



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