

COMPANY PROFILE

1. GENERAL

Company Name: SUTEKS TEKSTİL SANAYİ VE TİCARET ANONİM ŞİRKETİ

Address: KEMERBURGAZ CADDESİ NO:16 KAGITHANE 34406 ISTANBUL TURKEY

Tel: 0090 212 294 04 76 PBX **Fax:** 0090 212 294 09 01 PBX

Total Factory Area: 3800 m2

No of manufacturing units: 6

Is the head office located on the factory site? Yes

Departments:

Department	Contact	Email
President	Nur GER	nger@suteks.com.tr
Finances	Bülent ATUK	batuk@suteks.com.tr
Collections	Serdar EREN	seren@suteks.com.tr
Production	Nevin GÜLLER	nguller@suteks.com.tr
Contact person for US Brands	Begüm TUNA	btuna@suteks.com.tr
Contact Person for European Brands	Emir ATUK	eiatuk@suteks.com.tr
Fabric Research and Development	Mesut GÜLSEVER	mgulsever@suteks.com.tr

Languages: English, French, German, Italian

Climate Zone: Mediterranean

Climate in ironing department, remaining of the factory and the warehouse: Air Conditioned

Average Temperature: Less than 30 Degrees Celsius **Average Rel. Humidity:** Less than 50%

Average Length of Employment: 10,7 years

Total# of Employees: 142

Total# of Employees at Headquarters: 55

Products: Circular knitwear and light woven mainly lady's ready to wear products

Nearest Port of Shipment Air: Atatürk Airport

Timezone: GMT+2

Minimum Quantities: 300 pcs per style

DEPARTMENTS

Administration: Own

Technical Development: Own

Design: Own

Purchase: Own

Sample Room: Own

Average throughput time for prototypes and jump size sets (without sourcing activities): 3-5 days

Patternmaking: Own – GERBER

Grading: Own

CAD-marker making: Own

CAD-layer planning: Own

Work preparation: Own

Quality Management (garments/fabrics/trimmings): Own

No of employees for quality control in % of total no of employees: 5-10%

Inline inspection in % of total pieces: 50-79%

Final inspection in % of total pieces: 100%

Cutting: Own

Sewing: Own

Ironing: Own

Finishing/Dyeing, Washing: External

Distance to Laundry/Dyeing: Less than 1 hour

Transport: External

Warehouse capacity for flat packed goods: 60,000 pcs/month

Warehouse capacity for hanging goods: 15,000 pcs/week

Export/Customs: External

Bank Information:

NAME:	TURK EKONOMI BANK
ADDRESS:	Kuloğlu Mahallesi İstiklal Cad.No: 139 Taksim 34433 Beyoğlu Istanbul / TURKEY
IBAN CODE/CONTACT:	TR210003200045100000025612 / BERFU ÖZCAN 0850 204 13 28
ACCOUNT CODE/BRANCH CODE:	25612/ BEYOĞLU BRANCH 451 TEBUTRIS451 (SWIFT KOD)

2. BUSINESS ACTIVITY INFORMATION

Currency Used for Price Calculations: Euro/ Dollar

% Per Country: 83% Europe 17 %USA

% Per Product Category: Women 90%, Men 8%, Children 2%

Total Sales 2017: PROJECTED € 12.840.000

Main Business Markets: Medium to High-End Designers, Ready-to-Wear Brands, Chain Stores

Total Amount of Money Invested in the Company within the Last 3 Years: € 950.000

The Investments Were Made in the Following Departments: R&D, Patternmaking, IT, Finishing, Training

Monthly Capacity for Samples: 1.000 pcs/month

Monthly Capacity for Production: 100.000 pcs

Lead Time: 6-12 weeks

Repeat Orders: 4 weeks

Specialization: Circular Knitwear, Light Woven (Cotton, Linen, Wool, Cashmere, Silk, Synthetic Textiles, Viscose, Rayon, Cupro, Tencel, Bamboo and Blends)

Some of our clients are listed below:

Alexander Mcqueen, Avelon, A.F Vandevorst, Alice & Olivia, Ann Demeulemeester, Christian Lacroix Men Line, Mara Hoffmann, COS, Guy Laroche, House of Dagmar, the Kooples, Kris Van Assche, Kobo, Margaret Howell, Opening Ceremony, Raf Simons, Thierry Mugler, Zac Pozen.

Manufacturing Units Addresses:

Address 1	Address2	Address3	Address4
FAME TEKSTİL SANAYİ TİCARET LİMİTED ŞİRKETİ Kemberburgaz Caddesi 14/04 KAĞITHANE 34406 İSTANBUL *Headquarter annexed building	SİMTEKS TEKSTİL İNŞAAT GIDA SANAYİ TİCARET LİMİTED ŞİRKETİ Kemberburgaz Caddesi No: 14/05 KAĞITHANE 34406 İSTANBUL *Headquarter annexed building	SUTEKS TASARIM DOKUMA ÖRME KONFEKSİYON ÜRÜNLERİ SANAYİ TİCARET LİMİTED ŞİRKETİ Kemberburgaz Caddesi No: 14/03 KAĞITHANE 34406 İSTANBUL * Headquarter annexed building	MK TEKSTİL

Machinery:

Production Machines	Brand
CUTTING TABLE	SPECIAL PRODUCTION
FLATLOCK	BROTHER
TWIN NEEDLE 0,6	BROTHER
TWIN NEEDLE 0,8	BROTHER
OVERLOCK 0,5 ELASTIC BAND	BROTHER-YAMATO
FLAT MACHINE	BROTHER
BINDING	BROTHER- JUKI
5 PLY OVERLOCK	ALKAN
3 PLY OVERLOCK	BROTHER
KNIFE STITCH	BROTHER
GATHERING MACHINE	BROTHER
ZIG ZAG MACHINE	BROTHER
BARTACKING	BERNINA
SKIP-STITCH	BROTHER
BLIND STITCH HEM FINISH	BROTHER
CROCHET	BROTHER
OVERLOCK (baby)	KONSAI
SHEPHERD SEWING	BROTHER
BUTTONHOLE	BROTHER
TTON	BROTHER

GENERAL QUALITY PROCEDURE OF SUTEKS
PROCEDURE REGARDING PRODUCTION QUALITY ISSUES
Our first goal in our quality policy is to identify the risks that may occur in the production process, to reduce risks to acceptable levels, and to closely monitor the adequacy, effectiveness and efficiency of controls and controls. However, in case of any unexpected circumstances that may occur during the production process for any reason, case studies are made by requesting a meeting via e-mail for all teams concerned.
ATTENDANCE OF CASE ANALYSIS MEETINGS COVER RELATED PARTIES
* Production unit
* Production responsible
* Fabric responsible
* Styler
* Merchandiser
CASE ANALYSIS PERFORMED BASED ON 5 MAIN PRINCIPLES:
1.DETECTION: AT FIRST, PROBLEM IS DETERMINED AND RECORDED CLEARLY ON THE CASE ANALYSIS FORM
2.CRITERION: AFTER THE DETECTION, THE SITUATION THAT IS SUPPOSED TO BE IN FACT SHOULD BE COMPARED WITH THE DETERMINATION AND A GAP ANALYSIS IS MADE ABOUT WHAT IS MISSING.
3.REASON: AFTER THE GAP ANALYSIS, OPINIONS ARE RECEIVED FOR THE EVENTS THAT CAUSE THE SITUATION TO BE DIFFERENT FROM THE EXPECTED.
4.RESULT: ALL OF THE POSSIBLE AND ACTUAL SITUATIONS THAT CAN ARISE FOR THE PRODUCTION PROCESS ARE IDENTIFIED ON THE CASE ANALYSIS FORM.
5.SUGGESTION: SUGGESTIONS OF RELEVANT PARTIES ARE RECEIVED TO PREVENT THE RE-OCCURRENCE AND / OR IMPROVEMENT OF THE CASE ASSESSED IN ALL ASPECTS, THE ACTION PLAN IS PREPARED FOR THE NECESSARY CASES AND RECORDED THE CASE ANALYSIS FORM.
THE INCREMENTAL COST INCURRED BY THE CASE ON THE FORM IS RECORDED, ANNOUNCED TO ALL TEAMS THROUGH E-MAIL, AND THE RELEVANT FORM WILL BE ARCHIVED FOR CORPORATE MEMORY FORMATION.
AT THE FIRST MANAGEMENT MEETING TO BE HELD AFTER THE CASE ANALYSIS MEETING, THE CASE IS EVALUATED TOGETHER WITH THE WHOLE TEAM TO PROVIDE AWARENESS.

1. MARKETING

- 1.1. RECEIVING CUSTOMER REQUEST AND ANALYZING MODEL DETAILS
- 1.2. ESTABLISHING PRODUCT TREE INFORMATION ON PROGRAMME
- 1.3. TRANSLATING MODEL DETAILS TO TURKISH AND SHARING WITH RELATED PARTIES
- 1.4. STARTING IDENTIFICATION PRACTICES
- 1.5. PROTO STUDIES AND SENDING TO CUSTOMER
- 1.6. ENTERING THE ORDER DETAILS TO PROGRAMME BY CUSTOMER APPROVAL
- 1.7. SENDING THE REQUIREMENT DETAILS TO FABRIC AND ACCESSORIES DEPARTMENTS
- 1.8. PREPARING ORDER TRACKING LIST AND PROFITABILITY CHART
- 1.9. APPROVAL OF PRE-SHIPMENT SAMPLE
- 1.10. TRACKING OF THE PAYMENT TRANSACTIONS

2. SAMPLING

- 2.1. SAMPLE DIMENSION STUDIES
- 2.2. SHARING THE SAMPLES WITH MODELIST
- 2.3. PREPARING SIZE TABLES
- 2.4. ATTENDANCE OF IDENTITY WORK
- 2.5. SEWING THE MODEL AND DETERMINING THE ACCESSORY DETAILS
- 2.6. PATTERN STUDY ON COMPUTER
- 2.7. WASTAGE CONTROLS
- 2.8. CONTROL OF FABRIC TEST
- 2.9. PREPARATION OF PRINTING & EMBROIDERY & HANDWORK DETAILS ON THE PRODUCT
- 2.10. DELIVERING SAMPLE TO CUTTING UNIT
- 2.11. TURN INTO THE APPROVED PROTO TO THE COLLECTION
- 2.12. PREPARATION OF THE BODY SERIES

3. FABRIC TEAM

- 3.1. RECEIVING FABRIC ORDER FROM THE MERCHANDISER
- 3.2. SENDING ORDER TO RAW MATERIAL SUPPLIER
- 3.3. ANNOUNCING DELIVERY DATE TO TEAMS
- 3.4. ORGANIZATION OF FABRIC PRODUCTION PROCESSES
 - 3.4.1. RECEIVING THE FABRIC BY STORE STAFF AND DISPATCH NOTE CONTROLS
 - 3.4.2. FABRIC QUALITY CONTROL (4 POINTS-10 POINTS SYSTEMS)
 - 3.4.3. WRITING FABRIC QUALITY CONTROL REPORT
- 3.5. PIECE DYEING & WASHING & STEAM DRYING PROCESSES
 - 3.5.1. COLOUR STUDIES
 - 3.5.2. COLOR STUDY RELATED TO FABRIC VARIETY
 - 3.5.3. SORTING THE FABRICS BY LOTS
 - 3.5.4. QUALITY CONTROL OF POST PRODUCT
 - 3.5.5. DELIVERING PRODUCTS TO PRODUCTION UNIT
- 3.6. FABRIC TESTS AND QUALITY CONTROL PROCESS
 - 3.6.1. NON- SHRINKING AND SPIRALITY TESTS
 - 3.6.2. MAKING TESTS THAT CUSTOMER REQUESTED SPECIFICALLY
 - 3.6.3. CONFORMITY OF TEST RESULTS AND FEEDBACK.
- 3.7. DELIVERING OF FABRIC TO PRODUCTION UNIT.

4. PRODUCTION

- 4.1. PRICING (OUTSOURCE & ACCESSORIES & PRINTING EMBROIDERY)
- 4.2. PLANNING OF COLLECTION AND PRODUCTION (WEEKLY/DAILY PROGRAMS)
- 4.3. AFTER RECEIVING FABRIC, PLANNING CLOTH SPREADING
- 4.4. ACCESSORY PROCESS
- 4.5. RECEIVING OF PRODUCTION FILES
- 4.6. CUTTING PROCESS
- 4.7. CLASSIFICATION PROCESS
- 4.8. PRINTING & EMBROIDERY PROCESS
- 4.9. SEWING PROCESS
- 4.10. WRITING OF INTERMEDIATE CONTROL REPORTS
- 4.11. YARN CLEANING AND QUALITY CONTROL
- 4.12. FIXING AND IRONING&PACKAGING
- 4.13. PACKING LIST AND DELIVERY

5. FOREIGN TRADE

- 5.1. RECEIVING CUSTOMER DATA FROM THE MARKETING TEAM AND PREPARING CUSTOMER CARDS
- 5.2. RECEIVING LOADING PROGRAMME FROM THE PRODUCTION TEAM
 - 5.2.1. PREPARING THE SHIPPING DOCUMENTS
 - 5.2.2. SENDING THE SHIPPING DOCUMENTS TO CUSTOMS AND TRANSPORT COMPANY
 - 5.2.3. INFORMING THE LOADING PROGRAMME TO THE MARKETING TEAM
- 5.3. BANKING OPERATIONS
 - 5.3.1. RECEIVING BILL OF LADING FROM THE TRANSPORT COMPANY AND SENDING TO THE BANK
 - 5.3.2. PAYMENT FOLLOW- UP
 - 5.3.3. PREPARATION THE SHIPPING DOCUMENTS AND CUSTOMS PROCESS