



## **EXCLUSIVE BRAND APPAREL SUPPLIER REQUIREMENTS**

The purpose of this instruction manual is to provide manufacturers of the Exchange Exclusive Brand product the guidelines of the Exchange standards and requirements. Only first quality merchandise is shipped to our stores and correct labels and hangtags properly attached to the garments are required.

To maintain established standards, all our suppliers must implement the procedures and adhere to the standards as provided here within. **Failure to do so may result in order cancellation and re-evaluation of future business with your company.**

The Exchange Product Development Specialists provide support to Exclusive Brand Buyers. Lab dips, fit, pre-production and production samples must be submitted to the Exchange QA Fashion Specification Specialists: US phone #214-312-3066 or US phone #214-312-2935, email address: [QASpecSpecialist@AAFES.com](mailto:QASpecSpecialist@AAFES.com).

If you need additional assistance please contact the Exchange Fashion Coordinator, US phone 214-312-2954, email address: [FashionCoordinator@AAFES.com](mailto:FashionCoordinator@AAFES.com) .

Mailing address:

The Exchange - HQ

Attn: SD-S Product Development – Fashion Coordinator

3911 S. Walton Walker Blvd.

Dallas, TX 75236-1598 USA

For Quality Assurance questions related to testing requirements, CPSIA regulations or inspections, please refer to the information provided on the Exchange website at [www.shopmyexchange.com](http://www.shopmyexchange.com) and navigate to Doing Business with the Exchange or use the following link:

<http://www.shopmyexchange.com/DoingBusiness/QualityAssurance/>

Direct questions to: [QAQuestions@aafes.com](mailto:QAQuestions@aafes.com)

For questions regarding logistics, contact Anne Ross, Import Manager at [zzlqimports@aafes.com](mailto:zzlqimports@aafes.com)

## **EXCLUSIVE BRAND PRODUCTION TRACKING SCHEDULE**

The following list provides the required time frame for submission of lab dips, fit samples and specifications. The Exchange buyers and product development personnel use this timetable as a tool to meet shipment schedules.

### **Order Commit Date received (from buyer) to Vendor (Day 1)**

POC: Exchange Buyer

### **Trims/Lab Dips/Fit Sample/Size Specifications due (Day 20)**

Vendor requirement

### **Approval/Comments to Vendor (Day 26)**

POC: Product Development reviews and emails comments to vendor

### **Revised Sample/Specifications/Lab Dips due (Day 40)**

Vendor Requirement

### **Approval/Comments to Vendor (Day 45)**

POC: Product Development reviews and emails comments to vendor

### **Pre-Production Sample / Swatch of Bulk Fabric due (Day 59)**

Vendor Requirement, With the Exchange Product Development review / the Exchange Buyer Approval

### **Production/Sample due prior to start ship**

Vendor Requirement, with the Exchange Product Development review/ the Exchange Buyer Approval

### **1 (6" x 6") bulk fabric - All vendors (as order ships)**

POC: Product Development Office

### **Promotional Photo Samples due (per Buyers request dates, send directly to Buyer)**

Vendor Requirement

### **Shipping Date (per Buyer request date)**

Vendor Requirement

### **On-Floor Projection (Day 180)**

## **PRODUCT DEVELOPMENT & QUALITY CONTROL PROCEDURES**

**Manufacturers must adhere to the following procedures. Failure to do so may result in charge backs and/or purchase order cancellations. Note: If a sample(s) is rejected during the lab dips, fit sample, or specifications process, the vendor is responsible for providing a revised sample for review/approval within the required time frame to meet the buyer requested shipment date.**

### **1. LAB DIPS/STRIKE OFFS - Reference #1**

All buyer bulk orders will be placed using our basic or seasonally established fashion colors that utilize the Pantone Color System standards, and/or swatches of fabric. If the color standard is a fabric swatch, the buyer will mail it to you. All lab dip submissions should measure 2"x2".

Once the order is placed, the vendor should submit a lab dip/strike off for approval (three shades per color). When submitting lab dips/strike offs, vendor must allow sufficient time for review and approval (up to five days) and for any subsequent submission in a case the first set is not approved. An approved lab dip sample must be on file prior to production. If multiple styles are being produced with exact same fabric then one lab dip is sufficient. Please list all corresponding styles on reference card submitted. STRIKE-OFFS must be submitted after lab dips have been approved.

### **2. TRIMS - Reference #2**

Trims, buttons and embroideries (design and thread color) must be submitted for approval.

### **3. APPROVAL/FIT SAMPLES - Reference #3 - tags, Reference #4 – sample size requirements.**

All sample submissions to Product Development Specialists must have "**The Exchange Exclusive Brand Garment Tag**" attached with type of sample noted (Fit, Pre-Production, Production, Promotion, Repeat order) and all entries completed. Upon submitting fit / approval samples, please allow sufficient time for review. On average, we comment within five business days of receipt. **\*\*The ON FLOOR DATE must be on all Exchange samples.**

For each style, vendor must submit an approval/fit sample and fully graded spec of garment attached. The fit sample must be measured and compared to basic spec provided. Any difference between the fit sample and the specs must be noted in the last column of the size spec sheet. If you send in a garment that does not measure correctly it will be rejected. We cannot accept any garment that is out of tolerance for a fit sample. **Please submit a sketch or photo with the full graded specs at the time the fit sample is submitted.**

Each brand has key measurement standards (waist, chest, shoulder, body) and grade rules on file with general guidelines for basic silhouettes. If you do not have the standard specification for the garment being submitted for approval, please contact The Exchange Design Specification Specialist (contact information listed above).

Upon receipt of the fit sample, the spec will be evaluated for fit and workmanship using the Exchange standards and specs. Comments / approvals and any necessary adjustments will be communicated via email. Please note on fit sample if trims and fabric are actual; if not actual, a fabric swatch needs to be attached for approval, along with a note indicating the trims are not actual. **\*\*Care instruction label should also be submitted at this time.**

Upon garment approval by the Product Development Specialists, the production garment should be graded based on spec given.

#### 4. FABRIC CONTENT - Reference #5

The fabric content entry must be detailed as follows:

- a. Cotton knits: Note either combed, semi combed or carded.
- b. Yarn: Note thickness, as well as weight. i.e. 16/single, 32/double etc.
- c. Sweaters: Note weight and gauge.
- d. Dyeing and washing: Identify the dyeing and washing process as well as the weight per square meter before and after washing.
- e. Woven garments: Provide yarn count.

\*\*Please include a swatch of fabric with all Buyer Quotation Worksheets.

#### 5. PRE-PRODUCTION SAMPLES

For all Exclusive Brand styles, a pre-production sample must be sent to the address above (Attn: Product Development Specialist) for verification that sample product matches the purchase order. **Preproduction samples must be made of actual piece goods and incorporate all spec changes as well as the correct sewn in Exclusive Brand main label and care label; and for Children's garments, a tracking label and toxicology report in a PDF format are also required.**

#### 6. PRODUCTION SAMPLES

Prior to shipping the merchandise, a sample must be pulled from production and sent for evaluation. **Production samples must have a sewn in Exclusive Brand main label, care label, and hangtags attached. ALL CHILDRENS APPAREL MUST ALSO HAVE A TRACKING LABEL that meets the CPSIA requirements. Production samples in all colors ordered should be sent to Product Development.**

#### TEXTILE TESTING PROGRAM:

The Exchange reserves the right to perform textile tests for Exclusive Brand apparel as part of the "Fit and Acceptance" process. Suppliers will randomly be asked to submit an additional two production samples of the same color and style at the time production samples are required. The Product Development Specialists will notify the supplier via email when it becomes necessary to submit such additional samples. Only submit additional samples upon request.

#### 7. PROMOTION/PHOTOGRAPHY SAMPLES - Reference #6 **\*\*SEND TO BUYER\*\***

Promotional samples should be sent to the buyer. **Fit samples are not to be used for promotional photography.**

#### 8. BULK FABRIC - Reference #7

Please attach bulk fabric to form for buyer approval.

#### 9. REPEAT & RE-ORDER ITEMS

Fit samples do not need to be re-submitted for styles that are repeated within one year of original order. Send pre-production and production with the previous Exchange style number and approved spec. This information should be marked on the spec and garment tag as "REPEAT STYLE".

#### 10. QUALITY INSPECTION

QA inspection is REQUIRED for all Exclusive Brand garments. Ten days prior to shipment, contact our Quality Assurance (QA) Division to arrange product inspection. Instructions for inspection contacts are located on the purchase order. Shipments are not to be made without QA or Buyer authorization. The point of contact for QA inspection is Terry Grissom, US # 214-312-3411, email address [grissomt@AAFES.com](mailto:grissomt@AAFES.com).

## 11. PACKAGING AND LABELING

The main label, care label, hangtag, matchbooks and other packaging are mandatory. All packaging, hangtag, and labels (with the exception of the care label and tracking label) must be purchased from a supplier that meets the Exchange quality standards and has an approved label / hangtag / Heat Transfer sample on file with our Product Development office. **The use of any label or tag supplier other than one that meets the Exchange quality standards could result in cancellation of the order and may jeopardize future orders.** Current label suppliers that meet these requirements include Avery Dennison and Nexgen.

Hangtag, main label and supplemental feature hang tag requirements including any details such as dept, season code, and description will be identified on buyer worksheet and pre-approved by the buyer.

- **LABEL ORDER FORMS: Reference #8 for contact information** - The order forms are available by brand and can be obtained through the label supplier or buyer. Failure to fully complete the order forms may result in delays so please call the supplier with questions. Once UPCs have been determined, hang tags and all required labels should be ordered. Late purchase order shipment requests due to vendor failure to order labeling utilizing standard lead times will be subject to late shipping charges. All orders will be shipped and billed directly from the label supplier. Non-payment of invoices will result in non-shipment of labels which may result in delayed shipments and possible order cancellation.

- **BRAND LABEL PLACEMENT REQUIREMENTS - Reference #9**

**Main Label - End Fold:** Placed at center back of garment.

**Main Label - Loop Sewn:** Placed at center back of garment.

**Size label:** If not integrated into the Main Label, use separate label with size and country of origin on front and RN# 92608 on back. Sew on wearers left adjacent to the brand end fold or attach under main label.

**Matchbook:** Placed on waistband of pants above wearers left back pocket.

**Fabric content and care instructions:** If not included in main label such as with enfolders and heat transfers, a separate printed satin tag should be used. For tops, place on wearers left seam 3 inches up from the hemline on bottoms and on wearer's left 2 inches from the side seam. See photo in reference.

**Heat transfers:** Placed at inside back center of garment neck just below the neck seam.

- **HANGTAG PLACEMENT REQUIREMENTS - Reference #9:**

Folded programs - Tops - hangtag should be placed in the neckline.

Bottoms – hangtags or matchbook should be placed on wearers left waistband.

Hanging programs - Tops – hangtag should be placed under wearers left arm

Bottoms – hangtag or matchbook should be placed on wearers left waistband

- **CARE LABELS - Reference #10:**

Vendors are required to supply appropriate care label instructions. The "Care Labels" reference includes the most commonly used care instructions. Vendors should select the one that is the most appropriate for the garment and submit with Approval/Fit samples. If the garment requires care that is not included in the list, please contact [QASpecSpecialist@AAFES.com](mailto:QASpecSpecialist@AAFES.com).

If the care instructions are not incorporated into the main label that is sewn into neck or waistband (loop or attached to enfold), please use the generic care label guidelines as follows:

1. The front of the care label indicates the size, fabric content, country of origin and RN#.
2. The back of the care label indicates care instructions.
3. Size should be no wider than 18mm and longer than 45mm.
4. The label should be white satin with printed black lettering and include RN# 92608.

- **FEDERAL GOVERNMENT TRACKING LABEL REQUIREMENTS - Reference #11:**

CPSIA Label Requirement for tracking on Children's apparel is MANDATORY.

- **HANGER STRAP REQUIREMENTS – Reference #12**

All tops with a neck circumference of 18" or more is required to have clear hanger straps (hanger tape). The strap should be made of clear plastic material; one that is strong enough to hold the garment on the hanger but still allows the strap to be removed easily by pulling firmly without destroying the stitching or fabric. Hanger straps should be sewn in on pre-production samples for approval.

## **12. HANGERS & SIZERS - Reference #13**

The Exchange will be converting to the Voluntary Interindustry Commerce Solutions Association (VICS) approved hanger programs for all Spring 2012 on floor orders. This conversion is based on the VICS recommendation to utilize more sustainable black hangers in all adult hangers. Children's sizes are converting to VICS approved white hangers with sizers. This change applies to ALL apparel orders including domestic, domestic import, direct import, replenishment and SBR orders.

- Young Men's, Men's, Junior's, and Ladies including Misses, Woman's, and Petite sizes – VICS approved black hangers are required for use. Intimate Apparel is EXCLUDED.
- Children's apparel including Newborn/Infant/Toddler, Girls and Boys – VICS approved white hanger and child resistant clip-on size tabs that are white with black lettering are required for use.

The VICS approved hangers may be ordered from an authorized VICS hanger supplier such as Mainetti or Uniplast. New codes have been assigned to the black hangers however; the new codes are the same as the old codes with an added "B" for black. For example, a current 484 hanger in clear will now have the code 484B for the black version. For a listing of the hangers approved to ship to the Exchange, please visit one of the following websites and navigate to retail or vendor programs / The Exchange and navigate to the desired category (Men's, Children's, Ladies or Intimate Apparel.)

### **Mainetti**

Irma Casares-Mendoza Phone 1-800-462-3843 Cell 562-484-1012,  
email: [icmendoza@usa.mainetti.com](mailto:icmendoza@usa.mainetti.com). Website- [www.mainetti.com](http://www.mainetti.com), click on A&E Products / vendor programs / current vendor programs / the Exchange.

### **Uniplast**

Phone 800-225-0058 or 201-288-4540  
Stuart Goldman ext. 147 or Bilgin Karaaytu ext. 177  
Website [www.uniplastindustries.com](http://www.uniplastindustries.com) - click on Retail Programs / the Exchange and then click on desired area (Men's, Ladies, etc.)

### 13. MANDATORY CPSIA REQUIREMENTS FOR DIRECT IMPORT SUPPLIERS (QA SUPPLIER LETTER) – see Reference #14

- **Toys/children’s apparel (for ages 12 and younger).** Suppliers providing imported Exclusive Brand products to the Exchange, where the Exchange is the importer of record must have all finished products tested to CPSIA requirements by an accredited third party laboratory. The supplier is responsible for all product testing costs. To substantiate compliance, a valid lab report and a General Certificate of Conformity (GCC) must be submitted to the Exchange electronically via the Exchange web-based document repository at least 10 days prior to the PO “ship date.”

Lab reports and GCC’s must also be submitted to our shipping agent (Freight Forwarder) at the time of the actual shipment along with the required customs documentation. Please note that the supplier will be assessed/charged back any fees or costs incurred by the Exchange due to federal non-compliance issues. To register for the Exchange Document Repository, contact the Exchange QA Management Team at: [QAQuestions@AAFES.com](mailto:QAQuestions@AAFES.com) or call 214-312-3411. Once a supplier is registered, access is granted via the Exchange Partners Online (EPOL) <https://partners.AAFES.com/Default.asp>. **See Reference #15.**

- **Other products (Adult Wearing Apparel) federally regulated by the Consumer Product Safety Commission (CPSC).** Suppliers providing imported Exclusive Brand products to the Exchange not including children’s products), where the Exchange is the importer of record, must certify that all products meet CPSIA requirements via a reasonable testing program. To substantiate compliance, a GCC denoting the applicable ban and/or regulation must be submitted in the same manner as the document submission process described for children’s products, above. Non-compliance issues will be the supplier’s responsibility. A comprehensive list of regulated products can be found at the following website: <http://www.cpsc.gov/BUSINFO/reg1.html>.

- **Children’s apparel shipped from the United States (non-import)** must meet all US safety regulations. The supplier is required to maintain all records and documents which must be made available to the Exchange upon request however; they are not required to be posted on the Exchange CPSIA repository.

**SPECIAL REQUIREMENTS:** GCC’s and 3<sup>rd</sup> party lab reports must be submitted to the Product Development Specialists for evaluation at the time of the sample submission (pre-production/production) process.

#### **NEWBORN, INFANT AND TODDLER SIZES:**

Reports (PDF) should include tests for the following (if applicable):

- Lead in surface coating 16 CFR 1303
- Lead in substrate CPSIA
- Shape points & Sharp Edges 16 CFR 1500
- Flammability of General Wearing Apparel 16 CFR 1610 – Or state if exempt
- Pull Test 15 lbs minimum
- Meet Drawstring Requirements
- Approved Tracking Label – **see reference #16**

#### **ALL OTHER CHILDREN’S WEARING APPAREL (ALL SIZES)**

Reports (PDF) should include tests for the following if applicable:

- Lead in surface coating 16 CFR 1303
- Lead in substrate CPSIA
- Flammability of General Wearing Apparel 16 CFR 1610 – or state if exempt

## **ADULT WEARING APPAREL**

A GCC and/or 3<sup>rd</sup> party lab report should be submitted to substantiate the following:

- Flammability of General Wearing Apparel 16 CFR 1610 – or state if exempt

## **TOXICOLOGY TESTING PROGRAM FOR CHILDREN'S WEARING APPAREL**

The Exchange reserves the right to perform verification tests for toxicology on children's apparel as a part of the "Fit & Acceptance" process. Suppliers may randomly be asked to submit an additional five production samples of the same color and style at the time production samples are required. The Product Development Specialists will notify the supplier via email when it becomes necessary to submit such additional samples. Only submit additional samples upon request.

### **14. GENERAL CERTIFICATE OF COMPLIANCE (GCC) – Reference #17**

Request GCC forms from the QA Department via the following email address: [QAQuestions@AAFES.com](mailto:QAQuestions@AAFES.com).

### **15. CPSIA Doc Repository for the Exchange – see Reference # 18 for instructions.**

It is a federal requirement that all direct import suppliers providing goods to The Exchange must submit GCC's and lab reports prior to importation. In order to accomplish this, The Exchange uses a web-based document repository where the QA team monitors the documentation. **Registration for the CPSIA Doc Repository can be located on the Exchange Partners On-Line Information Site at <https://partners.AAFES.com> – go to CPSIA.**



## THE EXCHANGE EXCLUSIVE BRAND IMPORTING GUIDE FOR VENDORS

New vendors **can visit our website at <http://www.shopmyexchange.com>** to review the following documents which can be found under the “Doing Business with the Exchange”.

- Supplier Requirements
  - Business Terms of Agreement (BTA)
  - Retail Agreement (ERA)
  - Authorization to Enter Military Installations
  - Background Check - Form 3900-006
  - Public Trust Positions - Form SF85P
- New vendors are required to submit a blank letter head, blank invoice, shipping terms with shipping locations, an Exchange Retail Agreement (ERA) and a Business Terms of Agreement (BTA) form. A W9 is also required for all vendors based in the United States. The ERA and BTA forms can be obtained from the buyer.
- Vendor codes are set based on the negotiated terms and shipping location. An (ERA) will need to be completed for each payment vendor number. Please complete the vendor information required, and return the completed, signed ERA and BTA. The signed ERA agreement signifies that you have read and agree to comply with the provisions outlined in both the ERA and the Exchange Supplier Requirements which is incorporated by reference in the ERA and should not be mailed.
- All vendors must be **Socially Responsible**. Social Responsibility Certificates must be on file and updated prior to the Exchange issuing a purchase order. Please contact the Exchange Quality Assurance office to ensure compliance. Terry Grissom can be reached at [grissomt@AAFES.com](mailto:grissomt@AAFES.com) or US phone 214-312-3411.
- Offshore shipping** vendor codes will be given to APL Logistics (the Exchange uses APL for all offshore shipping). APL gets copies of all offshore PO's. <http://www.apllogistics.com/wps/portal/apl>  
APL contact is Amy Mai 214-312-6551, AMY\_MAI@APL.COM
- The **ship point**: for the purchase order is specific to the vendor code assigned. The comments section of the purchase order states that the vendor must **call APL Logistics** (number is given on purchase order) **10 days prior to shipping date** on purchase order to receive instructions regarding where to ship the merchandise. At this time the vendor will be provided the date the merchandise has to arrive at the APL designated site for consolidation.
- Quality to ship**: Vendor must give APL the confirmed number of units and cartons per purchase order that are being shipped.
- Ship Date**: The ship date on the purchase order is the ship date from the consolidation point. The vendor is responsible for notifying APL 10 days prior to the ship date on the purchase order. If a vendor is unable to meet the require ship date, the vendor must notify APL and the Buyer with a requested revised ship date. PO's will be generated for Europe, PAC and CONUS in order to reduce transit times, duty and freight costs.
- Shipping Documents – NO DOCUMENTS / NO SHIP POLICY**  
Each shipment must contain a packing list and a garment detail list provided by the vendor. If the consolidator does not receive this list then they will not accept/ship the garments. US destination shipments: The Bill of Lading is scanned to the customs agent first then the original is couriered to the customs agent for customs clearance of product.

- **Germany and Japan destination shipments:** The original Bill of Lading in a format known as a Seaway Bill is sent to the Exchange from APL. The Exchange will file the documents with the government customs bureau. Seaway Bill-contains the basic documentation that is on the Bill of Lading but give the Exchange the consignee authority. The Exchange is then responsible as the customs agent for the goods entering those countries.
- **Customs agent.** Their job is to receive copies of the Bill of Lading and file it with US Customs for clearance. Once the product is cleared, the consolidator takes over and moves the product from the customs port to the Exchange distribution center.
- **Carton Marking:** <http://www.shopmyexchange.com/Images/doingbusiness/importcarton.pdf>
- For questions regarding logistics, contact Anne Ross, Import Manager at [zzlgimports@aafes.com](mailto:zzlgimports@aafes.com)

To: THE EXCHANGE - Product Development

Vendor: \_\_\_\_\_

Attn: \_\_\_\_\_

Date: \_\_\_\_\_

On Floor Date: \_\_\_\_\_

Style #: \_\_\_\_\_

Group Name: \_\_\_\_\_

Description: \_\_\_\_\_

Label: \_\_\_\_\_

Fabric: \_\_\_\_\_

**LAB DIP / STRIKE OFF FABRIC APPROVAL FORM**

Color

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# Trim / Components Card

The Exchange - Product Development

Style #: _____	Season: _____	Group: _____
Description: _____	Brand: _____	
On Floor Date: _____	Buyer: _____	Vendor: _____

**Trim / Components**

DESCRIPTION	SIZE	COLOR	QUANTITY	PLACEMENT

**Trim Sample Area**

**The Exchange Exclusive Brand  
Garment Tag**

- Fit Sample
- Pre-Production Sample
- Production Sample
- Promotion (Photo) Sample
- Repeat Order-Reference Style # \_\_\_\_\_

Invoice/Vendor \_\_\_\_\_  
 Label \_\_\_\_\_  
 Season \_\_\_\_\_  
 Group \_\_\_\_\_  
 Style/Size \_\_\_\_\_  
 Description \_\_\_\_\_  
 \_\_\_\_\_  
 On Floor Date \_\_\_\_\_  
 Promotion Week \_\_\_\_\_

**The Exchange Exclusive Brand  
Garment Tag**

- Fit Sample
- Pre-Production Sample
- Production Sample
- Promotion (Photo) Sample
- Repeat Order-Reference Style # \_\_\_\_\_

Invoice/Vendor \_\_\_\_\_  
 Label \_\_\_\_\_  
 Season \_\_\_\_\_  
 Group \_\_\_\_\_  
 Style/Size \_\_\_\_\_  
 Description \_\_\_\_\_  
 \_\_\_\_\_  
 On Floor Date \_\_\_\_\_  
 Promotion Week \_\_\_\_\_

**The Exchange Exclusive Brand  
Garment Tag**

- Fit Sample
- Pre-Production Sample
- Production Sample
- Promotion (Photo) Sample
- Repeat Order-Reference Style # \_\_\_\_\_

Invoice/Vendor \_\_\_\_\_  
 Label \_\_\_\_\_  
 Season \_\_\_\_\_  
 Group \_\_\_\_\_  
 Style/Size \_\_\_\_\_  
 Description \_\_\_\_\_  
 \_\_\_\_\_  
 On Floor Date \_\_\_\_\_  
 Promotion Week \_\_\_\_\_

**The Exchange Exclusive Brand  
Garment Tag**

- Fit Sample
- Pre-Production Sample
- Production Sample
- Promotion (Photo) Sample
- Repeat Order-Reference Style # \_\_\_\_\_

Invoice/Vendor \_\_\_\_\_  
 Label \_\_\_\_\_  
 Season \_\_\_\_\_  
 Group \_\_\_\_\_  
 Style/Size \_\_\_\_\_  
 Description \_\_\_\_\_  
 \_\_\_\_\_  
 On Floor Date \_\_\_\_\_  
 Promotion Week \_\_\_\_\_

<b>FIT SAMPLE SIZE REQUIREMENT</b>	<b>Exclusive Brands</b>	<b>Exclusive Brands</b>
<b>CATEGORY</b>	<b>Sample Size</b>	<b>Label</b>
Newborn (0-9 Months)	6 Months	Gumballs
Infant (12-24 Months)	18 Months	Gumballs
Toddler (2T-4T)	3T	Gumballs
Little Girls (4-6X)	M / 5/6	Ponytails, PBX
Little Boys (4-7)	M / 5/6	Buzzcuts, PBX
Big Girls (7-16)	M / 10/12	Ponytails, ID Tags, PBX
Big Boys (8-20)	M / 10/12	Buzzcuts, ID Tags, PBX
Juniors	M / 7	Decoded
Ladies (Updated)	M / 8	Luciano Dante, JW, PBX
Ladies (Mature)	M / 8	Passports
Young Men's	L / 34	Decoded
Men's	L / 34	R&R, PBX, PBX Pro, Junction West, Big Sky Outfitters
Ladies Plus (Women's)	Women's 1X / 18	Passports, JW
Men's Big and Tall	NA	NA

# FABRIC CONTENT CARD

## THE EXCHANGE – Exclusive Brands Product Development

Style # _____	Season _____
Fabric Description/Type: _____	
On Floor Date: _____	Brand : _____
Buyer: _____	Vendor: _____

**Fabric Sample Area**



<b>Fabric Type</b>	_____
<b>Fabric Content</b>	<b>Fabric Width</b>
<b>Nap/Pattern</b>	<input type="checkbox"/> One Way <input type="checkbox"/> Two Way <input type="checkbox"/> Up <input type="checkbox"/> Down
<b>Recommended Wash Care Label</b>	
<b>Construction/Yarn Count</b>	
<b>Fabric Weight</b>	_____
<b>Gauge</b>	_____
<b>Finishes</b>	_____

**Minimum Crocking Standards**

Dry Class 3.0 Min.  
Wet Class 3.0 Min.

**(Pigment Prints & Raised Fiber Surfaces)**

Dry Class 3.0 Min.  
Wet Class 2.0 Min.

<b>PHOTOGRAPHY SAMPLE SIZE REQUIREMENT</b>	<b>Exclusive Brands</b>	
	<b>Sample Size</b>	<b>Label</b>
Newborn (0-9 Months)	9 Months	Gumballs
Infant (12-24 Months)	18 Months	Gumballs
Toddler (2T-4T)	3T	Gumballs
Little Girls (4-6X)	M / 5/6	Ponytails, PBX
Little Boys (4-7)	M / 5/6	Buzzcuts, PBX
Big Girls (7-16)	M / 10/12	Ponytails, ID Tags, PBX
Big Boys (8-20)	M / 10/12	Buzzcuts, ID Tags, PBX
Juniors	M / 7	Decoded
Missy (Updated)	M / 8	Luciano Dante, JW, PBX
Ladies (Mature)	M / 8	Passports
Young Men's	L / 34	Decoded
Men's	L / 34	R&R, PBX, PBX Pro, Junction West, Big Sky Outfitters
Ladies Plus (Women's)	Women's 1X / 18	Passports, JW
Men's Big and Tall	NA	NA



## BULK FABRIC APPROVAL FORM

**To: The Exchange –Product Development**

**Vendor:** \_\_\_\_\_

**Attn:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**On Floor Date:** \_\_\_\_\_

**Style #:** \_\_\_\_\_

**Group Name:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Label:** \_\_\_\_\_

**Fabric:** \_\_\_\_\_

### BULK FABRIC APPROVAL FORM

Color	

**AVERY DENNISON - Customer service contacts**

<b>Hong Kong:</b>	
<p><b>Sally Luo</b> Customer Service Tel: 86-20-3930-6304 Fax: 86-20-3930-6918 <a href="mailto:sally.luo@ap.averydennison.com">sally.luo@ap.averydennison.com</a></p>	<p><b>Claire Zhou</b> Customer Service Tel: 86-20-3930-6476 Fax: 86-20-3931-8606 <a href="mailto:claire.zhou@ap.averydennison.com">claire.zhou@ap.averydennison.com</a></p>
<p><b>Cola Wen</b> Customer Service Tel:020-39918802 Fax:020-39306997 <a href="mailto:cola.wen@ap.averydennison.com">cola.wen@ap.averydennison.com</a></p>	<p><b>Janet Lau</b> Account Services Supervisor General Tel/Fax#: (852) 3146-8100 / (852) 2328-6100 Direct Tel/Fax#: (852) 3146-8181 / (852) 2995-0560 <a href="mailto:janet.lau@ap.averydennison.com">janet.lau@ap.averydennison.com</a></p>
<b>Bangladesh:</b>	
<p><b>Waliul Hasanath</b> Customer service Department Phone (8802) 8832616-24, Ext-289 FAX (8802) 8827864, 9860852 Cell: 01713386663 <a href="mailto:Waliul.Hasanath@ap.averydennison.com">Waliul.Hasanath@ap.averydennison.com</a></p>	<p><b>Wahida Sultana</b> Customer service team leader <a href="mailto:wahida.sultana@ap.averydennison.com">wahida.sultana@ap.averydennison.com</a> Phone (8802) 8832616-24 FAX (8802) 8827864, 9860852</p>
<b>USA:</b>	
<p><b>Christina Hooper (tickets only)</b> Customer service representative Direct Ph. 336-808-7226 Fax. 336-621-1232 <a href="mailto:Christina.Hooper@averydennison.com">Christina.Hooper@averydennison.com</a></p>	<p><b>May Tapper (labels only)</b> Customer service representative Telephone # : 828-759-3440 Fax # : 828-759-1921 <a href="mailto:May.Tapper@averydennison.com">May.Tapper@averydennison.com</a></p>
<b>Pakistan:</b>	
<p><b>Ibrahim Saeed</b> Sr. Customer service coordinator Phone # 92-21 5112777-81.ext (152) FAX # <a href="mailto:ibrahim.saeed@ap.averydennison.com">ibrahim.saeed@ap.averydennison.com</a></p>	<p><b>Jahanzaib Faruqui</b> Customer service supervisor Phone # 92 21 35112777-81 FAX # 92 21 35112782 <a href="mailto:jahanzaib.faruqui@ap.averydennison.com">jahanzaib.faruqui@ap.averydennison.com</a></p>
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<b>Taiwan</b>	
<p><b>Yvonne Chung</b> Customer service rep TEL: 886-2-29092201 EXT #378 FAX: 886-2-2909-7722 <a href="mailto:yvonne.chung@ap.averydennison.com">yvonne.chung@ap.averydennison.com</a></p>	
<b>India</b>	
<p><b>Megha Divakar</b> Customer Service Representative Phone # 022-67998111 <a href="mailto:megha.divakar@ap.averydennison.com">megha.divakar@ap.averydennison.com</a></p>	

---

**Nexgen customer Service Contact Information:**

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Tel: [913-681-1588](tel:913-681-1588)

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**EXCLUSIVE BRANDS LABEL PLACEMENT**

**TOPS**



**Loop Main Label**

Must be placed at center seam of neckline

**Must include:**

- Exclusive Brand name
- Size
- Country of origin
- Care Instructions
- RN #



**End-Fold Main Label with  
Size & Country of Origin Label Option**

Must be placed at center seam of neckline with CO label sewn under Main Label and must be same color & fabric as main label.

**Must Have:**

- Care label sewn at side seam 2 inches above hemline. Care label must include care instructions and RN#



**End-Fold Main Label with  
Care Label Option**

Must be placed at center seam of neckline with Care label sewn under Main Label and must be same color & fabric as main label.

**Must Have:**

- Size
- Country of origin
- Care Instructions
- RN #



## EXCLUSIVE BRANDS LABEL PLACEMENT

### BOTTOMS



#### End-Fold Main Label with Size & Country of Origin Label Option

Main label must be placed at center back of waistband with CO label sewn under Main Label and must be same color & fabric as main label.

##### **Must Have:**

- Care label sewn at wearer's left waistband seam 2 inches from side seam. Care label must include care instructions and RN#



#### End-Fold Main Label with Care Label Option

Main label must be placed at center back of waistband with Care label sewn at wearer's left waistband seam 2 inches from side seam.

##### **Care Label Must Have:**

- Size
- Country of origin
- Care Instructions
- RN #



#### Loop Main Label

Main label must be placed at center back of waistband seam.

##### **Must include:**

- Exclusive Brand name
- Size
- Country of origin
- Care Instructions
- RN #



## HANGTAG PLACEMENT

---

### TOPS



**Folded**



**Hanging**

### BOTTOMS

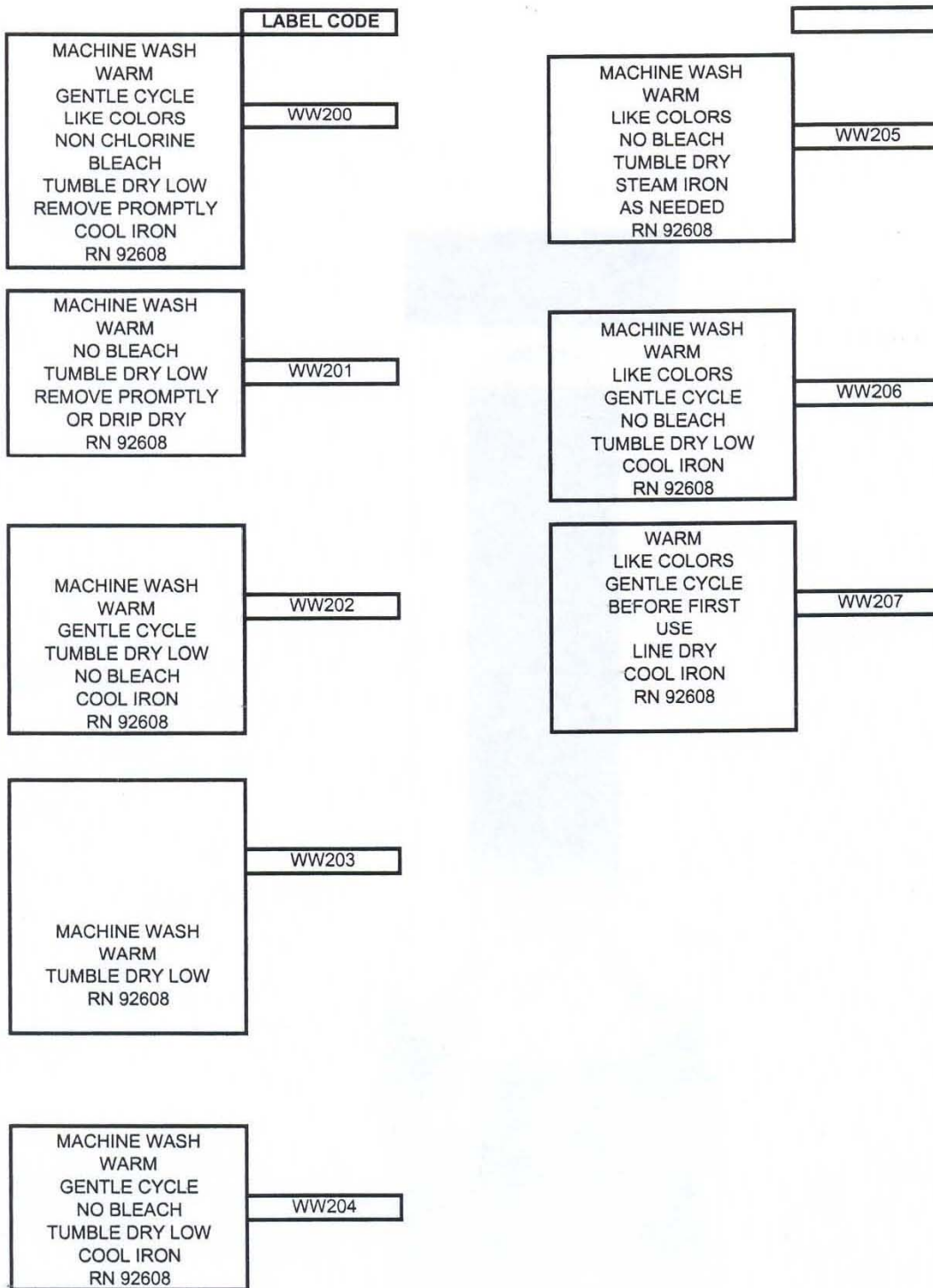


**Both options for folded and hanging,  
depending on buyer preference**



	LABEL CODE
MACHINE WASH COLD SEPARATELY NO BLEACH RESHAPE, DRY FLAT RN 92608	CW100
MACHINE WASH COLD SEPARATELY TUMBLE DRY LOW REMOVE PROMPTLY NO BLEACH COOL IRON RN 92608	CW101
MACHINE WASH COLD GENTLE CYCLE LIKE COLORS NO BLEACH TUMBLE DRY LOW REMOVE PROMPTLY NO IRON RN 92608	CW102
MACHINE WASH COLD GENTLE CYCLE LIKE COLORS NON CHLORINE BLEACH DRY FLAT OR TUMBLE DRY LOW NON WRING OR TWIST RN 92608	CW103
HAND WASH COOL SEPARATELY NO BLEACH LINE DRY COOL IRON OR DRY CLEAN RN 92608	CW104
MACHINE WASH COLD NON CHLORINE BLEACH TUMBLE DRY LOW RN 92608	CW105
MACHINE WASH COLD TUMBLE DRY LOW NO BLEACH COOL IRON OR DRY CLEAN RN 92608	CW106
MACHINE WASH COLD LIKE COLORS GENTLE CYCLE NON CHLORINE BLEACH TUMBLE DRY LOW COOL IRON RN 92608	CW107

	LABEL CODE
MACHINE WASH COLD LIKE COLORS GENTLE CYCLE NON CHLORINE BLEACH TUMBLE DRY LOW NON IRON RN 92608	CW108
MACHINE WASH COLD LIKE COLORS NON CHLORINE BLEACH LINE DRY WARM IRON RN 92608	CW109
MACHINE WASH COLD LIKE COLORS GENTLE CYCLE NON CHLORINE BLEACH RESHAPE DRY FLAT WARM IRON RN 92608	CW110
MACHINE WASH COLD LIKE COLORS GENTLE CYCLE NON CHLORINE BLEACH DRY FLAT OR TUMBLE DRY LOW NO WRING OR TWIST RN 92608	CW111
MACHINE WASH COLD LIKE COLORS GENTLE CYCLE INSIDE OUT DRY FLAT NO IRON RN 92608	CW112
MACHINE WASH COLD LIKE COLORS GENTLE CYCLE NO BLEACH TUMBLE DRY LOW REMOVE PROMPTLY NO IRON RN 92608	CW113
HAND WASH COLD SEPARATELY NON CHLORINE BLEACH LINE DRY NO IRON RN 92608	CW114
HAND WASH COLD SEPARATELY NO BLEACH NO WRING OR TWIST RESHAPE DRY FLAT RN 92608	CW115





	LABEL CODE
PROFESSIONALLY DRY CLEAN ONLY RN 92608	DC300

DRY CLEAN ONLY BY PROFESSIONAL LEATHER CARE EXPERT RN 92608	DC301
---	-------

PROFESSIONALLY DRY CLEAN SHORT CYCLE LOW HEAT RN 92608	DC302
--	-------

PROFESSIONALLY DRY CLEAN USE FRESH SOVENT OR CLEAR SOLVENT RINSE RN 92608	DC303
--	-------

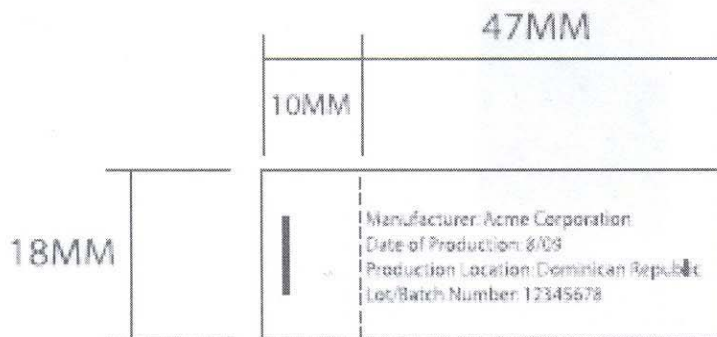
**SUBJECT: CPSIA TRACKING LABEL REMINDER**

The Consumer Product Safety Improvement Act (CPSIA) of 2008 requires that a tracking label is on all children product and requires the following information:

PRODUCTION LOCATION  
 DATE OF PRODUCTION  
 NAME OF MANUFACTURER  
 LOT OR BATCH #

This goes in effect August 14, 2009. Attached is an example of a tag that has been mocked up.

EXAMPLE OF ONE FORMAT FOR LABEL  
 (MAY USE YOUR OWN BUT ALL INFORMATION IS REQUIRED)  
 (MAY BE PRINTED VERTICAL OR HORIZONTAL ON LABEL)



\*\*Lot or batch number listed above should be the STYLE number.

## Garment Hanger Strap Requirements

In order to prevent garments from falling off the hangers, any top with a neck circumference of 18" or more is required to have clear hanger straps (hanger tape). The strap should be made of clear plastic material; one that is strong enough to hold the garment on the hanger but still allows the strap to be removed easily (by pulling firmly) without destroying the stitching or fabric. Hanger straps should be sent sewn in on pre-production samples for QA approval. Please use one of the following hanger strap options:

1. One single clear plastic hanger strap / tape with each end sewn at the shoulder seams where the neck band meets. (shown in satin below)



Fabric strap -  
Each end needs to be sewn  
at shoulder seam/ neck  
seam

2. Two separate "looped" hanger straps / tape, sewn at shoulder seams and looped over the top of hanger.



CHILD REN'S		*All Sizers are white with black lettering																												
Newborn	N	N	N	0	0	0	3	3	3	6	6	6	9	9	9															
	E	E	E	/	/	/	/	/	/	/	/	/	/	/	/															
	W	W	W	3	3	3	6	6	6	9	9	9	1	1	1															
	B	B	B	M	M	M	M	M	M	M	M	M	2	2	2															
	O	O	O	O	O	O	O	O	O	O	O	O	M	M	M															
	R	R	R	S	S	S	S	S	S	S	S	S	O	O	O															
	N	N	N										S	S	S															
	0041WN EW			0041WM 0/3			0041WM 0306			0041WM 0609			0041WM 0912																	
Infant	1	1	1	1	1	1	2	2	2																					
	2	2	2	8	8	8	4	4	4																					
	M	M	M	M	M	M	M	M	M																					
	O	O	O	O	O	O	O	O	O																					
	S	S	S	S	S	S	S	S	S																					
	0041WM 12			0041WM 18			0041WM 24																							
Toddler	2	2	2	3	3	3	4	4	4																					
	T	T	T	T	T	T	T	T	T																					
	0041W0 2T			0041W0 3T			0041W04 T																							
Boys 4-7 Regular	4	4	4	5	5	5	6	6	6	7	7	7																		
	0041W0 4			0041W0 5			0041W06			0041W07																				
Boys 8-20 Regular	8	8	8	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2									
	0	0	0	0	0	0	2	2	2	4	4	4	6	6	6	8	8	8	0	0	0									
	0041W0 8			0041W1 0			0041W12			0041W14			0041W16				0041W1 8													

<b>Boys Alpha/ Numeric</b>	S	S	S	M	M	M	L	L	L				S	S	S	M	M	M	L	L	L	X	X			
	4	4	4	5	5	5	7	7	7				8	8	8	1	1	1	0	0	0	1	1	1	1	1
				/	/	/										/	/	/	/	/	/	/	/	/		
				6	6	6										2	2	2	6	6	6	2	2	2		
																						0	0	0		
<b>Girls 4-6X Regular</b>																										
	4	4	4	5	5	5	6	6	6	6	6	6	X	X	X											
	0041W0			0041W0			0041W06			0041W06																
	4			5			0041W06			X																
<b>Girls 7-16 Regular</b>																										
	7	7	7	8	8	8	1	1	1	1	1	1	1	1	1	1	1	1	6	6	6					
	0041W0			0041W0			0041W10			0041W12			0041W14			0041W1										
	7			8			0041W10			0041W12			0041W14			6										
<b>Girls Alpha /Numeric</b>	S	S	S	M	M	M	L	L	L				S	S	S	M	M	M	L	L	L					
	4	4	4	5	5	5	6	6	6				7	7	7	1	1	1	1	1	1	4	4	4		
				/	/	/	X	X	X				/	/	/	/	/	/	/	/	/	/	/	/		
				6	6	6							8	8	8	2	2	2	1	1	1	6	6	6		



**Date:** 1 March 2010

**Subject:** Mandatory CPSIA Requirements for Direct Import Suppliers (Effective Immediately)

**Applicability:** Suppliers participating in THE EXCHANGE Direct Import Programs where THE EXCHANGE is the importer of record

**Dear Supplier:**

On August 14, 2008, President Bush signed into law the Consumer Product Safety Improvement Act of 2008 (CPSIA), also called HR4040. Though primarily directed at children's products, the new legislation requires that all products federally regulated by the Consumer Product Safety Commission (CPSC) be tested and certified to new safety limits, bans and restrictions.

Based on the new law, the following supplier processes have been developed to insure the safety of our customers and to be compliant with the new regulations. Mandatory supplier testing requirements and THE EXCHANGE document submission protocol and procedures are described below and on the following pages.

**Suppliers providing children's products** to THE EXCHANGE must have all finished products tested to CPSIA requirements by an accredited third-party lab. Children's products are defined as any product marketed or designed for children 12 years of age and younger.

To substantiate compliance a valid lab report and a General Certificate of Conformity (GCC) must be submitted to THE EXCHANGE electronically 10 days prior to the time of the actual shipment. A web-based document repository has been created to accommodate this function. Separate instructions for the EXCHANGE CPSIA Document Repository are provided with this correspondence. Documents must also be submitted in hard copy format to our freight forwarder, APL Logistics, at the time of the shipment along with the required customs documentation/invoices.

**Products other than children's items** require the supplier to certify that a given item meets the applicable CPSIA regulations via a reasonable testing program and submit a GCC both in hard copy format and electronically as described in the paragraph above. The specific ban or regulation must be stipulated on the GCC. THE EXCHANGE will provide GCC forms to you.

Please note that the supplier is responsible for all product testing costs and any federally assessed fees or costs incurred by THE EXCHANGE due to supplier non-compliance will be charged back to the supplier.

The following pages describe the supplier requirements and the EXCHANGE document submission protocol. The CPSIA is extremely complex and if after reading this letter you still have questions, please feel free to contact the EXCHANGE Quality Assurance Team via the following email address: [QAQuestions@AAFES.com](mailto:QAQuestions@AAFES.com) or call 214-312-2790.

Thank you,  
Quality Assurance Mgmt

## CPSIA TESTING AND DOCUMENT SUBMISSION REQUIREMENTS AND INSTRUCTIONS FOR THE EXCHANGE DIRECT IMPORT SUPPLIERS

The following information describes the requirements and actions suppliers must take to provide direct import merchandise to THE EXCHANGE. Please read the following information carefully. Merchandise submitted to our freight forwarder without the proper documentation may result in cancelled orders and merchandise being returned at the supplier's expense.

The requirements are spelled out both in a written and graphical format (see Fig 1 on page 4). For questions contact the EXCHANGE QA Team immediately.

### THE EXCHANGE PROTOCOL/PROCESS

#### START (EFFECTIVE IMMEDIATELY)

1. The Supplier or Factory receives a PO from THE EXCHANGE.
2. **For children's products:**
  - The supplier must arrange to have all products tested to CPSIA requirements by an accredited third-party lab. Third-party lab testing is **MANDATORY** for all products marketed to children 12 years of age and younger. Testing costs are the suppliers' responsibility.
3. **For products "other" than children's items:**
  - The supplier is required to certify that a given item meets the applicable standard or regulation via a reasonable testing program and by supplying a GCC. A reasonable testing program is described below.
4. Prepare the required GCC based on test results. GCC forms are provided with this correspondence.
5. Register to utilize the THE EXCHANGE CPSIA Document Repository at: <https://partners.AAFES.com>. Detailed instructions are provided in the attached PowerPoint presentation. Registration is required even if a supplier has already registered. The QA Team must authorize access to the repository.
6. Sign on to the THE EXCHANGE CPSIA Document Repository to upload GCC's and lab reports along with the other required information. This must be accomplished at least 10 days prior to the PO ship date.
7. Along with the shipment, send hard copies of the GCC, lab reports and the required customs documents to our freight forwarder, APL Logistics.
8. It is mandatory that documents are submitted both in hard copy format and electronically via the THE EXCHANGE Document Repository.
9. The supplier must also keep copies of the documentation for at least 3 years and are to be made available to THE EXCHANGE upon request.
10. If the required documents are not submitted as per this protocol, the merchandise will be delayed, cancelled and/or returned to the supplier, at their expense.
11. Any federally assessed fees or fines incurred by THE EXCHANGE due to supplier non-compliance will be charged back to the supplier.

### GENERAL INFORMATION AND DEFINITIONS

- **Children's Products:** Any item designed or marketed to children 12 years old and younger.
- **Plain Children's Clothing** – Plain children's clothing is a garment that does not have any of the following attributes: screen printing, buttons, zippers, snaps, rivets, decorations, adornments, affixed plastics or any attachment requiring a pull test. Such items will only require a GCC to certify the flammability standard 16 CFR 1610. The reason for exemption must be noted on the GCC.
- **Adult Wearing Apparel (Clothing):** Requires a GCC with the "Reasonable Testing Program" block checked and must state that products listed on the GCC complies with or is exempt from 16 CFR 1610, the Flammability of Clothing and Textiles Standard. Also multiple items (colors and sizes) can be certified on one GCC, if items are similar.
- **Other Products:** Products regulated by CPSC other than children's products require a GCC with the "Reasonable Testing Program" block checked and the applicable ban or restriction selected.
- **Lab Reports:** The THE EXCHANGE PO # and one or more of the following numbers: (1) CRC #, (2) THE EXCHANGE Style # or (3) the UPC must be printed on the cover page of the lab report for traceability purposes.
- **Reasonable Testing Program:** An item is tested or verified through one of the following methods: an in-house testing program, component testing by sub-contractor or some other verifiable process or guarantee of compliance.

**PRODUCT EXAMPLES:**

**CHILDREN'S PRODUCTS (Require GCC's and Lab Reports):**

- All toys, art materials, bicycles and bicycle helmets.
- Baby items such as pacifiers, mouthable toys and rattles etc...
- All children's clothing, sleepwear and footwear.
- Juvenile furniture such as cribs, walkers, jumpers, play-yards and strollers etc...
- Costumes (all ages)
- Seasonal Items (Children's Products)

**OTHER PRODUCTS (Require GCC's and back-up documentation upon request):**

- All Adult Wearing Apparel (Clothing)
- Seasonal Items (No Toys)
- Rugs and carpets
- Cigarette lighters
- Lawn Mowers

**Note:** A graphical representation of the document submission process is located on the following page (4).



# Registration for the CPSIA Doc Repository

**AAFES**  
ARMY AND AIR FORCE EXCHANGE SERVICE

*A part of your benefits...A part of your life!*

Welcome to the Exchange Partners On-Line Information Site.

Please feel free to review the following:

- [Tentative Schedule for Upcoming Sales Directorate Seminars 2009](#)
- [RETEK Replenishment - 2009](#)
- [AAFES Store Grand Opening Schedule](#)
- [Exchange Beverage Coordinator](#)
- [Command Letter Procurement Policy \(124\) Mar 09](#)
- [MWR Warehouse Ordering Web Training Tips](#)
- [WOW Help Procedures](#)
- [2013 Strategic Plan](#)
- [Plan-o-gram Calendar](#)

**E-Business: Vendor Training Opportunities**

A two (2) day training program is hosted monthly by E-Business at AAFES Headquarters, Dallas, TX, for current Suppliers to learn about Global Data Synchronization, Marketing & Advertising, Exchange Partners On-Line, an Accounts Payable Workshop and a comprehensive Vendor Learning Seminar. Find Schedule and Registration form at link [http://www.aafes.com/EDI/Vendor Relations](http://www.aafes.com/EDI/Vendor_Relations)

Enter the USERNAME and PASSWORD you previously created.  
If this is your first visit to our website, please click on Register Now.

Username:

Password:   
(passwords are case sensitive)

[Forget](#) your password?

or [Register Now](#)

Via the Internet logon to:  
<https://partners.aafes.com>

Next click on **Register Now** to begin the registration process.



# Registration for the CPSIA Doc Repository

**AAFES**  
ARMY AND AIR FORCE EXCHANGE SERVICE

Home User Profile

Determine your own USERNAME and PASSWORD. Since you will need this information to log onto our website, we suggest you use something easy to remember.

Username:  \* must be at least 6 characters

New Password:  \* must be at least 6 characters

Confirm Password:

New Email:

Confirm Email:

First Name:

Last Name:

Time Zone:

Company Name:

Next- enter the required information and then click: **Add Profile.**

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# Registration for the CPSIA Doc Repository

**AAFES**  
ARMY AND AIR FORCE EXCHANGE SERVICE

*A part of your benefits...A part of your life!*

[Home](#)  
[Logout](#)

**Welcome Test!**

You have completed step 1!  
Thanks for completing the registration process.

Step 2 is to contact your AAFES Point of Contact (Buyer) to gain access applications that may consist of: POs, Sales data, Invoicing, Plan-O-Gram page and more.

**Name:** Test Reb  
**Username:** Test12  
**Email:** test@yahoo.com

Click [here](#) to change your profile settings.

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**EXCHANGE**  
ARMY & AIR FORCE EXCHANGE SERVICE

Once you have reached this screen it is time to contact the QA Team to complete the registration process. Send us and email us at: [QAQuestions@aafes.com](mailto:QAQuestions@aafes.com) with the requested information below:

**Please be sure to type "CPSIA Registration" in the subject line.**

**Please provide the following info:**

- Merchandise Category
- Company (Supplier) Name
- Vendor Code (listed on PO's)
- Real Name
- User Name (name you signed up with)
- Email address
- Phone number
- Cell Phone

You will receive a confirmation email once you have been entered into our system.

# Registration for the CPSIA Doc Repository

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Enter the USERNAME and PASSWORD you previously created.  
If this is your first visit to our website, please click on Register Now.

Username:

Password:   
(passwords are case sensitive)

[Forget](#) your password?

or [Register Now](#)

Once you receive a confirmation email from the QA Team you will be ready to logon to the AAFES CPSIA Document Repository.

Logon to:  
<https://partners.aafes.com>

Enter your username and password, then click the Logon button .



# Registration for the CPSIA Doc Repository

The screenshot shows the AAFES website interface. At the top left is the AAFES logo with the tagline 'ARMY AND AIR FORCE EXCHANGE SERVICE'. Below the logo is a navigation menu with 'Home' and 'Logout' links. The main content area features a welcome message: 'Welcome Back to Exchange Partners On-Line, Thomas!'. A list of links includes 'SD Buyers Directory', 'Dept. Sales & Turns', 'EPOI On-Line Instruction Book', 'Help Desk List of Phone Numbers', '2009 Vendor Symposium Round Table', 'AAFES Business Terms Agreement', 'AAFES Business Terms Agreement Vendor Partnership Guide', 'Store Service Level Agreement', 'AAFES GMROI', and 'Advertising Opportunities'. A callout box with a black border and white background points to the 'CPSIA' link, containing the text: 'Click CPSIA to access the Document Repository. You will now be directed to the CPSIA Doc Repository Website for AAFES.' Below the callout, the 'CPSIA' link is followed by the text 'Consumer Product Safety Improvement Act website.' Other links include 'AAFES Home' and 'AAFES EDI Home'. At the bottom of the main content area, there is a link 'Click here to change your profile settings.' and a footer with copyright information and a link to 'AAFES Trademark / Service Marks'.

Click **CPSIA** to access the Document Repository.

You will now be directed to the CPSIA Doc Repository Website for AAFES.



# CPSIA Document Repository

The screenshot shows a Microsoft Internet Explorer browser window with the title "Consumer Product Safety Improvement Act (CPSIA) - Microsoft Internet Explorer". The address bar displays "https://alligator-partners-qa.aafes.com/CPSIA/default.aspx". The website content includes the "EXCHANGE ARMY & AIR FORCE EXCHANGE SERVICE" logo, the title "Consumer Product Safety Improvement Act (CPSIA) Document Archive", and navigation links for "Home" and "Log Off". A "MAIN MENU" section prompts the user to "Please select from one of the following options:" and provides two buttons: "Create a Record" and "Search for a PO". Below the buttons, there is a note: "For Questions please contact the Quality Assurance department at (214) 312-3411." and a red warning: "NOTE - Please ensure your browser supports JavaScript; this site will not work correctly without it." At the bottom, a small copyright notice states: "© AAFES is a registered trademark of the Army and Air Force Exchange Service. The Army and Air Force Exchange Service (AAFES) website is an unofficial Department of Defense (DoD) website published and maintained by AAFES with non-appropriated funds."

## WELCOME

To begin the process of entering data and uploading GCC's and/or lab reports, click on the [Create a Record](#) button.



# CPSIA Document Repository

Consumer Product Safety Improvement Act (CPSIA)  
Document Archive

Home | Log Off

Menu Search Create View/Edit

**Create Record**

PO Number:

Creation Date: 10/26/2009

Ship Date:

Buyer Name:

Supplier Name:

Vendor Code:

Category: [Choose]

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Enter data in all of blank fields and select the applicable category via the drop- down menu. Next click the **Create Record** button.

**Note:** If you fail to fill in all in fields an error symbol  will be displayed and you cannot proceed.



# CPSIA Document Repository

Consumer Product Safety Improvement Act (CPSIA)  
Document Archive

Home | Log Off

Menu Search Create View/Edit ← Navigation Links

**Create Record**

PO Number: 9988336555  
Creation Date: 10/27/2009  
Ship Date: 11/6/2009  
Buyer Name: Fake Buyer  
Supplier Name: Fake Supplier  
Vendor Code: 59553500  
Category: Children's Apparel

Please enter the CRC's for this PO below:

CRC	Item Description	GCC	Lab Rprt	
5879311	Red Baby Dress			Add

Enter the CRC number, item description and upload the GCC and/or Lab Report files. Click the "Add" button to complete the action. Additional lines will be added automatically when the "Add" button is clicked. See the next screen.

**Note:** A GCC and lab report are required for the following categories; Baby/Juvenile Products, Children's Apparel and Toys. The exception to the rule is described on the next screen.





# CPSIA Document Repository

Consumer Product Safety Improvement Act (CPSIA)  
Document Archive

Home | Log Off

Menu Search Create View/Edit ← Navigation Links

**Create Record**

PO Number: 9988336555  
Creation Date: 10/27/2009  
Ship Date: 11/6/2009  
Buyer Name: Fake Buyer  
Supplier Name: Fake Supplier  
Vendor Code: 59553500  
Category: Children's Apparel

Please enter the CRC's for this PO below:

CRC	Item Description	GCC	Lab Rprt	
5879311	Red Baby Dress			Add

Click an icon to upload document

Normally all children's apparel items require a GCC and a Lab Report, however there is one exception. If a child's garment is considered "plain" then the GCC must be uploaded both via the GCC and the Lab Report icon.

**Note:** The GGC must certify that items meet the flammability standard 16 CFR 1610. If and item is exempt, the reason for exemption must be noted on the GCC.



# CPSIA Document Repository

Consumer Product Safety Improvement Act (CPSIA)  
Document Archive

Home | Log Off

Menu Search Create View/Edit

**View/Edit PO**

PO Number:

Vendor Number:

Buyer Name:

Supplier Name:

Category:

Create Date: 26 Oct 2009

Ship Date:

CRC	Item Description	GCC	Lab Rprt	
9999999	Fake Item			<input type="button" value="Edit"/>
				<input type="button" value="Add"/>

Page(s) 1

Additional line – becomes available when the Add button is clicked

From here a new CRC can be added or an existing CRC and be edited. The next screen appears when the **Edit** button is clicked.



# CPSIA Document Repository

Consumer Product Safety Improvement Act (CPSIA)  
Document Archive

Navigation links: [Menu](#) [Search](#) [Create](#) [View/Edit](#)

**View/Edit PO**

PO Number:

Vendor Number:

Buyer Name:

Supplier Name:

Category:

Create Date: 26 Oct 2009

Ship Date:

CRC	Item Description	GCC	Lab Rprt	
9999999	<input type="text" value="Fake Item"/>			<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>

Page(s) 1

This screen allows a CRC to be edited or deleted. Upon Completing this operation the save & update button must be clicked sequentially to update the record.

Remember to save and update



# CPSIA Document Repository

Consumer Product Safety Improvement Act (CPSIA)  
Document Archive

Navigation links: [Menu](#) [Search](#) [Create](#) [View/Edit](#)

**View/Edit PO**

PO Number: 6322555888

Vendor Number: 31143510  
Buyer Name: Tom Rebman  
Supplier Name: Fake Supplier  
Category: Adult Wearing Apparel  
Create Date: 17 Nov 2009  
Ship Date: 01 Dec 2009

If the items are similar, multiple CRC's can be certified on a single GCC by stating "All CRC's on this PO comply with 16 CFR Part 1610". This applies to non-children's products only (Adult Wearing Apparel & Other Regulated Items).

CRC	Item Description	GCC	Lab Rprt
3333333	All CRC's on this PO comply with 16 CFR 1610		

Page(s) 1  
[Edit](#)

Upload icons



# CPSIA Document Repository

Consumer Product Safety Improvement Act (CPSIA) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop W Stop

Address <https://alligator-partners-qa.aafes.com/CPSIA/default.aspx> Go Links

**EXCHANGE**  
ARMY & AIR FORCE EXCHANGE SERVICE

## Consumer Product Safety Improvement Act (CPSIA)

Document Archive

[Home](#) | [Log Off](#)

[Menu](#) [Search](#) [Create](#) [View/Edit](#)

**View/Edit PO**

PO Number: 6322555888

Vendor Number: 31143510  
Buyer Name: Tom Rebman  
Supplier Name: Fake Supplier  
Category: Adult Wearing Apparel  
Create Date: 17 Nov 2009  
Ship Date: 01 Dec 2009

CRC	Item Description	GCC	Lab Rprt
3333333	All CRC's on this PO comply with 16 CFR 1610		

Page(s) 1

To end the data entry process, click on the Menu hyperlink and then click on the Log Off link.



# CPSIA Document Repository

Consumer Product Safety Improvement Act (CPSIA) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://alligator-partners-qa.aafes.com/CPSIA/default.aspx> Go Links

**EXCHANGE**  
ARMY & AIR FORCE EXCHANGE SERVICE

Consumer Product Safety Improvement Act (CPSIA)  
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[Menu](#) [Search](#) [Create](#) [View/Edit](#)

**PO SEARCH**

Ship Date Start:  End:  Buyer Name:  Supplier Name:

Create Date Start:  End:  PO Number:  Category:

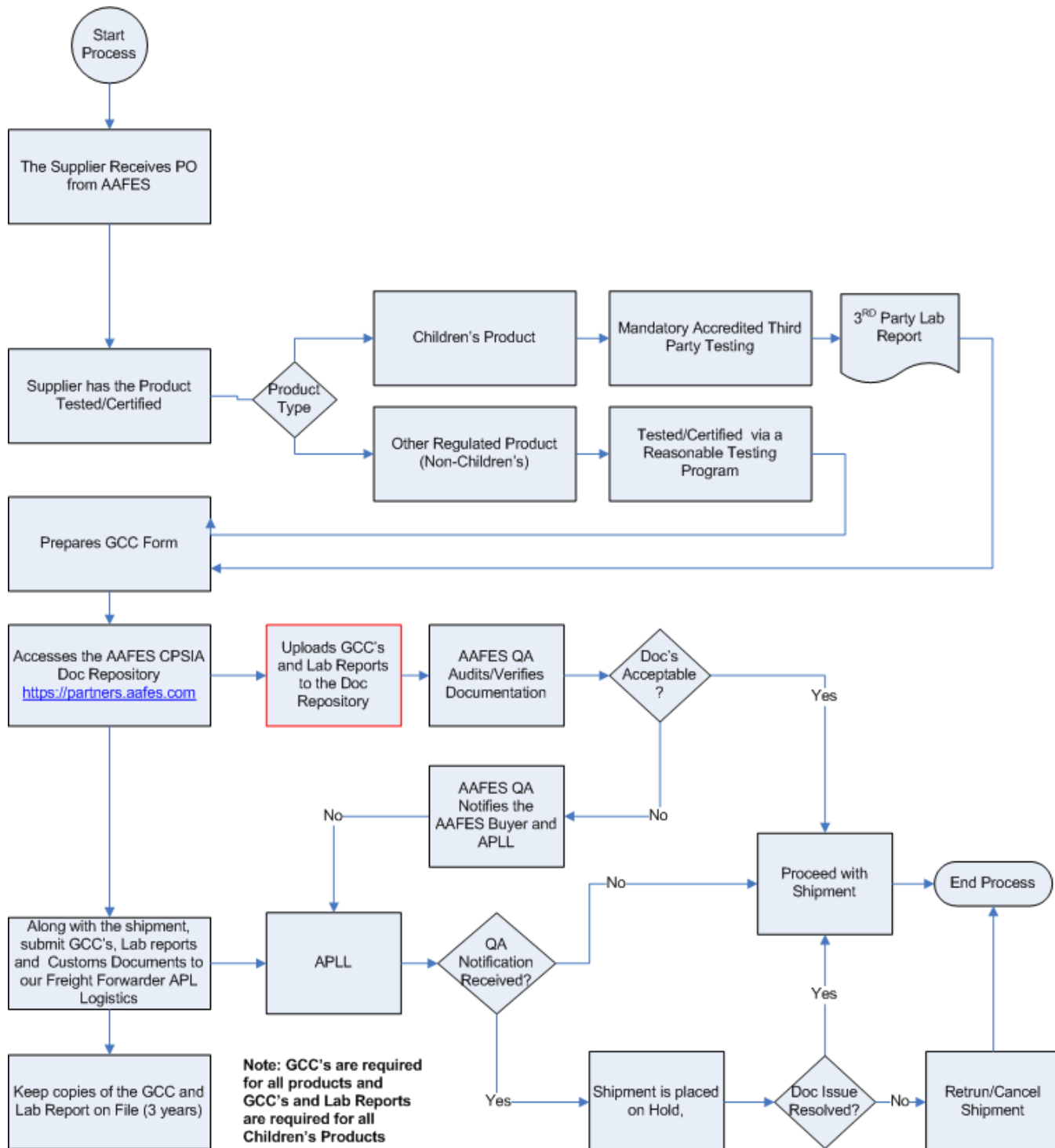
CRC:  Vendor Number:  Item Description:

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From this screen you can search for purchase orders and items by a variety of criteria provided on the form. Enter the criteria and click the “**Search**” button to display purchase orders entered previously. Clicking the search button without entering specific criteria will display all data previously entered.



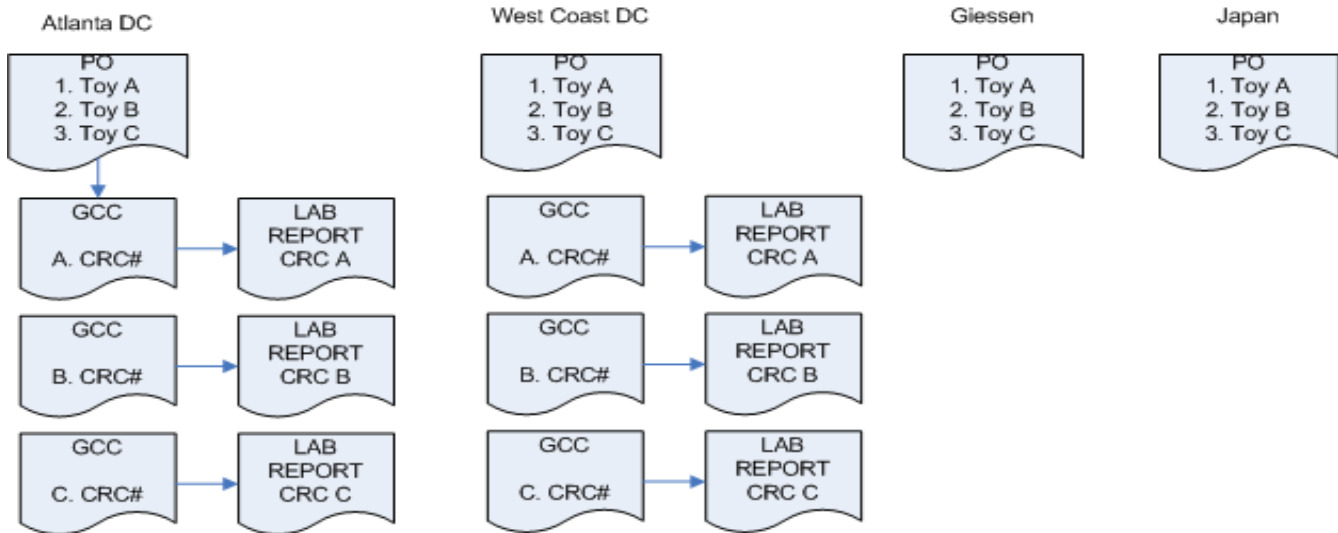
OVERALL DOCUMENT SUBMISSION PROCESS (FIG. 1)



**MULTIPLE PO EXAMPLES (FIG. 2)**

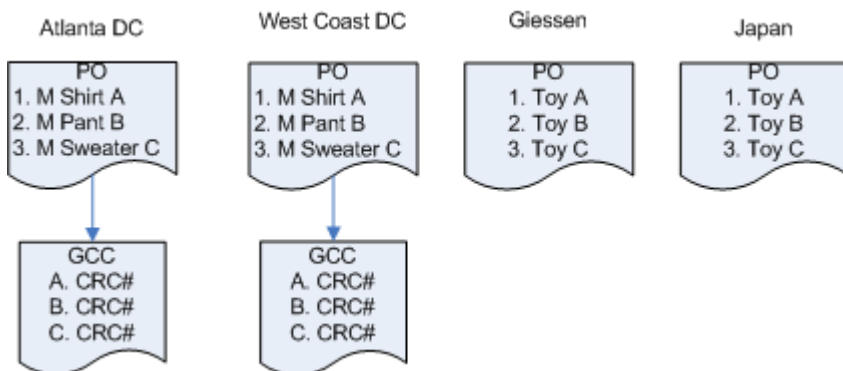
**CHILDREN’S PRODUCT EXAMPLE:**

**Note:** Each item (CRC) must have its own GCC and lab report.



**Note:** Purchase orders for Europe and the Pacific do not require lab reports or GCC’s. Items will all ready have been tested for US locations. QA will have the documents on file.

**OTHER PRODUCT EXAMPLE:**



**CPSIA REFERENCES:**

[Click here](#) for a CPSIA resource site.



Third-Party Lab Reports Required	<b>General Certification of Conformity (“GCC”) Consumer Product Safety Improvement Act</b>	Toys Children’s/ Baby Products Juvenile Products Costumes and Bicycles
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See INSTRUCTIONS on Page 2

	MANUFACTURER	IMPORTER
Company Name		Army and Air Force Exchange Service (THE EXCHANGE)
Street Address		3911 S. Walton Walker Blvd.
City/State/Zip		Dallas, TX 75236
Country		USA
Telephone #		214-312-3411

Product Description:			
Importer PO #:	Importer Item #:		
UPC Code:	Model #:		Color (if applicable)
Facility Where Product Manufactured* * If different from address listed above			
Month/Year of Manufacturing		Date of Testing:	
Testing Performed by(Third Party Certified Testing Lab):			
Facility Where Testing was Performed:			
Location of Test Records:	THE EXCHANGE – 214-312-3411		

The Manufacturer and the Importer hereby certify that the product contained within this shipment complies with all applicable rules, bans, regulations and standards under the CPSA (Consumer Product Safety Act) or any other Act enforced by the CPSC as noted below:

16 CFR 1303 - Lead in Surface Coatings and substrates (as amended and current) 90 ppm.	16 CFR Part 1512—Requirements for Bicycles
16 CFR 1500 – Federal Hazardous Substance Act Revised- Mechanical Hazards	ASTM F-963 Physical Integrity, Flammability and Safety of the Toy Accessories
16 CFR 1500 – Federal Hazardous Substance Act Revised- Mechanical Hazards and Small Parts	Baby Bouncers, Walkers, & Jumpers: Parts 1500.18(a) (6) and 1500.86 (a)
16 CFR 1500 – Sharp Points and Sharp Edges	CPSC Drawstring Guidelines
16 CFR 1500.44 Flammability of Solids	Full size & Non- Full size Cribs for Parts 1508 and 1509
16 CFR 1501 Small Parts	Lead H.R. 4040 Section 101 (Lead in substrate) 300 ppm
16 CFR 1610 – Flammability of General Wearing Apparel	Pacifiers: Part 1511 and Rattles: Part 1510
16 CFR 1611 – Flammability of Vinyl Film	Phthalates: 3P and 6P compliance
16 CFR Part 1203- Requirements for Bicycle Helmets	Reasonable Testing Program

Third-Party Lab Reports Required	<b>General Certification of Conformity (“GCC”) Consumer Product Safety Improvement Act</b>	Toys Children’s/ Baby Products Juvenile Products Costumes and Bicycles
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**INSTRUCTIONS**

FIELD	INSTRUCTIONS
Manufacturer and Importer	Name, Full mailing Address, and Telephone Number of each of the named entities.
Product Description	Provide a reasonable and complete description of the Product. If the product has multiple colors, and all colors can be certified on the same GCC, then list all colors. If the product has multiple sizes, and all sizes can be certified on the same GCC, then list all sizes.
Importer PO #	List the Customer Purchase Order Number
Importer Item #	List the Customer Item Number (The Customer “SKN” Number)
UPC Code	List the UPC Code of the Product (optional)
Model #	List the Manufacturer’s Model Number of the Product (optional)
Color (if applicable)	If Lead testing is required for the Product, the color of the product being certified must be listed.
Facility where Product Manufactured	Name, Full mailing Address, and Telephone Number of the facility where the Product was actually manufactured, if the location is different from that identified above.
Month/Year of Manufacture	List the Month(s) and Year in which the lot of Product was actually manufactured.
Date of Testing	List the Date or Range of Dates over which the testing was performed on the Product.
Testing Performed By	List the name of the Laboratory where testing was performed
Facility Where Testing was Performed	Name, Full mailing Address, and Telephone Number of the facility where the Product was actually tested.
Location of Test Records	Name, Full Mailing Address, and Telephone Number of the entity (Person or Job Title) that maintains record copies of test reports for this Product.
Applicable Acts/Regulations/Bans/Standards/etc.	Mark the Checkbox for each Act, Regulation, Ban, Standard or other requirement applicable to this Product. Use the “Other” blocks to list any applicable requirement not listed in the Chart.

**\*\*Importer: Direct Importer**

Apply to kids Products but non-toy products:

16 CFR 1303 - All products with painted or otherwise finished surfaces (powder-coated, stained, anodized, lacquered, varnished, etc) must be tested at the factory (in-house) or externally tested through a third party laboratory to certify that the product has been manufactured in accordance to 16 CFR 1303; the lead content of all scrapable surface coatings should not exceed the limit of 90ppm.

Lead H.R. 4040 Section 101 (Lead in substrate) 300 ppm.

The supplier must check all applicable rules, bans and regulations that apply.