

SPOTLIGHT

**Dress &
Quilting Fabric
Packaging
Guide**

Updated May 2016

1. Bolt/ROT Fabric Requirements for Dress Apparel & Quilting Fabrics

- Fabric that is purchased on cardboard bolts must be neatly folded onto the bolts face out.
- All bolts must meet the “Standard Put Up” as specified on the buyers work sheet, or be marked as a Non Standard Put Up (Non Standard Put Up requirements are detailed below)
- All bolts must be wrapped in plastic (poly bagged/wrapped) which is between 33-35 micron High Density Polyethylene (HDPE). The outside plastic wrapping must be secured and sealed at both ends to protect while in transit. Board end labels for Double Blocked Fabric, and ROT rolls must be clearly legible within the poly bag. A manufacturers label must be also visible on the bolt or tube as shown below. A separate Article Number sticker must also be adhered to the cardboard tube and on the reverse side of a Double Blocked Fabric Bolt from that which houses the “Care Label Sticker”.



P1: Care Label Swing Ticket



P2: Article Number Sticker



P3: Manufacturer's Label

- Bolt fabric must not have seams, staples, metal or plastic clips, pins, glue or tape
- Bolt fabric must be tightly rolled on a bolt to reduce supply chain errors and to ensure proper presentation at the Store.

2. Cardboard Bolt Specifications—Double Blocked Fabric

- Boards must be made of cardboard that meets an Edge Crush Test of at least .40 ECT
- The board facing which houses the “Care Label Sticker” on one side and the Article Number Sticker on the other side must be a minimum of 2.54 cm (1”) in height and 19cm wide for quilting (7.5”)(American Craft Prints) and 20cm (7.9”) wide for Dress & Apparel Fabrics.

<u>Fabric Width</u>	<u>Board Length</u>	<u>Acceptable Core Weight Range (Board Only)</u>
less than 102 cm (40")	Consult Buyer	Consult Buyer
102 cm - 116 cm (40" - 46")	58.5 cm board (23")	180 grams - 227 grams (.40lb - .50 lb)
117 cm - 131 cm (46.1" - 52")	66 cm board (26")	227 grams - 272 grams (.50lb - .60lb)
132 cm -142 cm (52.1" - 56")	71 cm board (28")	227 grams - 272 grams (.50lb - .60lb)
Fleece & Polar Fleece	73.5 cm board (29")	236 grams - 281 grams (.52lb - .62lb)
142.5 cm - 158 cm	79 cm board (31")	250 grams - 295 grams (.55lb - .65lb)
Greater than 158 cm	Consult Buyer	Consult Buyer

2. Cardboard Bolt Specifications—Double Blocked Fabric (Continued)

- Some heavier weight fabrics may require a “box” style board. This requirement will be identified by your Buyer.
- **ALL Boards** for a particular fabric range (regardless of colour) and for subsequent and repeat orders must contain a consistent board length and weight. For example if the initial order contains a 58.5 cm board with a board weight of 190 grams all subsequent articles for the same range must be on a 58.5 cm board with a board weight of 190 grams.
- Exact correct information in terms of “core weight” must be supplied to the Buyer on article registration sheet to enable orders to be raised. Deviation from the value provided can not be accepted.

3. Cardboard Tube Specifications—ROT Fabric

- Inside Tube diameter must be at least 4 cm (1.6”)
- Tube length must not exceed 165 cm in total
- Tube length must be a minimum of 2.5cm (1”) longer than the fabric edge to enable the “care label swing ticket” to be attached and the “article number sticker” to be adhered and visible at the bolt end.
- Tubes must be made of cardboard containing a .32 cm wall (.125”)
- **ALL Tubes** for a particular fabric range (regardless of colour) and for subsequent and repeat orders must contain a consistent board length and weight. For example if the initial order contains a 145 cm tube with a tube weight of 454 grams all subsequent articles for the same range must be on a 145 cm tube with a tube weight of 454 grams.
- Exact correct information in terms of “core weight” must be supplied to the Buyer on article registration sheet to enable orders to be raised. Deviation from the value provided can not be accepted.

4. Non Standard Double Blocked Bolt/ROT Specifications

- If the number of metres on the bolt or tube is not equal to the number of metres printed on the care label swing ticket or bolt end sticker, it is your responsibility to cross out the standard metreage and to write over the metreage with the correct fabric length and use a yellow highlighter to distinguish the variance. The metreage must be accurate and to the nearest even 1 decimal point. For example if the fabric measured 8.78 metres the correct metreage should be quoted as 8.8 metres. If the fabric measured 8.74 metres the correct metreage should be quoted as 8.7 metres.
- The total number of non-standard and split bolts must not exceed 10% of total bolts shipped per article per PO.
- The total number of non-standard ROT rolls must not exceed 10% of total rolls shipped per article per PO.
- The non standard Bolt or Roll on Tube Length must be within 90 and 110% of the standard put up. For example if the standard put up is 10 metres, then the Non Standard Bolts or ROT must be between 9 metres and 11 metres in length.

Example 1 Under shipped PO

A purchase order is received for 1,500 metres. On the Buyers Worksheet sent through the Bolt/Roll length is to be 10 metres, which is 150 bolts/rolls. Based on the provisions noted above (and a total order tolerance of 5%) as a worst case scenario you could ship 135 bolts/rolls measured in 10 metre lengths, and 8 bolts/rolls of 9.4 metres as a revised PO Qty of 1,425 metres

Example 2 (Put Up Value not divisible into original manufactured roll length)

A purchase order is received for 1,500 metres. On the Buyers Worksheet sent through the Bolt/Roll length is to be 10 metres, which is 150 Bolts/Rolls. Based on the provisions noted above and the variances associated with the original fabric roll not being an even divisible of the put up. You could ship 135 Bolts/Rolls that are cut to 10 metre lengths and 13 rolls at 9 metre lengths and 3 rolls at 11 metre lengths. Total metreage supplied would still be 1,500 metres however a total of 151 Bolts/Rolls would be supplied instead of the quantity noted on the Buyers Purchase Order Worksheet of 150 Bolts/Rolls

Example 3 (Over Shipped PO)

A purchase order is received for 1,500 metres. On the Buyers Worksheet sent through the Bolt/Roll length is to be 10 metres, which is 150 bolts/rolls. Based on the provisions noted above (and a total order tolerance of 5%) as a worst case scenario you could ship 135 bolts/rolls measured in 10 metre lengths, and 18 Bolts/Rolls of 11 metres and 3 Bolts/Rolls of 9 metres of as a revised PO Qty of 1,575 metres and 156 Bolts/Rolls instead of the original quantity noted on the Buyers Work Sheet of 150 Bolts

- All Non Standard Bolts or ROT Tubes must be shipped in Separate Cartons or on a Separate Pallet or Separated on the Pallet with a slip sheet.
- Any variances to the total purchase qty beyond the accepted tolerance must be negotiated and agreed with the Buyer prior to shipment.

5. Roll Identification—Article Number EAN Stickers and Care Label Swing Ticket or Sticker

As per current Vendor Compliance Manual Except Please note the following Clarification:

Sew Centre Dress and Quilting Fabrics require a colour coded Care Label to appear on the end of Each Fabric Block or as a Care Label Swing Ticket for ROT product, a sticker on a PVC Card, or as a Sticker adhered to the Card-board Bolt for Double Blocked Fabric.

A coloured square appears on the Care Label to help with instore replenishment and correct adjacencies.

Please contact Image Label Systems to order the required tickets.



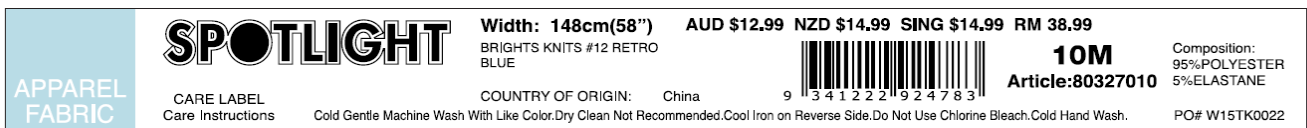
The colour coding is defined as.

All Dress/Apparel fabrics will use a lighter colour shade for easy Department identification with the following clarification:

- All licenced/character dress/apparel fabrics** will have a label which has a light blue colour identifiable square. The Blue used is **PMS7457C**. This colour code is for all licenced dress/apparel fabrics regardless of fabrication, ie. Licenced polar fleece, licenced poplins, licenced satin, licenced drill and licenced flannelette will all utilise this colour code.
- All Cotton Woven Print dress/apparel fabrics (excluding licenced)** will have a label which has a coral colour identifiable square. The Coral used is **PMS487C**.
- All Suiting fabrics inclusive of Wool, Bengaline and Jacquard Suiting** will have a lilac colour identifiable square. The lilac standard used is to be **PMS523C**.
- All Woven Printed & Plain Flannelette dress/apparel fabrics (excluding licenced)**, will have a label which has a pale green identifiable square. The pale green used is **PMS559C**.
- All knitted polar fleece dress/apparel fabrics (excluding licenced)**, will also use a label which has a pale green colour identifiable square. The pale green used is **PMS559C**.
- All Plain Satin, Lace, Net and Tulle Boutique dress/apparel fabrics** will have label with a soft pink colour square. The soft pink used is **PMS197C**
- All Other Boutique dress/apparel fabrics (excluding licenced)**, will have a label which uses a pale yellow identifiable square. The pale yellow used is **PMS749C**
- All other Apparel/Dress Fabrics** purchased by the team will have a white square, with a black key line and font.

All Quilting fabrics will use a darker colour shade for easy department identification, with the following identifying colours used.

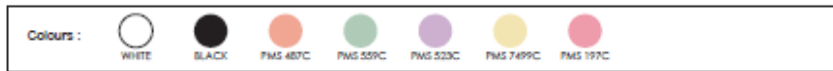
- All Quilting Cot Panels, Co-Ords, and Backing** that are ROT, will use a Bright Cobalt Identifying square. The Cobalt used is **19-4037 TPX**
- All Quilting Prints (excluding licenced)** that are double-on-fold will have a label with a phlox pink square. The Phlox pink used is **17-2627 TPX**
- All Quilting Licenced Prints** that double-on-fold, will have a Poppy Red identifying Square. The Poppy Red used is **17-1664 TPX**
- All Other Quilting Fabrics** are to have a Black identifying square with white font.



200mm

180mm wide for Quilting

Example of Standard



55mm x 95mm



Details for Image Label System Order of Care Labels for Fabrics

Spotlight Complete Care PVC

CODE – SCPVCQ - includes the following:

PVC Card (60mm x 110mm)

Two Colour Printed sticker (55mm x 95mm) with variable barcode data supplied stuck on the PVC card.

Supplied with fastener separately (3.2mm x 142mm) in bags of 100

Supplied with separate barcode adhesive (19mm x 38mm) for applying to the fabric core in Packs of 10 labels per sheet.

The variable information is sent via spreadsheet electronically to the 'cs.au' email address

PRICE

Local production is AU\$224.00 per 1000 + GST + Freight

Offshore production is USD\$168.00 per 1000 + Freight from Hong Kong or China to the destination.

Spotlight Cardboard Care & Price Sticker

CODE – CCPSA - includes the following:

Adhesive labels printed 4 up – Sticker size (20mm x 200mm)

The variable information is sent via spreadsheet electronically to the 'cs.au' email address

PRICE

1. Local production is AU\$78.00 per 1000 + GST + Freight.

2. Offshore production is USD\$28.00 per 1000 + Freight from Hong Kong or China to the destination.

Spotlight Complete Care PVC

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PVC Card (60mm x 110mm)

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Supplied with fastener separately (3.2mm x 142mm) in bags of 100

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Offshore production is USD\$28.00 per 1000 + Freight from Hong Kong or China to the destination.

Where to send your orders

Australia - All orders are to be emailed to cs.au@image-label-systems.com

Hong Kong, China – All orders are to be emailed to printed.hk@image-label-systems.com

Orders will be confirmed via email.

Lead Times

Production will be completed within 5 working days.

Important order/spreadsheet information

- 1). When ordering please quote the name of the product i.e. Spotlight Care PVC is SCPVCQ, rather than referring to the order as a 'Spotlight order' as this is confusing. The name of the product is to be included in the title of the email.
- 2). Select the relevant care code which relates to the care instructions required. The care instructions do not need to be included on the order spreadsheet.
- 3). Allocate a Purchase Order number to each order sent through.
- 4). Include the delivery address on every order.
- 5). Allocate a separate tab for care labels, for each within the one spreadsheet. Rename the tab at the bottom of each page with the care code ordered.
- 6). If there are a number of pages in the spreadsheet, highlighting the tabs in colour which contain information is very helpful. This makes it easy to find the information, and helps to avoid any information being overlooked in processing.
- 7). Save all the data so all the columns can be printed out on one page. This saves formatting time when the order is processed.
- 8). Ensure there is no text or information between each line on the spreadsheet which is not related to the variable data which will be printed.
- 9). Do not leave any blank rows in the spreadsheet.
- 10). If a % sign is required to be printed on the ticket i.e., 100% cotton, include this in the spreadsheet, otherwise it will not appear on the ticket.
- 11). Do not include \$ symbol in the price column.

- 13). There are 2 columns on the spreadsheet for composition, and each column represents one line of space on the care ticket. If there are two parts in the composition e.g. 70% cotton 30% polyester, please split this information into the two columns on the spreadsheet to ensure the information is printed on two lines.
- 14). Category and Colour is required. The Category and colour required is in a Drop down menu in the last column of the spreadsheet.
- 15). It is recommended to include an additional 5% on the quantities ordered to avoid shortages. Image Label Systems will supply & invoice exact quantities as per spreadsheet orders.
- 16). Information supplied in the spreadsheet is printed exactly as supplied. If you do not require abbreviations etc., please type the full information.
- 17). The 'Date' field in the spreadsheet, please type as month year e.g. 0915 rather than writing the date. This is so the age of the stock is not obvious to consumers.
- 18). Spandex and Lycra are registered trademarks, and should not be used unless intentional. Instead of Spandex or Lycra, please use Elastane.
- 19). If stickers only are required, please send the order through as a separate spreadsheet and order number.
- 20). If any amendments or additions are required, please send a separate order through, unless the amendments are within a couple of hours of sending the first order.
- 21). It is not necessary to include text 'cm' as this is a field in the template already.
- 22). The NZ price is required.
- 23). Please advise any of discrepancies within 24hours of receipt of goods.
- 24). Please provide a total in the quantity column, to avoid any calculation errors.
- 25). Please use full names in the composition details and not abbreviations i.e. Polyester not Poly.
- 26). Total the quantity column so the total order quantity is shown.

Contact details

Image Label Systems

Order / delivery enquiries

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