



# Users' Manual for



Updated: February 2021 v5

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## How to apply for Checknet Login ID

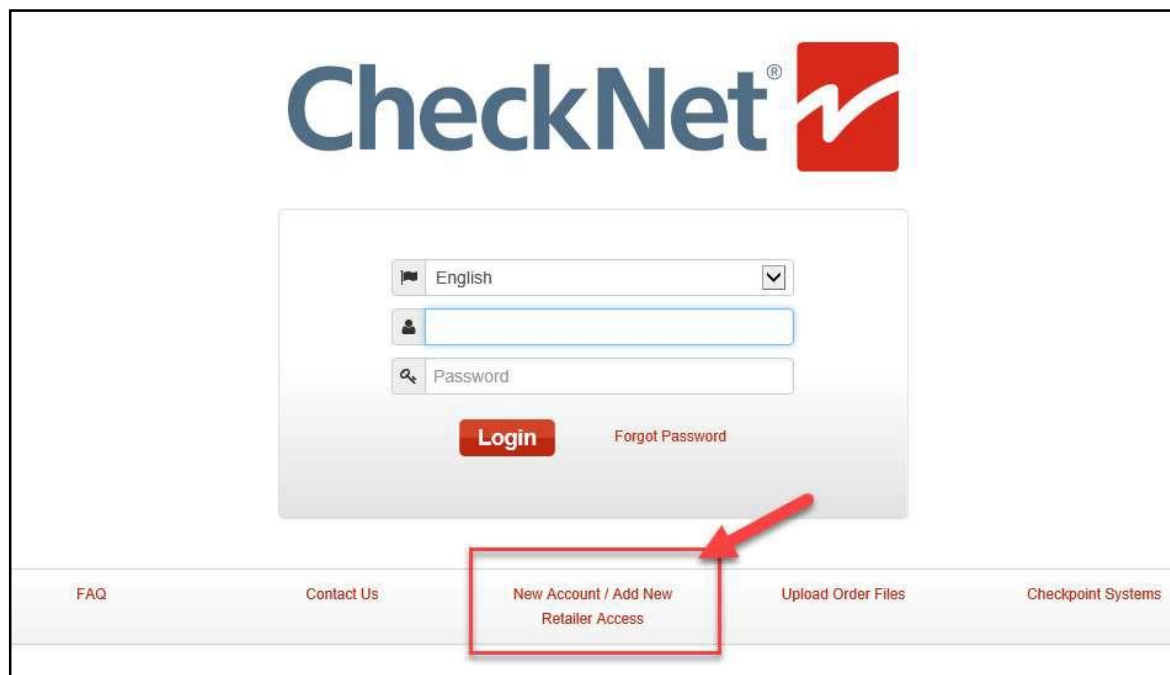
### New Vendor Registration Instructions

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#### To start the registration process

Go to: [www.checknet.checkpt.com](http://www.checknet.checkpt.com)

Click the “New Account / Add New Retailer Access” link from the Login page of CheckNet.



In the next screens, 6 Steps to follow to register for a CheckNet account:



## Start - Retailer Info

Please fill out:

- A. **User Access Code:** this is a unique CheckNet Retailer Access code, to link your account to the correct Retailer (this is NOT your supplier code/ vendor code)! Below is Urban Outfitters User Access Code.

User Access Code	Name
9638	Urban Outfitters

- B. **Vendor ID (supplier code):**

This is the supplier code you received from your Retailer.

And click the “Continue” button.

## Step 2 – User Information



Please fill out the User Information. **All fields are mandatory.** Click the “Continue” button.



### User Information

* First Name: John	* Last Name: Smith
* Email: email@emailcompany.com	* Phone: 1234567890

Continue >



## Step 3 – Billing Address

Please fill out the Billing Address. **Fields with \* are mandatory.**

For European vendors, the VAT Number will be mandatory as well. Click the “Continue” button

### Billing Address

* Company: Vendor Company		
* Contact Person: John Smith		
* Email Address: email@emailcompany.com	* Phone: 1234567890	Fax: 
* Address 1: Street 1	Address 2: 1st Building	
Address 3: 	Address 4: 	
* Country: NETHERLANDS	* State/Province: Noord-Holland	
* City: CITY	* Zip/Postal Code: 1111 AB	County: 
VAT Number: NL001111111B01		

**Step 4**  
Shipping Address

## Step 4 – Shipping Address

The Shipping address can be copied from the Billing address by clicking the “Same as Billing Address” checkbox. Or entered manually. Click “Continue” to proceed to the next Step.

**Shipping Address**

Same as Billing Address

\* **Company:**

Vendor Company

**Store Number:**

\* **Contact Person:**

John Smith

\* **Email Address:**                      \* **Phone:**                      \* **Fax:**

**Step 5**  
Payment Info

## Step 5 – Payment Info

Read the Terms & Conditions and click the “I’ve read and agree to the Terms & Conditions” checkbox in order to continue. Click the “Continue” button to proceed

**Payment Information**

Payment Type:

Invoice

**Account Payable Information:**

\* **First Name:**                      \* **Last Name:**

John                                      Smith

**Title:**                                      \* **Email:**

   email@emailcompany.com

\* **Phone:**                              \* **Fax:**

1234567890                             

**Terms & Conditions**

Please read the following Terms and Conditions completely before consulting your application.

1. DEFINITIONS. The following definitions shall apply to the present delivery terms and conditions: a. Principal: the natural or legal person who has given the supplier an order for the production of goods or

I have read and agree to the Terms & Conditions

**Step 6**  
Review & Submit

## Step 6–Review and Submit

Read the Terms & Conditions and click the “I’ve read, and I agree to the Terms & Conditions” checkbox in order to proceed. If all information is correct, click the “Submit” button.



Apply for New Account



### Review & Submit

Retailer Information			
<b>Access Code:</b> 105759	<b>Vendor ID:</b> 11111		

User Information			
<b>First Name:</b> John	<b>Last Name:</b> Smith	<b>Email:</b> email@emailcompany.com	<b>Phone:</b> 1234567890

Billing Address			
<b>Company:</b> Vendor Company	<b>Contact Person:</b> John Smith	<b>Email Address:</b> email@emailcompany.com	<b>Phone:</b> 1234567890
<b>Fax:</b>	<b>Address 1:</b> Street 1	<b>Address 2:</b> 1st Building	<b>Address 3:</b>
<b>Address 4:</b>	<b>Country:</b> NETHERLANDS	<b>City:</b> CITY	<b>State/Province:</b> Noord-Holland
<b>Zip/Postal Code:</b> 1111 AB	<b>County:</b>	<b>VAT Number:</b> NL 0011111111B01	

An email will be sent to the registered email address.  
To go back to CheckNet, click the “Back to Check-Net” button.



Apply for New Account

### Your New User Account is almost ready

An Email Confirmation has been sent to [email@emailcompany.com](mailto:email@emailcompany.com)  
Please follow the instructions in the email to finalize your account request

[Back To Check-Net >](#)


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In the email received, you'll find two attachments.

Attachment: [Credit\\_Agreement.pdf](#), 561.0 KBytes  
[ReviewAndSubmit\\_158589.pdf](#), 37.0 KBytes

1. **sign and stamp both** Review & Submit form and Credit Agreement
2. **mail** these scanned documents to the vendor registration team mentioned in the email.
3. After receipt of the signed documents, your account will be created, and you will receive your login details within 24-48 hours.

CREDIT AGREEMENT  
Marz 30, 2020

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Dear John Smith,

Thank you for your registration on Check-Net.

To complete the registration, please print and sign the attached Review&Submit and Credit Agreement documents, and mail these signed documents to our Check-Net Operations Service-Team:  
E-mail: [operations@checkpt-als.com](mailto:operations@checkpt-als.com)

After receipt of the signed agreement, we will create your login within the next 24-48 hours.

Thank You.

Your Check-Net Operations Service-Team

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**Europe**  
Phone: +31 (0)880082 300  
E-mail: [operations@checkpt-als.com](mailto:operations@checkpt-als.com)

This mailbox is not monitored. Please do not reply to this email.

## Logging In to the Website

### Logging In

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To Log in to CheckNet: Checknet web link <https://checknet.checkpt.com/>.

- 1 Go to <https://checknet.checkpt.com/>.
- 2 Type your “Username and Password.”
- 3 Click on “Log In” or press “Enter” to continue

CheckNet supports the following languages: English, Chinese (Traditional), Chinese (Simplified), Italian, Korean, Netherlands, and Spanish. You may select your preferred language from the dropdown list which can be found above the username, notice that English is selected by Default.

## Forgot Password

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To retrieve forgotten password, the password hint or reset password may be utilized.

### Remembering Password Using Hint

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- 1 Type your “Username”
- 2 Click on “Forgot Password”.

The password hint will be displayed, you can now click on the “x” located on the upper left corner of the window, or just hit enter to go show the log in page.

### Forgot Password Using E-Mail

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To reset password via “E-Mail”:

1. Provide the E-Mail address you registered with your account
2. Type the “Captcha” Symbol provided.
3. Click on “Send Request”.

**Note:** If you can't understand the provided “Captcha”, you can click on “Refresh” to have a new one displayed.

**Note:** After Clicking on “Send Request” a new password will be sent to your email address. Use the new password to log on to your account, we recommend changing your password on your first login after resetting.

## Initial Log In - Updating User Profile

The screenshot shows a 'Manage User Profile' window with a close button (X) in the top right corner. A pink notification bar at the top reads: 'New User Registration: Please update your profile and password before you continue. Thank You.' Below this, a legend indicates that fields with an asterisk (\*) are required. The form contains the following fields and options:

- \* Display Name:** Text input field containing 'Super Cyrus'.
- \* First Name:** Text input field with placeholder 'Ex. John'.
- \* Last Name:** Text input field with placeholder 'Ex. Smith'.
- \* Phone:** Text input field.
- \* Email Address:** Text input field containing 'name@checkpoint.com'.
- Password Hint:** Text input field with placeholder 'Enter Password Hint'.
- Automatically accept Terms and Conditions on all orders ⓘ
- Change Password
- Old Password:** Text input field with placeholder 'Enter Old Password'.
- New Password:** Text input field with placeholder 'Enter New Password'.
- Confirm Password:** Text input field with placeholder 'Re-enter New Password'.

At the bottom right of the form, there are two buttons: a red 'Save' button and a grey 'Cancel' button.

1. Type in your First Name and Last Name
2. Type your “Phone Number”.
3. Verify your “E Mail Address”.
4. Type your “Old Password” on Old Password field.
5. Type your “New Password” on New Password field

**Please follow the password rules:**

- Password length should be between 6 to 15 characters
- Must contain at least one number
- Must contain at least one special character
- Cannot be the same as username.

- Cannot be the same as hint.
6. Confirm Password by re-typing new password on the Confirmation Password field  
Click on "Save".

**NOTE:** All fields with an (\*) are required.

## Landing Page

### Landing Page - Main

The landing page is the initial page you will be directed to after a successful log in. It contains several areas: Get Started, Reports tab, Announcements, Promotions Header and Footer Links.

The screenshot shows the CheckNet landing page. At the top left is the CheckNet logo with the text 'POWERED BY Checkpoint'. At the top right is the URBAN logo and the address: 'TING KE ARTS PRODUCT CO NO 2 INDUSTRIAL PARK SHENZHEN, Guangdong, 518109 CN'. Below the logo is a shopping cart icon with '(0) Items in Shopping Cart' and a user login status: 'Karen Chodkowski ( Logged in as aairport-kchodkowski ) Logout'. A navigation bar contains links for Home, Account, Orders, Reports, About Us, Help, and Feedback. The main content area is divided into two columns. The left column has a 'Get Started' section with a dropdown menu set to 'Urban Outfitters' and three icons: 'Catalog', 'Orders', and 'Invoice'. The right column has a 'My Order History' section with a table showing one order. Below the table is a 'View All' button. At the bottom left is a banner for the 'CheckNet Redesign Pilot Program' with the text 'Thank you for participating in CheckNet Redesign Pilot Program.' At the bottom right is a 'Production Facility Holiday' section with a 'CLOSED HOLIDAY' sign and a list of facilities and their closure dates.

CheckNet<sup>®</sup>  
POWERED BY Checkpoint

URBN | TING KE ARTS PRODUCT CO  
NO 2 INDUSTRIAL PARK  
SHENZHEN, Guangdong, 518109 CN

(0) Items in Shopping Cart Karen Chodkowski ( Logged in as aairport-kchodkowski ) Logout

Home Account Orders Reports About Us Help Feedback

**Get Started**  
Urban Outfitters

Catalog Orders Invoice

**My Order History**

Shopping Cart No	Order Date	Status	Tracking Number
6488	8/6/2014	Open	

View All

**Production Facility Holiday**

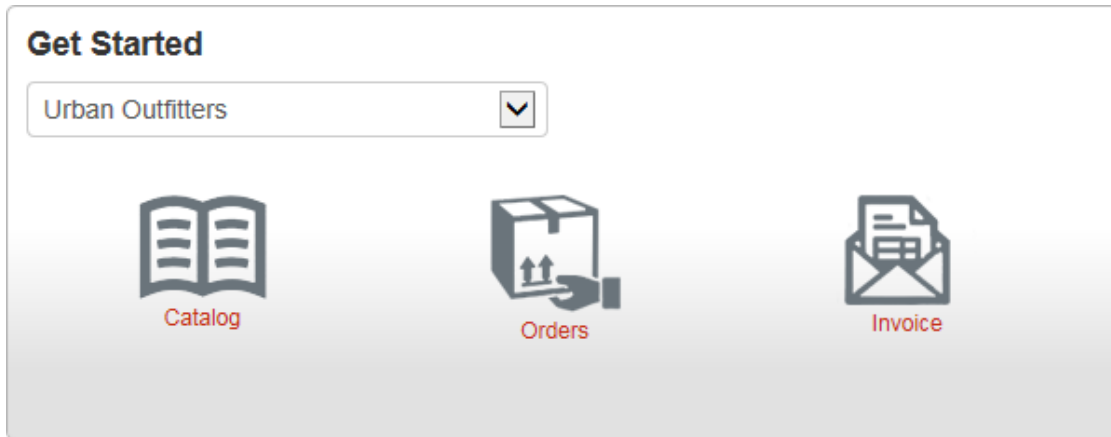
**CLOSED HOLIDAY**

- Maxim Shanghai (Mid-Autumn Festival) closed on 9/8/2014
- Maxim Taiwan (Mid-Autumn Festival) closed on 9/8/2014
- Checkpoint DG Laser (Chinese Mid-Autumn Festival) closed on 9/9/2014
- Brilliant DG Offset (Chinese Mid-Autumn Festival) closed on 9/9/2014

Thank you for participating in  
**CheckNet<sup>®</sup>**  
Redesign Pilot Program.

## Get Started

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The “Get Started” section has the “Retailer selection” and the links for the following

- Catalog – for Catalog Ordering (represented by an open book)
- Orders – for Staged Orders (represented by a Box)
- Invoice – for Order Invoices (represent by an Envelope)

## Reports (My Order History)

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The screenshot shows the 'My Order History' section with a table containing one order entry. A 'View All' button is located at the bottom left of the table area.

Shopping Cart No	Order Date	Status	Tracking Number
6488	8/6/2014	Open	

The reports section contains the latest updates of reports you are subscribed. The “View All” link will redirect you to the reports page.

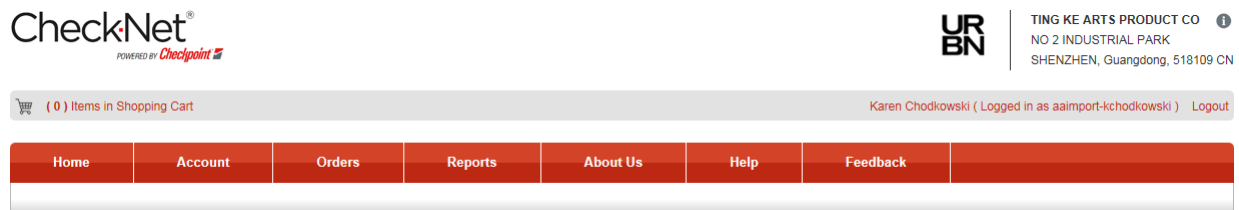
## Announcements and Promotions



The Announcements and Promotions are located at the bottom part of the page, the announcements contain important news or announcements such as:

- Print shop holidays
- Checkpoint Announcements
- Customer Specific Announcements
- Checkpoint Promotions

## Menu Bar & Shopping Cart



The menu bar contains buttons or links that will direct you to several pages within CheckNet. The Menu Bar is composed of the following:

- Home
- Account
- Orders
- Reports
- About Us
- Help
- Feedback

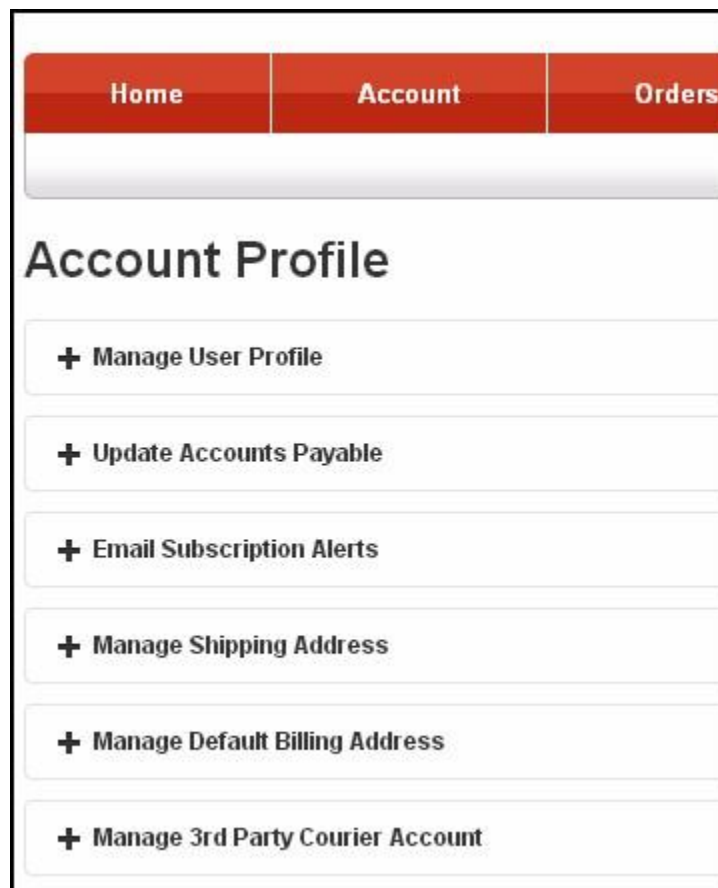


## Account Profile

### Account Profile

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The account profile allows you to manage user information, shipping address, billing address, accounts payable, and Email subscription alerts.



## Manage User Profile

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On this part of the Account Profile, you are allowed or will be able to edit your personal information.

– Manage User Profile

**Display Name:**  
Karen Chodkowski

**First Name:** Karen      **Last Name:** Chodkowski      **Password Hint:** welcome @ 00

**Email Address:** karen.chowkodski@checkpt.com      **Phone:** 0

To edit / update your current profile:

1 Click on “Edit”, to show the “Manage User Profile Window”

2 Fill out required information:

- Display Name
- First and Last Name
- Email Address
- Phone Number

3 After changing/updating information, Click on Save.

**Note:** a valid Email Address is required for you to be able to save your profile.

**Note:** you can also change your password through the “Manage User Profile” window.

### Manage User Profile

\* **Display Name:**

\* **First Name:**       \* **Last Name:**

\* **Phone:**       \* **Email Address:**

**Password Hint:**

Automatically accept Terms and Conditions on all orders ⓘ

Change Password

## Changing Password

---

- 1 Click on the “Change Password” checkbox to show change password panel.

Change Password  
**Old Password:**  
  
**New Password:**  
  
**Confirm Password:**

- 2 Provide “Old Password”
- 3 Type your “New Password”, and Re-type password to Confirm
- 4 Click on “Save” to Apply Changes.

## Update Accounts Payable

---

The Update Accounts Payable allows you to edit or change your existing accounting contact information.

– Update Accounts Payable

<b>Title:</b> Accounts Payable	<b>Name of Contact:</b> John Smith	<b>Email Address:</b> JSmith@urn.com	
<b>Telephone:</b> 800-555-1200	<b>Fax:</b> 800-555-1201	<b>Tax Exempt:</b> False	<b>Tax ID #:</b>

Edit

## Email Subscription Alerts

The Email subscription alert allows you to manage notifications you will receive. The available notification alerts are as follows:

- Order Confirmation
- Shipment Confirmation
- Daily Shipment Summary
- Unreleased Orders
- Order Approval

**- Email Subscription Alerts**

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**Email Alert Subscription** ⓘ

**Email To:** JHallet@urbn.com

**Email CC:** LReese@urbn.com

You can also change the Email Addresses you have previously registered and define a new one. To do so:

1. Click on "Edit" to show edit Email Subscription window.
2. Provide the new "Email To" and "Email CC".
3. Tick the types of Alerts you want to receive.
4. Click on "Save" to complete process and save

### Email Subscription Alerts ⓘ

---

**Email To:**

**Email CC:**

My Order Confirmation

My Shipment Confirmation

Daily Shipment Summary

Unreleased Orders

New Orders Received (vendor / factory only)

Order Approval

Send alert as an attached PDF

## Manage Shipping Address

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The manage shipping address allows you to manage destination addresses of your orders.

– Manage Shipping Address

<p><b>Default Shipping Address</b></p> <p>TING KE ARTS PRODUCT CO</p> <p>FRAN YEN NO 2 INDUSTRIAL PARK SHENZHEN, Guangdong, 518109, CN</p> <p><input checked="" type="checkbox"/> Make Default Address</p>	<p><b>Urban</b></p> <p>Urban Outfitters</p> <p>Tina Devonshire 5000 South Broad Street PHILADELPHIA, PA, 19112, US</p> <p><input type="checkbox"/> Make Default Address</p>	<p><b>Add New Address</b></p>
--	---	-------------------------------

And to add a new Shipping Address:

- 1 Click on “Add New” to show the new shipping address window
- 2 Provide all required information, denoted by an asterisk (\*)

**Address Nickname** – is an alias you can give to a shipping address that will appear on the Shopping Cart Step 2: Manage Shipping Address, wherein you’ll have to select a shipping address. It will also help you on remembering the address.

- **Company Name** – refers to the company that owns the address.
  - **Email Address** – this email address will be used to communicate with shipping contact.
  - **Phone Number** – will not be required and will be used as a contact number.
- 3 Click on “Save” to complete process and save address.

### Manage Shipping Address ✕

**\* Address Nickname:** \* Required Fields

**\* Company Name:**  **Store Number:**

**Contact Person:**

**\* Email Address:**  **\* Phone:**  **Fax:**

**\* Address 1:**  **Address 2:**

**Address 3:**  **Address 4:**

**Country:**  **County/District:**

**\* City:**  **State/Province:**  **Zip/Postal Code:**

*Note: Click on the “Pencil” icon to “Edit” a Shipping Address.*

*Note: Click on the “Trash Bin” icon to “Delete” a Shipping Address.*

## Manage Default Billing Address

Manage Billing Address contains all addresses where the invoices will be sent. To set an address as a Default Billing Address:

**— Manage Default Billing Address**

**Billing address**

A. A. IMPORTING COMPANY

RICHARD TALLIN  
A. A. IMPORTING COMPANY  
SAINT LOUIS, MO, 63147, US

Make Default Address

Billing Address

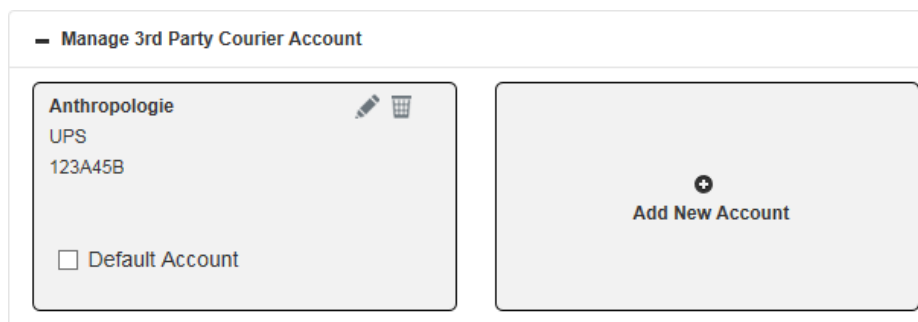
- 1 Click on the “Make Default Billing Address” check box.



- 2 Click on “Set as Default” to complete process.

## Manage 3rd Party Courier Account

If you prefer a 3<sup>rd</sup> part courier, this is the part of the account profile that allows you to manage your 3<sup>rd</sup> party couriers.



To add a new courier:

- 1 Click on “Add New” to show the add courier window.
- 2 Provide all required information

- 3 Click on “Save” to complete process and “Save” changes.

## Ordering - Catalog Ordering

In catalog ordering, all items are shown in a catalog type list wherein a picture or a thumbnail of the item is displayed together with the item details. To Access Catalog Ordering:

- 1 Click on Catalog (Represented by Open Book)

The screenshot shows the CheckNet website interface. At the top, there is a navigation bar with links for Home, Account, Orders, Reports, About Us, Help, and Feedback. Below the navigation bar, there is a 'Get Started' section with three icons: 'Catalog' (an open book icon, circled in red), 'Orders' (a box icon), and 'Invoice' (an envelope icon). To the right of the 'Get Started' section, there is a 'My Order History' section with a table showing one order:

Shopping Cart No	Order Date	Status	Tracking Number
6488	8/6/2014	Open	

Below the table, there is a 'View All' button. At the bottom of the page, there is a 'Production Facility Holiday' section with a 'CLOSED HOLIDAY' sign and a list of holidays:

- Maxim Shanghai (Mid-Autumn Festival) closed on 9/8/2014
- Maxim Taiwan (Mid-Autumn Festival) closed on 9/8/2014
- Checkpoint DG Laser (Chinese Mid-Autumn Festival) closed on 9/9/2014
- Brilliant DG Offset (Chinese Mid-Autumn Festival) closed on 9/9/2014

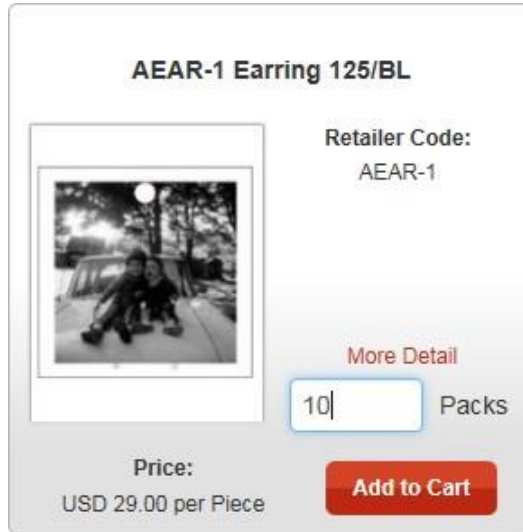
After clicking on catalog, you will be directed to the Order from Catalog, page wherein thumbnails of the items will be listed.



# Placing Orders

To place an order through Catalog Ordering:

- 1 Provide a quantity on the box provided on the lower right corner of the item.
- 2 Click on “Add to Cart”



The Catalog Ordering is equipped with a search filter options wherein you can filter your search using Item Code or Description. Search results will be displayed just below the search options.

## Order From Catalog

Item Code:  Description:

**Some Helpful Tips**

- Do you know that you can do the following:
- \* Switch between thumbnail and grid view
- \* Easily find items by using search or the category filter
- \* See detailed information when clicking on More Detail

15 Items Per Page

### Category

Select a Value

Actions	Qty	Description	Retailer Code	Min Ord Qty	Price
	<input type="text"/>	Each Hei Hei Small Main Label	Hei Hei Red -Small	1000	USD 389.00 per Piece
	<input type="text"/>	Each 08BM05005 Deena & Ozzy Main Label 1	WACC-D&O-M1	300	USD 103.00 per 1000 pcs
	<input type="text"/>	Each 08BM05006 Deena & Ozzy Main Label 2	WACC-D&O-M2	300	USD 55.00 per 1000 pcs
	<input type="text"/>	Each 08BM05007 Deena & Ozzy Shoe Label	WACC-D&O-M3	250	USD 18.00 per 1000 pcs

And to proceed with the Ordering Process, you need to access your “Shopping Cart” (see Chapter 6)

## Staged Orders

### Ordering - Staged Ordering

In staged ordering, the previous orders will be listed together with the pre-defined order details.

1 Click on Orders (Represented by a Box)

The screenshot shows the CheckNet e-commerce interface. At the top left is the 'CheckNet' logo with 'POWERED BY Checkpoint' below it. To the right is the 'URBN' logo and company address: 'TING KE ARTS PRODUCT CO', 'NO 2 INDUSTRIAL PARK', 'SHENZHEN, Guangdong, 518109 CN'. Below the logo is a shopping cart icon with '(1) Items in Shopping Cart' and a user login status: 'Karen Chodkowski (Logged in as aaimport-kchodkowski) Logout'. A navigation bar contains links for Home, Account, Orders, Reports, About Us, Help, and Feedback. Below the navigation bar is a 'Get Started' section with a dropdown menu set to 'Urban Outfitters' and three icons: 'Catalog', 'Orders' (circled in red), and 'Invoice'. To the right is a 'My Order History' section with a table showing one order.

Shopping Cart No	Order Date	Status	Tracking Number
6488	8/6/2014	Open	

View All

After clicking on Orders, you will be directed to the Staged Order page, wherein previous staged orders will be listed.

# Placing Orders

To place an order through Staged Orders:

- 1 Select a staged order from the list, by clicking the check box between the Actions and Quantity column.
- 2 Click Add To Cart button to add selected items, or via the row icon to add specific orders.

**Add To Cart**

Actions	Quantity	Retailer Name	Order Number	Vendor Ref Number	Received Date
<input checked="" type="checkbox"/>	2500	Urban Outfitters	CS-41314697274	1142	7/24/2014

Actions	Quantity	Item Code	Item Description
<input checked="" type="checkbox"/>	2500	DLBL	DIRECT LABEL

Quantity	Adjusted Order Quantity	BrandID	VendorStyle	STYLE	SKU	EDP	LONGITEM	OSDESCLN1	
<input checked="" type="checkbox"/>	500	500	I41	51r6ddyF0leUxgs	xjAUM220aWe26tC51Q37	155060783803	4U6Lz6Q9	1d37zbQlOy86Ew8e75B4	45jbl3JX3O9N2UE11a4z09AO
<input checked="" type="checkbox"/>	500	500	IDI	2D8DV78j1i76qy6	3L3bl7xzohNxu5Cv7c7s	949940412729	1LhqU3of	E83Hb05wRz1lo9jz1dQ3	DDYY0BENRHLCoF7r1192B3256

The staged order page is equipped with a search filter. You can filter your search by Order Type, Vendor, Order Number, or Vendor Reference Number.

## Staged Orders

**Order Type:** Unreleased Staged Orders

**Factory:** No Selection

**Order Number:**

**Vendor Ref Number:**

**Search** **Clear Search**

And to proceed with the Ordering Process, you need to access your “Shopping Cart” (see Chapter 6)

## Ordering Steps

### Step 1: Shopping Cart

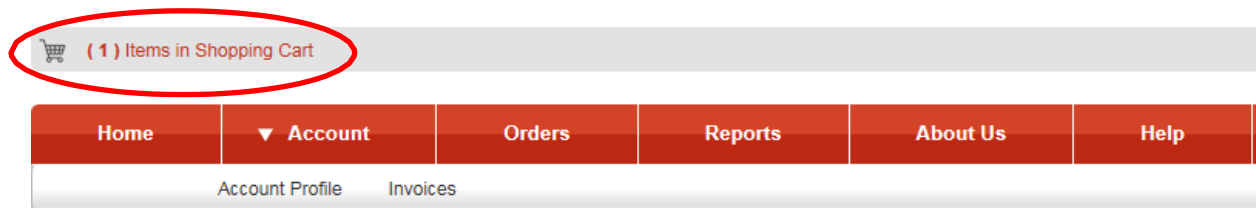
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#### Accessing Shopping Cart

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The Shopping cart can be accessed in several different ways; you can access the shopping cart from the header. The shopping cart link is located at on the upper left corner of the page.

CheckNet®  
POWERED BY Checkpoint



The shopping cart can also be accessed through the **Menu** bar under **Orders Menu**.

Orders



 ( 1 ) Items in Shopping Cart



And lastly, the shopping cart can also be accessed through the page footer.

Account	Orders	Reports	About Us	Help
<a href="#">Account Profile</a>	<a href="#">Catalog Orders</a>	<a href="#">Purchase Order Status Report</a>	<a href="#">Return Policy</a>	<a href="#">View Help</a>
<a href="#">Invoices</a>	<a href="#">Staged Orders</a>	<a href="#">My Order History</a>	<a href="#">Privacy Policy</a>	<a href="#">FAQs</a>
	<a href="#">Shopping Cart</a>	<a href="#">Production Report</a>	<a href="#">Contact Us</a>	<a href="#">Custom Help File</a>
			<a href="#">Terms and Conditions</a>	
			<a href="#">Ethics Policy</a>	

The list of the items added from the catalog will be displayed. To proceed with your orders, click on the Continue button.

### Shopping Cart


Step 1 Manage Contents      Step 2 Default Shipping Info      Step 3 Review Order

[Continue >](#)

[Delete Selected Orders](#)

[Clear Shopping Cart](#)

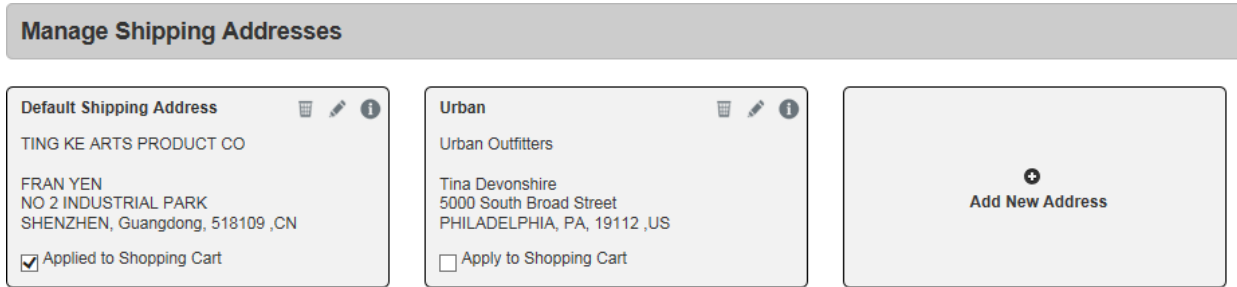
#### Catalog Orders

Actions	Quantity	Adjusted Order Quantity	Unit	Description	Retailer Code
 <input type="checkbox"/>	10	10	Packs	AEAR-1 Earring 125/BL	AEAR-1

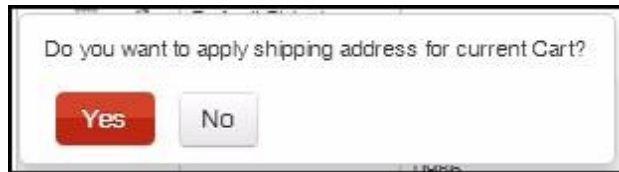
## Step 2: Shipping

---

On Manage Shipping Addresses, a list of all shipping address will be shown.



- 1 Under the “Actions” column, click on the check box to select address. If you are ordering a catalog order, the default address is automatically selected but you still have an option to select a different address necessary.

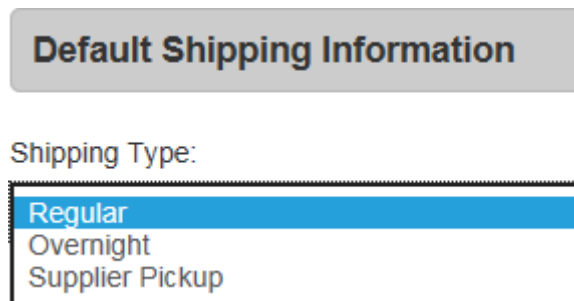


- 2 A confirmation window will appear, click on “Yes” to continue or “No” to select a different address.

## Shipping Type

---

After selecting a “Shipping Address”, you can now proceed with selecting the Type of shipping to be done.



## Requested Shipping Date

---

**Information**

Requested Ship Date:

Third Party Carrier:

---

You can also define a specific date for the delivery of your orders, to do so:

- 1 Under the Default Shipping Information, Click on the “Date Picker Button” and select your desired date.

## Billing Address

---

After selecting a shipping address and shipping type, you can now proceed with the billing information. Under “Bill To” the default billing address is selected, check if the information is correct.

**Bill To**

Change Billing Information:

**Checkpoint Systems, Inc.**  
101 Wolf Dr.  
Thorofare, NJ, 08086


And if everything is settled, you can now move to the next step by clicking on “Continue”. The button can be found below the billing address or above the shipping address list.




## Step 3: Reviewing and Completing Order

### Review Order

Under “Review Order”, the order information and payment information will be displayed.



POWERED BY Checkpoint



TING KE ARTS PRODUCT CO  
NO 2 INDUSTRIAL PARK  
SHENZHEN, Guangdong, 518109 CN

( 1 ) Items in Shopping Cart Karen Chodkowski ( Logged in as aairport-kchodkowski ) Logout

Home
Account
Orders
Reports
About Us
Help
Feedback

### Shopping Cart

**Step 1**

Manage Contents

**Step 2**

Default Shipping Info

**Step 3**

Review Order

< Previous Page
Place Order >

<b>Bill To Information</b> Urban Outfitters 755 BRACKBILL RD GAP, PA, 17527-9457, US	<b>Ship To Information</b> TING KE ARTS PRODUCT CO NO 2 INDUSTRIAL PARK SHENZHEN, Guangdong, 518109, CN	<b>Shopping Cart : 6919</b> Order Date : 9/5/2014	<b>Shipping Type : REGULAR</b> Courier : Account :
---	--	--	--

Order Number	Sales Order	Production Location	Item Code	Item Description	Quantity	Unit Price	Amount ( USD )
188501120589	178001826	Brilliant DG Offset	AEAR-1	AEAR-1 Earring 125/BL	10	USD 29.00 per Piece	0.00
<b>Sub Total :</b>							0.00

To continue with the Orders, you must agree with the “Terms and Conditions” which is just below the order information.



## Special Order Instructions

---

For additional instructions that concern the orders, you can add it under the “Special Order Instructions” which is just below “Review Order”.

**Order Instructions:** *Maximum: 140 characters*

Customer Specific Special order instructions.

**Order Number**

Order Number

- 1 Type your specific special instruction/s on the “Order Instructions” text box.
- 2 Type the “Order Number” on the Order Number text box.

## Terms and Conditions

---

**Terms and Conditions**

Please read the following Terms and Conditions completely before continuing with the checkout process.

1. ENTIRE AGREEMENT. This form contains the entire Agreement between the parties and supercedes all other Agreements, express or implied, oral or written. ANY TERMS OR CONDITIONS CONTAINED IN ANY DOCUMENT OR CORRESPONDENCE OF THE CUSTOMER WHICH ARE NOT STATED HEREIN SHALL BE OF NO EFFECT AND THE CUSTOMER ACCEPTS THIS AGREEMENT WITHOUT SUCH CUSTOMER TERMS OR CONDITIONS. This agreement makes

I agree to the Terms & Conditions

- 1 Click on the box before “I agree to the Terms & Conditions”.
- After agreeing with the terms and condition, you can now proceed to “Payment Type”; which can be found just below the “Terms and Conditions”

## Selecting Payment Type

---

### Payment Type

Shipping and tax charges are estimated at time of checkout. The final shipping and tax amount will

Invoice    Pay by Credit Card

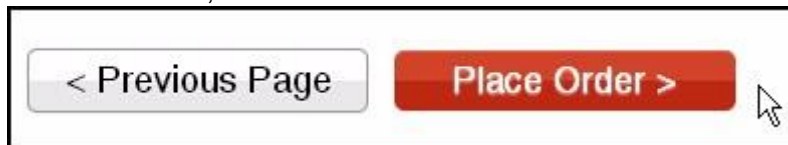
You can select between “Invoice”, “Credit Card Payment” or “via PayPal”.

## Placing Order

---

Once everything is settled and defined, you can now complete the transaction by placing the order. To place order:

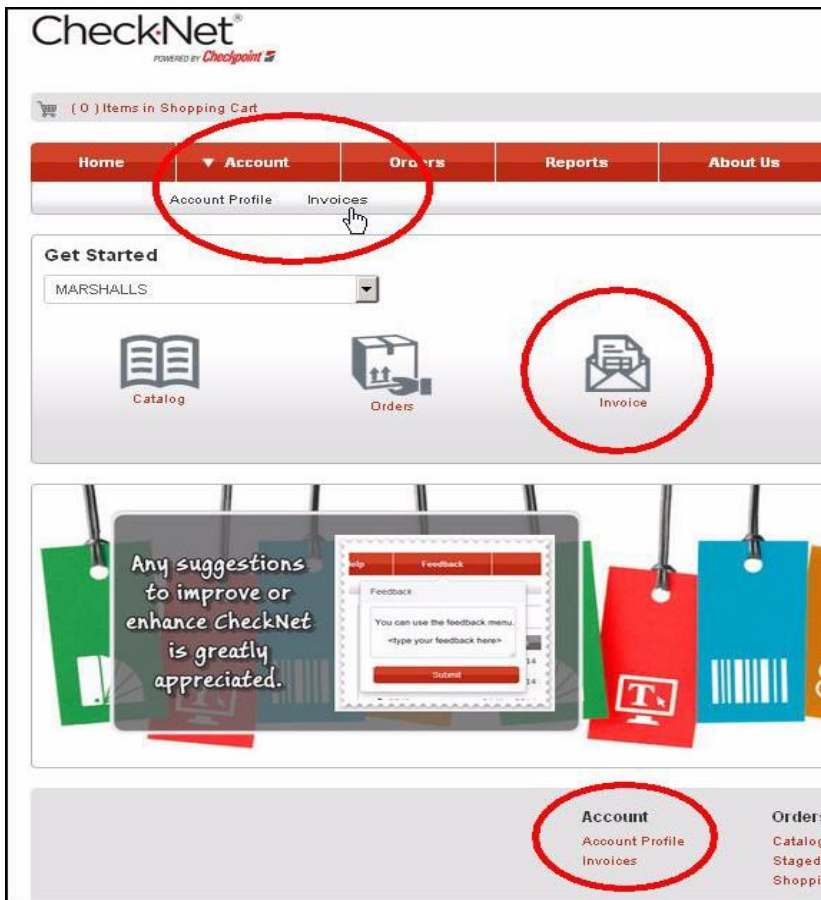
1 To place the order in CheckNet, Click the “Place Order” button.



**Note:** The Place Order button can be found below the Payment Type and just above the Order Summary.

## Accessing Invoice Page

The Invoice page contains a list of all Open and Closed single and consolidated invoices. The invoice page can be accessed through the Landing Page, under the Account Menu or on the page Footer.



## Single Invoice

The invoice is equipped with search filter options. You can filter your search using the Invoice #, Status or Days Past Due. Search Results will be displayed just below the search options.

**Invoices**

Invoice #:

Status:

Days Past Due:

**Search**

**Clear Search**

**Invoice Payment**

Select single or multiple invoices for Payment. Next, choose a Payment Type and Submit Payment to complete transaction. You will be provided with a confirmation number that you can print for your records.

Single Invoices    Consolidated Invoices

**Single Invoices** **Pay**

Invoice Number	Payer	Payer Name	Invoice Date	Invoice Due Date	Invoice Price	Status														
<input type="checkbox"/> 903193804	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.79	OPEN														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Invoice Number</th> <th>Order Number</th> <th>Sales Order</th> <th>Line Number</th> <th>Item</th> <th>Item Description</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>903193804</td> <td>00404647</td> <td>163378159</td> <td>0</td> <td>00000000001010710</td> <td>CKP GENERIC ITEM</td> <td>1350</td> </tr> </tbody> </table>							Invoice Number	Order Number	Sales Order	Line Number	Item	Item Description	Quantity	903193804	00404647	163378159	0	00000000001010710	CKP GENERIC ITEM	1350
Invoice Number	Order Number	Sales Order	Line Number	Item	Item Description	Quantity														
903193804	00404647	163378159	0	00000000001010710	CKP GENERIC ITEM	1350														
<input type="checkbox"/> 903193803	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN														
<input type="checkbox"/> 903193802	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN														
<input type="checkbox"/> 903193801	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN														
<input type="checkbox"/> 903193800	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN														
<input type="checkbox"/> 903193799	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN														
<input type="checkbox"/> 903193798	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN														
<input type="checkbox"/> 903193797	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN														
<input type="checkbox"/> 903193796	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN														
<input type="checkbox"/> 903193795	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN														

Showing items from 1 to 10. Total items: 4040

## Exporting Invoices

Invoices can be exported to PDF and Spreadsheet (Excel) formats. To export Single invoice via PDF, click the PDF icon. To export Single invoice via spreadsheet, click the Spreadsheet icon.

Invoice Number	Payer	Payer Name	Invoice Date	Invoice Due Date	
<input type="checkbox"/>	903177070	43588	CKP COMPANY	8/20/2014	9/19/2014
<input type="checkbox"/>	903175611	43588	CKP COMPANY	8/19/2014	9/18/2014
<input type="checkbox"/>	903173618	43588	CKP COMPANY	8/16/2014	9/15/2014

**Note:** The export button availability is based on the preferences or settings of your organization.

## Paying Invoices

---

Open Single Invoices can be paid via Credit Card or PayPal. To pay:

- 1 Select invoices by clicking the checkbox button right beside the “Invoice Number”
- 2 Click on “Pay”. (Insert Button Here)
- 3 Fill the necessary details:
  - a Card Type
  - b Credit Card Number
  - c CVC
  - d Expiration Date (Month and Year)
- 4 After reviewing details, click Submit payment.

### Invoice Payment

Invoice Details

Total Invoice: USD 56.08

Invoice Number	Invoice Amount
903192938	5.92
903192937	25.08
903192936	25.08


Card Type:

Card Number :

CVC :

Expiration Date :  /

-- OR --

  
Click here to pay

## Consolidated Invoices

The invoice is equipped with search filter options. You can filter your search using the Consolidated Invoice #, Status or Days Past Due. Search Results will be displayed just below the search options.

**Invoices**

Consolidated #:

Status:

Days Past Due:

Open

90+ Days

Search

Clear Search

**Invoice Payment**

Select single or multiple invoices for Payment. Next, choose a Payment Type and Submit Payment to complete transaction. You will be provided with a confirmation number that you can print for your records.

Single Invoices
Consolidated Invoices

Pay

		Consolidate...	Invoice Date	Invoice Due Date	Status	Payer Name	Bill To	Price
▶	<input type="checkbox"/>	980028583	4/26/2013	4/26/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028582	4/26/2013	4/26/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028580	4/26/2013	4/26/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028578	4/25/2013	4/25/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028576	3/25/2013	4/23/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 15.94
▶	<input type="checkbox"/>	980028575	3/13/2013	4/11/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 15.00
▶	<input type="checkbox"/>	980028574	1/8/2013	2/6/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85

◀ ▶
10
Items Per Page

Showing items from 1 to 7. Total items: 7

Grand Total of Selected Items: \$0.00

## Exporting Invoices

Invoices can be exported to PDF and Spreadsheet (Excel) formats. To export Consolidated invoice via PDF, click the PDF icon. To export Consolidated invoice via spreadsheet, click the Spreadsheet icon.

		Consolidate...	Invoice Date	Invoice Due Date	Status
▶	<input type="checkbox"/>	980028583	4/26/2013	4/26/2013	OPEN
▶	<input type="checkbox"/>	980028582	4/26/2013	4/26/2013	OPEN
▶	<input type="checkbox"/>	980028580	4/26/2013	4/26/2013	OPEN
▶	<input type="checkbox"/>	980028578	4/25/2013	4/25/2013	OPEN
▶	<input type="checkbox"/>	980028576	3/25/2013	4/23/2013	OPEN
▶	<input type="checkbox"/>	980028575	3/13/2013	4/11/2013	OPEN
▶	<input type="checkbox"/>	980028574	1/8/2013	2/6/2013	OPEN

**Note:** The Consolidated Invoice availability is based on the preferences or settings of your organization.

## Paying Invoices

---

Open Single Invoices can be paid via Credit Card or PayPal. To pay:

- 1 Select invoices by clicking the checkbox button right beside the “Consolidated Invoice Number”

*Note: You can also expand the consolidated invoice and select open invoices to pay.*

- 2 Click on “Pay”. (Insert Button Here)
- 3 Fill the necessary details:
  - a Card Type
  - b Credit Card Number
  - c CVC
  - d Expiration Date (Month and Year)
- 4 After reviewing details, click Submit payment.

### Invoice Payment

**Invoice Details**  
Total Invoice: USD 57.61

Consolidate...	Invoice Num...	Invoice Amo...
980077265		1.96
980076404	903079367	55.65


Card Type:

Card Number :

CVC :

Expiration Date :  /

--- OR ---

  
Click here to pay

## View Reports

### My Order History

---

The “My Order History Report” shows a history of all orders you made and their status. This type of report can be viewed by all types of Customer user roles

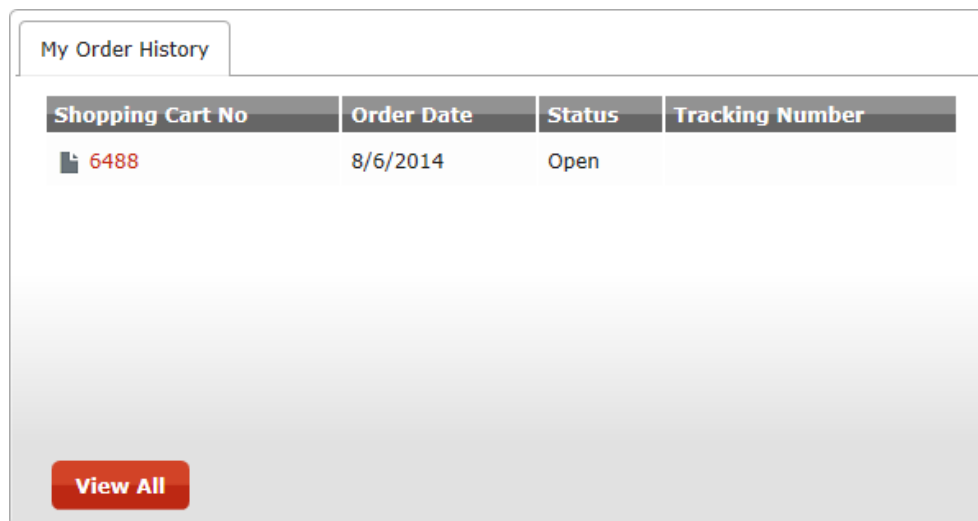
### Accessing My Order History


---

The order history can be accessed through several ways within CheckNet. The “My Report” can be accessed through the Menu Bar under Reports.



The “My Order History Report” can also be found on the Landing page on the right most part of the screen. Clicking the “View All” button or the shopping cart number link will also redirect you to the Order History Report.

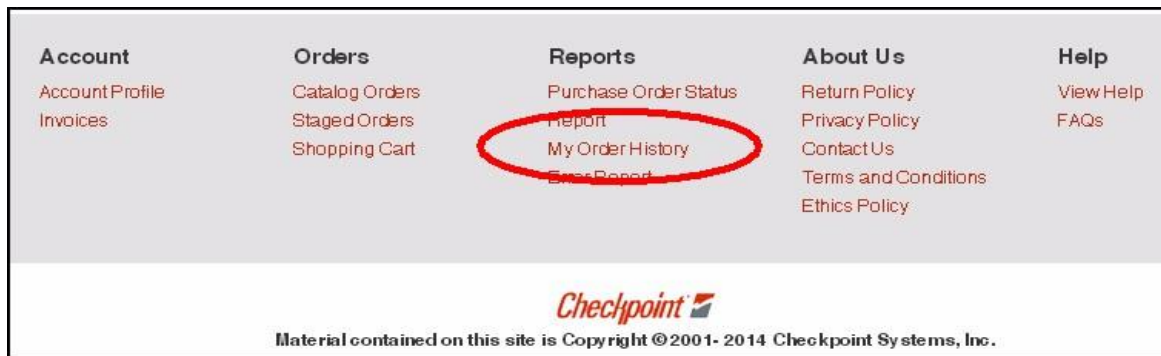


Shopping Cart No	Order Date	Status	Tracking Number
 6488	8/6/2014	Open	

[View All](#)



And lastly, the “My Order History Report” can also be accessed through the page footer.



## Filtering Reports

Once clicked “My Order History”, a list of all orders will be displayed together with a search filtering tool.

### My Order History Report

The form contains five input fields: Shopping Cart #, Sales Order #, Order Number, Start Date, and End Date. The Start Date and End Date fields have calendar icons. Below the fields are two buttons: Search and Clear Search.

- 1 Enter the “Shopping Cart #”, or the “Sales Order #” or the “Order Number”
- 2 Enter the “Start Date” and “End Date” using the Date Picker, if you want to use a date range for your search.
- 3 Click on “Search”

**Note:** Search results will be listed below the search tool.

**Note:** Click “Clear Search” if you want to show all your orders.

## Viewing Search Results

Search results will be listed right below the search filter tool; you can also view the contents of an Order, to do so:

1 Click the arrowhead pointing to the right located on the first column to expand or show contents.

2 Click on the paper icon to view the order/shopping cart details

Shopping Cart No.	Sales Order No.	Order Number	Vendor Ref.	Order Date	Status	Tracking Number	Courier	Estimated Shi...	Date Shipped
5324	166019630	CAT119443		5/23/2014	Contact CSR			5/28/2014	

Item Code	Item Description	Quantity	Production Location	Status	Estimated Shi...	Date Shipped	Tracking Number	Courier	Invoice Number	Production Id
9999999999...	Checkpoint Label	20	ThorofareDC	New						0
9999999999...	Checkpoint Tag	45	ThorofareDC	New						0

## Purchase Order Status

The “Purchase Order Status Report”, shows information about the orders made by the organization. The purchase order status report is also equipped with a search a search engine that will help you filter your search. This type of report can be viewed only by customers and vendors.

## Accessing Purchase Order Status

The “Purchase Order Status”, like the “My Order History”, can be accessed through several ways within CheckNet. It can be accessed through the Menu Bar under reports.



The Purchase Order Status can also be found and accessed through the page footer.

Account	Orders	Reports	About Us	Help
<a href="#">Account Profile</a>	<a href="#">Catalog Orders</a>	<a href="#">Purchase Order Status</a>	<a href="#">Return Policy</a>	<a href="#">View Help</a>
<a href="#">Invoices</a>	<a href="#">Staged Orders</a>	<a href="#">Report</a>	<a href="#">Privacy Policy</a>	<a href="#">FAQs</a>
	<a href="#">Shopping Cart</a>	<a href="#">My Order History</a>	<a href="#">Contact Us</a>	
		<a href="#">Error Report</a>	<a href="#">Terms and Conditions</a>	
			<a href="#">Ethics Policy</a>	

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## Filtering Status Report

---

Once clicked, the “Purchase Order Status Report” will show a list of all orders will be displayed together with a search filtering tool.

### PO Status Report

Order Number #:	Shopping Cart No #:	Sales Order:	Vendor Ref #:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Generate Report</a>	<a href="#">Clear Search</a>	<a href="#">Advanced Options</a>	

You can use the search tool to filter your search and have your desired search results.

To search for an order:

- 1 Enter the “Order Number”, or the “Shopping Cart Number”, or the “Sales Order”, or the “Vendor Reference #”.
- 2 Click on “Generate Report”

**Note:** After clicking on Generate Report, your search will be listed below; and to start a new search, just click on “Clear Search” and repeat the steps. You can also click on “Advanced Option” to show the advanced search filters for you to have a more specific search result.

## Viewing Search Results

Search results will be listed right below the search filter tool. You can also view the contents of an order. To do so:

- 1 Click on the arrow heard pointing to the right located on the first column to expand or show contents.
- 2 Click on the paper icon to view the order/shopping cart details.

Order Number	Shopping Cart No.	Status	Received...	Order Date	Estimated...	Ship Date	Ship To	Bill To	Tracking NU...
▶ CAT142295	10455	Open	5/21/2014	5/21/2014	5/21/2014				
▶ CAT142277	10211	Open	5/19/2014	5/19/2014	6/2/2014				
▶ CAT142278	10211	Open	5/19/2014	5/19/2014	6/2/2014				
▶ CAT142279	10211	Open	5/19/2014	5/19/2014	6/2/2014				
▶ 00231314 ReOrder	9774	Contact Customer Service	5/14/2014	5/14/2014	5/19/2014				
▶ CAT142196	7439	Open	5/13/2014	5/13/2014	5/16/2014				
▶ 00670586 ReOrder	3111	Open	4/23/2014	4/23/2014	4/28/2014				
▶ CAT142032	3110	Open	4/23/2014	4/23/2014	5/7/2014				
▶ CAT142007	3016	Open	4/22/2014	4/22/2014	4/25/2014				
▶ 00231314	2543	Contact Customer Service	4/16/2014	4/16/2014	4/21/2014				

## Order Status Definition

### Cancelled

PO Status	Comments	Displayed As
Cancelled	Cancelled	Cancelled
Declined	Declined	Cancelled
Price Declined	Price Declined	Cancelled

## Closed

---

PO Status	Comments	Displayed As
Downloaded	Downloaded Staged PO	Closed

## Contact CSR

---

PO Status	Comments	Displayed As
Import Error	Data Integrity Import Error	Contact CSR
Error on Hold	Error on Hold	Contact CSR

## In Shopping Cart

---

PO Status	Comments	Displayed As
SHOPCART	In Shopping Cart	In Shopping Cart

## Open

---

PO Status	Comments	Displayed As
MULTI SHIP	Check Detail	Open
TRANSMITTED	In Process	Open
REPRINTED	Re-Printed	Open
RELEASED	Released for Printing	Open
PRINTED	In Production	Open
WAITING FOR APPROVAL	Waiting for Approval	Open
CREDIT HOLD	Credit Hold	Open

Waiting for Auto Release	Waiting for Auto Release	Open
For Verification	ERP Verification for Order	Open
For Printing	Orders to Be Sent to PrintShop	Open
PPO Approval	PPO Approval	Open
ORDER UNDER REVIEW	Order Under Review	Open
PROCESSING INFO	Processing Information	Open

## **Paid**

---

<b>PO Status</b>	<b>Comments</b>	<b>Displayed As</b>
Paid	Paid Invoice	Paid

## **Shipped**

---

<b>PO Status</b>	<b>Comments</b>	<b>Displayed As</b>
SHIPPED	Shipped	Shipped

## **Unreleased Orders**

---

<b>PO Status</b>	<b>Comments</b>	<b>Displayed As</b>
CONVERTED	Converted from Checknet-europe.com	Unreleased Orders
STAGEDPO	Original Staged PO	Unreleased Orders

### **Global Contacts:**

US Sales: Melissa Ramos  
Email: [Melissa.Ramos@checkpt.com](mailto:Melissa.Ramos@checkpt.com)  
Phone: 347-346-3549

US Customer Service: Robert Buccino  
Email: [checknet@checkpt.com](mailto:checknet@checkpt.com)  
Phone: 1 (800) 257-5540 ext.2439

DG Customer Service: Sammi You  
Email: [Sammi.You@checkpt.com](mailto:Sammi.You@checkpt.com)  
Phone: +(86) 769 8779 7688 ext.6195

TK Customer Service: Burak Zor  
Email: [Burak.Zor@checkpt.com](mailto:Burak.Zor@checkpt.com)  
Phone: +(90) 212 866 21 35

IN Customer Service: Sandeep Dhar  
Email: [Sandeep.Dhar@checkpt.com](mailto:Sandeep.Dhar@checkpt.com)  
Phone: +91 44 4918 9999

IT Customer Service: Sabrina Orsatti  
Email: [Sabrina.Orsatti@checkpt.com](mailto:Sabrina.Orsatti@checkpt.com)  
Phone: +39 02 90355 235

NL Customer Service: Holly Stevanovic  
Email: [cs@checkpt-als.com](mailto:cs@checkpt-als.com)  
Phone: +(31) 88 008 2400

VN Customer Service: Dung Dao  
Email: [dung.dao@checkpt.com](mailto:dung.dao@checkpt.com)  
Phone: +84 (274) 3628130 ext.805

Spain Customer Service: Salvador Campello  
Email: [Salvador.Campello@checkpt.com](mailto:Salvador.Campello@checkpt.com)  
Phone: +(34) 965 435 022

# Billing / Credit Global Contacts:

## **US Billing / Credit:**

Toll free

1-800-257-5540

<u>Credit Analyst Name and Email:</u>	<u>Assignment by First Letter Company Name</u>	<u>Extension:</u>
Robin Rosano ( <a href="mailto:robin.rosano@checkpt.com">robin.rosano@checkpt.com</a> )	A-F (including symbols and numbers)	ext. 2163
Tiffany Chui ( <a href="mailto:pchui@checkpt.com">pchui@checkpt.com</a> )	G-R	ext. 2356
Debbie McCain ( <a href="mailto:Debbie.mccain@checkpt.com">Debbie.mccain@checkpt.com</a> )	S-Z	ext. 2482
Senior Manager – Billing and Collections Stacey Clemento ( <a href="mailto:Stacey.clemento@checkpt.com">Stacey.clemento@checkpt.com</a> )		ext. 2137

## **DG China Billing / Credit:**

[Urban.ALS@checkpt.com](mailto:Urban.ALS@checkpt.com) Contact No.: (0086) 769 8779 7688 ext.6195

## **TK Billing / Credit:**

Rukiye Cogul ([Rukiye.Cogul@checkpt.com](mailto:Rukiye.Cogul@checkpt.com)) Contact No.: + 90 212 866 21 28

## **IN Billing / Credit:**

Prem Sharma ( [Prem.Sharma@checkpt.com](mailto:Prem.Sharma@checkpt.com)) Contact No.: +91 9999012697

## **NL and IT Billing / Credit**

[CreditControl.CKPANL@checkpt.com](mailto:CreditControl.CKPANL@checkpt.com) Contact No.: +(31) 88 00 82 300

## **Spain Billing / Credit**

Miguel Angel Ochando ([Miguel.Ochando@checkpt.com](mailto:Miguel.Ochando@checkpt.com) ) Contact No.: +( 34)68 60 58004