TS = Completed in Tradestone
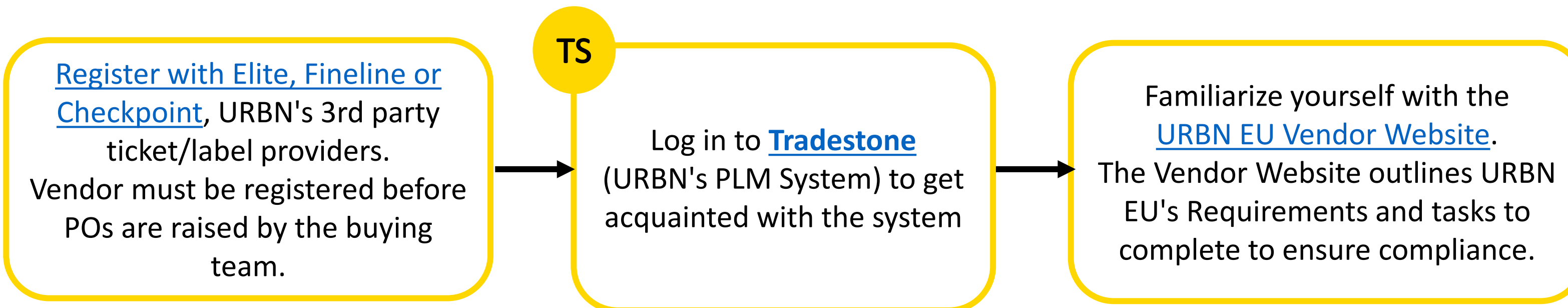
Please use the **Tradestone User Manual** and **Training Videos** found in the Tradestone Training Section of the URBN EU Vendor Website for instructions to complete any required Tradestone processes.

Before you receive an EU PO:

Register with Elite, Fineline or Checkpoint, URBN's 3rd party ticket/label providers. Vendor must be registered before POs are raised by the buying team.

→

TS Log in to **Tradestone** (URBN's PLM System) to get acquainted with the system

→

Familiarize yourself with the URBN EU Vendor Website. The Vendor Website outlines URBN EU's Requirements and tasks to complete to ensure compliance.

Whether a new or existing vendor, please be sure to review your vendor record in Tradestone to ensure your company details are accurate.
Please refer to the Tradestone Training Section of the URBN Vendor Website to locate instructions for updating incorrect or outdated information.

After you receive an EU PO:

TS Log in to **Tradestone**.
Vendors are required to maintain a record of log in credentials. If you need assistance logging in to Tradestone, please contact Vendor Relations.

→

TS **View your PO(s), enter the Country of Origin (COO) on each PO, and Accept each PO.**

→

TS **Enter the required customs descriptions** of your product in the 'Enter Customs Descriptions' query in Tradestone.

→

Send Photo/PR Samples to Buying if required.
Review Sample Requirements and work with the buying team to ensure proper samples are sent.

→

Release PO tickets/labels from Elite, Fineline or Checkpoint.
Vendors are not required to choose the tickets/labels to order. Please review the Pre-ticketing Registration & Ordering Guidelines for instruction.

Review & ensure compliance with all Regulatory Requirements pertaining to your product.

→

Mark product with required Product Marking.
Please review Regulatory Requirements to ensure compliance.

→

Pre-ticket.
Please review and comply with EU Pre-ticketing guidelines.

→

Package your product.
Please review the Packaging Guidelines.

Send properly ticketed & packaged TOP Sample(s) to Buying.
Review Sample Requirements and work with the buying team to ensure proper samples are sent.

→

TS **Build the Packing List (PL).**
Note - There may only be one PO per PL and only one PL per PO.

→

TS **Complete the Packing List.**
Please refer to the Tradestone User Manual to determine which Packing List Details are required to be completed as well as instructions to do so.

→

TS **Submit the PL.**

→

TS **Print the Approved PL.**
Once printed, place in a "packing list enclosed" envelope on the outside of the first carton of the shipment.

TS **Export/print the UCC-128 Carton Labels.**
Please use the Print PDF Carton Labels in Batch option to export/print the UCC-128 Labels.
Once printed, apply to each master shipping carton (the lower right-hand corner of the short side of the carton).

*Selecting Print PDF Labels in Batch will also automatically trigger the ASN to send to URBN.
You may ensure that the ASN sent by confirming values populated next to ASN Date and ASN Count on the Packing List Header in Tradestone.

→

TS **Follow the appropriate Transportation Guidelines to arrange the shipment.**
Freight terms should be established between URBN Buying and the Vendor. Please ensure you are following the appropriate Transportation Guidelines based on the Freight Terms on your PO(s).

→

TS **Generate an invoice.**
Please refer to Billing and Payment for document/process requirements. Please be sure to reach out to Vendor Relations for VAT access if VAT is needed to be added to your invoices.

The Tradestone Invoice will automatically be sent to URBN's Accounts Payable department for processing in line with your pay terms when goods are received.