Luxury Brand Holdings

On-line Jewelry Specification Form

Luxury Brand Holdings has implemented an updated, on-line specification form to be used for the submission of jewelry samples to be considered for sale in our catalog, web and retail channels. Beginning immediately, only samples submitted with this new Specsheet form will be accepted for review by our buyers. Please log out of the vendor extranet and then log back in so that the Specsheet option is available.

The on-line jewelry Specsheet form is located on the Luxury Brand Holdings Vendor Extranet, accessed from your main screen after logging in. Click on the Specsheets tab.



****NOTE**** – If you are a new vendor and do not have an active account on our Vendor Extranet, you should request through your buyer contact at Luxury Brand Holdings that your company be activated so that you may use the on-line form to submit samples.

Sample Submission Process Flow Overview

The overall process flow for sample submission to Luxury Brand Holdings remains relatively the same as it has been, however there are additional areas where we require information from you, and now you can communicate directly with us from within the Specsheet itself.

CREATE the Specsheet. Use the Create New link (located at the top and bottom of the Specsheet Main screen) to begin entering information for a sample into the on-line Specsheet form. You can enter and modify information in the Specsheet, and save it for completion later, as many times as you wish PRIOR to submitting the Specsheet

   a. Fields with red asterisks, including the image field, are required. In addition, certain other fields are dynamically required for certain classes of product.
   b. If you have a question about how something should be filled out, you can message the applicable merchant director by using the "send message" functionality. This is a good way to get clarification on something prior to submitting the Specsheet.

2. **SUBMIT the Specsheet**. When you are ready to send the sample to Luxury Brand Holdings and are sure that all of the information in the form is accurate and complete, click on the SUBMIT button.
   a. The system will check that all required fields are filled out
      i. If all of the required fields are complete and accurate, you will be notified that the Specsheet has been submitted. **Successfully submitting the Specsheet creates a permanent record of what you submitted.**
      ii. If any of the required fields are not filled out, they will be shaded in red and you will be notified that the Specsheet has not been submitted. Complete the required information and click the submit button. A permanent record of your Specsheet is not created until you successfully SUBMIT it.
3. **PRINT the Specsheet for inclusion with sample.** Use the Print button at the top or bottom of the Specsheet form to print an abbreviated copy of the information you have entered to be included with the sample. The printed copy contains a barcode that helps us quickly call up the correct Specsheet when we are reviewing your physical sample.
4. **Send actual sample along with printed copy of the Specsheet to your buyer at Luxury Brand Holdings.** You must continue to include a printed copy of this Specsheet when sending the sample. Samples received not accompanied by a submitted Specsheet will be returned at the vendor's expense.
5. **Gemology Review.** Upon receipt of your sample, it will be reviewed by our merchandise and gemology teams in order to confirm the specifications you have provided. Once the specifications have been approved, the status of the Specsheet will show as "Confirmed". If during review we change or question any of the specifications you have provided, you will be notified via email or message within the Specsheet with instructions if any action on your part is required.

Field Specific Help for completing a Specsheet

LISTING Section

Buyer - Use the drop down box to select the applicable person at LBH you are providing the sample to.

Invoice Number – If you know the number of the sample invoice this sample will be billed on enter it here. It is helpful to have this when matching up all of the samples we receive from you in a sample shipment.

Vendor Name – This will automatically populate based on your login.

Vendor Style - Provide the item or style number you use to identify this product in your systems. Your vendor style number will be included on our purchase orders along with our own item number. If you attempt to use a style number that has previously been assigned to one of your items in our system, you will be notified and required to use a different style number

Vendor Description – This should be a description of the product that includes the most important information: Metal type/Metal color/Stone(s)/Type/Class. Example: "*14k yellow diamond hoop earring".* Please avoid abbreviations where possible.

Country Of Origin – Select the proper country of origin from the drop down box. Instead of scrolling down and selecting, you can start typing the name of the country and it will fill in the rest.

Freight on Board. - Select the proper shipping point from the drop down box. Instead of scrolling down and selecting, you can start typing the name of the country and it will fill in the rest.

Cost – After you enter all the information in the **Product Detail** Section, press the **Calculate Cost** button, and the system will automatically calculate this field based on the information entered and based on our current "Bench" metal locks.

The automatic calculation will only work for items containing precious metals (gold, silver and/or platinum).

*For other Metal Types you can enter your cost in US $ directly in the **Manual Cost** field.*

Manual Cost – You can enter the purchase cost based on your own calculation. This field will not be affected by the automatic calculation of the **Cost** field. This cost is only for your reference, and the Specsheet will enter in our system based on the **calculated Cost** field information.

Minimum Order Quantity – Enter the minimum quantity required for purchase orders, and use the drop down box to indicate if it can be split between different sizes of the same item.

Lead Time - Enter the number of CALENDAR days (1 week is 7 days) from receipt of purchase order until you are able to ship it. Do not include any transit time, since we calculate for each purchase order based on the requested shipment method.

Photo – You must save a clear and detailed image of the sample in order to successfully submit the Specsheet. Click on the choose file button to navigate to the location on your computer or network where the appropriate image resides. Once you find the applicable file on your computer/network, click on the file to upload the image to the Specsheet. You should see the image appear in the image box once you have completed the steps correctly.

Messages – You can send messages to the applicable buyer at LBH directly from the Specsheet. This is convenient to use if you have questions about how to fill something out prior to submission. The message to the buyer will be sent to them via email and will contain a link to the Specsheet along with your comments. Note – you must save the Specsheet prior to be able to use this function. You will receive responses from the merchant via email however you can also read them in this section as well by clicking view messages.

PRODUCT Details Section

Class – Select the proper class of the item from the drop down list. Required length, dimension and detail fields will dynamically appear based on the class chosen. For more detailed information on our expectations for length, dimension and sizing, please see our quality standards manual at extranet.luxurybrandholdings.com.

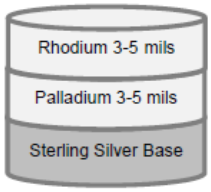
Metal – Select the proper metal type from the drop down list. Note that you are now able and required to enter multiple metals for items containing 2 different precious metals.

Electroform. Click yes or no to indicate if the item is electroform.

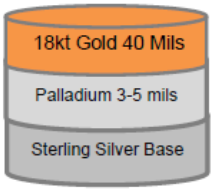
Gold Plate Microns – See out general plating standards below.

General Plating Standards

- The minimum requirement for all gold plating is 40 mils (one micron) of 18kt or better over 3-5 mils (0.0762-0.127 microns) of palladium.
- Our desired color for all gold plating is Hamilton color.
- Nickel cannot be used in plating.
- Plated surfaces must be uniform in color and luster and show no signs of peeling, cracking, tarnishing, or discoloration.
- All sterling silver items must be plated with 3-5 mils (0.0762-0.127 microns) of rhodium over 3-5 mils (0.0762-0.127 microns) of palladium.
- Rhodium plating must not have any brown spots.
- When an item being plated has removable components as in the case of earrings and clutches, please plate each component separately. Plating must not impair the performance of the finding.
- Any plating on the finding must match the main piece in color, finish and durability.
- Accent plating must not "overrun" onto adjacent areas.
- Plating thickness and fineness will be randomly tested by Luxury Brand Holdings.
- All sterling silver and gold plated sterling silver items must be shipped with a 1" x 1" 3M® anti-tarnish strip in each individual polybag.
    - For product made in Italy, please contact Jessica Toniolo jtoniolo@luxurybrandholdings.com in our Italian office for details.



Sterling Silver



18kt Yellow Gold Over Sterling Silver



18kt Rose Gold Over Sterling Silver

Metal Color – Select the visual color of the metal type selected above from the drop down box.

Rhodium – Click yes or no to indicate if the item is rhodium plated.

Rhodium Color – Select the appropriate color from the drop down box.

Finish – Select the proper finish from the drop down list. You can select up to 3 different finishes.

Median Metal Weight – Provide the actual metal weight in grams for each of the precious metals in the sample you are providing, which will be considered the median weight for production orders. The minimum and maximum weights allowed for production orders will be calculated and displayed.

Loss – Enter the loss factor to be used, if any, for each of the precious metals in the sample you are providing to be used in calculating metal costs. Unless you enter something different, the following default values will be used in cost calculations: 14k Gold - 585, 18k Gold - 750, Platinum - 950, SS - 925.

Metal Detail –

Total Metal - Total Metal weights calculated from your entries above are displayed.

Total Finished Weight - Provide the actual metal weight in grams of the complete, finished sample. This will be considered the median weight, minimum and maximum weights allowed for production orders will be displayed.

Labor Cost x Piece $ This should equal the total of the manufacturing cost per piece and should include all the costs that are not metal cost or stone costs, such as manufacturing cost, company margin, etc…Items with stone info can only use Labor Cost Per Piece. Metal Only items can do either Labor Cost Per Piece or Gram.

Labor Cost x Gram $ This should be used only for all metal items. This should equal the total of the manufacturing cost per gram and should include all the costs that are not metal cost or stone costs, such as manufacturing cost, company margin, etc.. **Please note: Once you enter stone information, labor cost per gram will not be available for entry.** Items with stone info can only enter in Labor Cost Per Piece, Metal Only items can do either Labor Cost Per Piece or Gram.

Other Components – Select any other non-metal components in the item from the drop down box.

Size –

Sample sizes Please keep in mind we ask vendors to produce our items in the following standard lengths - Necklaces - 16, 18 ,20" and Bracelets - 7 and 8”, and Rings size 7. If you are unable to manufacture these lengths, please contact your Merchandising Director to discuss as samples will be returned for incorrect lengths.

Size will be specific to Class

Bangles/Cuffs - now require an Inside Width and Inside Height in mm, along with the width in in or mm.

Charms - Length and Width are required

Necklaces - Graduated items can have the Width noted from smallest (Width1) to largest(Width 2).

Rings - Please note the size range that this ring is available in, we typically offer rings in whole sizes 5-9(occasionally size 10).

Category Specific Details

Earring Jackets - We now require the diamond carat weight range and gemstone/pearl mm size that will best fit the earring jacket.

Pendants - We now require if the chain is included that we get the chain type and gauge.

Stones Section

Submit Stones in order of priority, e.g. if there is a main center stone please enter this on the first line. You can add additional lines to enter more stone types buy clicking on the radio button with a + on it to the right of the extended cost field. You should enter a complete line of information for each different unique stone used in the sample. If there are multiple sizes of the same stone type, you need to enter a line for each unique size.

Type – Select the correct stone from the drop down list provided. Note that there are new required fields for pearls, including color, luster, blemishes, uniformity and stringing method. If you feel the correct stone type is not an available option provided, please contact the Luxury Brand Holdings buyer you are sending the sample to for directions on what stone type to use.

Stone Color - Select the correct color from the drop down list provided. If you feel the correct stone color is not an available option provided, enter the closest in color and provide more details in the Additional notes section below.

Qty – Enter the quantity of the stones for just the specific line of stone information you are working on. Quantity entered should always be applicable to the line, not the total piece.

Shape - Select the correct shape from the drop down list provided. If you feel the correct shape is not an available option provided, please contact the Luxury Brand Holdings buyer you are sending the sample to for directions on what shape to use.

Cut Style – Select the correct cut from the drop down list provided. If you feel the correct cut is not an available option provided, please contact the Luxury Brand Holdings buyer you are sending the sample to for directions on what cut to use.

Cut Grade – Select the correct cut grade from the drop down list provided. If you feel the correct cut is not an available option provided, please contact the Luxury Brand Holdings buyer you are sending the sample to for directions on what cut to use.

Color (Diamonds only) - Select the correct color from the drop down list.

Clarity 1 and 2 (Diamonds only) - Select the correct clarity from the drop down list. If there is a range, enter the beginning of the range in the clarity 1 field and the end of the range in the clarity 2 field. If there is no range, select the correct clarity from the drop down box in both the clarity 1 and clarity 2 fields.

Individual Carat – If the field is displayed, enter the carat weight of the individual stones included on this line of stone information. If there are different sizes/weights of the same stone in the sample, separate lines must be used for each unique size/weight of stone.

Millimeter – If the field is displayed, enter the size in millimeters of the stone(s) included on this line of stone information. Example; 10X12

Total Ct. – This will automatically calculate based on information you provide above.

Cost Per Carat – Enter in US Dollars the cost per carat for the stone(s) included on this line of stone information. ONLY enter numeric values, do not enter symbols such as $, etc.. or the calculation for extended cost below will not work properly.

Extended Cost – For most items, this field will automatically populate with the extended cost based on information entered in the total carat and cost per carat fields. For items that don't have a carat weight such as pearls and opaque stones, you will need to enter the 4 value in this field.

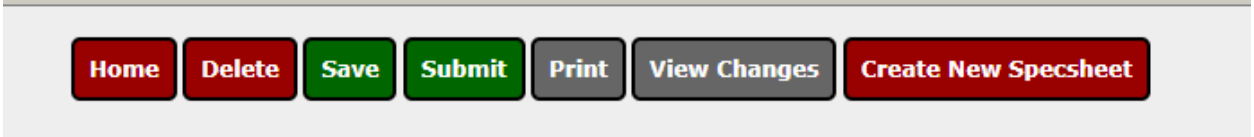
Treatment – You can select one or more treatments for each line of stones. This is new and required.

Upload Lab Report - This is not required, but you can upload lab reports if you have them.

Additional Notes Section

Use the additional notes section to provide clarification on any entries above, or to provide additional information about the sample that you feel would be helpful to our buyers as they review the sample.

Function Buttons at top and bottom of Specsheet screen



You may see a total of 7 function buttons at the top and bottom of the screen, depending on the status of the Specsheet and where you are in the process of submitting the sample.

Home. Clicking this button will take you back to the main Specsheet screen that lists all of your Specsheets.

Delete. Clicking this button will delete the Specsheet from our system. You can only delete a Specsheet prior to submitting it. Once a Specsheet is submitted, a permanent record is created and you cannot delete it.

Save. Clicking this button will save the information you've entered so far on the Specsheet. You can modify and save information to a Specsheet as many times as you wish PRIOR TO SUBMITTING Specsheet. The Save button will not appear on an individual Specsheet after it has been submitted.

Submit Clicking this button makes a permanent record of the Specsheet in our system.

Resubmit – After review of your sample, and based on a request from the Merchant Director, you may be asked to make changes to a submitted Specsheet and Re-Submit it.

Print. Click on this button to bring up a print dialogue box that will allow you to print the Specsheet to your local printer. You can print the Specsheet as many times as you wish, even after you have submitted it. **NOTE** You MUST include a printed copy of the Specsheet with the physical sample you are sending to us. Samples not accompanied by a submitted Specsheet will be returned at vendor's expense.

View Changes. This button allows you to call up a record of all changes made to the Specsheet after you have submitted it.

Create New Specsheet. Click this to go immediately to creating a brand new Specsheet.

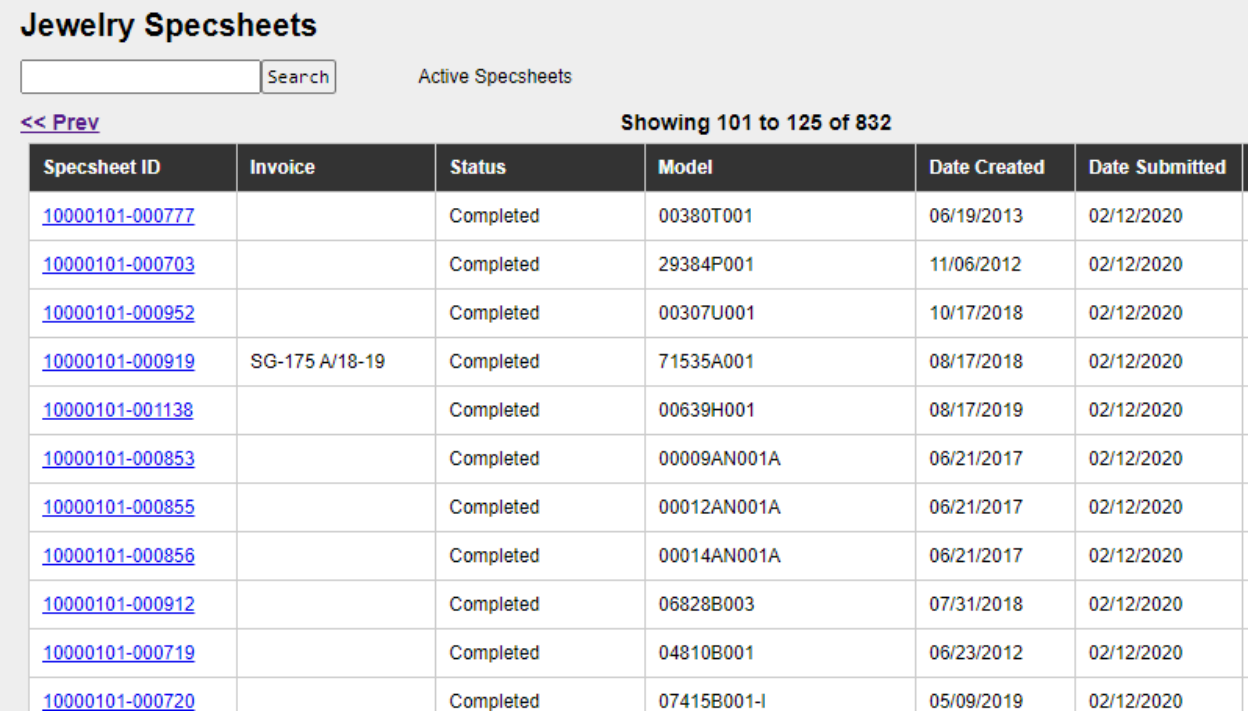
Understanding and Navigating the Specsheet Main Screen

The Specsheet main screen displays all of the Specsheets you have entered previously, and shows your applicable invoice and model number, along with status, date created and date submitted. Specsheets are listed in sequence based on the system assigned Specsheet ID, however you can sort by any of the columns by clicking on the column header.

Click on the Specsheet ID to call up the specific Specsheet details.

Specsheets are displayed in groups of 25, use the “Next” and “Prev” links to display the next or previous group of 25 Specsheets on the main screen.

You can search for previously entered Specsheets by entering either your model number or the Specsheet ID # in the search field at the top left of the screen and clicking “Search”.



Jewelry Specsheets

Search Active Specsheets

<< Prev Showing 101 to 125 of 832

Specsheet ID	Invoice	Status	Model	Date Created	Date Submitted
10000101-000777		Completed	00380T001	06/19/2013	02/12/2020
10000101-000703		Completed	29384P001	11/06/2012	02/12/2020
10000101-000952		Completed	00307U001	10/17/2018	02/12/2020
10000101-000919	SG-175 A/18-19	Completed	71535A001	08/17/2018	02/12/2020
10000101-001138		Completed	00639H001	08/17/2019	02/12/2020
10000101-000853		Completed	00009AN001A	06/21/2017	02/12/2020
10000101-000855		Completed	00012AN001A	06/21/2017	02/12/2020
10000101-000856		Completed	00014AN001A	06/21/2017	02/12/2020
10000101-000912		Completed	06828B003	07/31/2018	02/12/2020
10000101-000719		Completed	04810B001	06/23/2012	02/12/2020
10000101-000720		Completed	07415B001-I	05/09/2019	02/12/2020

Help

The best way to send general requests for help on completing the on-line jewelry Specsheet is to use the messaging function within the Specsheet itself. An email containing your comments/questions along with a link to the specific Specsheet you are referring to will be sent to the merchant entered on the Specsheet.

Printing Issues

In Chrome:

1. Click the **Menu** icon (three lines) on the right of the address bar.
2. Choose **Settings**.
3. In search box in the upper right hand side of settings window, enter **"pop-up"** and hit the Enter.
4. Scroll down to **"Pop-ups".**
5. Choose **Allow all sites to show pop-ups** and click **Don**e.

   -or-

6. Choose **Do not allow any site to show pop-ups** (recommended).
7. Click **Manage Exceptions**.
8. Enter the following in the Hostname pattern: **{*.} accountingsuite.com**
9. Ensure **Allow** is chosen from the dropdown list.
10. Click **Done.**

In Safari:

1. Click the Safari menu and choose **Preferences**.
2. Click **Security**
3. Uncheck **Block pop-up menus**.

Note: You may wish to check this box when you are done as it will affect all websites.

In Internet Explorer:

1. Click the Settings gear in the upper-right hand side.
2. Choose the **Privacy** tab and click the **Settings** button.
3. In the **Address of website to allow** field, type **accountingsuite.com.**