TECH DESIGN - VENDOR ONBOARDING MODULE PROCESS

STANDARD OPERATING PROCEDURE (SOP)

Revision Date: January 24, 2022

J.Crew Team
J.CREW GROUP, LLC.

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SOP #:

Date Issued: December 14, 2021

Issued By: Technical Design

OBJECTIVE: The purpose of this standard operating procedure (SOP) is to ensure all involved in the technical design process are clear on the procedures.

SCOPE: All JCG apparel divisions.

STANDARD OPERATING PROCEDURE (SOP) STEPS:

1. NEW VENDOR ONBOARDING

a. The Quality team will oversee Factory Audits for quality approval.

b. The Legal team will concurrently audit for social compliance.

c. The additional Factory approval process will include the following, when necessary, based on the perceived risk;

   i. Factory Submits of Similar / Like Competitor Samples.

   ii. Factory Submits of Samples based on J.Crew / Madewell, generated from T/P and E-Pattern.

   iii. **Waste Order**: Approximately 100 units using available fabric and trims based on pre-existing style. 12 units should be sent to Technical Design & Quality for review.

   iv. **Test Order**: Up to 5000 units using approved fabric and trims based on the existing or new style.12 units should be sent to the TD & QA team for evaluation.

   v. All units sent for evaluation from Waste and/or Test orders must be measured against specifications and evaluated by the factory. NY tech will confirm spec accuracy and construction. All units should be in fit model size for live fit review.

d. QA will implement Standard Operating Procedure Training at Factory [SOP].

e. Brand Technical Manager [BTM] to be Key Liaison between J. Crew and Factory. Training to be approximately 1 week at J. Crew NY Office or on-site.

f. Factory to appoint a primary Sifu / Fit Technician to oversee Product Development and Fit Approval Process.

2. FIT APPROVAL PROCESS

a. For initial onboarding [and ideally for Spring and Fall seasons], we recommend factory technical representative be present at NY HQ initial fitting [PRECAP]. The majority of garment revisions happen at this initial fitting.

b. Assort 2 sample or 1st Fit sample is passed off to Tech Design team. The sample handoff package will consist of a Design Card copy, garment, net /zero shrinkage pattern in soft paper, bill of materials page [BOM].

c. The initial sample should spec within tolerance on all points of measure. The pattern should include all pieces used in the garment, including interlining, canvas, and lining. BOM should include which components are actual and substitute quality.

d. The sample is fit at J.Crew HQ.

e. Initial Techpack is created, and evaluation package is sent back to Factory/Vendor. The package will include a PDF Techpack with comments and spec evaluation. It may or may not include a pinned/altered garment and a revised paper pattern with corrections indicated.

f. Upon receipt and evaluation, the factory can correspond directly to the technical designer assigned with questions and suggestions. At this time, mockups with alternate construction suggestions should be submitted.

g. Factory counter sample submission will include a garment evaluated by a technician that specs out within tolerance on all points of measure, a revised soft paper pattern, and a BOM page with fabric and component indication [sample vs. Bulk yardage, lining/interlining/component substitution, thread quality and size, etc.]

h. Turnaround time for sample submission will vary according to category and allocation. On average, it is 18 days from factory receipt of Techpack to factory shipment of sample.

i. Specific categories will have additional requests. Sweaters will require all yarn information, gauge, weight, and course/wale count. Knits will require gram weight. We may require additional mockups or samples if there are construction/pressing/packing issues that are unresolved.

j. The process is repeated until the sample is approved for Bulk. Once Bulk Approval is given by J.Crew, a TOP garment, final Soft Paper pattern, and final E-Pattern file must be submitted for our records.

    i. Comments given by Tech Design regarding TOP are for reference and future POs, not initial POs.