Jewelry Quality Assurance Requirements
# Table of Contents

Legal Requirements........................................................................................................... 3
Test Requirements............................................................................................................. 3
Minimum Quality Standards ............................................................................................... 3
Costume & Sterling Silver Jewelry ..................................................................................... 4
Jewelry Quality Inspection Criteria................................................................................... 5
Jewelry & Watch Sample Requirements .......................................................................... 7
Jewelry Packaging Requirements ...................................................................................... 7
Jewelry Final Inspection Checklist .................................................................................... 8
Shipping Jewelry ................................................................................................................. 9
Legal Requirements

Jewelry Suppliers must know and comply with all applicable state, federal and local laws and regulations including but not limited to the Federal Trade Commission ("FTC") Guides, Consumer Product Safety Commission regulations and the various state laws governing lead and cadmium in children’s jewelry.

All direct import jewelry must comply with the regulations governing lead and cadmium in children’s jewelry even if intended for adult use.

Test Requirements

Children’s products, adult products that are not made entirely of precious metals and direct import jewelry must comply with California’s Metal-Containing Jewelry Law’s testing requirements. Third party test reports must be available upon request.

Minimum Quality Standards

Precious Metals

Rings
a. Gold Shank Thickness - .7mm thick x 1.3mm width or 1.0mm thick x 1.0mm width;
b. Silver Shank Thickness – 1.0mm thick x 1.0mm width;
c. All rings must pass the “squish” test which is done by moderately pinching the ring between thumb and index finger.

Earrings
a. Wall thickness - .004”;
b. Post & and friction back content – at least 10K gold;
c. Friction back weight – minimum 0.05gr weight ea or 4.5mm wide unless pre-approved by buyer;
d. Post thickness/length – 7mm thick and 9.5mm usable length;
e. Springs on lever backs must not be loose;
f. Diamond earrings ¼ ct T.W. and larger require medium to heavy friction backs;
g. No screw-off posts for adult earrings unless pre-approved by buyer.

Necklaces
a. Where the station is attached to the chain the findings must be soldered closed.

Bracelets & Bangles
a. 7” Minimum length or inside circumference;
b. .006 Minimum wall thickness for bangles;
c. Toggle bracelets require a minimum of 7 ½” in length.
**Diamonds & Gemstones**

**Diamonds**
- All diamonds must contain 17 facets;
- All diamonds are verified using the GIA diamond grading scale;

**Promotional Diamonds**
- Up to .05ct. - Clarity: I3. Characteristics: Eye visible pits and cracks on table are acceptable. Pits, cracks, or chips that affect durability are not acceptable;
- Over .05ct. - Clarity: I3. Characteristics: Eye visible opens or cracks are not acceptable;
- Color range no lower than J.

**Non-Promotional Diamonds**
- Clarity: 12-13 or better, Characteristics: Eye visible opens or cracks are not acceptable;
- Color range no lower than J.

*Bluestem Brands will not accept any fracture filled or laser drilled diamonds.*

**Gemstones**
- Color should be uniform throughout the stone and stones within a setting must match;
- Chipped, eye visible pits and cracks that affect durability are not acceptable;
- Multiple gems stones within a jewelry product must match and be uniform in color.

**All gemstone treatments and enhancements must be disclosed.**

Suppliers are required by Federal law to disclose any and all gemstone enhancements or treatments that are not permanent (i.e. dying, resin, heat treated) as well as any special care requirements. Disclosures and care information must be submitted to Quality Assurance via the Partner Portal during product set up. If there are no treatments or enhancements, list as “none”.

**Costume & Sterling Silver Jewelry**

All costume jewelry must be lead & cadmium free. Use of copper plating as an under layer is not acceptable.

**Costume/Fashion (Base Metal) - Hamilton Finish is required**
- Plating Thickness: Rings – 20 mils;
- Bracelets/Earrings/Pendants/Chains: 10mil;
- Pierced earrings must have surgical steel posts;
- Less than $5.00 cost - plastic disc stabilizer on retainer is acceptable;
- Glued stones are acceptable.

**Gold Plating over Sterling Silver - Hamilton Finish is required**
- Plating Thickness: Rings - 40 mils (1 micron);
- Bracelets/Earrings/Pendants/Chains: 20 mils;
- Foil back stones are not acceptable;
d. Glue cannot be used for setting stones in any precious metal product with the exception of pearls, marcasite, inlay or certain types of applications.

**Sterling Silver**

a. All Sterling Silver products must be Rhodium plated and/or have an anti-tarnish finish. Any tarnished product or product that tarnishes in our warehouse will be returned for full credit at Supplier’s expense;
b. No Foil back stones are acceptable;
c. Glue cannot be used for setting stones in any precious metal product with the exception of pearls, marcasite, inlay or certain types of applications.

**Watches**

a. Band Length – (Men’s) Should be adjustable and be a minimum of 8”;
b. Band Length – (Ladies) Should be adjustable and be a minimum of 7”;
c. Battery Life - 12 months plus with the stem pulled out to prolong battery life;
d. Plating Thickness - 1 micron 23kt;
e. Water Resistance – water resistant to 3ATMs.

**Jewelry Quality Inspection Criteria**

**Metals**

a. Jewelry made with karat gold, sterling silver and platinum must have both a fineness stamp and supplier trademark stamp. Where it is not feasible to stamp the product, a hang tag is acceptable;
b. Random assays will be taken to determine proper gold, or platinum fineness;
c. Products with any type of film or residue will be reviewed by Quality Assurance prior to accepting or rejecting the shipment;
d. Anti-tarnish strips (poly-tab version) must be used with all silver, gold over silver or silver plated products;
e. Gold and silver weight is verified during the receiving inspection process on a per piece basis by comparing the weight provided at product set-up to the Quality Assurance sample. The tolerance for gold weight is -5%. Silver tolerance is -10%. Weight for rings is verified on a size 7 ladies’ ring and a size 10 men’s ring.

**Chains**

a. Chain length (+ or -1/4") length should be measured to include that portion of the clasp that adds to the length of the chain when the clasp is closed;
b. Chain width (+ or - 1/2mm) should be measured on a section of chain that is free from interference from the clasp, stations, etc.;
c. Chain weight must be based on the average weight of 10 chains;
d. Clasps must open and close without the aid of tools.

**Rings**

a. Ring size (+ or - 1/4 size) size should be taken at the leading edge of the main part of the band;
b. Edges of the band must not be sharp or rough;
Jewelry Requirements
September 2018

Stones used in settings must be secure with no movement;
Glue may only be used with costume jewelry;
The table of the stone must be faced upwards;
Stones in settings must be uniformly and evenly set;
Settings must not contain burrs or sharp edges;
Settings that are plated must have a consistent finish throughout.

Pendants & Necklaces
Stones used in settings must be secure with no movement;
Glue may only be used with costume jewelry;
The table of the stone must be faced upwards;
Stones in settings must be uniformly and evenly set;
Settings must not contain burrs or sharp edges;
Settings that are plated must have a consistent finish throughout.

Bracelets & Bangles
Bracelets must have a consistent finish over all;
Chain style bracelet length must be measured to include the clasp and should never fall under 7”;
Bangles are measured closed and inside circumference should never be less than 7”;
Toggle style bracelets are measured from toggle to middle of circle on opposite end and should never fall under 7 ½”.

Earrings
Backs must fit snug on posts;
Stones used in settings must be secure with no movement;
Glue may only be used with costume jewelry;
The table of the stone must be faced upwards;
Stones in settings must be uniformly and evenly set;
Settings must not contain burrs or sharp edges;
Settings that are plated must have a consistent finish throughout;

Country of Origin
Imported jewelry must be stamped with the Country of Origin. Where it is not feasible to stamp the product, a hang tag is acceptable.

Watches
Country of Origin of the movement must be marked on either the face of the watch or the movement itself;
All functions of the watch will be tested by Quality Assurance in accordance with the instructions. If the instructions do not match the watch or if any of the functions do not work, the watch will be rejected;
All samples will be tested for accuracy;
Jewelry & Watch Sample Requirements

Jewelry Samples
Suppliers are required to submit a final product sample on a memo basis to the Buyer by the requested date.

Samples will be kept until the catalog they have been featured in has mailed which is approximately 9-12 months. Samples will be returned using the Supplier’s Fed Ex or UPS number. A master sample may be kept long term for special diamond programs.

Bluestem Brands will not pay for any damaged or lost samples.

Jewelry samples will be evaluated by Quality Assurance. Samples must be identical to the final product with the same quality stones, metal, proper stampings, etc. Ring samples should be submitted in a size 7 for ladies’ rings and a size 10 for men’s rings. Missing a deadline and/or submitting poor quality product, may result in the cancellation of a product.

Submit any specialty gift boxes, romance cards, warranties, etc. along with the sample.

Cubic Zirconia samples will not be accepted in place of diamond samples.

Watch Samples
Suppliers are required to submit a sample unless a chrome photograph is submitted. The sample must be a live production sample and must be sent with the box, warranty and instructions unless the brand was previously submitted

All Jewelry & Watch samples must be shipped to the attention of the Buyer at the following address:

Bluestem Brands.
Attention: (Buyer’s Name)
7075 Flying Cloud Drive
Eden Prairie, Minnesota 55344

Jewelry Packaging Requirements
All changes in packaging must have prior approval by the Bluestem Brands Buyer or Quality Assurance.

Anti-tarnish tabs (not strips) placed inside the poly bag with the product or in the side of the box that is being used are required for all Silver, Gold over Silver and Silver plated products.

Poly- Bag (must have Ziploc top)
  a. Each piece must be packed in an individual clear poly bag with a Ziploc top;
  b. A 2” x 3.5” bag is the preferred size for most small jewelry products.
c. Each poly-bag must be clearly marked with a printed label including the Bluestem Brands 13 digit SKU, UPC barcode and date code (MMYY) indicating the month and year of shipment. The 13 digit SKU must be a minimum of 1/8 inch tall.

Label Example
4AB1230000010

0123456789012
0718

d. Bundles of 5 or 10 pieces (poly-bags) must be stapled together above the Ziploc. (For example: An odd number (i.e., 13 pieces) = 1 bundle of 10 stapled and 3 bags stapled);

e. Product codes must not be mixed within a bundle;

f. Earrings and studs must have each earring packaged in a separate poly bag as follows: 1-earring should be placed in a small poly bag, which must be placed in a larger poly bag with the other earring;

g. Two-piece ring sets (i.e. engagement sets) must be packaged the same as earrings.

Box and Pouch Requirements

a. All watches and necklaces with stations should ship in boxes to prevent damage in transit;

b. Each box must be labeled with Bluestem Brands’ 13 digit SKU number and date code (MMYY), on the bottom of the box or on the sleeve;

c. Products in boxes do not require poly bags unless multiple boxes are included in the set;

d. If a product is shipped in a pouch, the product, must first be placed in a zip lock poly bag and then placed inside the pouch. The pouch must then go into another zip lock poly-bag which must be labeled with Bluestem Brands’ 13 digit code;

e. Products must be packaged to fit into a maximum space of 6” X 4” X 1”.

Jewelry Final Inspection Checklist

This checklist must be used to perform a final Inspection of all products including close-outs before shipping to Bluestem Brands.

- Verify the product is the correct model or style;
- Verify the product matches the submitted sample exactly (color, size, weight, etc.);
- Verify the product is stamped correctly and legibly or tagged, if appropriate, with your trademark, fineness stamp and Country of Origin.
- Verify the product is the correct size.
- Verify the product is clean, free of scratches and that the finish matches the product information provided to Bluestem Brands (example – satin);
- Verify the finished weight of product matches the product information given to Bluestem Brands;
- Verify that the shank thickness does not fall below minimum allowed;
• Verify the diamond quality matches the sample provided and the product information submitted to Bluestem Brands;
• Verify the product has no sharp edges or sharp prongs and be sure the stones are set face up, are tight and are not cracked or chipped;
• Verify if the product is boxed or poly bagged and that all products are labeled with the 13-digit SKU and date code;
• Verify that anti-tarnish “poly tabs” are included with all silver or silver plated products;
• Verify all advertised warranties and romance cards are included with each product.

**Shipping Jewelry**

The Ship To Address for Jewelry shipments to the Bluestem Brands’ warehouse is:

Bluestem Brands 001  
6250 Ridgewood Road  
St. Cloud, MN 56303

Prepaid and add jewelry orders shipped to the Bluestem Brands’ warehouse must be shipped by the most economical small parcel carrier if less than 100 lbs and the freight/postage and appropriate insurance cost must be on the merchandise invoice. Supplier should always strive to combine smaller cartons and multiple SKUs into larger master cartons to minimize Bluestem Brands’ postage expense. Please contact the inventory analyst listed on your Purchase Order for more details.

• **Collect Jewelry Orders** - Routing for any jewelry orders that are collect can be obtained from the Bluestem Brands’ Inventory Analyst.

• **Over 100 pounds** – Complete a Pick Up Request Form and use the Bluestem Brands’ designated transportation provider CH Robinson.