Before you receive an EU PO: Please use the **Tradestone User Manual** TS Register with Elite, Fineline or and **Training Videos** found in the Familiarize yourself with the **Checkpoint**, URBN's 3rd party **Tradestone Training Section of the URBN URBN EU Vendor Website.** Log in to **Tradestone** ticket/label providers. EU Vendor Website for instructions to The Vendor Website outlines URBN (URBN's PLM System) to get Vendor must be registered before complete any required Tradestone EU's Requirements and tasks to acquainted with the system POs are raised by the buying processes. complete to ensure compliance. team. Whether a new or existing vendor, please be sure to review your vendor record in Tradestone to ensure your company details are accurate. Please refer to the <u>Tradestone Training Section</u> of the URBN Vendor Website to locate instructions for updating incorrect or outdated information. After you receive an EU PO: Release PO tickets/labels from Elite, Log in to Tradestone. Send Photo/PR Samples to Buying Fineline or Checkpoint. Enter the required customs Vendors are required to maintain a View your PO(s), enter the if required. Vendors are not required to choose the **descriptions** of your product record of log in credentials. If you need Country of Origin (COO) on each Review Sample Requirements and tickets/labels to order. in the 'Enter Customs assistance logging in to Tradestone, PO, and Accept each PO. work with the buying team to Please review the Pre-ticketing Registration Descriptions' query in please contact Vendor Relations. ensure proper samples are sent. & Ordering Guidelines for instruction. Tradestone. Mark product with required Pre-ticket. **Review & ensure compliance with Product Marking.** Package your product. Please review and comply all Regulatory Requirements Please review the Packaging Please review Regulatory with EU pertaining to your product. Requirements to ensure Guidelines. Pre-ticketing guidelines. compliance. TS Send properly ticketed & packaged Print the Approved PL. **Complete the Packing List. TOP Sample(s) to Buying. Build the Packing List (PL).** Once printed, place in a "packing Please refer to the Tradestone User Note - There may only be one PO Review Sample Requirements and Submit the PL. list enclosed" envelope on the Manual to determine which per PL and only one PL per PO. work with the buying team to outside of the first carton of the Packing List Details are required to ensure proper samples are sent. shipment. be completed as well as instructions to do so. Generate an invoice. TS **Export/print the UCC-128 Carton Labels.** Please refer to Billing and Payment for Please use the **Print PDF Carton Labels in Batch** option to document/process requirements. Please Follow the appropriate Transportation export/print the UCC-128 Labels. be sure to reach out to Vendor Relations Guidelines to arrange the shipment. Once printed, apply to each master shipping carton (the for VAT access if VAT is needed to be Freight terms should be established lower right-hand corner of the short side of the carton). added to your invoices. between URBN Buying and the Vendor. Please ensure you are following the *Selecting Print PDF Labels in Batch will also automatically The Tradestone Invoice will automatically appropriate <u>Transportation Guidelines</u> trigger the ASN to send to URBN. be sent to URBN's Accounts Payable based on the Freight Terms on your PO(s). You may ensure that the ASN sent by confirming values department for processing in line with populated next to ASN Date and ASN Count on the Packing your pay terms when goods are received. List Header in Tradestone.

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