

How to review Docked/Received orders in Tradestone

On your Tradestone dashboard you will see two queries that can be used to confirm if/when your order has been received.

- 'Docked/Rec'd Orders' Historic view of all orders docked and received at URBN's facilities.
- 'Docked/Rec'd Orders 14 days' View of all orders docked/received within the last 14 days at URBN's facilities.

Both queries provide a total PO receipt view. Rows are duplicated by the number of packing lists/invoices for any given PO. Duplicate lines do not mean an order has been received multiple times.

Docking is the process carried out by our operation that systematically acknowledges your order is on site.

The **receipt** process is carried out by our operation once the order has been docked. This process confirms the quantity that we have receipted against your order and is also the process that commences the agreed pay term.

The below example follows the process using the 'Docked/Rec'd Orders' query.

- 1. Once logged into Tradestone, you will find the query under 'Vendor Tools'.
 - a. Click on the query relevant to your requirements, in this instance 'Docked/Rec'd Orders'.

ORDER MANAGEMENT	Helpful Links	Vendor Agreements	Packing List Management
VENDOR MANAGEMENT	URBN Vendor Website	Accept URBN Agreements	Packing List Builder
SEARCH Packing List Invoice(s)	URBN PLM Manual (Tradestone/Bamboo Rose) How to Accept a PO and Enter the COO How to Enter a Customs Description How to Create a Packing List, Carton Labels, and Quick Search	Vendor Tasks C Accept New/Revised POs Enter Customs Description Revise Customs Description	Search for Existing Packing List(s)
	Purchase Order	Vendor Tools	
	Enter value to search Go	Update Vendor Profile Search All PO's Export POs to Excel-Header Export POs to Excel-Detail	
	Recently Viewed Documents	Reset PO to Build Packing List	
	😰 View - Docked/Rec'd Orders 14 days	 Status of Imported Shipment Docked/Rec'd Orders 	
	Purchase Order - EU0000460618 Image: State of the state o	Docked/Rec'd Orders 14 days	
	Purchase Order - EU0000414886	Review Chargebacks - Vendor	
		View Recent Chargebacks - Ven	



2. You can refine your search using the below fields.

ORDER MANAGEMENT	Search View:	Docked/Rec'd	Ore	ders 🚯										More	Actions.
VENDOR MANAGEMENT	✓ Search Field	lds													
SEARCH	Purchase Order	Like	~		Master PO #	Like	~			Channel	Like	~		~	
	PO Ship Date	Equal to	~	MM/dd/yyyy	IP Class	Like	~			PL #	Like	-			
	Invoice No	Like	~		Vendor X-Factory	Equal to	~	MM/dd/yyyy		Dock Date	Equal to	•	MM/dd/yyyy		
	Rcvd Date	Equal to	~	MM/dd/yyyy	Commodity	Like	~		~	Domestic/Import	Like	•		~	
	Design Source	Like	~		Brand	Like	~		~	Vendor Status	Like	•		~	
	URBN Status	Like	~	v											
						Clear Fields	Se	arch Show A	Ш						

- 3. Once you have decided on your search criteria and hit the 'search' button, your results will appear under the 'Search List'.
 - a. Helpful Tip Minimise the 'Search Fields' section by clicking on the arrow to the left (highlighted orange).

ORDER MANAGEMENT	Search Vie	W: Docked/Rec'd Orde	rs ()														More Actions 🗸
VENDOR MANAGEMENT	✓ searci	rielas															
SEARCH	Purchase O	rder Starts with	¥ EU			Master PO :	# Like	¥				Channel	Like	•		*	
	PO Ship Da	Equal to	¥ M	//dd/yyyyy		IP Class	Like	~				PL#	Like	•			
	Invoice No	Like	•			Vendor X-Fi	ictory Equal to	~	MM/dd/yyyy			Dock Date	Equal to	v MM	id/yyyy		
	Rovd Date	Equal to	¥ M	//dd/yyyyy		Commodity	Like	~		~		Domestic/Import	Like	•		~	
	Design Sou	Like	¥ -		*	Brand	Like	*		~		Vendor Status	Like	•		~	
	URBN Statu	s Like	¥ -		*												
								Clear Fields	Search	Show All							
Г	✓ Search	List															
	Export to Ex	1908LSIO Export PDE Sa	we My Viev	ℓ <u>Save Search</u> S	aved Searches												Compar
	Drag a col	umn header and drop it I	nere to gri	oup by that colum	n. Rows from only this	page are g	ouped										
				H 4 1 2	3 4 5 6	789	10 F H	1 - 100 of 2	116 items	Goto Page	1 of 25				100 🔻	Records Per P	age
		Purchase Order	Master	PO# :	Channel	: POS	hip Date	IP Class	:	PL#	:	Packing List Q	ty i	Invoice No	Invoice	Qty	Vendor X-F

4. With the 'Search Fields' section minimised; you will now see a list of purchase orders under the 'Search List' section.

ORDER MANAGEMENT	Search V	iew: Docked/Rec'd Orde	rs 🛈					More Actions 🗸
VENDOR MANAGEMENT	Searce	h Fields						
SEARCH	♥ Sear	ch List						
	Export to	Excel(XLSX) Export PDF Sa	ve My View Save Search S	Saved Searches				Compare
	Drag a d	olumn header and drop it h	ere to group by that colum	n. Rows from only this pag	e are grouped			
		H 4 1 2	3 4 5 6 7 8	9 10 ▶ ▶ 1-	100 of 2416 items Got	to Page 1 of 25	100 🔻	Records Per Page
		Purchase Order	Master PO #	Channel :	PO Ship Date	IP Class	PL#	Packing List Qty
	EU0			DIRECT		4527	101623888	384
		EU0000414886		DIRECT		4527	101623888	384
		EU0000417347		RETAIL		4533	101623894	1,512
		EU0000419083		RETAIL		4527	101655218	960
		EU0000420781		DIRECT		4537	101623891	192
		EU0000422579		DIRECT		4536	101655203	888
		EU0000422582		DIRECT		4535	101655187	272
		EU0000424059		DIRECT		0523	101655159	608
		4						>

5. Using the horizontal scroll bar across the bottom of the page you can view the docked/received dates of your order, and the receipt quantity.



earch View: I	Docked/Rec'd Ord	lers 🛈															Mo	re Acti	ions
♥ Search F	ields																		
Purchase Orde	r Like	v		c	hannel	Like	~		*		PO Ship Date	Greate	r than or equal to	•	ww.dd/yyyy				
Deliver To	Like	~		15	P Class	Like	~				PL #	Like		•					
invoice No	Like	~		v	iendor X-Factor	ry Equal to	~	MM/dd/yyyy			Dock Date	Equals	to	•	um/dd/yyyy	5			
Rovd Date	Greater than or equ	ial to 👻 12/3	1/2020	— •	icvd Qty	Equal to	~				Commodity	Uke		¥ .		~			
Domestic/impi	ort Like	× -	~	p	besign Source	Uke	~		*		Brand	Uke		•		~			
Vendor Status	Like	¥ -	~		JRBN Status	Like	~		*										
							Clear Hel	ds Search	show All										
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Export to Excel((LSX) Export PDF	Save My View Sav	ve Search Saved Searches	1															Comp
Drag a colum	n header and drop i	it here to group by	that column. Rows from	only this page are grou	iped														
			н н 1	2 3 4 5 6	789	10 F H	- 100 of 1	324 items Go	to Page 1	of 14					100 🔻	Reco	rds Per Page		
🗆 No	: Vende	or X-Factory	Dock Date	Rcvd Date	: PO	Qty I	Rcvd Qt	y I	Commodity	:	Domestic/Import	:	Design Source	:	Brand	:	Vendor Status	:	URE
•			10/31/2020	02/08/2021	704		704.00		APPAREL		IMPORT		OWNBRAND		FREE PEOPLE		ACCEPTED		APPF
•			08/04/2020	01/27/2021	1,01	2	1,012.00		APPAREL		IMPORT		OWNBRAND		FREE PEOPLE		ACCEPTED		APPF
•			01/07/2021	01/11/2021	396		396.00		HARDGOODS		IMPORT		OWNBRAND		ANTHROPOLOGIE EU		ACCEPTED		APPF
•			01/07/2021	01/11/2021	396		396.00		HARDGOODS		IMPORT		OWNBRAND		ANTHROPOLOGIE EU		ACCEPTED		APPF
			10/07/2020	02/25/2021	780		805.00		APPAREL		DOMESTIC		MARKET		URBAN OUTFITTERS		URBN REVISION		APPF
•			11/12/2020	01/20/2021	1,90	2	1,906.00		APPAREL		DOMESTIC		MARKET		URBAN OUTFITTERS		ACCEPTED		APPF
•			01/08/2021	01/12/2021	312		312.00		HARDGOODS		IMPORT		OWNBRAND		URBAN EU		ACCEPTED		APPF
•			01/08/2021	01/11/2021	312		312.00		HARDGOODS		IMPORT		OWNBRAND		URBAN EU		ACCEPTED		APPF
•			01/08/2021	01/12/2021	204		204.00		HARDGOODS		IMPORT		OWNBRAND		URBAN EU		ACCEPTED		APPF
4					_														•

6. Just below the 'Search List' title is the link to 'Export to Excel (XLSX)'. Clicking this link will export the data.

Search Vie	w: Docked	/Rec'd Orders 🚯									More A	kctions 🗸
♥ Sear	ch Fields											
Purchase	Order Like	¥		Channel	Like	•	*	PO Ship Date	Greater than or equal to 🛛 🗸	MM/dd/yyyy		
Deliver To	Like	¥		IP Class	Like	•		PL#	Like 🗸			
Involce N	Like	*		Vendor	K-Factory Equal to	✓ MM/dd/yyyy		Dock Date	Equal to 🗸 🗸	MM/dd/yyyy		
Rovd Date	Great	er than or equal to 🛛 🗸	12/31/2020	Rovd Qty	Equal to	•		Commodity [Like v			
Domestic	import Like	¥	- v	Design S	Jource Like	•	¥	Brand	Like v			
Vendor St	atus Like	¥	- •	URBN St	uke Like	•	*					
						Clear Fields Search	Show All					
v 50.51	ch List											
Export to E	xcel01.520	xport.PDE Save.My.View	Save Search Saved Searches	I.								Compare
Drag a co	lumn heade	r and drop it here to grou	up by that column. Rows from	only this page are grouped								
			H 4 1 2	3 4 5 6 7 8	8 9 10 F M	I - 100 of 1324 items	Soto Page 1 of 14			100 👻 Res	cords Per Page	
	No	Vendor X-Factory	Bock Date	Rcvd Date	PO Qty	Revd Qty	Commodity :	Domestic/Import	Design Source	Brand I	Vendor Status	URE
			10/31/2020	02/08/2021	704	704.00	APPAREL	IMPORT	OWNBRAND	FREE PEOPLE	ACCEPTED	APPF
			08/04/2020	01/27/2021	1,012	1,012.00	APPAREL	IMPORT	OWNBRAND	FREE PEOPLE	ACCEPTED	APPS
			01/07/2021	01/11/2021	396	396.00	HARDGOODS	IMPORT	OWNBRAND	ANTHROPOLOGIE EU	ACCEPTED	APPF
			01/07/2021	01/11/2021	396	396.00	HARDGOODS	IMPORT	OWNBRAND	ANTHROPOLOGIE EU	ACCEPTED	APP\$
			10/07/2020	02/25/2021	780	805.00	APPAREL	DOMESTIC	MARKET	URBAN OUTFITTERS	URBN REVISION	APPS
			11/12/2020	01/20/2021	1.902	1,906.00	APPAREL	DOMESTIC	MARKET	URBAN OUTFITTERS	ACCEPTED	APPS
			01/08/2021	01/12/2021	312	312.00	HARDGOODS	IMPORT	OWNBRAND	URBAN EU	ACCEPTED	APPF
			01/08/2021	01/11/2021	312	312.00	HARDGOODS	IMPORT	OWNBRAND	URBAN EU	ACCEPTED	APPF
			01/08/2021	01/12/2021	204	204.00	HARDGOODS	IMPORT	OWNBRAND	URBAN EU	ACCEPTED	APPS
	4						1					•

- 7. To view receipted qty at SKU level, you can do this by clicking into each PO individually.
 - a. Click on a purchase order number in column A of the query.
 - b. Towards the top of the page, click on the 'details' tab.

0	erview	Details	Thange Tracking															ave
•	Purch	ase Order D	etail View												<1 >			-
F	II Up	Fill Down	Fill Selected															
E		ERP Row No	 Status 	Vendor Style # 💌	Vendor Color 💌	Size Desc 💌	Ttl Units 💌 R	lec'd 🔻	FOB Price • FOB Cur •	Retail 💌	Retail Cur 👻 Origin	Country 💌 Price A 💌	Pack Type 💌	# Units or PPKs 💌	Units/Pack 🔹	Class 💌	Vendor 💌	
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8. The columns below indicate total PO units and total received units.																						
• 6	urcha	se Order Det	ail View														<1	>		-		
Fill	Jp	Fill Down	Fill Selected																			
	8	ERP Row No 💌	Status 💌	Vendor Style # 💌	Vendor Color 💌	Size Desc	•	Ttl Units 🔻	Rec'd 🔻	FOB Price FOB Cur	Retail	Retail Cur 💌	Origin Country •	Price A 🔻	Pack Type 🔻	# Units or PPKs 💌	Units/Pack	 Class 	Vendor 🔻			
		1	CLOSED		GRN/VERT	0000	ALL	288	288			GBP	CN		LOOSE	288	1					
	=	2	CLOSED		BLUE/BLEU	0000	ALL	336	336			GBP	CN		LOOSE	336	1					
8			NEW				1			USD .			0									