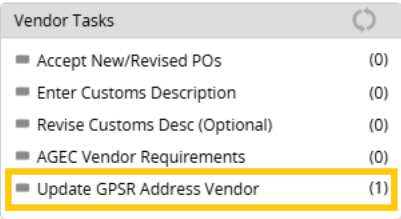


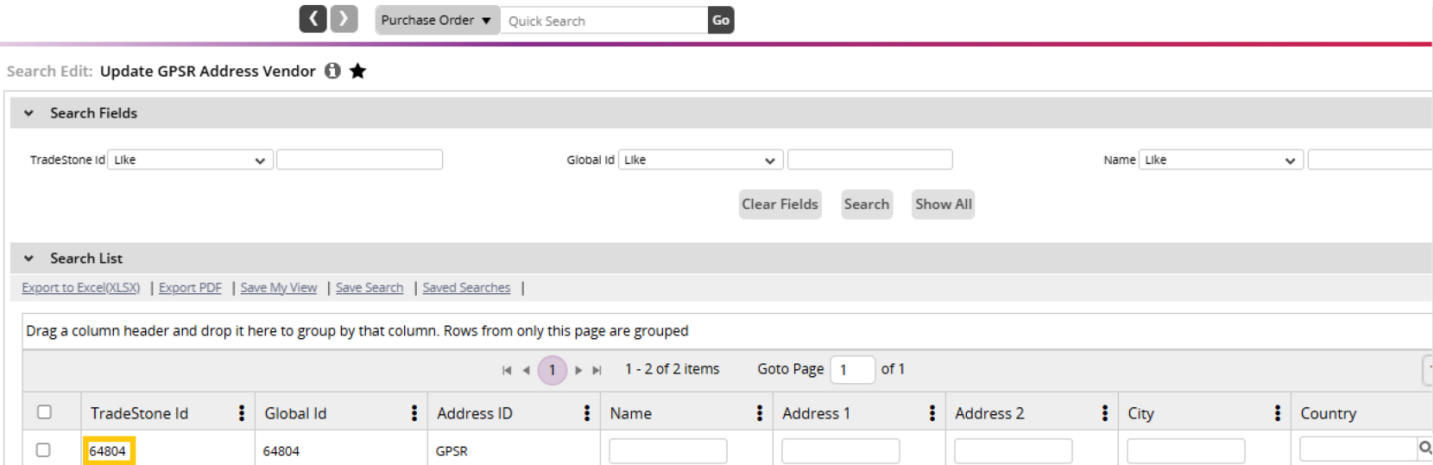


### GPSR - General Product Safety Regulation (GPSR) Vendor Compliance URBN EU Vendor Guidelines – How to enter required GPSR Information into Tradestone.

1. Under **Vendor Tasks**, select the **Update GPSR Address Vendor** query on the Tradestone dashboard:



2. You should see either your US or EU TradeStone Vendor ID appear in the query:



3. Please enter the required information into the relevant boxes, using the guidance below:


**Disclaimer:** When we refer to “Responsible Representative,” this means the entity acting as the Manufacturer, Operator, or Actor responsible for making the product and placing it on the market. This must be EU-based. This should not be the factory address, **unless** the factory is based in the EU. Using an address that is **not** EU-based will mean that the product will not be compliant for sale in the EU.

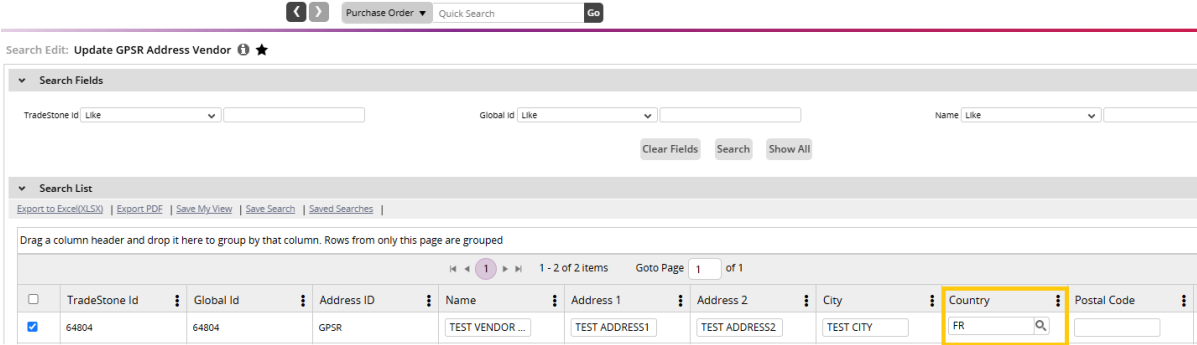
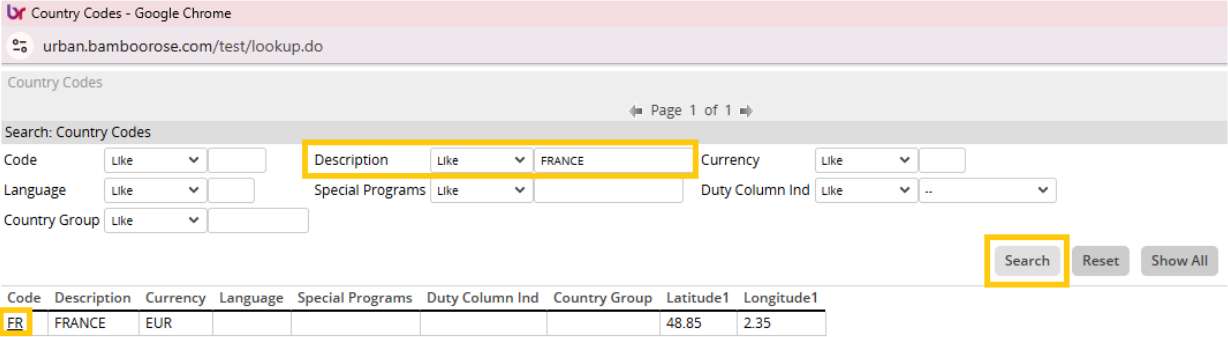
**Name:** Please provide the Responsible Representative Name (must be EU based).

**Address 1:** Please provide the Responsible Representative Number and Street Address (must be EU based).

**Address 2:** Please provide the Responsible Representative Number and Street Address (must be EU based).

**City:** Please provide the Responsible Representative City (must be EU based).

**Country:** Please provide the Responsible Representative Country (must be EU based). For this field, please use the advanced search option by selecting the . A pop up should appear. Please type in the relevant country into the **Description** field and press **Search**. Then click on the **Code** that appears and the country will post to the **Country** field, closing the pop up.



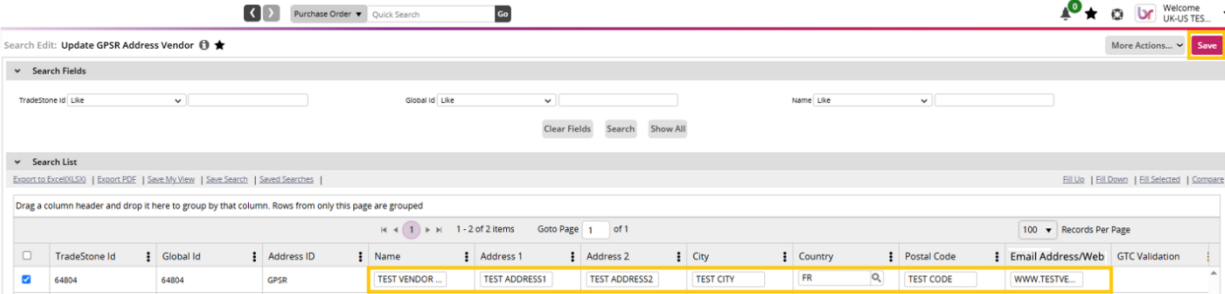
**Note:** if you free type into this field, you may receive the error message below. You will need to use the advanced search option, as outlined above, in order to proceed.



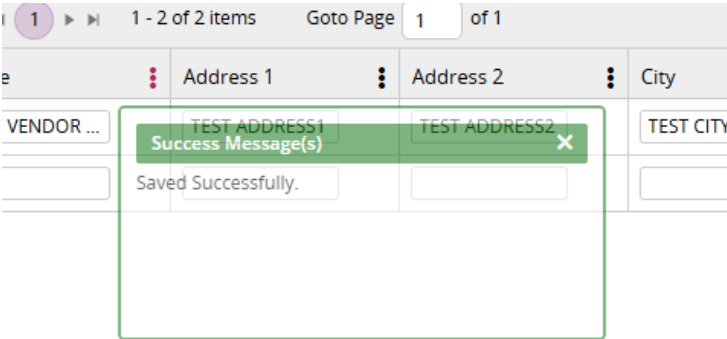
**Postal Code:** Please provide the Responsible Representative Postal Code/ZIP Code (must be EU based).

**Email Address/Website URL:** Please provide the Responsible Representative Electronic Contact Address (must be EU based). This can be either an email address or a website link.

4. Once all fields are complete, please press the **Save** icon in the top right-hand corner of the screen, to save:



5. You should receive the message below to note this has been saved successfully:



You will only be able to make edits to these fields, if the **GTC Validation** field is blank. Once that field shows **Y**, the information has been validated by URBN and you will no longer be able to make edits directly in Tradestone. Should you need to make any further edits, please contact the **URBN Regulatory Compliance Team**:

**Katie Hughes** ([RegulatoryComplianceEU@urbn.com](mailto:RegulatoryComplianceEU@urbn.com))