



Vendor Handbook

Private Labels | Softlines

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I. Introduction

The purpose of this Handbook is to fully describe to all Vendors the procedures by which Liverpool's Private Labels Department operates, Vendor expectations and general compliance under Liverpool's and applicable legal and ethical standards.

Although this Handbook describes general procedures, every Brand has its own Seasonal Calendar and peculiarities. It is important to stay in close contact with each Brand Team to acquire more in depth knowledge and essence of each Brand.

The Handbook is distributed to authorized and potential Vendors as a guide and summary of procedures and guidelines that apply. Liverpool reserves the right to make any changes to the content of this guide at any time. It will be updated and reviewed every semester (January and July) and will be handed out among Vendors along with the corresponding Seasonal Calendar before the beginning of each season. No part of this guide may be reproduced, copied, transmitted, disseminated, downloaded or stored by you for any purpose without the express consent and permission of Liverpool.

We appreciate your interest and attention to join our company and wish for a very fruitful relationship,

Best Regards,

firma electronica

Felipe Suberville S.
Privata Labels Director
Liverpool SA de CV

2. Vendor Overview

2.1 Vendor Code of Conduct

This Vendor Code of Conduct applies to all factories, suppliers and third party entities that produce goods for Liverpool S.A. de C.V. Fábricas de Francia or any of its subsidiaries, divisions, affiliates or agents.

This code is based on internationally accepted labor standards, including the International Labor Organization's (ILO) core convention and the Universal Declaration of Human Rights.

I. Compliance with Laws

Factories that produce for Liverpool shall operate in full compliance with the laws of their respective countries and with all rules and regulations requirements, including those relating to labor, worker health and safety, and environment.

Factories shall allow any Liverpool member, or any of its agents and representatives, unrestricted access to its facilities and to all relevant records at all times, whether or not notice is provided in advance.

If a vendor uses a third party subcontracting for the production of Liverpool's goods, this must be notified before proceeding with production to Liverpool's contact, or Brand Manager, If this case applies, the subcontractor must be aligned with all Liverpool's requirements.

II. Labor

a. Vendors shall employ only workers who meet the legal age of working in their respective countries.

b. No children under the age of 16 will be accepted for Liverpool's production of goods.

c. Factory must maintain official documentation of every worker that can verify workers date of birth.

d. Factory hires, employs, promotes, and pays its wages on an equal opportunity basis and without regard to race, color, gender, nationality, religion, age, maternity, marital status, indigenous status, social origin, disability, sexual orientation, or organizations including members of political affiliations or unions.

e. Factories shall not use any prison, indentured or forced labor.

f. Factories shall treat all workers with respect and dignity.

g. Factories shall pay wages and overtime premiums in compliance with all applicable laws.

h. Factories shall not modify or terminate workers contract for the sole purpose of avoiding the provision of benefits.

i. Factories shall set working hours in compliance with all applicable laws.

Vendors and its subsidiaries must comply with this Vendor Code of Conduct in order to do business with Liverpool or any of its subsidiaries.

2.2 Quality Assurance & Compliance

Liverpool works in partnership with each one of our Vendors to ensure all products meet the company's expectation of product quality, design, garment construction, fit and regulatory compliance applicable by Mexican and International regulations. All of Liverpool's brands are committed to delivering quality merchandise to our customers. Our mandate states that merchandise purchased for this purpose will undergo inspection to meet product specs.

In order to do so, Liverpool has partnered with specific authorized agents to conduct product evaluation on behalf of Liverpool and/or any subsidiary. Applicable evaluations that were deemed necessary to ensure compliance to the above stated standards were selected for each protocol for testing.

(*if you become aware of any new regulations and or legal modification within your respective country or any particular product or process that are relevant to the production of any Liverpool Brand, including but not limited to Mislabeling, Deceptive claims, restricted substances found in products, amongst others, please notify a Liverpool Private Labels member immediately by email (General Counsel may be consulted on the matter).

- a. Please provide images with your email and all necessary details of the claim to aid in the investigation.
- b. Please hold units aside in case they are required or requested by any Liverpool Team member to aid investigation.
- c. Please provide test reports for follow up.
- d. A detailed contact list is necessary for technical support (Technicians, Designers and Managers should be included).

Upon conclusion, a Liverpool Private Labels member will communicate verdict and claim in the matter within the following 24 hours.

2.2.1. Quality Manual & Procedures

In order to secure and guarantee a satisfying shopping experience for all our clients, we hold all production to strict guidelines on quality, constitution, confection, labeling, packaging among others, to ensure only product with the utmost quality reaches the sales floor. To do so, all

procedures, Manuals and Spec sheets, which Vendor will have their production evaluated, have been developed and explained further in this Handbook for your constant consultation.

2.2.2. Third Party Inspections

a. Liverpool will advise to supplier authorized agent to conduct the third party inspections as this may vary from country to country and from style to style, as Liverpool does not work only with one agent.

b. Inspections will be conducted for the following:

- Factory Audit to confirm legal existence of the company. (Applicable to all new vendors)

Please refer to: Appendix Section of this Handbook for detailed explanation and example of Factory Audit as LMP –___ - Factory Audit.

- Production Inspection will be conducted under strict guidelines under the Product Inspection Master Package complete with our Quality Manual, Measuring Manual, Design Spec, Fit Evaluation Form and Import Manual & Labeling Detail.

Please refer to: Appendix Section of this Handbook for detailed explanation and example of Product Inspection Master Package as LMP –I5 - Product Inspection Master Package (PIMP).

c. Third Party Inspector Accountability. – Authorized Inspecting agents are named to be a complement to the review process, and will not hold grant or title of goods. Therefore, Vendors are not exempt from quality claims and refund obligation and are held by all clauses of the Vendor Code of Conduct.

Please refer to: Appendix Section of this Handbook for detailed explanation and example of Third Quality Inspection Process form as LMP –I6 - Third Quality Inspection Process.

2.2.3. Claims, Penalties & Chargebacks

All company standard claims are stated according to company policy under the following:

Liverpool may cancel production before shipment for any or all of the following reasons:

1. If Pre Production Sample has not been received 50 days prior to shipment date established in the Seasonal Calendar defined at the beginning of the season.
2. If Vendor has not followed documentation requirements before shipment date established in the corresponding Seasonal Calendar.

3. If the quality of the product does not meet Liverpool's standards including but not limited to:

- a. Workmanship (Sewing in general) (Refer to Quality Manual)
- b. Fit (Incorrect measurements within tolerance given by Technical Evaluation Form)
- c. Color, washing and shading (Refer to Quality Manual)
- d. Fabric quality (Refer to Quality Manual)

Production must be as approved by Design Department or Brand Manager.

- e. Labeling (Refer to Import Manual & Labeling Detail)

4. If the merchandise has been inspected by our agent, and a failure report has been issued prior to shipment. (The corresponding Brand Manager will confirm this action explicitly in formal writing.)

5. Delayed Shipments

a. If shipments are delayed due to any of Vendor's process, the following criteria will apply:

- Liverpool will maintain its commitment to receive the merchandise if the delay is under 15 days after Penalties and Chargebacks stated previously have been applied.
- Liverpool will maintain its commitment to receive the merchandise if the Vendor ships via Airfreight the goods to avoid delays to make floorset date. In this case, Liverpool will pay for the corresponding cost related sea freight as originally budgeted, and difference will be paid at Vendor's expense.

6. All Vendors are required to send Packing List, CO, and Proforma Invoice and at least 30 days before shipment of merchandise prior to shipment window opening. The Bill of Lading must be submitted no later than 10 days before arriving at destination port. If by any reason this deadline is not kept by Vendor, a standard company penalty of 30% of shipment total cost will be applicable

2.2.4. Style cancellations by Vendor

a. A company standard penalty of 60% of quoted garment cost will apply if Vendor cancels a style, for whatever reason, after Order Confirmation.

Example:

Garment quoted at u\$10.00

60% of u\$10.00 = \$6.00

Quantity ordered 1,200 units = $1,200 \times 6 = \$7,200.00$

Penalization = \$ 7,200.00 to be charged to the Vendor

2.2.5. Product Returns

a. Product returns post-shipping may apply if:

1. Vendor ships and delivers production with quality issues (Refer to 2.2.3.3)

2. Merchandise has been inspected by our agent and has given an approved report but the merchandise does not comply internal warehouse inspection or has a quality issue on our sales floor. At this time, Liverpool will review the issue and deliberate if it is within tolerance of 2.5 AQL for major and 4.0 for minor. (Accuracy Quality Level).

Merchandise will be fully inspected at our Central Warehouse (within Mexican territory) and if internal quality standards are not met, then it will be Liverpool's own decision to receive.

If a return applies, then Vendor needs to be aware that the total cost of importing the merchandise will need to be fully reimbursed to Liverpool account.

Example:

Cost of product = u\$ 10.00

Liverpool import costs add 40% to the cost of product.

Liverpool import cost: u\$ 14.00

This cost multiplied by the quantity of products

Example: $(u\$ 14.00 \times 1000 \text{ units} = u\$ 14,000.00)$

*other costs may apply

Each Brand Manager or Product Coordinator of the Brand will send the final account.

*If after product return has been applied, Vendor should decide not to ship merchandise, in this case, and only in this case, all Brand Labels and any identifying brand marks of the garments must be taken off in order to be sold in your respective countries. It will not be permitted to sell the style in Mexico, even to another company as this may cause a conflict of interest resulting in a breach of the Vendor Code of Conduct.

If product with quality issues arrives in Mexico and is treated under return process, the same criteria will apply. However, no merchandise will be handed back to Vendors if it has not been paid in full.

b. Returns by qualified Sales Associates:

If a shipment is received and there seems to be a visual quality issue or defect which was not previously detected, any of our Liverpool associates will be required to send to the corresponding Private Labels member:

- 1) Fill a Defective Product Quality Notification Form (PQN Form)
- 2) Submit pictures of the product along with the PQN Form

Please refer to: Appendix Section of this Handbook for detailed explanation and example of Defective Product Quality Form listed as LMP – 13 - Defective Product Quality Form (PQN Form)

Upon reception of this information, a Private Labels Product Coordinator will locate the necessary test reports, review Production Sample, if needed, and review all details of the claim. Next steps will be advised no longer than 72 hours after the process has concluded.

c. Returns by Customers due to quality details:

If a shipment is received and presents a high number of returns (10% and/or higher), of a particular style due to quality issues, any of our Liverpool associates will be required to send to the corresponding Private Labels member:

- 3) Fill a Defective Product Quality Notification Form (PQN Form)
- 4) Submit pictures of the product along with the PQN Form

Please refer to: Appendix Section of this Handbook for detailed explanation and example of Defective Product Quality Form listed as LMP – 13 - Defective Product Quality Form (PQN Form)

Upon reception of this information, a Private Labels Product Coordinator will locate the necessary test reports, review Production Sample, if needed, and review all details of the claim. Next steps will be advised no longer than 72 hours after the process has concluded.

If you have further inquiries regarding quality, assurance & compliance for any of our Private Labels, please contact your corresponding Team member.

2.2.6. Overage & Shortage Policies

All orders are subject to the following criteria:

- I. All Vendors are required to deliver 100% of the P.O.'s requested.
 - P.O.'s delivered within a +/- 5% tolerance will be accepted.
 - P.O.'s reporting above +/- 5% variance will be subject to the following table:

PENALIZATION'S PERCENTAGES OF SHORTAGES

SHORTAGE	PENALIZACIÓN
5.1% A 10%	10%
10.1% A 15%	15%
15.1% A 20%	20%
20.1% A 30%	50%

* Shortages greater than 30.1% will be revised with buyers.

**incluir ejemplo de cálculo*

Example:

_____ = u\$ 10.00

Liverpool import costs add 40% to the cost of product.

_____ : u\$ 14.00

This cost multiplied by the quantity of products

Example: (u\$ 14.00 x 1000 units = u\$ 14,000.00

*Failure to report Overage or Shortage prior to shipping may result in order cancellation upon receipt.

- Merchandise with overage or shortage greater than 5% will be returned to our Distribution Center (DC) where the goods will be at the Vendors disposal for 10 business days after confirmation of product reception.
- Suppliers are required and encouraged to withdraw any and all exceeding merchandise from our DC within this time window.
- Vendors unable, for whatever reason, to collect during the 10 day Withdrawal Window will forfeit claim of said merchandise and will be donated or destroyed.

*Note: Shortage percentage will be proportional to the size and scale of the purchase order. If received otherwise, the delivery will be considered for return of merchandise or cancellation (shortage or overage in a specific size will invalidate delivery).

2.3 Vendor Requisites

Vendor requisites are Liverpool standard requirements for inclusion in the Vendor Database in order to be eligible for production assignments, and its corresponding formats and evaluation forms. All information included in these packets is a mandate for the continuous development and growth of the business relationship. Please review carefully all information detailed below.

2.3.1 New Vendors

Any New Vendors are required to fill out and deliver detailed information in order to be uploaded in the central Vendor Database. All information included in these forms are mandatory and will be considered as factual. Any and all details will remain confidential and the use of such is proprietary for Liverpool members. Please contact the Brand Manager in charge of your specific project in order to receive the necessary formats needed. This step in the process will in summation, detail all future transaction with Vendor Company. There are however possible changes that should be communicated as soon as known in order for updated version of the company profiles to be submitted. Vendor is solely responsible for the timely delivery of this information.

2.3.1.1 Vendor Profile & New Vendor Format

All Vendors are required under company policy to completely fill out and send the New Vendor Upload Format to their specific Liverpool Private Labels counterpart.

Please refer to: Appendix Section of this Handbook for detailed explanation and example of Vendor Documents listed as LMP – 07 - New Vendor Profile and LMP – 08 - New Vendor Format.

2.4 Vendor Evaluation

Every six months (June and December), and after the completion of the main buying seasons (SS / FW), all vendors will be evaluated internally by a Liverpool Private Labels Committee based on season performance and results. These results will portray a simplified report of the Vendors successes and opportunities to attend and improve prior to the following season. This evaluation form is part of the standard documentation included in the Seasonal Calendar.

Please refer to: Appendix Section of this Handbook for detailed explanation and example of Vendor Evaluation listed as LMP-10-Evaluation Letter example.

I hereby declare that I have read and accept terms and conditions stated previously in this document,

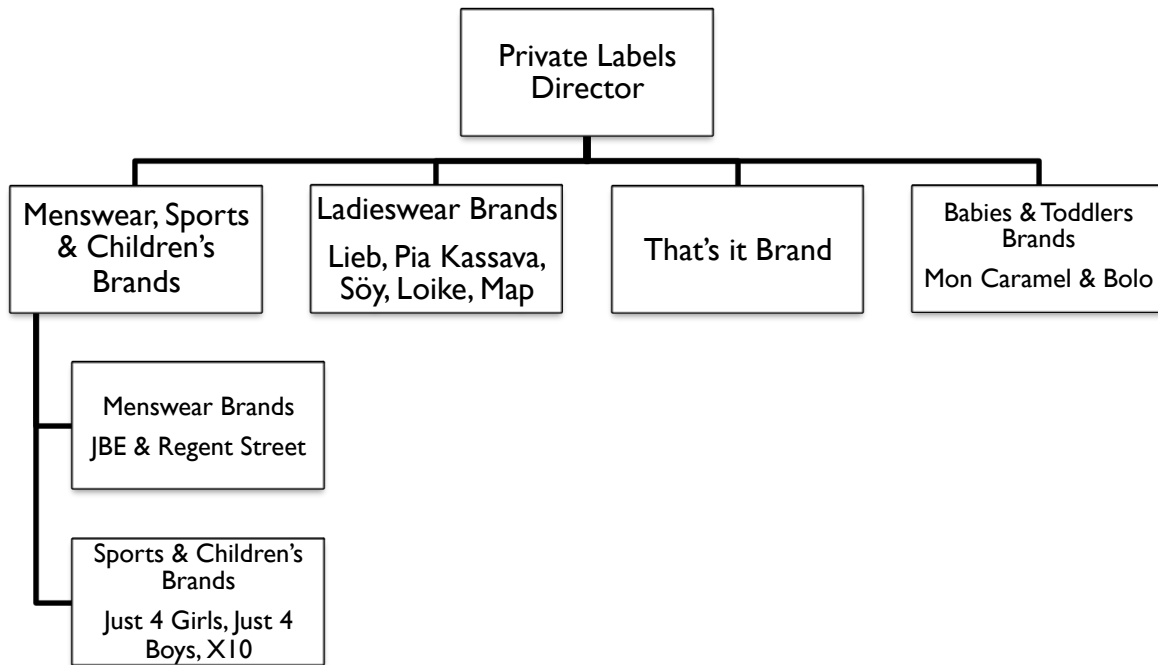
Sincerely,

VENDOR

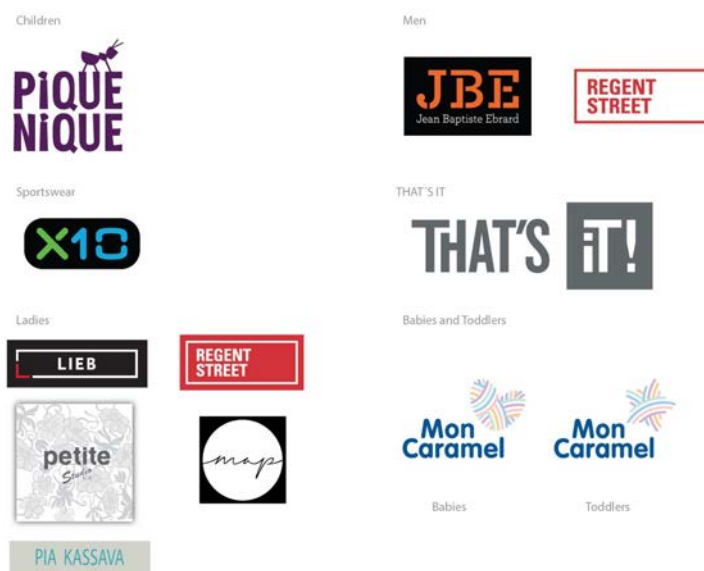
Felipe Suberville S.
Private Labels Director
Liverpool SA de CV

3. Organizational Chart/Private Labels Softline

Our Softline Division within Liverpool's Privates Labels Department has 4 subdivisions, each headed by a Brand Manager who oversees specific Brands.



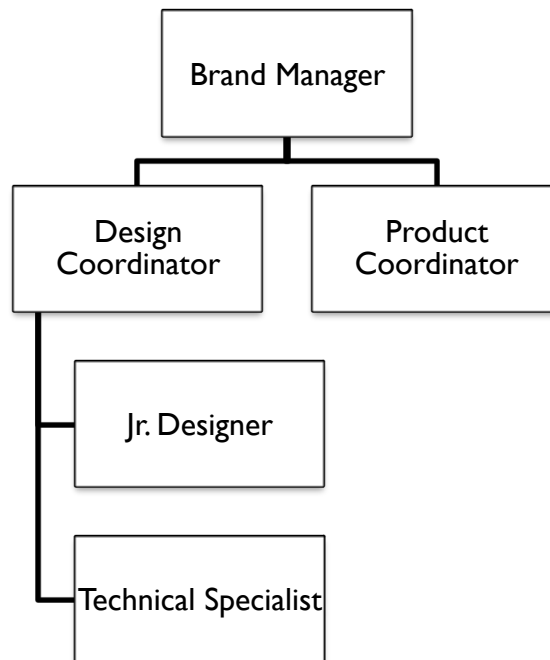
Softline Brands



Please refer to: Appendix Section of this Handbook for detailed explanation and example of each Brand Book listed as LMP-18-Private Label's Brand Books.

Each Brand Team is made up of:

- Brand Manager
 - Product Coordinator
 - Design Coordinator
 - Jr. Designer
 - Technical Specialist

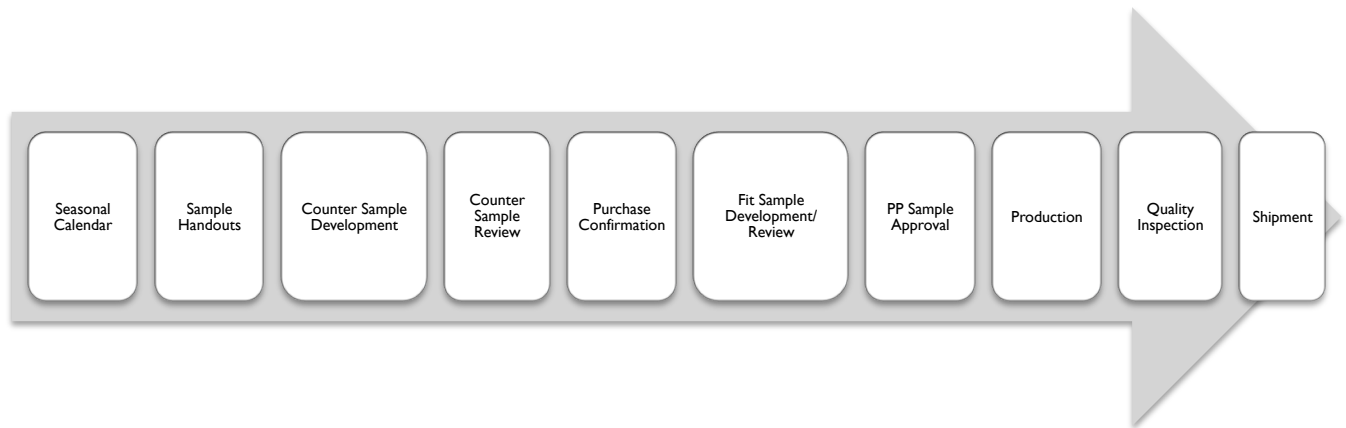


For detailed contacts for each Brand, please refer to Contact list in appendix

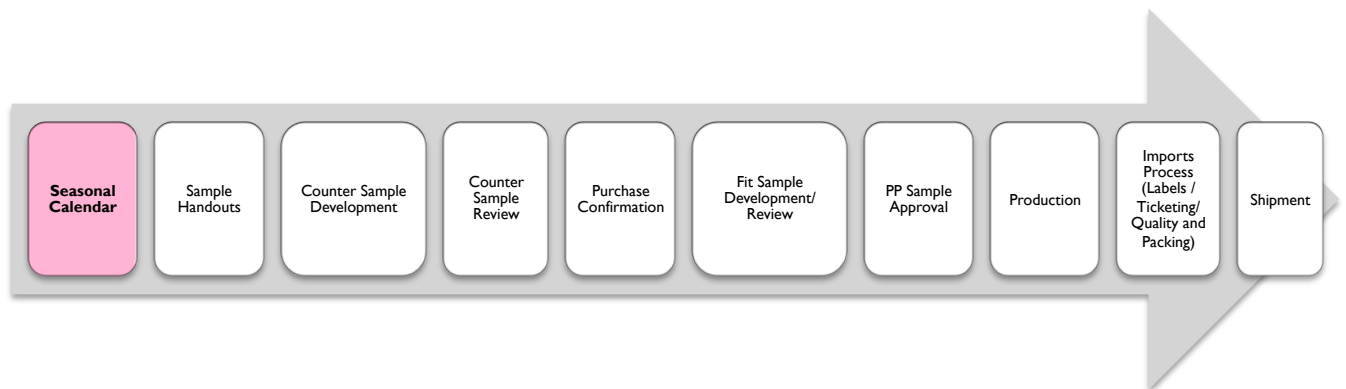
(Please refer to: Appendix Section of this Handbook for detailed Contact List as LMP -17 - Master Private Labels Contact List)

4. Product Development Process

The Product Development Process starts with the receipt of Seasonal Calendar from Liverpool's Private Labels Team up to the collection and/or shipment of the merchandise.



4.1. Seasonal Calendar

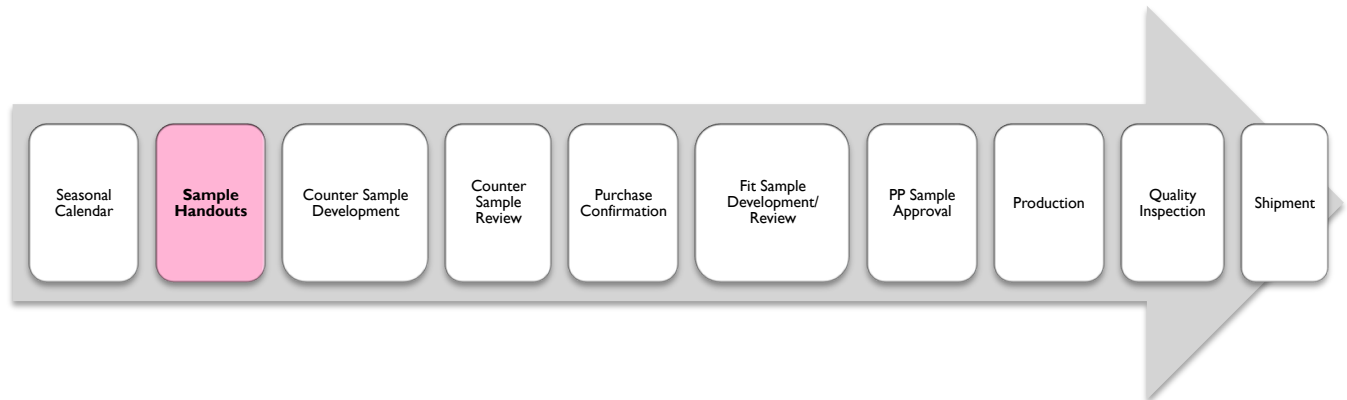


The Seasonal Calendar states the specifics for every style placed enabling all participating parties to refer to the same cadence. This document will be forwarded to our selected vendors and will include relevant information such as target dates, relevant activities and general calendar of the development process. Please note that dates might change per particular brands and seasonality.

Please refer to: Appendix Section of this Handbook for detailed explanation and example of Seasonal Calendar listed as LMP – 01 - Seasonal Chart I

Throughout this manual each step Development Process will be reviewed.

4.2. Original Sample Handouts



The Sample Development process begins from Original Samples being handed out to different suppliers.

Vendors will compete for the assignment of individual styles. Final Vendor is chosen based upon:

- a) Best price
 - b) Quality and development timeframes,
 - c) Past performance throughout development process.
- *if applicable, Vendor ScoreCard

All Vendors are encouraged to attend appointment (in London) and pick up Original Samples for development specific to the corresponding season. If vendor is unable to develop a certain style, it must be stated at this meeting. If vendor is doubtful about being able to develop style, they will have up to 7 business days to confirm this information. It is not mandatory to attend this appointment, but prior experience has yielded positive results in doing so by cutting down sample shipment times and cost, increase grasp on collection concept and broadens scope on initial costing structure and possible growth per category.

* If a Vendor is unable to attend said appointment, Original Samples will be forwarded to vendor (at Vendors expense) and will have no more than 7 business days to confirm their ability to develop styles. Vendors must make sure their Private Labels Leads have all the necessary information to have samples shipped by courier.

Vendors will receive Original Samples marked with style number.

Style Number Example:

Brand name
Year
Number of style
Month of sales floor

MC14-001DC

Style Number System:

BRAND	YEAR	CONSECUTIVE NUMBER	MONTH (INSORE)
MC= Mon Caramel	13= 2013	3 to 4 digits assigned by designer	EN= January
JBE= Jbe	14= 2014		FE= February
RS= Regent Street	15= 2015		MZ= March
XW= X10 (Ladies division)	16= 2016		AB= April
XM= X10 (Men's Division)	17=2017		MY= May
X10G= X10 (Girls Division)	18= 2018		JN= June
X10B= X10 (Boys Division)	19= 2019		JL= July
PNG= Pique Nique (Girls Division)			AG= August
PNB= Pique Nique (Boys Division)			SP= September
PNGS= X10 (Girls Sport Division)			OC=October
PNSB= X10 (Boys Sport Division)			NV= November
TIJ= That's it (Juniors Division)			DC= December
TIM= That's it (Men's Division)			
TIG= That's it (Girls Division)			
TIB= That's it (Boys Division)			
PK= Pia Kassava			
PS= Petite Studio			
LB= Lieb			
MAP=Map			

Within 48 hours of samples being handed out or shipped, a Private Labels member will send an email with the following information:

- List of assigned styles
- Required Ship Date

Vendors should start developing counter samples as soon as they receive Original Samples from the buyer's or appointment and should not wait for Design Spec or Production Detail to begin sourcing. The deadline for Liverpool's Private Labels Department to send information will be advised in each Seasonal Calendar, which is updated by each Brand Team at the beginning of each season.

The cost of Original Samples will be charged along with administrative costs such as courier, office rental, office supplies, etc. Expenses will be divided in accordance to assigned styles. Vendors will have 30 days' time to pay these expenses. If a Vendor does not fulfill this commitment, they will forfeit consideration as a possible supplier.

Paying for Original Samples DOES NOT imply that these styles will be committed or confirmed.

Final confirmation of styles takes place during the Purchase Confirmation Meeting in Mexico (June and December). Vendors will not receive any target prices from Liverpool. They should start costing styles as soon they receive Original Samples and send final cost to Product Coordinator. Costing is required to be presented by individual style. If a bulk or volume quote is included, it should be stated as such and is not a restriction for placing an order for an independent style.

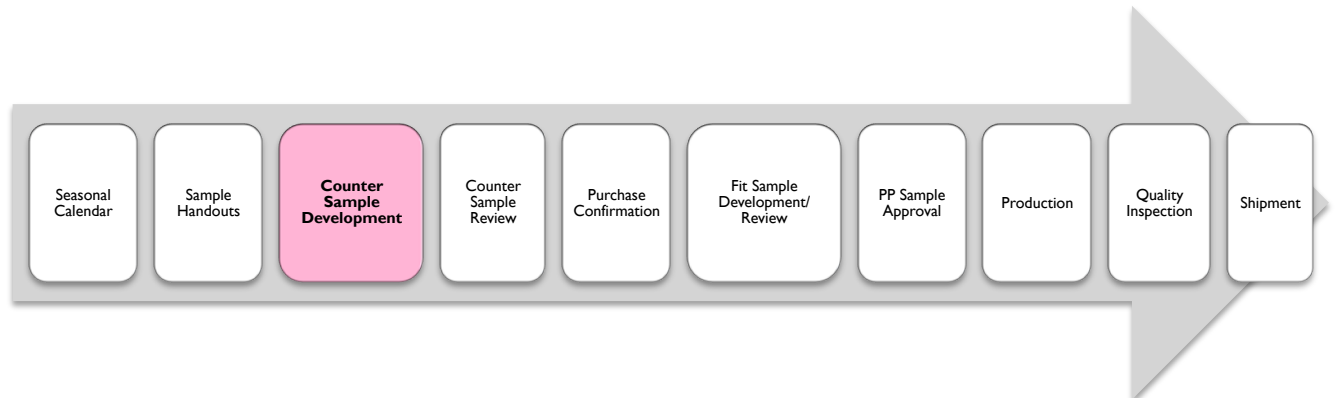
4.2.1 Design Spec

The Design Spec is the official format in which any and all alterations from Original Sample or design request is stated. This document is developed and delivered by a Liverpool Private Label assigned Design Coordinator. It is very important for Vendors to read all the information thoroughly. Design Spec will be forwarded to Vendors according to each Brand's Seasonal Calendar.

Vendors will have 4, and no more than 6, weeks to develop Counter Samples from the Sample Hand-out Date.

(Please refer to: Appendix Section of this Handbook for detailed explanation and example of Design Spec listed as LMP – 02 – Design Spec I)

4.3 Counter Sample Development



Counter Sample should be complete with fabrication, trims and workmanship closest to what production will be (taking into consideration any adjustment specified in the Design Spec) given that many factors such as drop, styling, wash, etc. are evaluated in Counter Sample. *This must be followed for production as well, unless adjustments are made during the Purchase Confirmation Meeting.

Samples need to be as visually attractive as possible as they will be used through all presentations leading up to and during the Purchase Confirmation Meeting.

For the first 2 In-Store Seasonal Deliveries, Counter Samples must be developed according to Liverpool's Private Label's size measurements. Please refer to each delivery's Seasonal Calendar for the dates in which Technical Specialist should send out this information. These Counter Samples will be considered as 1st Fit Samples.

For the following in-store seasonal deliveries, Counter Samples can be developed following vendor's own measurement, but sized as stated in the Design Spec.

4.3.1 Initial Vendor Pricing - Policy for Negotiating First Cost

The FOB price for goods must include all costs necessary to produce goods in a saleable condition. The vendor must procure at its' own expense and include in FOB the following:

- Hang tags
- Brand labels
- Security label
- Packaging material
- Courier for submits and samples.

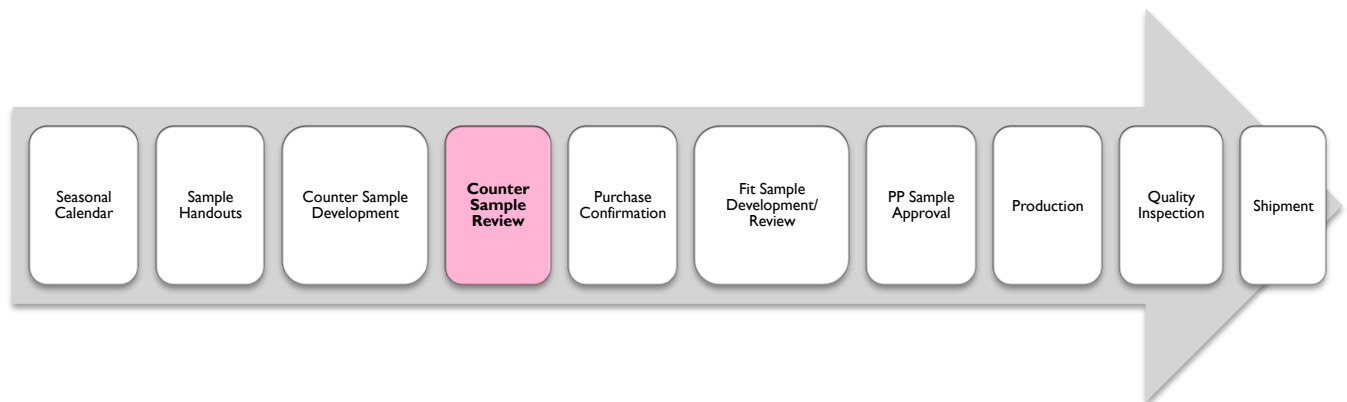
* Please note that all trims and tags are to be requested directly by Vendor to Liverpool's nominated trim and tag Vendor.

(Please refer to: Appendix Section of this Handbook for detailed explanation, contact information and example of Trims, Tags & Packaging Material listed as LMP – 03 – Trims, Tags & Packaging Material I)

Private Labels will request that each Vendor furnish all individual product samples. Expenses to produce samples must be built into product costing including:

- Counter Sample
- Fit Samples (including multiple submission samples that fail to meet specifications)
- Pre-Production Samples (PP Sample)
- Advertising Samples
- Trims (if applicable)
- Spare buttons (as many as different buttons in the garment)
- Zipper (best quality local zipper – must be previously approved by Technician or Product Coordinator)

4.4 Review of Counter Samples and Submits



After the 4-week window for Counter Sample Development is complete, an appointment with each Vendor, either at their Head office, Liverpool's Shanghai office or Liverpool's Corporate Mexico office will be established. The purpose of this meeting is to revise all details, information, trimmings, finishing, costing and timeframes for any style. The Vendor and a Liverpool Private Labels Product Coordinator and Design Coordinator will attend this appointment.

If the appointment takes place at Liverpool's Corporate Office in Mexico and unless otherwise requested, Vendor is only required to provide Counter Sample, as Liverpool's Private Labels Team will have Original Sample.

The agenda for this meeting is as follows:

- Design Coordinator will review all Counter Samples and Submissions.
- Counter Sample against Original Sample. (Both samples must be ready for review on the date of the appointment).
- Product Coordinator will review all prices with Vendor and take reference into our "Global Chart" of every detail reviewed by Design Coordinator. (Please refer to: Appendix Section of this Handbook for detailed explanation and example of Global Chart listed as LMP – 04 – Global Chart I)

- Vendors should place all samples in a rack with Original Sample and Counter Sample alongside each other. (All samples are to be arranged by Brand and consecutive Style Number).

Counter sample should be hanged a plastic cover containing the following documents:

- Printed Design Spec
- Fabric Swatch (for fabric quality, construction and weight review). All fabrics within a style must be included (main fabric, lining, other material compositions, etc.)
- Lab dips
- Trims (buttons, snaps, elastic, etc.)
- Artworks (print strike offs, screen prints, embroideries, handlooms, etc.)
- Other reviews (if any).

The completed set will be further named the Sample Package.

Documents should be arranged in an orderly fashion following same order as Global Chart.

After appointment and review, the Sample Package should be sent to Mexico for Purchase Confirmation Meeting along with Original & Counter Sample. Sample Package should be complete with all submits or style may risk confirmation. It is advisable to forward Sample Packages immediately after review.

Each and every Sample submitted must include the Style Reference (Style Number). All Sample submissions must be marked with the corresponding Revision Stage Number for the item to be reviewed.

Original submissions signed by designer, not copies with or without Designer's comments, should be the ones sent in order for style to be considered and reviewed. Failure to do so will immediately discard style.

Submits and Counter Samples should not be shared between brands. If a fabric is used more than one Brand, each Brand should have and receive its own reference. If an Original Sample is shared between Brands, a Counter Sample must be developed and presented for each Brand.

When an Approval is shared between styles (within the same Brand), it must be in the filed under the lowest consecutive Style Number. All styles referenced need to be specifically written at top of submits.

If Trim is shared with more styles, a color copy should be submitted for the each of the styles.

Please be advised that Sample revision does not guarantee Order placement of style which is specifically established upon receipt of final PD.

4.4.1 Fabric Quality Submits

Fabric Quality approvals should be submitted following the next submit form:

(Please refer to: Appendix Section of this Handbook for detailed explanation and example of Fabric Quality Submit listed as LMP – 05.01 – Fabric Quality Submit I)

Fabric Quality submission MUST include Fabric Content, Fabric Weight and other technical specification to aid the evaluation of fabric. Fabric submitted must be specified as: Main Fabric, Lining, Contrast or any other purpose.

- Fabric swatch submission must measure at least 15 x 15 cm.

If a vendor is unable to achieve fabric quality as requested, then at least 2 alternate options are requested for revision.

*Please note: If the Main Fabric quality is not approved prior to the Purchase Confirmation meeting, the style is unlikely to be confirmed.

4.4.2 Lab dip Approval Submit

Lab dips should not be shared between brands and must include:

- Pantone name and code.
- Swatch large enough for manipulation (at least 1" x 1").
- Mount submits on the correct side, at top using clear double-sided tape. *Do not use staples. Yarn submits need to be attached as knit down or wrapped around a 1" x 1" white cardboard and mounted on Lab dip Approval Submit form.
- Provide only lab dips that are an exact match.

(Please refer to: Appendix Section of this Handbook for detailed explanation and example of Lab dip Approval Submit listed as LMP – 05.02 – Lab dip Approval Submit I)

4.4.3 Trim Approval Submit

All trims must be submitted for review to Private Labels Design Team. No trims will be approved for Vendor without the written authorization of a Liverpool Private Labels Design Coordinator.

(Please refer to: Appendix Section of this Handbook for detailed explanation and example of Trim Approval Submit listed as LMP – 05.03 – Trim Approval Submit I)

4.4.4 Artwork Approval Submit

All Artwork must be submitted for review to Private Labels Design Team. No Artwork will be approved for Vendor without the written authorization of a Liverpool Private Labels Design Coordinator.

(Please refer to: Appendix Section of this Handbook for detailed explanation and example of Trim Approval Submit listed as LMP – 05.04 – Artwork Approval Submit I)

It is very important that when any Artwork is submitted for revision, it must be complete according to Private Label's Design Team for:

- Color
- Thread
- Quality
- Technique
- Pattern
- Size

*If submission does not meet these criteria, it will not be considered for further reviewed.

4.4.5 Artwork Layout Approval

If Artwork requires adjustments in size to fit each or several sizes (more than one size per style), it must be taken into consideration during in the costing process. Vendor should advise on applicable proportions according to Size Range. (This specially applies for those styles with a wide size range).

Each size must be sent to designer for approval. This process can be done by a simple mock up or even by pictures. Designers should give final approval of artwork, size quality color, and additional element. Technician should approve only placement. Please refer to pictures:

(Please refer to: Appendix Section of this Handbook for detailed explanation and example of Artwork Layout Submit listed as LMP – 05.05 – Artwork Layout Submit I)

4.4.6 Follow Up on Reviews & Approvals

There will be no authorization of submits by e-mail, they must be sent physically by one of two means:

- For Vendors with offices in Mexico City, appointments must be confirmed with designers at least 24 hours ahead. When requesting appointment, a list with all the styles to be reviewed must be sent by e-mail to the designer in charge of the Brand.

- For Vendors without offices in Mexico City, all approvals sent by courier should be addressed to Alejandra Rosas who will be in charge of sorting and distributing all approval among designers. Tracking numbers should be sent by mail to Design Coordinator and Jr. Designer as well as to Alejandra and should include every submit sent to be reviewed.

Designers and Jr. Designers will be responsible for answering mails with approval queries, as well as updating their Global Charts. Designers will answer submission results directly on mail sent and will send Global Chart on a weekly basis with all updates.

If Vendor is sending submits for several brands, these should be packed by Brand.

Once a submission is rejected, the vendor will have no longer than 10 business days to re-submit. If submit is not sent and approved within Seasonal Calendar, any delay and cost related will be at Vendor's responsibility and liability.

If a Fit Sample needs to be reviewed by Designer and not only Technician, (trims, interlining, accessories,) Designer must be formally informed by mail.

Vendor Change

In case Broker should be inclined to change Vendor while in the Product Development Process, all submits must be re-sent including Counter Sample developed by any new Vendor causing all approvals from previous Vendor will be null and void.

*We strongly encourage completing and maintaining Vendors throughout the process as it may cause delays in the process. If Vendor must be changed, it should be informed immediately to all parties involved (Product Coordinator, Design Coordinator, Jr Designer and Technical Specialist),

4.4.6.1 Global Chart

The Global Chart is the Liverpool Private Label's (Soft Line division) official format to keep track of all design details within a style. All design updates will, and must be included in this document.

The Global Chart is for both Vendor and Private Labels department to have a quick, accurate and updated visualization with the complete history of each style in development process.

The corresponding Product Coordinator, or any other assigned member of Private Labels Team, not by any Vendor, fills out this Chart during the first Style Revision. It will be updated during Purchase Confirmation Meeting, and each time a Designer receives a submit, or has comments to add. This will be formally communicated to the Vendor by mail.

When reviewing a style, Counter Samples and submits should be reviewed in the same order as placement of columns in Chart (left to right).

All information will be specified in the following format:

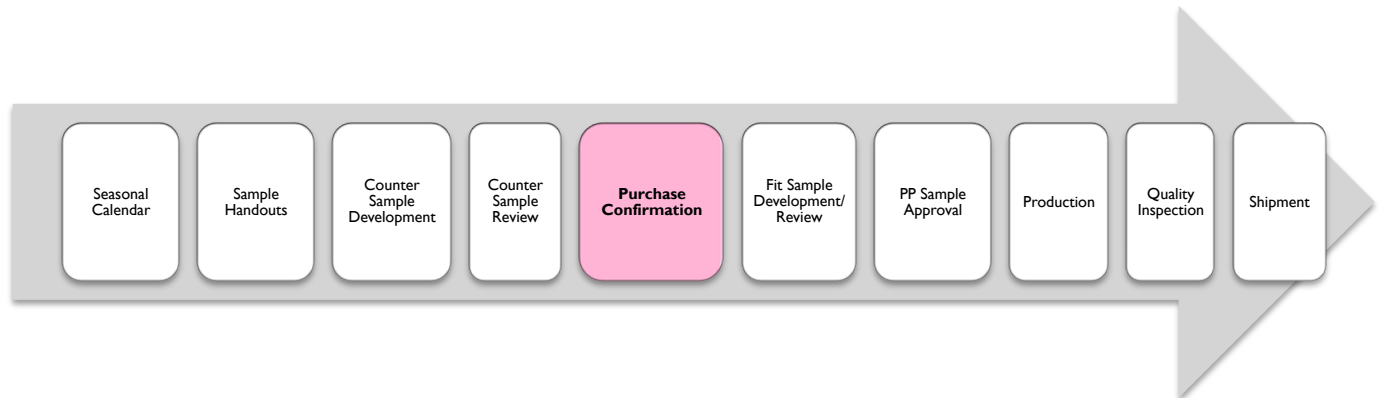
- Colorized - Green for approved details and red for all pending or rejected issues. (Once a detail is fully approved it will be marked in green. If it is even partially rejected, it will remain in red).
- Date of review - Each time a detail is reviewed it will be updated without erasing previous information or history.

Vendors will receive Global Chart shortly after Purchase Confirmation and on weekly basis afterwards until season is completely approved.

Only Private Labels team members are authorized to modify the Global Chart.

(Please refer to: Appendix Section of this Handbook for detailed explanation and example The Global Chart listed as LMP – 04 – Global Chart I)

4.5. Purchase Confirmation:

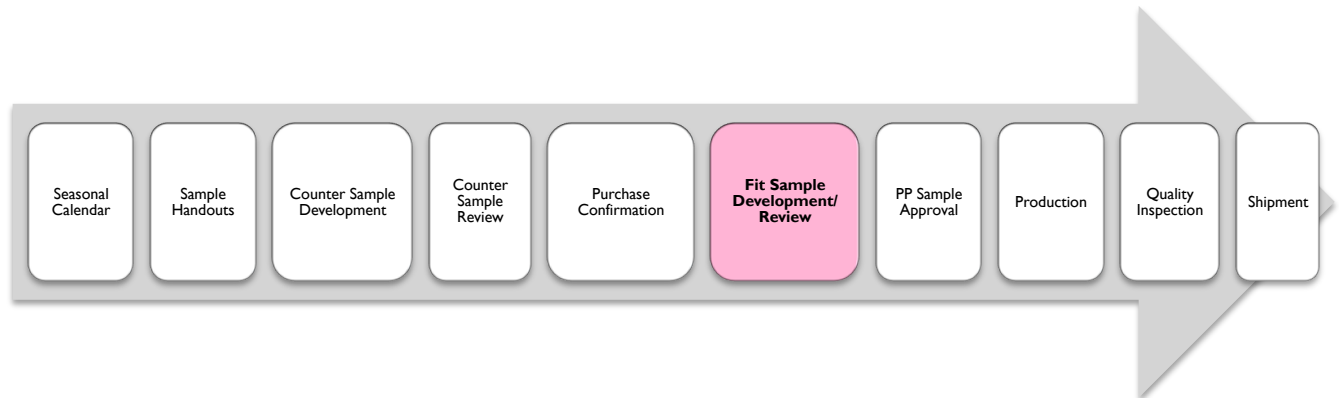


The Purchase Confirmation period lasts during the month of June, for subsequent Spring/Summer season, and during December for next Fall/Winter season. The steps are detailed as follows:

- During each purchasing process, product presentations with each Buying Team (Senior Buyer and Assistant Buyers) take place per category. At the end, the Purchase Meeting Recap will clearly state the product strategy going forward including style reception per month. With this information, Vendor will be analysed as to determine the production allocation, and a final evaluation of the specific Vendor's sample vs. the Original Sample distributed. After further review, the decision for production placement will be determined based upon Vendor Evaluation (not applicable for New Vendors) and the best price/quality performance.
- Following the production allocation, internal PO's are assigned (per vendor/style combination).
- Production Details (PD's) confirmations are sent to each vendor. (Deadline for Spring/Summer styles is June 30th, and December 31st for Fall/Winter styles).
- Letters of Credit (LC's) will be issued by our Imports Department and will be valid from PD's delivery date to each vendor (term: 30 days max). (Please refer to Import Manual for further information).

(Please refer to: Appendix Section of this Handbook for detailed explanation and example PD listed as LMP – II – Production Detail)

4.6. Fit Sample Development



4.6.1 Initial size Spec / First Fit Sample

After Original Samples are handed, Vendors will receive initial size specs according to each brand's Seasonal Calendar. Please note that dates concerning Technical Area in Calendars are deadlines to complete stage, so vendor should start working in advance. Initial Size spec will be the first page of "Fit Evaluation Form", same file will be complemented along all fit stages.

(Please refer to: Appendix Section for detailed explanation and example of Fit Evaluation listed as LMP – 12.01 – Initial Size Spec I)

First Fit Sample must be developed in accordance to "Fit Evaluation Form" measurements and in requested size. For Points of Measure (POM)s, please refer to Measurements section in the Private Label's Measuring Manual.

- Once you have received the Fit Evaluation you will have a maximum of 3 weeks for Fit Samples to arrive at Liverpool's Corporate Office.

- Liverpool's Technical Specialist will have 7 working days to provide Fit Sample comments, once the samples are received at the Mexico City Corporate Office and have been confirmed in writing by a Private Labels team member. Please take note that when shipping any parcel to the Corporate Office, a 2 business day window should be accounted for as deliveries on behalf of couriers or the main delivery room may result as possible delays. (Please refer to: Appendix Section for detailed explanation and example of Fit Evaluation listed as LMP – 12.02 – Fit Review and Comments I)

4.6.2 Second Fit Sample

- If by any reason the First Fit Sample is rejected or a 2nd Fit Sample is requested, decision will be sent in writing with the corresponding comments included in the resubmitted Fit Evaluation Form and Vendors will now have 10 working days for the new Fit Sample to arrive at Liverpool's Corporate Office.
- The Technical Specialist will have 7 working days to give comments about 2nd fit sample.
- If the 2nd Fit Sample is rejected, a last review will be held with PP Sample. If fit is not approved through the PP sample, production cannot and should not begin. At this time, the corresponding Brand Manager will evaluate possible delays and define if Penalties are applicable. If delays are evident, then please refer to Claims, Penalties and Chargebacks for reference.

*For tight deliveries, (typically the first floor set of every collection), Counter Samples must be developed with these measurements and will be considered as First Fit Sample. For the first two or three deliveries of every calendar collection, and there will not be a 2nd Fit Sample.

4.6.3 General Fit Sample Development Guidelines

Simplified guidelines for Sample development have been placed to facilitate the process with all Vendors. This mandatory process is outlined in the following lines:

- All Fit Samples must be made with the same fabric content and performance as well as trim-standard quality as will be used for a production garment. Samples should also have correct stitch count/gauge, thread caliber and wash as required or proposed. Samples failing to comply with these indications might not be reviewed by Technical Specialist and thus will automatically be rejected.
- An intermediate size is necessary for approval, unless the nature of the styling or the size range would require a more in depth analysis and therefore 2 or up to 3 samples may be requested by Designers and Technicians. Sizes requested will be stipulated in Fit Evaluation Form.
- Vendors who develop measurements for Liverpool are required to follow the format and specs found in the Fit Evaluation Form of Private Labels and deliver electronic files with complete size range together with fit samples.
- Even if garments come with the requested measurements stated in the Size Spec, it does not necessarily mean it has to be or will be approved. The decision may be based upon

criteria such as patterns development, style and placing particular interest on the rise, sleeve head and armhole curves.

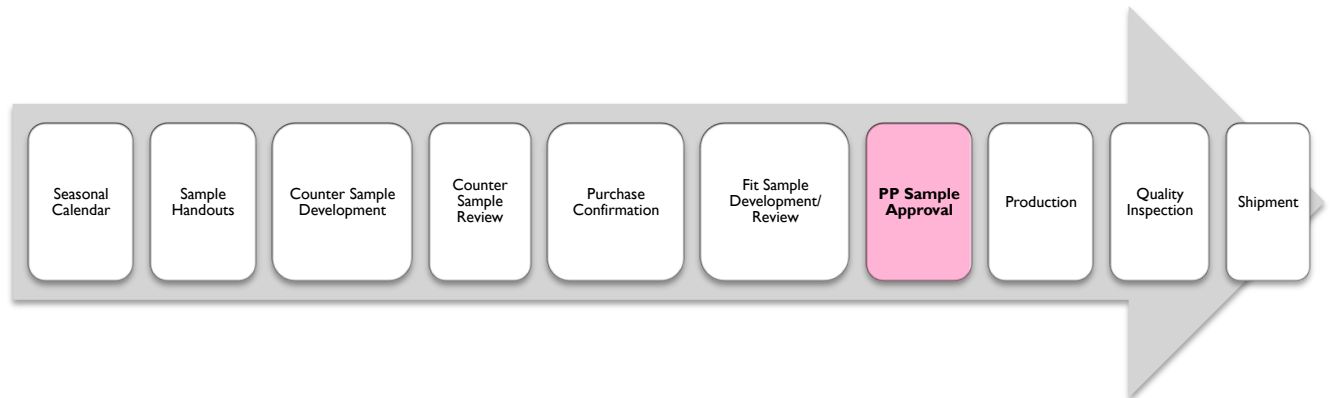
- All measurements in Fit Sample must be within the tolerance stipulated in right side column of side spec. Each POM has its own tolerance, which should also be observed and maintained throughout production.
- If you receive an initial size spec that to your consideration does not fully constitutes a logical requirement in any of it measurements, be sure to file such suggestions to our Technical Specialist

For any matter not considered in this document, please contact and review with each technical specialist.

We highly recommend our vendors to purchase from Alvanon (Please refer to: Appendix Section for Alvanon Contac listed as LMP – 12.04 – Alvanon Contact List I)same body forms used by Liverpool. (Please refer to: Appendix Section for detailed explanation and example of Body Forms listed as LMP – 03 – Body Forms Index I)

Please contact individual Technical Specialist for additional brand instructions on how form is used.

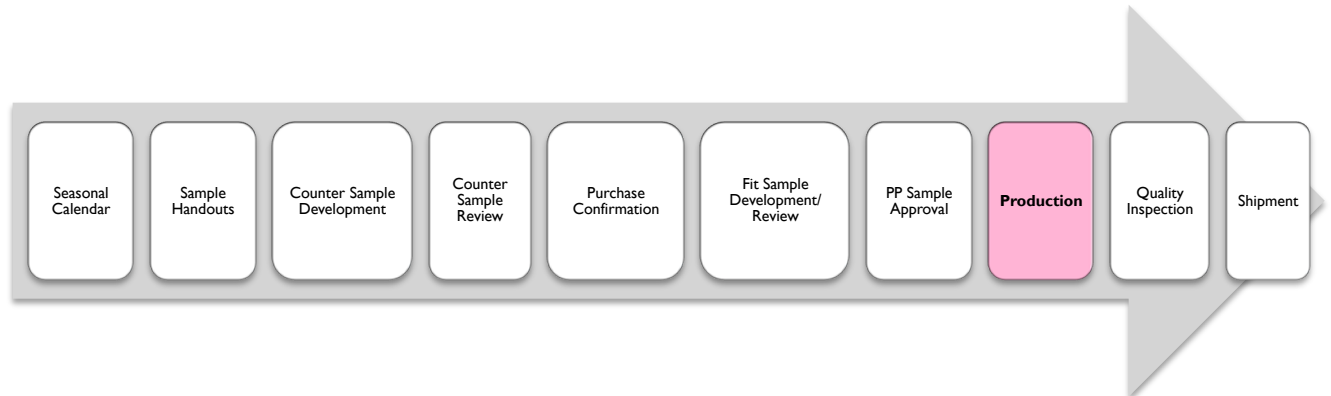
4.7. Pre Production Sample Approval



- Pre Production Sample (or PP Sample) must be sent at least 50 days prior to ship date directly to Design Coordinator.
- PP Sample must be manufactured with bulk fabric or yarn, fabric or garment wash/process, construction, stitch count/gauge; correct trims embellishments (or artworks) and labels.
- A PP Sample must be submitted in each and every style, color or trim combination.
- Sample must be in the requested size, and have all updates and corrections made on final fit comments.
- PP Sample must be made in the factory where final production will take place, not in a sample room.

It is important to clarify that all PP Samples MUST be approved by Design Coordinator before vendors can proceed with production.

4.8. Production



The production process is standard for all participating Vendor, and should be followed after receiving a confirmed PD (full with correct description, confirmed price, fabric content and composition, quantities achieving MOQ, quantities with size breakdown and delivery dates to forwarder). Please review the simplified process as follows:

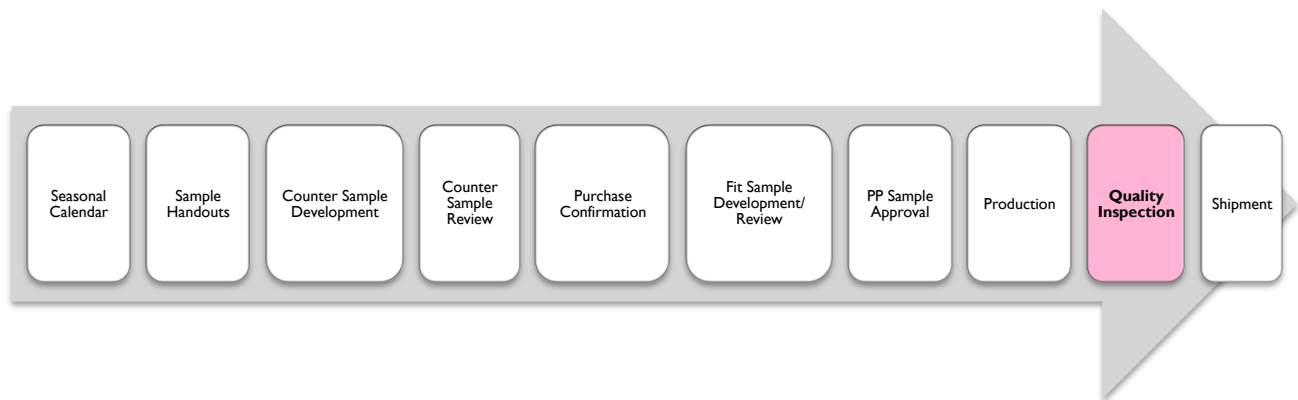
1. Vendor confirms production line
2. Booking of fabric with factory
3. Initial receipt of size spec file; process and delivery of fit approval samples
4. Process and delivery of lab dips, Trims, graphics, complimentary fabrics, and any complimentary element which were pending or rejected at initial review at vendor's office.
5. Process and delivery of Pre Production Sample. If pre PP Sample is rejected, a Shipment Sample is and will be required (delivered prior to shipment).
6. Fabric sample and Trims reception.
7. Production
8. Publicity Sample is sent (only if required)
9. Packing
10. Forwarder delivery
11. Shipment

Production Revision process

- Once PP Sample has been approved by Liverpool's Private Labels team, production may begin.
- Prior to production completion, a Liverpool designated Third Party Inspection agent will advise which styles will be inspected to the Vendor. A detailed appointment will be set up at a convenient date under previously known and shared inspection criteria.
 - At no later than 5 days prior to the delivery date window opening, product inspection must be completed.

- Third Party Inspection agent will perform on-site production visits for review:
 - If inspection passes, then there is no issue pending with Vendor, and shipment can be booked.
 - If inspection fails then Liverpool's agent will be notified together with supplier if style is cancelled or Brand Manager authorizes the shipment under certain conditions.
 - If a FAIL grade is granted, all subsequent inspections needed will be charged at Vendor's expense. For Penalties and Chargebacks, please consult the Penalties and Chargebacks section in this manual.

4.9. Quality Inspection



4.9.1 Garment Quality Standards

Garments manufactured for Liverpool and/or Fábricas de Francia must meet a variety of quality standards with regard to their construction. These standards are given in this section. Additional requirements can be found in the specification sheet for each style and in Quality Manual.

General Appearance

- Notions are compatible in color, fiber, weight, and design
- Plaids, stripes, checks, and other designs match at seams and are balanced
- Fabric runs with the nap and one-way designs are cut in one direction
- Finished garment is pressed to give a smooth look
- Loose raveling and thread ends are clipped
- Sectional contrast colors do not show through the seam allowance
- Lengthwise grainline is perpendicular to the floor; crosswise grainline is parallel to floor unless otherwise specified
- Garment pieces cut in same direction within garment

- No fabric glue
- No repair to fabric or parts
- No break in print pattern, poor registration, poor dye penetration, dye streaks or shading
- All parts of garment should be compatible with care label instructions

Belts

- Flat, smooth, free from bulk
- Uniform width unless a design detail
- Interfacing is compatible with the fabric
- Closure is durable and secure
- Closure is smooth and does not snag garments or scratch wearer
- Closure is aligned with center front to prevent gaping when fastened
- Color does not crock or bleed onto garments

Belt loops

- Correct number of belt loops for the style
- Positioning of belt loops evenly distributes the tensions around the full waist of the garment
- Clean-finished at the ends and securely tacked
- Raw edges of loops are hidden within waistband
- Uniformly stitched, without puckering, skipped, or broken stitches

Buttons

- Neatly and securely fastened with thread ends trimmed
- Size and design are correct
- Buttons are consistent in color
- Placement is accurate; distance from edge and spacing in between are uniform
- Appropriate shank is provided to accommodate fabric
- Stitching starts and ends under button
- Colorfast, and will not fade, chip, or peel
- Aligned correctly with buttonholes
- Buttons must not rust or corrode
- An extra button is attached to the garment

Buttonholes

- Flat and securely stitched
- Even in width and length, and adequate in thread coverage
- Distance from edge and spacing in between is accurate
- Cut on grain
- Correct size to fit buttons without gaping
- Interfacing is compatible with the fabric

Fabric (bound) buttonholes

- Lips are even in width and size and meet at the center buttonhole
- Corners are squared
- Facing is securely attached to the buttonhole's back

Machine-made buttonholes

- Stitches are evenly spaced and smooth in appearance on the front and back of the buttonhole
- Buttonhole is cut cleanly with loose threads trimmed

Collars and necklines

- Under stitching prevents under-collar from rolling over and showing
- Interfacing is compatible with the fabric
- Shape is symmetrical on right and left, except for intentional designs
- Curved edges are smooth; points are sharp and flat
- Rolls smoothly or lays flat, according to design
- Properly secured inside collar points
- Plaids, checks, and stripes are balanced side to side

Cuffs

- Even in width
- Under cuff does not show
- Interfacing is compatible with the fabric construction and weight.

Darts

- Tapered and smooth: free from pucker or bubble at the point
- Securely fastened at ends
- Symmetrical in shape, length, and spacing
- Pressed properly: vertical darts are pressed toward the center, and horizontal darts are pressed down

Elastic & Rib

- Extend to the fullest without breaking stitches

Embroidery

- Mechanical embroidery must have reinforcement backing and be neatly trimmed and secured
- Hand embroidery end must be knotted and secured on back of garment

Facings

- Flat, smooth
- Securely tacked in place at seams and openings
- Facing edges are free from raveling
- Interfacing is compatible with fabric to maintain shape and prevent stretching

Filling

- Stitched, quilted or otherwise secured to prevent migration
- Not come through and/or be visible on outside garment

Gathers

- Uniform, evenly distributed with no pleats forming
- Full, and not flattened or bulky

Hems

- Flat and smooth, and free from pulls, ripples, puckering, and pleats, unless otherwise specified
- Hem fold should be pressed
- Hem edge is smooth, flat, and free from bulk and raveling
- Even in width throughout
- Top stitched hems must be evenly stitched
- Fused hems are flat and fused securely
- Hangs parallel to floor, unless otherwise specified
- Blind-stitching must have minimal show through

- Beginning and ends of hems secured with backstitch

Hoods

- Unlined hoods have to be clean finish
- Lined hoods must have lining tacked to shell

Interfacing/Interlining

- Compatible with the fabric
- Color and care requirements are compatible with shell fabric
- Free from bulk, puckers, and bubbles
- Not visible on inside or outside of garment
- Bonded properly without separation after care procedure

Lapels

- Lie flat against body
- Interfacing is compatible with the fabric
- Shape is symmetrical on the left and right unless otherwise specified
- Curved edges are smooth; points are sharp and flat

Lining

- Color and care instructions are compatible with the outer fabric
- Fits smoothly inside garment with the seams aligned
- If free hanging, the lining is attached at the seams with thread tacks
- Does not hang below the garment: must be a minimum of ½" shorter than shell
- Clean finished, no raw edges

Plackets

- Flat, and free from excess bulk
- Interfacing must be compatible with the fabric
- Symmetrical in length and width
- Smooth with no gathers, ripples, or puckers at end
- Stripes, plaids, checks, or patterns match body unless otherwise negotiated

Pleats and tucks

- Uniform in width, unless as a design detail
- Spacing is accurate
- Pressed flat, unless as a design detail
- On the grain of the fabric where the design allows

Pockets

- Flat, smooth, and free from bulk
- Stitching is straight
- Placed accurately
- Upper corners are reinforced
- Matching pockets must be evenly aligned

Patch pockets

- Upper corners are reinforced
- Square corners are mitered, and round corners are symmetrical
- If in pairs, patch pockets are symmetrical in size, shape, and fabric design
- No drill holes show through

In-seam pockets

- Interfaced, under stitched, and lie flat when worn
- Inconspicuous unless intentional design

Pocket Bags

- Uniformly stitched, without puckering, or skipped or broken stitches
- Secured and attached properly
- Should not be visible
- Must not extend below hemline

Welt Pockets

- Interfaced and lie flat when worn
- Ends of pockets are angled in the same direction
- If in pairs, symmetrical in size, shape, and fabric design
- Bar tacked at the ends of welt openings
- Flaps are securely backstitched at ends

Pressing

- Garment is smooth and free from wrinkles
- Must not result the flattening of textured surfaces
- Garment is free from sheen and scorch marks
- No ridges from seams or facings

- Seams are pressed flat
- Pleats, tuck, creases are pressed as design requires

Seams

- Securely stitched, straight, flat, and free from bulk
- Stitches are appropriate in size and tension for the fabric and intended use of garment
- Seams must be the same distance from seam edge for entire length of seam
- Crossed seams intersect correctly
- Raw edges are clean-finished, and free from raveling
- Ballpoint needles must be used for knits and sweaters

Shoulder pads

- Flat, smooth, and securely tacked
- Should not be visible from outside garment
- Covered with fabric compatible in color and weight with the garment
- No visible stitches on the exterior of the garment
- Compatible with care instructions

Sleeves (set-in)

- Fullness is evenly distributed at front and back cap
- Seam is smooth and even in width around cap and free from wrinkles
- Underarm seam is trimmed and reinforced with a backstitch
- Seam is pressed toward sleeve cap

Snaps, hooks and eyes, rivets and decorative trims

- Area is reinforced with compatible interfacing if applicable
- Must be securely attached and properly supported
- Must be rust proof
- Garment lays flat and is aligned correctly when fastened
- Must have proper functionality

Stitching

- Stitch length and tension is correct for fabric
- Straight, and garment is free from broken, skipped, or run-on stitches
- Ends if stitching must be securely back tacked
- Loose threads are trimmed

Topstitching

- Straight and consistent in distance from the garment edge at all points
- Stitch length and tension is correct for the design and fabric
- Double rows of topstitching are an even distance apart

- Topstitching is clean, with no repaired joins

Thread

- Must be color fast
- All visible thread should match in color, size and strength throughout the garment unless otherwise specified.

Under stitching

- Even distance from seam, and does not show on outer garment
- Holds seam against facing, under-collar, or cuff without wrinkles and puckers
- Prevents facing, under-collar, or cuff from folding to right side of garment

Waistband

- Smooth, even width
- Free from bulk
- On grain unless otherwise specified
- Interfaced with compatible fusing to prevent waistband from stretching and rolling over
- Stitching is straight and even with consistent tension
- Corners are square
- Waistband lays flat and aligns properly when fastened
- Elastic waistband is constructed so elastic does not roll or twist and seam cracking does not occur when the waistband is fully extended
- For tailored pants, curtained waistband must be made of a fabric compatible with shell fabric

Zipper

- Placket is smooth, flat, and free from puckering
- Stitching is straight and even
- Placket is the appropriate length and width
- Seams and neckline edges match
- Completely covered unless intended as a design feature
- Operates smoothly throughout full length
- Must not rust when cleaned according to care instructions
- Must have stops at bottom and top for non-separating zippers
- Continuous tape zippers must have secure stops
- Side of under fly must be surged bound, clean finished or lined

4.9.2 Defects

A defective is defined as any flaw (major or minor) that is likely to affect customer satisfaction, reduce the usability of the goods for its intended purpose, make it less saleable and or represents a deviation from established or requested standards.

Additional information can be found in Quality Manual. (Please refer to: Appendix Section for detailed explanation and example of the Quality Manual listed as LMP – 15.01 – Quality Manual)

4.9.2.1 Defect Types

Defects can be:

1. **Critical Defects:** Can result in hazardous or unsafe conditions for individual using the product, or a defect that does not comply to legal regulations.
2. **Major Defects:** Makes the garment unacceptable, affecting the saleability, durability or appearance of the product. It seriously affects customer satisfaction. Classified as major defects are all those, that no matter their proportion, location or origin they prevent the product commercialization in accordance with the Quality Standards established by Liverpool.
3. **Minor Defects:** Does not make the garment unacceptable but indicates substandard quality highlighting need of improvement. All those defects that the garment has when not satisfying the quality specifications, but yet do not impact in the possibility of the garment commercialization, its wear ability, durability and the price-quality relation paid by the costumer.

4.9.2.2 Defect Categories & Listings

We classify defects into different categories. Below the different categories along with a list of most common defectives that may cause failure in Quality Inspection

I. Defects in Workmanship:

Stitching defects

- Stitch type or construction technique other than specified
- Stitches per inch differing from specification
- Insecure ends of stitching, poor back or latch tacked
- Untidy or poor mending stitch, joins or repairs
- Skipped stitches or broken or insecure stitch that may ravel
- Floating stitch resulting from poor tension
- Distortion and excessive cluster of thread locked in stitches
- Raw edges showing when they should be covered

- Poor thread match
- Incorrect thread size or thread type
- Needle cut, nick, needle pull or visible abrasion caused by needles
- Needle holes

Seam defects

- Stitch type or construction technique other than specified
- Incorrect seam construction
- Tight thread tension causing thread to break under stress
- Loose thread tension causing seams to grin
- Seams those are conspicuously twisted, roped or pleated
- Seams puckered, twisted, roped or pleated
- Seams distorted by stretching
- Raw edges caught outside seam
- Improper or conspicuous seam repair
- Improper tension resulting in loose seams or popping stitches when stretched
- Foreign objects embedded in seams
- Any dropped stitch in a non-locking seam
- Two or more consecutive skipped stitches on a seaming or joining lock stitch
- Uneven stitch lines
- Excessive untrimmed threads
- Buttonhole incorrect size for button
- Insufficient back-tack or no bar-tack
- Irregular stitch gauge
- Improper vertical and horizontal stripe and plaid match

Pressing defects

- Burn or scorch marks
- Shine marks or glazes on right side of garment
- Press marks resulting from the use of clamps or other holding devices
- Un-pressed and poor pressing objectively affecting seam
- Front/back creases distinctly uneven in length or improperly placed, deviating from spec
- Sweaters must not be pressed out to size

Component and trim defects

- Unapproved components or trim added or substituted (bindings, interlinings, braids, etc.)
- Missing component or trim from specification (bartacks, zippers, snap fasteners, eyelets, rivets, hook and eyes, Velcro tapes, belt and belt-loops, darts, pockets, etc.)

- Buttons, components, or trims that are damaged, cracked, chipped, discolored, malfunctioning or do not conform to specification
- Components or trims insecurely fastened or crooked
- Misplaced or poor setting of trims and components
- Exposed drill holes, chalked marks or any other form of marking
- Poor color match of trims and components, shade deviation exceeding shade bar or deviating from specification
- Poorly shaped darts or pockets that are not uniform or deviate from specification
- Incorrect size or dimension of components or trims
- Corroded or oxidized components
- Ragged or raw edges caused by blunt blades at buttonhole
- Misplaced, uneven or poorly spaced buttonholes
- Skip stitch or poor locking of buttonhole stitches
- Distorted buttonhole or without interlining or strengthener
- Button/Stud and buttonhole not aligning
- Uncut Buttonhole/keyhole
- Button incorrect size for button hole
- Broken, bent, cracked, improperly clinched or failing to affect a secure closure or to open freely
- Missing zipper pull
- Missing top or bottom zipper stop
- Zipper does not operate smoothly through range of length
- Zipper with poor color match to body or tape, or differing from approved standard
- End of draw cord not finished, knotted or otherwise treated to prevent pulling back
- Eyelet missing or misplaced
- Shoulder pads not secure or in correct color, size or type

Embellishment

- Different to Approved Artwork or Sample
- Crooked or misaligned to Sample over 1/4"
- Shape distortion
- Missing or omitted from garment against Spec

Interlinings

- Strike through – adhesive melts through to face fabric
- Rippling – corrugation of fabric or fusing
- Bubbling – areas of unfused interlining/fabric
- Delaminating – fusing peel away from fabric
- Incorrect color

Hem defects

- Uneven hem
- Ropy or twisted hem
- Length of lining in excess of shell or otherwise
- Open hem - raw edges or skipped/broken stitch
- Tight thread tension that causes thread breakage when stretched
- Puckered, 'heavy bite' or grim stitches on right side of garment

Cleanliness defects

- Spots or stains, or those that when removed leave a "ring" or other surface marks
- Hanging threads or loose thread clusters that are not removed from both the inside and the right side of the garment
- Mildew or odor within packages
- Insects or foreign bodies found in packages
- Failure to air garment adequately prior to packing

2. Defects in Fit:

- Exceeding sewing tolerance given in Fit Evaluation
- Pattern or garment shapes changes after fit has been approved

3. Color, washing and shading defects

- Shading or dye lot deviation within garment
- Any deviation from color, stripe pattern, stripe sequence, or color combination as approved
- Color which is off-standard or outside accepted tolerance
- Wrong shade of thread affecting appearance
- Wash, treatment or finishes that do not conform to specification
- Hand feel either harsh or flimsy, differing from standard
- Bleached spots, streak marks or uneven treatment
- Pilling or uneven sand or stone blasting
- Strong chemical or bleach odor from poor rinses
- Color or shade variation resulting from laundry batches
- Bruises, fraying or raw edges resulting from heavy sand or stone washes

4. Fabric quality defects

- Hole, runner or drop stitches
- Stained Fabric
- Needle damage on fabric
- Torn Fabric
- Any holes, broken yarn, drop stitches, broken ends, runs, mis-weaves, mis-draws or mispicks
- Slubs, knots, snags or pulled yarn
- Noticeable/significant oil spots, soil or other stains or smears
- Noticeable dye spots or streaks
- Bowed or biased fabric exceeding requirement
- Conspicuous pilling, corrugation or roll-up creases
- Fabric weight more than five (5) per cent below contracted weight
- Mis-prints, broken pattern, poor print registration, colour migration, colour out, uneven printing or smear
- Colored fly; mixed fillings or foreign yarns weaved or knitted into fabric
- Not cut on grain
- Nap not as specified or in different directions
- Snags, pulls in fabric
- Mismatched plaid or stripe
- Fabric repair

5. Labelling defects:

- Failure to comply with information requested by import department. Care label information must be fully reviewed and approved by Import Department Executive
- Missing or wrong size on label
- Wrong Brand Label
- Label not sewn completely or securely
- Label sewn in too deep, covering wording
- Label not legible for the life of the product
- Label not sewn straightly and securely

4.9.3. Inspection Standards

The inspection standard used by Liverpool is ISO 2859-I (Military Standard 105E). It is a widely used industry-sampling plan that includes criteria for accepting or rejecting shipment. Acceptance Quality Levels (AQL) defines the number of defective units that result in an inspection either passing or failing. AQL adopted by Liverpool is 2.5 for major and 4.0 for minor defects under Normal Inspection Level II (Please refer to table below). No further inspections will be allowed unless corrective actions have been taken as instructed.

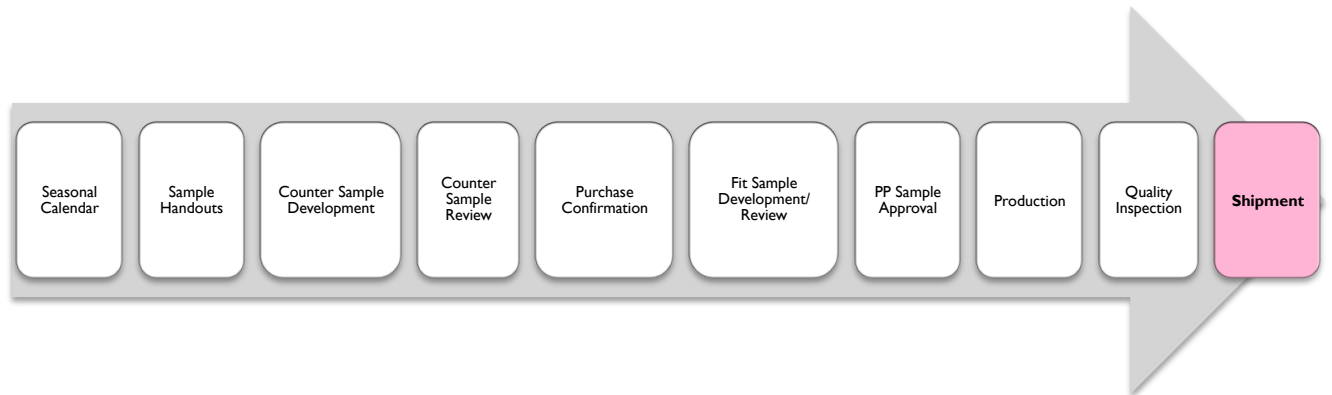
No distinction will be made between products with one or many defects: each defective product is only counted once. However, zero critical defects will be accepted.

LOT SIZE	REDUCED LEVEL (I)					NORMAL LEVEL (II)					TIGHTENED LEVEL (III)				
	SAMPLE SIZE	MAJOR		MINOR		SAMPLE SIZE	MAJOR		MINOR		SAMPLE SIZE	MAJOR		MINOR	
		AQL 2,5		AQL 4.0			AQL 2,5		AQL 4.0			AQL 2,5		AQL 4.0	
		A	R	A	R		A	R	A	R		A	R	A	R
151 TO 280	13	1	2	2	3	32	2	3	3	4	50	3	4	5	6
281 TO 500	20	1	2	2	3	50	3	4	5	6	80	5	6	7	8
501 TO 1200	32	2	3	3	4	80	5	6	7	8	125	7	8	10	11
1201 TO 3200	50	3	4	5	6	125	7	8	10	11	200	10	11	14	15
3201 TO 10,000	80	5	6	7	8	200	10	11	14	15	315	14	15	21	22
10,000 TO 35 000	125	7	8	10	11	315	14	15	21	22	500	21	22	21	22

A= ACCEPT R=REJECT

Third party inspections will be paid by Liverpool, if a second quality inspection is needed or allowed it will be at Vendors expense.

4.10. Shipment



All information relevant to Shipment and Logistics processes can be found in Liverpool's Import Process and Labeling Detail. This document is specifically designed for your complete and simple understanding of all needed procedures and specifications from Trims, Tags, Packaging, Labeling, Contents, Cartons, Pallets, Consolidation and proper shipment Materials.

Please contact your assigned Brand Manager to receive this document as all procedures applicable under the Imports Process and Labeling Detail are mandatory compliance specs for any and all products for Liverpool, Fábricas de Francia and specialized stores.

5. Glossary

A

Accepted Quality Level (AQL) - stands for 'Acceptance Quality Limit', and is defined as the "quality level that is the worst tolerable" (source: ISO 2859-I standard). In practice, three types of defects are distinguished. For most consumer goods, the limits are:

- 0% for critical defects (totally unacceptable: a user might get harmed, or regulations are not respected).
- 2.5% for major defects (these products would usually not be considered acceptable by the end user).
- 4.0% for minor defects (there is some departure from specifications, but most users would not mind it).

Approval - In any process, it is the written authorization by a Private Labels member to proceed with proposed specification.

Artwork - Those arts and crafts that use plant, animal, or synthetic fibers to construct practical or decorative objects

Artwork Layout - Format under which to find specific placement of Artwork on garments.

B

Bill of Lading - Sometimes abbreviated as B/L or BoL is a document issued by a carrier which details a shipment of merchandise and gives title of that shipment to a specified party.

Brand Labels - Any and all labels (care content, brand, composition and shipping)

Brand Manager - Liverpool Private Label member in charge of a specific Brand, Team or project.

Brand Team - Team members under a specific Brand Manager in charge of a particular project.

Broker - An individual or party (brokerage firm) that arranges transactions between a buyer and a seller for a commission when the deal is executed. A broker who also acts as a seller or as a buyer becomes a principal party to the deal. Distinguish agent—one who acts on behalf of a principal.

C

Counter Samples - Samples presented by Vendors resulting from the Original Samples delivered for development.

D

Design Coordinator – Liverpool team member in charge of garment Design.

Designer - An agent that specifies the structural properties of a design object. Reports to Design Coordinator.

Jr. Designer - Assistant to the Designer.

Design Spec - Format under which the Designer specifies for Vendor all details of a specific garment.

F

Fabric Content - When talking about fabrics, there are two main types. Fabrics made from:
1. Natural Fibres 2. Man Made Fibres These can be produced in various forms
e.g. 100% natural, 100% man –made (Or synthetic) or a blend of the two.
Specification of composition is mandatory for all garments.

Fabric Swatch - A sample strip cut from a piece of material of a specific fabric used for sample development and/or quality testing.

Fabric Quality - Designation upon international standards of quality of a specific fabric used for production taking into consideration but not limited to thread count, weight per inch, ends, stitchings, and resistance.

Fabric Weight - Measured by: GSM aka g/m² = grams per square meter or
oz/yd² = ounces per yard squared

Final Vendor - Vendor selected after all sample process is complete in order to produce a specific style.

Fit Samples - Sample set delivered by Vendor in order to verify garment fit for production. This sample is revised by the Designer and Technician.

G

Global Chart - The Global Chart is the Liverpool Private Label's (SoftLine division) official format to keep track of all design details within a style. All design updates will, and must be included in this document.

I

In-store Seasonal Deliveries - Specific collections placed accordingly by floorset to Seasonal Calendar

L

Labdips - A lab dip is a swatch of fabric test dyed to hit a color standard. It is a process by which buyer's supplied swatch is matched with the varying dyes percentage in the laboratory with or without help of spectrophotometer. Lab dip plays an important role in shade matching & this is an important task before bulk production. In previous article of this author we have to learn on flow chart on dyeing lab.

Lining - Interior fabric on garments requiring additional detailing and/or filling. Composition is to be filed under the care label mentioning all fabrics used.

Liverpool - Mexican owned and leading retail, financial and real estate company based out of Mexico City with over 100 store locations.

Liverpool's Corporate Office - Corporate Headquarters in Mexico:
Mario Pani #200
col. Santa Fe Cuajimalpa
zip. 05348
Mexico City, Mexico

M

Main Fabric - Primary composition of any garment. Must be over 50% of total fabrication and is applicable for any composition of the garment (i.e. lining, filling, or main construction).

O

Order - Document by which production is confirmed by Liverpool to the Vendor. Specs, delivery conditions and timings are specified.

Original Sample - Sample delivered to the Vendor for Counter Sample development. This sample must be kept throughout the entire sample process to ensure quality and specification delivery.

Overage - Quantity delivered by the Vendor on any particular order of any particular style. Overage under the established policy will be received and will be accounted for payment. Any variation above the stated policy can conclude in a Vendor chargeback.

P

Pantone Name and Code - Universal TC code name and number used to identify detailed color of any particular garment.

Packing List - A shipping list, packing list, waybill, packing slip (also known as a bill of parcel, unpacking note, packaging slip, (delivery) docket, delivery list, manifest or customer

receipt), is a shipping document that accompanies delivery packages, usually inside an attached shipping pouch or inside the package itself. It commonly includes an itemized detail of the package contents and does not include customer pricing. It serves to inform all parties, including transport agencies, government authorities, and customers, about the contents of the package. It helps them deal with the package accordingly.

Private Label - Any Brand Label specified by Liverpool as an own and exclusive brand under which it conducts business and sales.

Product Coordinator - Liverpool team member in charge of all aspects of product detail.

Product Development Process - Main process under which all samples are developed for a specific collection on any Liverpool Private Label. The process timetable is established by the Seasonal Calendar delivered at the beginning of each season.

Production Detail – Product document delivered to Vendor as final order specifying all relevant details of a specific style.

Pre Production Sample (PP Sample) - Sample pulled from the production line delivered for quality assurance and inspections.

Purchase Confirmation Meeting - Internal meeting in which the buying Team establishes all order for production. All samples and processes must be met prior to this meeting in order to be considered as a possible Final Vendor.

R

Revision Stage Number -Number of submission delivered for review. Requirement for final revision and style placement.

S

Sample Hand-out Date - Date in which samples are hand delivered or shipped to each Vendor for Counter Sample development. The Product Development Process begins on this date.

Sample Package - Includes all necessary samples stated within the policy. Sample Package is necessary prior to Purchase Confirmation Meeting in order to be considered for Final Vendor designation.

Seasonal Calendar - Master document that states all activities and timelines for development, production and shipping of a specific season.

Shortage - Quantity delivered by the Vendor on any particular order of any particular style below the stated quantity in the Purchase Order. Shortage under the established policy will be received and will be accounted for payment. Any variation above the stated policy can conclude in a Vendor chargeback.

Size Range - Full size run for a specific style according to the Production and Design Spec. Please consult size charts for reference.

Softline - All departments for Liverpool that include textile fabrics (Garments, accessories, shoes, linens, bath and gowns)

Style Number - Numeric category under which a specific

Style Reference; see Style Number

Style Revision - Any reviews for a particular style done within the Development Process.

T

Technical Specialist – Liverpool team member in charge of all technical support and detail of each style.

Trims - Trim or trimming in clothing is applied ornament, such as gimp, passementerie, ribbon, ruffles, or, as a verb, to apply such ornament of a garment.

V

Vendor - Any supplier formally included within the Liverpool database for production consideration. A Vendor is granted status after the Vendor Profile and Vendor Upload Format are complete and verified.

Vendor ScoreCard - Annual tool by which all Vendors are evaluated based on performance and margin. The VSC is filled on a seasonal basis and delivered 15 business days after review and prior to new Seasonal Calendar deliver

W

Weight Review - Measurement under which a specific fabric is studied to verify the fabric weight specified in the submits delivered.

Withdrawal Window - Specified time period in which Vendors can collect product at Mexico City DC due to returns or defects.

6. Privacy Statement

PENDING

7. APPENDIX

- LMP – 01 - Seasonal Calendar I
- LMP – 02 – Design Spec I
- LMP – 03 – Trims, Tags & Packaging Material I
- LMP – 04 – Global Chart I
- LMP – 05 – Submits
 - LMP – 05.01 – Fabric Quality Submit
 - LMP – 05.02 – Labdip Approval Submit I
 - LMP – 05.03 – Trim Approval Submit I
 - LMP – 05.04 – Artwork Approval Submit I
 - LMP – 05.05 – Artwork Layout Submit I
- LMP – 07 – Vendor Profile
- LMP – 08 – New Vendor Format
- LMP – 09 – Vendor Evaluation Form
- LMP – 10 – Evaluation Letter Example
- LMP – 11 – Production Detail
- LMP – 12 – Technical Evaluation
 - LMP – 12.01 – Initial Size Spec I
 - LMP – 12.02 – Fit Review and Comments I
 - LMP – 12.03 – Body Forms I
 - LMP – 12.04 – Alvanon Contact List
- LMP - 13 - Labeling
- LMP - 14 - Defective Product Quality Notification Form (PQN Form)
- LMP - 15 - Product Inspection Master Package (PIMP)
 - LMP – 15.01 – Quality Manual
 - LMP – 15.02 – Measuring Manual
 - LMP – 15.03 – Design Spec
 - LMP – 15.04 – Fit Evaluation Form and
 - LMP – 15.05 – Import Manual & Labeling Detail
- LMP – 16 - Third Quality Inspection Process
- LMP - 17 - Master Private Labels Contact List
- LMP – 18 – Private Label’s Brand Books
 - LMP – 18.01 – That’s It
 - LMP – 18.02 – Mon Caramel
 - LMP – 18.03 – Just4
 - LMP – 18.04 – MAP
 - LMP – 18.05 – Petite Studio
 - LMP – 18.06 – Bolo
 - LMP – 18.07 – Regent Street
 - LMP – 18.08 – Pia Kassava
 - LMP – 18.09 – X10
 - LMP – 18.10 – JBE

Vendor Handbook

LMP – 01 - Seasonal Calendar I

LIVERPOOL PRIVATE LABELS/ TIME & ACTION SPRING SUMMER 2016/
BRANDS: JBE, REGENT STREET, PIQUE NIQUE, X10

CHINA CALENDAR

GENERAL PROCESS

	DC STYLES	EN STYLES	FE STYLES	MZ STYLES	AB STYLES	MY STYLES	JN STYLES
LONDON SAMPLE DELIVERY	MARCH 18-31	MARCH 18-31	MARCH 18-31	MARCH 18-31	MARCH 18-31	MARCH 18-31	MARCH 18-31
SAMPLE REVISION TRIP	MAY 11-23	MAY 11-23	MAY 11-23	MAY 11-23	MAY 11-23	MAY 11-23	MAY 11-23
DESIGN SPEC SENT TO VENDOR	MARCH 20- APRIL 8	MARCH 20- APRIL 8	MARCH 20- APRIL 8	MARCH 20- APRIL 8	MARCH 20- APRIL 8	MARCH 20- APRIL 8	MARCH 20- APRIL 8
QUOTE SENT TO MEXICO	APRIL 30 (LATEST)	APRIL 30 (LATEST)	APRIL 30 (LATEST)	APRIL 30 (LATEST)	APRIL 30 (LATEST)	APRIL 30 (LATEST)	APRIL 30 (LATEST)
COUNTER SAMPLES IN MEXICO	JUNE 1 (LATEST)	JUNE 1ST (LATEST)	JUNE 1ST (LATEST)	JUNE 1ST (LATEST)	JUNE 1ST (LATEST)	JUNE 1ST (LATEST)	JUNE 1ST (LATEST)
PURCHASE CONFIRMATION	JUNE 2-19	JUNE 2-19	JUNE 2-19	JUNE 2-19	JUNE 2-19	JUNE 2-19	JUNE 2-19
PO CONFIRMATION (PD SENT)	JUNE 22 (LATEST)	JUNE 22 (LATEST)	JUNE 22 (LATEST)	JUNE 22 (LATEST)	JUNE 22 (LATEST)	JUNE 22 (LATEST)	JUNE 22 (LATEST)
ADVERTISING SAMPLE IN MEXICO	SEPTEMBER 30	OCTOBER 30	NOVEMBER 27	DECEMBER 30	JANUARY 30	FEBRUARY 26	MARCH 30
DELIVERY (FORWARDER) DATE	SEPTEMBER 20-30	OCTOBER 20-30	NOVEMBER 18-27	DECEMBER 20-30	JANUARY 20-30	FEBRUARY 17-26	MARCH 20-30
INSTORE DATE	DECEMBER 1-10	JANUARY 1-10	FEBRUARY 1-10	MARCH 1-10	APRIL 1-10	MAY 1-10	JUNE 1-10

TECHNICAL AREA (DEADLINES)

	DC STYLES	EN STYLES	FE STYLES	MZ STYLES	AB STYLES	MY STYLES	JN STYLES
INITIAL SIZE SPEC	APRIL 24	APRIL 24	JUNE 5	JUNE 5	JULY 17	JULY 17	AUGUST 7
1ST FIT RECEPTION	JUNE 1 (C/S)	JUNE 1 (C/S)	JULY 10	JULY 10	AUGUST 28	AUGUST 28	SEPTEMBER 4
1ST FIT COMMENTS	JUNE 26	JUNE 26	JULY 20	JULY 20	SEPTEMBER 7	SEPTEMBER 7	SEPTEMBER 14
2ND FIT RECEPTION			AUGUST 10	AUGUST 10	SEPTEMBER 28	SEPTEMBER 28	OCTOBER 5
2ND FIT COMMENTS			AUGUST 20	AUGUST 20	OCTOBER 8	OCTOBER 8	OCTOBER 15
PP SAMPLE RECEPTION	JULY 30	AUGUST 28	SEPTEMBER 30	OCTOBER 30	NOVEMBER 30	DECEMBER 23	JANUARY 29
PP SAMPLE APPROVAL	AUGUST 7	SEPTEMBER 4	OCTOBER 7	NOVEMBER 6	DECEMBER 7	DECEMBER 29	FEBRUARY 5

DESIGN DEPARTMENT (DEADLINES)

	DC STYLES	EN STYLES	FE STYLES	MZ STYLES	AB STYLES	MY STYLES	JN STYLES
DESIGN SPEC SENT TO VENDOR	MARCH 20- APRIL 8	MARCH 20- APRIL 8	MARCH 20- APRIL 8	MARCH 20- APRIL 8	MARCH 20- APRIL 8	MARCH 20- APRIL 8	MARCH 20- APRIL 8
FABRIC QUALITY APPROVAL	JUNE 19	JULY 7	AUGUST 4	SEPTEMBER 6	OCTOBER 7	NOVEMBER 3	DECEMBER 6
TRIMS APPROVAL	JULY 7	AUGUST 6	SEPTEMBER 3	OCTOBER 6	NOVEMBER 6	DECEMBER 3	JANUARY 5
LABDIPS APPROVALS	JULY 7	AUGUST 6	SEPTEMBER 3	OCTOBER 6	NOVEMBER 6	DECEMBER 3	JANUARY 5
NEW ARTORK SENT TO VENDOR	JUNE 19	JUNE 19	JULY 15	JULY 15	AUGUST 15	AUGUST 15	SEPTEMBER 15
ARTWORK APPROVAL	JULY 7	AUGUST 6	SEPTEMBER 3	OCTOBER 6	NOVEMBER 6	DECEMBER 3	JANUARY 5
PP SAMPLE RECEPTION	JULY 30	AUGUST 28	SEPTEMBER 30	OCTOBER 30	NOVEMBER 30	DECEMBER 23	JANUARY 29
PP SAMPLE APPROVAL	AUGUST 7	SEPTEMBER 4	OCTOBER 7	NOVEMBER 6	DECEMBER 7	DECEMBER 29	FEBRUARY 5

IMPORTANT INFORMATION

- 1.- Counter samples for DC and EN deliveries, must be developed following initial size specs for each style.
- 2.- Due to the complexity of our process, there will not be a 2nd fit sample for JN and JL deliveries. Developed these to be approved on 'First Fit' stage.
- 3.- PP Sample must be developed exactly as Production, including fabric, fit and all trims involved. PP samples must be forwarded and approved by Design Coordinator of each brand.
- 4.- PP Samples MUST BE SENT ON TIME for each and every combo purchased.
- 5.- Ship dates are adjusted according to forwarder's cut off date and transport time from each port. If vendor ships from another port, it is vendors responsibility to inform brand's Product Coordinator to obtain correct delivery date and updated PD.

LMP – 02 – Design Spec I

The Design Spec is a file in which the designer adds specific indications of style to develop, and includes: style number, delivery date, materials, content, size range and all relevant information regarding indications on graphics or color combos.


DESIGN SPEC

STYLE: _____

BRAND: _____

SEASON: _____

STICKER MONTH OF DELIVERY:



DESCRIPTION :

MAIN FABRIC NAME: _____

MAIN FABRIC CONTENT: _____

COMPLEMENTARY FABRIC NAME 1: _____

COMPLEMENTARY FABRIC COMPOSITION 1: _____

COMPLEMENTARY FABRIC NAME 2: _____

COMPLEMENTARY FABRIC COMPOSITION 2: _____

COMPLEMENTARY FABRIC NAME 3: _____

COMPLEMENTARY FABRIC COMPOSITION 3: _____

FOLLOW SIZE RANGE FOR :

SIZE RANGE :				
---------------------	--	--	--	--

COLOR SUBSTITUTION	COLOR 1	COLOR 2	COLOR 3	COLOR 4	COLOR 5	COLOR 6	COLOR 7	COLOR 7
ORIGINAL SAMPLE:								
COMBO 1:								
COMBO 2:								
COMBO 3:								
COMBO 4:								
COMBO 5:								

REQUIREMENT :

FABRIC QLTY:	
HANDFEEL:	
PROCESS:	
STYLING:	
TRIMS:	
WORKMANSHIP:	
ARTWORK: DESIGN, COLOR TECHNIQUE AND PLACEMENT	

LABELS:	MAIN LABEL TYPE	LABEL CODE:	HANG TAG LABEL CODE	ADDITIONAL LABELING AND PACKAGING COMMENTS	SPECIAL COMMENTS: AN ADHESIVE STICKER/LABEL SHOULD BE ADDED TO THE BRAND HANGTAG (ON BACK SIDE) ACCORDING TO THE MONTH OF DELIVERY. SPECIFICATION FOR STICKER AND ARTWORK FOR IT WILL BE SENT PROMPTLY BY LIVERPOOL.

C/S SAMPLE SIZE: _____

LMP – 03 – Packaging Material I

LMP – 04 – Global Chart I

The Global Chart states where the information and timelines are promptly stated in order to determine what is approved and allows all Vendors to revise what is still pending.

Information of the style			Columns for the process									
SECCO	MODELO	BROCHER	FABRIC	FABRIC INFORMATION	DETAILS	WORKSHIP	TRIMS	LAB DIP	ARTWORK	LABEL	PACKAGE	PP SAMPLE
			1. FABRIC 2. COLOR 3. PATTERN 4. FINISH 5. WEIGHT	1. FABRIC INFORMATION 2. COLOR 3. PATTERN 4. FINISH 5. WEIGHT	1. DETAILS 2. WORKSHIP 3. TRIMS 4. LAB DIP 5. ARTWORK	1. WORKSHIP 2. TRIMS 3. LAB DIP 4. ARTWORK 5. PP SAMPLE	1. TRIMS 2. LAB DIP 3. ARTWORK 4. PP SAMPLE	1. LAB DIP 2. ARTWORK 3. PP SAMPLE	1. ARTWORK 2. PP SAMPLE	1. LABEL 2. PP SAMPLE	1. PACKAGE 2. PP SAMPLE	1. PP SAMPLE 2. DATE RECEIVED
NO	TUW-030P	ARTWEX	1. FABRIC: SUPPLY AND DELIVERY 2. COLOR: 001 3. PATTERN: 001 4. FINISH: 001 5. WEIGHT: 001	NO	001-001-001 001-001-001	001-001-001 001-001-001	1. BOTTOM SUPPLY AND DELIVERY FOR ARTWEX SUBMISSION 2. BOTTOM SUPPLY AND DELIVERY FOR ARTWEX SUBMISSION 3. BOTTOM SUPPLY AND DELIVERY FOR ARTWEX SUBMISSION 4. BOTTOM SUPPLY AND DELIVERY FOR ARTWEX SUBMISSION 5. BOTTOM SUPPLY AND DELIVERY FOR ARTWEX SUBMISSION	1. PENDING 2. PENDING	NO	1. PENDING 2. PENDING	1. PENDING 2. PENDING	1. PENDING 2. PENDING
NO	TUW-030P	ARTWEX	1. FABRIC: SUPPLY AND DELIVERY 2. COLOR: 001 3. PATTERN: 001 4. FINISH: 001 5. WEIGHT: 001	1. FABRIC: SUPPLY AND DELIVERY 2. COLOR: 001 3. PATTERN: 001 4. FINISH: 001 5. WEIGHT: 001	001-001-001 001-001-001	1. WORKSHIP: SUPPLY AND DELIVERY 2. TRIMS: SUPPLY AND DELIVERY 3. LAB DIP: SUPPLY AND DELIVERY 4. ARTWORK: SUPPLY AND DELIVERY 5. PP SAMPLE: SUPPLY AND DELIVERY	1. TRIMS: SUPPLY AND DELIVERY 2. LAB DIP: SUPPLY AND DELIVERY 3. ARTWORK: SUPPLY AND DELIVERY 4. PP SAMPLE: SUPPLY AND DELIVERY 5. PP SAMPLE: SUPPLY AND DELIVERY	1. LAB DIP: SUPPLY AND DELIVERY 2. ARTWORK: SUPPLY AND DELIVERY 3. PP SAMPLE: SUPPLY AND DELIVERY 4. PP SAMPLE: SUPPLY AND DELIVERY 5. PP SAMPLE: SUPPLY AND DELIVERY	1. ARTWORK: SUPPLY AND DELIVERY 2. PP SAMPLE: SUPPLY AND DELIVERY 3. PP SAMPLE: SUPPLY AND DELIVERY 4. PP SAMPLE: SUPPLY AND DELIVERY 5. PP SAMPLE: SUPPLY AND DELIVERY	1. LABEL: SUPPLY AND DELIVERY 2. PP SAMPLE: SUPPLY AND DELIVERY 3. PP SAMPLE: SUPPLY AND DELIVERY 4. PP SAMPLE: SUPPLY AND DELIVERY 5. PP SAMPLE: SUPPLY AND DELIVERY	1. PACKAGE: SUPPLY AND DELIVERY 2. PP SAMPLE: SUPPLY AND DELIVERY 3. PP SAMPLE: SUPPLY AND DELIVERY 4. PP SAMPLE: SUPPLY AND DELIVERY 5. PP SAMPLE: SUPPLY AND DELIVERY	1. PP SAMPLE: SUPPLY AND DELIVERY 2. DATE RECEIVED: 001-001-001 3. DATE RECEIVED: 001-001-001 4. DATE RECEIVED: 001-001-001 5. DATE RECEIVED: 001-001-001

LMP – 05.01 – Fabric Quality Submit I



LIVERPOOL PRIVATE LABELS FABRIC APPROVAL



TO:	_____	SEND DATE:	_____
ATTN:	_____	FROM:	_____
SEASON:	_____	BRAND:	_____
STYLES:	_____	VENDOR:	_____
	_____	CONSTRUCTION:	_____
CONTENT:	_____	WASH:	_____
WEIGHT:	_____		_____

SUBMISSION STATUS (CIRCLE ONE ONLY) X 1ST 2ND 3RD OTHER

NEED LIVERPOOL'S APPROVAL FOR THE FOLLOWING:

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> QUALITY | <input type="checkbox"/> HAND/LOOM/PATTERN |
| <input type="checkbox"/> HANDFEEL | <input type="checkbox"/> STRIKE OFF/LAYOUT |
| <input type="checkbox"/> COLOUR | <input type="checkbox"/> WASH |
| <input type="checkbox"/> OTHER | |

REMARKS: _____

RESULT:	<input type="checkbox"/>	APPROVED FOR BULK
	<input type="checkbox"/>	APPROVED FOR BULK WITH CORRECTIONS
		CORRECTION: _____
	<input type="checkbox"/>	REJECTED
		REASON: _____

LMP – 05.02 – Labdip Approval Submit I



LIVERPOOL PRIVATE LABELS LABDIP APPROVALS



TO: _____	SEND DATE: _____
ATTN: _____	FROM: _____
SEASON: _____	BRAND: _____
STYLES: _____	VENDOR: _____
	CONSTRUCTION: _____
FABRICATION: _____	PANTONE NAME: _____
WEIGHT: _____	PANTONE No: _____
COLOUR: _____	

SUBMISSION STATUS (CIRCLE ONE ONLY) X 1ST 2ND 3RD OTHER

LIVERPOOL'S COMMENT:

- ☒ APPROVED OPTION "_____" FOR BULK
- ☒ REJECTED, BELOW COMMENTS FOR NEXT SUBMISSION.
- _____

LMP – 05.03 – Trim Approval Submit I



LIVERPOOL PRIVATE LABELS TRIM APPROVALS



TO:	_____	SEND DATE:	_____
ATTN:	_____	FROM:	_____
SEASON:	_____	BRAND:	_____
STYLES:	_____	VENDOR:	_____
	_____	DHL:	_____
REMARKS:	_____		

SUBMISSION STATUS (CIRCLE ONE ONLY) X 1ST 2ND 3RD OTHER

NEED LIVERPOOL'S APPROVAL FOR THE FOLLOWING:

- | | |
|----------------------------------|-----------------------------------|
| <input type="checkbox"/> QUALITY | <input type="checkbox"/> SIZE |
| <input type="checkbox"/> COLOUR | <input type="checkbox"/> HANDFEEL |
| <input type="checkbox"/> WORDING | <input type="checkbox"/> DESIGN |

REMARKS: _____

<div style="border: 1px solid black; width: 50px; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px; margin-bottom: 5px;"></div>
<div style="border: 1px solid black; width: 50px; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px; margin-bottom: 5px;"></div>

BUTTON/SNAP/ZIPPER	COMBO#	
RESULT: <input type="checkbox"/>		APPROVED FOR BULK
<input type="checkbox"/>		APPROVED FOR BULK WITH CORRECTIONS
		CORRECTION: _____
<input type="checkbox"/>		REJECTED
		REASON: _____

LMP – 05.04 – Artwork Approval Submit I



LIVERPOOL PRIVATE LABELS ARTWORK APPROVALS



TO:	_____	SEND DATE:	_____
ATTN:	_____	FROM:	_____
SEASON:	_____	BRAND:	_____
STYLES:	_____	VENDOR:	_____
REMARKS:	_____	DHL:	_____

SUBMISSION STATUS (CIRCLE ONE ONLY) X 1ST 2ND 3RD OTHER

NEED LIVERPOOL'S APPROVAL FOR THE FOLLOWING:

- | | |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> QUALITY | <input type="checkbox"/> SIZE |
| <input type="checkbox"/> COLOUR | <input type="checkbox"/> WORKMANSHIP |
| <input type="checkbox"/> PATTERN | <input type="checkbox"/> WEIGHT |

REMARKS: _____

BUTTON/SNAP/ZIPPER	COMBO#
RESULT: <input type="checkbox"/>	APPROVED FOR BULK
<input type="checkbox"/>	APPROVED FOR BULK WITH CORRECTIONS
	CORRECTION: _____
<input type="checkbox"/>	REJECTED
	REASON: _____

LMP – 05.05 – Artwork Layout Submit I



LMP – 07 – Vendor Profile

Vendor Profile contains general information about the capacity of the supplier and the items, which each one specializes. Proper submission will be necessary for Vendor consideration and development.

**PERFIL DE PROVEEDOR/PROFILE SUPPLIER**

PAIS/COUNTRY:	_____
NO. DE PROVEEDOR INTERNO/INTERNAL SUPPLIER NO.:	_____
RAZÓN SOCIAL/NAME OF SUPPLIER:	_____
DIRECCION/ADDRESS:	_____

CONTACTOS/CONTACTS:			
NOMBRE/NAME	PUESTO/OFFICE	TELÉFONO/TELEPHONE	CORREO/E-MAIL

[illegible]

LINEA DE PRODUCCION/PRODUCT LINE:			
DIVISION	TIPO DE PRODUCTOS/TYPE OF PRODUCTS	CAPACIDAD POR MES/CAPACITY PER MONTH	MÍNIMOS/MINIMUMS

CLIENTES/CUSTOMERS:
NOTA: SI LE VENDE A OTROS CLIENTES EN MEXICO FAVOR DE MENCIONARLO/NOTE: IF YOU SELL TO OTHER CLIENTS IN MEXICO PLEASE MENTION THEM

[illegible]

TIEMPOS DE PRODUCCION/DEVELOPMENT PROCESS LEAD TIME:

PROTO O FIT PROTO OR FIT:	_____	DIAS/DAYS
DESARROLLO EN FABRICA/FABRIC DEVELOPMENT:	_____	DIAS/DAYS
IGUALACIÓN DE COLORES LAB DIPS:	_____	DIAS/DAYS
PRECIOS/PRICES:	_____	DIAS/DAYS
MUESTRAS PARA VENTA/SALES SAMPLES:	_____	DIAS/DAYS
MUESTRAS DE PRE PRODUCCION/PP SAMPLES	_____	DIAS/DAYS (including fabric leadtime)
FLEXIBILIDAD DE MANUFACTURA/MANUFACTURING FLEXIBILITY:	MINIMUM/MINIMUMS	PCS (for solid item) using running greece or value

CAPACIDAD DE MANUFACTURA/MANUFACTURING CAPABILITIES: _____

[illegible]**ENTREGAS Y LOGISTICA/ SHIPPING AND LOGISTICS**

FCB : _____

RY SEA: _____

CERTIFICACIONES/CERTIFICATIONS:

INFORMACION ADICIONAL/ADDITIONAL INFORMATION:
(EXPERIENCE)

ESTA INFORMACIÓN SE UTILIZARÁ SOLAMENTE PARA USO INTERNO DE SERVICIOS LIVERPOOL S.A. DE C.V.
THIS INFORMATION WILL ONLY BE USED FOR INTERNAL USE OF SERVICIOS LIVERPOOL S.A. DE C.V.

LMP – 08 – New Vendor Format

New Vendor Format contains general information specific to bank details, payment terms negotiated, tax address, supplier ID number, ABA and SWIFT data account. Private Labels Brand Manager solicits format in charge of initial contact.



Date

13-Feb-15

FOREIGN SUPPLIER / IMPORT SERVICE PROVIDER- ADDITION OR UPDATE REQUEST

A. Foreign Supplier / Import Service Provider - General Information		
1. <input type="checkbox"/> ADDITION <input type="checkbox"/> UPDATE	2. Supplier Number: <input type="text"/>	3. Society: <input type="text"/> 4. Organization: <input type="text"/>
5. Supplier Name: <input type="text"/>		
Address: <input type="text"/>		
Fiscal ID: <input type="text"/>		
Z.P.: <input type="text"/> City, Country: <input type="text"/>		
Phone: <input type="text"/> Ext.: <input type="text"/> Fax: <input type="text"/>		
Contact: <input type="text"/>		
E-mail: <input type="text"/>		
B. Payment Condition		
<input type="checkbox"/> WIRE TRANSFER <input type="checkbox"/> LETTER OF CREDIT <input type="checkbox"/> INTERNATIONAL FACTORING		
B1. Expiration Condition		
<input type="checkbox"/> SHIPMENT DAY <input type="checkbox"/> INVOICE DATE		
B2. Expiration Days.		
<input type="checkbox"/> AT SIGHT <input type="checkbox"/> 15 DAYS <input type="checkbox"/> 30 DAYS <input type="checkbox"/> 45 DAYS <input type="checkbox"/> 60 DAYS		
<input type="checkbox"/> 75 DAYS <input type="checkbox"/> 90 DAYS <input type="checkbox"/> 120 DAYS <input type="checkbox"/> 180 DAYS		
B3. Currency.		
<input type="text"/> USD - Dólar Americano		Specify: <input type="text"/>
C. Bank Information.		
Beneficiary: <input type="text"/>		
Correspondent Bank: <input type="text"/>		
Country: <input type="text"/> City: <input type="text"/>		
Bank account: <input type="text"/> Branch: <input type="text"/>		
Bank Code: <input type="text"/> Bank Key: <input type="text"/>		
Aba: <input type="text"/> Iban: <input type="text"/>		
Swift: <input type="text"/> Clabe: <input type="text"/>		
Director Commercial Area	Treasury, Foreign Currency (Reception Stamp)	Import Comptrollership (Reception Stamp)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name, Signature and Telephone*	Name, Signature and Telephone*	Name, Signature and Telephone*

*Requests:

* INDISPENSABLE INFORMATION.

*Ext:

Vendor Handbook

LMP – 09 – Vendor Evaluation Form

Vendor Evaluation Form consists of punctual revisions at the end of each season for each individual Vendor performance, as well as the review of the final gross margin. Consideration qualifies as follows: gross margin 70% and 30% performance.

[illegible]

LMP – IO – Evaluation Letter Example



February 4th 2015

Mr. Eli Bitton
President
ASIAMEX

Dear Mr. Bitton

Continuing the feedback on the overall performance for all vendors working with Private Labels, we have made this evaluation letter in order to decide the suppliers to be considered for the Samples Purchasing trip coming up in March and September for the 2016 Seasons.

This evaluation was made on the Gross Margin achieved on 2014, and the performance and development of this past season Fall Winter 2014.

The core objective is to give accurate feedback to our suppliers based on numbers on the Margin it contributes to Liverpool and the number of styles which we develop with each supplier, those having issues from the beginning of the development towards its final stages including deliveries.

- Gross Margin
- Fill rate: order pieces vs. delivered pieces
- Deliveries: On time deliveries to our forwarder within the shipping window
- Quality: Percentage of styles with complaints and/or defects.
- Performance: Performance regarding design and fit approvals sent and worked on time according to Production calendars.

The aim of Liverpool and Private Labels is to create a continuous improvement process in the field of quality, prices and delivery times to increase our productivity. This assessment was created to share our strategic objectives and improve our collaboration. As commercial partners, we expect from you to take the appropriate actions to accomplish our goals.

PRE PRODUCTION SAMPLE

- 1) Looking forward to reduce cancellations and work on a win-win business relationship we request all vendors to send **ALL** Pre-Production samples 60 days before shipment in order to have the released approval to be able to deliver goods to our forwarder. Liverpool is adjusting the approval process to meet this dead line.

FITS

- 2) We still need to improve our performance on fit approval on both sides, this issue is of main concern|

QUALITY

- 3) We also want to inform you that we will implement
 - a) A quality inspection on factories/ forwarder. The aim is to detect quality problems on time avoiding/reducing the amount of claims which have been harmful for all.
 - b) A quality inspection on sales floor, at least 2 month after the styles reaches the floor.
(In Process)

The following are the results of ASIAMEX for the season Fall Winter 14

Section / Brands	Performance 30%	Gross Margin 70%	Final Evaluation
553 LIEB	33%	33%	66%
521 PETITE	19%	56%	75%
557 PIA KASSAVA	26%	78%	104%
444 JUST 4 BOYS	16%	76%	92%
466 JUST 4 GIRLS	21%	67%	88%
456 JUST 4 BOYS SPORTS	21%	71%	92%
486 JUST 4 GIRLS SPORTS	16%	68%	84%
271 JBE	24%	57%	80%
242 JBE EXTRA SIZE	27%	71%	98%
205 X10	7%	70%	77%
251 That's IT MEN	16%	55%	71%

LMP – 10 – Evaluation Letter Example

450 That's IT BOYS	16%	76%	92%
469 That's IT GIRLS	18%	79%	97%
540 That's IT JUNIORS	20%	45%	65%
		AVERAGE	84%

NOTES:

- 1.- Need to improve on deliveries and performance in general, need to follow time and action according to each brand.
- 2.- Need to improve on costing
- 3.- On fabric quality we need to have same fabric as approved on confirmation

As a result of the low margin on sections 540 and 251, the team decided to reduce styles we encourage you to improve on these sections.

Asiamex did improve on:

- a) Costings
- b) Better presentation and fabric options

Thank you for your cooperation and understanding in this matter.

Felipe Suberville
Private Labels Director

Vendor Handbook

LMP – II – Production Detail

Production Detail is the purchase order confirmation for vendors. On this document, information about Brand, Season, Style number, description of the style, composition of the style, price, terms of payments, delivery date, cancel date, no. of supplier, P.O. number, Liverpool Private Labels Contact, Buyer contact, colors, size range, quantities and other comments are included.

[illegible]

LMP – I2 – Technical Evaluation LMP – I2.01 – Initial Size Spec I



SPRING-SUMMER 2015 INITIAL SPEC JUST 4 GIRLS 466

STYLE:
DESCRIPTION :
MAIN FABRIC COMPOSITION:

J4G15-994MZ
2 PC: PRINTED SLEEVELESS TUNIC AND LEGGING
100% VISCOSE/92% COTTON 8% ELASTANE

DELIVERY DATE

JUNE / 13 / 2014

SAMPLE REQUESTED

1st FIT

SIZES REQUESTED:

X

4, 8

SENT BY: LUZ CANDIA

	TUNIC	4	6	8	10	12
CODE 1	High Point Shoulder Length - Front	18 1/2	20 1/2	21 1/2	22 1/2	23 1/2
CODE 1WHP	High Point Shoulder to Waist Imaginary Line	10	11	12	12 1/2	13 1/4
CODE 6 (BT, 6W)	Neck Width (Inside Edge)	6 1/4	6 3/4	7	7 1/4	7 1/2
CODE 7	Front Neck Drop - From Imaginary Line	3 3/8	3 5/8	3 3/4	3 7/8	4
CODE 15 (S and D)	Across Shoulder	8 3/4	9 1/2	9 7/8	10 3/8	10 7/8
CODE 16MA	Across Chest - Middle of Armhole	7 1/2	8 1/4	8 5/8	9 1/8	9 5/8
CODE 20	Bust/Chest - At Armhole point	11 1/4	12 1/4	13 1/2	14 1/4	15
CODE 21R	Waist Circumference Relaxed	10 1/2	11 1/2	12 3/4	13 1/2	14 1/4
CODE 23R	Sweep Circumference - Relaxed-At Joining Seam	13 5/8	14 7/8	16 3/8	17 1/4	18 1/8
CODE 8	Back Neck Depth - From Imaginary Line	1 1/2	1 1/2	1 1/2	1 1/2	1 5/8
CODE 17MA	Across Back - Middle of Armhole	7 1/4	8	8 3/8	8 7/8	9 3/8
CODE 24S	Armhole - Straight	4 3/4	5 1/4	5 3/4	6	6 3/8
CODE 10	Neck Opening Circumference (Minimum Neck Stretched)	10 3/4	10 3/4	11	11 1/4	11 1/4

STYLING DETAILS

CODE 59	Binding Width	5/16	5/16	5/16	5/16	5/16
CODE 58H	Hem Height	5/8	5/8	5/8	5/8	5/8

JEGGING

		4	6	8	10	12
CODE 120	Waist Circumference - Top Edge	8 3/4	9 3/4	11	11 3/4	12 1/2
CODE 124HP	Hip High Position Upper Crotch	3 1/8	3 5/8	4 1/4	4 5/8	5
CODE 124	High Hip Circumference (3 Point)	9 3/4	10 3/4	12	12 3/4	13 1/2
CODE 129FT	Front Rise - Top of Waistband	6 1/8	6 5/8	7 1/4	7 5/8	8
CODE 136	Thigh Circumference at crotch	6	6 5/7	7 1/2	8	8 3/5
CODE 139 (A, C, K, MS, SS)	Inseam	14	17	21	22 1/2	24
CODE 139K	Knee Position	7 1/4	8 3/4	10 1/2	10 3/4	11
CODE 137	Knee Circumference	4	4 1/4	4 5/8	4 6/7	5 1/6
CODE 138(L,C,S)	Leg Opening	3 1/8	3 1/4	3 1/2	3 5/8	3 3/4
CODE 129BT	Back Rise - Top of Waistband	9 1/8	9 5/8	10 1/4	10 5/8	11 1/8

STYLING DETAILS

CODE 123	Waistband height	1	1	1	1	1
CODE 145	Bottom Hem Height	1/2	1/2	1/2	1/2	1/2

LMP – 12.02 – Fit Review and Comments I



SPRING-SUMMER 2015
FIT EVALUATION
JUST 4 GIRLS

PLEASE SCROLL DOWNWARD TO FIND FULL COMMENTS



STYLE: JIG15-994M2
DESCRIPTION: 2 PC: PRINTED SLEEVELESS TUNIC AND LEGGING
MAIN FABRIC COMPOSITION: 100% VISCOSE/92% COTTON 8% ELASTANE
PACKAGE DATE: SEPT / 11 / 2014
FIT RECEPTION DATE: SEPT / 23 / 2014
STATUS: **REJECTED**
SAMPLE REQUESTED: 2nd FIT
PP SAMPLE: **4, 6**
SIZES REQUESTED: **4, 6**

SENT BY: LUZ CANOIA

TUNIC		4	6	8	10	12	SIZE 4	SIZE 6	Tolerance +/-
CODE 1	High Point Shoulder Length - Front	19 1/2	20 1/2	21 1/2	22 1/2	23 1/2	RECTIFY	17 1/2	1/2
CODE 19HP	High Point Shoulder to Waist Imaginary Line	18	11	13	12 1/2	13 1/4	APPROVED	18	1/4
CODE 4 (ET, 8M)	Neck Width (Inside Edge)	6 1/4	6 3/4	7	7 1/4	7 1/2	APPROVED	6 1/4	1/4
CODE 7	Front Neck Drop - From Imaginary Line	3 3/8	3 5/8	3 3/4	3 7/8	4	APPROVED	3 1/2	1/8
CODE 13 (S and D)	Across Shoulder	8 3/4	9 1/2	9 7/8	10 3/8	10 7/8	APPROVED	8 5/8	3/8
CODE 18MA	Across Chest - Middle of Armhole	7 1/2	8 1/4	8 5/8	9 1/8	9 5/8	APPROVED	7 1/2	3/8
CODE 20	Bust/Chest - At Armhole point	11 1/4	12 1/8	13 1/2	14 1/8	15	APPROVED	11 1/4	3/8
CODE 21R	Waist Circumference Relaxed	13 3/4	14 1/4	15	16 1/4	17 1/2	RE-GRADING	10 7/8	1/8
CODE 121C	Sweep - Along Curve	24	26	28	29 1/2	30 1/2	NEW	18 3/4	1/8
CODE 8	Back Neck Depth - From Imaginary Line	1 1/2	1 1/2	1 1/2	1 1/2	1 5/8	APPROVED	1 3/8	1/8
CODE 17MA	Across Back - Middle of Armhole	7 1/4	8	8 5/8	8 7/8	9 3/8	APPROVED	7	3/8
CODE 24S	Armhole - Straight	4 3/4	5 1/4	5 3/8	6	6 3/8	APPROVED	4 5/8	1/4
CODE 16	Neck Opening Circumference (Minimum Neck Stretched)	10 3/4	10 3/4	11	11 1/4	11 1/4	APPROVED	11 3/4	1/4

STYLING DETAILS

CODE	DESCRIPTION	4	6	8	10	12	SIZE 4	SIZE 6	Tolerance +/-
CODE 39	Binding Width	5/16	5/16	5/16	5/16	5/16	APPROVED	5/16	1/16
CODE 39H	Hem Height	5/8	5/8	5/8	5/8	5/8	APPROVED	3/4	1/8

LEGGING		4	6	8	10	12	SIZE 4	SIZE 6	Tolerance +/-
CODE 13R	Waist Circumference - Top Edge	8 3/4	9 3/4	11	11 3/4	12 1/2	APPROVED	9	3/8
CODE 13HP	Hip High Position Upper Crotch	3 1/8	3 5/8	4 1/4	4 5/8	5	APPROVED	3 1/8	8
CODE 13H	High Hip Circumference (3 Point)	9 3/4	10 3/4	12	12 3/4	13 1/2	APPROVED	8 1/2	3/8
CODE 129T	Front Rise - Top of Waistband	5 5/8	5 1/8	5 3/4	7 1/8	7 1/2	RE-GRADING	6 5/8	1/4
CODE 136	Thigh Circumference at crotch	6	6 5/7	7 1/2	8	8 3/5	RECTIFY	6 5/8	1/4
CODE 138 (A, C, K, MS, SS)	Inseam	14	17	20	22 1/2	24	APPROVED	14 1/4	3/8
CODE 138K	Knee Position	7 1/4	8 3/4	10 1/2	10 3/4	11	APPROVED	7 1/4	1/4
CODE 137	Knee Circumference	4	4 1/4	4 5/8	4 6/7	5 1/8	APPROVED	4	1/8
CODE 136L(C, S)	Leg Opening	3 1/8	3 1/4	3 1/2	3 5/8	3 3/4	APPROVED	3	1/8
CODE 129RT	Back Rise - Top of Waistband	8 5/8	9 1/8	9 3/4	10 1/8	10 5/8	RE-GRADING	9 5/8	1/4

STYLING DETAILS

CODE	DESCRIPTION	4	6	8	10	12	SIZE 4	SIZE 6	Tolerance +/-
CODE 123	Waistband height	1	1	1	1	1	APPROVED	1	1/8
CODE 14S	Bottom Hem Height	3/4	3/4	1/2	3/4	3/4	APPROVED	3/4	1/8

FIT COMMENTS

PLEASE ADJUST PATTERN ACCORDING TO ABOVE CHART AND CHECKLIST COMMENTS
BENEFIT PATTERN AS SELLER ON BELOW SQUARE







WORKMANSHIP COMMENTS








PICTURES




PLEASE RECTIFY TAIL SHAPE AND LEVEL ACCORDING WITH ARROW MARK FROM WAISTLINE
SMOOTH OUT SEAM SHAPE, FOLLOW ABOVE CHART ADJUSTMENTS
E.G. SIZE "6" rectify RE-GRADING BY DEGREES SMALLER SIZES AND LARGER ONES



LMP – 12.03 – Body Forms I

BRAND	MARKET	SIZE RANGE	SUGESTED SIZE	LIVERPOOL CODE	MODEL	PICTURE
MON CARAMEL	INFANTS	00, 0, 3, 6, 12, 18, 24, 3-6, 6-12, 12-18, 18-24	NEW BORN	LPO-LJIFNYBN-11110-LF	Newborn Full Form	
MON CARAMEL	INFANTS	00, 0, 3, 6, 12, 18, 24, 3-6, 6-12, 12-18, 18-24	6	LPO-LJIF006M-11110-LF	Infant 6M Full Form	
MON CARAMEL	INFANTS	00, 0, 3, 6, 12, 18, 24, 3-6, 6-12, 12-18, 18-24	12	LPO-LJIF012M-11110-LF	Infant 12M Full Form	
JUST 4 KIDS	TODDLERS	1, 2, 3, 3X	2	LPO-LJBG0003-11110F	Boy Girl 2 Full Form	
JUST 4 KIDS	TODDLERS	1, 2, 3, 3X	3	LPO-LJBG0003-11110F	Boy Girl 3 Full Form	
THAT'S IT, JUST 4 GIRLS, JUST 4 BOYS	CHILDRENS	4 A 18	5	LPO-LJBG0005-11110F	Boy Girl 5 Full Form	

THAT'S IT, JUST 4 GIRLS, JUST 4 BOYS	CHILDRENS	4 A 18	8	LPO-GGL0008- 1110-GF	Girl 8 Full Form	
THAT'S IT, JUST 4 GIRLS, JUST 4 BOYS	CHILDRENS	4 A 18	10	LPO-BBY0010- 1110-BF	Boy Regular 10 Full Form	
THAT'S IT, JUST 4 GIRLS, JUST 4 BOYS	CHILDRENS	4 A 18	16	LPO-GGL0016- 1110-GF	Girl 16 Full Form	
THAT'S IT, MAP	JUNIOR	TOPS: ECH, CH, M, G, EG BOTTOMS: 1, 3, 5, 7, 9, 11/2, 4, 6, 8, 10, 12	7	LPO-WJR007H- 1110-WF	Alvanon Standard Global Junior 7 Full Form (With Head)	
LIEB, PETITE, ONE TO NINE	LADIES	PARTES ALTAS: CH, M, G, EG, PARTES BAJAS: 32, 34, 36, 38, 40	8	LPO-WMS008B- 1110-WF	Alvanon Standard Missy Miss 8 Full Form	
LIEB, PETITE, ONE TO NINE	LADIES	PARTES ALTAS: CH, M, G, EG, PARTES BAJAS: 32, 34, 36, 38, 40	12	LPO-WMS012B- 1110-WF	Alvanon Standard Missy Miss 12 Full Form	
PIA KASSAVA, SÖY	LADIES PLUS SIZES	PARTES ALTAS: 1X (14- 16), 2X (18-20), 3X (22-24) PARTES BAJAS: 14, 16, 18, 20, 22, 24	18	LPO-WPL0018- 1110-WF	Alvanon Standard Plus 18 Full Form	

THAT'S IT	YOUNG MENS	PARTES ALTAS: CH, M, G, EG PARTES BAJAS: 28, 29, 30, 32, 34, 36	38	LPO-MMN0038- 1110-MF	Alvanon Standard Men 38 Full Form	
JBE, REGENT STREET	MENS	PARTES ALTAS:CH, M, G, EG. PARTES BAJAS: 30, 32, 34, 36, 38,40	40	LPO-MMN0040- 1110-MF	Alvanon Standard Men 40 Full Form	
JBE	MENS PLUS	PARTES ALTAS: 1X, 2X, 3X PARTES BAJAS:36, 38, 40, 42, 44, 46, 48	48	LPO-MMN0048- 1110-MF	Alvanon Standard Men 48 Full Form	
ONE TO NINE	MATERNITY				MATERNITY BELLY FOR 3, 6 & 9 MONTHS	

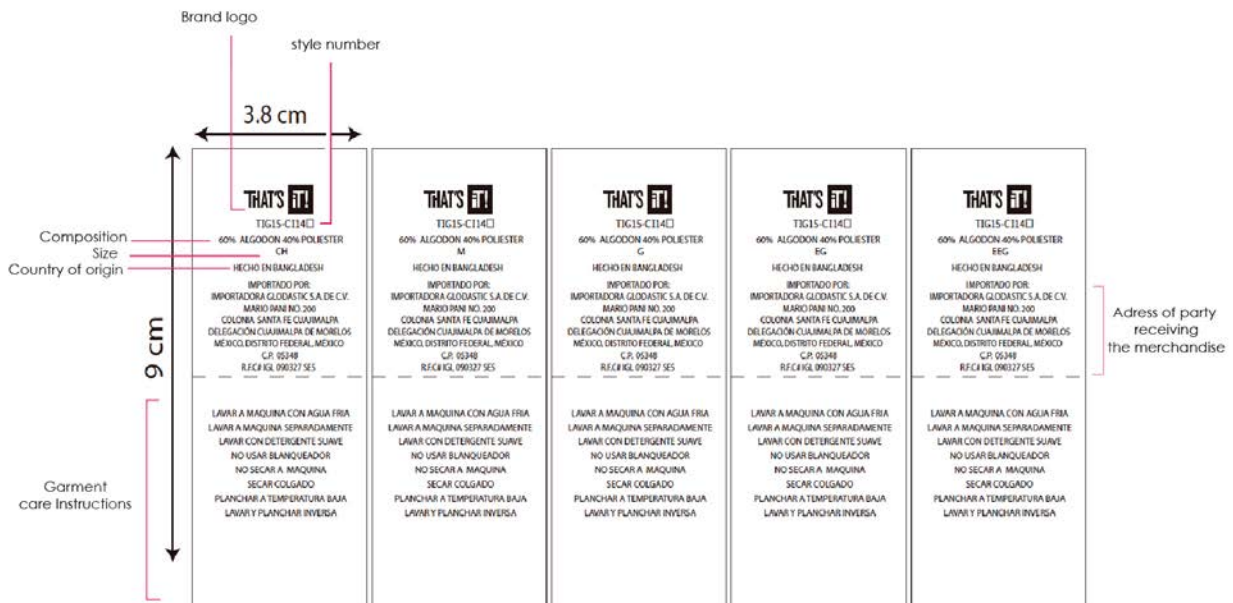
LMP – 12.04 – Alvanon Contact List

Alvanon, Inc
145 W. 30th St., 10th Floor
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www.alvanon.com

Juliana Valencia
Business Developer Latin America
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T: 212.868.4318 ext 135

Frederick Magner
Regional Director Americas
T: 212.868.4318 x 113
F: 212.868.4319
M: 646.207.8137
fred.magner@alvanon.com

LMP - 13 – Labeling



NOTE: Care Instructions need to be reviewed with Import Department, and each brand has his own requirement

LMP - 14 - Defective Product Quality Notification Form (PQN Form)

LMP - 15 - Product Inspection Master Package (PIMP)

LMP –16 - Third Quality Inspection Process

Vendor Handbook

LMP - 17 - Master Private Labels Contact List

PRIVATE LABELS LIVERPOOL SPRING SUMMER 16/ SOFT LINES DIVISION

MARCA	CODIGO	SECCION	GERENTE DE MARCA	COORDINADOR DE PRODUCTO	COORDINADOR DE DISEÑO	DISEÑADOR JR.	ESPECIALISTA TECNICO
BRAND	CODE	DIVISION	BRAND MANAGER	PRODUCT COORDINATOR	DESIGN COORDINATOR	JR DESIGNER	TECHNICAL SPECIALIST
THAT'S IT	251	JUVENILES/YOUNG MENS	DIANA HERNANDEZ	JOSUE CASTRO	SOFIA SUAREZ	SADIE TRIGUEROS	CARMEN VALENTIN
THAT'S IT	450	COLECCIONES NIÑO/ BOYS COLLECTION	DIANA HERNANDEZ	JOSUE CASTRO	SOFIA SUAREZ	SADIE TRIGUEROS	CARMEN VALENTIN
THAT'S IT	540	JUNIORS	DIANA HERNANDEZ	JOSUE CASTRO	SOFIA SUAREZ	SADIE TRIGUEROS	CARMEN VALENTIN
THAT'S IT	469	COLECCIONES NIÑA/GIRLS COLLECTION	DIANA HERNANDEZ	JOSUE CASTRO	SOFIA SUAREZ	SADIE TRIGUEROS	CARMEN VALENTIN
THAT'S IT	441	ROPA INTERIOR NIÑOS/BOYS UNDER	DIANA HERNANDEZ	JOSUE CASTRO	SOFIA SUAREZ	SADIE TRIGUEROS	CARMEN VALENTIN
THAT'S IT	473	LENCERIA NIÑAS/GIRLS UNDER	DIANA HERNANDEZ	JOSUE CASTRO	SOFIA SUAREZ	SADIE TRIGUEROS	CARMEN VALENTIN
JBE	271	INFORMALES/MENS	XIMENA CALERO	ADRIANA CRUZ	ANNIE MONTOYA	N/A	MARIO CHAVARRIA
JBE PLUS SIZES	242	TALLA XTRA/PLUS MENS	XIMENA CALERO	ADRIANA CRUZ	ANNIE MONTOYA	N/A	MARIO CHAVARRIA
REGENT STREET	271	INFORMALES/MENS	XIMENA CALERO	ADRIANA CRUZ	ANNIE MONTOYA	N/A	MARIO CHAVARRIA
PIQUE NIQUE	444	NIÑOS/BOYS	XIMENA CALERO	FERNANDA ESQUERRA	SANDRA PATRICIA DE TERESA	MARIANA VALENZUELA	LUZ DEL CARMEN PEREZ
PIQUE NIQUE	466	NIÑAS/GIRLS	XIMENA CALERO	FERNANDA ESQUERRA	SANDRA PATRICIA DE TERESA	MARIANA VALENZUELA	LUZ DEL CARMEN PEREZ
PIQUE NIQUE	470	VESTIDOS/GIRLS DRESSES	XIMENA CALERO	FERNANDA ESQUERRA	SANDRA PATRICIA DE TERESA	MARIANA VALENZUELA	LUZ DEL CARMEN PEREZ
PIQUE NIQUE	454	DEPORTIVO NIÑO/BOYS LEISURE	XIMENA CALERO	FERNANDA ESQUERRA	SANDRA PATRICIA DE TERESA	MARIANA VALENZUELA	LUZ DEL CARMEN PEREZ
PIQUE NIQUE	486	FIN DE SEMANA NIÑA/GIRLS LEISURE	XIMENA CALERO	FERNANDA ESQUERRA	SANDRA PATRICIA DE TERESA	MARIANA VALENZUELA	LUZ DEL CARMEN PEREZ
X10	205	DEPORTIVO/ SPORTS WEAR MENS & LADIES	XIMENA CALERO	FERNANDA ESQUERRA	SANDRA PATRICIA DE TERESA	MARIANA VALENZUELA	MARIO CHAVARRIA
X10	454	DEPORTIVO NIÑO/BOYS SPORTS	XIMENA CALERO	FERNANDA ESQUERRA	SANDRA PATRICIA DE TERESA	MARIANA VALENZUELA	LUZ DEL CARMEN PEREZ
X10	486	FIN DE SEMANA NIÑA/GIRLS SPORT	XIMENA CALERO	FERNANDA ESQUERRA	SANDRA PATRICIA DE TERESA	MARIANA VALENZUELA	LUZ DEL CARMEN PEREZ
PETITE STUDIO	521	PETITE	URIEL HERNANDEZ	ARGELIA URIBE	CECILIA COROMINAS	ERIKA MILLAN	LIZBETH GOMEZ ZACARIAS
LIEB	553	SEPARADOS/LADIES	URIEL HERNANDEZ	ARGELIA URIBE	CECILIA COROMINAS	ERIKA MILLAN	LIZBETH GOMEZ ZACARIAS
ONE TO NINE	544	MATERNIDAD/MATERNITY	URIEL HERNANDEZ	ARGELIA URIBE	CECILIA COROMINAS	ERIKA MILLAN	LIZBETH GOMEZ ZACARIAS
SOY	557	TALLAS GRANDES/WOMENS PLUS SIZES	URIEL HERNANDEZ	ARGELIA URIBE	CECILIA COROMINAS	ERIKA MILLAN	LIZBETH GOMEZ ZACARIAS
PIA KASSAVA	557	TALLAS GRANDES/WOMENS PLUS SIZES	URIEL HERNANDEZ	ARGELIA URIBE	CECILIA COROMINAS	ERIKA MILLAN	LIZBETH GOMEZ ZACARIAS
MAP	545	MISSY	URIEL HERNANDEZ	ARGELIA URIBE	CECILIA COROMINAS	ERIKA MILLAN	LIZBETH GOMEZ ZACARIAS
MON CARAMEL	419	ACCESORIOS BEBES/BABIES ACCESORIES	SERGIO ROSALES	ADRIANA GUTIERREZ	MARISA CAMACHO	MARIANA SANCHEZ	KARLA BONILLA
MON CARAMEL	421	BEBES/LAYETTE	SERGIO ROSALES	ADRIANA GUTIERREZ	MARISA CAMACHO	MARIANA SANCHEZ	KARLA BONILLA
MONA CARAMEL	436	INFANTES/INFANTS	SERGIO ROSALES	ADRIANA GUTIERREZ	MARISA CAMACHO	MARIANA SANCHEZ	GIOVANNA VERA
MON CARAMEL	438	TODDLERS/INFANTS	SERGIO ROSALES	ADRIANA GUTIERREZ	DIANA GOMEZ	N/A	TANIA URIBE

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