

## 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.

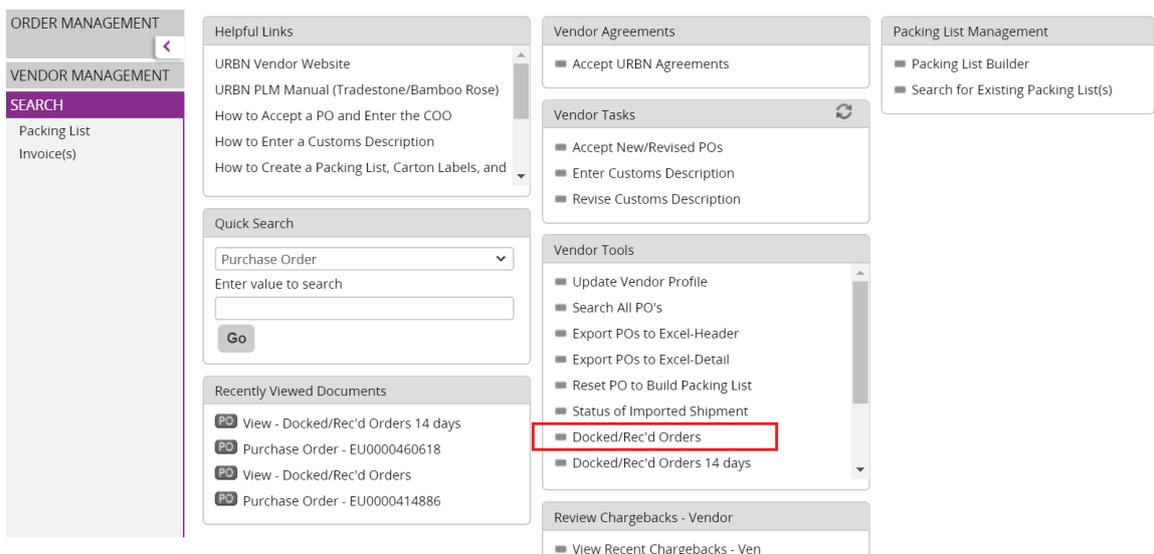
Both queries provide a total PO receipt view. Rows are duplicated by the number of packing lists/invoices for any given PO. Duplicate lines do not mean an order has been received multiple times.

**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’.



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

ORDER MANAGEMENT Search View: **Docked/Rec'd Orders** More Actions...  
 VENDOR MANAGEMENT  
 SEARCH

**Search Fields**

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 [ ] .. [ ]

Clear Fields Search Show All

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 View: **Docked/Rec'd Orders** More Actions...  
 VENDOR MANAGEMENT  
 SEARCH

**Search Fields**

Purchase Order: Starts with [ ] EU 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 [ ] .. [ ]

Clear Fields Search Show All

**Search List**

Export to Excel(XLSX) | Export PDF | Save My View | Save Search | Saved Searches | Compare

Drag a column header and drop it here to group by that column. Rows from only this page are grouped

1 - 100 of 2416 items Goto Page 1 of 25 100 Records Per Page

	Purchase Order	Master PO #	Channel	PO Ship Date	IP Class	PL #	Packing List Qty	Invoice No	Invoice Qty	Vendor X-F
<input type="checkbox"/>	EU0000414886		DIRECT		4527	101623888	384			
<input type="checkbox"/>	EU0000414886		DIRECT		4527	101623888	384			
<input type="checkbox"/>	EU0000417347		RETAIL		4533	101623894	1,512			
<input type="checkbox"/>	EU0000419083		RETAIL		4527	101655218	960			
<input type="checkbox"/>	EU0000420781		DIRECT		4537	101623891	192			
<input type="checkbox"/>	EU0000422579		DIRECT		4536	101655203	888			
<input type="checkbox"/>	EU0000422582		DIRECT		4535	101655187	272			
<input type="checkbox"/>	EU0000424059		DIRECT		0523	101655159	608			

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

ORDER MANAGEMENT Search View: **Docked/Rec'd Orders** More Actions...  
 VENDOR MANAGEMENT  
 SEARCH

**Search Fields**

**Search List**

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<input type="checkbox"/>	EU0000422579		DIRECT		4536	101655203	888			
<input type="checkbox"/>	EU0000422582		DIRECT		4535	101655187	272			
<input type="checkbox"/>	EU0000424059		DIRECT		0523	101655159	608			



8. The columns below indicate total PO units and total received units.

Purchase Order Detail View																	
ERP Row No	Status	Vendor Style #	Vendor Color	Size Desc	To Units	Rec'd	FOB Price	FOB Cur	Retail	Retail Cur	Origin Country	Price #	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/BLUE	0000	ALL	336	336			GBP	CN		LOOSE	336	1		