



COMPONENT PACKING GUIDELINES

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Tradestone Guide for Component Packing

Please refer to the [Tradestone User Manual](#) for all Tradestone tasks with the exception of completing the Packing List Detail and printing the UCC-28 Carton Labels for Component Packed POs. The below instructions will advise how to enter the SKU and Carton details in the Packing List Detail for component packed units (a single unit packed amongst more than one shipping carton).

NOTE: In the event of a split shipment (due to vendor issue or container space limitations with the forwarder), each **unit** of a SKU must be shipped in its entirety; Vendors are not permitted to separate components of a single SKU unit in more than 1 Shipment.

Packing List Detail:

Step 1: Copy Lines

In order to enter component packing on the PL in Tradestone, you will need a row for each shipping carton the SKU is packed in. For example, a single table packed in 2 cartons (tabletop in one carton and base in another) will require 2 rows. A bed packed in 3 cartons (headboard in one carton, footboard in a second carton and slats in a third carton) will require 3 rows.

To duplicate a SKU row, please use the “Copy Lines” function on the PL. You will complete this action once for each additional row required.

How to use the Copy Lines function:

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 screenshot displays the Tradestone Packing List Detail interface. At the top, there are several buttons: 'Generate Invoice', 'Copy Line(s)', 'Mixed Carton', 'Vendor Submit PL', 'Remove Invoice Number', and 'Cancel Packing List'. Below these is the 'Packing List Header' section, which includes fields for PL # (102216835), Vendor Name (UK - US TEST VENDOR), Booking Date, Ship Mode (ROUTING GUIDE), Service Provider (GFC), and various other details. To the right of the header is a 'Totals' section showing 0 Units, 0 Cartons, and 0.000 Gross Wgt. Below the header is the 'Packing List Detail' table. The table has columns for 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, and End Carton #. Row 0 is selected, and a yellow callout box labeled 'Step 1:' points to the checkbox in the 'Row #' column. A yellow callout box labeled 'Step 2:' points to the 'Copy Line(s)' button in the header.

| 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 # |
|-------------------------------------|-----|------------|----------------|--------------|-------------|-----------|----------------|-------------|----------------|-----------|--------------------|----------------|----------------|--------------|
| <input checked="" type="checkbox"/> | 0 | 0003000002 | 1 | BLCO-02 | LAVENDER | 0000 | ALL | 50 | 50 | 1 | LOOSE | 0 | | |
| <input type="checkbox"/> | 1 | 0003000002 | 2 | BLCO-05 | ROSE | 0000 | ALL | 75 | 75 | 1 | LOOSE | 0 | | |
| <input type="checkbox"/> | 2 | 0003000002 | 3 | BLCO-01 | HONEYSUCKLE | 0000 | ALL | 100 | 100 | 1 | LOOSE | 0 | | |

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

Packing List Header

Generate Invoice Copy Line(s) Mixed Carton Vendor Submit PL Remove Invoice Number Cancel Packing List

Clear Message
 Packing List (line)s copied.

| Packing List Header | | | | Delivery/Booking | | | | Totals | | | Carton Sizing | | |
|---------------------|---------------------|-----------------|----------|-----------------------|---------------|------------------------|---------------|-----------------|---|-----------------|---------------|----------------------|----------------------|
| PL# | 102216835 | Agent | | Booking Date | | Service Provider | | TL Units | 0 | Unit of Measure | EA | Carton Code | Length |
| Vendor Name | UK - US TEST VENDOR | Vendor ID | 64804 | Ship Mode | ROUTING GUIDE | Ship To | GFC | Cartons | 0 | | | <input type="text"/> | <input type="text"/> |
| PL Status | DRAFT | Domestic/Import | DOMESTIC | Booking No./HBOL# | | Cargo Ready Dt | | Unit of Measure | | Gross Wgt | 0.000 | <input type="text"/> | <input type="text"/> |
| Sell Channel | DIRECT | Global ID | 64804 | Cargo Receipt | | Est. Gross Wgt | | Net Wgt | | Unit of Measure | | <input type="text"/> | <input type="text"/> |
| Container No | | | | Est. Total Cube | 0.000 | Est. Net Wgt | | | | | | <input type="text"/> | <input type="text"/> |
| Invoice/ASN | | | | Planned ETD | | Unit of Measure | | | | | | <input type="text"/> | <input type="text"/> |
| TS Invoice No. | | | | Logistics | | | | | | | | <input type="text"/> | <input type="text"/> |
| ASN Date | | | | Shipped from Zip Code | | Shipped Date | | | | | | <input type="text"/> | <input type="text"/> |
| ASN Count | | | | Carrier | | Master Tracking Number | | | | | | <input type="text"/> | <input type="text"/> |
| | | | | Place of Handover | 10000 | Place of Handover | URBN FACILITY | | | | | <input type="text"/> | <input type="text"/> |

row # 3 is an exact copy of Row # 0

| 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 # | Mix |
|-------|------------|---------|----------------|--------------|-----------|-----------|----------------|-------------|----------------|-----------|--------------------|----------------|----------------|--------------|-----|
| 0 | 0005000002 | 1 | BLCO-02 | LAVENDER | 0000 | ALL | 50 | 50 | 1 | LOOSE | 0 | | | | |
| 3 | 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 | | | | |

Once you have added the additional row, you will enter the SKU Qty per Carton, Start Carton #, Qty of Cartons and End Carton #.

Step 2: Enter the Packing List Details

When entering the Packing List Details for component packed items, you will always want to consider each row of the Packing List (therefore each section of cartons) to be a specific piece of the final unit (this will also be important for applying the UCC-128 Carton Labels). To refer back to the example where a table is packed in 2 cartons, the first row will represent the carton(s) with the tabletop(s). The second row will represent the carton(s) with the base(s).

You will only enter a SKU Qty per Carton on the first row, no matter how many cartons the product is packed in and how many rows are required. The Start Carton #, Qty of Cartons and End Carton # will be entered on each row.

The reason the SKU Qty per Carton is not entered and the Carton Sequence details are entered on the subsequent rows is to ensure the quantity of units is not inflated but each individual carton is accounted for.

How to Enter the Packing List Details:

- **SKU Qty per Carton** = The number of units packed in the carton for the specific row.
 - On the first row of a component packed unit, the SKU Qty per Carton will always be **1**.
 - For the subsequent row(s) to complete the unit, the SKU Qty per Carton will always be **0**.

- **Start Carton #** = The Start Carton # is the first carton number for the specific row you are working on.
 - The Start Carton # will always begin where the previous row left off.
 - 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”.
- **Qty of Cartons** = The number of cartons for the specific SKU.
 - For every row of a component packed unit, the Qty of Cartons should be the same number.
 - If you have 100 cartons of tabletops, you will also have 100 cartons of table bases.
- **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.

Example:

100 units of a table is ordered. Each table must be packed in 2 cartons (a tabletop and a base).

First, you will determine the number of rows required. This example would require 2 SKU rows since each table ships in 2 cartons. Once you have used the Copy Lines function to create a second row of the SKU, you would enter the Packing List Details as follows:

FIRST ROW (tabletops):

SKU Qty per Carton = 1

Start Carton = 1

Qty of Cartons = 50 (50 units of the SKU ordered)

End Carton # = 50

SECOND ROW (table bases):

SKU Qty per Carton = 0

Start Carton = 51

Qty of Cartons = 50

End Carton # = 100

PL Detail – Visual:

| Packing List Detail | | | | | | | | | | | | | | | |
|---------------------|------------|---------|----------------|--------------|-----------|-----------|----------------|-------------|----------------|-----------|--------------------|----------------|----------------|--------------|---------|
| 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 C |
| 0 | 0005000002 | 1 | BLCO-02 | LAVENDER | 0000 | ALL | 50 | 50 | 1 | LOOSE | 1 | 1 | 50 | 50 | |
| 3 | 0005000002 | 1 | BLCO-02 | LAVENDER | 0000 | ALL | 50 | | 1 | LOOSE | 0 | 51 | 50 | 100 | |

PL Totals - Visual:

When the Packing List Detail is entered as advised, the Totals will calculate correctly at the Packing List Header level. Please **always** confirm that the Totals on the PL Header are accurate before moving forward.

| Packing List Header | | | | Delivery/Booking | | | | Totals | | Carton Sizing | | | | | | | | | |
|---------------------|---------------------|-----------------|----------|-----------------------|---------------|------------------------|---------------|-----------------|----------|-----------------|-------|-------------|--------|----|-------|----|--------|----|--|
| PL # | 102216835 | Agent | | Booking Date | | Service Provider | | TL UNITS | 50 | Unit of Measure | EA | Carton Code | Length | UM | Width | UM | Height | UM | |
| Vendor Name | UK - US TEST VENDOR | Vendor ID | 64804 | Ship Mode | ROUTING GUIDE | Ship To | GFC | Cartons | 100 | | | | | | | | | | |
| PL Status | DRAFT | Domestic/Import | DOMESTIC | Booking No/HBL# | | Cargo Ready Dt | | Unit of Measure | | Gross Wgt | 0.000 | | | | | | | | |
| Sell Channel | DIRECT | Global ID | 64804 | Cargo Receipt | | Est. Gross Wgt | | Net Wgt | 0.000000 | Unit of Measure | | | | | | | | | |
| Container No | | | | Est. Total Cube | 0.000 | Est. Net Wgt | | | | | | | | | | | | | |
| Invoice/ASN | | | | Logistics | | | | | | | | | | | | | | | |
| TS Invoice No. | | | | Planned ETD | | Unit of Measure | | | | | | | | | | | | | |
| ASN Date | | | | Shipped from Zip Code | | Shipped Date | | | | | | | | | | | | | |
| ASN Count | | | | Carrier | | Master Tracking Number | | | | | | | | | | | | | |
| | | | | Place of Handover | 10000 | Place of Handover | URBN FACILITY | | | | | | | | | | | | |

| Packing List Detail | | | | | | | | | | | | | | | | | |
|---------------------|------------|---------|----------------|--------------|-----------|-----------|----------------|-------------|----------------|-----------|--------------------|----------------|----------------|--------------|--------------|--------------------------|----------------|
| 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 | 1 | 1 | 50 | 50 | | 50 | 50 |
| 3 | 0005000002 | 1 | BLCO-02 | LAVENDER | 0000 | ALL | 50 | | 1 | LOOSE | 0 | 51 | 50 | 100 | | 0 | 0 |

Carton Sizing:

Please refer to the Tradestone User Manual for instructions to enter Carton Sizing and apply Carton Codes on the Packing List (instructions are linked within the Packing List Details section).

When entering Carton NW and Carton GW at the Packing List Detail level, please be sure to enter the NW and GW of the piece on each row, not the unit as a whole.

For example, for the row of table tops, you would enter the NW as the weight of the top in each carton and the GW as the top plus the packaging. For the row of table bases, you would enter the NW as the weight of the base each carton and the GW as the base plus the packaging.

UCC-128 Carton Labels

Print + Apply UCC-128 Carton Labels

Once the Packing List Detail is complete per the above guidelines and has been submitted for approval (using instructions in the Tradestone User Manual if needed), please print the UCC-128 Carton Labels.

Each carton will require a UCC-128 Carton Label, even for component packed units.

As previously advised in the above section regarding how to enter the packing list detail, you will always want to consider each row of the Packing List (therefore each section of cartons) to be a specific piece of the final unit.

To print:

1. Select all rows in the Packing List Detail
2. Select the **Reports** drop down menu
3. Select **Print PDF Carton Labels in Batch**
4. Print labels from the PDF export
 - UCC-128 Carton Labels should not be smaller than 3 x 5 inches, or larger than 8 x 11 inches.

5. Apply UCC-128 Carton Labels on the lower right-hand corner of the short side of each corresponding carton.
 - Each row of the PL corresponds to a specific piece of the entire unit. The carton labels that correspond to each row should be applied to cartons containing the same piece.
 - To refer back to the example where a single table is shipped in 2 cartons (tabletop and base) and 100 total units are ordered, the labels for the first row of 100 cartons (labels 1-100) should be applied to all cartons containing tabletops and the labels for the second row of 100 cartons (labels 101-200) should be applied to all cartons containing bases.

Packing List Header

Generate Invoice Copy Line(s) Mixed Carton Vendor Submit PL Remove Invoice Number Cancel Packing List

Process... More Details... Reports... Search

Print PDF Carton...
Send Carton La...
Print Packing List

Packing List Header

PL # 102216835 Agent
Vendor Name UK - US TEST VENDOR Vendor ID 64804
PL Status APPROVED Domestic/Import DOMESTIC
Sell Channel DIRECT Global ID 64804
Container No

Delivery/Booking

Booking Date
Ship Mode ROUTING GUIDE
Booking No/HBOL#
Cargo Receipt
Est. Total Cube 0.000
Planned ETD

Totals

TS Units 50 Unit of Measure EA
Cartons 100
Unit of Measure
Gross Wgt 0.000
Net Wgt 0.000000 Unit of Measure

Carton Sizing

| Carton Code | Length | UM | Width | UM | Height | UM |
|-------------|--------|----|-------|----|--------|----|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Invoice/ASN

TS Invoice No.
ASN Date
ASN Count

Logistics

Shipped from Zip Code
Carrier
Place of Handover 10000

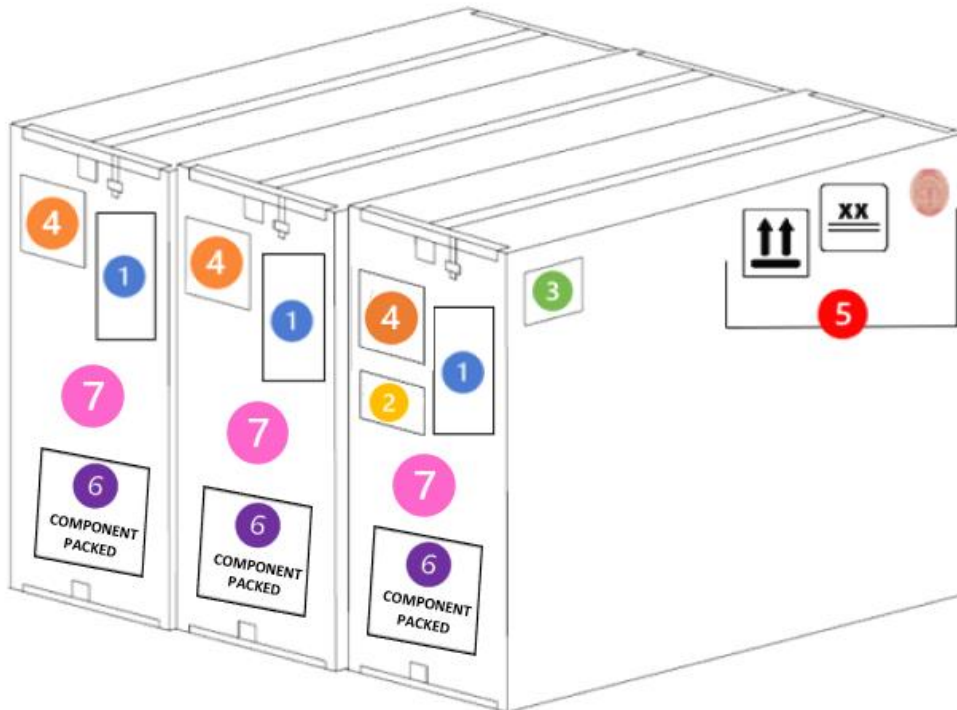
Shipped Date
Master Tracking Number
Place of Handover URBN FACILITY

Packing List Detail

| 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 |
|-------|------------|---------|----------------|--------------|-----------|-----------|----------------|-------------|----------------|-----------|--------------------|----------------|----------------|--------------|--------------|--------------------------|----------------|-------------|-----------|-----------|-----|--------|
| 0 | 0005000002 | 1 | BLCO-02 | LAVENDER | 0000 | ALL | 50 | 50 | 1 | LOOSE | 1 | 1 | 50 | 50 | | 50 | 50 | | | | | |
| 3 | 0005000002 | 1 | BLCO-02 | LAVENDER | 0000 | ALL | 50 | | 1 | LOOSE | 0 | 51 | 50 | 100 | | 0 | 0 | | | | | |

Carton Labeling Guide for Component Packing

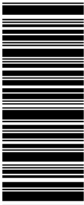
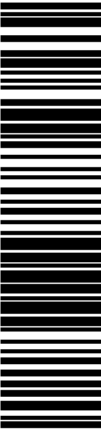
Please refer to the following image and each corresponding description to understand the carton labeling required for component packed units.



1

UCC-128 Carton Labels. Generated from the Tradestone Packing List.

Each Carton Label must correspond to the accurate piece inside the carton. In this example, Carton Labels 1-100 would be applied to boxes with tabletops. Carton Labels 101-200 would be applied to cartons with table bases.

| | | | |
|---|---|--|---|
| FROM : UK - US TEST VENDOR 123 URBN DRIVE URBN PA 19581 US Vendor #: 64804 | ASN #: 102216533 PO #: 0004000001 Carton: 1 of 200 |  |  |
| SHIP TO : URBAN OUTFITTERS, INC URBN GAP FULFILLMENT CENTER 766 BRACKBILL ROAD GAP PA 17527-9457 US | Qty per Carton: 1 SKU: 0057741795 Color: LAVENDER Size: 0000/ALL URBAN OUTFITTERS | | |
| SSCC-18 0009999990507359978 | Sell Channel: DIRECT | | |

2

3x3" Direct Label. Ordered by vendor from Fineline, Checkpoint or Elite (EU POs ONLY).



3

Line Drawing. Apply to each carton.

An image or line drawing of the item must be placed clearly on the SIDE CORNER closest to the end of the carton.

The line drawing on each carton should reflect the unit as a whole, not the individual part in the carton.

4

Multi-Carton Label (Interchangeable v. Non-Interchangeable & Beds Interchangeable v. Beds Non-Interchangeable). Created and printed by

Interchangeable:

| |
|--|
| ANTHROPOLOGIE SKU NUMBER - |
| Box 1 of 2 TOP |
| THIS UNIT IS NOT COMPLETE WITHOUT: BASE (BOX 2) |

| |
|---|
| ANTHROPOLOGIE SKU NUMBER - |
| Box 2 of 2 BASE |
| THIS UNIT IS NOT COMPLETE WITHOUT: TOP (BOX 1) |

Beds; Interchangeable:

| |
|---|
| ANTHROPOLOGIE SKU NUMBER - |
| Box 1 of 3 HEADBOARD |
| THIS UNIT IS NOT COMPLETE WITHOUT: FOOTBOARD(BOX 2) AND RAILS(BOX 3) |

| |
|---|
| ANTHROPOLOGIE SKU NUMBER - |
| Box 2 of 3 FOOTBOARD |
| THIS UNIT IS NOT COMPLETE WITHOUT: HEADBOARD(BOX 1) AND RAILS(BOX 3) |

| |
|---|
| ANTHROPOLOGIE SKU NUMBER - |
| Box 3 of 3 RAILS |
| THIS UNIT IS NOT COMPLETE WITHOUT: HEADBOARD(BOX 1) AND FOOTBOARD(BOX 2) |

Non-Interchangeable:

| |
|--|
| ANTHROPOLOGIE SKU NUMBER - |
| Box 1 of 2 TOP - SERIAL #: |
| THIS UNIT IS NOT COMPLETE WITHOUT: BASE (BOX 2) |
| PARTS NOT INTERCHANGEABLE |

| |
|---|
| ANTHROPOLOGIE SKU NUMBER - |
| Box 2 of 2 BASE - SERIAL #: |
| THIS UNIT IS NOT COMPLETE WITHOUT: TOP (BOX 1) |
| PARTS NOT INTERCHANGEABLE |

Beds; Non-Interchangeable:

| |
|---|
| ANTHROPOLOGIE SKU NUMBER - |
| Box 1 of 3 HEADBOARD - SERIAL #: |
| THIS UNIT IS NOT COMPLETE WITHOUT: FOOTBOARD(BOX 2) AND RAILS(BOX 3) |
| PARTS NOT INTERCHANGEABLE |

| |
|---|
| ANTHROPOLOGIE SKU NUMBER - |
| Box 2 of 3 FOOTBOARD - SERIAL #: |
| THIS UNIT IS NOT COMPLETE WITHOUT: HEADBOARD(BOX 1) AND RAILS(BOX 3) |
| PARTS NOT INTERCHANGEABLE |

| |
|---|
| ANTHROPOLOGIE SKU NUMBER - |
| Box 3 of 3 RAILS - SERIAL #: |
| THIS UNIT IS NOT COMPLETE WITHOUT: HEADBOARD(BOX 1) AND FOOTBOARD(BOX 2) |
| PARTS NOT INTERCHANGEABLE |

5

Icons & Box Manufacturer Certificate. Apply to each carton.

6

COMPONENT PACKED clearly written or labeled. Apply to each carton.

7

Country of Origin (COO). Apply to each carton.

The Country of Origin label must be placed clearly on the box with no obscurities from other labels or product information. COO is the country where the product is MANUFACTURED.