



# Users' Manual for



Updated: Juen2024 v6

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## How to apply for Checknet Login ID

### New Vendor Registration Instructions

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#### To start the registration process

Go to: <https://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 - Retailer Info

Please fill out:

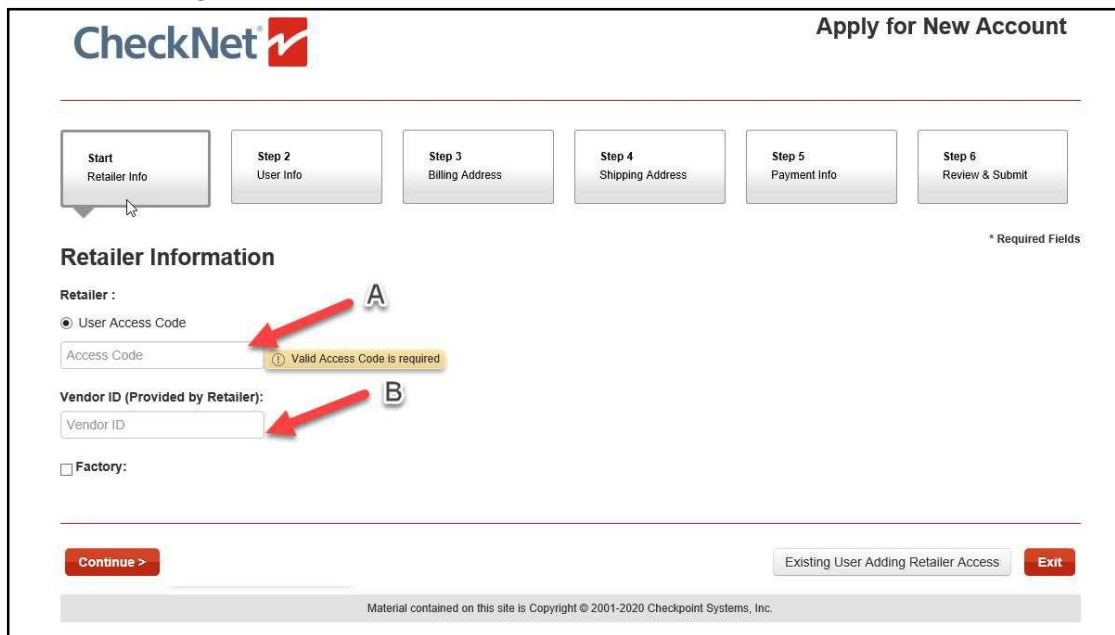
- A. **User Access Code:** this is a unique CheckNet Retailer Access code, to link your account to the correct Retailer (this is NOT your supplier code/ vendor code)! Below is Urban Outfitters User Access Code.


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.



**CheckNet**  **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

**Retailer Information** \* Required Fields

Retailer :  
☒ User Access Code  
 Access Code Valid Access Code is required

Vendor ID (Provided by Retailer):  
 Vendor ID

☐ Factory:

**Continue >** Existing User Adding Retailer Access **Exit**

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## 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:	* Last Name:
John	Smith
* Email:	* Phone:
email@emailcompany.com	1234567890

Continue >

Step 3  
Billing Address

## 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

### Billing Address

* Company:	Vendor Company	
* Contact Person:	John Smith	
* Email Address:	* Phone:	Fax:
email@emailcompany.com	1234567890	
* Address 1:	Address 2:	
Street 1	1st Building	
Address 3:	Address 4:	
* Country:	* State/Province:	
NETHERLANDS	Noord-Holland	
* City:	* Zip/Postal Code:	County:
CITY	1111 AB	
VAT Number:		
NL001111111B01		

**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:**

**Store Number:**

\* **Contact Person:**

\* **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:**  \* **Last Name:**   
**Title:**  \* **Email:**   
\* **Phone:**  **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:	Vendor ID:		
105759	11111		
User Information			
First Name:	Last Name:	Email:	Phone:
John	Smith	email@emailcompany.com	1234567890
Billing Address			
Company:	Contact Person:	Email Address:	Phone:
Vendor Company	John Smith	email@emailcompany.com	1234567890
Fax:	Address 1:	Address 2:	Address 3:
	Street 1	1st Building	
Address 4:	Country:	City:	State/Province:
	NETHERLANDS	CITY	Noord-Holland
Zip/Postal Code:	County:	VAT Number:	
11111 AD		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](mailto:email@emailcompany.com)  
Please follow the instructions in the email to finalize your account request

[Back To Check-Net >](#)

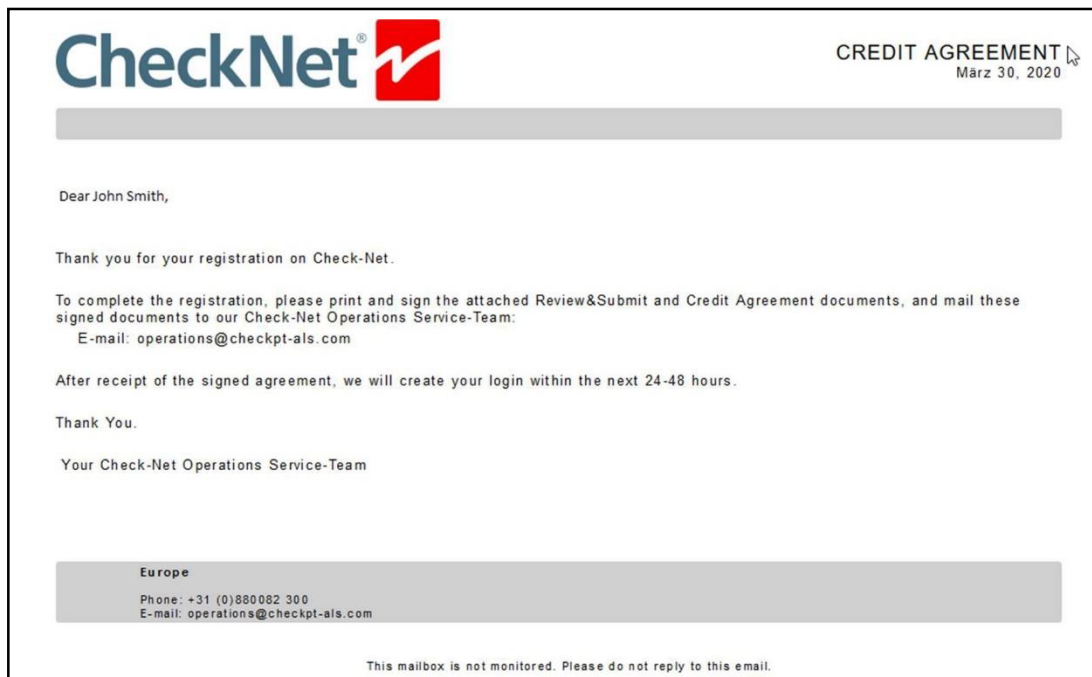
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In the email received, you'll find two attachments.

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<sup>®</sup>  
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.

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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

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To retrieve forgotten password, the password hint or reset password may be utilized.

### Remembering Password Using Hint

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- 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@checkpt.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.

## Chapter 3

### 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.

CheckNet<sup>®</sup>  
POWERED BY Checkpoint

UR  
BN

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

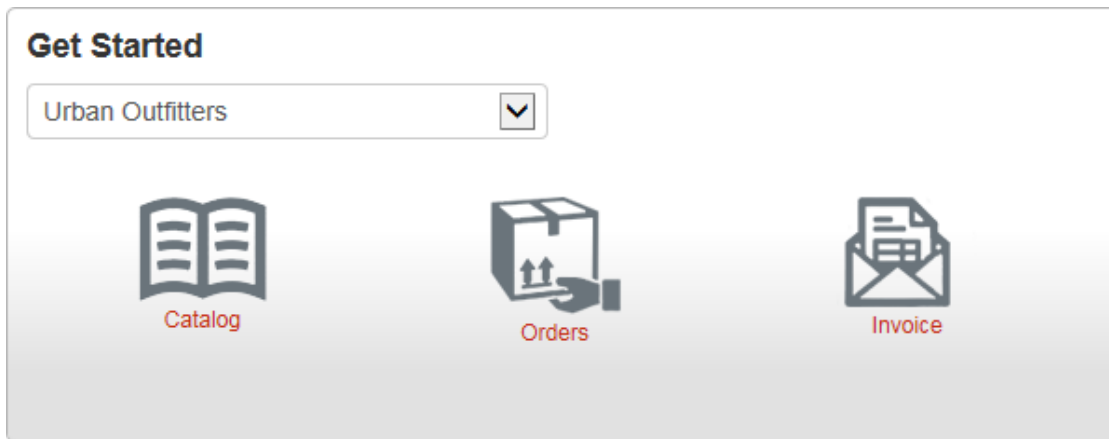
Thank you for participating in  
CheckNet<sup>®</sup>  
Redesign Pilot Program.

CLOSED  
HOLIDAY

**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

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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	
<a href="#">View All</a>			

The reports section contains the latest updates of reports you are subscribed. The “View All” link will redirect you to the reports page.

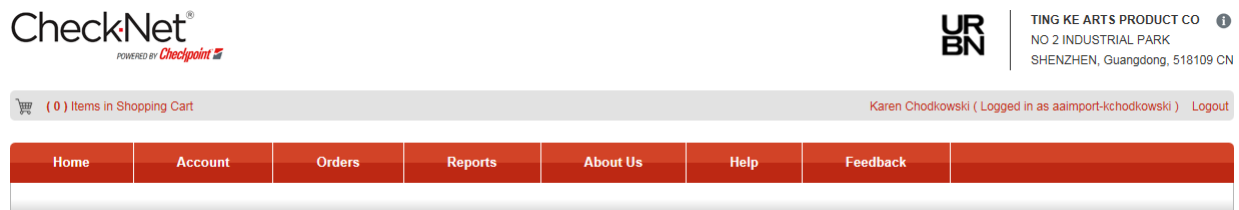
## Announcements and Promotions



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 are three red navigation tabs: 'Home', 'Account' (which is currently selected), and 'Orders'. Below the tabs, the main heading 'Account Profile' is displayed. Underneath the heading is a vertical 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

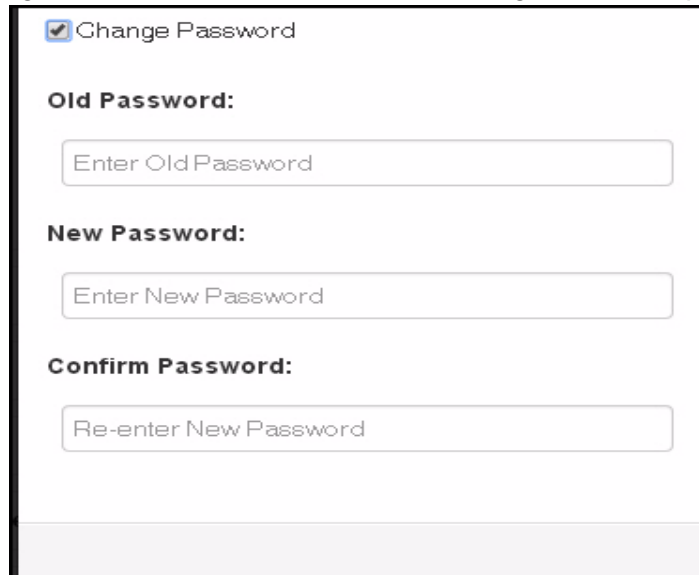
☐ Automatically accept Terms and Conditions on all orders ⓘ

☐ Change Password

## Changing Password

---

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

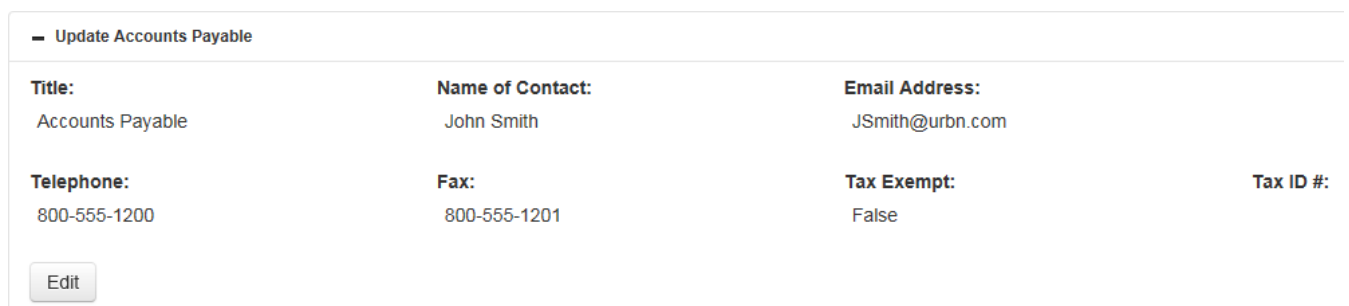
A screenshot of a 'Change Password' panel. At the top, there is a checkbox labeled 'Change Password' which is checked. Below this, there are three sections: 'Old Password:' with a text input field containing 'Enter Old Password'; 'New Password:' with a text input field containing 'Enter New Password'; and 'Confirm Password:' with a text input field containing 'Re-enter New Password'. The panel has a light gray background and a thin black 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 title 'Update Accounts Payable' is at the top left. The form is divided into three columns. The first column contains 'Title:' with the value 'Accounts Payable' and 'Telephone:' with the value '800-555-1200'. The second column contains 'Name of Contact:' with the value 'John Smith' and 'Fax:' with the value '800-555-1201'. The third column contains 'Email Address:' with the value 'JSmith@urbn.com', 'Tax Exempt:' with the value 'False', and 'Tax ID #:' which is empty. An 'Edit' button is located at the bottom left of the form.

## 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

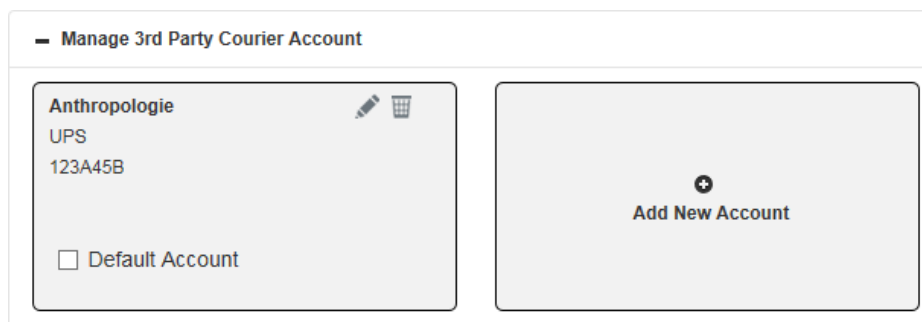
- 1 Click on the “Make Default Billing Address” check box.



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

## **Manage 3rd Party Courier Account**

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



To add a new courier:

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

A form titled "Manage 3rd Party Courier Account" with a close button (X) in the top right corner. The form contains three required fields: "\* Account Name:" with a text input field containing "UPS1"; "Courier:" with a dropdown menu showing a checkmark; 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 grey "Cancel" button.

- 3 Click on "Save" to complete process and "Save" changes.

# Chapter 5

## How to Order

### 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 section titled 'Get Started' with a dropdown menu showing 'Urban Outfitters'. Below the dropdown menu, there are three icons: 'Catalog' (represented by an open book icon, circled in red), 'Orders' (represented by a box icon), and 'Invoice' (represented by a document icon). Below the 'Get Started' section, there is a section titled 'My Order History' 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. Below the 'My Order History' section, there is a section titled 'Production Facility Holiday' with a 'CLOSED HOLIDAY' sign icon. The text in this section reads: 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.

CheckNet®  
POWERED BY Checkpoint

URBN  
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**  
CLOSED 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

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

10 | 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
 	<input type="text"/>	Each	Hei Hei Small Main Label	Hei Hei Red -Small	1000	USD 389.00 per Piece
 	<input type="text"/>	Each	08BM05005 Deena & Ozzy Main Label 1	WACC-D&O-M1	300	USD 103.00 per 1000 pcs
 	<input type="text"/>	Each	08BM05006 Deena & Ozzy Main Label 2	WACC-D&O-M2	300	USD 55.00 per 1000 pcs
 	<input type="text"/>	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)

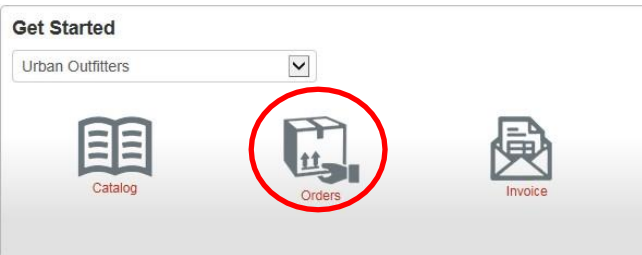
CheckNet<sup>®</sup>  
POWERED BY Checkpoint

UR  
BN

TING KE ARTS PRODUCT CO ⓘ  
NO 2 INDUSTRIAL PARK  
SHENZHEN, Guangdong, 518109 CN

(1) Items in Shopping Cart

Karen Chodkowski ( Logged in as aaimport-kchodkowski ) Logout



My Order History			
Shopping Cart No	Order Date	Status	Tracking Number
6488	8/6/2014	Open	
<a href="#">View All</a>			


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

## 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
	<input checked="" type="checkbox"/> 2500	Urban Outfitters	CS-41314697274	1142	7/24/2014

Actions	Quantity	Item Code	Item Description
	<input checked="" type="checkbox"/> 2500	DLBL	DIRECT LABEL


  

Quantity	Adjusted Order Quantity	BrandID	VendorStyle	STYLE	SKU	EDP	LONGITEM	OSDESCLN1
<input checked="" type="checkbox"/> 500	500	I41	51r6ddyF0leUxgs	xjAUM220aWe26tC51Q37	155060783803	4U6Lz6Q9	1d37zbQlOy86Ew8e75B4	45jbl3JX3O9N2UE11a4z09AO
<input checked="" type="checkbox"/> 500	500	IDI	2D8DV78j1i76qy6	3L3bl7xzohNxu5Cv7c7s	949940412729	1LhqU3of	E83Hb05wRz1lo9jz1dQ3	DDYY0BENRhLCoF7r1192B3256


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

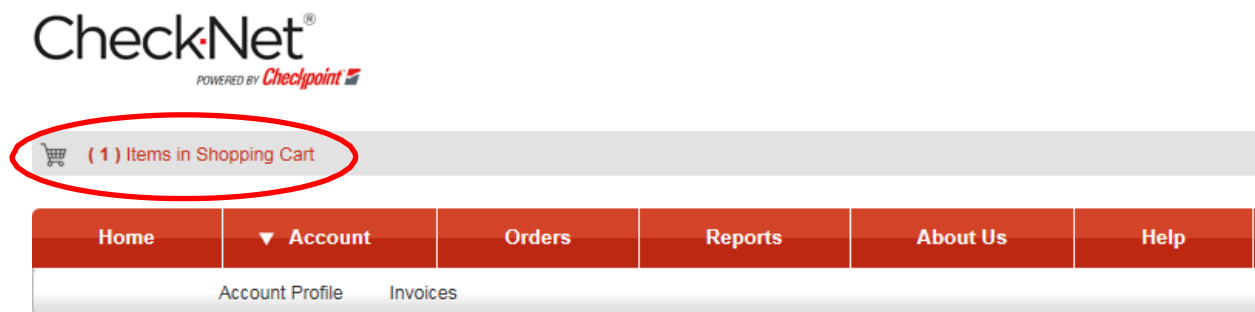
And to proceed with the Ordering Process, you need to access your “Shopping Cart” (see Chapter 6)

## 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



 ( 1 ) Items in Shopping Cart



And lastly, the shopping cart can also be accessed through the page footer.

Account	Orders	Reports	About Us	Help
<a href="#">Account Profile</a>	<a href="#">Catalog Orders</a>	<a href="#">Purchase Order Status Report</a>	<a href="#">Return Policy</a>	<a href="#">View Help</a>
<a href="#">Invoices</a>	<a href="#">Staged Orders</a>	<a href="#">My Order History</a>	<a href="#">Privacy Policy</a>	<a href="#">FAQs</a>
	<a href="#">Shopping Cart</a>	<a href="#">Production Report</a>	<a href="#">Contact Us</a>	<a href="#">Custom Help File</a>
			<a href="#">Terms and Conditions</a>	
			<a href="#">Ethics Policy</a>	

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

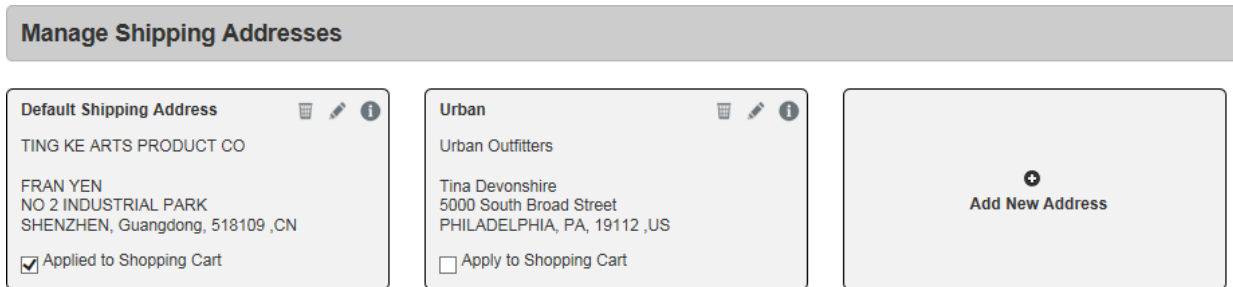
Catalog Orders

Actions	Quantity	Adjusted Order Quantity	Unit	Description	Retailer Code
 <input type="checkbox"/>	10	10	Packs	AEAR-1 Earring 125/BL	AEAR-1

## Step 2: Shipping

---

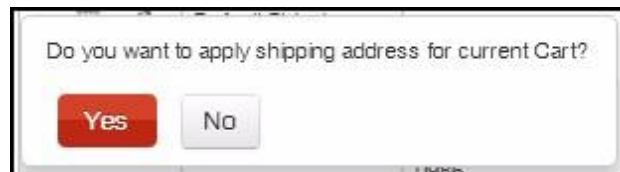
On Manage Shipping Addresses, a list of all shipping address will be shown.



**Manage Shipping Addresses**

Default Shipping Address	Urban	
TING KE ARTS PRODUCT CO FRAN YEN NO 2 INDUSTRIAL PARK SHENZHEN, Guangdong, 518109 ,CN <input checked="" type="checkbox"/> Applied to Shopping Cart	Urban Outfitters Tina Devonshire 5000 South Broad Street PHILADELPHIA, PA, 19112 ,US <input type="checkbox"/> 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?

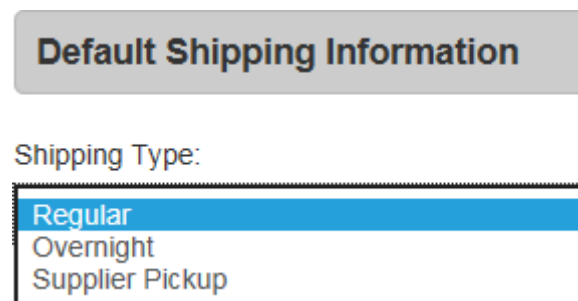
**Yes** No

- 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.



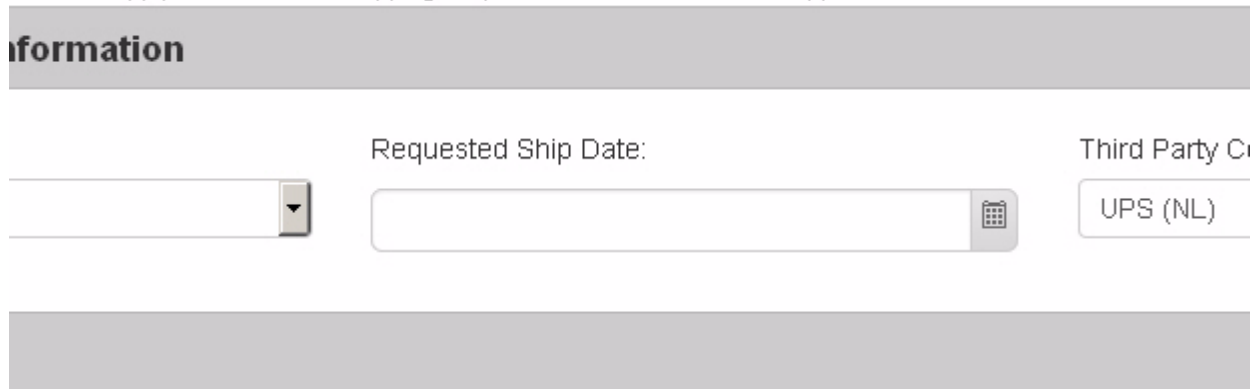
**Default Shipping Information**

Shipping Type:

- Regular
- Overnight
- Supplier Pickup

## Requested Shipping Date

---



The screenshot shows a form section titled "Shipping Information". It includes a "Requested Ship Date:" label, a date picker button, a text input field for the date, and a "Third Party Carrier" dropdown menu currently showing "UPS (NL)".

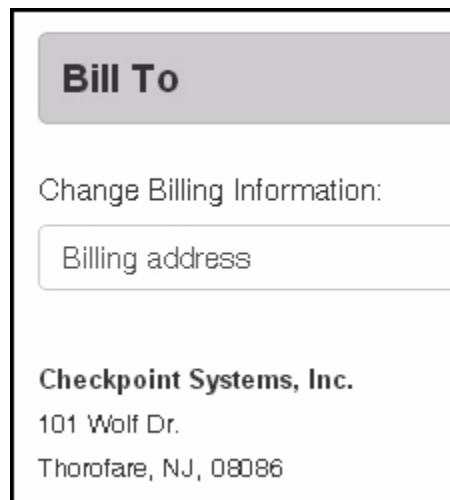
You can also define a specific date for the delivery of your orders, to do so:

- 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 "Bill To" section with a "Change Billing Information:" label and a text input field for the billing address. Below the input field, the default billing address is displayed: "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 aaimport-kchodkowski ) Logout

[Home](#) | [Account](#) | [Orders](#) | [Reports](#) | [About Us](#) | [Help](#) | [Feedback](#)

### Shopping Cart

Step 1  
Manage Contents

Step 2  
Default Shipping Info

Step 3  
Review Order

[< Previous Page](#) [Place Order >](#)

<b>Bill To Information</b> Urban Outfitters 755 BRACKBILL RD GAP, PA, 17527-9457, US	<b>Ship To Information</b> TING KE ARTS PRODUCT CO NO 2 INDUSTRIAL PARK SHENZHEN, Guangdong, 518109, CN	<b>Shopping Cart :</b> 6919 <b>Order Date :</b> 9/5/2014	<b>Shipping Type :</b> REGULAR <b>Courier :</b> <b>Account :</b>
---	--	---	--

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 makes

☐ 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

---

**Payment Type**

Shipping and tax charges are estimated at time of checkout. The final shipping and tax amount will

☒ Invoice   ☐ Pay by Credit Card

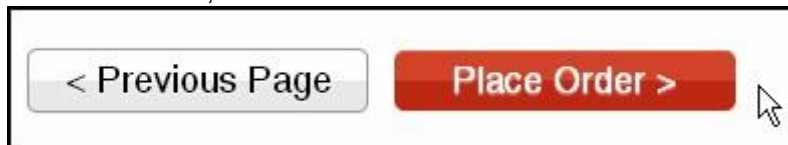
You can select between “Invoice”, “Credit Card Payment” or “via PayPal”.

## 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.

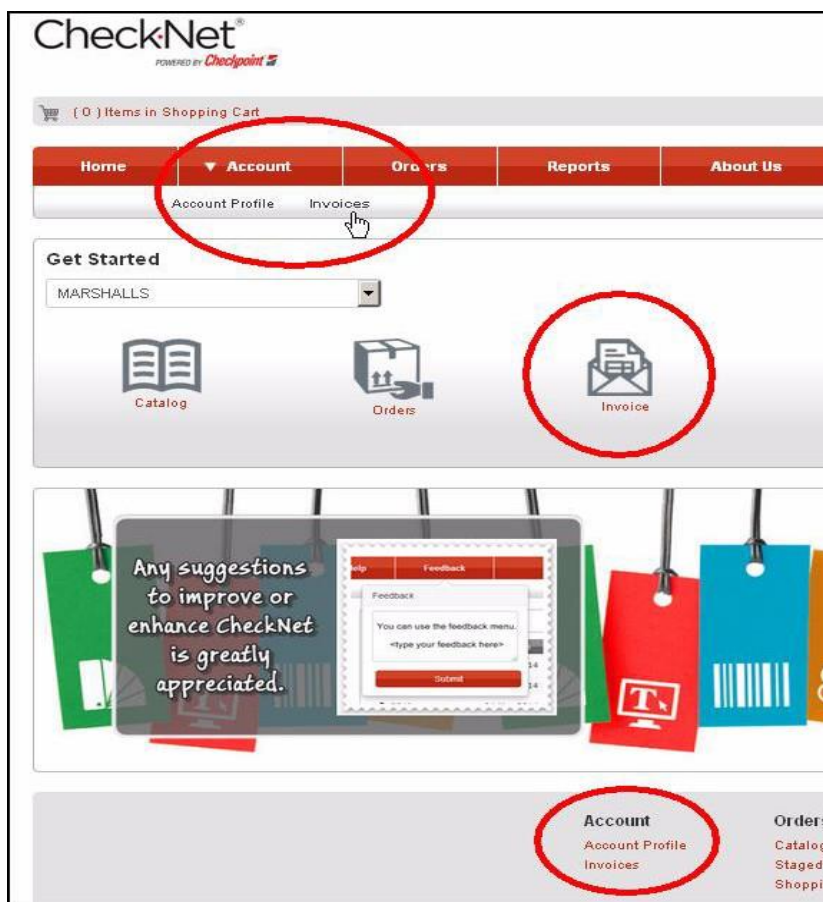


**Note:** The Place Order button can be found below the Payment Type and just above the Order Summary.

## 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
<input type="checkbox"/>	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	00000000001010710	CKP GENERIC ITEM	1350
<input type="checkbox"/>	903193803	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN
<input type="checkbox"/>	903193802	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN
<input type="checkbox"/>	903193801	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN
<input type="checkbox"/>	903193800	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN
<input type="checkbox"/>	903193799	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN
<input type="checkbox"/>	903193798	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN
<input type="checkbox"/>	903193797	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN
<input type="checkbox"/>	903193796	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN
<input type="checkbox"/>	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:

Days Past Due:

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
▶	<input type="checkbox"/>	980028583	4/26/2013	4/26/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028582	4/26/2013	4/26/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028580	4/26/2013	4/26/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028578	4/25/2013	4/25/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028576	3/25/2013	4/23/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 15.94
▶	<input type="checkbox"/>	980028575	3/13/2013	4/11/2013	OPEN	CKP COMPANY	CKP COMPANY	USD 15.00
▶	<input type="checkbox"/>	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
▶	<input type="checkbox"/>	980028583	4/26/2013	4/26/2013	OPEN
▶	<input type="checkbox"/>	980028582	4/26/2013	4/26/2013	OPEN
▶	<input type="checkbox"/>	980028580	4/26/2013	4/26/2013	OPEN
▶	<input type="checkbox"/>	980028578	4/25/2013	4/25/2013	OPEN
▶	<input type="checkbox"/>	980028576	3/25/2013	4/23/2013	OPEN
▶	<input type="checkbox"/>	980028575	3/13/2013	4/11/2013	OPEN
▶	<input type="checkbox"/>	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:

Card Number :

CVC :

Expiration Date :

Submit Payment

--- OR ---

**PayPal**  
Click here to pay

## View Reports

### My Order History

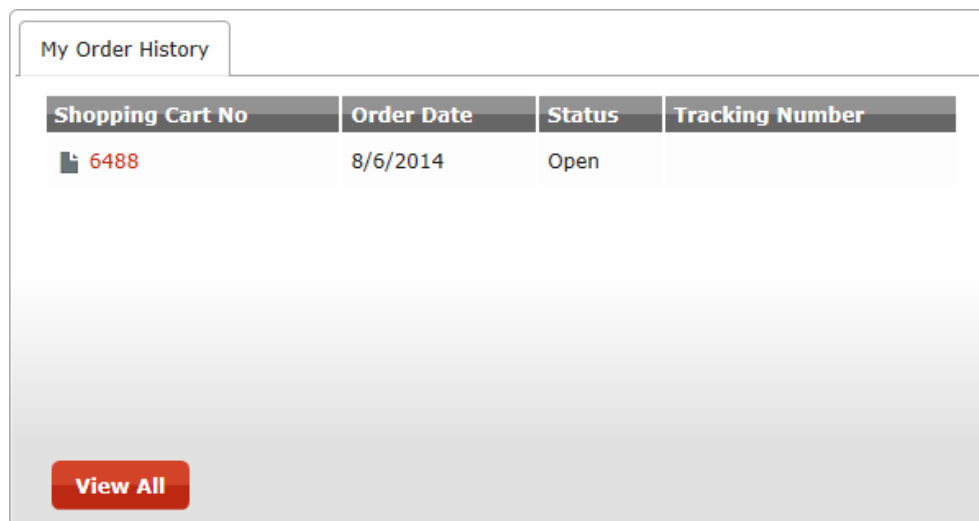
The “My Order History Report” shows a history of all orders you made and their status. This type of report can be viewed by all types of Customer user roles

### 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.

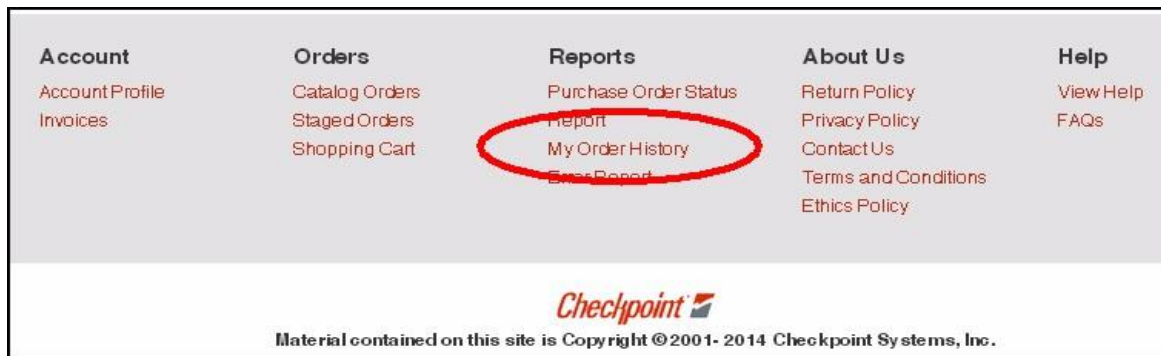


The “My Order History Report” can also be found on the Landing page on the right most part of the screen. Clicking the “View All” button or the shopping cart number link will also redirect you to the Order History Report.





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

A screenshot of the 'My Order History Report' search filtering tool. It features a light gray background with several input fields. At the top, there are three fields labeled 'Shopping Cart #:', 'Sales Order #:', and 'Order Number:'. Below these are two date picker fields labeled '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

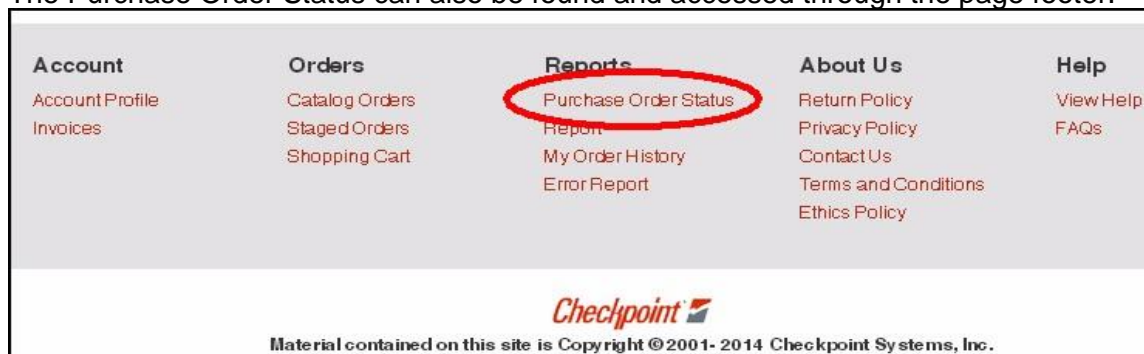
The “Purchase Order Status Report”, shows information about the orders made by the organization. The purchase order status report is also equipped with a search a search engine that will help you filter your search. This type of report can be viewed only by customers and vendors.

## 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 #:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Generate Report</a>	<a href="#">Clear Search</a>	<a href="#">Advanced Options</a>	

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**

---

<b>PO Status</b>	<b>Comments</b>	<b>Displayed As</b>
Paid	Paid Invoice	Paid

## **Shipped**

---

<b>PO Status</b>	<b>Comments</b>	<b>Displayed As</b>
SHIPPED	Shipped	Shipped

## **Unreleased Orders**

---

<b>PO Status</b>	<b>Comments</b>	<b>Displayed As</b>
CONVERTED	Converted from Checknet-europe.com	Unreleased Orders
STAGEDPO	Original Staged PO	Unreleased Orders

### **Global Contacts:**

US Sales: Lizza Hannon  
Email: [lhannon@checkpoint.com](mailto:lhannon@checkpoint.com)  
Phone: 336-212-8100

US Customer Service: Leticia Santiago  
Email: [checknet@checkpoint.com](mailto:checknet@checkpoint.com)  
Phone: 1 (800) 257-5540 ext.2403

DG Customer Service: Sammi You  
Email: [Sammi.You@checkpoint.com](mailto:Sammi.You@checkpoint.com)  
Phone: +(86) 769 8779 7688 ext.6195

TK Customer Service: Burak Zor  
Email: [Burak.Zor@checkpoint.com](mailto:Burak.Zor@checkpoint.com)  
Phone: +(90) 212 866 21 35

IN Customer Service: Sandeep Dhar  
Email: [Sandeep.Dhar@checkpoint.com](mailto:Sandeep.Dhar@checkpoint.com) Phone: +91 44 4918 9999

IT Customer Service: Sabrina Orsatti Email: [Sabrina.Orsatti@checkpoint.com](mailto:Sabrina.Orsatti@checkpoint.com) Phone: +39 02 90355 235

NL Customer Service: Holly Stevanovic  
Email: [cs@checkpoint-als.com](mailto:cs@checkpoint-als.com)  
Phone: +(31) 88 008 2400

VN Customer Service: Dung Dao  
Email: [dung.dao@checkpoint.com](mailto:dung.dao@checkpoint.com)  
Phone: +84 (274) 3628130 ext.805

Spain Customer Service: Salvador Campello  
Email: [Salvador.Campello@checkpoint.com](mailto:Salvador.Campello@checkpoint.com)  
Phone: +(34) 965 435 022

# Billing / Credit Global Contacts:

## **US Billing / Credit:**

Toll free

1-800-257-5540

<u>Credit Analyst Name and Email:</u>	<u>Assignment by First Letter Company Name</u>	<u>Extension:</u>
Robin Rosano ( <a href="mailto:robin.rosano@checkpt.com">robin.rosano@checkpt.com</a> )	A-F (including symbols and numbers)	ext. 2163
Tiffany Chui ( <a href="mailto:pchui@checkpt.com">pchui@checkpt.com</a> )	G-R	ext. 2356
Debbie McCain ( <a href="mailto:Debbie.mccain@checkpt.com">Debbie.mccain@checkpt.com</a> )	S-Z	ext. 2482
Senior Manager – Billing and Collections Stacey Clemento ( <a href="mailto:Stacey.clemento@checkpt.com">Stacey.clemento@checkpt.com</a> )		ext. 2137

## **DG China Billing / Credit:**

[Urban.ALS@checkpt.com](mailto:Urban.ALS@checkpt.com) Contact No.: (0086) 769 8779 7688 ext.6195

## **TK Billing / Credit:**

Rukiye Cogul ([Rukiye.Cogul@checkpt.com](mailto:Rukiye.Cogul@checkpt.com)) Contact No.: + 90 212 866 21 28

## **IN Billing / Credit:**

Prem Sharma ( [Prem.Sharma@checkpt.com](mailto:Prem.Sharma@checkpt.com)) Contact No.: +91 9999012697

## **NL and IT Billing / Credit**

[CreditControl.CKPANL@checkpt.com](mailto:CreditControl.CKPANL@checkpt.com) Contact No.: +(31) 88 00 82 300

## **Spain Billing / Credit**

Miguel Angel Ochando ([Miguel.Ochando@checkpt.com](mailto:Miguel.Ochando@checkpt.com) ) Contact No.: +( 34)68 60 58004