

## 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.

### 5.1 General

Suppliers 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.

#### 5.1.2 Quotation

A quotation shall be sent upon request to the relevant buyer. The quotation should be in Excel and contain all requested information. Please use our recent overview setup "*Quotation - mandatory for all items*". [Example on next page.](#)

It is important that all the information is correct, so we can add this directly into our system for registration.

If you have any questions regarding the sheet please ask.

Minimum information needed on quotation	
Company name:	xxxxxxx
Company address:	xxxxxxx
Contact name:	xxxxxxx
Contact e-mail:	xxxxxxx
Contact phone:	xxxxxxx
Attn:	Kid Interiør AS + contact person
Quotation number:	xxxxxxx
Date of quotation:	xxxxxxx
Price terms:	FOB in USD
Payment term	TT30 days after copy of original BL
Other:	xxxxxxx

	Explanation	
Photo	<b>Supplier item number:</b>	Suppliers own item number
	<b>Name of producer (factory):</b>	Producer/factory of this mentioned item
	<b>Shipment port:</b>	Name of port
	<b>Model number:</b>	Supplier /producers model number if they have
	<b>Description:</b>	What is the product? Please specify exactly what it is.
	<b>Material:</b>	What materials is the product made of? Please specify all the materials in use (Dont write metall, write aluminium, iron etc. Dont write wood, write acacia, bamboo..etc.)
	<b>Material composition - Weight percent:</b>	Specify the weight of each material in relation to the product's total weight <u>without packaging</u> . Must be 100% in total.
	<b>Net-weight of product (gram)</b>	This is the weight of the useable product, meaning <u>weight without packaging</u> , labels, banners etc.
	<b>Weight of sales unit (gram)</b>	The total weight of the product <u>including</u> packaging design, such as labels, banners etc. ( <u>not</u> including inner or master carton).
	<b>Packaging design material</b>	Specify what kind of packaging the product has. What material is the packaging made of - paper banderol, textile bag, colour box, polybag with header etc. ( <u>not</u> inner or master carton).
	<b>Packaging weight</b>	Total weight of packaging design ( <u>not</u> including inner or master carton).
	<b>Construction:</b>	How are the materials/product put together? Please specify important production details.
	<b>Characteristics:</b>	Does the product have any important qualities?
	<b>Colour</b>	Suppliers colour reference and code if they have.
	<b>Volume:</b>	Fill inn gram/millilitre if the product consists of solids and liquids. Includes items such as candles, food, inner pillows, duvets etc.
	<b>Size of product (width/lenght/height/depth /diameter)</b>	Size of one product <u>without</u> any packaging. True size of any product when fully unfolded or fully assembled.
	<b>Size of sales unit (width/lenght/height)</b>	Size of one product with packaging design (not inner or master carton). Size of product when folded or unassembled.
	<b>Size of inner/retail carton/polybag (width/lenght/height)</b>	Please see chapter 6.2.3. Inner packaging should not exceed these measurements if possible: 58cm length x 38cm width x 28,6cm height. This is to fit an Autostore. We accept that some larger items does not fit these measurements.
	<b>Weight of one inner/retail carton/polybag</b>	Total weight of inner packaging (incl. the products)
	<b>Size master/export carton (width/lenght/height)</b>	Please see chapter 6.2.3. Master cartons should fit an EURO pallet max W80xL120 cm. Leaving as little unused space as possible.
	<b>Weight of master/export carton</b>	Total weight of master carton fully packed. Preferable weight is under 15 kg. Not allowed over 20 kg unless anything else is agreed upon.
<b>Inner/master units</b>	Inner (retail) and master (export) packaging. We prefer as low inner quantity as possible.	
<b>Measurement:</b>	CBM of 1 master carton.	
<b>MOQ:</b>	Minimum pcs which needs to be ordered divided on both Kid and Hemtex.	
<b>Price:</b>	Please give your best unit price. This should include sample freight and others costs as we try to avoid extra charges on the PO. Always give price of one size. Do not keep price on a 2 og 3 pack unless we ask for it.	
<b>Certification:</b>	FSC/ BCI / Oeko-tex 100 / Foodsafe etc. All certifications must be verified.	
<b>Other remarks:</b>	Other necessary info such as washing symbols, handmade, crafted by hand etc.	

## 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, V 1.4, 2023**

5.1.2	Quotation section is updated
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