

5 - Kid ASA Sample Routine

5	Sample routine.....	2
5.1	General	2
5.1.2	Quotation.....	2
5.2	Definition sample types.....	4
5.2.1	Lab dips and strike off	4
5.2.2	First sample/style sample.....	4
5.2.3	Counter sample / pre-production sample	4
5.2.4	Production sample.....	4
5.2.5	Photo sample	4
5.3	Labelling samples	5
5.4	Revision log, V 1.5, 2024	6

5 Sample routine

This sample routine is valid for Kid ASA and all its subsidiaries. All references to Kid ASA includes all its subsidiaries.

The different samples are used to validate that the product fulfil Kid ASA and Hemtex24h requirements. Supplier shall as soon as possible and within the time given provide with samples according to requirements. No samples shall be sent without being requested or confirmed by Kid ASA.

5.1 General

Suppliers are responsible to pre-check all sample types; all samples for Kid ASA shall be provided with Kid ASA tag format and completes with the correct information. Samples for Hemtex24h shall be marked additionally with Hemtex24h.

All samples shall be approved in writing (email).

All costs for samples (incl. freight costs) shall be paid by the supplier and are to be included in the price of the order, no separate invoices will be accepted.

Samples shall be checked against the master in the light box under shop light (TL 83 master light), daylight and bulb light.

All samples for Kid ASA shall be sent to Kid headquarters and attached to the relevant person. - Kid ASA, Gilhusveien 1, 3426 Gullaug Norway.

Following samples shall be sent to Kid Headquarters for all orders placed by Kid ASA

- First samples
- Counter samples
- Photo samples
- Pre-production samples
- 1 Shipment samples

For Hemtex 24h the samples shall be sent to Kid Headquarters with attention to Hemtex 24h.

5.1.2 Quotation

A quotation shall be sent upon request to the relevant buyer. The quotation should be in Excel and contain all requested information. Please use our recent overview setup "*Quotation - mandatory for all items*". [Example on next page.](#)

It is important that all the information is correct, so we can add this directly into our system for registration.

If you have any questions regarding the sheet please ask.

Minimum information needed on quotation	
Company name:	xxxxxxx
Company address:	xxxxxxx
Contact name:	xxxxxxx
Contact e-mail:	xxxxxxx
Contact phone:	xxxxxxx
Attn:	Kid ASA + contact person
Quotation number:	xxxxxxx
Date of quotation:	xxxxxxx
Price terms:	FOB in USD
Payment term	TT30 days after copy of original BL
Other:	xxxxxxx

	Explanation	
Photo	Supplier item number:	Suppliers own item number
	Name of producer (factory):	Producer/factory of this mentioned item
	Shipment port:	Name of port
	Model number:	Supplier /producers model number if they have
	Description:	What is the product? Please specify exactly what it is.
	Material:	What materials is the product made of? Please specify all the materials in use (Dont write metall, write aluminium, iron etc. Dont write wood, write acacia, bamboo..etc.)
	Material composition - Weight percent:	Specify the weight of each material in relation to the product's total weight <u>without</u> packaging. Must be 100% in total.
	Net-weight of product (gram)	This is the weight of the useable product, meaning <u>weight without packaging</u> , labels, banners etc.
	Weight of sales unit (gram)	The total weight of the product <u>including packaging</u> design_such as labels, banners etc. (<u>not</u> including inner or master carton).
	Packaging design material	Specify what kind of packaging the product has. What material is the packaging made of - paper banderol, textile bag, colour box, polybag with header etc. (<u>not</u> inner or master carton).
	Packaging weight	Total weight of packaging design (not including inner or master carton).
	Construction:	How are the materials/product put together? Please specify important production details.
	Characteristics:	Does the product have any important qualities?
	Colour	Suppliers colour reference and code if they have.
	Volume:	Fill inn gram/millilitre if the product consists of solids and liquids. Includes items such as candles, food, inner pillows, duvets etc.
	Size of product (width/lenght/height/depth /diameter)	Size of one product <u>without</u> any packaging. True size of any product when fully unfolded or fully assembled.
	Size of sales unit (width/lenght/height)	Size of one product with packaging design (not inner or master carton). Size of product when folded or unassembled.
	Size of inner/retail carton/polybag (width/lenght/height)	Please see chapter 6.2.3. Inner packaging should not exceed these measurements if possible: 58cm length x 38cm width x 28,6cm height. This is to fit an Autostore. We accept that some larger items does not fit these measurements.
	Weight of one inner/retail carton/polybag	Total weight of inner packaging (incl. the products)
	Size master/export carton (width/lenght/height)	Please see chapter 6.2.3. Master cartons should fit an EURO pallet max W80xL120 cm. Leaving as little unused space as possible.
	Weight of master/export carton	Total weight of master carton fully packed. Preferable weight is under 15 kg. Not allowed over 20 kg unless anything else is agreed upon.
Inner/master units	Inner (retail) and master (export) packaging. We prefer as low inner quantity as possible.	
Measurement:	CBM of 1 master carton.	
MOQ:	Minimum pcs which needs to be ordered divided on both Kid and Hemtex.	
Price:	Please give your best unit price. This should include sample freight and others costs as we try to avoid extra charges on the PO. Always give price of one size. Do not keep price on a 2 og 3 pack unless we ask for it.	
Certification:	FSC/ BCI / Oeko-tex 100 / Foodsafe etc. All certifications must be verified.	
Other remarks:	Other necessary info such as washing symbols, handmade, crafted by hand etc.	

5.2 Definition sample types

5.2.1 Lab dips and strike off

- Should be made in correct fabric quality
- Samples with pattern (e.g. stripes, checks or prints) shall show a full repeat of the pattern.
- Shall be checked against the master in the light box under shop light (TL 83 master light), daylight and bulb light.

5.2.2 First sample/style sample

- Shall be made based on the specification in the quotation or inquiry and design sketch.
- Shall be made in correct quality and color/print.

Before an official order are placed towards supplier an approved sample first sample shall be in place.

5.2.3 Counter sample / pre-production sample

5.2.3.1 Kid ASA

- Shall represent production quality (all colors) with all required hangers and labels attached.
- Counter sample (all colors) shall be approved before production starts. If production starts without approved sample and test report, it's on the supplier's risk.
- For running orders the **approved C/S for first shipment** shall be used as reference sample and shall be updated every 6 months at suppliers expense.
- Products developed for Hemtex 24h shall follow the same procedures as KID ASA.

5.2.4 Production sample

- Sample from the actual batch and with all required hangers and labels attached.
- Kid ASA, Suppliers must draw shipment sample from production and submit it to Kid ASA for final approval. The sample must be approved by Kid ASA before shipment.
- Hemtex24h production sample shall be drawn from the production during inline or final inspection.
 - For waive final inspection, supplier draws the shipment sample from production and submits sample to Hemtex/IGS for approval.

5.2.5 Photo sample

- Shall be made in correct quality and color/print.
Shall be submitted according to request.

5.3 Labelling samples

All samples must be labelled before they are sent. The labels shall be completed with correct information.

Templates


- Samples sent to Kid office Lier use template 1A-2 and 2A-C
- For Hemtex24h samples please note H24H under comment

1A-1C

FIRST SAMPLE 

Date: _____
 Supplier: _____
 Description: _____
 Item number: _____
 Size: _____
 Colour: _____
 Price: _____

Comments: _____

PRE-PRODUCTION/
COUNTER SAMPLE 

Date: _____
 Supplier: _____
 Order nr: _____
 Suppliers item nr: _____
 Buyers item nr: _____
 Article name: _____

Counter sample Revised counter sample

Comments: _____

Approved Not approved Testable

PRODUCTION SAMPLE 

Date: _____
 Supplier: _____
 Order nr: _____
 Suppliers item nr: _____
 Buyers item nr: _____
 Article name: _____

Comments: _____

Approved Not approved

2A-2C

FIRST SAMPLE

Date: _____
 Supplier: _____
 Description: _____
 Item number: _____
 Size: _____
 Colour: _____
 Price: _____

Comments: _____



PRE-PRODUCTION/COUNTER SAMPLE

Date: _____
 Supplier: _____
 Order nr: _____
 Suppliers item nr: _____
 Buyers item nr: _____
 Article name: _____

Counter sample Comments: _____
 Revised counter sample

Approved
 Not approved
 Testable



PRODUCTION SAMPLE

Date: _____
 Supplier: _____
 Order nr: _____
 Suppliers item nr: _____
 Buyers item nr: _____
 Article name: _____

Approved Comments: _____
 Not approved



Production start: date of the planned production start.

Similar: Quality with composition, construction, weight and stretch ability as close as possible to bulk.

Testable: Quality is OK to perform for example wash test on.

F/S, C/S: Please tick the box for which sample you are sending.

3A

3B

3C

5.4 Revision log, V 1.5, 2024

	Updated Kid Hemtex to Kid ASA
5.2.3.1	Updated with Hemtex 24h information
5.2.3.2	Removed and updated in 5.2.3.1
5.3	IGS labelling of samples is removed