COMPONENT PACKING LIST GUIDELINES

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Please refer to the Tradestone User Manual for all Tradestone tasks with the exception of completing the Packing List Detail and printing the Tradsetone UCC-128 Carton Labels for Component SKU POs.

Overview:

The following guidance is for completing a Component SKU Packing List in Tradestone for US and UK/EU Purchase Orders.

Please refer to the below guidance for Component Packed SKUs only. For POs containing ***both*** Component Packed and non-Component Packed SKUs, please follow the below guidance **and** the Tradestone User Manual for non-Component Packed SKUs.

NEW Component Packing List Requirements:

In order to establish the Component Packed Sequence by SKU, Component Packed POs will require you to identify the contents of each Component Packed Carton (i.e. Headboard, Footboard, Sideboard) associated with each SKU. Each Component Packed SKU will feature a **MASTER ITEM** Line on the Packing List detail, where the Total # of Units Packed by SKU will be entered. In addition to the **MASTER ITEM** Line, the SKU line must be copied to equal the # of Component Packed Cartons associated with the SKU – the content of each Component Packed Carton will be entered on the copied lines of the Packing List detail, in addition to the exact # of cartons shipped for each component piece.

Please note: the Component Packed Sequence by SKU should only need to be defined on the Tradestone Packing List for NEW SKUs. Previously shipped SKUs may already populate a Component Packed Sequence on the Packing List detail – Vendors are required to pack each Component SKU according to the Sequence defined on the Packing List. Please refer to **PG 6** if the Component Packed Sequence is already completed on your Tradestone Packing List.

Packing List Detail for NEW Component Packed SKUs:

To determine the # of Rows required for the component Packed SKU, refer to the below example:

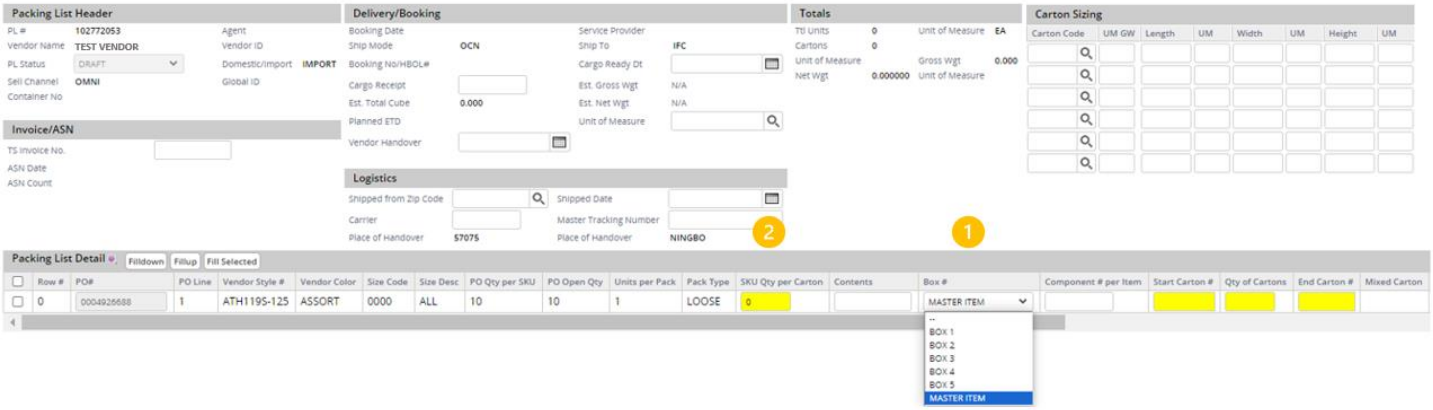
> *PO written for 10 units of a sectional sofa, including a chaise lounge packed separately. Each sectional must be packed in 2 cartons (a sofa and a chaise).*
>
> *Each Component SKU requires a MASTER ITEM line to identify the total # of SKUs shipped. Subsequent SKU lines are copied to identify the individual components shipped. This example would require 2 SKU rows since each sectional ships in **2** cartons. Once you have used the Copy Lines function (below) to create a second row of the SKU, you would enter the Packing List Details as follows:*
>
> **FIRST ROW (MASTER ITEM):**
> SKU Qty per Carton = 10 (10 units of the SKU ordered)
> Start Carton = N/A
> Qty of Cartons = N/A
> End Carton # = N/A

SECOND ROW (SOFA):
SKU Qty per Carton = **0** (Total SKU QTY defined in MASTER ITEM line)
Start Carton = 1
Qty of Cartons = 10 (10 units of the SKU ordered)
End Carton # = 10

THIRD ROW (CHAISE):
SKU Qty per Carton = **0** (Total SKU QTY defined in MASTER ITEM line)
Start Carton = 11
Qty of Cartons = 10 (10 units of the SKU ordered)
End Carton # = 20

1. *Before* copying the SKU line to equal the # of component packed cartons per SKU, identify the original SKU line as the **MASTER ITEM** using the Drop Down Menu in the Box # Field and **SAVE**.

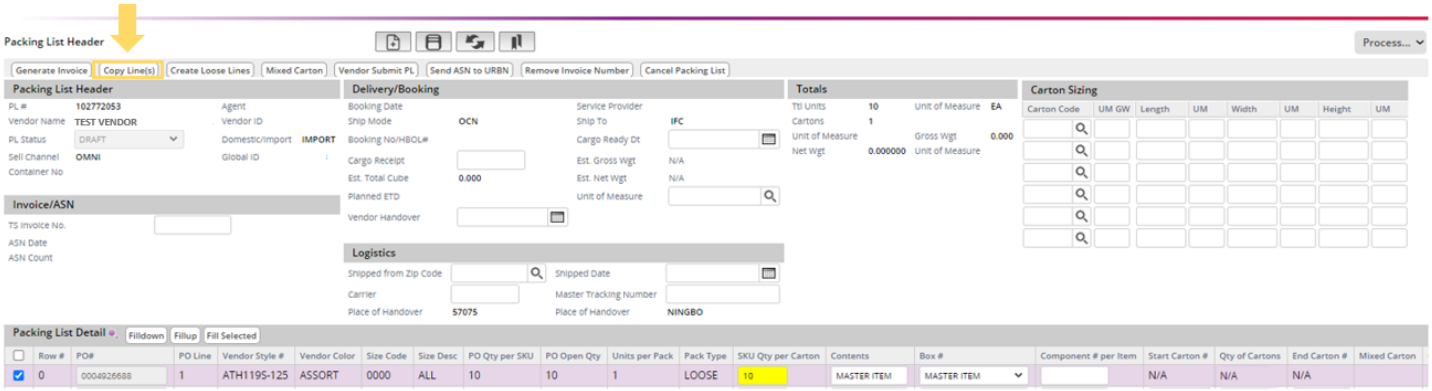
The MASTER ITEM Line will be used to identify the SKU QTY shipped for each SKU. This value is the total # of SKUs (not Cartons) shipped.



2. Enter the SKU Qty per Carton to equal the Total # of SKUs shipped (not individual Component Packed pieces) and **SAVE**.

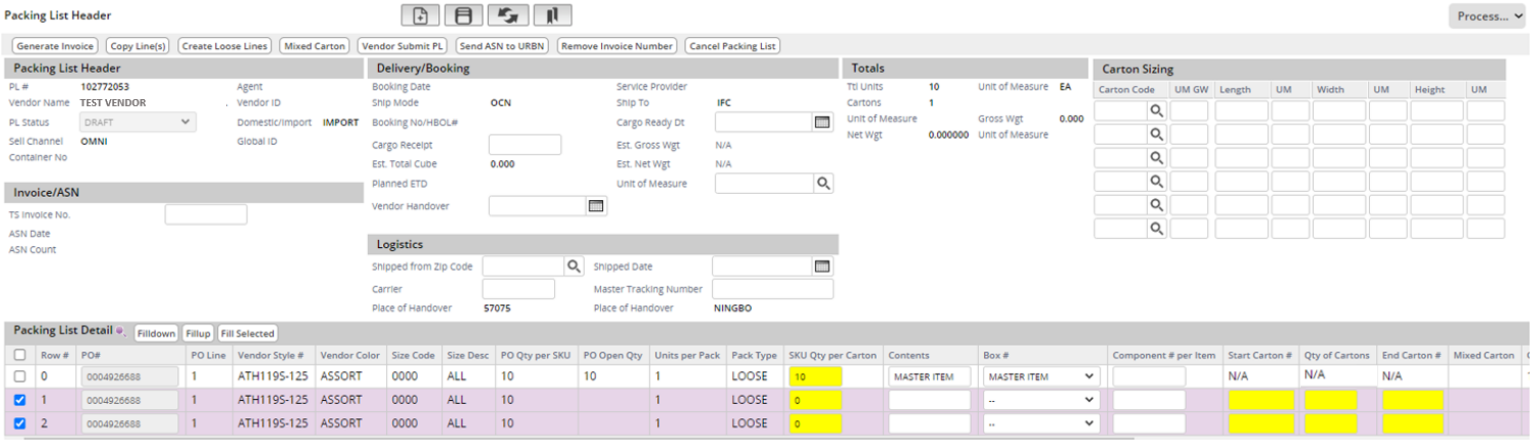
***NOTE:** the Start Carton #, Qty of Cartons, and End Carton # will reflect **N/A** for MASTER ITEM lines.*

3. To identify the Component Packed sequence of the SKU, COPY the MASTER ITEM line by selecting the Row # and using the Copy Line(s) function:



4. Use the Copy Line(s) function to create a copied line for <u>each</u> Component Packed Carton associated with the SKU:

*For example, Style ATH119S-125 is packed in 2 Cartons. The Copy Line(s) function will be used **twice** to generate 2 additional lines for Style ATH119S-125 on the Packing List Detail*



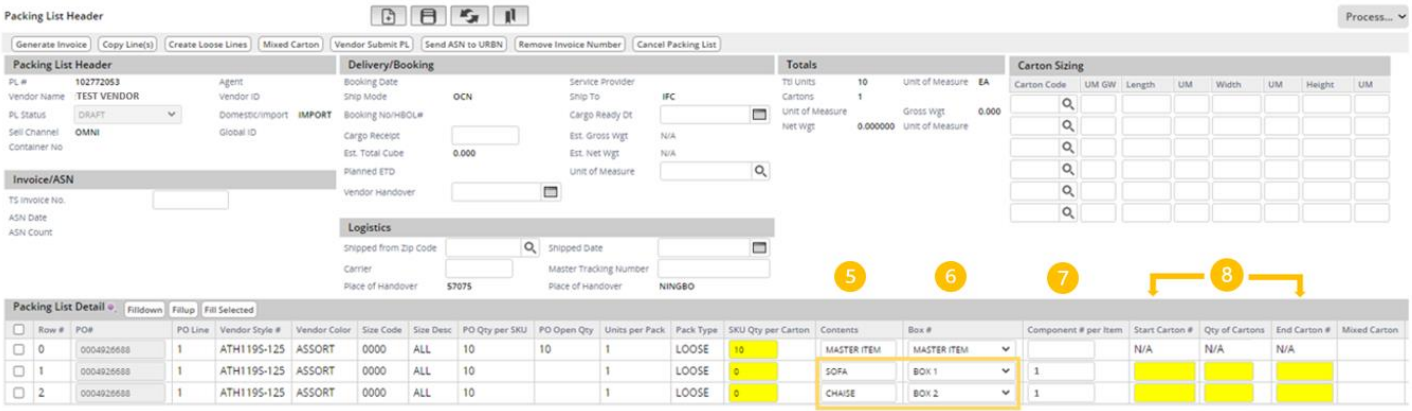
5. Enter the Contents (Description of piece) for <u>each</u> copied line of the <u>same</u> SKU:

   ***NOTE**: The description of the Component Packed piece should be easily recognizable and clearly identify the component piece packed inside the Carton. For pieces specific to the left or right side of the product, please specify. **For Example, Right Chaise, Left Chaise**.*

6. Identify the Box # (Box 1, Box 2) for <u>each</u> copied line of the <u>same</u> SKU

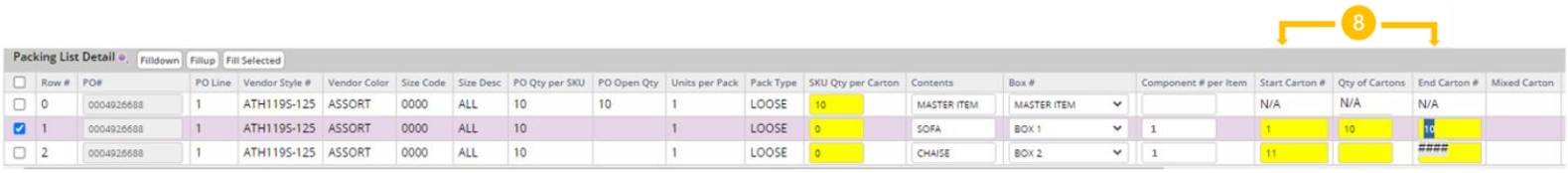
7. Enter the Component # per Item, referring to the # of boxes specific to the component packed piece required to complete the SKU.
   a. If only 1 item of Box 1 is needed to complete the component SKU, please enter 1.
   b. If *multiple* boxes of the same component are required , please enter the correct number. For example, if 4 table legs are packaged separately and needed to complete the component SKU, the Component # per Item would be **4**.

NOTE: Do not enter the Component # per Item on the MASTER ITEM line.

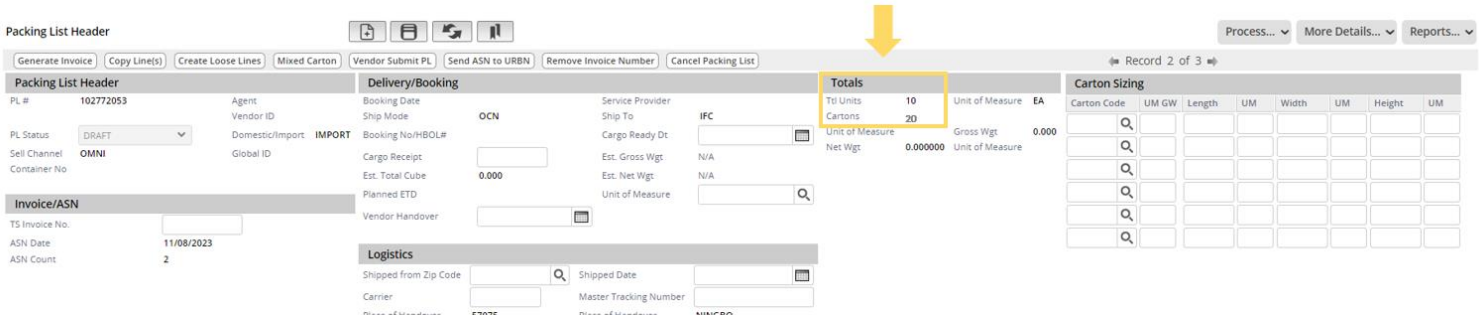


8. Enter the Start Carton # , Qty of Cartons, and End Carton # associated with each Component Packed Line and **SAVE**.
    a. **Start Carton #** is the first carton number for the specific row you are working on.
        i. Your first row should always begin with Start Carton #1. Do NOT enter a preceding 0. For example, use "1" for the first carton in the sequence, not "01"
    b. **# of Cartons** is the number of Component cartons packed for the specific row (component item/content)
    c. **End Carton #** is 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, please override the entry and enter the correct End Carton #.

***NOTE:** Do not enter the SKU QTY per Carton on non-MASTER ITEM lines. The SKU QTY is only defined by the value entered in the MASTER ITEM line (see Step 2).*



9. Refer to the **Totals** Section of the Packing List to confirm the # of Units (Entire SKU) and # of Component Packed Cartons captured on the Packing List:



10. For Component Packed POs with **multiple SKUs**, please complete Steps 1 - 8 for additional SKUs lines.

11. If a Component Packed PO *also* includes non-component packed SKUs, **do not** enter information in the Content & Box # fields for non-component packed SKUs. Complete Packing List detail according to the Tradestone User Manual (available on both US & EU Vendor website).

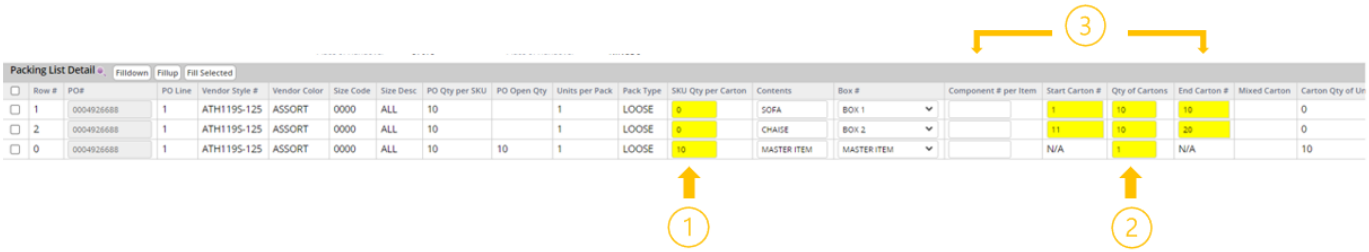
NOTE: In the event of a split shipment (due to vendor issue or container space limitations with the forwarder), each **unit** of a SKU must be shipped in its entirety; Vendors are not permitted to separate components of a single SKU unit in more than 1 Shipment.

Packing List Detail for previously defined Component Packed SKUs:

The Component Packed Sequence by SKU should only need to be defined on the Tradestone Packing List for NEW SKUs. Previously shipped SKUs may already populate a Component Packed Sequence on the Packing List detail – The Contents, Box # fields will automatically populate on the Packing List detail for Component SKUs previously defined. Vendors are **required** to pack each Component SKU according to the Sequence defined on the Packing List. Please contact your URBN Buyer if the sequence has changed.

1) In the **MASTER ITEM**, enter the SKU Qty per Carton
2) Enter the QTY of Cartons as **1** – this Value should never be more than 1 for the MASTER ITEM line and **SAVE.**

3) In the Component SKU lines, enter the Component # per Item, Start Carton #, Qty of Cartons & End Carton information **only**:



Packing List Header & Carton Sizing

Before submitting the Packing List, complete the **Packing List Header** by referring to the Packing List guidance in the Tradestone User Manual.

Please refer to the Tradestone User Manual for instructions to enter **Carton Sizing** and **Carton Codes** on the Packing List.

When entering Carton NW and Carton GW at the Packing List Detail level, please enter the NW and GW of the piece on each row, not the unit as a whole. **Do not** enter the NW & GW on MASTER ITEM lines.

For example, for the Component: SOFA, you would enter the NW as the weight of the Sofa in each carton and the GW as the Sofa plus the packaging. For the Component: CHAISE, you would enter the NW as the weight of the Chaise in each carton and the GW as the Chaise plus the packaging.

Packing List Submission

Please refer to the Tradestone User Manual for instructions to SUBMIT your Packing List. Please note, Component Packed POs are subject to the same Tolerance Checks as non-component Packed POs. All POs must by accompanied by an APPROVED Packing List to avoid potential Chargebacks.

Tradestone UCC-128 Carton Labels

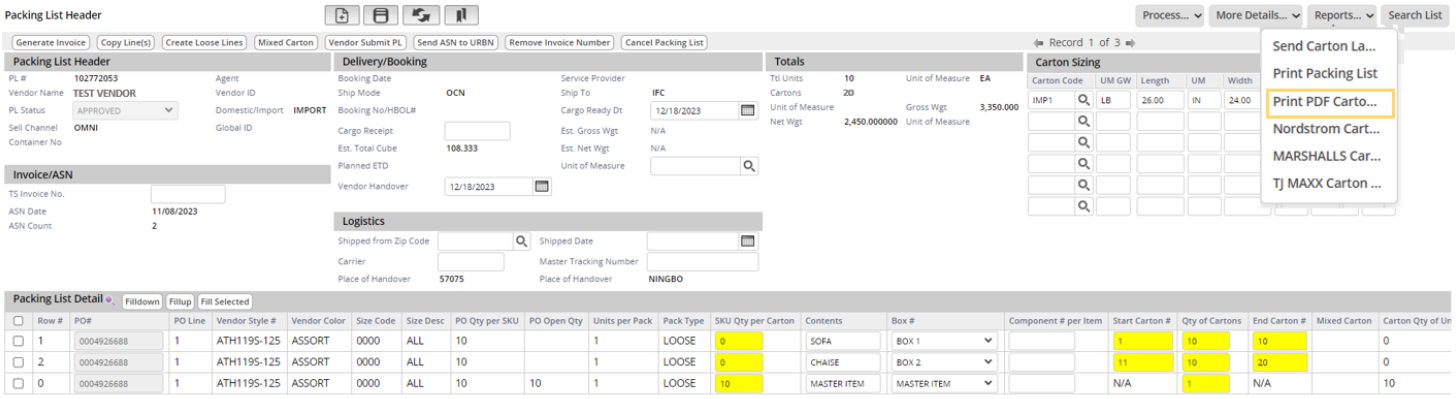
Once the Packing List Detail is complete per the above guidelines and has been submitted for approval, please print & apply the Tradestone UCC-128 Carton Labels.

All Component Packed units will require a Tradestone UCC-128 Carton Label. Each Tradestone Carton label should include the Component Description and **correct** Carton sequence.

To print Tradestone Carton Labels:

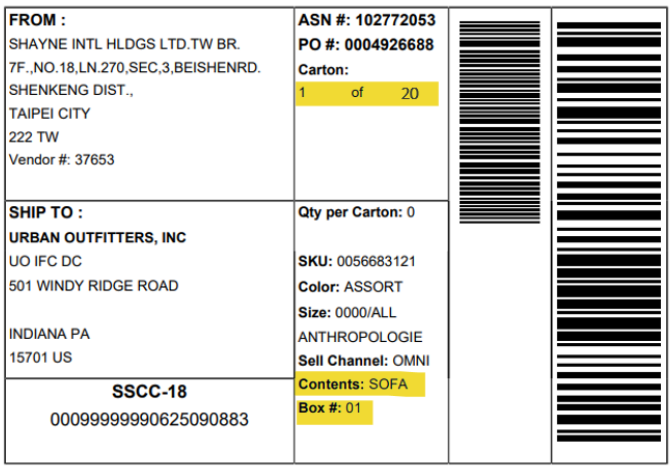
1. Select all rows in the Packing List Detail
2. Select the **Reports** drop down menu

3. Select **Print PDF Carton Labels in Batch**



4. Print labels from the PDF export. Tradestone UCC-128 Carton Labels should not be smaller than 3 x 5 inches, or larger than 8 x 11 inches.

   NOTE: *Confirm the Total Carton Qty matches the Packing List Total. The* ***Qty per Carton*** *for Component Packed SKUs will be* ***0****. Non-Component Packed SKUs should reflect a numeric Carton Qty:*

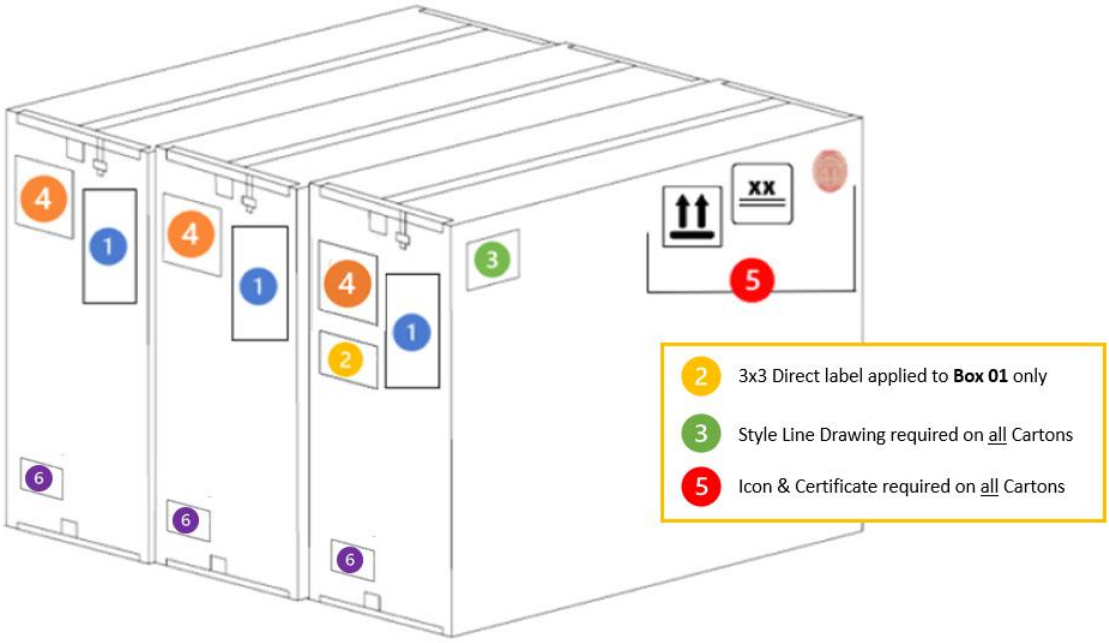


5. Apply Tradestone UCC-128 Carton Labels on the lower right-hand corner of the short side of each corresponding carton. Tradestone Carton label should be easily visible during transit.

It is critical that the Tradestone Carton Label be applied to the correct component piece.

Carton Labeling Requirements for Component POs

Please refer to the following image and each corresponding description to generate & apply the required Carton labeling for Component POs:



URBN Generated (Tradestone & Service Bureaus) Carton Labels

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, all SOFA units would receive the Carton label defined as **BOX # 01**. All CHAISE units would receive the Carton label defined as **BOX # 02**:

FROM : SHAYNE INTL HLDGS LTD.TW BR. 7F.,NO.18,LN.270,SEC,3,BEISHENRD. SHENKENG DIST., TAIPEI CITY 222 TW Vendor #: 37653	**ASN #: 102772053** **PO #: 0004926688** **Carton:** 1 of 20
SHIP TO : **URBAN OUTFITTERS, INC** UO IFC DC 501 WINDY RIDGE ROAD INDIANA PA 15701 US	**Qty per Carton:** 0 **SKU:** 0056683121 **Color:** ASSORT **Size:** 0000/ALL ANTHROPOLOGIE **Sell Channel:** OMNI
SSCC-18 00099999990625090883	**Contents:** SOFA **Box #:** 01

FROM : SHAYNE INTL HLDGS LTD.TW BR. 7F.,NO.18,LN.270,SEC,3,BEISHENRD. SHENKENG DIST., TAIPEI CITY 222 TW Vendor #: 37653	**ASN #: 102772053** **PO #: 0004926688** **Carton:** 11 of 20
SHIP TO : **URBAN OUTFITTERS, INC** UO IFC DC 501 WINDY RIDGE ROAD INDIANA PA 15701 US	**Qty per Carton:** 0 **SKU:** 0056683121 **Color:** ASSORT **Size:** 0000/ALL ANTHROPOLOGIE **Sell Channel:** OMNI
SSCC-18 00099999990625090770	**Contents:** CHAISE **Box #:** 02

2 3x3" Direct Label. Ordered by vendor from Fineline, Checkpoint:

There will only be one 3x3 Label for the entire SKU. Please apply to BOX # 01 of the Component SKU:

Vendor Generated Carton Labeling

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: Interchangable vs. Non-Interchangable

- → ***Interchangable***: Component SKU Units can be mixed & matched without concern for color, fabrication, or wood grain variances
- → ***Non-Interchangable***: Component SKU Units must be matched according to the **serialized Item #.**

Serialized Item #: Each Unit is unique to the component Packed SKU & must be fulfilled according to the serialized Item #. Consult your URBN Buying Contact if SKUs are serialized.

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)

Non-Interchangeable: **Include Serialized #**

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

5 Icons & Box Manufacturer Certificate. Apply to each carton.

6 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.