



Competency Based Learning Materials (CBLM)

Apparel Merchandising

Level-4

Module: Processing of Sourcing Materials

Code: CBLM-RMGT-AM-03-L4-EN-V1



**National Skills Development Authority
Prime Minister's Office
Government of the People's Republic of Bangladesh**

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The CBLM on “Process of sourcing materials” is developed based on NSDA approved Competency Standards and Competency Based Curriculum under Apparel Merchandising Level-4 Occupation. It contains the information required to implement the Apparel Merchandising Level-4 standard.

This document has been prepared by NSDA with the help of relevant experts, trainers/professionals.

All Government-Private-NGO training institutes in the country accredited by NSDA can use this CBLM to implement skill-based training of Apparel Merchandising Level-4 course.

Approved by

---th Executive Committee (EC) Meeting of NSDA

Held on -----

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How to use this Competency Based Learning Materials (CBLMs)

The module, Processing of Sourcing Materials contains training materials and activities for you to complete. These activities may be completed as part of structured classroom activities or you may be required you to work at your own pace. These activities will ask you to complete associated learning and practice activities in order to gain knowledge and skills you need to achieve the learning outcomes.

1. Review the **Learning Activity** page to understand the sequence of learning activities you will undergo. This page will serve as your road map towards the achievement of competence.
2. Read the **Information Sheets**. This will give you an understanding of the jobs or tasks you are going to learn how to do. Once you have finished reading the **Information Sheets** complete the questions in the **Self-Check**.
3. **Self-Checks** are found after each **Information Sheet**. **Self-Checks** are designed to help you know how you are progressing. If you are unable to answer the questions in the **Self-Check** you will need to re-read the relevant **Information Sheet**. Once you have completed all the questions check your answers by reading the relevant **Answer Keys** found at the end of this module.
4. Next move on to the **Job Sheets**. **Job Sheets** provide detailed information about *how to do the job* you are being trained in. Some **Job Sheets** will also have a series of **Activity Sheets**. These sheets have been designed to introduce you to the job step by step. This is where you will apply the new knowledge you gained by reading the Information Sheets. This is your opportunity to practise the job. You may need to practise the job or activity several times before you become competent.
5. Specification **sheets**, specifying the details of the job to be performed will be provided where appropriate.
6. A review of competency is provided on the last page to help remind if all the required assessment criteria have been met. This record is for your own information and guidance and is not an official record of competency

When working though this Module always be aware of your safety and the safety of others in the training room. Should you require assistance or clarification please consult your trainer or facilitator.

When you have satisfactorily completed all the Jobs and/or Activities outlined in this module, an assessment event will be scheduled to assess if you have achieved competency in the specified learning outcomes. You will then be ready to move onto the next Unit of Competency or Module

Module Content

Module Title: Processing of Sourcing Materials

Module Description: This module covers the knowledge, skills and attitude required to process of sourcing materials. This covers competencies on interpreting fabrics, trims and accessories, preparation of BOM sheet, negotiation and booking of raw materials.

Nominal Duration: 50 Hours

Learning Outcomes:

Upon completion of this module the trainees must be able to:

1. Interpret fabrics used for woven and knit apparels
2. Interpret the trims and accessories
3. Prepare BOM (Bill of Material) sheet
4. Demonstrate the process of negotiation and booking

Assessment Criteria:

- 1.1. Woven Fabrics are categorized and compared in accordance with the requirements.
- 1.2. Knit Fabrics are categorized and compared in accordance with the requirements.
- 1.3. Fabrics are selected and collected according to work order.
- 2.1 The specifications of trims and accessories based on the product are identified.
- 2.2 Trims and accessories are identified.
- 2.3 Trims and accessories and collected and delivered to the concerned department.
- 3.1 BOM sheet is identified.
- 3.2 Procedure of preparing BOM sheet is interpreted.
- 3.3 BOM for each style is prepared.
- 4.1 Negotiation process with suppliers is demonstrated.
- 4.2 Price and availability of materials is negotiated.
- 4.3 Booking Process and procedures are followed and executed.

Contents

This learning package includes the following:

1. Fabrics used for woven and knit apparels
2. Trims and Accessories
3. BOM (Bill of Material) sheet
4. Process of negotiation and booking

Learning Outcome 1: Interpret fabrics used for woven and knit apparels

Content:

1. Fabrics used for woven and knit apparels
 - 1.1 Woven Fabrics
 - 1.2 Knit Fabrics
 - 1.3 Fabrics selection and collection

Assessment Criteria:

1. Woven Fabrics are categorized and compared in accordance with the requirements.
2. Knit Fabrics are categorized and compared in accordance with the requirements.
3. Fabrics are selected and collected according to work order.

Resources Required/ Conditions:

The trainees must be provided with the following:

- Training resources
 - CBLM
 - Handouts
 - Woven and knit Fabrics
 - Paper, pen, pencil
 - Necessary tools and equipment
 - Necessary PPE
- Training facilities / area
 - Workplace
 - White board and markers
 - Laptop
 - Multimedia projector
 - Internet facility

Methodologies

- Lecture/discussion
- Demonstration/application
- Presentation
- Self-pace instruction
- Blended delivery methods

Assessment Methods

- Written test
- Demonstration
- Oral questioning

Learning Experience 1: Interpret fabrics used for woven and knit apparels

In order to achieve the objectives stated in this learning guide, you must perform the learning steps below. Beside each step are the resources or special instructions you will use to accomplish the corresponding activity.

Learning Steps	Resources specific instructions
1. Student will ask the instructor about process of sourcing materials.	1. Instructor will provide the learning materials “Interpret fabrics used for woven and knit apparels”
2. Read the Information sheet/s	2. Information Sheet No:1.1 Interpret fabrics used for woven and knit apparels
3. Complete the Self Checks & Check answer sheets.	3. Self-Check/s Self-Check No: 1.1 Interpret fabrics used for woven and knit apparels Answer key No. 1.1 Interpret fabrics used for woven and knit apparels
4. Read the Job Sheet and Specification Sheet and perform job	4. Job- Sheet No:1.1- Interpret fabrics used for woven and knit apparels Specification Sheet 1.1 – Interpret fabrics used for woven and knit apparels

Information Sheet 1.1: Interpret fabrics used for woven and knit apparels

Learning Objectives:

After completion of this information sheet, the learners will be able to:

1. Categorized and compared woven Fabrics in accordance with the requirements.
2. Categorized and compared Knit Fabrics in accordance with the requirements.
3. Selected and collected fabrics according to work order.

1. Textile

Textile is an umbrella term that includes various fiber-based materials, including fibers, yarns, filaments, threads, different fabric types, etc.

The Whole Textile Manufacturing Process is divided into 4 branches:

- Yarn manufacturing or Spinning
- Fabric manufacturing (Weaving and Knitting)
- Dyeing, printing & finishing
- Garments

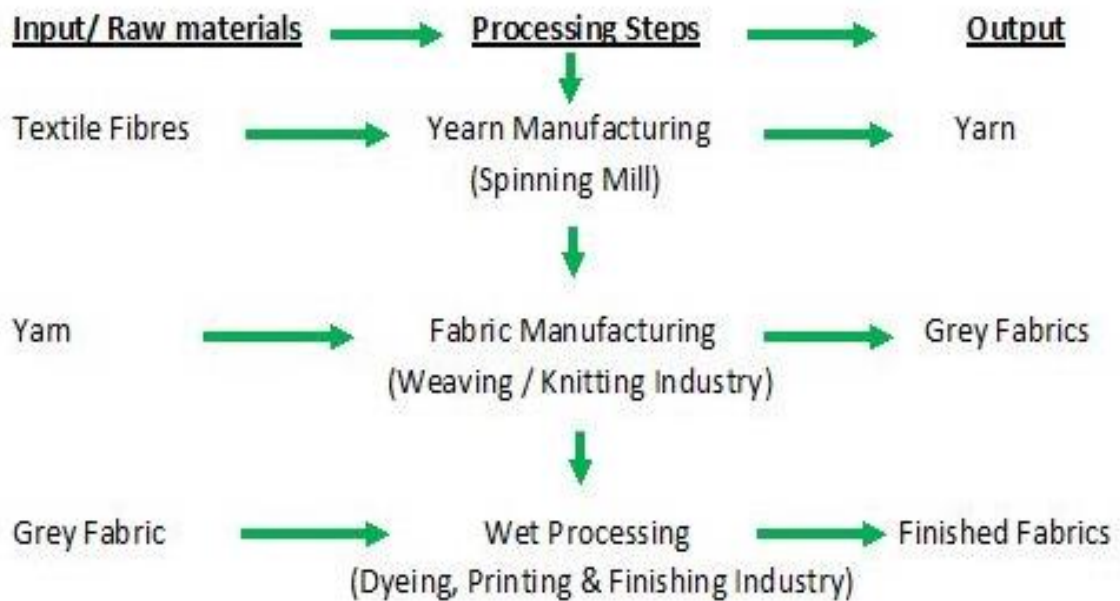
1.1 Fabric

The term fabric is originated from the Latin word fabrica. Fabrics are textile surfaces, these structures are extremely long and wide in comparison with their thickness. It is based on the conversion of fiber or yarn into fabric consisting of a network of natural or artificial fibers. Fabrics are formed by weaving, knitting, crocheting, knotting, braiding or plaiting and bonding of fibers and pressing fibers together (felt).

In short we can say, cloth or other material produced by weaving or knitting fibres are called fabric.



1.2 Flow chart of Fabric manufacturing



1.3 Woven Fabrics

Woven fabrics are defined as fabrics composed of warp yarns (Longitudinal) and weft yarns (transverse) that are interlaced according to the type of weave or design that are desired.

Step by step process of woven fabric manufacturing:

- Spinning bobbin for winding
- Roll winding for spool production
- Warp yarn preparation
- Cone winding or pre-winding
- Warping
- Sizing
- Drafting in or drawing in
- Denting
- Looming
- Weaving

Classification of woven fabric structure

Woven structures are classified into the following categories:

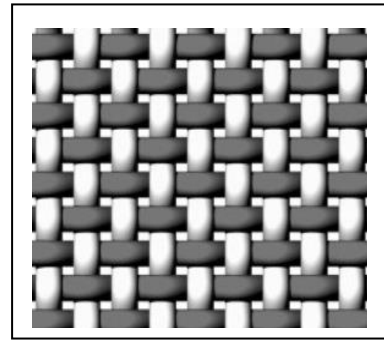
- Simple structures
- Compound structures

- **Simple structure**

Only one series of warp (end) and one series of weft (pick) yarns are used in this construction.

The warp and weft yarns are interlaced with one another at right angle. All the neighbouring warp and weft threads are parallel to one another and play an equally important role in determining the properties of the fabric.

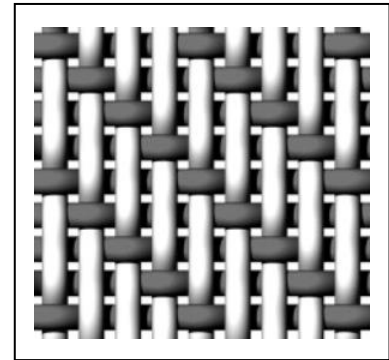
Example: Plain, Twill and Satin fabric.



- **Compound structure**

More than one series warp and weft yarns are used in this construction, some of yarns forms the body or ground and the other forms the figuring or ornamentation. The neighbouring yarns need not be parallel to one another.





Example: Pile, Towel fabric





- **Differ types of woven fabrics**

There are various types of woven fabrics. Some of the most usable woven fabrics are described below.



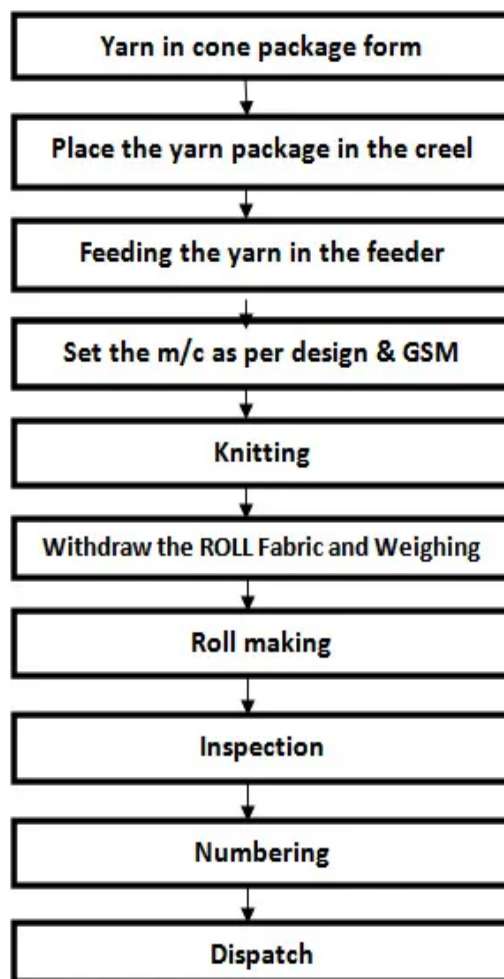
<p>Plain / poplin fabric: Poplin fabric is a plain weave fabric, which means it is woven in a simple over-under pattern. Poplin, sometimes called a tabinet fabric, has a tight weave, with very fine warp yarns and coarser weft yarns.</p>	
<p>Twill fabric: Twill fabric are easily recognizable because they will show diagonal weave or texture. This fabric is almost always having a bit of shine, though the degree can depend on the weave, colour, and cotton used.</p>	
<p>Canvas fabric: Canvas is a plain-weave, heavy-duty fabric that is commonly desired for its water-resistance. Originally popularized as a useful sail cloth material and an excellent painting medium, canvas has now made its way into applications as widespread as tent material, casual shoes, and designer handbags. Most canvas currently on the market contains cotton fibers, but traditionally, this fabric was made with hemp or linen.</p>	
<p>Denim Fabric: Denim is a sturdy cotton twill textile in which the weft passes under two or more warp threads. This twill weaving produces the familiar diagonal ribbing of the denim that distinguishes it from cotton duck.</p>	
<p>Sateen Fabric: A fabric produced by weaving the warp yarns over several weft yarns at a time, creating a lusture in silk, nylon and polyester materials.</p>	
<p>Oxford fabric: Oxford fabric is very similar to pinpoint oxford, except it uses a slightly heavier yarn and looser weave. It has a slightly rougher texture but is more durable than most of the fabrics.</p>	

<p>Jacquard fabric: A jacquard weave is created through a loom process, which is programmed to raise each warp yarn independently of the other yarns. The design of the jacquard fabric is incorporated into the weave, instead of being printed or dyed onto the fabric.</p>	
<p>Herringbone fabric: A weaving technique that produces a ribbed chevron design.</p>	

2. Knit Fabrics

Knit fabric is a textile that results from interlocking yarn together with long needles.


Flow chart of knit fabric manufacturing process:



2.1 Classification of knit fabric structure




Knit fabrics are classified into the following categories:

- Weft knitted fabric
- Warp knitted fabric


<p>Weft knitting fabric: In weft knitting, the loops are formed across width of the fabric. Each weft thread is fed, more or less at right angles to the direction in which the fabric is produced.</p>	
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2.2 Different types of wefts knitted fabrics:




<p>Single jersey: Single jersey is weft knitted fabric which is formed by one set of needles. Single jersey is the mostly used for making T-shirts, tangtops etc. In single jersey face side and back side appearance is different. This fabric is much warm, flexible, stretchy, and wear to comfort therefore get popularity.</p>	
<p>Double jersey: Double jersey is weft knitted fabric which is formed by two sets of needles. Double jersey fabric is almost similar to the single jersey fabric but in double jersey face and back side appearance is same.</p>	
<p>Rib: Knitted rib fabrics can be knitted using any fibre or yarn type and in all weights. The fabric is knitted on double-bed knitting machines with two sets of alternating single-headed needles. The vertical ribs on one side of the fabric are composed of face stitches that are knitted on one needle-bed.</p>	
<p>Interlock: Interlock means a device or mechanism for connecting or coordinating the function of different components. A fabric knitted with closely interlocking stitches allowing it to stretch. Interlock is the tightest weave, gives the smoothest surface and the finest handfeel. The fabric is extremely soft, firm and absorbent.</p>	

<p>Pique fabric: Pique is a durable cotton knit fabric covered with a tiny, textured pattern. The cross-tuck knit construction creates a cellular effect with a unique, subtle texture.</p>	
<p>Terry fabric: Terry fabric look likes household towels that we use after the bath or shower. It is made using two warps and a weft: the first warp is called the bottom and constitutes the skeleton of the fabric, the second called effect or curl forms the ring surface. Terry fabrics can be simple or double depending on whether the curls are present on a single face or on both sides of the fabric.</p>	
<p>Fleece fabric: Fleece is a soft fabric with a napped surface that has excellent insulating properties. It retains body heat well, making it ideal for cold weather. It's a warm fabric that comes in a range of materials. Although fleece is named after a sheep's fleece coat, it is not entirely natural. The majority of fleece fabric available today is made of polyester fibers, but it can also be made of cotton, hemp, and rayon fibers.</p>	

Warp Knitted Fabric

<p>Warp-knit fabric is similar to that of a woven fabric in that yarns are supplied from warp beams. The fabric is produced, however, by intermeshing loops in the knitting elements rather than interlacing warps and wefts as in a weaving machine. Warp-knitted fabric is knitted at a constant continuous width.</p>	
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2.3 Different types of warps knitted fabrics:

<p>Tricot Knit: Tricot fabric is soft; wrinkle resistant & has good drapability. Tricot knits are used for a wide variety of fabric weights and design. It makes light fabric weighting less than 4 ounce/square yard. Some examples of tricot fabric are sleepwear, boluses, dresses etc.</p>	
<p>Raschel Knit: The Raschel knit ranks in importance of production with tricot but it makes varieties of products ranging from laces, power nets for foundation garments, swimwear to carpets. Raschel knitting is done with heavy yarns & usually has a complex lace-like pattern.</p>	
<p>Crochet Knit: This basic stitch is used in hand crochet. This construction is used in a wide variety of fabrics ranging from nets & laces to bed spreads and carpets, various types of edgings or trimmings lace are also produced.</p>	

Self Check Sheet 1.1

1. How many branches are there for textile manufacturing?

Answer:

2. What is woven fabric?

Answer:

3. How to identify Twill fabric?

Answer:

4. Write the name of some woven fabric.

Answer:

5. What is knit fabric?

Answer:

6. What is the classification of knit fabric structure?

Answer:

7. Write the name of some knit fabric.

Answer:

8. What are the characteristics of Tricot fabric?

Answer:

Answer Key 1.1

1. How many branches are there for textile manufacturing?

Answer: There are four branches for textile manufacturing. These are

- Yarn manufacturing or Spinning
- Fabric manufacturing (Weaving and Knitting)
- Dyeing, printing & finishing
- Garments

2. What is woven fabric?

Answer: Woven fabrics are defined as fabrics composed of warp yarns (Longitudinal) and weft yarns (transverse) that are interlaced at according to the type of weave or design that are desired.

3. How to identify Twill fabric?

Answer: Twill fabric are easily recognizable because they will show diagonal weave or texture.

4. Write the name of some woven fabric.

Answer: Following are the types of woven fabrics.

- Poplin
- Twill
- Sateen
- Oxford
- Jacquard
- Denim etc.

5. What is knit fabric?

Answer: Knit fabric is a textile that results from interlocking yarn together with long needles.

6. What is the classification of knit fabric structure?

Answer: Knit fabrics are classified into the following categories:

- Weft knitted fabric
- Warp knitted fabric

7. Write the name of some knit fabric.

Answer: Following are the types of knit fabrics.

- Single jersey
- Double jersey
- Rib
- Pique
- Terry
- Fleece etc.

8. What are the characteristics of Tricot fabric?

Answer: Tricot fabric is soft, wrinkle resistant & has good drapability.

Activity Sheet 1-1: Identify the woven fabrics by seeing the texture

Working Procedure:

1. Collect and wear appropriate Personal Protective Equipment for the job
2. Collect all needed materials, supplies and equipment.
3. Check the below format carefully
4. Write the name of fabric beside the picture
5. Clean and maintain your workplace

Working Format:

Identify the woven fabrics by seeing the texture	
Photo	Name of woven fabric
	
	
	




	
	
	
	
	

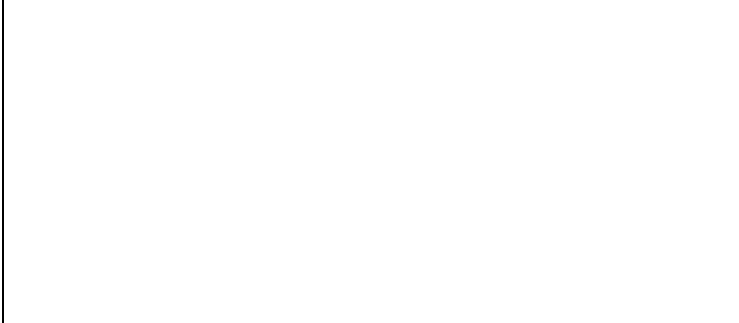
Activity Sheet 1-2: Identify the knit fabrics by seeing the picture

Working Procedure:

1. Collect and wear appropriate Personal Protective Equipment for the job
2. Collect all needed materials, supplies and equipment.
3. Check the below format carefully
4. Write the name of fabric beside the picture
5. Clean and maintain your workplace

Working Format:

Identify the knit fabrics by seeing the picture	
Photo	Name of woven fabric
	
	
	



Learning Outcome 2: Interpret the trims and accessories

Content:

1. Trims and accessories
 - 2.1 Specifications of trims and accessories based on the product
 - 2.2 Trims and accessories identification
 - 2.3 Trims and accessories delivery to the concerned department

Assessment Criteria:

1. The specifications of trims and accessories based on the product are identified.
2. Trims and accessories are identified.
3. Trims and accessories are collected and delivered to the concerned department.

Resources Required/ Conditions:

The trainees must be provided with the following:

- Training resources
 - CBLM
 - Handouts
 - Trims and Accessories
 - Paper, pen, pencil
 - Necessary tools and equipment
 - Necessary PPE

- Training facilities / area
 - Workplace
 - White board and markers
 - Laptop
 - Multimedia projector
 - Internet facility

Methodologies

- Lecture/discussion
- Demonstration/application
- Presentation
- Self-pace instruction
- Blended delivery methods

Assessment Methods

- Written test
- Demonstration
- Oral questioning

Learning Experience 2: Interpret the trims and accessories

In order to achieve the objectives stated in this learning guide, you must perform the learning steps below. Beside each step are the resources or special instructions you will use to accomplish the corresponding activity.

Learning Steps	Resources specific instructions
1. Student will ask the instructor about process of sourcing materials	1. Instructor will provide the learning materials “Interpret the trims and accessories”
2. Read the Information sheet/s	2. Information Sheet No:2.1 Interpret the trims and accessories
3. Complete the Self Checks & Check answer sheets.	3. Self-Check/s Self-Check No: 2.1 Interpret the trims and accessories Answer key No. 2.1 Interpret the trims and accessories
4. Read the Job Sheet and Specification Sheet and perform job	4. Job- Sheet No:2.1- Interpret the trims and accessories Specification Sheet 2.1 – Interpret the trims and accessories


Information Sheet 2.1: Interpret the trims and accessories

Learning Objectives:




After completion of this information sheet, the learners will be able to:








1. Identified the specifications of trims and accessories based on the product
2. Identified trims and accessories
3. Collected and delivered trims and accessories to the concerned department


1. Trims

<p>Trims are directly involve making of a garment. So, trims which materials are directly attached with the fabric to make a garment are called trims. Moreover, we can say that the materials used is sewing room other than fabric is called trims.</p>	
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1.1 Different types of Trims





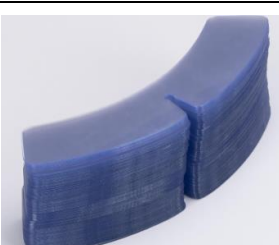
<p>Sewing Thread: The physical appearance and quality of seam is directly related to sewing thread. It is one of the main elements to production garment. Sewing thread play an important factor to join two parts of fabric.</p>	
<p>Label: The label is a short piece of fabric which contain little information such as garment size, wash, care, price, composition, etc. There are different types of label used in garments like as main label, size Label, wash care label, care label, price label, etc.</p>	
<p>Button: Button is a small disc or knob sewn onto a garment, either to fasten it from being pushed through a slit/ hole made for the purpose or for decoration. Types of Buttons Used in Garments: As per materials:</p> <ul style="list-style-type: none"> • Metal button • Plastic button • Horn button • Wooden button etc. 	




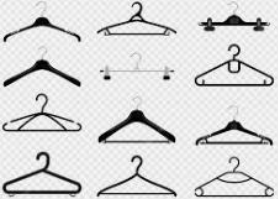


<p>Zipper: Zipper is important garments part which is used for opening and closing function. This is one kind of trimming but it also uses as garments accessories. Zipper is the most common</p>	
<p>Elastic: Able to regain its normal shape spontaneously after being stretched or compressed. Elastic is normally used at waist sides of the garments.</p>	
<p>Rivet: The uses of ribbon are mostly seen at jeans pant and heavy garments. Rivet is a small metal bolt which is used two parts of tension place in garments.</p>	
<p>Draw cord/string: A string or cord, encased in a fabric tube, with one or more small openings into the tube, on a bag or garment, allowing the item to be closed.</p>	
<p>Shoulder Pad: Shoulder pads are a type of fabric-covered padding used in men and womens clothing to give the wearer the illusion of having broader and less sloping shoulders. In the beginning, shoulder pads were shaped as a semi circle or small triangle, and were stuffed with wool, cotton or other materials.</p>	
<p>Velcro Tape: Velcro Tape consist of two components: typically, two lineal fabric strips which are attached (sewn or otherwise adhered) to the opposing surfaces to be fastened.</p>	
<p>Applique Embroidary: Appliqué is ornamental needlework in which pieces or patches of fabric in different shapes and patterns are sewn or stuck onto a larger piece to form a picture or pattern. It is commonly used as decoration, especially on garments. The technique is accomplished either by hand stitching or machine.</p>	

<p>Collar Stay: Collar stay is one of the most important accessories which is used in shirt collar. Normally collar stay is used in collar points of a shirt. It is also known as collar bone.</p>	
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2. Accessories

Accessories are the function of a garment. Moreover, the materials which are used to make a garment attractive for selling and packing other than fabric and trims are called accessories. By the way, it is very important items to make a garment. It also helps to decorate garments.

<p>Hang tag: It shows the brand name, style no and other information like price, content, composition, care instruction, origin, etc. of that garment. It is regarded as finishing accessories. It is hung with garment by plastic staple or string.</p>	
<p>Price tag: Price tag/ticket also known as UPC (Unit price code) ticket in the apparel industry. It is paper-made tag which normally mentions price and barcode. Barcode sticker may be attached separately on it.</p>	
<p>Collar stand: Collar stand is using to do the finishing of shirt or similar types of garments. While finishing the shirt, it is inserted in the collar. It helps to make the collar strong and stand.</p>	
<p>Back board: The backboard is used for keeping the fabric folded in their package during transit or sales, and it suits shirts, blouses, dresses, cardigans, etc. A piece of backboard or cardboard aids in providing a more aesthetically pleasing product presentation in front of customers.</p>	
<p>Butterfly: These accessories are looks like a butterfly. It is using to fold shirt properly by attaching on centre front top area.</p>	

<p>Poly bag: Polybags, commonly known as polythene bags, have a variety of uses in many industries. This is a plastic packet (pouch) used to contain garments destined for export or to merchandise so that apparels remain intact and they could not obtain dust, dirt, or moisture.</p>	
<p>Plastic clip: Garment clips, also shirt clips, are transparent clips that are used to bundle fabrics while folding and packing.</p>	
<p>Security tag: Most stores put security tags on the items they sell to prevent shoplifting. These security tags will activate if somebody leave the store with them still attached.</p>	
<p>Hanger: Hanger is used for hanging the garments. It is important for hang shirt, coat and also different kinds of garments.</p>	
<p>Carton: Carton is very essential accessory in apparel industry. It is used in packing garments. Carton box is made by using ply board. Number of plies indicates the quality of a carton.</p>	
<p>Gum Tape: Gum tape is an adhesive-coated fastening tape used for temporary or, in some cases, permanent joining. Single-sided tapes allow joining of two overlapping or adjoining materials, while double-sided tape (adhesive on both sides) allows joining of two items back-to-back.</p>	

Self Check 2.1

1. What is trims?

Answer:

2. Write down the name of some trims.

Answer:

3. What is accessories?

Answer:

4. Write down the name of some accessories.

Answer:

Answer Key 2.1

1. What is trims?

Answer: Trims are directly involve making of a garment. So, trims which materials are directly attached with the fabric to make a garment are called trims.

2. Write down the name of some trims.

Answer: Following are the types of trims using in garments manufacturing.

- Sewing threads
- Label
- Button
- Zipper
- Elastic
- Rivet etc.

3. What is accessories?

Answer: Accessories are the function of a garment. Moreover, the materials which are used to make a garment attractive for selling and packing other than fabric and trims are called accessories.

4. Write down the name of some accessories.

Answer: Following are the types of accessories using in garments manufacturing.




- Hang tag
- Price tag
- Collar stay
- Hanger
- Carton
- Gum tape etc.

Activity Sheet 2-1: Identify the Trims/ Accessories

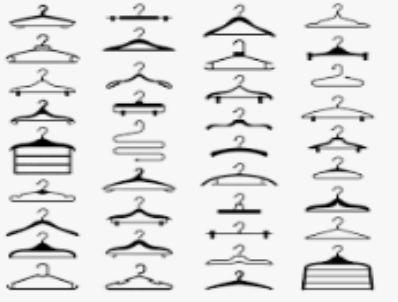



Working Procedure:

1. Collect and wear appropriate Personal Protective Equipment for the job
2. Collect all needed materials, supplies and equipment.
3. Check the below format carefully
4. Write the name of trims/ accessories beside the picture
5. Clean and maintain your workplace

Working Format:

Identify the trims/ accessories by seeing the below picture	
Photo	Name of woven fabric
	
	
	



Learning Outcome 3: Prepare BOM (Bill of Material) sheet

Content:

1. BOM (Bill of Material) sheet
 - 2.4 BOM sheet identification
 - 2.5 Procedure of BOM sheet preparation
 - 2.6 Style wise BOM

Assessment Criteria:

1. BOM sheet is identified.
2. Procedure of preparing BOM sheet is interpreted.
3. BOM for each style is prepared

Resources Required/ Conditions:

The trainees must be provided with the following:

- Training resources
 - CBLM
 - Handouts
 - Paper, pen, pencil
 - Necessary tools and equipment
 - Necessary PPE
- Training facilities / area
 - Workplace
 - White board and markers
 - Laptop
 - Multimedia projector
 - Internet facility

Methodologies

- Lecture/discussion
- Demonstration/application
- Presentation
- Self-pace instruction
- Blended delivery methods

Assessment Methods

- Written test
- Demonstration
- Oral questioning

Learning Experience 3: Prepare BOM (Bill of Material) sheet

In order to achieve the objectives stated in this learning guide, you must perform the learning steps below. Beside each step are the resources or special instructions you will use to accomplish the corresponding activity.

Learning Steps	Resources specific instructions
1. Student will ask the instructor about process of sourcing materials	1. Instructor will provide the learning materials “Prepare BOM (Bill of Material) sheet”
2. Read the Information sheet/s	2. Information Sheet No:3.1 Perform order handling procedure
3. Complete the Self Checks & Check answer sheets.	3. Self-Check/s Self-Check No: 3.1 Prepare BOM (Bill of Material) sheet Answer key No. 3.1 Prepare BOM (Bill of Material) sheet
4. Read the Job Sheet and Specification Sheet and perform job	Job- Sheet No:3.1- Prepare BOM (Bill of Material) sheet Specification Sheet 3.1 – Prepare BOM (Bill of Material) sheet

Information Sheet 3.1: Prepare BOM (Bill of Material) sheet

Learning Objectives:

After completion of this information sheet, the learners will be able to:

1. Identified BOM sheet
2. Interpreted Procedure of preparing BOM sheet
3. prepared BOM for each style

1. BOM (Bill of Material)

BOM stands for Bill of Material. It is actually a list of raw materials which are needed to be sourced for making the garments. It should be prepared and sourced the materials before starting the garments production. Before preparing bill of material, garment merchandiser should be aware about the shipping date of the garment. In readymade apparel industry, BOM is normally prepared by factory merchandiser or production merchandiser. After that, it is approved by responsible person from the factory owner and handed over to the purchase department to purchase and in-house the required raw materials in timely.

1.1 BOM Information: Bill of material contains the below information:

- Buyer
- Style
- PO Number
- Order quantity
- Date
- Item description and specification
- Consumption
- Extra purchase
- Total quantity
- Unit of measure
- Rate
- Amount
- Total Amount
- Authorization signature etc.

1.2 BOM Preparation Method in Garment Industry: After confirmation of a garment export order, production merchandiser or factory merchandiser receives the details information of the product (product quantity, colour, size, style etc.) from the buying merchandiser. Then he prepares bill of material sheet by maintaining a specific format which normally followed in ready-made garment sector. Here, one thing should be noted here that, production merchandiser or factory merchandiser should provide bill of materials to the purchase department to source raw materials according to the style of garments. Otherwise, they may mix-up all.

1.3 Bill of Materials or BOM Format Followed in Apparel Industry:

All the production merchandiser follows the below bill of materials format in apparel sector.

Bill of Material									
Buyer	ABC			Date	20.06.2023				
Style	Basic T-shirt								
PO	50303								
Order Qty	10000 pcs								
SL	Material Description	Consumption	Extra purchase	Qty	Unit of M	Rate/unit	Amount	Remarks	
1	Fabric: 100% Cotton S/J 180 GSM	2.20 kg/dzn	3%	1888.5	kg	6.12/kg	11557.62		
2	Fabric: 100% Cotton Rib 220 GSM	0.03kg/dzn	3%	25.75	kg	6.15/kg	158.36		
3	Sewing Thread		10%	5852	cone	0.65/cone	3786.25		
4	Main label		3%	10300	pcs	0.45/dzn	386.25	Nominated	
5	Care label		3%	10300	pcs	0.25/dzn	214.58		
6	Hang tag		3%	10300	pcs	0.35/dzn	300.41		
7	Price tag		3%	10300	pcs	0.28/dzn	240.33		
8	Photo card		3%	10300	pcs	0.65/dzn	557.91		
9	Poly bag		3%	10300	pcs	0.75/dzn	643.75		
10	Carton			200	pcs	0.80/ pcs	160		
Total Amount							18005.46		
Prepared by:					Approved by:				

Self Check Sheet 3.1

1. What is the elaboration of BOM?

Answer:

2. What are the information included in BOM?

Answer:

Answer Key 3.1

1. What is the elaboration of BOM?

Answer: BOM stands for Bill of Material.

2. What are the information included in BOM?

Answer: Bill of material contains the below information:

- Buyer
- Style
- PO Number
- Order quantity
- Date
- Item description and specification
- Consumption
- Extra purchase
- Total quantity
- Unit of measure
- Rate
- Amount
- Total Amount
- Authorization signature etc.

Activity Sheet 3-1: Prepare a BOM sheet of a T-shirt

Working Procedure:

1. Collect and wear appropriate Personal Protective Equipment for the job
2. Collect all needed materials, supplies and equipment.
3. Prepare a BOM sheet by a computer generated format
4. Make the format on your own way
5. Consider fabric, trims and accessories on your own way
6. Clean and maintain your workplace

Learning Outcome 4: Demonstrate the process of negotiation and booking

Content:

1. process of negotiation and booking
 - 1.1 Negotiation process with suppliers
 - 1.2 Price and availability of materials
 - 1.3 Booking Process and procedures are followed and executed.

Assessment Criteria:

- 1.1 Negotiation process with suppliers is demonstrated.
- 1.2 Price and availability of materials is negotiated.
- 1.3 Booking Process and procedures are followed and executed.

Resources Required/ Conditions:

The trainees must be provided with the following:

- Training resources
 - CBLM
 - Handouts
 - Paper, pen, pencil
 - Necessary tools and equipment
 - Necessary PPE

- Training facilities / area
 - Workplace
 - White board and markers
 - Laptop
 - Multimedia projector
 - Internet facility

Methodologies

- Lecture/discussion
- Demonstration/application
- Presentation
- Self-pace instruction
- Blended delivery methods

Assessment Methods

- Written test
- Demonstration
- Oral questioning

Learning Experience 4: Demonstrate the process of negotiation and booking

In order to achieve the objectives stated in this learning guide, you must perform the learning steps below. Beside each step are the resources or special instructions you will use to accomplish the corresponding activity.

Learning Steps	Resources specific instructions
1. Student will ask the instructor about process of sourcing materials	1. Instructor will provide the learning materials “Demonstrate the process of negotiation and booking”
2. Read the Information sheet/s	2. Information Sheet No:4.1 Demonstrate the process of negotiation and booking
3. Complete the Self Checks & Check answer sheets.	3. Self-Check/s Self-Check No: 4.1 Demonstrate the process of negotiation and booking Answer key No. 4.1 Demonstrate the process of negotiation and booking
4. Read the Job Sheet and Specification Sheet and perform job	Job- Sheet No:4.1- Demonstrate the process of negotiation and booking Specification Sheet1 – Demonstrate the process of negotiation and booking

Information Sheet 4.1: Demonstrate the process of negotiation and booking

Learning Objectives:

After completion of this information sheet, the learners will be able to:

1. Demonstrated negotiation process with suppliers
2. Negotiated price and availability of materials
3. Followed and executed booking Process and procedures

1. Negotiation

Negotiation is a method by which people settle differences. It is a process by which compromise or agreement is reached while avoiding argument. In any disagreement, individuals understand they aim to achieve the best possible outcome for their position. However, the principles of fairness, seeking mutual benefit and maintaining a relationship are the keys to a successful outcome.

1.1 Stage of negotiation

- Preparation
- Discussion
- Clarification
- Negotiate
- Agreement
- Implementation of a course of action

1.2 Purpose of Negotiation:

The major purpose of negotiation is the wining of both sides. One side will earn profit continuously and another party will lose, it is not beneficial for both positions. For example, an importer is in the illogical winning situation and the supplier is in losing position.

1.3 Buyer Negotiation:

A successful buyer negotiation outcome does not mainly occur through luck but by following a clear process. The process which reflects the various levels of knowledge of the subject of negotiation. A garment merchandiser has to do a lot of task to negotiate the buyer. This article has presented a details discussion on buyer negotiation process which are deeply followed in readymade garments sector.

1.4 Negotiation Process:

Buyer/ Sourcing Manager – Reviews the costs submitted from the supplier. Amendments are made to the samples resulting in cost price changes and further negotiations. The Buyer/Sourcing Manager will negotiate prices with the supplier.

Merchandiser – Supports the Buyer by providing foretasted volumes to achieve accurate cost prices.

Designer – Supports the Buyer in any amendments of product development / design packs to achieve target cost prices.

1.5 Buyer Negotiation Process Followed by Garment Merchandiser

An effective buyer negotiation can be made by following some key factors which are mentioned in the below:

- Researching the needs of both parties,
- Preparation,
- Offer,
- Discussion,
- Counter and revised offers,
- Summaries,
- Agree and commit.

1.6 Fabric Booking

Fabric booking is an important activity in any apparel industry. Because fabric is most expensive thing compared with other materials. During the fabric booking, we will have to be careful about

- Consumption of the fabric
- Construction/ specification of the fabric
- Quality standard of the fabric
- Color and finishing requirements from the buyers etc.

1.7 Fabric booking format

Following format can be used to order fabrics.

Date- 28th April-2018		
To : ABC Textile		
Attn : Alice/Monica		
Fm : Asif Bin Asgar		
XYZ Group		
Sub : Fabric booking against style#ZX82Y203R		
Item details	Color Name	Booking Qty
D050034 98% COTTON 2% SPANDEX STRETCH 21W CORDUROY 55/56" CW54" 16X21+70D 65X135 8.30Z Shrinkage: 5%~5%	MINERAL BLACK	10551 Yds
	GENUINE NAVY	6707 Yds
	SEATTLE BLACK	7837 Yds
	FORGED IRON	8735 Yds
	GOBI BEIGE	7245 Yds
	MAKAYLA PLUM	3881 Yds
	OLIVE NIGHT	3881 Yds
		48837 Yds
We need all color fabric pass test report from ITS before ex-fty and fabric inspection pass report from mill.		
We need 40 yds sample yardage of each color from 1st bulk lot.		
Delivery schedule :		
We need delivery on 20th May through MCC direct vessel		
PI Address :		
XYZ Group		
Narasinghpur, Ashulia, Savar, Dhaka		

1.8 Trims and Accessories Booking

As trims and accessories is also required to manufacture garments, it need to book to the suppliers also. The booking process is similar to the fabric. There is no specific format for this. We can use the same format which is using for the fabrics.

Self Check Sheet 4.1

1. What is Negotiation?

Answer:

2. What are the stages of Negotiation?

Answer:

3. What are the purpose of Negotiation?

Answer:

4. What are the issues we need to be careful about while booking the fabric?

Answer:

Answer Key 4.1

1. What is Negotiation?

Answer: Negotiation is a method by which people settle differences. It is a process by which compromise or agreement is reached while avoiding argument.

2. What are the stages of Negotiation?

Answer: Stage of negotiation are as follows

- Preparation
- Discussion
- Clarification
- Negotiate
- Agreement
- Implementation of a course of action

3. What are the purpose of Negotiation?

Answer: The major purpose of negotiation is the wining of both sides. One side will earn profit continuously and another party will lose, it is not beneficial for both positions. For example, an importer is in the illogical winning situation and the supplier is in losing position.

4. What are the issues we need to be careful about while booking the fabric?

Answer:

- Consumption of the fabric
- Construction/ specification of the fabric
- Quality standard of the fabric
- Color and finishing requirements from the buyers etc.

Activity Sheet 4-1: Prepare a fabric booking on a computer generated format

Working Procedure:

1. Collect and wear appropriate Personal Protective Equipment for the job
2. Collect all needed materials, supplies and equipment.
3. Prepare a fabric booking on a computer generated format
4. Make the format on your own way
5. Consider fabric for woven full sleeve shirt
6. Consider order quantity 35000 pieces
7. Clean and maintain your workplace

Review of Competency

Below is yourself assessment rating for module “Build and Maintain an Effective Business Relationship with Clients/Customers”

Sl no	Assessment of performance Criteria	Yes	No
1.	Woven fabrics are categorized and compared in accordance with the requirements.		
2.	Knit fabrics are categorized and compared in accordance with the requirements.		
3.	Fabrics are selected and collected according to work order.		
4.	The specifications of trims and accessories based on the product are identified.		
5.	Trims and accessories are identified.		
6.	Trims and accessories and collected and delivered to the concerned department.		
7.	BOM sheet is identified.		
8.	Procedure of preparing BOM sheet is interpreted.		
9.	BOM for each style is prepared.		
10.	Negotiation process with suppliers is demonstrated.		
11.	Price and availability of materials is negotiated.		
12.	Booking Process and procedures are followed and executed.		

I now feel ready to undertake my formal competency assessment.

Signed:

Date:

Development of CBLM

The Competency Based Learning Material (CBLM) of ‘**Process of sourcing materials**’ (Occupation: Apparel Merchandising, Level-4) for National Skills Certificate is developed by NSDA with the assistance of SIMEC System, ECF consultancy & SIMEC Institute JV (Joint Venture Firm) in the month of June 2023 under the contract number of package SD-9A dated 07th May 2023.

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