



Users' Manual for



Updated: August, 2025

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 Payable.....	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 / EU PO's.....	26
Placing Orders	27
Chapter 7: Ordering Steps	28
Step 1: Shopping Cart	28
Accessing Shopping Cart.....	28
Step 2: Shipping	30
Shipping Type	30
Requested Shipping Date	31
Billing Address	31
Step 3: Reviewing and Completing Order.....	32
Review Order	32
Special Order Instructions.....	33
Terms and Conditions	33
Selecting Payment Type	34
Placing Order	34
Chapter 8: Invoice.....	35
Accessing Invoice Page.....	35

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

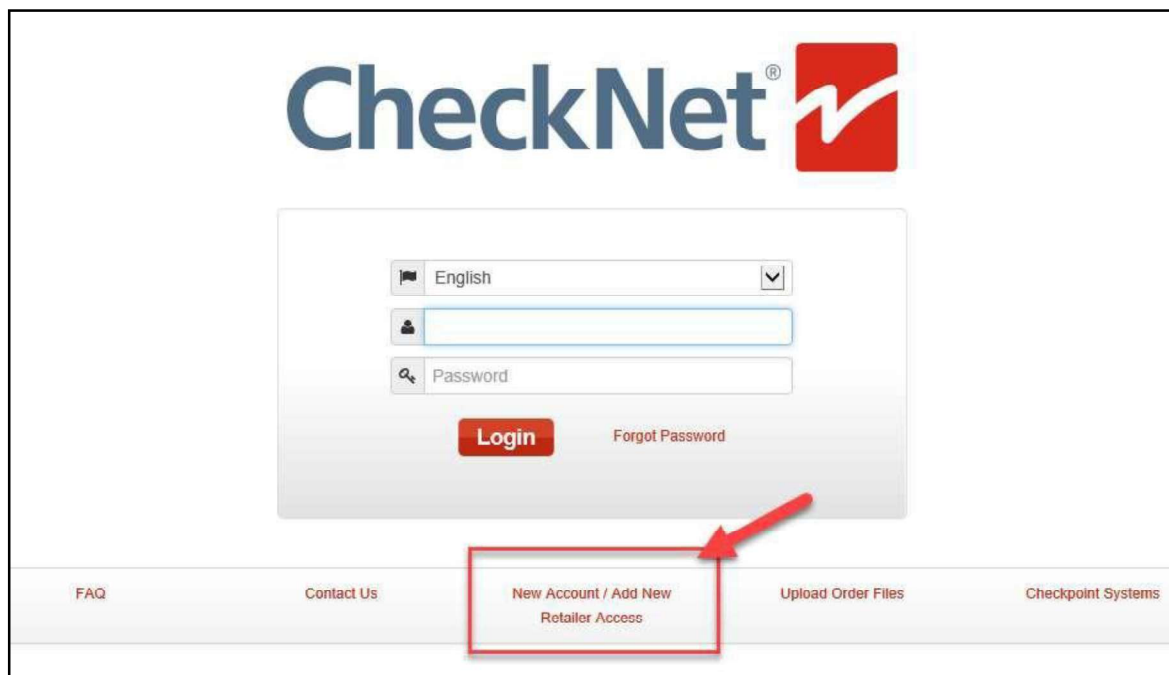
How to apply for Checknet Login ID

New Vendor Registration Instructions

To start the registration process

Go to: <http://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 - RetailerInfo

Please fill out:

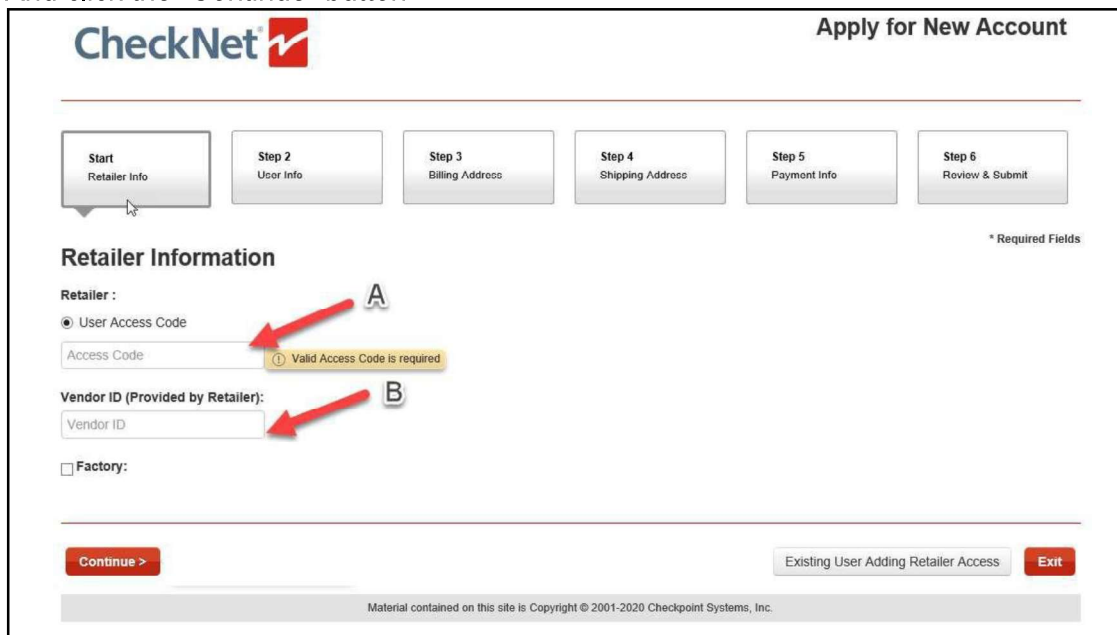
- A. **User Access Code:** this is a unique CheckNet Retailer Access code, to link your account to the correct Retailer (this is NOT your supplier code / vendor code)! Below is Urban Outfitters User Access Code.

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

Step 2

User Info

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

CheckNet[®]

Start
Retailer Info

Step 2
User Info

Step 3
Billing Address

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

Step 3

Billing Address

Billing Address

* Company:
Vendor Company

* Contact Person:
John Smith

* Email Address:
email@emailcompany.com

* Address 1:
Street 1

Address 3:

* Country:
NETHERLANDS

* City:
CITY

VAT Number:
NL001111111B01

* Phone:
1234567890

Address 2:
1st Building

Address 4:

* State/Province:
Noord-Holland

* Zip/Postal Code:
1111 AB

Fax:

County:

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:** John * **Last Name:** Smith

Title: * **Email:** email@emailcompany.com

* **Phone:** 1234567890 **Fax:**

Terms & Conditions
Please read the following Terms and Conditions completely before completing 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

Start
Retailer Info

Step 2
User Info

Step 3
Billing Address

Step 4
Shipping Address

Step 5
Payment Info

Step 6
Review & Submit

Review & Submit

Retailer Information

Access Code: 105759	Vendor ID: 11111	
-------------------------------	----------------------------	--

User Information

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

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	City: CITY	State/Province: Noord-Holland
Zip/Postal Code: 11111 AA	County:	VAT Number: NL 0011111111001	

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 follow the instructions in the email to finalize your account request

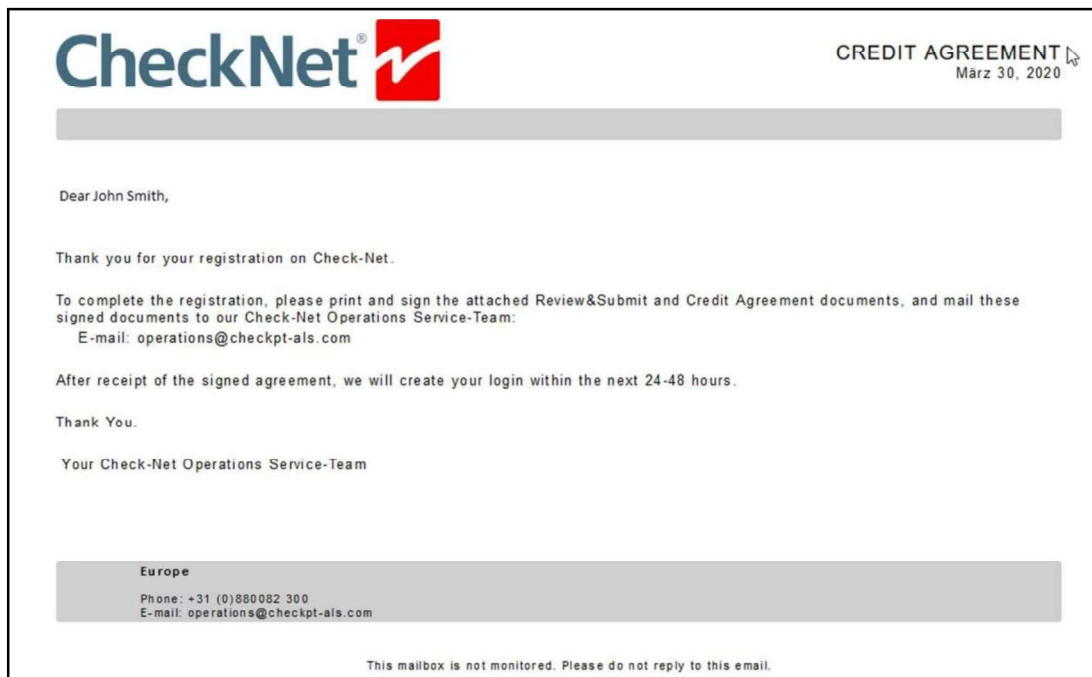
[Back To Check-Net >](#)

Material contained on this site is Copyright © 2001-2019 Checkpoint Systems, Inc.

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

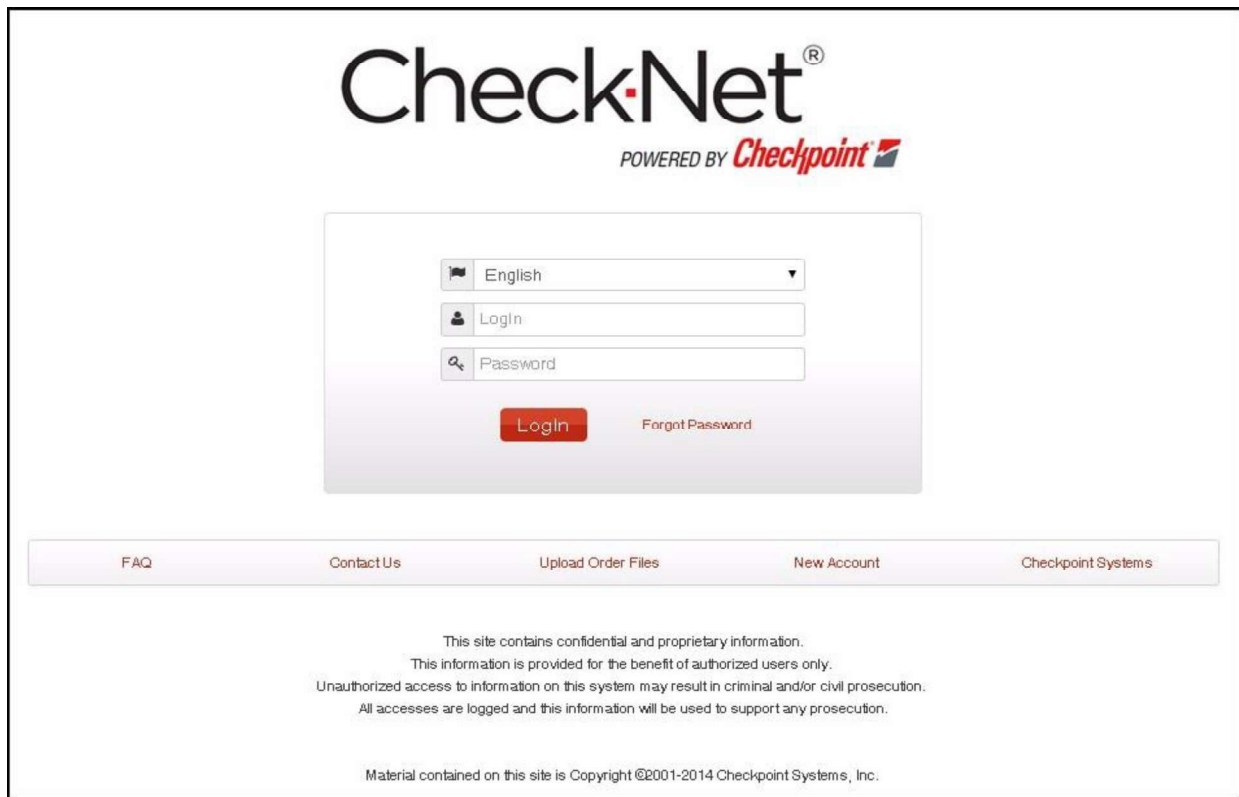
Attachment: [Credit_Agreement.pdf](#), 561.0 KBytes
[ReviewAndSubmit_158589.pdf](#), 37.0 KBytes

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.



Logging In to the Website

Logging In



CheckNet[®]
POWERED BY Checkpoint

English

Login

Password

Login

Forgot Password

FAQ Contact Us Upload Order Files New Account Checkpoint Systems

This site contains confidential and proprietary information.
This information is provided for the benefit of authorized users only.
Unauthorized access to information on this system may result in criminal and/or civil prosecution.
All accesses are logged and this information will be used to support any prosecution.

Material contained on this site is Copyright ©2001-2014 Checkpoint 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



- 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



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

Manage User Profile

New User Registration: Please update your profile and password before you continue. Thank You.

* Required Fields

* Display Name:
Super Cyrus

* First Name:
Ex. John

* Last Name:
Ex. Smith

* Phone:

* Email Address:
name@checkpoint.com

Password Hint:
Enter Password Hint

☐ Automatically accept Terms and Conditions on all orders ⓘ

☒ Change Password

Old Password:
Enter Old Password

New Password:
Enter New Password

Confirm Password:
Re-enter New Password

Save Cancel

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.





TING KE ARTS PRODUCT CO
 

NO 2 INDUSTRIAL PARK
SHENZHEN, Guangdong, 518109 CN


 (0) Items in Shopping Cart

Karen Chodkowski (Logged in as aaimport-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	

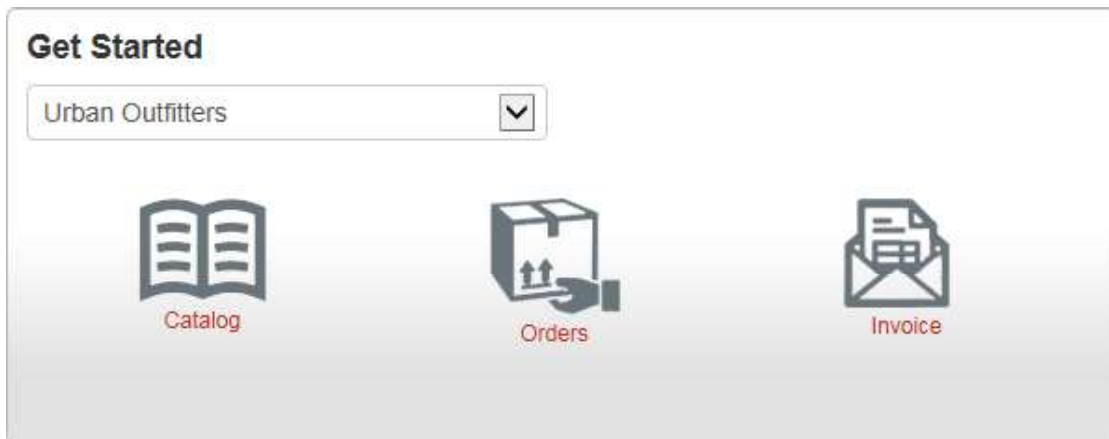
[View All](#)

Production Facility Holiday



- 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

Get Started



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

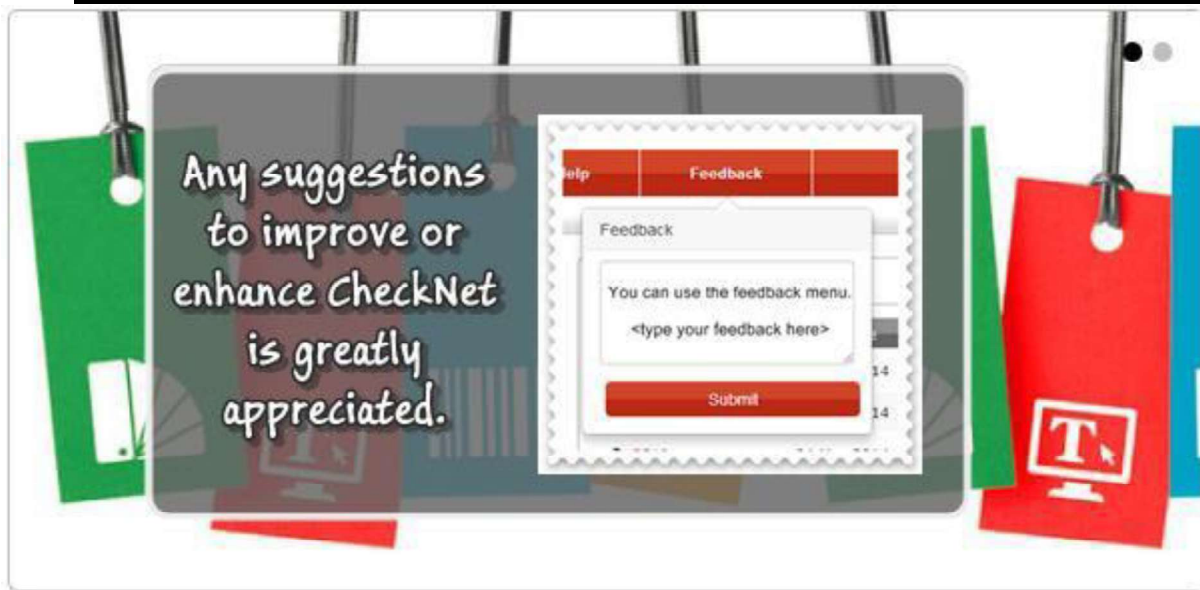
- Catalog – for Catalog Ordering (represented by an open book)
- Orders – for Staged Orders (represented by a Box)
- Invoice – for Order Invoices (represented by an Envelope)

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



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

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

The screenshot displays a web interface for the 'Account Profile' section. At the top, there is a red navigation bar with three tabs: 'Home', 'Account' (which is currently selected), and 'Orders'. Below the navigation bar, the main heading 'Account Profile' is displayed. Underneath the heading, there is a list of six management options, each preceded by a plus sign icon: '+ Manage User Profile', '+ Update Accounts Payable', '+ Email Subscription Alerts', '+ Manage Shipping Address', '+ Manage Default Billing Address', and '+ Manage 3rd Party 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:
Karen

Last Name:
Chodkowski

Password Hint:
welcome @ 00

Email Address:
karen.chowkodski@checkpt.com

Phone:
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:**
Karen

*** Last Name:**
Chodkowski

*** Phone:**
0

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

Password Hint:
welcome @ 00

☐ Automatically accept Terms and Conditions on all orders ⓘ

☐ Change Password

Changing Password

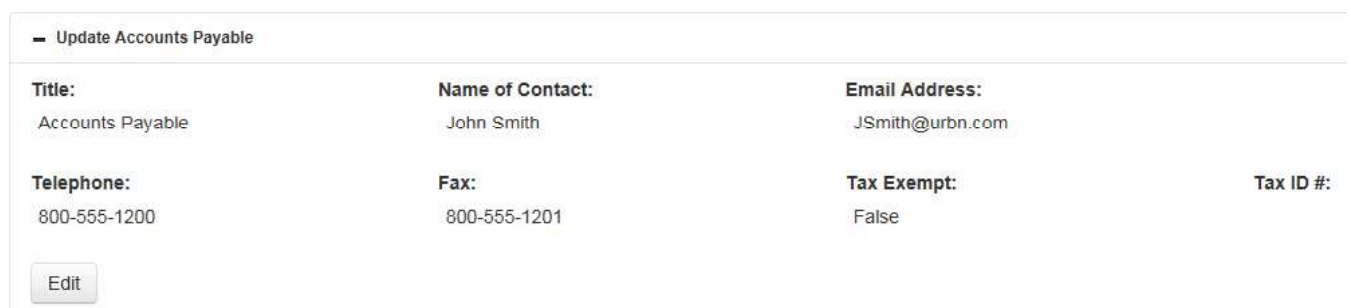
- 1 Click on the “Change Password” checkbox to show change password panel.

A screenshot of a 'Change Password' panel. At the top, there is a checked checkbox labeled 'Change Password'. Below this, there are three sections: 'Old Password:' with a text input field containing 'Enter Old Password'; 'New Password:' with a text input field containing 'Enter New Password'; and 'Confirm Password:' with a text input field containing 'Re-enter New Password'. The panel has a light gray background and a thin border.

- 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.

A screenshot of the 'Update Accounts Payable' form. The form has a title bar that says 'Update Accounts Payable'. Below the title bar, there are six fields arranged in two rows. The first row contains 'Title:' (Accounts Payable), 'Name of Contact:' (John Smith), and 'Email Address:' (JSmith@urbn.com). The second row contains 'Telephone:' (800-555-1200), 'Fax:' (800-555-1201), 'Tax Exempt:' (False), and 'Tax ID #:' (empty). At the bottom left of the form, there is an 'Edit' button.

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 ⓘ

Email To:
JHallet@urbn.com

Email CC:
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:
JHallet@urbn.com

Email CC:
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 TING KE ARTS PRODUCT CO FRAN YEN NO 2 INDUSTRIAL PARK SHENZHEN, Guangdong, 518109, CN ☒ Make Default Address	Urban Urban Outfitters Tina Devonshire 5000 South Broad Street PHILADELPHIA, PA, 19112, US ☐ Make Default Address	Add New 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 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 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:

Ex. Jane's House

* Required Fields

* Company Name:

Ex. TJ Maxx

Store Number:

Ex. 1234

Contact Person:

Ex. Steve Miller

* Email Address:

Ex. Steve.Miller@band.com

* Phone:

Ex. 555-867-5309

Fax:

Ex. 555-867-5308

* Address 1:

Ex. 123 Anywhere Ln.

Address 2:

Address 3:

Address 4:

Country:

County/District:

* City:

Ex. Boston

State/Province:

Zip/Postal Code:

Ex. 12345

Save

Cancel

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

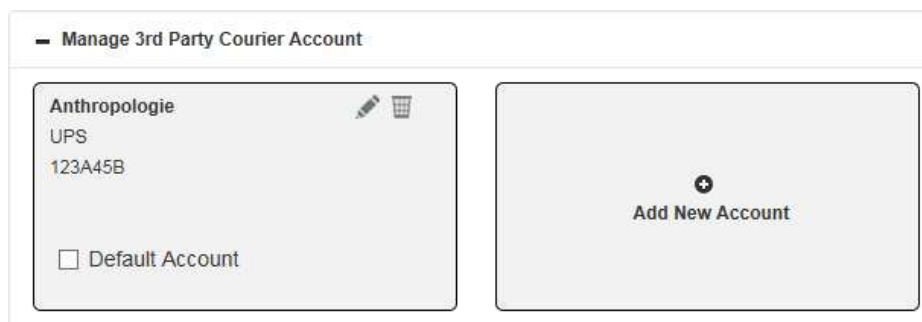
- 1 Click on the “Make Default Billing Address” check box.



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

Manage 3rd Party Courier Account

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



To add a new courier:

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

A screenshot of the "Manage 3rd Party Courier Account" form. The title bar at the top says "Manage 3rd Party Courier Account" with a close button (X) in the top right corner. The form has three required fields, each marked with an asterisk: "* Account Name:" with a text input field containing "UPS1"; "Courier:" with a dropdown menu showing a downward arrow; and "* Account Number:" with a text input field containing "Ex: 11122334". At the bottom right of the form, there are two buttons: a red "Save" button and a white "Cancel" button.

- 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 header with the CheckNet logo (POWERED BY Checkpoint) and the URBAN BN logo. To the right of the URBAN BN logo, the text reads: TING KE ARTS PRODUCT CO, NO 2 INDUSTRIAL PARK, SHENZHEN, Guangdong, 518109 CN. Below the header, there is a navigation bar with links: Home, Account, Orders, Reports, About Us, Help, and Feedback. Below the navigation bar, there is a 'Get Started' section with a dropdown menu showing 'Urban Outfitters'. Below the dropdown menu, there are three icons: 'Catalog' (an open book icon, circled in red), 'Orders' (a box with an arrow icon), and 'Invoice' (a document icon). Below the 'Get Started' section, there is a 'My Order History' section with a table showing order details. The table has columns: Shopping Cart No, Order Date, Status, and Tracking Number. The table contains one row with the following data: Shopping Cart No: 6488, Order Date: 8/6/2014, Status: Open, and Tracking Number: (empty). 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, and 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”

AEAR-1 Earring 125/BL



Retailer Code:
AEAR-1

[More Detail](#)

Packs

Price:
USD 29.00 per Piece

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:

Search **Clear Search**

15 Items Per Page

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

Page 1 of 28

[Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#)

Category

Select a Value

Actions	Qty		Description	Retailer Code	Min Ord Qty	Price
 ⓘ		Each	Hei Hei Small Main Label	Hei Hei Red -Small	1000	USD 389.00 per Piece
 ⓘ		Each	08BM05005 Deena & Ozzy Main Label 1	WACC-D&O-M1	300	USD 103.00 per 1000 pcs
 ⓘ		Each	08BM05006 Deena & Ozzy Main Label 2	WACC-D&O-M2	300	USD 55.00 per 1000 pcs
 ⓘ		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)

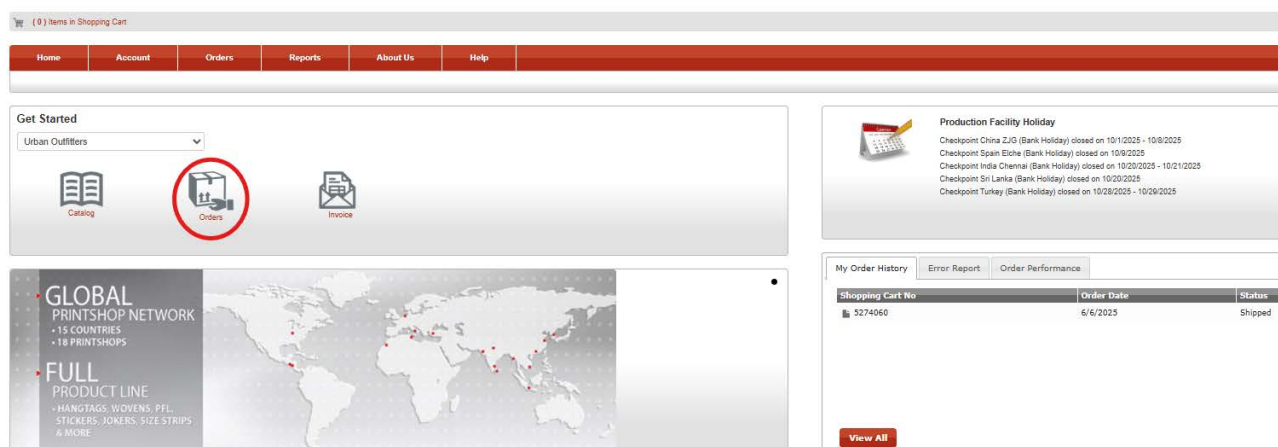
Staged Orders

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)

CheckNet 



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

EU PO's look up

1. In Staged Orders, please press into the Advance Options, next to the Clear Search button.
2. Select All vendors/ ***Vendor Name***-UK in the drop down under Vendor
3. Fill in the Order Number as your PO number. For EU orders, please add the ending "-GBP" and remove prefix "EU"(e.g.: 0000123456-GBP)
4. Click Search button

Actions	Quantity	Retailer Name	Order Number	Received Date	Status	Ship By	Vendor Ref
	249	Urban Outfitters	0000123456-GBP	5/13/2024	Unreleased	07/17/2024	UK

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
☒	2500	Urban Outfitters	CS-41314697274	1142	7/24/2014

Actions	Quantity	Item Code	Item Description
☒	2500	DLBL	DIRECT LABEL

Quantity	Adjusted Order Quantity	BrandID	VendorStyle	STYLE	SKU	EDP	LONGITEM	OSDESCLN1
☒ 500	500	I41	51r6ddyF0leUxgs	xjAUM220aWe26IC51Q37	155060783803	4U6Lz6Q9	1d37zbQlOy86Ew8e75B4	45jbl3JX3O9N2UE11a4z09AO
☒ 500	500	IDI	2D8DV78j1i76qy6	3L3bl7XzohNxu5Cv7c7s	949940412729	1LhQU30f	E83Hd05WRZ1i09jZ1dQ3	DDYY0BENRmLC0F7r1192B3256

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**

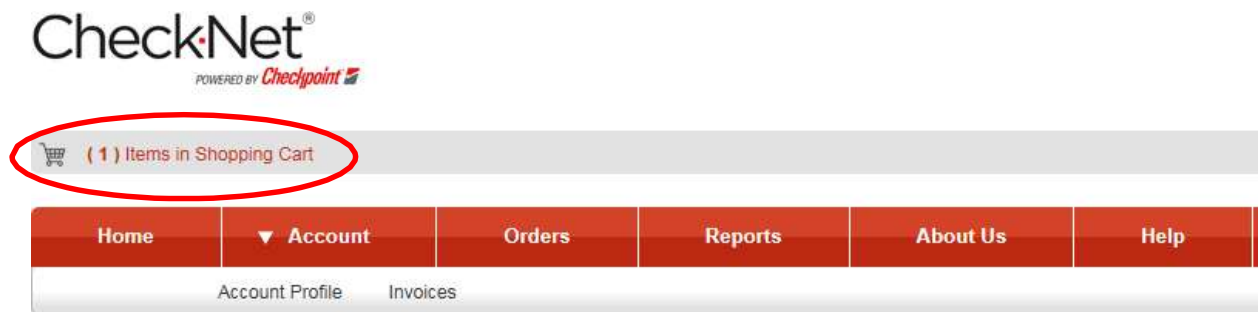
And to proceed with the Ordering Process, you need to access your “Shopping Cart” (see Chapter 6)

Ordering Steps

Step 1: Shopping Cart

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.



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

Orders



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 Report	Return Policy	View Help
Invoices	Staged Orders	My Order History	Privacy Policy	FAQs
	Shopping Cart	Production Report	Contact Us	Custom Help File
			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 Contents

Step 2
Default Shipping Info

Step 3
Review Order

Continue >

Delete Selected Orders

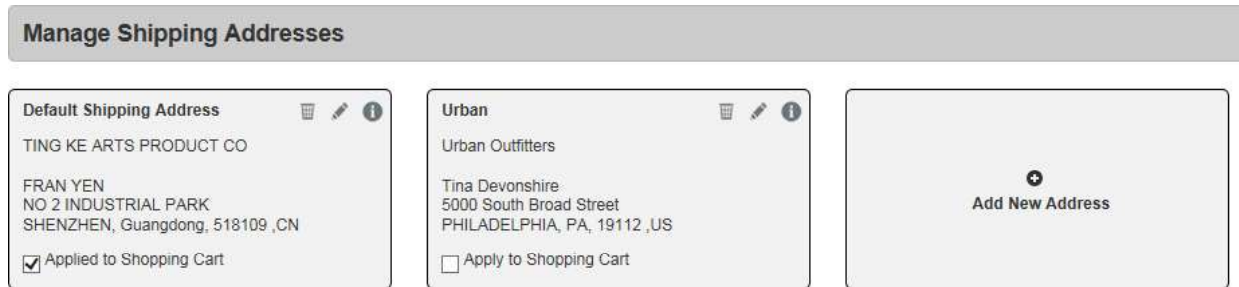
Clear Shopping Cart

Catalog Orders

Actions	Quantity	Adjusted Order Quantity	Unit	Description	Retailer Code
☐	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.



Manage Shipping Addresses

Default Shipping Address	Urban	
TING KE ARTS PRODUCT CO FRAN YEN NO 2 INDUSTRIAL PARK SHENZHEN, Guangdong, 518109 ,CN ☒ Applied to Shopping Cart	Urban Outfitters Tina Devonshire 5000 South Broad Street PHILADELPHIA, PA, 19112 ,US ☐ Apply to Shopping Cart	+ Add New Address

- 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 want to apply shipping address for current Cart?

Yes No

- 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.

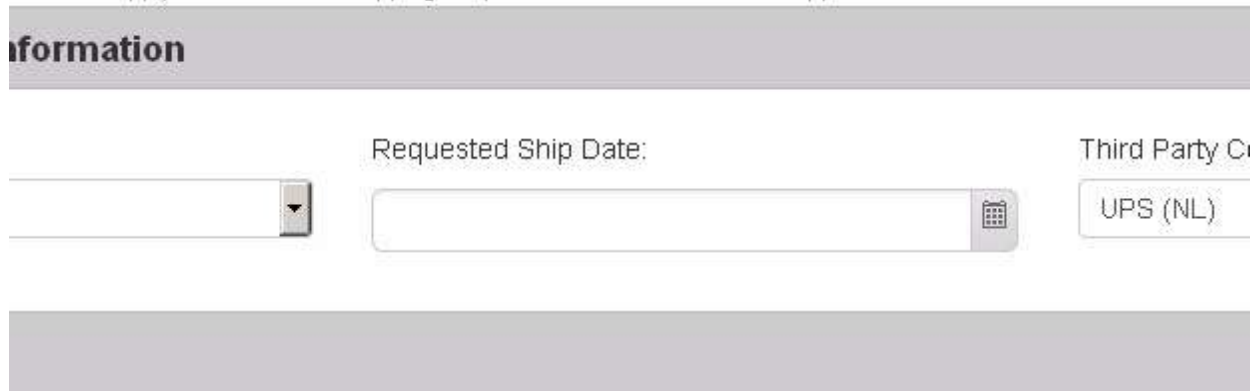


Default Shipping Information

Shipping Type:

- Regular
- Overnight
- Supplier Pickup

Requested Shipping Date



The screenshot shows a form section titled "Shipping Information". It contains a "Requested Ship Date:" label above a date picker button. To the right, there is a "Third Party Carrier:" label above a dropdown menu currently showing "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.

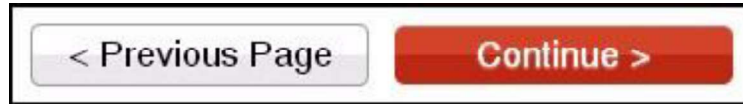
Billing Address

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.



The screenshot shows a form section titled "Bill To". Below the title, there is a "Change Billing Information:" label above a text input field containing "Billing address". Below this, the default billing address is listed: "Checkpoint Systems, Inc.", "101 Wolf Dr.", and "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.

CheckNet[®]
POWERED BY Checkpoint

URBN

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

HomeAccountOrdersReportsAbout UsHelpFeedback

Shopping Cart

Step 1
Manage Contents

Step 2
Default Shipping Info

Step 3
Review Order

< Previous Page

Place Order >

Bill To Information
Urban Outfitters
755 BRACKBILL RD
GAP, PA, 17527-9457, US

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

Shopping Cart : 6919
Order Date : 9/5/2014

Shipping Type : REGULAR
Courier :
Account :

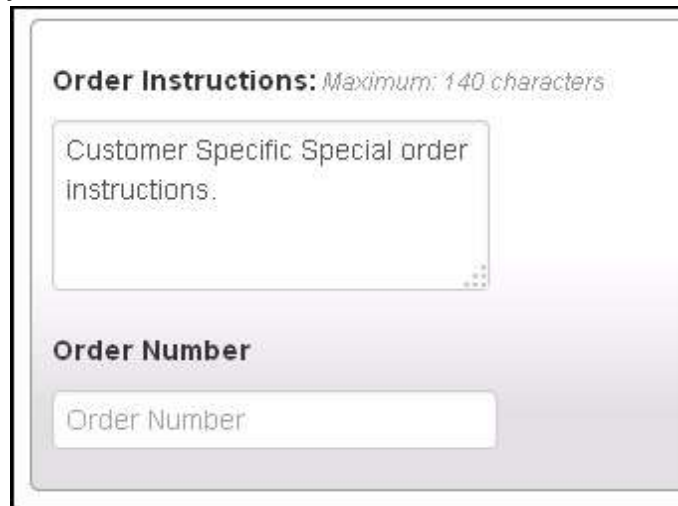
Order Number	Sales Order	Production Location	Item Code	Item Description	Quantity	Unit Price	Amount (USD)
188501120589	178001826	Brilliant DG Offset	AEAR-1	AEAR-1 Earring 125/BL	10	USD 29.00 per Piece	0.00

Sub Total : 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*

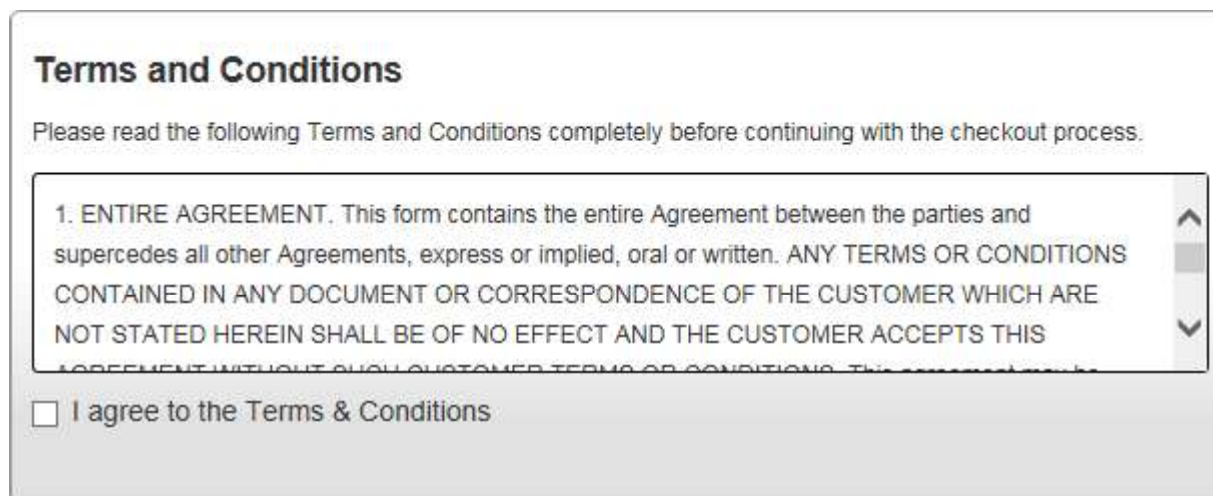
Customer Specific Special order instructions.

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

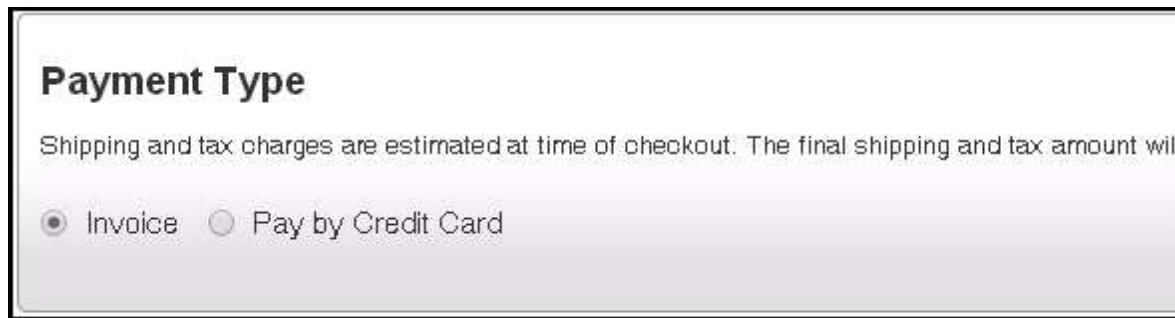
Please read the following Terms and Conditions completely before continuing with the checkout process.

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 QUAL CUSTOMER TERMS OR CONDITIONS. This agreement shall be...

☐ 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



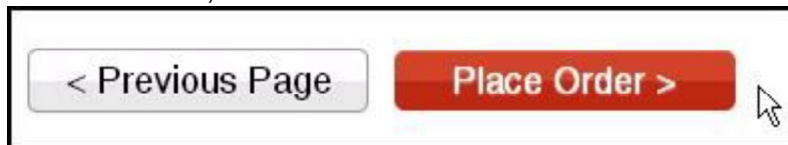
The screenshot shows a web form titled "Payment Type". Below the title, a line of text states: "Shipping and tax charges are estimated at time of checkout. The final shipping and tax amount will". Below this text are two radio button options: "Invoice" (which is selected) and "Pay by Credit Card".

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.

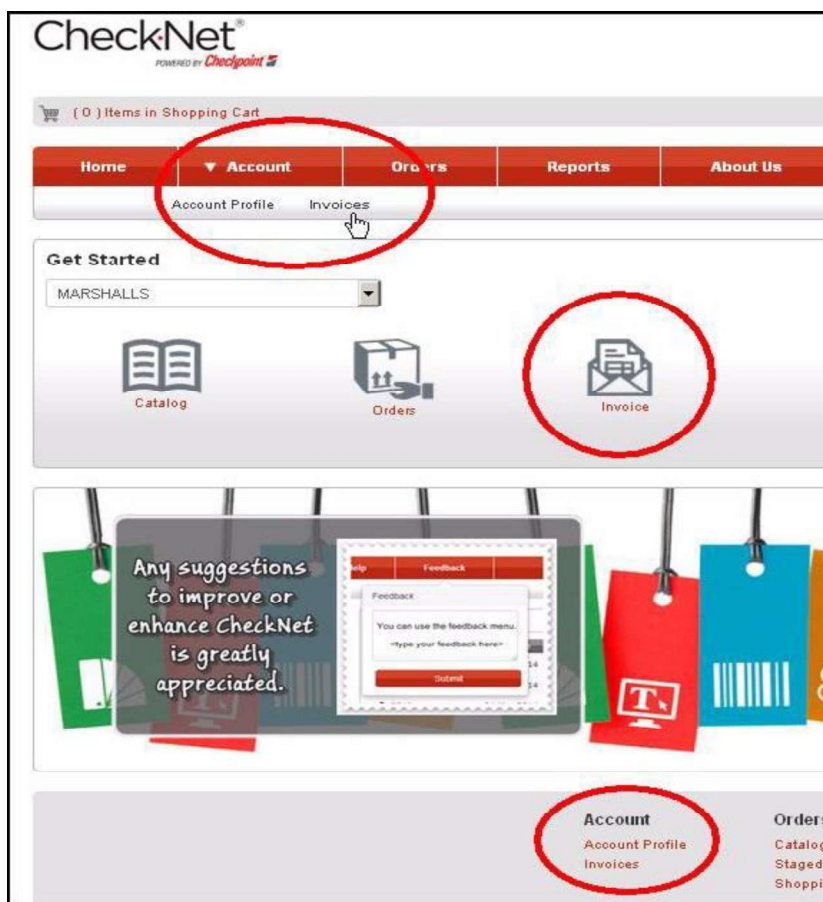


Note: The Place Order button can be found below the Payment Type and just above the Order Summary.

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.

Invoice #:

Status:

Days Past Due:

Open

See All

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
☐	903193804	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.79	OPEN
	Invoice Number	Order Number	Sales Order	Line Number	Item	Item Description	Quantity
	903193804	00404647	163378159	0	000000000001010710	CKP GENERIC ITEM	1350
☐	903193803	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN
☐	903193802	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN
☐	903193801	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN
☐	903193800	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN
☐	903193799	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN
☐	903193798	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN
☐	903193797	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN
☐	903193796	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN
☐	903193795	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN

10

Items Per Page

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
	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.

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 :

Submit Payment

-- OR --

PayPal
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:
Open

Days Past Due:
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

Consolidated Invoices

Pay

		Consolidate...	Invoice Date	Invoice Due Date	Status	Payer Name	Bill To	Price
▶	☐	980028583	4/26/2013	4/26/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85
▶	☐	980028582	4/26/2013	4/26/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.95
▶	☐	980028580	4/26/2013	4/26/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85
▶	☐	980028578	4/25/2013	4/25/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85
▶	☐	980028576	3/25/2013	4/23/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 15.94
▶	☐	980028575	3/13/2013	4/11/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 15.00
▶	☐	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
▶	☐	980028583	4/26/2013	4/26/2013	OPEN
▶	☐	980028582	4/26/2013	4/26/2013	OPEN
▶	☐	980028580	4/26/2013	4/26/2013	OPEN
▶	☐	980028578	4/25/2013	4/25/2013	OPEN
▶	☐	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.

Invoice Payment

Invoice Details
Total Invoice: USD 57.61

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

Card Type:
Visa

Card Number :
1111222233334444

CVC :
111

Expiration Date :
MM / YY

Submit Payment

--- OR ---

PayPal
Click here to pay

View Reports

My Order History

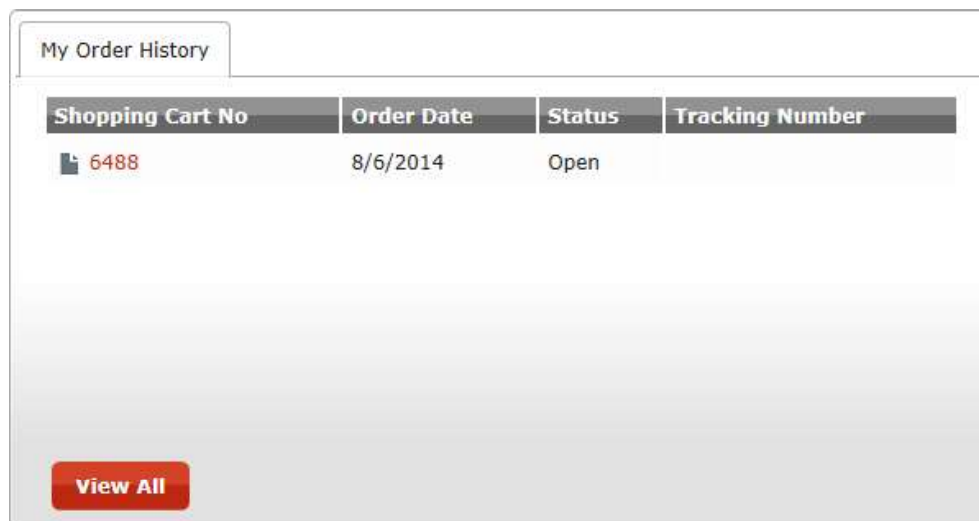
The “My Order History Report” shows a history of all orders you made and their status. This type of report can be viewed by all types of Customer user roles

Accessing My Order History

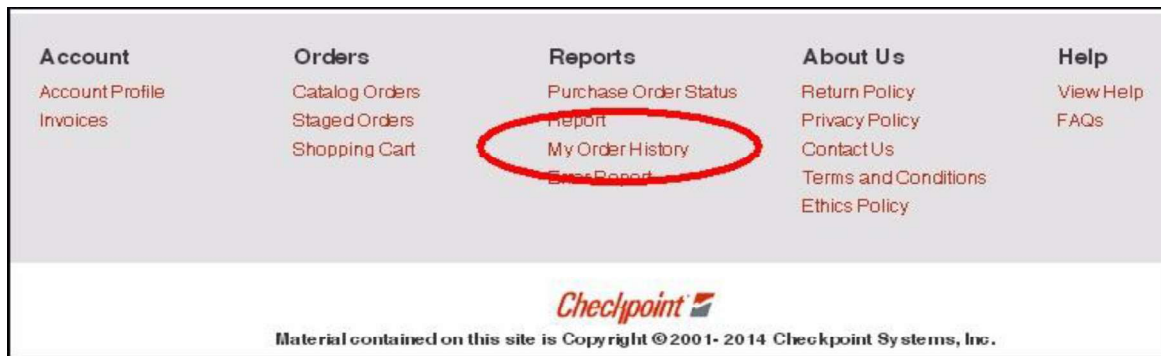
The order history can be accessed through several ways within CheckNet. The “My Report” can be accessed through the Menu Bar under Reports.



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.



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 screenshot shows the search filtering tool for the 'My Order History Report'. It features three input fields for 'Shopping Cart #:', 'Sales Order #:', and 'Order Number:'. Below these are two date pickers for 'Start Date:' and 'End Date:'. At the bottom, there are two red 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...	CheckpointLabel	20	ThorofareDC	New						0
9999999999...	Checkpoint Tag	45	ThorofareDC	New						0

1 - 1 of 1 items

Purchase Order Status

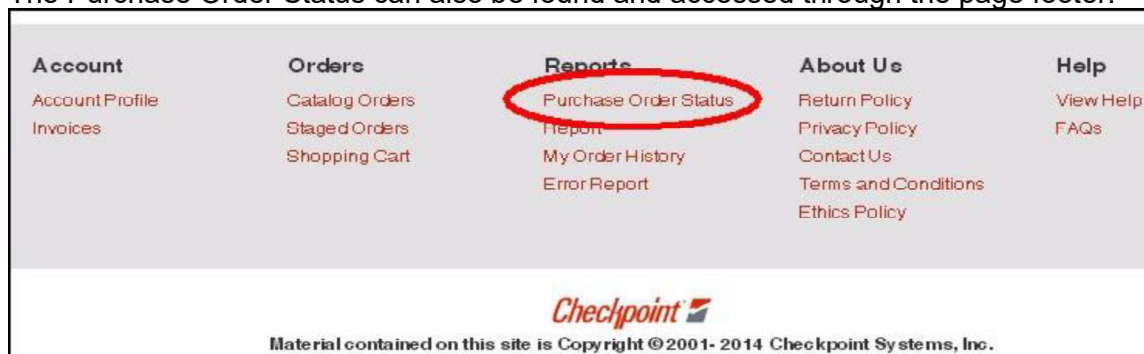
The “Purchase Order Status Report”, shows information about the orders made by the organization. The purchase order status report is also equipped with a search engine that will help you filter your search. This type of report can be viewed only by customers and vendors.

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 Options	

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

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:

Checkpoint DG S China

Contact: Sammi You
Tel: +(86) 769 8779 7688 ext.6195
Email: Sammi.You@checkpt.com

Checkpoint India

Contact: Sandeep Dhar
Tel: +(91) 9566233911
Email:
Sandeep.Dhar@checkpt.com

Checkpoint Turkey

Contact: Burak Zor
Tel +(90) 212 866 21 35
Email: Burak.Zor@checkpt.com

Checkpoint Vietnam

Contact: Dung Dao
Tel: (+84) 274 3628130 Ext. 805
Email: Dung.Dao@checkpt.com

Checkpoint Spain

Contact: Irune Luis
Email:
Cservice.Elche@checkpt.com
Phone: +34 965 435 022

USA based Global Support Help

Desk: Email:
UrbanHelpDesk@checkpt.com
Tel: 1- 800-257-5540 Ext. 2439

URBN Specialized Resources:

Contact: Leticia Santiago
Global Customer Specialist
Tel: () - Ext. 2403
Email: @checkpt.com

Billing / Credit Global Contacts:

US Billing / Credit:

Toll free

1-800-257-5540

Credit Analyst Name and Email:

Assignment by First Letter Company Name

Extension:

Robin Rosano (robin.rosano@checkpt.com)

A-F (including symbols and numbers)

ext. 2163

Tiffany Chui (pchui@checkpt.com)

G-R

ext. 2356

Beverly Rumaker (BRumaker@checkpt.com)

S-Z

ext. 2367

Senior Manager Billing and Collections

ext. 2137

Beverly Rumaker (BRumaker@checkpt.com)

DG China Billing / Credit:

Sammi You (sammi.you@checkpt.com)

Contact No.: 0769 87797688 & 86900666 ext.6195

TK Billing / Credit:

Feyaz Ozgunduz (feyaz.ozgunduz@checkpt.com)

Contact No.: +(90) 212 866 21 12

IN Billing / Credit:

Thilagavathi S (Thilagavathi.Sellakkannu@checkpt.com)

Contact No.: +(91) 9840773958

NL Billing / Credit

CreditControl.CKPANL@checkpt.com

Contact No.: +(31) 88 00 82 300

Spain Billing / Credit

Miguel Angel Ochando Miguel.Ochando@checkpt.com

Contact No.: +(34)68 60 58004