



Ref:-

Our Scope:

- Product Sourcing
- Product Development
- Price Negotiation and Verification
- Order Follow-up / Merchandising
- Quality Control / Quality Assurance
- Logistics and Post-Shipment Follow Ups
- Social & Technical Compliances

Product Development:

We at Fashion Trade BD look forward to satisfying newly defined customers by providing them with what they need.

Price Negotiation and Verification:

Our price negotiation techniques offer a market-competitive price range for the inquiries we receive. Our highly knowledgeable technical staff are focused at working hand in hand with the factories towards obtaining a fair and reasonable price, negotiated to the mutual benefit of all concerned.

Order Follow-up / Merchandising:

At Fashion Trade BD, we use an all-encompassing process to gain success in our operations. This includes the Time and Action Plan (TNA).

Quality Control / Quality Assurance:

During the decades that we have been serving our respective companies, we have sharpened our knowledge of quality system consisting of articles, methods and product checks. All the factories we work with have also acquired the latest technologies like computerized quality control and feedback process creating quality consciousness among our work force and we have every intention to maintain this facility.

Logistics and Post Shipment Follow Ups

Our services do not end with mere completion of transportation activities but beyond. We provide liaison between shippers and customers in the post shipment documentation, documents transfer, order follow-up, arrangement of temporary warehousing if needed, marketing, numbering insurance brokerage etc.

HOW TO HANDLE FIRST ORDER

❖ FIRST NEED TO TAKE ORDER FILE (FULL FIL UP)

❖ FOLLOW THE BELLOW POINTS WHICH ON NEED INSIDE THE FILE

- PO SHEET
- SALES CONTRACT
- QC REPORT- 01
- OK MC
- SKETCH FOR MEASUREMENT
- STUFFING SHEET
- BUYER COMMENTS
- OK LAP DIP
- SRINKAGE/TWISTING/AZO TEST REPORT
- APPROVAL SAMPLE COMMENTS
- COUNTRY BLOCK SHEET
- SHIPPING MARK (MUST BE ORIGINAL)
- SIDE MARK
- CARTON MEASUREMENT
- BARCODE STICKER OF CARTON
- PRIORITY SHEET
- ALL KIND'S OF ACCESSORIES LAYOUT
- APPROVED TRIM'S
- STYLING INSTRUCTION/STYLING DESCRIPTION IN SKETCH.
- PRINT & EMBROIDERY APPROVED PAPERS/COMMENTS (STRIKE OFF/MOCK-UP)

❖ BUYER APPROVAL SAMPLE (WITH SEAL & SIGN.)

❖ FABRIC SWATCH CARD APPROVAL FROM STA FASHION AVENUE OFFICE.

❖ NEED MAIL COPY FOR ANYTHING APPROVED BY MAIL OR HAVE ANY COMMENTS IT S/B

ATTACHED FILE.

❖ NEED MEASUREMENT BLANK SHEET AGAINST THOSE ORDERS.

❖ QC REPORT-2 BLANK SHEET

❖ WORKING PROCEDURE

WHEN WE REACHED THE FACTORY---

- FIRST WE MEET WITH CONCERN MERCHENDISER OF FACTORY
- THEN WE CALL FACTORY'S ALL KEY PERSON SUCH AS (ED, PD, GM, QM, PM, FM, CM, IF NEED ANY MORE) TO EXPLAIN THEM ABOUT OUR COMPANY WORKING PROCEDURE, COMPANY SYSTEM, HOW TO MAKE A GOOD QUALITY GARMENTS FOR DUE TIME SHIPMENT.
- AFTER THAT WE GO TO DYING SECTION (DYING COMPLETE FABRICS PLACE) TO CHECK THE FABRICS ACTUAL SITUATION. ALSO, CHECK THE FABRICS SHADE, GSM, SRINKAGE, TWISTING, QUALITY, HANDFEEL.
- IF EVERYTHING IS OK THEN WE SUGGEST THEM FOR **SIZE SET** CUTTING PER COLOR PER SIZE 10 PCS.
- IN THE MEAN TIME WE MAKE COLOR WISE **DUMMY** AND SEND THE STA FASHION OFFICE FOR ALL TEST.
- AFTER COMPLETE THE SIZE SET THEN THEY (FACTORY) CALL US FOR **PP. MEETING**. OUR TEAM (OUR FOLLOW-UP QC, CONCERNED MERCHANDIZER, SAMPLE TECHNICIAN AND QM) & FACTORY'S ALL KEY PERSON ATTENDS PP MEETING.
- IN THE MEAN TIME WE CHECK QUALITY, MEASUREMENT AND STYLING ALL SIZE SET GOOD'S.
- AFTER COMPLETE THE CHECKING AND MEASUREMENT, IF WE FIND ANY PROBLEM THEN SORT- OUT IT AND EXPLAIN THEM (FACTORY) ABOUT THOSE PROBLEM SO THAT IT NEVER HAPPEN AGAIN.
- PP MEETING MEAN'S PRE-PRODUCTION MEETING. AFTER COMPLETE THE PP. MEETING, WE ADVISE THEM FOR **TRAIL CUTTING**.
- THAT TIME ALSO WE MAKE COLOR WISE DUMMY AND SEND TO OUR OFFICE FOR **ALL TEST**.
- WHEN PP MEETING IS COMPLETED, THEN FACTORY MAKES 1% GARMENTS FROM ACTUAL ORDER QUANTITY AND CHECK ALL EVERYTHING (MEASUREMENT, FITTING, SRINKAGE, TWISTING, GSM) AND COMUNICATE WITH WORK REALATED PERSONS (FITTING, MEASUREMENT) MATTERS COMMUNICATE WITH TECHNICAL PEOPLE (FASHION WORLD BD) AND ANY FABRICS ISSUE COMMUNICATE WITH FABRICS REALATED PEOPLE (FASHION WORLD BD).
- IF ALL TEST AND TRAIL CUTTING OK AND WE ARE SATISFIED ABOUT QUALITY, THEN GO FOR **BULK**.
- WHEN THEY (STA FASHION) START BULK PRODUCTION THAT TIME WE TAKE EVERY ROLL FAB: FROM EACH BAISE FOR FABRICS SHADE, GSM, SRINKAGE, TWISTING, QUALITY, HANDFEEL AND ALSO MAKE SOME DUMMY COLOR WISE AND SEND TO STA FASHION OFFICE FOR ALL TEST.
- WE HAVE TO CHECK E-MAIL CORRESPONDING BEFORE QUIT THE FACTORY.

❖ HOW TO TAKE PREPARATION FOR 20% GOODS INSPECTION

- BEFORE **20% GOODS** INSPECTION, WE NEED **5% GOODS** AROUND THE TOTAL ORDER. THIS GOOD'S M/B PASSED ALL THE TEST ALSO GSM, TWISTING, SHRINKAGE, AND WHEN THEY (FACTORY) START SEWING, IT'S M/B SEPARATELY STITCHING, DON'T MIXED UP WITH RUNNING PRODUCTION.
- WHEN THE PRODUCTION IS RUNNING, WE NEED READY GOODS SEND TO OUR FASHION WORLD BD OFFICE FOR **TEST AFTER ONE DAY BY ONE DAY**
- BEFORE RUNNING THE BULK PRODUCTION, ALL RAW MATERIALS/ACCESSORIES SEND TO THE FASHION WORLD BD OFFICE FOR TEST AND APPROVAL.
- AND IF ANY PRINT HAVE ON GARMENTS, IT'S ALSO NEED TO SEND FASHION WORLD BD OFFICE FOR TEST AFTER 1 DAY OR 2 DAY
- IF ANY PROBLEM FOUND FOR ANY TESTING ISSUES, IMMEDIATELY STOP THE PRODUCTION AND INFORM OUR REPORTING BOSS.

❖ EVERY DAY WORK PROCEDURE

- FIRST WE TAKE PRODUCTION REPORT AND T&A PLAN THEN SEND IT TO DEPARTMENT HEAD AND CC CONSULT MERCHANDISER, QC MANAGER BY MAIL.
- THEN WE GO TO THE SEWING LINE TO SEE THE PRACTICAL WORK, AFTER THAT WE GO TO THE FINISHING SECTION FOR QUALITY CHECKING.
- WHEN FINISHING FINAL QUALITY INSPECTOR PASSED THE GARMENTS (**FINAL QC PASSED**), **WE MAKE INLINE INSPECTION RANDOMLY AFTER EVERY 2 (TWO) HOURS FROM QC PASSED GARMENTS (BEFORE FOLDING)**, IF WE FIND NOTHING OR TOLERABLE GARMENTS THEN START THE FOLDING FOR PACKING. BUT, IF YOU FIND ANY PROBLEM OR NON TOLERABLE GARMENTS FROM OUR RANDOM INSPECTION, THEN WE TRY TO SOLVE THE PROBLEM BY OURSELF. IF WE ARE FAILOR FROM OUR SIDE, SO DIRECTLY CALL TO OUR REPORTING BOSS FOR SOLUTION OF THE PRESENT PROBLEM.
- WHEN STARTING THE CARTONING, WE MUST CHECK THE ASSORTMENT.
- WE MUST BE MAKE OUR INLINE INSPECTION REPORT AND SEND TO FACTORY KEY PERSON AND CC INLINE MANAGER, DEPARTMENT HEAD, CONSULT MERCHANDISER BY MAIL (**DAILY BASIS**).
- WE MUST BE KEEP THE DOCUMENTS OF OUR OWN FILE (PRODUCTION REPORT, INLINE INSPECTION REPORT) BY OUR-SELF WITH THE FACTORY KEY PEOPLE SIGN AND SEAL.
- EVERY DAY, AT MORNING BEFORE LUNCH (MINIMUM 2 "TWO" TIMES) MUST BE CROSS CHECK THE BULK GARMENTS WITH THE APPROVAL SAMPLE AND AFTER LUNCH DOING PAPERS WORK WITH THE BULK GARMENTS.

❖ SEE BELOW ABOUT SOME PROBLEM—

CRITICAL

- SHARP EDGES OF ACCESSORIES (RISK OF INJURY)
- BROCKEN NEEDLE (RISK OF INJURY)
- RUSTY PINS (RISK OF INJURY)
- INSECT
- BLOOD STAIN

MAJOR

- HOLE DAMAGE
- DAMAGE STITCH
- SKIP STITCH
- BIG SPOT
- SHADE DIFFERENCE-3
- OPEN SEAM
- CHALK MARK
- DEFECTIVE TRIMMING
- SCRATCH AT FRONT SIDE (5 CM OVER)
- ZIPPER DIFFECTS
- SIZE DIFFERENCE
- NEEDLE HOLE
- PUCKERING
- FABRICS NO STRENGTH
- BARTEK DIFFECT

MINOR

- UNCUT THREAD
- LABLE SLANTED
- UP-DOWN
- NEEDLE MARK
- RAW EDGE
- OUTSIDE TWIST
- GRADING SEAM
- IRREGULAR THREAD TENSION
- UNEVEN
- FLY YARN
- SCRATCH
- DIRTY
- IRON PROBLEM
- PILLING
- SMALL SPOT