

## How to Enter Tracking Information on the PL (EU DOMESTIC ONLY)

EU Domestic Vendors are required to enter tracking information directly on the PL in Tradestone.

\*This information can only be entered once the PO has shipped or when all details have been confirmed with the carrier. Please be sure you've completed all PL requirements and shipped prior to entering tracking details.

**Packing List Header**

Generate Invoice Copy Line(s) Mixed Carton Vendor Submit PL Remove Invoice Number Cancel Packing List Record 5 of 8

**Packing List Header**

PL # 102216804 Agent UK - US TEST VENDOR Vendor ID 64804 Ship Mode ROUTING GUIDE Service Provider GFC

PL Status APPROVED Domestic/Import DOMESTIC Booking No/HBOL# CARGO RECEIPT Ship To GFC

Sell Channel DIRECT Global ID 64804 Est. Gross Wgt 30.000000 CARGO RECEIPT Est. Gross Wgt 30.000000

Container No Est. Total Cube 0.000 Est. Net Wgt 20.000000 Unit of Measure LB

**Invoice/ASN**

T5 Invoice No. 1794085

ASN Date 07/11/2022

ASN Count 1

**Delivery/Booking**

Booking Date Ship Mode ROUTING GUIDE Service Provider GFC

Cargo Receipt CARGO RECEIPT Ship To GFC

Planned ETD Est. Total Cube 0.000 Est. Net Wgt 20.000000 Unit of Measure LB

**Totals**

T5 Units 225 Unit of Measure EA

Cartons 3 Unit of Measure

Gross Wgt 0.000 Unit of Measure

Net Wgt 0.000000 Unit of Measure

**Carton Sizing**

Carton Code	Length	UM	Width	UM	Height	UM

**Logistics**

Shipped from Zip Code Shipped Date

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	Carton Code
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	100	3	1	3		100	100	
3	0005000002	3	BLCO-01	HONEYSUCKLE	0000	ALL	100		1	LOOSE	0							

1. Use the **Search for Existing Packing List(s)** query on the Tradestone Dashboard and search by PO # to open the PL screen.
2. Locate the Logistics Section of the Packing List Header.
3. To enter the Carrier field, you may either use the  to search for a pre-loaded carrier OR you may free type a carrier into the field.
  - When using the free type, the system will present you with any options that match your text. You may select the carrier if presented as an option.
  - When using the free type, if the carrier does not exist in the pre-loaded list, you will still be able to save your unique entry.
4. Select **Save** 
5. To enter the Shipped Date field, you may either use the calendar to select the date that the PO was shipped out OR you may free type the date using the format MM/DD/YYYY.
6. Select **Save** 
7. To enter the Master Tracking Number, please free type this into the field.
  - **NOTE** – please enter the Master Tracking # for any shipment with more than one carton. Each carton may have individual tracking, but shipment as a whole should have a Master Tracking #. If no master is provided, please enter the 1<sup>st</sup> tracking number in the series.
8. Select **Save** 