposed)	1/4	3/8	1/2	1/4	3/8	1/2

KNIT

Level 1
- All non-washed & light washed cut and sewn fabrics
- All medium and fine gauge sweaters (8 to 16 gauge

Level 2
- Sweaters 7 to 4 gauge
- All heavy washed, burnout & garment dyed cut & sewn fabrics
- All thermal fabrics.

Level 3
- Crinkle fabrics.
- Sweaters under 4 gauge
- Heavy hand knit + crochet sweaters

WOVEN

Level 1
- All non-washed & light wash fabrics.
- All men's soft woven shirts.
- Non-washed or light washed denim
- Lycra fabrics under 2%.

Level 2
- All heavy washed and garment dyed fabrics.
- Styles with multiple wash finishes.
- Lycra fabrics over 2%.
- Non-washed filled outerwear.
- Crinkle Texture fabrics(3" expands up to 5/8")

Level 3
- Crinkle Performance fabrics (3" expands over ¾")
- Washed filled outerwear

IMPORTANT

*GARMENTS MUST HAVE AN APPARENT GRADE BETWEEN SIZES FOR SHIPMENT TO BE ACCEPTABLE

* WHEN APPROPRIATE, THE TECHNICAL DESIGNER HAS THE DISCRETION TO ASSIGN TOLERANCE BASED ON THE UNIQUE PROPERTIES OF ANY STYLE. THE TECH WILL ADVISE ANY SPECIAL TOLERANCES AT THE TIME OF APPROVAL.

* ALL WAIST POMS OR ANYOTHER POM THAT HAS BEEN STABLIZED REMAINS AT LEVEL 1 TOLERANCE.

* THE POM'S FOR GARMENTS THAT ARE MADE OF BOTH WOVEN & KNIT FABRICS WILL FOLLOW THE TOLERANCE FOR EACH RESPECTIVE FABRIC.

* THE TECHNICAL DESIGNER WILL ADVISE THE TOLERANCE LEVEL FOR ANY BIAS CUT GARMENT.

Quality Assurance Statement

You MUST follow all the standards, and requirements outlined in this manual. All measurements are to finish within the stated tolerances. All details and finishings are to be completed within the guidelines of the AQL.

Open communication is one of the best tools to meet this goal. Please feel free to contact us about any information in the manual, or on individual style specifications that will aide in maintaining the standards of Urban Outfitters. Thank you.

MILITARY STANDARD 105D
SINGLE SAMPLING PLAN

LOT SIZE BY COLOR	REDUCED LEVEL					NORMAL LEVEL					TIGHTENED LEVEL				
		MAJOR		MINOR			MAJOR		MINOR			MAJOR		MINOR	
	Sample Size	AQL 2.5		AQL 4.0		Sample Size	AQL 2.5		AQL 4.0		Sample Size	AQL 2.5		AQL 4.0	
		A	R	A	R		A	R	A	R		A	R	A	R
151 TO 280	13	1	2	2	3	32	2	3	3	4	50	3	4	5	6
281 TO 500	20	1	2	2	3	50	3	4	5	6	80	5	6	7	8
501 TO 1200	32	2	3	3	4	80	5	6	7	8	125	7	8	10	11
1201 TO 3200	50	3	4	5	6	125	7	8	10	11	200	10	11	14	15
3201 TO 10,000	80	5	6	7	8	200	10	11	14	15	315	14	15	21	22
10,000 TO 35,000	125	7	8	10	11	315	14	15	21	22	500	21	22	21	22
	Urban Retail Wholesale/Ecomm Final Audit AQL 4.0					ALL In-Process Audit AQL 2.5					Anthropologie Retail/Catalog Final Audit AQL 2.5				

A= Accept R=Reject

URBN - STANDARD TOP SAMPLE PROCESS

FEBRUARY 2024



TOP APPROVAL REQUIREMENTS

1. **GARMENT TEST REPORT** UPLOADED IN TESTING AND CARE PAGE. Snapshot of Fiber Content and Flammability Test result, should be entered separately underneath the complete garment test.

2. **CARE LABEL IMAGES UPLOADED** IN TESTING AND CARE PAGE. TD will Check for Main Label, COO label, and Care Label. Ensure that labels include Fiber Content, Care Instructions and Symbols.

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

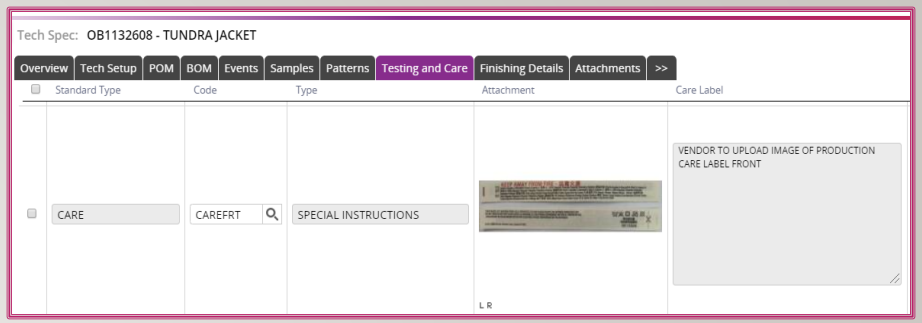
5. **PHOTOS OF ONE PACKED GARMENT**, ACCORDING TO THE REQUESTED PACKING INSTRUCTIONS, EXAMPLE ON NEXT PAGE

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.

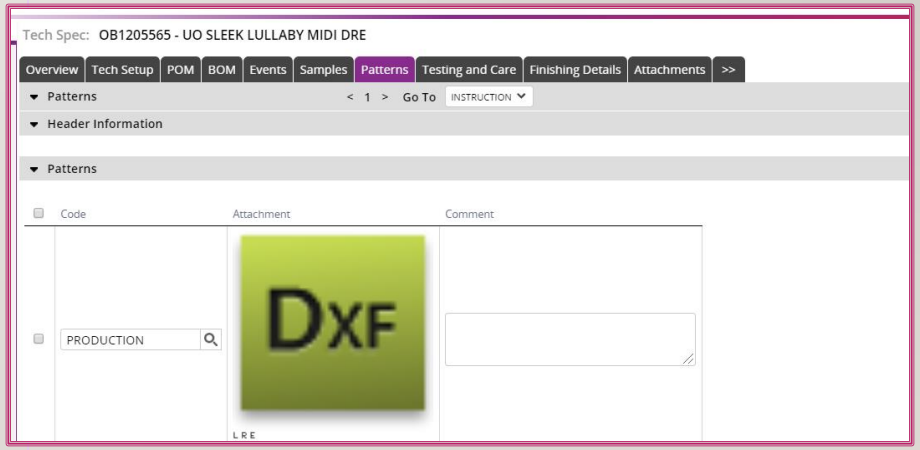
CARE LABEL IMAGE



TEST REPORT IMAGE



PATTERN IMAGE



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

TOP APPROVAL PROCESS

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: http://www.urbnvendor.com/us/sample-requirements/

NOTE: STYLES THAT REQUIRE 3RD PARTY INSPECTION MUST NOT BE SHIPPED WITHOUT BOTH TOP AND 3RD PARTY INSPECTION APPROVAL

REDUCED QTY TEST PROTOCOL

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

EXAMPLE IMAGES







EXAMPLE IMAGES

HOW TO DISPLAY SETS





ENSURE ALL PIECES ARE VISIBLE FROM FRONT BACK AND SIDE







HOW TO DISPLAY INSIDE CONSTRUCTION



