

DESTINATION
MATERNITY.

VENDOR MANUAL

2017 VERSION 2.2

UPDATES / NOTIFICATIONS

DESTINATION MATERNITY.

September 2017

Link	Location	Update/Notification	Details
Main Dashboard	Section 1: Vendor Onboarding and Certification	DM Logo Updated ☞ (cover page)	9-19-17 1. Sections 1,2,3,4,8,9,10 Updated for DM Logo, 2. Sections 4, 8 Updated ITS Logo 3. Section 4 - Page 2 4. Section 8 – Page 3 5. Section 2: Updated Contact: ☞ Added Associate Merchandise Manager Contact – Page 5 6. Section 8: Updated Contact: ☞ Added ITS Contact Poorva Raut – Page 3 7. Section 8: Additional Updates: ☞ Updated Inspection Level I to Level II – Typo 8. Section 10: Updated Contact: ☞ Removed Director DC Contact for pack ship min/max approval – Page 2
	Section 2: International Product/Shipping Requirements	ITS Logo Updated ☞ (where noted) Contacts updated ☞ (where noted) Additional Updates	
	Section 3: Color System	☞ (where noted)	
	Section 4: Fabric Quality/Inspections		
	Section 8: Quality Standards/Requirements		
	Section 9: Logistics		
	Section 10: Packing/Carton Requirements		

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<p>Forms Download</p>	<p>Section 8: Quality Standards/Requirements</p>	<p><i>DM Logo Updated</i> <ul style="list-style-type: none"> ☞ <i>(cover page)</i> <p><i>ITS Logo Updated</i> <ul style="list-style-type: none"> ☞ <i>(where noted)</i> <p><i>Additional Updates</i> <ul style="list-style-type: none"> ☞ <i>(where noted)</i> </p></p></p>	<p><i>9/19/17</i></p> <ol style="list-style-type: none"> 1. <i>Global Inspection Protocol:</i> <ul style="list-style-type: none"> ☞ <i>Updated ITS logo – Page 1</i> ☞ <i>Added black/White Ansi Chart,</i> ☞ <i>Inspection Details, Inspection Criteria, added statement regarding use of <u>DM forms</u> and mandatory images required in inspection reports + examples for best practice by Vendors – Pages 1-11</i> ☞ <i>Added outsized Ansi/ASQC Z.4 Chart – page 19</i>
<p>Main Dashboard</p>	<p>Section 6: Technical Design and Sample Requirements</p>	<p><i>Pre Pro Requirements</i> <ul style="list-style-type: none"> ☞ <i>(pages 4-8)</i> </p>	<p><i>9-12-17</i></p> <ol style="list-style-type: none"> 1. <i>Pre Pro Sample Requirements updated:</i> <ol style="list-style-type: none"> a. <i>Improved clarity on current submission requirements (when/how to submit) PP samples including single PO's, Test/Bulk PO's, Ongoing Reorder PO's that run annually or carry over into the following year.</i> b. <i>Added additional requirement when submitting Samples for Dev, Fit & PP: A copy of DM Graded Spec sheet w/ Technical Sketch is the required form that Vendors Measurements should be recorded on and this form should be attached to all sample types being submitted Technical Designer.</i> c. <i>Updates are refreshed to be listed on a chart within the section instead of bulleted points.</i>

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<p>Main Dashboard</p>	<p>Section 5: OPM and Nominated/Preferred Suppliers</p>	<p><i>Nominated Suppliers Contact Information</i></p> <p>☞ (pages 4-6)</p>	<p>9-8-17</p> <ol style="list-style-type: none"> 1. <i>SML Contacts:</i> <ol style="list-style-type: none"> a. <i>Added Vietnam Contact: Mr. Dinh Huynh.</i> b. <i>Updated HK contact Summer Yang Tel#.</i> c. <i>Updated Leslie Hernandez to be called 'Guatemala Contact' instead of El Salvador and updated her Cell#.</i> 2. <i>Avery Dennison Conacts:</i> <ol style="list-style-type: none"> a. <i>Added Vietnam Contact: Sophie NNguyen.</i> b. <i>Added Contact for Urgent Matters: Juie Leung.</i>
<p>Forms Dowload</p>	<p>Section 7: Testing/Labeling/Product Compliance</p>	<p><i>Global Testing Program</i></p> <p>☞ <i>ITS LA Sample Collection Center Data Updated</i> <i>(Sample Collection Center Tab)</i></p> <p>☞ <i>Zipper Protocol Updated & New Zipper Supplier available</i> <i>(Zipper Protocol Tab)</i></p>	<p>7/17/17</p> <ol style="list-style-type: none"> 1. <i>Global Testing Program updated for the following:</i> <ol style="list-style-type: none"> a. <i>ITS LA Sample Collection Center Address and Contacts updated – see Sample Collection Tab within document</i> b. <i>Zipper Protocol Is updated – this test protocol is required in cases where a generic zipper has been costed as the 'exception' – prior test protocol was not robust enough and zippers tested prior that passed had customer complaints.</i> c. <i>LuRui Zipper supplier approved as preferred supplier. *We will advise detail of LuRui contact information in Section 5 soon to be posted to VM Web portal.</i>

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		<p><i>ITS Lab Contact List Document</i></p> <p>☞ ITS Lab Contact List updated</p>	<p><i>7/17/17</i></p> <ol style="list-style-type: none"> <i>1. ITS GZ Lab contact has been updated and now Kitty Xu will be main DM Contact for this lab.</i> <i>2. ITS logo updated to new logo.</i>
<p>Forms Dowload</p>	<p>Section 3: Color System</p>	<p><i>Color Lab Submit Forms:</i></p> <p>☞ Lab Dip Submit Form</p> <p>☞ Multiple Fabric Trim Submit form</p> <p>☞ Strike Submit Form</p> <p>☞ Bulk Submit Form</p>	<p><i>7/25/17</i></p> <ol style="list-style-type: none"> <i>1. The IA Lab Dip Submit Form is eliminated. For the Specific Vendors who utilized this Form please use the Lab Dip Submit Form in its place.</i> <i>2. The remaining Color Lab Submit forms are updated to be more streamlined and Vendors must write any additional concept/style#'s and the mill fabric reefernece #'s in the <u>comments section</u> go forward.</i> <i>3. Forms must be used; Effective Immediately - thank you.</i>

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Main Dashboard	Section 6: Technical Design Sample/Fit Requirements	<i>Editorial Sample Requirements Update:</i> ☞ Editorial Samples - APIP only - Page 10	7/25/17 1. APIP Editorial Sample Changes are as follows: a. Size required is changed to XS b. Number of samples required is now Two (2). c. Change is effective immediately.
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