GLOBAL PLM [TRADESTONE]
USER MANUAL

*This manual should be used *in conjunction with* the requirements/guidelines outlined on the URBN Vendor Website*

https://vendor.urbn.com/vendor

All Instructions outlined in the URBN Global PLM User Manual apply to ALL POs issued to <u>any</u> URBN region unless a specific region and/or Import/Domestic status is specified in the instructions.

URBN regions include US and EU – the region can be identified by referring to the Ship To address on the PO.

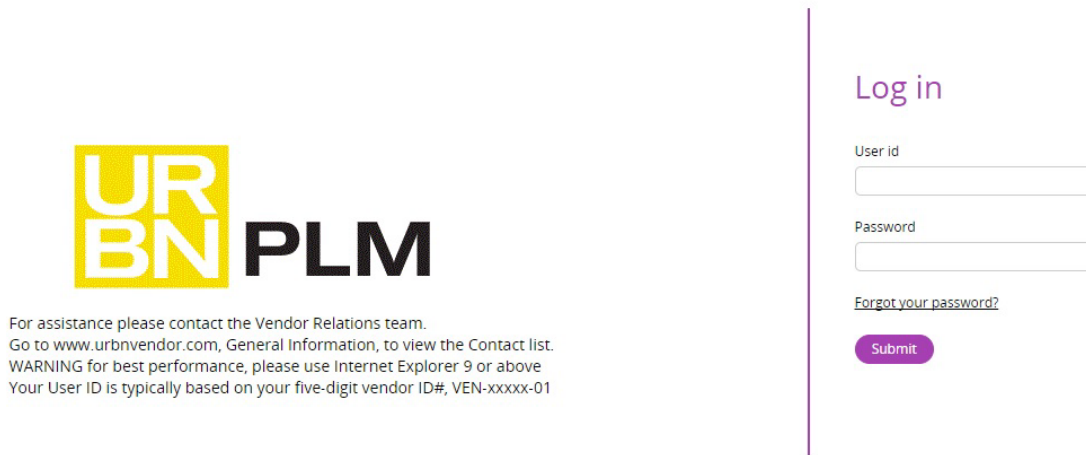*The Ship To address can be found on the PO report. Please see here for instructions to access the PO report.

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How to Log In

To access the URBN PLM platform, go to: https://urban.bamboorose.com/

UR
BN PLM

For assistance please contact the Vendor Relations team.
Go to www.urbnvendor.com, General Information, to view the Contact list.
WARNING for best performance, please use Internet Explorer 9 or above
Your User ID is typically based on your five-digit vendor ID#, VEN-xxxxx-01

Log in

User id

Password

Forgot your password?

Submit

Enter the User ID and Password provided by your URBN vendor relations team at the time of registration.
Your User ID will always *contain your vendor ID#* (xxxxx) in the following format:

User ID: VEN-xxxxx-01

Be sure to type the exact User ID and password provided in the welcome letter, including the *"VEN"* and all dashes. The system may prompt you to change your password upon logging in for the first time.

Once logged in successfully, you will arrive to the Dashboard.

If you have difficulty logging in, please first clear your browsing history, cookies, and cache in your browser settings – you can also try a different browser. If you are in need of further assistance, please contact Vendor Relations.

*Contacts are provided on the URBN Vendor Website, specific to the region in which you are doing business.

How to Update Vendor Information

How to Update Vendor Address and Contact Information

Vendors are responsible for ensuring profile information in Tradestone is accurate and up to date. Vendors have the capability to update contact and company/ticketing address information manually, without the assistance of Vendor Relations.

Please follow instructions pertaining to the region (US/EU) that you are doing business with, by using the following link on the URBN Vendor Website to update contact/address information.

US: https://vendor.urbn.com/us/tradestone-training/us-vendor-profile-update-instructions
EU: https://vendor.urbn.com/eu/tradestone-training/uk-vendor-profile-update-instructions

How to Update Billing and Banking Information

Please follow the instructions pertaining to the region (US/EU) that you are doing business with, by using the following link on the URBN Vendor Website to update Billing and/or Banking information.

US: https://vendor.urbn.com/us/payment-procedures/update-billing-and-banking-information
EU: https://vendor.urbn.com/eu/payment-procedures/update-financial-information

URBN PLM Dashboard

The vendor Dashboard is shown below.

*NOTE – You will have additional queries on your dashboard if you have registered for a Bamboo Rose Key in order to use the PLM Design Center. If you are an Ownbrand vendor and do not have access to the PLM Design Center for Tech Speck, Fit Eval, etc. and believe you should, please contact your Production Coordinator.


System Navigation

Quick Search

Quick Search is available at the top of the screen and is available from all screens.
To use:
1. Select what screen you would like to search from the drop-down (Purchase Order, Packing List, Invoice etc.)
2. Type in the exact record you are trying to search and select "Go"

This allows for each navigation to another area (document) without going back to your dashboard to search.
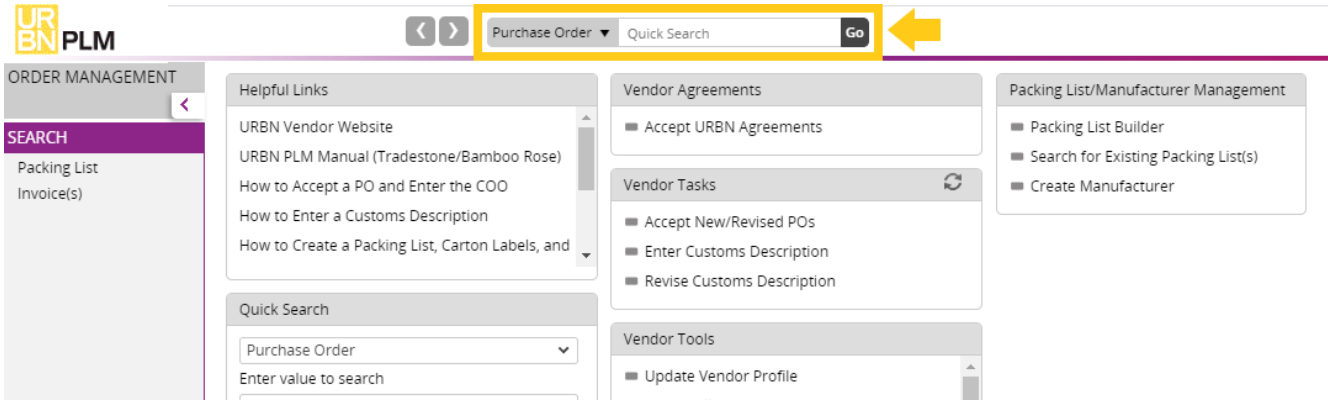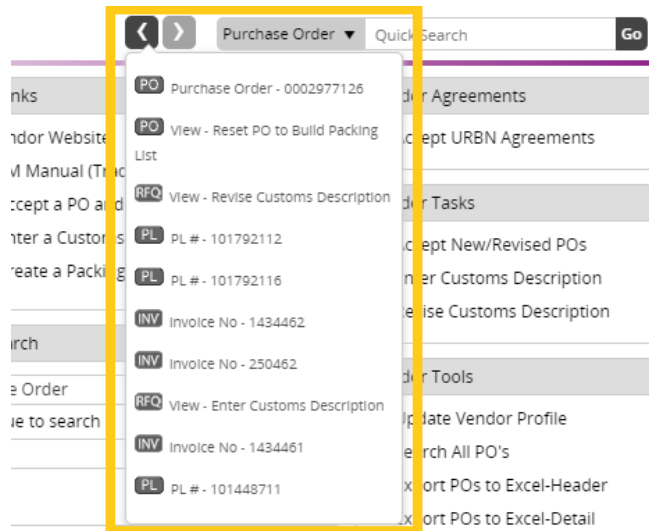
Back/Forward Button

You may use the back/forward button to return to a previous screen you were on.
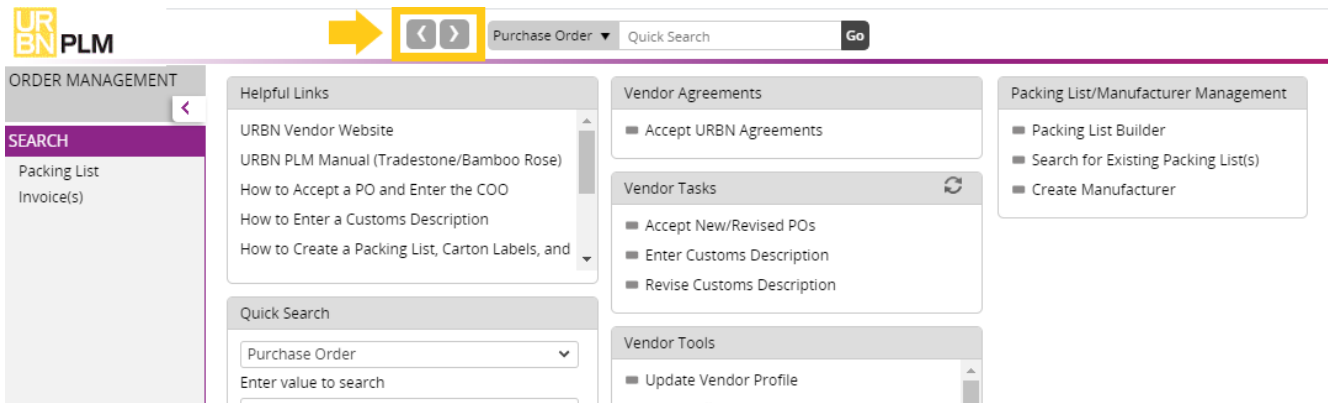
If you press and hold the back or forward button, you will see a history of recently viewed records and may select a specific screen to return to.

*The "recently viewed" list will include previous document **and** query searches*

Recently Viewed Documents

Recently Viewed Documents shows your recently viewed documents **and** queries for convenient access.

How to Return to a Search Result List or the Dashboard

To return to the previous screen from a query, you will have the option to select **Search List** *or* ⊞.
To return to the home screen/dashboard select the **URBN PLM logo.**

Never select the back button on your browser or the system will automatically log you out.

Search – PO

On the left side of the dashboard is the **Order Management** section. You may use this query to search for existing POs that are in Accepted status. Search by using the PO number or any additional search functions outlined in <u>How to Find any PO in Accepted Status</u>.

New PO's that have not been accepted can ONLY be found in the **Accept New/Revised PO's** query
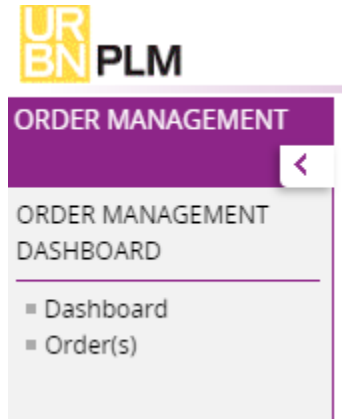
Search – Packing List and Invoice

On the left side of the dashboard is the **Search** section. You can use these queries to search for packing lists or invoices. Search by using your PO, PL, or invoice number.
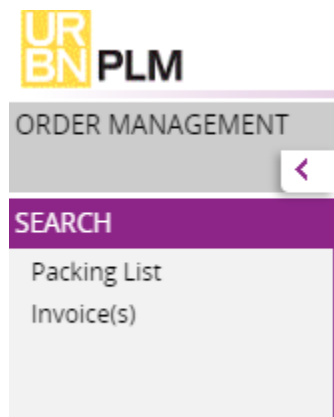
Vendor Tasks + Vendor Tools

The **Vendor Tasks** area on the dashboard will allow you to monitor your workload. These are tasks that URBN requires you to complete prior to building your packing list.
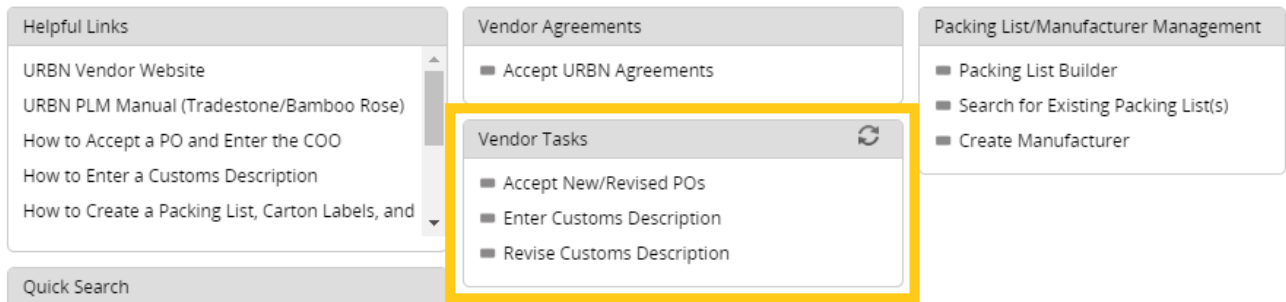

*NOTE – Check the **Accept New/Revised PO's** query regularly, with or without a notification. Not all changes to PO's will generate an automatic notification email. It is a vendor responsibility to be aware of all PO's issued and any changes that have been made.

The **Vendor Tools** area on the dashboard will contain tools that you may need to use when processing orders.

As an Agent or Ownbrand vendor, your dashboard may look slightly different
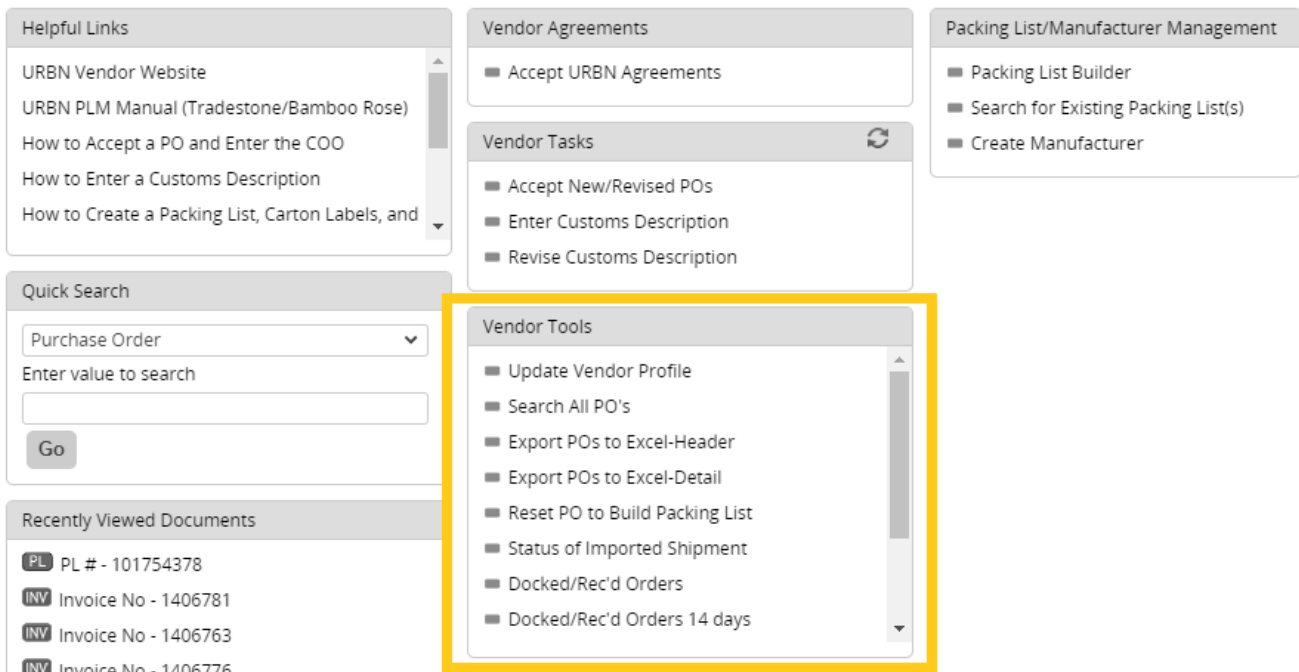
Packing List/Manufacturer Management
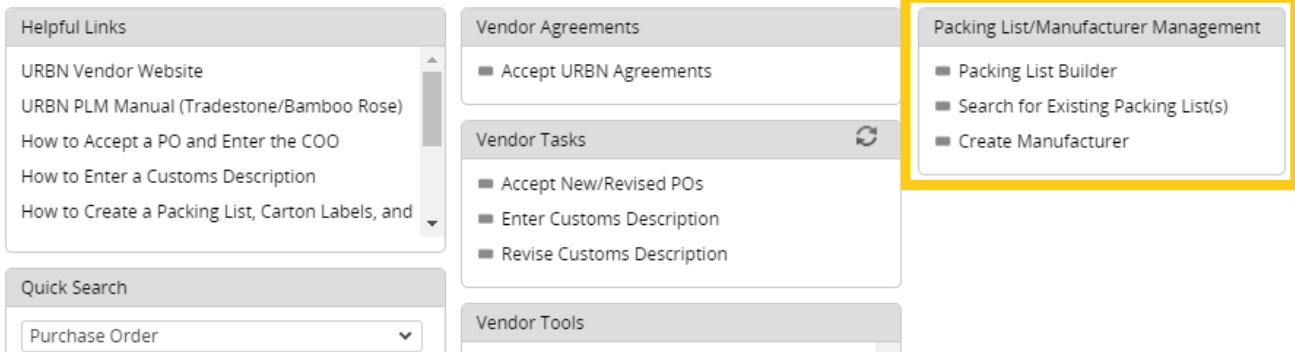
The **Packing List Builder** is where you go to start a <u>new</u> packing list. *If a packing list has already been created, you will receive an error message that the PO number has returned no results. Use **Search for Existing Packing List(s)** in that case.*

Search for Existing Packing List(s) is where you will search for a packing list that you have <u>already created</u> using the Packing List Builder. You will use this query to search for a PL even if it is still in DRAFT status. If your PO does not appear in the Packing List Builder, please be sure to check the Search for Existing Packing List(s) query.

Create Manufacturer is a query used by <u>US Market Import</u> and <u>Ownbrand (US & EU)</u> vendors.
These vendors will use this query to submit a manufacturer to URBN for the creation of an MID.
*Neither US Market Domestic vendors nor EU Market vendors are required to use this query.

The Purchase Order

PO Notification

MARKET VENDORS: When a new or revised PO is issued, an email will be sent to the contacts listed on the vendor record, alerting you to sign in to Tradestone and acknowledge the PO. *(see below for example)*
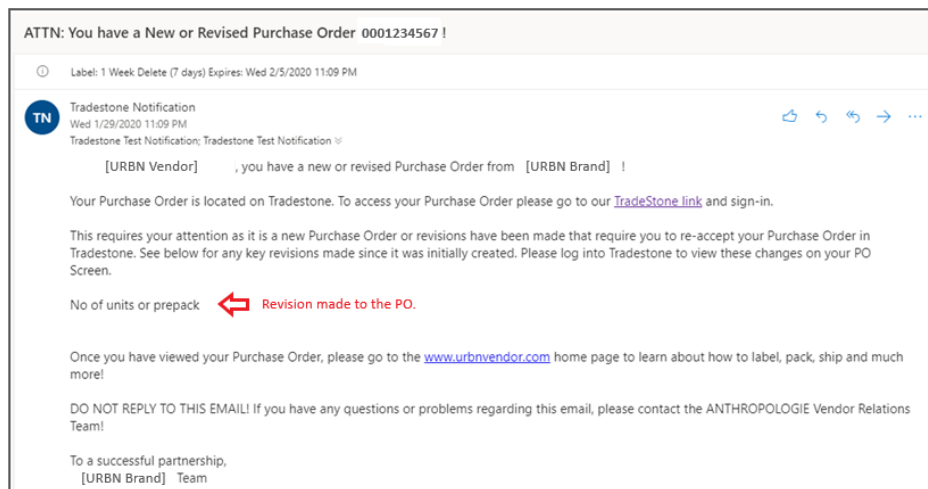
How to Find your PO

All **new or revised PO's** awaiting a vendor's acceptance can be accessed in the ***Accept New/Revised PO's*** query under Vendor Tasks.

*URBN Ownbrand Vendors (who work with URBN Production and Sourcing to produce URBN brand styles) have a unique query to review new/revised POs (and enter MID prior to acceptance). Please see here for instructions.

You may select the refresh button on the right-hand side of "Vendor Tasks" to add a counter for the number of POs or styles in each of the below queries.
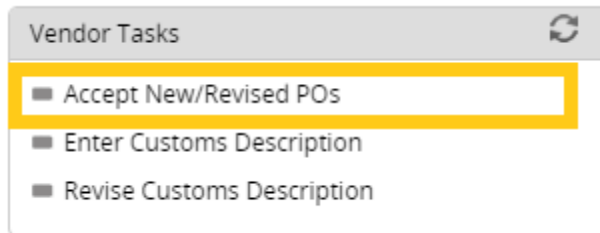
Selecting the ***Accept New/Revised PO's*** query will open a list of POs requiring vendor attention.

To review PO details, select the underlined PO # under the Search List heading.

The "Vendor Status" column signifies the status of the PO (you may have to scroll to the right to view this column).
NEW: The PO has been raised and approved by URBN but has yet to be accepted by vendor.
URBN REVISION: PO has been revised (and re-approved) by URBN and requires vendor acceptance.

You may also search for a particular PO number in the *Accept New/Revised PO's* query.

Type the PO # in the "Purchase Order" field, then select **Search**.

You will see the PO appear in the Search List.

A repeating PO # in the Search List indicates there are multiple rows of SKUs on the PO. You may select **any** of the hyperlink PO # lines to enter into the SAME PO screen (seeing the same PO # appear multiple times does not mean the PO was raised that # of times – It just showing up once for each SKU on the PO).

How to Navigate your PO

When you open your PO, you will land on the **Overview** tab. Overview provides you with your Purchase Order terms and information.

Next to Overview, you will see the **Details** tab. Details provides the Style information and detailed SKU information included on the Purchase Order, plus the Open and Packed quantities (as they relate to any existing PLs against the PO).

*NOTE – Use the vertical light grey scroll bar that spans the PO details to scroll through all SKU information. If there are more than 50 SKUs on a PO, you will need to toggle to the second page of the PO Detail.

How to Download, Save, and/or Print a PO

A PO can be downloaded, saved, and/or printed at any time. PO's may be easier to view in a printed format. Please open the PO and ensure you are on the **Overview** tab at the top of the PO screen. Then, select **More Actions** in the top right-hand corner and select **PO Report**. A PDF of the PO will appear, giving you the option to save and/or print.

How to Enter the Country of Origin – US Market Domestic and ALL EU Vendors

Using the "Accept New/Revised POs" query, select the PO that you'd like to action. The URBN Status below is APPROVED. This means the URBN team has approved the PO on their end making it available for vendor acceptance. You will see below that the Vendor Status is NEW, requiring the vendor to enter the COO on the Details tab before accepting the PO.

The Country of Origin (COO) must be entered before a PO can officially be accepted. COO entry is required of US Market Domestic vendors and ALL EU Vendors.
The Country of Origin is the country in which your product was **manufactured**

Please select the "Details" tab at the top of the PO screen.

The COO must be entered for every SKU on a PO.

You may choose to enter the COO using the free-type feature or use the 🔍 to perform an advanced COO search.

To use the free-type field, begin typing the Country Code into the COO field. As you type, Country Code suggestions will populate underneath the field. Please select the appropriate code as it appears.

COO populated on the row:

To use the advanced COO search option, select the 🔍 next to the "Origin Country" field associated with the SKU you are completing.

A pop-up window will appear, providing you the option to search by the Country Code, Description (Country name), or Currency. It is recommended that you type the country name in to the "Description" search field, then click **Search**.

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A list of all Country Codes associated with the description will populate. Once the desired COO is found, select the box next to the Country Code, then select **Post**. This will populate the Country Code into the field on your PO.
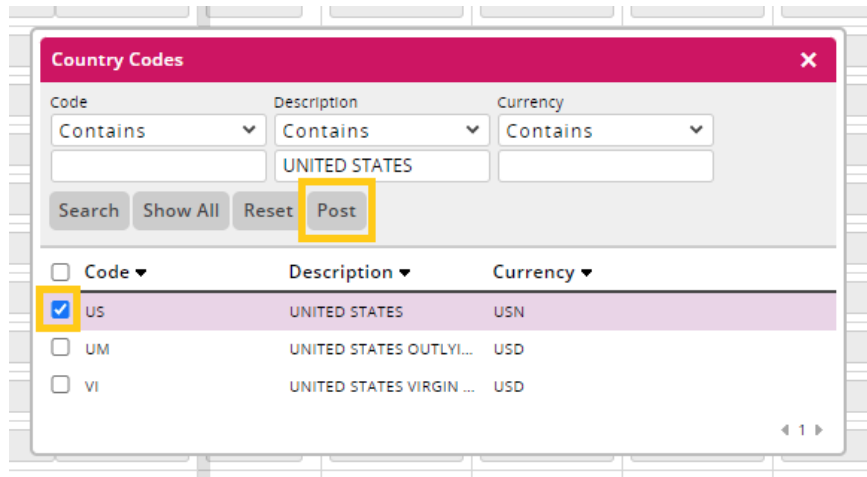
COO populated on the row:
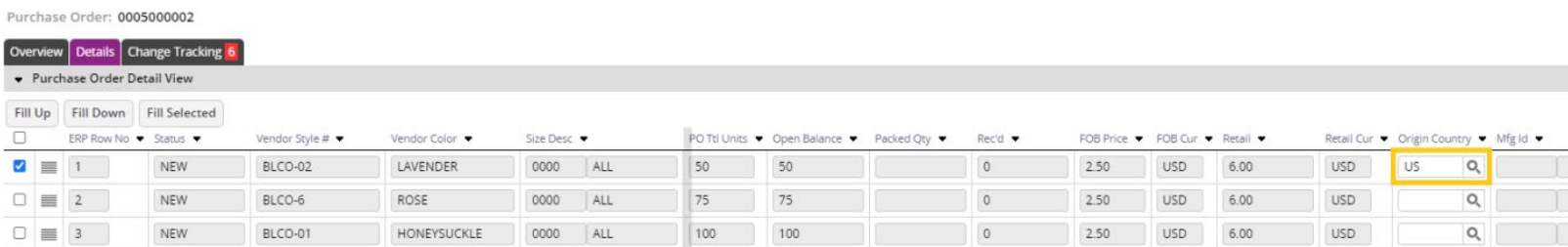
If ONE COO applies to every SKU on the PO, once you have entered the COO on the first row, you may select "fill down" to automatically apply the COO to each line on the order. Once complete, select **SAVE**.

If more than one COO applies to the SKUs on the PO, the COO entry process will need to be actioned for each row one at a time.

Once the COO is entered for each SKU, you are ready to accept the PO.

How to Enter the MID – US Market Import and ALL Ownbrand (Import and Domestic)

Using the "Accept New/Revised POs" query, select the PO that you'd like to action. The URBN Status below is APPROVED. This means the URBN team has approved the PO on their end making it available for vendor acceptance. You will see below that the Vendor Status is NEW, requiring the vendor to enter the MID on the Details tab before accepting the PO.

*URBN Ownbrand Vendors (who work with URBN Production and Sourcing to produce URBN brand styles) have a unique query to review new/revised POs and enter MID prior to acceptance. Please see here for instructions.

*NOTE – Upon saving the MID entry, the Country of Origin (COO) will automatically populate on the PO Detail according to the Country associated with the Manufacturer. Separate entry of COO is not required or permitted.

In order to enter the MID on the PO, you must first ensure you've submitted the manufacturer's information to URBN and URBN has generated the MID in Tradestone. First, review the MIDs associated with your Vendor ID. Upon review, if the MID(s) required for the SKU(s) on your PO does not appear, please follow the instructions to Create a Manufacturer Record in Tradestone. Once submitted, URBN will generate the MID allowing you to enter it on the PO.

When you are certain the MID(s) required for the PO have been generated by URBN and are available in your **Vendor Manufacturer** List, please select the "Details" tab at the top of the PO screen.

The MID (Mfg Id) must be entered for every SKU on a PO.

You may choose to enter the MID using the free-type feature or use the 🔍 to perform an advanced MID search.

To use the free-type field, begin typing the MID Code into the MID field. As you type, MID suggestions associated with your Vendor ID will populate underneath the field. Please select the appropriate code as it appears.

MID populated on the row:

To use the advanced COO search option, select the 🔍 next to the "Origin Country" field associated with the SKU you are completing.

A pop-up window will appear, providing you the option to search by the Country Code, Description (Country name), or Currency. It is recommended that you type the country name in to the "Description" search field, then click **Search**.

A list of all MIDs associated with the description will populate. Once the desired MID is found, select the box next to the MID, then select **Post**. This will populate the MID Code into the field on your PO.

MID populated on the row:

If <u>ONE MID applies to every SKU on the PO</u>, once you have entered the MID on the first row, you may select "fill down" to automatically apply the MID to each line on the order. Once complete, select **SAVE**.

If <u>more than one MID applies to the SKUs on the PO</u>, the MID entry process will need to actioned for each row one at a time.

Once the MID is entered for each SKU, you are ready to <u>accept the PO</u>.

How to Accept a PO

After the COO (US Market Domestic and EU Market Vendors) <u>or</u> MID (US Market Import & US/EU Ownbrand) is entered on the PO Detail and saved, the PO may be accepted. To accept a PO, select the **Vendor Accept PO** button on the Overview tab.

Two things will happen:
1. The *Vendor Status* on the PO will switch to ACCEPTED.
2. The PO will move out of the *Accept New/Revised PO's* query since it is no longer waiting a vendor's acceptance.

*If these two things fail to occur, select **Vendor Accept PO** again.

An accepted PO can be found in the *ORDER MANAGEMENT – Order(s)* query going forward. If you need to retrieve the order after it has been accepted, go to the Order Management section on the far left-hand side of the dashboard and select **Order(s)**.
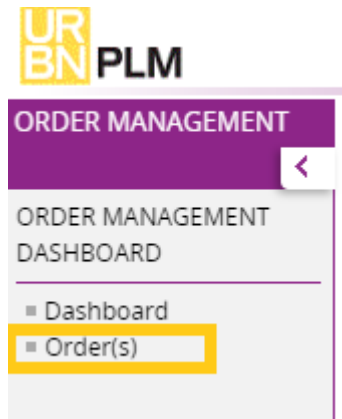
How to Request a Change to a PO

A change can be *requested* to a PO at any time, even after it has been accepted. To request a change, please **send any revision requests directly to the buying team**.

How to Review the Revisions made to a PO

Revisions to any of the following details on a PO *made before the PO Ship Date* will cause the PO to change to a Vendor Status of URBN REVISION.

- Ship Date
- FOB Point
- Cancel Date
- Ship Mode
- Deliver To
- Anticipate Date
- FOB price
- No of units or prepack

When any of the above fields are revised, the date and type of revision will post to a "History" box on the Purchase Order. Please review this field to refer to which detail(s) have changed.
*You will need to re-accept any POs in a Vendor Status of URBN REVISION by using the ***Accept New/Revised PO's*** query on your Tradestone Dashboard.

Below is an example of the PO History Box where the Ship Date, Cancel Date, and Anticipate Date have been revised. You can also see the Vendor Status is URBN REVISION. This PO still needs to be re-accepted by selecting **Vendor Accept PO** on the **Overview** tab.

For further detail regarding PO history and revisions, Change Tracking is available. To use, select the **Change Tracking** tab on the PO.

In the Change Tracking Viewer below, you will notice the Ship Date, Cancel Date, and Anticipate Date changed, providing further detail to the revisions noted in the PO History Box.

You can also see that the Vendor Status changed from "Accepted" to "URBN Revision" when the revision was made.

To navigate out of the Change Tracking Viewer, select the tab you would like to navigate to.
Once you have reviewed the changes to the PO, please re-accept the PO using the **Vendor Accept PO** button on the **Overview** tab.

How to Find any PO in Accepted Status

A PO can be found in the ***ORDER MANAGEMENT – Order(s)*** query <u>after</u> it has been accepted. If you need to retrieve the order after it has been accepted, go to the Order Management section on the far left-hand side of the Dashboard and select **Order(s)**.
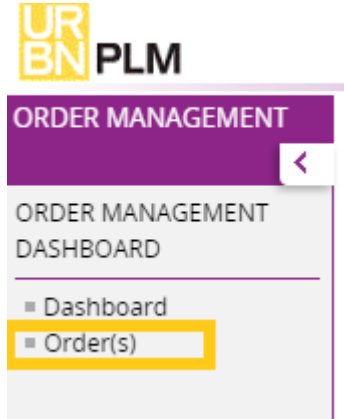
There are 3 unique search methods provided in the Order(s) query:
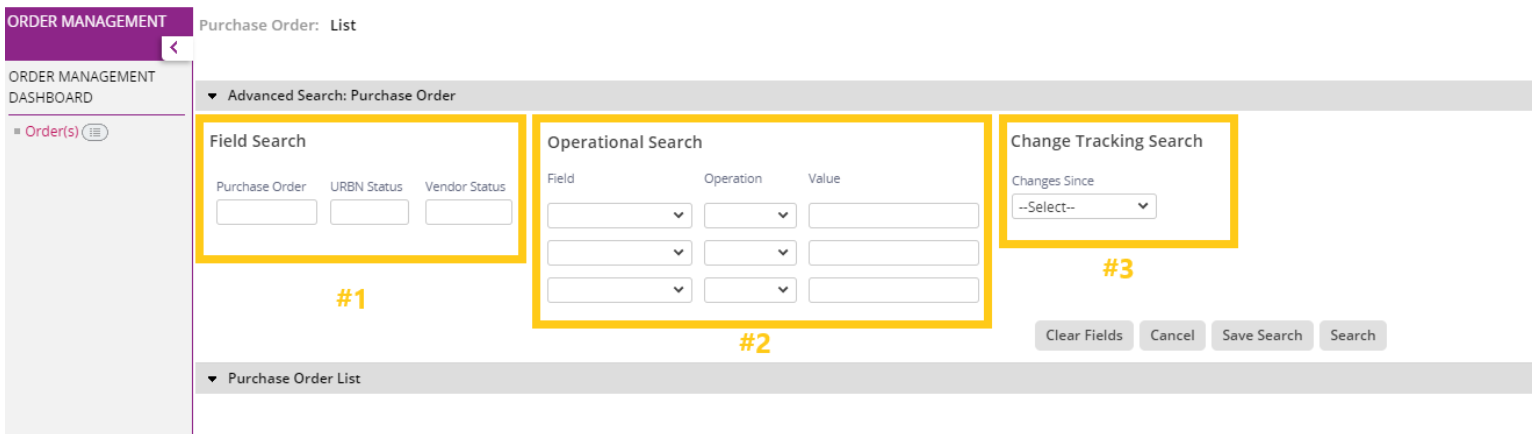
Field Search allows you to search by exact PO number, URBN Status, or Vendor Status.
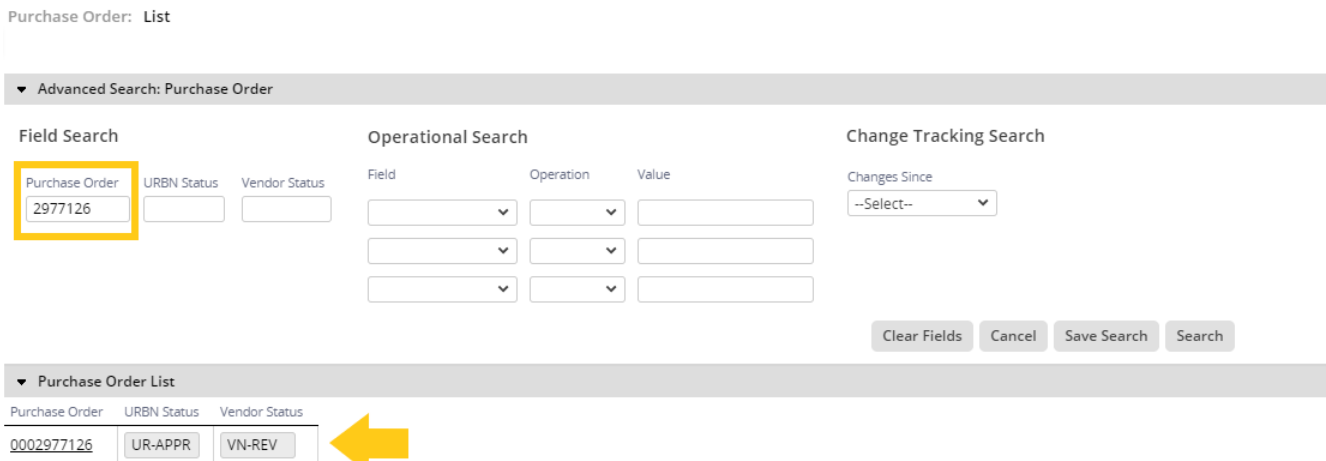
Operational Search allows you to search by PO number, URBN Status, and/or Vendor Status, while adding conditions to the search results.

Since the operational search prompted any POs to populate **where the PO number is *like* 2909**, the search results returned any POs including these digits.

Change Tracking Search allows you to search for POs revised by date (e.g., Today, Yesterday, Last Week, Last Month, All)

Since the Change Tracking Search prompted any POs to populate that have been **revised since yesterday**, the search results returned any POs revised yesterday and today.

Customs Description Requirements

A critical URBN initiative is ensuring **all product** – whether purchased domestically or internationally – includes the following:

- Customs Description – a description of the goods clearly defining the item for Customs
- HTS # - the "Harmonized Tariff" code that classifies the item for Customs

The vendor is responsible for entering the customs descriptions as soon as possible. The URBN customs team is responsible for entering the HTS codes.

You should be entering your customs description before or immediately after you have accepted your Purchase order.

*NOTE – **Domestic/landed POs** do not require HTS code assignment prior to shipment – it is acceptable to ship these POs without HTS codes on the Tradestone invoice.
*NOTE – **Import POs** do not require HTS code assignment prior to shipment – it is acceptable to ship these POs without HTS codes on the Tradestone invoice; the HTS Code will be assigned by the URBN customs team any time prior to customs clearance.

How to Enter a Customs Description

*Before entering your customs description(s), please be sure to consult the customs description page on the URBN Vendor Website (US or EU) to ensure an accurate entry.

Styles will appear in the 'Enter Customs Description' query 120 days before and 60 days after the PO ship date. Once the Customs Description is entered, it will move to the "Revise Customs Description" query.

Under Vendor Tasks on the Dashboard, is the *Enter Customs Description* query. This is where you will go to enter the customs descriptions.

1. Select the *Enter Customs Descriptions* query.
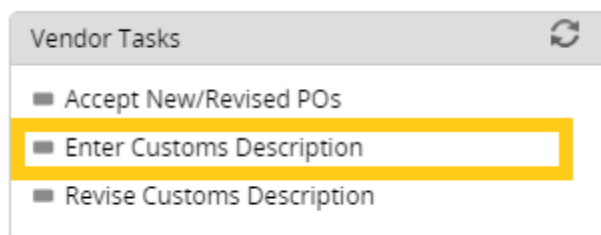
2. Vendors are only required to enter the customs description for a style one time, so any styles **missing** a customs description will appear in the *Enter Customs Description* query.
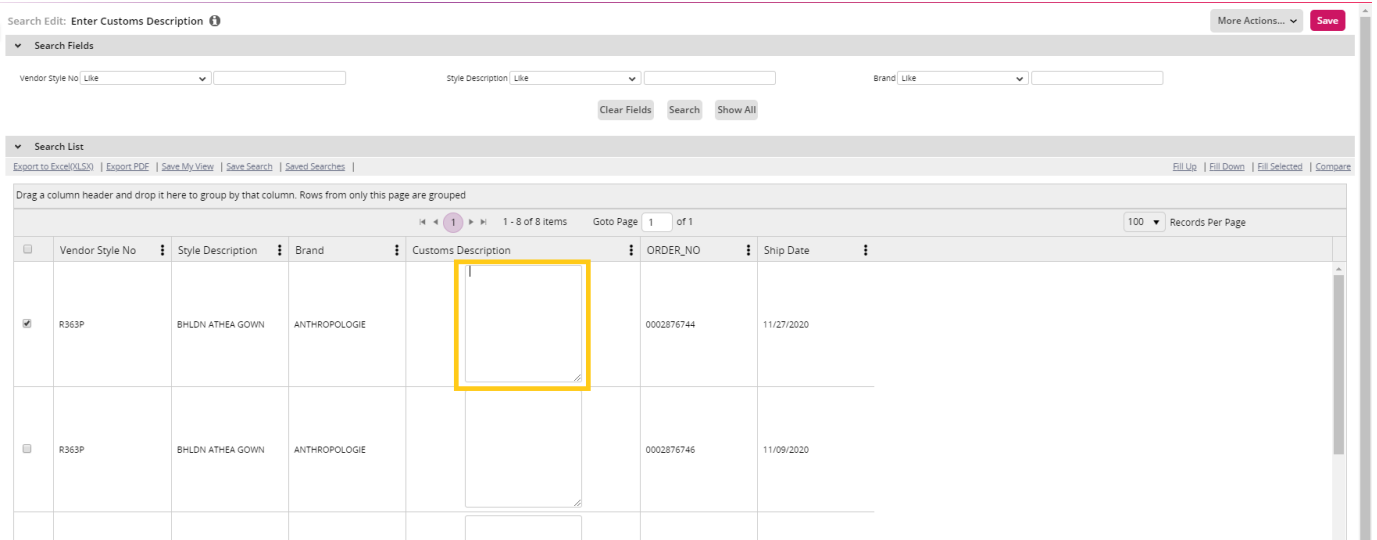
3. In the "Customs Description" field, enter a description of the goods to satisfy customs requirements. ***(Detailed customs description requirements can be found on the URBN Vendor Website)***

4. Once your customs descriptions have been entered for each unique style, select **Save**.
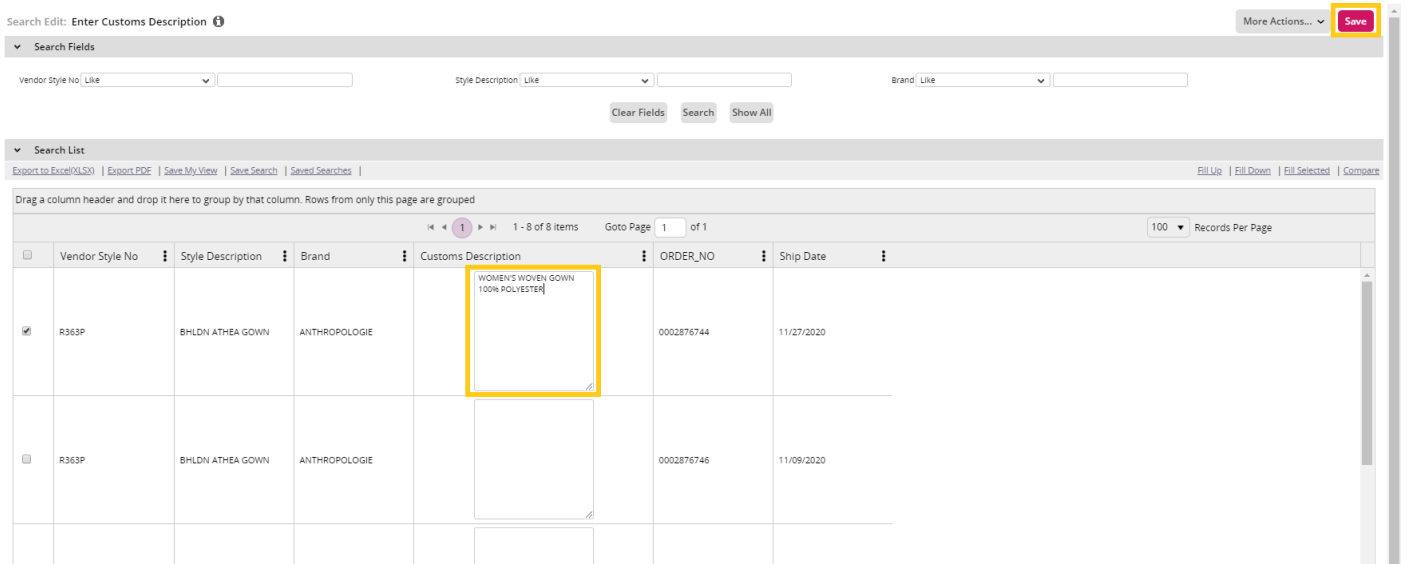
*NOTE – A style will appear in the query once for every PO which includes the style. In the above example, you can see the style listed twice, for 2 separate POs. You only need to enter the customs description in <u>one</u> of the "customs description" fields <u>for that style</u>. After you enter the customs description and **SAVE**, each occurrence of the style will automatically fall out of the query.

After you save, you **may** receive the below alert:
Saved Successfully.
Incomplete information to cost - Price must have a value.

Please ignore the "*Incomplete information to cost - Price must have a value portion".* This is a message for internal use by URBN only.
Once the customs descriptions have been successfully entered, the HTS codes will be assigned by URBN's customs team in advance of clearing customs.

How to Revise a Customs Description

- If you have entered a customs description, and it has since changed or needs to be amended, you may do so by using the *Revise Customs Description* query. A style in this query does not require vendor attention unless the information in the customs description *needs to be updated*.
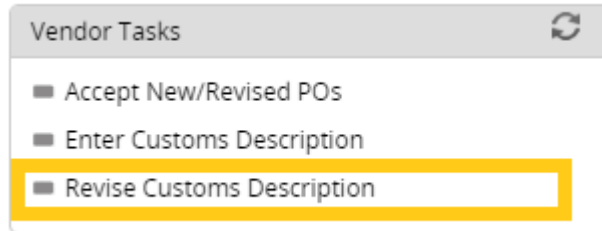
*NOTE – The *Revise Customs Description* query will only include styles with a complete customs description but NO HTS assignment. Customs descriptions cannot be altered in Tradestone after the HTS# has been assigned by the URBN Customs team.

- Please contact the URBN customs team (contacts included on the URBN Vendor Website) for assistance in updating the customs description if your style is not available in the *Enter Customs Description* OR *Revise Customs Description* query. **Please remember to check BOTH queries for your style before contacting the URBN Customs Team.**

- Using the *Revise Customs Description* query, search for the style you would like to revise. Once located, re-enter the correct customs description in the "Customs Description" field.
- Once your revised customs description has been entered, select **Save.**

- *NOTE – A style will appear in the query once for every PO which includes the style. In the above example, you can see the style listed twice, for 2 separate POs. You only need to enter the customs description in one of the "customs description" fields for that style. After you enter the customs description and **SAVE**, it will automatically apply the revised description to each occurrence of the style in the query.

Failure to enter a customs description or failure to enter an *accurate* customs description may result in a chargeback to the vendor.

*NOTE – **Domestic/landed POs** <u>do not</u> require HTS code assignment prior to shipment – it is acceptable to ship these POs without HTS codes on the Tradestone invoice.

*NOTE – **Import POs** do not require HTS code assignment prior to shipment – it is acceptable to ship these POs without HTS codes on the Tradestone invoice; the HTS Code will be assigned by the URBN customs team any time prior to customs clearance.

How to Build a Packing List

Please follow ALL steps to ensure you complete the packing list.

*NOTE – if you are working with URBN in multiple regions (US/EU), you may be Domestic for one region and Import for another. Please be sure to follow the requirements based on your Domestic/Import term *according to each PO region*.

STEP 1: Create the Packing List

⚠	* You may not pack multiple POs together. Each PO must be packaged separately. **Tradestone will not allow more than one PO number to be added to a single PL.** * POs are not permitted to be split shipped (unless required by the Freight Forwarder or approved by the Buying Team via Email). As a result, **there may only be one PL per PO**.

Once a PO has been accepted and you are ready to build the packing list, select *Packing List Builder* on the Dashboard.
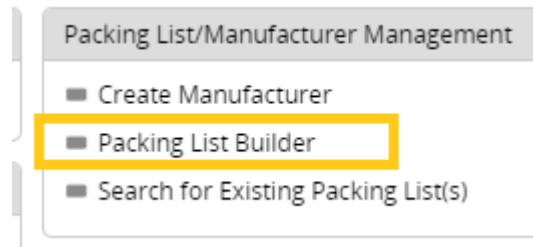
On the Packing List Builder screen, enter the PO # you are working on and select **Search**.
Your PO should appear in the "Record(s) Available" section on the left **(If it does not, please see Why a PO Returns no Results)**.

Move all items over to the "Record(s) Selected" side by selecting the <u>icon with a page and arrow pointing to the right</u>. Tradestone will require all SKUs with an OPEN BALANCE (also shown on the PO Details Screen) be moved over and added to the Packing List. Using this icon specifically ensures that no SKUs are missed during the PL Build.

After <u>all</u> items from your PO have been moved over to the right, select **Build**.

*If all SKUs are *not* moved over prior to selecting "Build", you will receive the following error message requiring that all SKUs be moved over before proceeding.

After selecting **Build**, you will be taken to the packing list screen.

> ***There are only 2 reasons why a PO would not return search results in the Packing List Builder:***
>
> 1. ***The PO is not in APPROVED/ACCEPTED status on URBN/Vendor side.*** *Always verify the PO is in "APPROVED /ACCEPTED" status before attempting to build a packing list. You can find any POs in a New or Revised Status in your **Accept New/Revised POs** query.*
>
> 2. ***All units on the PO are accounted for on an existing Packing List.*** *SKUs with 0 Open Balance (shown on the PO Detail Screen) will NOT populate in the search results of the Packing List Builder. To locate the existing Packing List, use the Search for Existing Packing List(s) query and search by PO number.*

STEP 2: Create a Booking – US Purchase Orders Only

You have now created a blank draft of the packing list. You will use your Packing List Number to create a booking if you are working with a URBN designated freight forwarder. Your packing list number can be found in the Packing List Header.

Please consult the routing guide on the URBN Vendor Website for further instructions on how to create your booking. If you are prepared to fill out and complete your packing list now, please proceed to Step 3.
If you are not prepared to fill out your packing list at this time, you can find your packing list in the ***Search for Existing Packing List(s)*** query on your Tradestone Dashboard and searching by PO number in order to complete your packing list in the future.

STEP 3: Fill Out Packing List Header & Detail

Packing List Header

The Packing List Header contains multiple editable fields + sections.

The fields requiring vendor entry differ based on the region (URBN US or URBN EU) that the PO is associated and the PO Import or Domestic designation.
You may determine the region by referencing the PO Ship-to. Any Ship-to destination in the United States is associated with URBN US and any ship-to destination in the UK is associated with URBN EU.

	US - Domestic	US - Import	EU - Domestic	EU - Import
Cargo Ready Dt		×		
Est. Gross Weight	×		×	
Unit of Measure	×		×	
Carton Sizing		×		×
Shipped from Zip code	×			
Shipped Date	×		×	
Carrier	×		×	
Master Tracking Number	×		×	
Vendor Handover Date	*Ownbrand Vendor Packing Lists Only*			

- **Cargo Ready Dt** × – The expected date the goods will be handed over to freight forwarder.
- **Est. Gross Weight** × × – indicates the Estimated Gross Weight of the entire shipment. If carton sizing is entered, this field will auto-populate. If carton sizing is not entered, this will need to be manually filled in.
- **Unit of Measure** × × × – specifies the Unit of Measure (LB or KGM).
- **Carton Sizing** × × – the dimensions and Unit of Measure (UM) of the cartons.
  - See here for instructions to enter carton sizing information.
- **Shipped from Zip Code** × – The zip code from where the PO is being shipped.
- **Shipped Date** × × – Date the PO was shipped.
  This field will not be filled in on the PL until the PO has shipped.
- **Carrier** × × – Carrier used to ship the PO.
  This field will not be filled in on the PL until the PO has shipped.
- **Vendor Handover Date –** applies to Ownbrand Vendor Packing Lists only. The date goods are handed to the Forwarder. The date selected may not be in the future.

> o If you are a US Domestic vendor who has shipped with a URBN nominated carrier and the Booking No/HBOL# field has populated *systemically*, you will not be able to enter the Carrier – no vendor action is required!

- **Master Tracking Number** × × – BOL or Tracking # associated with the PO shipment.
  This field will not be filled in on the PL until the PO has shipped.
    - o **US:** See here for instructions to enter tracking information
    - o **EU:** See here for instructions to enter tracking information
    - o If you are a US Domestic vendor who has shipped with a URBN nominated carrier and the Booking No/HBOL# field has populated *systemically*, you will not be able to enter the BOL/TRACKING # - no vendor action is required!

Packing List Detail

The Packing List Detail contains multiple editable fields.

As with the PL Header, the fields requiring vendor entry differ based on the region (URBN US or URBN EU) that the PO is associated and the PO Import or Domestic designation.

You may determine the region by referencing the PO Ship-to. Any Ship-to destination in the United States is associated with URBN US and any ship-to destination in the UK is associated with URBN EU.

	Row #	PO#	PO Line	Vendor Style #	Vendor Color	Size Code	Size Desc	PO Qty per SKU	PO Open Qty	Units per Pack	Pack Type	SKU Qty per Carton	Start Carton #	Qty of Cartons	End Carton #	Mixed Carton	Carton Qty of Units/PPKS	PL Qty per SKU	Carton Code	Carton NW	Carton GW	UOM	Carton Volume
☐	0	0005000002	1	BLCO-02	LAVENDER	0000	ALL	50	50	1	LOOSE	0							--				
☐	1	0005000002	2	BLCO-6	ROSE	0000	ALL	75	75	1	LOOSE	0							--				
☐	2	0005000002	3	BLCO-01	HONEYSUCKLE	0000	ALL	100	100	1	LOOSE	0							--				

	US - Domestic	US - Import	EU - Domestic	EU - Import
SKU Qty per Carton	×	×	×	×
Start Carton #	×	×	×	×
Qty of Cartons	×	×	×	×
End Carton #	×	×	×	×
Carton Code		×		×
Carton NW		×	×	×
Carton GW		×	×	×

- **Qty per Carton** × × × × – The number of units packed in the carton for the specific row (SKU).
    - o **Prepack**: Please enter the number of PPKS in each carton, *not* the number of individual units.
- **Start Carton #** × × × × – The Start Carton # is the first carton number for the specific row you are working on.
    - o Your first row should always begin with Start Carton #1. Do NOT enter a preceding 0. For example, use "1" for the first carton in the sequence, not "01".
- **# of Cartons** × × × × – The number of cartons for the specific row. This is **NOT the total number of cartons** for the entire order if the packing list has more than one carton.
- **End Carton #** × × × × – The last carton number for the specific row you are working on.
  This value may automatically populate based on the Start Carton # and # of Cartons. If it does not, enter manually. If the # populates incorrectly, delete.
- **Carton Code** × × – The code(s) created in the Carton Sizing section of the PL Header will be applied in the Carton Code column of the PL Detail.

- o   See here for instructions to apply Carton Codes

- **Carton NW** × × × – The weight of the **product** inside the carton. EXCLUDES weight of packaging/carton.
  - o   For Mixed Cartons, the NW should be entered on each row with the weight of the unique SKU.
    - ▪   For example, a mixed carton with 4 SKUs where the gross weight is 20 kgs will result in 5 kgs entered on each row.
- **Carton GW** × × × – The weight of the **product in addition to the weight of the packaging/carton.**
  - o   For Mixed Cartons, the GW should be entered on each row with the entire gross weight of the carton divided equally amongst each row in the mixed carton.
    - ▪   For example, a mixed carton with 4 SKUs where the gross weight is 20 kgs will result in 5 kgs entered on each row.

Example of SKU Qty per Carton, Start Carton #, Qty of Cartons, and End Carton # in practice:

	Row #	PO#	PO Line	Vendor Style #	Vendor Color	Size Code	Size Desc	PO Qty per SKU	PO Open Qty	Units per Pack	Pack Type	SKU Qty per Carton	Start Carton #	Qty of Cartons	End Carton #	Mixed Carton	Carton Qty of Units/PPKS	PL Qty per SKU
☐	0	0005000002	1	BLCO-02	LAVENDER	0000	ALL	50	50	1	LOOSE	50	1	1	1		50	50
☐	1	0005000002	2	BLCO-6	ROSE	0000	ALL	75	75	1	LOOSE	75	2	1	2		75	75
☐	2	0005000002	3	BLCO-01	HONEYSUCKLE	0000	ALL	100	100	1	LOOSE	50	3	2	4		100	100

The above Packing List Detail is created to signify the following:

- There are 50 units (SKU Qty per Carton = 50) of the LAVENDAR SKU in the carton. There is ONE carton being shipped with this exact SKU and Qty combination (Qty of Cartons = 1). The carton containing this SKU and Qty combination is carton # 1 (Start Carton # = 1 and End Carton # = 1).

- There are 75 units (SKU Qty per Carton = 75) of the ROSE SKU in the carton. There is ONE carton being shipped with this exact SKU and Qty combination (Qty of Cartons = 1). The carton containing this SKU and Qty combination is carton # 2 (Start Carton # = 2 and End Carton # = 2).

- There are 50 units (SKU Qty per Carton = 50) of the HONEYSUCKLE SKU in the carton. There are TWO cartons being shipped with this exact SKU and Qty combination (Qty of Cartons = 2). The cartons containing this SKU and Qty combination are cartons # 3 and 4 (Start Carton # = 3 and End Carton # = 4)

*NOTE – You may need to see Other Packing List Functions in addition to reviewing the above depending on how you are packing the PO. For example –

- ▪   Mixed Carton: refers to multiple SKU's (sizes and/or colors) combined and packed together in the same carton.
- ▪   Copy Line(s): The "Copy Line(s)" button is to be used when there are extras or overruns of a SKU, or the same SKU is being packed in cartons of different quantities.

STEP 4: Save & Submit Packing List

Please make sure you refer to the Packing List Header and Detail requirements before submitting your PL. Once you have confirmed that all packing list details are entered, select the **Save** button and submit the packing list for approval by selecting the **Vendor Submit PL** button. All packing lists must be "APPROVED" prior to shipping.

Packing lists that are still in DRAFT status cannot be processed in URBN's Distribution Centers. Failure to accurately complete the PL may result in delivery, receipt, and payment discrepancies/delays.

Below, you can see the PL Status says DRAFT. This PL still needs to be submitted, using the **Vendor Submit PL** button:

*NOTE – The Packing List cannot be submitted more than once per minute. If the PL is submitted, then a change is made and needs to be resubmitted, you will be required to wait a minute to do so.

An attempt to resubmit the Packing List within a minute of the prior submission will result in the below error message.

Packing List Submission and the Impact to the Open Balance and Packed Qty on the PO

Packing List submission affects 2 fields on the PO Details Screen – Open Balance and Packed Qty.

Open Balance: The number of units per SKU that have not been packed and submitted on a packing list or that exist on a PL that has been cancelled. SKUs with an Open Balance may be added to a new Packing List.
Packed Qty: The number of units per SKU that exist on an active (not cancelled) and submitted packing list.

*Note – For dual-allocated Omni Purchase Orders, where the same SKU is listed **more than once**, please refer to the guidance for *Building an Omni Packing List*.

Before a packing list is submitted against a PO:
The Open Balance field on the PO Details screen will reflect the same quantity per SKU as is ordered on the PO (PO Ttl Units). Packed Qty will be null.

Once a PL is submitted against a PO:

The total quantity submitted per SKU on the PL will read back to the PO and populate in the Packed Qty field. The Open Balance will reflect any outstanding units that are ordered on the PO but not packed on the Packing List.

- If all of the PO Ttl Units are packed on the submitted PL, each Open Balance field will show 0 while each Packed Qty reflects the exact number of units from the PO Ttl Units.

- Any SKUs that are shipped short of the PO Ttl Units on the submitted PL will reflect the outstanding quantity in the Open Balance while the Packed Qty reflects the quantity on the PL.

- Any SKUs that are shipped over the PO Ttl Units on the submitted PL will reflect the overage quantity as a negative in the Open Balance while the Packed Qty reflects the quantity on the PL.

If a Packing List is cancelled:

The Open Balance will RESET on the Purchase Order. The quantity per SKU that was packed on the Packing List will move from the Packed Qty field on the PO Details back to the Open Balance. This allows a new Packing List to be built for the SKU(s) with an Open Balance.

Packing List Statuses Upon Submission

When the PL is submitted, the system will automatically compare the quantities entered on the packing list to the quantities on the purchase order and the status of the packing list will switch to APPROVED, OUT OF TOLERANCE or DRAFT.

PL APPROVED – ALL SKUS PACKED WITHIN TOLERANCE:

PL FLAGGING AN <u>OVERAGE</u> WHICH EXCEEDS THE ALLOWABLE TOLERANCE:

PL FLAGGING A <u>SHORTAGE</u> WHICH EXCEEDS THE ALLOWABLE TOLERANCE:

Overage and Shortage Allowances & Out of Tolerance Resolutions

The acceptable unit variance rate (tolerance) for PO's that are more than 1,000 total units is +/- 5% per SKU. The acceptable unit variance rate (tolerance) for PO's that are under 1,000 total units is +/- 10% per SKU.

Though the 5 or 10% tolerance is determined based on the total number of units on the PO, **the tolerance check is applied to each SKU on the Packing List**.
If the allowable tolerance is exceeded for even one SKU, the packing list will flag it accordingly – whether over or under the allowable tolerance.

Packing Lists built where all SKUs are within +/- 5 or 10% of the quantity raised on the PO will show an APPROVED status and the vendor may proceed with the Tradestone process and ship.

OVERAGE:

Packing Lists built where one or more SKUs totals an OVERAGE greater than 5 or 10% of the quantity on the PO will remain in DRAFT status and **require that the vendor decrease the units on the PL and ship accordingly <u>or</u> contact buying to increase the quantities on the PO** to match what is being shipped.

- Contacting buying signifies that the buying team will need to increase the quantities on the PO to match the overage(s). Once buying has updated the PO quantities, it is the vendor's responsibility to reaccept the PO, then resubmit the Packing List for Approval.
- **Vendors are not permitted to ship with a DRAFT Packing List.** All overages must be resolved and the Tradestone process completed prior to shipping.
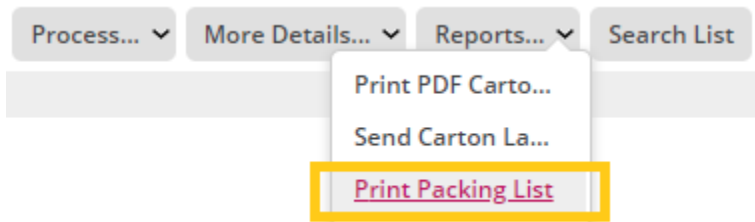
SHORTAGE:

Packing Lists built where one or more SKUs totals a SHORTAGE below 5 or 10% of the quantity on the PO will show an OUT OF TOLERANCE status and **request that the vendor increase the units on the PL and ship accordingly <u>or</u> contact buying to increase the quantities on the PO** to match what is being shipped.

- Contacting buying signifies that the buying team will need to increase the quantities on the PO to match what is being shipped. Once buying has updated the PO quantities, it is the vendor's responsibility to reaccept the PO, then resubmit the Packing List for Approval.
- **Vendors are not permitted to ship with an OUT OF TOLERANCE Packing List.** All shortages must be resolved and the Tradestone process completed prior to shipping.

*If you *believe to be packing within tolerance* but the PL flagged an overage or shortage exceeding the allowable tolerance, please compare the total quantity of EACH SKU packed on the Packing List to the quantity of EACH SKU included on the PO. Once the discrepancy is found, please update the Packing List accordingly and resubmit. The PL should show APPROVED.

STEP 5: Print Packing List

1. Select the **Reports** drop down menu
2. Select **Print Packing List**
3. A PDF of the packing list will pop up in a separate window. You will have the option to print or save the packing list.
4. **Domestic Vendors:** The packing list must be placed in a packing slip envelope and adhered to the outside of the first carton of your shipment (PO).
5. **Import Vendors:** Tradestone packing list and invoice will be submitted to your freight forwarder in addition to being adhered to the outside of the first carton of your shipment (PO).

STEP 6: Print Carton Labels/Trigger ASN

URBN requires all master cartons to ship with UCC-128 labels generated from the Tradestone Packing List. The Packing List will provide the detail needed for each carton number.

Exporting the UCC-128 Carton Labels will automatically trigger the ASN to transmit to URBN systemically. The ASN transmits the Packing List data to URBN's Warehouse Management system, allowing the Distribution Center to scan and receive the shipment upon delivery.

- It is acceptable for the ASN to be transmitted more than once. Vendors may refer to the number of times the ASN has been transmitted on the Packing List Header, as shown in the image below. The "ASN Date" also shows the last date that the ASN was transmitted.
    - o If the Packing List is updated in any way that affects the Packing List Detail, Sell Channel and/or Ship-to after the labels have already been exported, it is the vendor's responsibility to re-export the labels which will also re-transmit the ASN.

- There is no required time frame for exporting the carton labels and sending the ASN, as long as this is complete PRIOR to shipping as the carton labels must be applied to the shipping cartons and the ASN is required before product arrives to URBN.

How to Export and Print UCC-128 Carton Labels

The **Print PDF Carton Labels in Batch** option allows you to print labels from any browser and/or type of printer. As soon as Print PDF Carton Labels in Batch is selected, it will also trigger the ASN send to URBN.

*The PDF Labels are the UCC-128 Carton Labels.

1. Select all valid rows that you wish to export + print carton labels for in the Packing List Detail using the check boxes
2. Select the **Reports** drop down menu
3. Select **Print PDF Carton Labels in Batch**
4. Print the labels from PDF export
   - UCC-128 Carton Labels should not be smaller than 3x5 inches or larger than 8x11 inches
5. Apply UCC-128 Carton Labels on the lower right-hand corner of the short side of each corresponding carton

NOTE – if you wish to configure a label printer to print the UCC-128 Carton Labels, you may do so and use the **Send Carton Labels to Printer** option. Please be advised that you will be required to use Internet Explorer to print using this option, and you will still be required to select Print PDF Carton Labels in Batch to trigger the ASN. Send Carton Labels to Printer will not trigger the ASN, which is **required**.
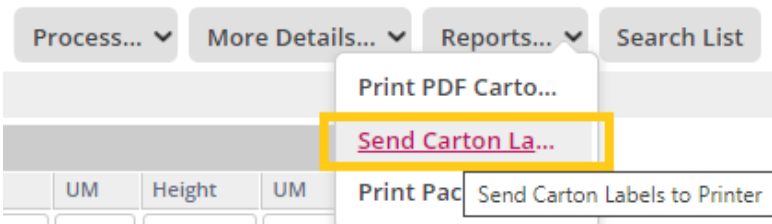
How to Correct UCC-128 Carton Labels

If your UCC-128 Carton Labels do not accurately reflect what is on your Packing List, please follow the below steps to correct your labels.

When a Packing List is modified and resubmitted after carton labels have already been exported, you may need to delete the original labels from the system so that the new PL data can read to new labels.

1. Select the row that was modified (if more than one carton label is incorrect, you will need to address one row at a time)
2. Select **More Details** then **Reflist**

3. A list will appear with all the carton numbers previously generated for that style. There may only be 1 reflist row or there may be additional rows (as shown below).
4. Select the box at the top of the column next to "Carton #" to auto-select all rows, then select the Delete button.

Once deleted, you will receive the below message, and no rows under "Reflist":

5. Select the return button [icon] to return to the packing list detail screen.
6. Repeat this process for each row in the Packing List Detail Section until all Carton Labels are accurate.

How to Generate the Invoice

The invoice, like the carton labels, is generated from the completed and approved Packing List screen.

*VAT applicable EU Vendors – Please see [Adding VAT to the Tradestone Commercial Invoice – EU Vendors Only](#) instead.

1. On the packing list screen, select **Generate Invoice**.

2. The Commercial Invoice screen will appear.

*TIP – *You have the option to add your company's invoice number (if desired) to allow for cross-referencing. Enter your invoice # in the "Supplier Invoice No" field and select **Save**. Otherwise, you can leave this field blank. The Supplier Invoice No must be unique on each PL in Tradestone. You may not use the same number on more than one Invoice..*

3. To generate a PDF which you can save and/or print, select **Reports** then **Commercial Invoice**. A PDF version of the invoice will appear in a separate window with the option to save and/or print.
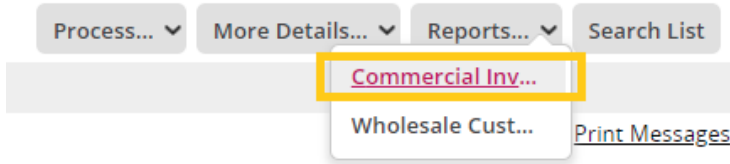
PDF Export of Commercial Invoice:
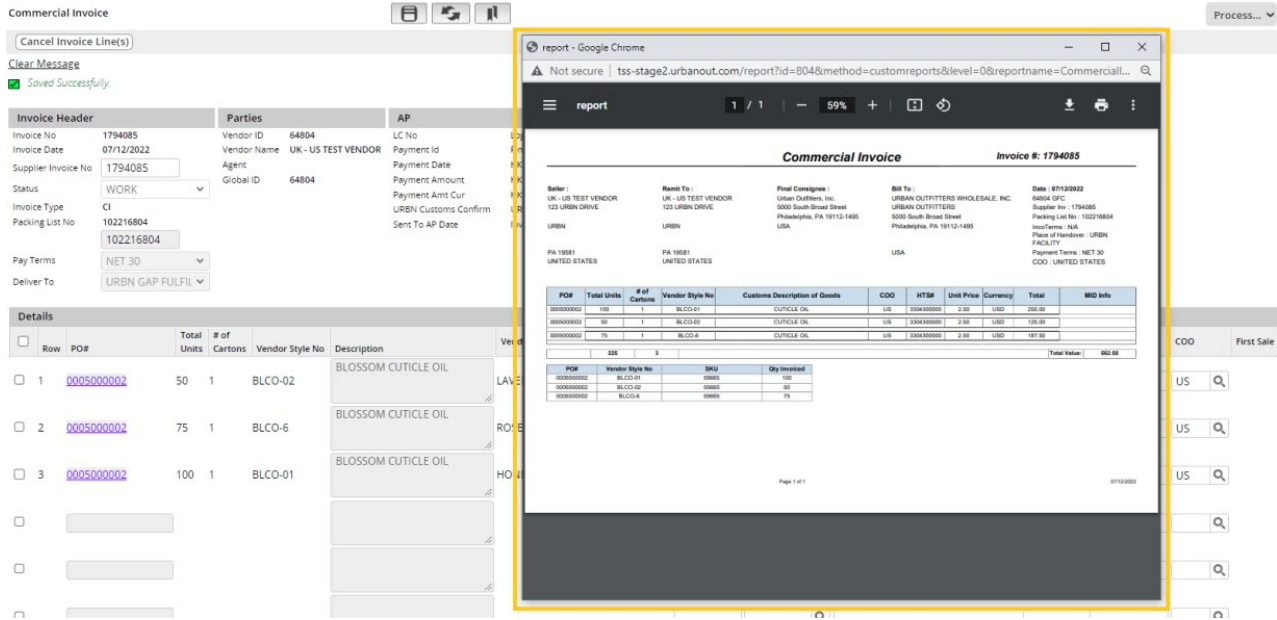
*Invoices should not be cancelled after the PO has been shipped or handed over to the freight forwarder without consulting Vendor Relations.

*NOTE – **Domestic/landed POs** do not require HTS code assignment prior to shipment – it is acceptable to ship these POs without HTS codes on the Tradestone invoice.

*NOTE – **Import POs** do not require HTS code assignment prior to shipment – it is acceptable to ship these POs without HTS codes on the Tradestone invoice; the HTS Code will be assigned by the URBN customs team any time prior to customs clearance.

How to Submit an Invoice for Payment

*NOTE – Invoices should be generated in Tradestone **before** POs are shipped. Failure to do so may cause a delay in payment.

- **Vendors with Net 60 payment terms ONLY**: As long as you have generated your invoice in Tradestone per the above instructions, our AP department will automatically receive your invoice when the goods are received at our DC. No additional steps, beyond selecting **Generate Invoice** on your packing list, are necessary.
- All vendors paid by Letter of Credit, Wire Transfer, or with terms other than Net 60, please follow the instructions in the Payment Procedures section of the URBN Vendor Website.

*Non-Tradestone invoices should *never* be submitted to the freight forwarder or carrier.

# Other Packing List Functions

If you are not sure how to fill out the packing list to represent your specific packing arrangement – find the answer in this section!

How to Search for an Existing Packing List

To search for a previously created packing list (meaning the Packing List Builder process was already completed for the PO) select **Search for Existing Packing List(s)** under Packing List/Manufacturer Management.
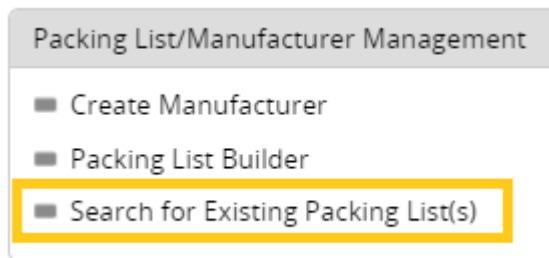
You can also search by Search → Packing List from the left-hand side of the dashboard. Search by PO # or any other listed field.
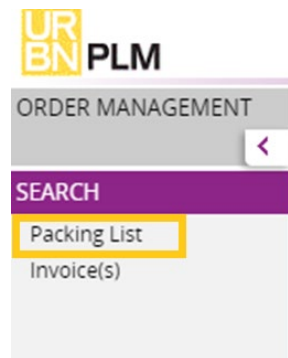
Copy Line(s)

The "Copy Line(s)" function is to be used when there are extras or overruns of a style/size/color (SKU), or the same SKU is being packed in cartons of different quantities.

For example: 50 units of the LAVENDAR SKU are ordered on the PO. 40 units are packed in one carton and 10 units are packed in a second carton. The "Copy Line(s)" function will copy the row for the SKU in order to pack the different quantities. Please see below for the "Copy Line(s)" process.

To add the additional line:

1. Select the box to the left of the SKU that requires an additional line for the carton with a different number of units.
2. Select the **Copy Line(s)** button. A new row will be added.

The below image is the result of completing steps 1 and 2:

3. Enter the SKU Qty per Carton, Start Carton #, Qty of Cartons, and End Carton # for each row.
4. Select **Save**.

Building a Mixed SKU Carton

For URBN, a **mixed carton** refers to multiple rows (SKUs) packed together in the same carton. At first, creating a "mixed carton" in Tradestone can be tricky! Please carefully follow these instructions:

1. Select the boxes to left of the rows that are being packed together in a single carton (there should be nothing entered in the required fields at this point).
2. Once the rows are selected, select the **Mixed Carton** button.

The lines selected will duplicate at the bottom into a *mixed carton.*
   ➢ The Start Carton # and End Carton # fields will auto-populate according to the carton sequence.
   ➢ The "Qty of Cartons" field in the first row associated with the mixed carton will auto-populate to 1. The "Qty of Cartons" field will remain blank for the rest of the rows in the mixed carton.

3. Enter the SKU Qty per Carton that is being packed in the mixed carton.
   *Please be sure you are entering the SKU Qty per Carton in the <u>mixed carton rows</u>, not the original rows.

4. After entering the SKU Qty per Carton on each row in the mixed carton, select **Save**.

5. Click the refresh button [icon] to reorder the PL rows into the order of the carton sequence. In the example, the mixed carton is carton #1, so it will populate at the top of the Packing List Detail.

*NOTE – If more than one mixed carton is needed on a PL, please complete the entire mixed carton process from start to finish for *each* mixed carton. The next mixed carton from the above example would populate the number 2 in the "Mixed Carton" column, to signify a second mixed carton.

- For any original rows that were used to create a mixed carton but *do not* need to be used to pack a single-SKU carton as well, please be sure the Start Carton #, Qty of Cartons, and End Carton # fields are left blank.
- If an original row does need to be packed in a single-SKU carton in addition to the mixed carton, please be sure to complete the SKU Qty per Carton, Start Carton #, Qty of Cartons, and End Carton # accordingly.
   o For example, the 25 remaining units of the ROSE SKU (75 ordered with 50 included in the mixed carton) are packed in a single-SKU carton:

Managing Unused Rows on the Packing List

Individual rows cannot be removed or cancelled off of a Packing List. If you have one or more rows on your Packing List that you do not need, please manage accordingly –

- The SKU Qty per Carton should be 0 or blank.
  - If you previously entered a SKU Qty per Carton in the row and saved the PL, the PL has calculated the quantity in the PL quantity totals. If you no longer wish to use the row, you will be required to enter a 0 in the SKU Qty per Carton field in order to reduce the quantity from the totals. Removing the quantity from the field and saving will not be sufficient.
- Unused rows should ALWAYS have blank Start Carton #, Qty of Cartons, and End Carton # fields.

Rows where the SKU Qty per Carton, Start Carton #, Qty of Cartons, and End Carton # are blank will NOT populate on the Packing List printout or the Commercial Invoice printout. These rows cannot be removed from the PL screen, but they should not appear on the exports/prints.

If you see an invalid row on the print, please review the PL and correct the row.

Building an OMNI Packing List

Sell Channel on PO = OMNI :

Channel   OMNI

OMNI refers to the **PO Channel** designated for specific URBN Fulfillment Centers which support POs being raised for multiple allocation channels.

On an OMNI Purchase Order, Vendors may see the same SKU information displayed on **two or more** lines – SKUs that have been dual-allocated will appear on the PO detail more than once. Omni POs with dual allocation are intended to support more than one allocation channel of the same SKU on the same Purchase Order. Vendors should fulfill the # of units listed for each respective SKU, inclusive of those that appear more than once.

*NOTE – Not all Purchase Orders with an Omni PO Channel will contain dual-allocated SKUs. If your Omni PO only has each SKU listed **once**, you may refer to the standard Packing List instructions.

Open Balance for dual-allocated Omni POs:
In instances where a SKU has been dual allocated, the **Open Balance** displayed on the PO detail (representing the number of units per SKU that have not been packed and submitted on a packing list) will be the consolidated Master SKU Qty. The Master and subsequent (child) SKUs are consolidated in the **first** SKU line. All subsequent (child) SKU lines will reflect an N/A value:

Open Balance reflects the consolidated Master SKU Qty of **149 units.**

129 units + 20 units = 149 of units the same SKU

N/A will appear when the child SKU Qty has been consolidated in the **Master SKU Qty.**

Packed Qty for dual-allocated Omni POs:

In instances where a SKU has been dual allocated, the **Packed Qty** displayed on the PO detail (representing the number of units per SKU included on a submitted packing list) will be the <u>consolidated</u> Master SKU Qty.

To complete a Tradestone Packing List raised for a dual allocated Omni PO:

The SKU Qty that appears on the Packing List Builder will reflect the consolidated **Master SKU Qty**. The Packing List Builder and Packing List will no longer display the individual Master and Child SKU Qty on a dual-allocated PO. Vendors are expected to fulfill the consolidated Master SKU Qty in its entirety.

Vendors will have the option to pack <u>all units</u> of a consolidated Master SKU in the same carton. All other Packing List functions / requirements will apply.

Modifying an Already Submitted Packing List

It is possible to modify a packing list that has already been submitted. First, search for the already created packing list using the ***Search for Existing Packing List(s)*** query. Enter any necessary updates, then **save** and **resubmit** the packing list.

Remember to select **Vendor Submit PL** after editing, as the packing list will go back to DRAFT status once updates are made and saved.

*NOTE – The Packing List cannot be submitted more than once per minute. If the PL is submitted, then a change is made and needs to be resubmitted, you will be required to wait a minute to do so.

An attempt to resubmit the Packing List within a minute of the prior submission will result in the below error message.
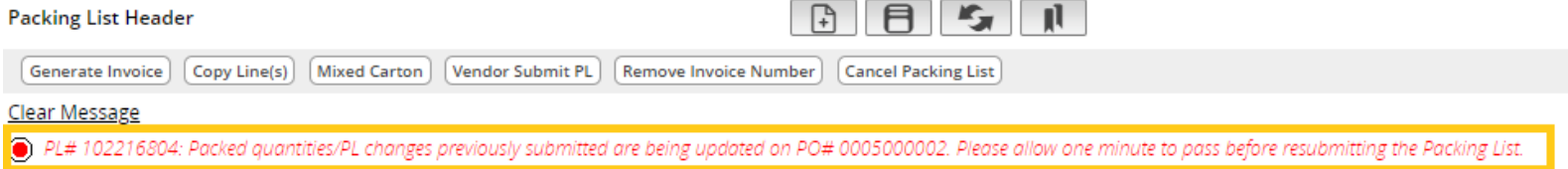
If you have already printed your Packing List and UCC-128 Carton Labels, both items will need to be re-printed after changes have been saved and resubmitted.
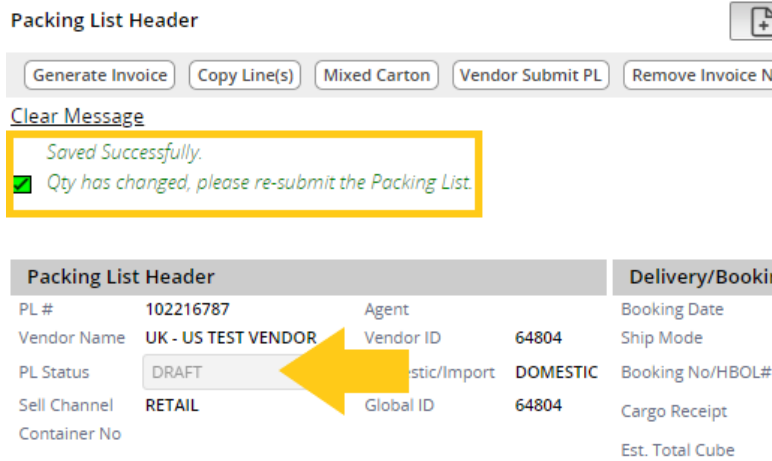
Making an Update to the Packing List after the Invoice has been Generated

Tradestone will allow the vendor to update and resubmit the packing list even when an active invoice already exists, **however** the vendor will not be able to generate a new invoice until the existing invoice has been cancelled.

- The invoice should always be cancelled PRIOR to updating the PL
- Please see here for information regarding Cancelling an Invoice

Once the invoice has been cancelled, follow the below instructions to generate a new invoice –

1. Select **Remove Invoice Number** at the top of the PL screen
    *   This will systemically remove the invoice number from the TS Invoice No. field

The below image is the result of completing step 1:

2. Select **Generate Invoice** to generate a new invoice reflecting the updated PL data

Cancelling a Packing List

If a submitted Packing List is inaccurate and you wish to cancel it to begin a new Packing List, please review the following terms to cancelling a PL.

- A Packing List may be cancelled anytime before an invoice is generated
- A Packing List may not be cancelled if an invoice has already been generated **unless** the invoice has been cancelled or the entire PO associated with the PL has been removed from an invoice containing multiple POs (Import vendors ONLY)
    - Please see here for information regarding Cancelling an Invoice

If an **active** invoice exists in the system and vendor attempts to cancel the Packing List associated with the active invoice, the following error message will be received:

Once the Invoice is cancelled, vendor may return to the PL and cancel.

Cancelling a packing list will reset the Open Balance on the Purchase Order Details, which allows a new Packing List to be created using the Packing List Builder.

A new Packing List cannot be created until an existing PL has been cancelled.

The Packing List printout will also display a CANCELED stamp.
Vendors may not ship with a cancelled packing list.

Cancelled PLs will still show in the search results when searching for a PL, however you will see the "PL Status" shows CANCELLED for each of the rows in the results.

<u>Vendors may not reinstate a cancelled packing list</u>, so it is critical that packing lists are only cancelled as needed.

Other Invoice Functions

How to Download/Print the Invoice

1. Use the *Search – Invoice(s)* query on your Tradestone Dashboard and search by PO #.
2. Open the invoice by selecting the underlined Purchase Order #.
3. Select **Reports** on the invoice screen
4. Select the first option for **Commercial Invoice Report.** This will export the invoice as a PDF which can then be saved/printed if necessary.

*VAT applicable EU Vendors – Please see Adding VAT to the Tradestone Commercial Invoice – EU Vendors Only instead.
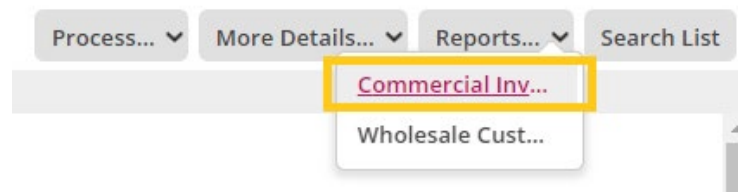
How to Enter Adjustments on the Invoice

Vendors **must** have prior approval from the URBN Sourcing or Buying team before adding an adjustment to the Commercial Invoice. Failure to verify adjustments with the Sourcing or Buying Team prior to Invoice generation may result in Payment delays.

US Vendors are not permitted to enter any adjustments in the First Sale field of the Commercial Invoice without prior authorization. First Sale does not apply to ANY EU Purchase Orders.

*VAT applicable EU Vendors – VAT is not considered an adjustment to the invoice. Please see Adding VAT to the Tradestone Commercial Invoice – EU Vendors Only instead.

1. In the **first open (blank) row** in the detail level of the invoice, enter the Adjustment Amount, Adjustment Type, and Adjustment Description. ***Do not enter information in the First Sale Amount or COO field.***
   - Adjustment Amount: the dollar amount of the adjustment.
   - Adjustment Type: select "OTHER" form the drop down.
   - Adjustment description: must be a **detailed** entry of the type and reasoning of adjustment.

These adjustment attributes can NOT be entered on the same row as detail from the PO

2. Select **Save**. The totals will reflect the adjusted value.
3. Added adjustments will appear on the printed or saved PDF version of the invoice.

⚠️	If there is any reason to enter a credit to URBN (e.g., late delivery penalties), a negative value can be entered in the Adjustment field.

How to put Multiple POs on one Invoice

US / EU Purchase Order Invoice Requirements:
- Domestic Shipments: Vendors are only permitted to have 1 Packing list and 1 Invoice per Domestic Purchase order/Shipment.
- Import Shipments: Vendors are **encouraged** to consolidate POs on the same AWB (Air) or BOL (Ocean) on the same Tradestone Commercial invoice.

  *URBN defines Import as any international shipment where URBN is acting as the Importer of Record. Refer to PO Import/Domestic flag to confirm status.

1. Select **Generate Invoice** from one of the approved packing lists you wish to consolidate on an invoice.
2. Take note of the **Invoice No** automatically generated by Tradestone.

3. Open the other packing list that you wish to using the ***Search for Existing Packing List(s)*** query from your Tradestone Dashboard.

4. In the **TS Invoice No.** field enter the invoice number this packing list should be added to.

5. Select **Save** then **Generate Invoice** to add the PL data to the existing invoice

The below image is the result of adding the second PL (therefore second PO) to the existing invoice.

Cancelling an Invoice

If an existing invoice is inaccurate and you wish to cancel it to generate a new invoice corresponding to a new or updated Packing List, please review the following terms to cancelling an invoice.

- IMPORT POs: An invoice may not be amended or cancelled once it has been Customs Confirmed.
- DOMESTIC POs: An invoice may not be amended or cancelled after the Inventory Received Date

Import and Domestic POs may be amended/cancelled prior to the milestones noted above.

*NOTE - Cancelling an invoice is **required** before you may cancel the Packing List associated with the invoice.

Cancelling an Entire Invoice

If the entire Commercial Invoice is invalid and needs to be cancelled –
1. Select the check box at the very top of the Invoice Details section next to "Row". Selecting the top check box will automatically select all rows on the Invoice, which will turn blue.
2. Select **Cancel Invoice Line(s)**

The entire invoice will now be cancelled. The "Total Units" and "# of Cartons" in the Details will change to 0 values, and all values under "Totals" will change to 0 as well.
If desired, you may also cancel the Packing List(s) associated with the invoice once the invoice is cancelled.

Cancelled invoices will still show in the search results when searching for an invoice, however you will see the "Header Status" and "Detail Status" show CANCELED for each of the rows in the results.

Cancelling Part of an Invoice Containing more than one PO

If you have combined more than one PO (therefore PL) onto an invoice and *only* need to cancel select POs from the invoice, you may do so. This will leave the remainder of the invoice active and valid for shipment; only the rows selected to be cancelled will become null.

To select specific rows to cancel from an invoice that you wish to leave active otherwise –

1. Select the check box next to each row that you wish to cancel in the Invoice Details section.
    *   To remove select POs from the invoice, you must manually select the box for **each** row pertaining to the PO/PL.
2. Select **Cancel Invoice Line(s)**

Rows that are cancelled will become null and 0 out; The "Total Units" and "# of Cartons" in the Details will change to 0 values for cancelled rows, and all values under "Totals" will be reduced to exclude the values and quantities that were cancelled.

Invoices containing more than one PO where select POs are cancelled will still show in the search results when searching for an invoice.

- The "Header Status" will show the status of the invoice as a whole. Since the invoice is still active, the Header Status will show **WORK** (meaning active) on each row – even for the cancelled PO row(s).
- The "Detail Status" will show **CANCELED** next to each of the rows that were cancelled off of the invoice.

ADDING VAT TO THE TRADESTONE COMMERCIAL INVOICE – EU VENDORS ONLY

IF YOU ARE A VAT APPLICABLE VENDOR THEN PLEASE CONTACT VRSUPPORT.EU@URBN.COM TO ENSURE YOU HAVE BEEN GIVEN THE CORRECT TRADESTONE ACCESS.

USING YOUR TRADESTONE LOG IN INTENDED TO PERMIT ADDING VAT, SEE here for instructions to enter VAT on the Tradestone Commercial Invoice.

Tradestone FAQs

How do I update the COO on my PO after I've accepted it?

This instruction only applies to vendors permitted to enter COO (US Market Domestic Vendors and ALL EU Vendors).

If you've entered the incorrect COO on your PO, please update PO detail line(s) with the correct COO and SAVE.

How do I review the MIDs assigned to my Vendor ID?

This instruction only applies to vendors required to enter MID (US Market Import Vendors and US/EU Ownbrand Vendors).

Please refer to the instructions titled How to Review & Manage Existing MIDs on the URBN US Vendor Website.

Following these instructions, you may review all MIDs assigned to your Vendor ID and manage your relationship with any of your existing MIDs.

How do I create a manufacturer record in Tradestone?

This instruction only applies to vendors required to enter MID (US Market Import Vendors and US/EU Ownbrand Vendors).

Please refer to the instructions titled How to Create a Manufacturer Record in Tradestone on the URBN US Vendor Website to submit a manufacturer to URBN for MID creation. A manufacturer must be submitted if an MID does not exist in your Vendor Manufacturer List query.

How do I enter the MID on my PO?

This instruction only applies to vendors required to enter MID (US Market Import Vendors and US/EU Ownbrand Vendors).

Please ensure the MID(s) required for the SKUs on the PO have been generated and exist in your **Vendor Manufacturer List** query. You may refer to the "How do I review the MIDs assigned to my Vendor ID?" FAQ above for assistance.

Once all required MIDs exist, please refer to the instructions to Enter the MID in order to enter on the PO.

I can't find my style in the "Enter Customs Descriptions" query. What do I do?

Once a Customs Description has been entered for a style in the past, it will no longer appear in the **Enter Customs Description** query. If you have not entered the Customs Description for the style but it does not appear in the Enter Customs Description query, check the PO ship date(s) which the style is included on. Styles will appear in the 'Enter Customs Description' query 120 days before and 60 days after the PO ship date. Once the Customs Description is entered, it will fall out of the Enter Customs Description query and move to the **Revise Customs Description** query.

If your style does not appear, it may be because you are trying to enter the Customs Description ahead of the system logic that populates the style in the query. Please try again within 120 days of the earliest ship date. If your style is not in the Enter Customs Description query and you believe it should be (the CD has not been entered in the past and falls within the query date range), please contact Vendor Relations.

Refer to instructions for How to Enter a Customs Description for assistance.

I can't find my PO in the Packing List Builder. What do I do?

There are only 2 reasons why a PO would not return search results in the Packing List Builder:

1. *The PO is not in APPROVED/ACCEPTED status on URBN/Vendor side.*
2. *All units on the PO are accounted for on an existing Packing List.*

Please review the additional information regarding these 2 reasons here.

Can I combine more than one PO onto a packing list?

No, all POs must be packed and shipped separately, requiring a unique packing list for each PO.

How do I create a mixed carton?

Retail and Direct Sell Channel POs: A mixed carton should be created when multiple SKU's (sizes and/or colors) are packed together in the same carton.

OMNI Sell Channel POs: If units of the same SKU reflected on more than one line are to be packed together in the same shipping carton, the mixed carton function must be used to ensure both SKU lines are packed together on the Packing List. A mixed carton should also be created on Omni POs when unique SKUs are packed together in the same shipping carton, just like they are for Retail and Direct POs.

Refer to instructions to Create a Mixed Carton as well as the mixed carton training video on the URBN Vendor Website.

How do I pack one SKU into cartons containing different quantities?

The "Copy Line(s)" function on the Tradestone packing list allows you to duplicate the row of a SKU. You would want to duplicate a row if the units for one SKU will be packed into more than one carton in *different quantities*. This allows you to enter the differing quantities in the SKU Qty per Carton field for each row.

Refer to instructions to use the Copy Line(s) function for assistance.

I can't print my UCC-128 (PDF) Carton Labels. Why not?

If you receive the error *"Please use Microsoft Internet Explorer as the browser..."*, you have selected the incorrect option for printing your carton labels. Under the "Reports" drop down, select the top option which reads **Print PDF Carton Labels in Batch**. The PDF labels are the same as the UCC-128 Carton Labels.

If you use the "Print PDF Carton Labels in Batch" option and receive a pop up which is an additional view of your packing list, you have made one or more errors in entering the Packing List Detail.

Refer to instructions to Fill out the Packing List Detail to troubleshoot.
Often, this is the result of creating a mixed carton incorrectly. Refer to instructions to Create a Mixed Carton as well as the mixed carton training video on the URBN Vendor Website.

My UCC-128 (PDF) Carton Labels are incorrect. What do I do?

Common errors that cause carton labels to be incorrect:
- Multiple lines on the packing list (which are **not** included in a systemically correct mixed carton) have the same start and end carton number. Each new carton should have a different start carton number, which should increase sequentially from the previous *end carton* number.
- Vendor has manually created a mixed carton instead of following the systemic process.
  - Please review the mixed carton FAQ for assistance.
- The packing list has been edited + submitted more than once which causes carton labels to reflect previous submissions.
  - Refer to instructions to Correct UCC-128 Carton Labels

I can't cancel my packing list. Why not?

As advised in Cancelling a Packing List –

- A Packing List may not be cancelled if an invoice has already been generated **unless** the invoice has been cancelled or the entire PO associated with the PL has been removed from an invoice containing multiple POs (Import vendors ONLY)
  - Refer to instructions for Cancelling an Invoice in order to be permitted to cancel the PL.

I can't generate an invoice. Why not?

Reasons you may not generate an invoice:
- The packing list process has not been completed. The Packing List Header & Detail information must be completed and the PL must be submitted in order to generate an invoice.
    - Refer to instructions to Fill out the Packing List Header and Detail
    - Refer to instructions to Save & Submit the PL
- You have already generated an invoice against the PL and that invoice is still active (has not been cancelled).
    - Refer to instructions for Cancelling an Invoice

I can't cancel my invoice. Why not?

As stated in Cancelling an Invoice –

- IMPORT POs: An invoice may not be amended or cancelled once it has been Customs Confirmed.
- DOMESTIC POs: An invoice may not be amended or cancelled after the Inventory Received Date

If there's a reason your invoice needs to be cancelled after these milestones, contact Vendor Relations.

What do I do if the packing list, carton labels/ASN, and/or invoice sent with my shipment were incorrect?

Contact the Vendor Relations team (either US or EU) according to the Ship-to location on your PO.