

Users' Manual for



Updated: June 2020 v3

Table of Contents	
Chapter 1: How to apply for Checknet Login ID	. 3
Chapter 2: Logging In to the Website	10
Logging In	10
Forgot Password	11
Remembering Password Using Hint	11
Forgot Password Using E-Mail	11
Initial Log In - Updating User Profile	12
Chapter 3: Landing Page	14
Landing Page - Main	14
Get Started	15
Reports (My Order History)	15
Announcements and Promotions	16
Menu Bar & Shopping Cart	16
Chapter 4: Account Profile	. 17
Account Profile	.17
Manage User Profile	.18
Changing Password	.19
Update Accounts Pavable	.19
Email Subscription Alerts	.20
Manage Shipping Address	.21
Manage Default Billing Address	.22
Manage 3rd Party Courier Account	.23
Chapter 5: How to Order	.24
Ordering - Catalog Ordering	.24
Placing Orders	.25
Chapter 6: Staged Orders	26
Ordering - Staged Ordering	.26
Placing Orders	.27
Chanter 7: Ordering Stens	28
Step 1: Shopping Cart	20
Accessing Shopping Cart	28
Sten 2. Shinning	30
Shinning Type	30
Requested Shinning Date	31
Requested Onipping Date Billing Address	31
Step 3: Reviewing and Completing Order	32
Review Order	32
Special Order Instructions	.02
Terms and Conditions	33
Selecting Payment Type	.34
Placing Order	.34
Chapter 8: Invoice	35
Accessing Invoice Page	25 25

Single Invoice	36
Exporting Invoices	36
Paying Invoices	37
Consolidated Invoices	38
Exporting Invoices	38
Paying Invoices	39
Chapter 9: View Reports	40
My Order History	40
Accessing My Order History	40
Filtering Reports	41
Viewing Search Results	42
Purchase Order Status	42
Accessing Purchase Order Status	42
Filtering Status Report	43
Viewing Search Results	44
Order Status Definition	44
Cancelled	45
Closed	45
Contact CSR	45
In Shopping Cart	45
Open	45
Paid	46
Shipped	46
UnReleased Orders	46
Chapter 10: Checkpoint Contacts	47
Global Contacts	47
Billing / Credit Global Contacts	48

1

How to apply for Checknet Login ID

New Vendor Registration Instructions

To start the registration process

Go to: www.checknet.checkpt.com

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

	Che	eckNe	t	
	F E	inglish		
	a P	assword		
		Login Forgot Password		
FAQ	Contact Us	New Account / Add New Retailer Access	Upload Order Files	Checkpoint Syst

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

Checkl	Net 🔽			Start Retailer Info	Account
	_				
Start Retailer Info	Step 2 User Info	Step 3 Billing Address	Step 4 Shipping Address	Step 5 Payment Info	Step 6 Review & Submit

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
<mark>9638</mark>	Urban Outfitters

B. Vendor ID (supplier code):

This is the supplier code you received from your Retailer.

And click the "Continue" button.

Check	Net 🖊			Apply	for New Account
Start Retailer Info	Step 2 User Info	Step 3 Billing Address	Step 4 Shipping Address	Step 5 Payment Info	Step 6 Review & Submit
Retailer Infori	mation	A			* Required Fields
Access Code /endor ID (Provided by	① Valid Access C Retailer):	ode is required			
] Factory:					
Continue >				Existing User Add	ing Retailer Access
		Material contained on this site is Cop	yright © 2001-2020 Checkpoint Sys	tems, Inc.	

Step 2 – User Information	CheckNe	et 🖊	
Step 2	2		
User Info	Start Retailer Info	Step 2 User Info	Step 3 Billing Addre
lease fill out the User Information. All	N.		L
elds are mandatory.	User Informatio	n	
Click the "Continue" button.	* First Name:	* Last Name:	
	John	Smith	
	* Email:	* Phone:	
	email@emailcompany.com	1234567890	
	Continue >		
		Step	3

Please fill out the Billing Address. <u>Fields with * are mandatory</u>.

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:	* Phone:	Fax:
email@emailcompany.com	1234567890	
* Address 1:	Address 2:	
Street 1	1st Building	
Address 3:	Address 4:	
* Country:	* State/Province:	
NETHERLANDS	Noord-Holland	
* City:	* Zip/Postal Code:	County:
CITY	1111 AB	
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	6	
Same as Billing Address		
* Company:		
Vendor Company		
Store Number:		
* Contact Person:		
John Smith		
* Email Address:	* Phone:	Fax:
		7



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 Type:	
 Invoice 	
Account Payable In	formation:
First Name:	* Last Name:
John	Smith
Title:	* Email:
Title	email@emailcompany.com
' Phone:	Fax:
1234567890	
Terms & Conditions	
Please read the following Term	is and Conditions completely before contrading your application.
	-
	no definitions shall apply to the present delivery terms and conditions: a

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.

CheckN	et 🖊			Apply	for New Account	
Start Retailer Info	Step 2 User Info	Step 3 Billing Address	Step 4 Shipping Address	Step 5 Payment Info	Step 6 Review & Submit	
Review & Subr	nit				•	
Retailer Information						
Access Code: 105759	Vend 1111	or ID:				
User Information					A	
First Name:	Last	Name:	Email:	PI	none:	
John	Smith		email@emailcompany.com	า 12	34567890	
Billing Address					1	
Company:	Conta	act Person:	Email Address:	Pi	none:	
Vendor Company	John	Smith	email@emailcompany.com	ı 12	34567890	
Fax:	Addr	ess 1:	Address 2:		Address 3:	
	Stree	t 1	1st Building			
Address 4:	Coun	try:	City:		ate/Province:	
	NETH	IERLANDS	CITY	N	oord-Holland	
Zip/Postal Code:	Coun	ty:	VAT Number:			
4444 AD			NI 00444444004			

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

Please collow 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.



- 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.

CheckNet 1	CREDIT AGREEMENT LA Marz 30, 2020
Dear John Smith,	
Thank you for your registration on Check-Net.	
To complete the registration, please print and sign the attached Review&Submit signed documents to our Check-Net Operations Service-Team: E-mail: operations@checkpt-als.com	and Credit Agreement documents, and mail these
After receipt of the signed agreement, we will create your login within the next 2	24-48 hours.
Thank You.	
Your Check-Net Operations Service-Team	
Europe	
Phone: +31 (0)880082 300 E-mail: operations@checkpt-als.com	
This mailbox is not monitored. Please do not	reply to this email.

2

Logging In to the Website

Logging In

	Ch		et [®] Checkpoint Z	
	4	English Login	•	
		Login Forgot Pass	vord	
FAQ	Contact Us	Upload Order Files	New Account	Checkpoint Systems
	Th This inf Unauthorized access i All accesses an	is site contains confidential and proprietary ormation is provided for the benefit of author to information on this system may result in e logged and this information will be used to	r information. rrized users only. criminal and/or civil prosecution. o support any prosecution.	
	Material contai	ned on this site is Copyright ©2001-2014 C	heckpoint Systems, Inc.	

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

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

Remembering Password Using Hint

Forgot Password	X
cyrusmarshallcs	
Your password hint	
Welcome@/0	
Or Do you want to reset your passwo	rd?

- 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

hane weman.com	
JCLDNH Refresh nput symbols	
JGLDNH	

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.

New User Registration: Please (update your profile and password before you con	itinue. Thank You.
Display Name:		* Required Reids
Super Oyrus		
First Name:	* Last Name:	
Ex. John	Ex. Smith	
Phone:	* Email Address:	
	name@checkpt.com	
assword Hint:	name@checkpt.com	
assword Hint: Enter Password Hint Automatically accept Terms and (Donditions on all orders	
assword Hint: Enter Password Hint Automatically accept Terms and (Change Password Old Password: Enter Old Password	Donditions on all orders ()	
assword Hint: Enter Password Hint Automatically accept Terms and 0 Change Password Old Password: Enter Old Password New Password:	Donditions on all orders	
assword Hint: Enter Password Hint Automatically accept Terms and 0 Change Password Old Password: Enter Old Password New Password: Enter New Password	Donditions on all orders	
assword Hint: Enter Password Hint Automatically accept Terms and O Change Password Old Password: Enter Old Password New Password: Enter New Password Confirm Password:	Donditions on all orders	

Initial Log In - Updating User Profile

- 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.

3

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.



Get Started

Get Started		
Urban Outfitters	\checkmark	
Catalog	Orders	Invoice

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)

My Order History			
Shopping Cart No	Order Date	Status	Tracking Number
6488	8/6/2014	Open	
View All			

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

Any suggestions	lelp Feedback
to improve or	Feedback
enhance CheckNet	You can use the feedback menu.
is greatly	<type feedback="" here="" your=""></type>
appreciated.	Submit 14

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

Check	Net [®] Red by Chec/goint 					l	TING KE ARTS PRODUCT CO NO 2 INDUSTRIAL PARK SHENZHEN, Guangdong, 518109 CN
)) Items in Sho	opping Cart					Karen Chodko	wski (Logged in as aaimport-kchodkowski) Logout
Home	Account	Orders	Reports	About Us	Help	Feedback	

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

Chapter

Δ

Account Profile

Account Profile

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

Home	Account	Orders
Account P	rofile	
∔ Manage User Pr	ofile	
+ Update Account	s Payable	
+ Email Subscripti	ion Alerts	
+ Manage Shippin	g Address	
+ Manage Default	Billing Address	
L Managa 2rd Dag	ty Courier Account	

Manage User Profile

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:	Last Name:	Password Hint:
Karen	Chodkowski	welcome @ 00
Email Address:	Phone:	
karen.chowkodski@checkpt.com	0	
Edit		

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:	
Karen Chodkowski	
* First Name:	* Last Name:
Karen	Chodkowski
* Phone:	* Email Address:
0	karen.chowkodski@checkpt.com
Password Hint:	
welcome @ 00	
Automatically accept Terms and Conditions o	n all orders ()
Change Password	

Changing Password

1 Click on the "Change Password" checkbox to show change password panel.

Change Password
Old Password:
Enter Old Password
New Password:
Enter New Password
Confirm Password:
Re-enter New 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									
Title:	Name of Contact:	Email Address:							
Accounts Payable	John Smith	JSmith@urbn.com							
Telephone:	Fax:	Tax Exempt:	Tax ID #:						
800-555-1200	800-555-1201	False							
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	
Email Alert Subscription (3)	
Email To:	Email CC:
JHallet@urbn.com	LReese@urbn.com
Edit	

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:					
JHallet@urbn.com	LReese@urbn.com					
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

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

					 Manage Shipping Address
Default Shipping Address Vrban Image: Comparison of the state	Add New Address	.	Urban Urban Outfitters Tina Devonshire 5000 South Broad Street PHILADELPHIA, PA, 19112, US Make Default Address	. soft	Default Shipping Address TING KE ARTS PRODUCT CO FRAN YEN NO 2 INDUSTRIAL PARK SHENZHEN, Guangdong, 518109, CN I Make Default Address

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 all 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 ne required and will be used as a contact number.

3 Click on "Save" to complete process and save address.

* Address Nickname:	*	Required Fields
Ex. Jane's House		
* Compan <mark>y Na</mark> me:	Store Number:	
Ex. TJ Maxx	Ex. 1234	
Contact Person:		
Ex. Steve Miller		
* Email Address:	* Phone:	Fax:
Ex. Steve.Miller@band.com	Ex. 555-867-5309	Ex. 555-867-5308
* Address 1:	Address 2:	
Ex. 123 Anywhere Ln.		
Address 3:	Address 4:	
Country:	County/District:	
* City:	State/Province:	Zip/Postal Code:
Ex. Boston		Ex. 12345

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.

Set as Default	×
?Do you want to make this the default address??	
?Set As Default? G	ancel

2 Click on "Set as Default" to complete process.

Manage 3rd Party Courier Account

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

Manage 3rd Party Courier Account									
Anthropologie UPS 123A45B		C Add New Account							
Default Account									

To add a new courier:

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

Manage 3rd Party Courier Account	×
* Account Name:	
UPS1	
Courier:	
* Account Number:	
Ex. 11122334	
	Cancel

3 Click on "Save" to complete process and "Save" changes.

5

How to Order

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)

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

Placing Orders

Order From Catalog

- 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.

Item C	ode:			Desc	ription:		Some Helpful Do you know that you	l Tips C	e follo	owing:				
		(* Switch between thu * Easily find items by	imbnail ani using sea	d grid rch or	view the ca	ategor	y filter		
Sea	rch	Clear Search					* See detailed inform	ation wher	n click	ing on	More	Detail		
		15 Items Per Page		V									Pa	ge 1 of 2
	-							Prev	1	2	3	4	5	Next
Catogo														
Catego Select	y a Value	e												
Catego Select Act	y a Valu∈ ons	e Qty			Description	Retailer Code	Min Ord Qty	Price						
Catego Select Act	y a Value ons	e Qty	A Y	Each	Description Hei Hei Small Main Label	Retailer Code Hei Hei Red -Small	Min Ord Qty 1000	Price USD 3	89.00) per P	lece			
Catego Select Act	y a Value ons () ()	e Qty	A Y A Y	Each Each	Description Hei Hei Small Main Label 08BM05005 Deena & Ozzy Main Label 1	Retailer Code Hei Hei Red -Small WACC-D&O-M1	Min Ord Qty 1000 300	Price USD 3 USD 1	89.00 03.00) per P) per 1	iece 000 p	cs		-
Catego Select Act	y a Value ons 1 1 1	e Qty		Each Each Each	Description Hei Hei Small Main Label 08BM05005 Deena & Ozzy Main Label 1 08BM05006 Deena & Ozzy Main Label 2	Retailer Code Hei Hei Red -Small WACC-D&O-M1 WACC-D&O-M2	Min Ord Qty 1000 300 300	Price USD 3 USD 1 USD 5	89.00 03.00) per P) per 1 per 10	iece 000 p 00 pc	cs		

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.



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

Placing Orders

Add To Cart

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.

	Action	ns	\checkmark	Quar	ntity Ret	ailer Name Order Number Vendor Ref Number					lber		Received Date	
	2500		Urb	an Outfitters	CS-41314697274 1142					7/24/2014				
		Actio	tions Quantity		Quantity			Item Code				Item Description		
		0		✓	2500			DLBL				DIRECT LABEL		
			Quan	tity /	Adjusted Order Quantity	BrandID	Vendor Style	STYLE	SKU	EDP	LONGITEM	OSI	DESCLN1	
			500	-	500	141	51r6ddyF0leUxgs	xjAUM220aWe26tC51Q37	155060783803	4U6Lz6Q9	1d37zbQiOy86Ew8	le75B4 45jb	oil3JX3O9N2UE11a4z09A	
			500		500	וחו	2D8DV78i1i76gv6	21.2bl7yzobNyu5Cu7c7e	040040412720	11 bal 12 of	E92Ub05wPz1lo0iz	1403 00	VUBENRI COE7r1192F	

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:	Factory:
Unreleased Staged Orders	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

Accessing Shopping Cart

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.

Check	Net [®] WERED BY Checkpoint 				
) (1) Items in St	nopping Cart				
Home	▼ Account	Orders	Reports	About Us	Help
	Account Profile Invoic	es			

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



👮 (1) Items in Shopping Cart

Home	Account	▼ Orde	rs	Reports
	Catalog Orders	Staged Orders	Shop	ping Cart

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

Account	Orders	Reports	About Us	Help
Account Profile	Catalog Orders	Purchase Order Status	Return Policy	View Help
Invoices	Staged Orders	Report	Privacy Policy	FAQs
	Shopping Cart	My Order History	Contact Us	Custom Help File
		Production Report	Terms and Conditions	
			Ethics Policy	

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	Content	5	Step 2 Defau	2 It Shipping Info		Step Revie	3 ew Order	
Cor Catalog C	ntinue Orders	5				Del	ete Selected Orders	Clear Shopping Cart
Actions		Quantity	Adjusted Order Quantity	Unit	Description		Retailer Code	
		10	10	Packs	AEAR-1 Earring 125/BL		AEAR-1	0

Step 2: Shipping

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

Manage Shipping Addresses

Default Shipping Address	Ħ	ø	6	Urban	Ħ	ø	6	1	
TING KE ARTS PRODUCT CO	-	*	Ŭ	Urban Outfitters		~	Ĭ		
FRAN YEN NO 2 INDUSTRIAL PARK SHENZHEN, Guangdong, 518109 ,CN	N			Tina Devonshire 5000 South Broad Street PHILADELPHIA, PA, 19112 ,US					Add New Address
Applied to Shopping Cart				Apply to Shopping Cart					

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.

Do you wan	t to apply shipping add	dress for current Cart?
Yes	No	
-		19995

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

				_
formation				
	•	Requested Ship Date:		Third Party Cr UPS (NL)

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:	
Billing address	
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.

LINECKINEL	oint 3					UR NO 2 IF	E ARTS PRODUCT CO (NDUSTRIAL PARK MEN, Guangdong, 518109)
(1) Items in Shopping Cart					Karen C	hodkowski (Logged in as aai	mport-kchodkowski) Logo
Home Ac	count Orde	rs Reports	About Us	Help	Feedback		
Shopping Cart							
Step 1 Manage Contents		Step 2 Default Shippin	ig Info		Step 3 Review Or	der	
Step 1 Manage Contents < Previous Page	Place Order >	Step 2 Default Shippin	ig info		Step 3 Review Or	der	
Step 1 Manage Contents < Previous Page Bill To Information Urban Outfitters 755 BRACKBIL RD GAP, PA, 17527-9457, US	Place Order > Ship To TiNG KE NO 2 INI SHENZH	Step 2 Default Shippin	ig Info	Shopping Cart : 6919 Order Date : 9/5/2014	Step 3 Review Or	der Shipping Type : REGULA Courier : Account :	AR
Step 1 Manage Contents < Previous Page Bill To Information Urban Outfilters 755 BRACKBILL RD GAP, PA, 17527-9457, US Order Number	Place Order > Ship To TING KE NO 2 INC SHENZH Sales Order	Information ARTS PRODUCT CO JUSTRIAL PARK EN, Guangdong, 518109, CN Production Location	g Info Item Code	Shopping Cart : 6919 Order Date : 9/5/2014	Step 3 Review Or	der Shipping Type : REGULA Courier : Account : Unit Price	AR Amount (USD)

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".

Customer Specific Sp instructions.	becial order
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

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	ł
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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.

Invoice

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.

void	e #:		Status:			Days Past Due:		Invoice Payment	:0	
Se	arch	Clear Sea	Open		~	See All		Select single or mutiple in Payment Type and Submi You will be provided with print for your records.	voices for Payment. N It Payment to complet a confirmation numbe	lext, choose le transaction ir that you ca
ing Sir	le Invoit	ices Consolidate	d Invoices							P
		Invoice Number	Payer	Pr	ayer Name	Invoice Date	Invoice Due Date	Invoice Price	Status	
4		903193804	162389	CP	KP COMPANY	9/2/2014	10/2/2014	USD 8.79	OPEN	
	Inve	oice Number	Order Number	Sales (Order	Line Number	Item . Ib	Item Description	Quantity	
	903	3193804	00404647 163		1159	0	00000000001010710	CKP GENERIC ITEM	1350	\$
*		903193803	162389	CH	XP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN	
		903193802	162389	CP	KP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN	
+		903193801	162389	CH	KP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN	
٠		903193800	162389	Ck	KP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN	
		903193799	162389	Cł	KP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN	
		903193798	162389	Cł	KP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN	
		903193797	162389	Ck	KP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN	
		903193796	162389	CI	KP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN	
		000100705	100000	0	up again ann	0/0/0014	10/2/2014	LISD 8 38	OPEN	

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
	903177070	43588	CKP COMPANY	8/20/2014	9/19/2014
• 🔊	903175611	43588	CKP COMPANY	8/19/2014	9/18/2014
	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.

ivoice Details otal Invoice: USD 5	6.08		
			Card Type:
Invoice Number	Invoice Amount	^	Visa
903192938	5.92	~	Card Number :
903192937	25.08		11110000000004444
903195392	23.00		CVC : 111 Expiration Date : MM / YY Submit Payment OR PayPai 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.

Single Invoices Consolidated Invoices Single Invoices Sin	your records.
Image: Image	
Image: Normal State Consolidate Image: Normal State State Page: Normal State Page: Norman State Page: Norman State	Pay
Image: Description 980028583 4/26/2013 4/26/2013 OPEN	Price
Image: Description 980028502 4/26/2013 4/26/2013 OPEN OKP COMPANY O CKP COMPANY	USD 31.85
> 980028580 4/26/2013 OPEN CKP COMPANY O CKP COMPANY US	USD 31.85
	USD 31.85
в 980028578 4/25/2013 OPEN СКР сомраму © СКР сомраму US	USD 31.85
> В 98028576 3/25/2013 4/23/2013 ОРЕМ СКР ОСМРАНУ СКР ОСМРАНУ US	USD 15.94
▶ ∑∅ □ 980028575 3/13/2013 4/11/2013 OPEN OKP COMPANY ① CKP COMPANY ①	USD 15.00
Image: bit in the second and	USD 31.85
Image: Showing items Showing items	items from 1 to 7. Total items: 7

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
•		980028583	4/26/2013	4/26/2013	OPEN
F		980028582	4/26/2013	4/26/2013	OPEN
×		980028580	4/26/2013	4/26/2013	OPEN
۱.		980028578	4/25/2013	4/25/2013	OPEN
1		980028576	3/25/2013	4/23/2013	OPEN
· 🚬 🗊)-	980028575	3/13/2013	4/11/2013	OPEN
		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.

nvoice Details otal Invoice: U	ISD 57.61			Card Tupor
Consolidate	Invoice Num	Invoice Amo	~	Visa V
980077265		1.96	~	Card Number :
980076404	903079367	55.65		
				Expiration Date : MM / YY Submit Payment OR PayPal Click here to pay

Chapter

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.

My Order History			
Shopping Cart No	Order Date	Status	Tracking Number
6488	8/6/2014	Open	
View All			

Account	Orders	Reports	About Us	Help
Account Profile Invoices	Catalog Orders Staged Orders Shopping Cart	Purchase Order Status Heport My Order History Briter Poport	Return Policy Privacy Policy Contact Us Terms and Conditions Ethics Policy	View Help FAQs
	Material contained on th	Checkpoint Z	Checkpoint Systems, Inc.	

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

Shopping Cart #:	_	Sales Order #:	Order Number:
Start Date:		End Date:	
Search 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

į.	5 324	166019630	CAT119	143		5/23/2014	Contact CSR			5/28/20	14	
	ltem Code	Item Description	Quantity	Production Location	Status	Estimated Shi.	Date Shipped	Tracking Number	Courier	Invoice Number	Production Id	
	999999999999	CheckpointLabel	20	ThorofareDC	New						0	*
	999999999999	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.



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 #:
Generate Report	Clear Search Advanced Opt	ions	

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.

	Order Number	Sho	pping Cart No.	Status	Received	Order Date	Estimated	Ship Date	Ship To	Bill To	Tracking Nu
•	CAT142295	lli	10455	Open	5/21/2014	5/21/2014	5/21/2014				
×.	CAT142277	lii	10211	Open	5/19/2014	5/19/2014	6/2/2014				
×.	CAT142278	llii	10211	Open	5/19/2014	5/19/2014	6/2/2014				
٠	CAT142279	li	10211	Open	5/19/2014	5/19/2014	6/2/2014				
×	00231314 ReOrder	li	9774	Contact Customer Service	5/14/2014	5/14/2014	5/19/2014				
×	CAT142196	h	7439	Open	5/13/2014	5/13/2014	5/16/2014				
•	00670586 ReOrder	lli	3111	Open	4/23/2014	4/23/2014	4/28/2014				
	CAT142032	li.	S110	Open	4/23/2014	4/23/2014	5/7/2014				
×	CAT142007	lli	3016	Open	4/22/2014	4/22/2014	4/25/2014				
×	00231314	lii	2543	Contact Customer Service	4/16/2014	4/16/2014	4/21/2014				
4 10										1	

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

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

PO Status	Comments	Displayed As
Paid	Paid Invoice	Paid

Shipped

PO Status	Comments	Displayed As
SHIPPED	Shipped	Shipped

Unreleased Orders

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

Global Contacts:

US Sales: Melissa Ramos Email: <u>Melissa.Ramos@checkpt.com</u> Phone: 347-346-3549

Global Customer Specialist: Frances Rohloff-Murdock Email: <u>frances.rohloff-murdock@checkpt.com</u> Phone: 856-371-2936

> DG Customer Service: Sammi You Email: <u>Sammi.You@checkpt.com</u> Phone: +(86) 769 8779 7688 ext.6195

TK Customer Service: Semih Kondal Email: <u>Semih.Kondal@checkpt.com</u> Phone: +(90) 212 866 21 35

IN Customer Service: Sandeep Dhar Email: <u>Sandeep.Dhar@checkpt.com</u> Phone: +91 44 4918 9999

IT Customer Service: Sabrina Orsatti Email: <u>Sabrina.Orsatti@checkpt.com</u> Phone: +39 02 90355 235

NL Customer Service: Holly Stevanovic Email: <u>cs@checkpt-als.com</u> Phone: +(31) 88 008 2400

VN Customer Service: Dung Dao Email: <u>dung.dao@checkpt.com</u> Phone: +84 (274) 3628130 ext.805

Billing / Credit Global Contacts:

US Billing / Credit:

Toll free	1-8	300-257-5540
Credit Analyst Name and Email: Assig	nment by First Letter Company Name	Extension:
Robin Rosano (<u>robin.rosano@checkpt.com</u>)	A-F (including symbols and numbe	rs) ext. 2163
Tiffany Chui (<u>pchui@checkpt.com</u>)	G-R	ext. 2356
Debbie McCain (<u>Debbie.mccain@checkpt.com</u>	<u>n)</u> S-Z	ext. 2482
Senior Manager – Billing and Collections Stacey Clemento (<u>Stacey.clemento@checkpt.</u>	<u>com</u>)	ext. 2137
DG China Billing / Credit:		
Urban.ALS@checkpt.com Contact No.: ((0086) 769 8779 7688 ext.6195	
TK Billing / Credit:		
Rukiye Cogul (<u>Rukiye.Cogul@checkpt.com</u>) C	Contact No.: + 90 212 866 21 28	
IN Billing / Credit:		
Prem Sharma (Prem.Sharma@checkpt.com)	Contact No.: +91 9999012697	
NL and IT Billing / Credit		
CreditControl.CKPANL@checkpt.com Conta	act No.: +(31) 88 00 82 300	