

5 - Hemtex Sample Routine

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5 Sample routine

The different samples are used to validate that the product fulfil KID/Hemtex and Hemtex24h requirements. Supplier shall as soon as possible and within the time given provide with samples according to requirements. No samples shall be sent without being requested or confirmed by Kid/Hemtex.

Quotation shall be sent upon request to the relevant buyer, the quotation shall be in Excel and contain all requested information. Example of quotation

Company name:	
Company address:	
Contact name:	
Contact e-mail:	
Contact phone:	
Other:	
Item number:	
Photo	Description:
	Composition/quality:
	Construction:
	Fabric composition:
	GSM:
	Volume/Gram:
	Size of product (L/H/D):
	Size of inner packaging:
	Size master carton:
	Weight of product w/ packaging:
	Weight of product with packaging:
	Colour:
	Packaging:
	Measurement pr. master carton:
	Price:
Port:	
MOQ:	
Other remarks:	
Certification:	

5.1 General

Supplier are responsible to pre-check all sample types; all samples for KID/Hemtex shall be provided with KID/Hemtex tag format and completes with the correct information. Samples for Hemtex24h shall be marked according to IGS template.

All samples shall be approved in writing (email).

All costs for samples (incl. freight costs) shall be paid by the supplier and are to be included in the price of the order, no separate invoices will be accepted.

Samples shall be checked against the master in the light box under shop light (TL 83 master light), daylight and bulb light.

All samples for Kid/Hemtex shall be sent to Kid headquarters and attached to the relevant person. - Kid Interiør AS, Gilhusveien 1, 3426 Gullaug Norway.

Following samples shall be sent to Kid Headquarters for all orders placed by Kid/Hemtex

- First samples
- Counter samples
- Photo samples
- Pre-production samples
- 1 Shipment samples

For Hemtex 24h the samples shall be sent to IGS or Hemtex headquarter.

If the samples are sent to Hemtex24h-Sweden by IGS a separate invoice will be sent to supplier for the freight charge.

5.2 Definition sample types

5.2.1 Lab dips and strike off

- Should be made in correct fabric quality
- Samples with pattern (e.g. stripes, checks or prints) shall show a full repeat of the pattern.
- Shall be checked against the master in the light box under shop light (TL 83 master light), daylight and bulb light.

5.2.2 First sample/style sample

- Shall be made based on the specification in the quotation or inquiry and design sketch.
- Shall be made in correct quality and color/print.

Before an official order are placed towards supplier an approved sample first sample shall be in place.

5.2.3 Counter sample / pre-production sample

5.2.3.1 Kid/Hemtex

- Shall represent production quality (all colors) with all required hangers and labels attached.
- Counter sample (all colors) shall be approved before production starts. If production starts without approved sample and test report, it's on the supplier's risk.
- For running orders the **approved C/S for first shipment** shall be used as reference sample and shall be updated every 6 months at suppliers expense.

5.2.3.2 H24h

- Shall represent production quality (all colors) with all required hangers and labels attached.
- Counter sample for Hemtex 24h shall be sent by supplier to nominated 3rdparty laboratory for testing at suppliers' expense, according to the stated requirements. The 3rdpartylaboratory will send the test report to Hemtex/IGS for review.
- For orders-articles via ICA Global Sourcing: One counter sample shall be approved, sealed and sent back to supplier to be used during Final Random Inspection (FRI).
- For running orders, the **approved C/S for first shipment** shall be used as reference sample and shall be updated every 6 months at suppliers expense.

Counter sample (all colors) and shall be approved by IGS/Hemtex before production starts. If production starts without approved sample, it's on the supplier's risk.

Counter sample (all colors) and the 3rdparty lab test report shall be approved by IGS/Hemtex before production starts. If production starts without approved sample and test report, it's on the supplier's risk.

5.2.4 Production sample

- Sample from the actual batch and with all required hangers and labels attached.
- Kid/Hemtex, Suppliers must draw shipment sample from production and submit it to Kid Hemtex for final approval. The sample must be approved by Kid/Hemtex before shipment.
- Hemtex24h production sample shall be drawn from the production during inline or final inspection.
 - For waive final inspection, supplier draws the shipment sample from production and submits sample to Hemtex/IGS for approval.

5.2.5 Photo sample

- Shall be made in correct quality and color/print.
Shall be submitted according to request.

5.3 Labelling samples

All samples must be labelled before they are sent. The labels shall be completed with correct information.

Templates


- Samples sent to Kid office Lier use template 1A-2 and 2A-C
- Samples that are sent to IGS (ICA Global Sourcing) the use template 3A -3C.

1A-1C

FIRST SAMPLE 

Date: _____
 Supplier: _____
 Description: _____
 Item number: _____
 Size: _____
 Colour: _____
 Price: _____

Comments: _____

PRE-PRODUCTION/
COUNTER SAMPLE 

Date: _____
 Supplier: _____
 Order nr: _____
 Suppliers item nr: _____
 Buyers item nr: _____
 Article name: _____

Counter sample ☐ Revised counter sample ☐

Comments: _____

Approved ☐ Not approved ☐ Testable ☐

PRODUCTION
SAMPLE 

Date: _____
 Supplier: _____
 Order nr: _____
 Suppliers item nr: _____
 Buyers item nr: _____
 Article name: _____

Comments: _____

Approved ☐ Not approved ☐

2A-2C

FIRST SAMPLE

Date: _____
 Supplier: _____
 Description: _____
 Item number: _____
 Size: _____
 Colour: _____
 Price: _____

Comments: _____



PRE-PRODUCTION/COUNTER SAMPLE

Date: _____
 Supplier: _____
 Order nr: _____
 Suppliers item nr: _____
 Buyers item nr: _____
 Article name: _____

Counter sample ☐ Comments: _____
 Revised counter sample ☐

Approved ☐ Not approved ☐ Testable ☐



PRODUCTION SAMPLE

Date: _____
 Supplier: _____
 Order nr: _____
 Suppliers item nr: _____
 Buyers item nr: _____
 Article name: _____

Approved ☐ Comments: _____
 Not approved ☐




Production start: date of the planned production start.

Similar: Quality with composition, construction, weight and stretch ability as close as possible to bulk.

Testable: Quality is OK to perform for example wash test on.

F/S, C/S: Please tick the box for which sample you are sending.

3A

 ICA Global Sourcing Ltd
Style Sample


Date: _____
 Supplier: _____
 Factory: _____
 Description: _____
 Item no: _____
 OpCo Art. No: _____
 Unit price: _____

Comments: _____

Approved by PM: _____
 IGS Merchandiser: _____

☐ ICA: Sample photographed

3B

 ICA Global Sourcing Ltd
Counter / Pre-production Sample


Date: _____
 Supplier: _____
 Factory: _____
 Description: _____
 Item no: _____
 OpCo Art. No: _____
 ETD: _____
 LSD: _____

Comments: _____

Approved by QA: _____
 IGS Merchandiser: _____

☐ ICA: Sample photographed

3C

 ICA Global Sourcing Ltd
Shipment / Production Sample

Date: _____
 Supplier: _____
 Factory: _____
 Description: _____
 Item no: _____
 OpCo Art. No: _____
 ETD / LSD: _____ PO# _____

Comments: _____

Prepared by QC: _____
 Approved by QA: _____
 IGS Merchandiser: _____

☐ ICA: Sample photographed

5.4 Revision log

No updates in 2022 version
