

# Using Tradestone: *A Vendor's View*

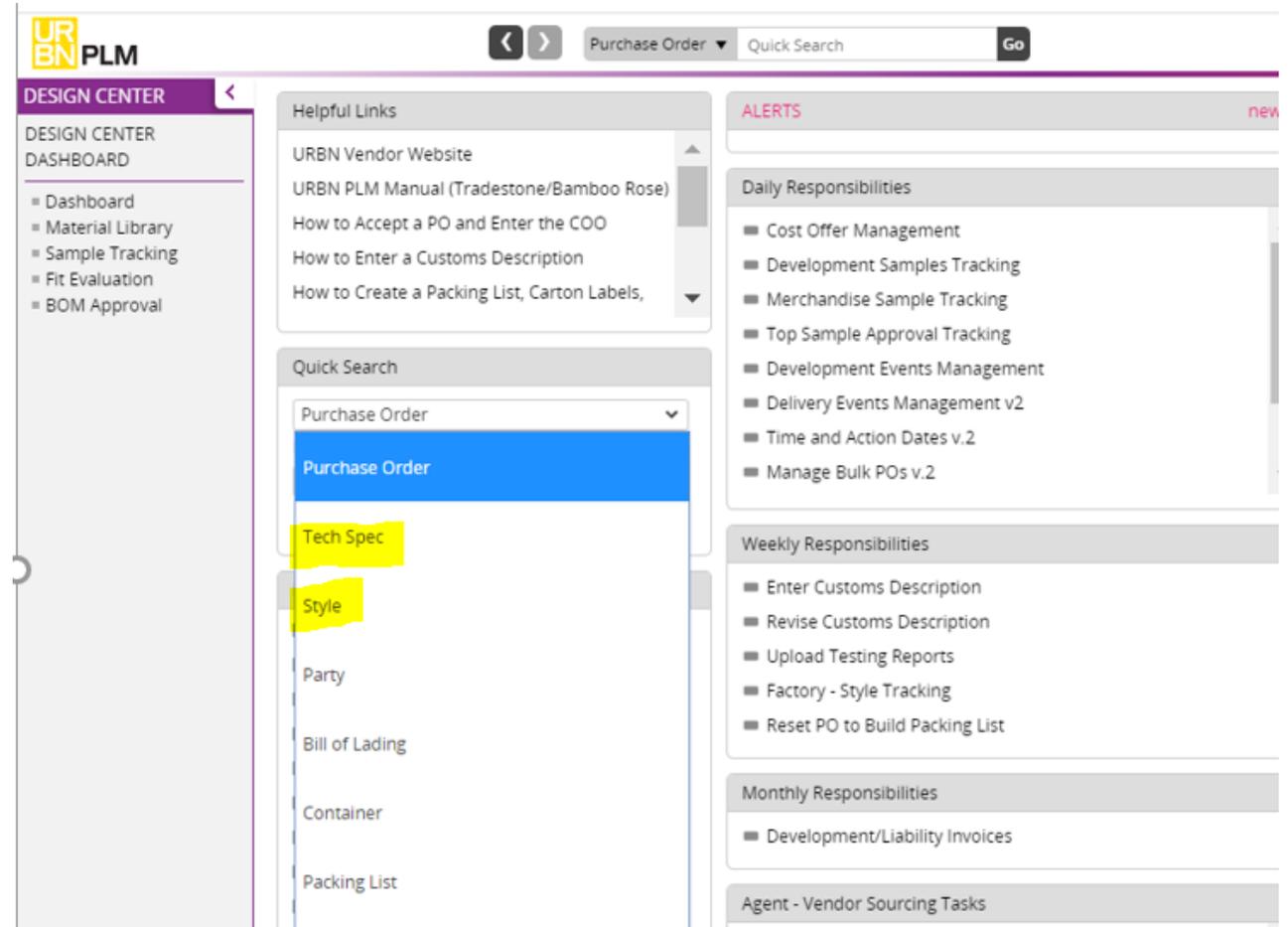
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October 2022

Searching for Styles, Sample Tracking, Entering Costs, and  
Downloading Tech Packs

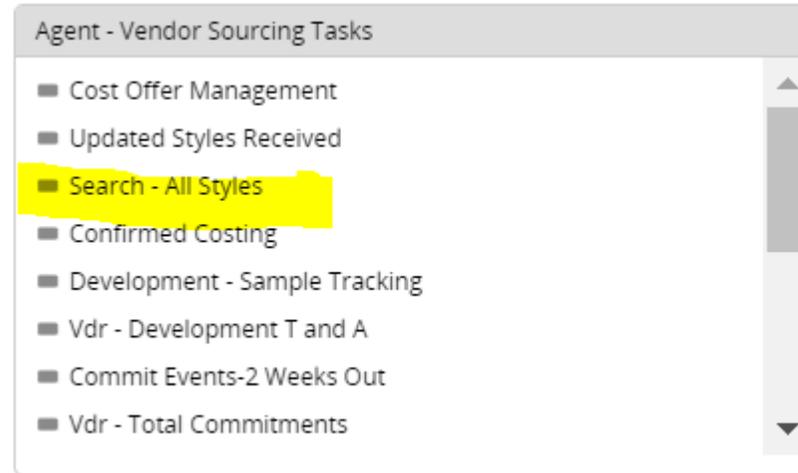
# Searching for a Style

- When searching for an individual style page, its best to search by the location that you would like to update:
- PO= Purchase Order
- Tech Pack(Fit Comments, BOM, Testing and Care)= Tech Spec
- Offer line= Style
- Select the drop down under “Quick Search” and make the above selection.



# Searching for Multiple Styles

On Tradestone dashboard, find below link.



Search View: Search - All Styles ⓘ

## Search Fields

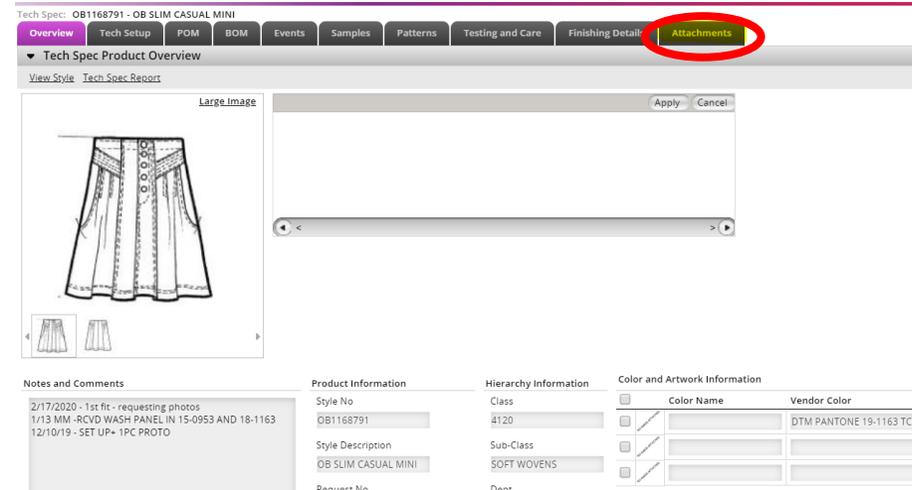
|                   |          |   |                   |      |                      |                |      |                      |
|-------------------|----------|---|-------------------|------|----------------------|----------------|------|----------------------|
| Vendor Style No   | Like     | <input type="text"/>                    | Style Description | Like | <input type="text"/> | Brand          | Like | <input type="text"/> |
| Sub Brand         | Like     | <input type="text"/>                    | Season            | Like | <input type="text"/> | Delivery Month | Like | <input type="text"/> |
| Development Stage | Like     | <input type="text"/>                    | Order Type        | Like | --                   | Class          | Like | <input type="text"/> |
| Reference No      | Like     | <input type="text"/>                    | Wholesale Style?  | Like | --                   | Sub-Class      | Like | <input type="text"/> |
| Delivery          | Equal to | <input type="text" value="MM/dd/yyyy"/> |                   |      |                      |                |      |                      |

Clear Fields Search Show All

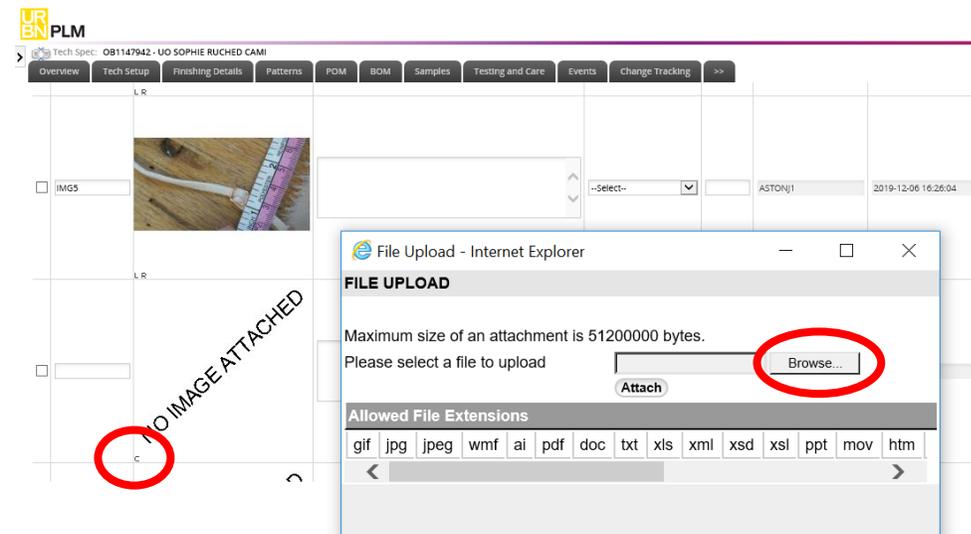
## Search List

# UPLOADING SUBMITS

- From the Style Overview page, click on the “attachments” tab



- Next, find an empty cell and select “C”.
- The File Upload Window will appear. Select “Browse”, then select image you would like to upload, then select Save.



# UPLOADING SUBMITS ct'd

- After saving, the image will appear in the empty cell. Please enter comments pertaining to the submit in the box next to the image, and select “Save again”. Please include:
  - Name of color and CSI or Pantone # used for the dip
  - Please ensure the standard is placed in the photo alongside the approved lab dip where applicable.
  - Name of artwork if applicable
- Please send an email to PD or color team advising that the image has been uploaded to the attachments page of the tech pack.

The screenshot shows the PLM system interface for Tech Spec: OB1147942 - UO SOPHIE RUCHED CAMI. The interface includes a navigation bar with tabs for Overview, Tech Setup, Finishing Details, Patterns, POM, BOM, Samples, Testing and Care, Events, and Change Tracking (3). A 'Save' button is circled in red in the top right corner. The main area displays a table with two rows of image uploads. The first row shows an image of a lab dip with a color selection dropdown set to 'COLOR: 090190891 SHADE SPRUCE DIP C APPROVED'. The second row shows an image of a fabric sample with an artwork name dropdown set to 'ARTWORK NAME: UOW199547 STRIKEOFF'. A red arrow points from the 'Save' button to the artwork name dropdown. A red circle highlights the 'R' button under the first image.

| Image ID | Image | Color / Artwork                                 | Standard | Date                |
|----------|-------|---|----------|---------------------|
| IMG7     |       | COLOR: 090190891 SHADE SPRUCE<br>DIP C APPROVED | BRITZL1  | 2020-03-17 19:38:59 |
| IMG8     |       | ARTWORK NAME: UOW199547<br>STRIKEOFF            | BRITZL1  | 2020-03-17 19:38:59 |

- Hit SAVE after entering all images
- If you need to make changes to the image, select “R” under the image and follow the previous steps.

# Entering Costs

In the Style (Request for Quote) record, it will bring you to the Overview Tab. Click to Detail tab to see the Offers

In the style record, click Offer No. you would like to enter costing for.

Request For Quote:

Overview **Details** Attachments Events Multi HTS

▼ Style Offer View

Submit Offer Copy Offer Summary Bulk Print Detail Bulk Print

Fill Up Fill Down Fill Selected

| <input type="checkbox"/> | Offer No | Offer Type | Offer Description | Status |
|--------------------------|----------|------------|-------------------|--------|
| <input type="checkbox"/> | 1111519  | INITIAL    |                   | SENT   |

- Offer Overview is where you will enter
- Click Cost BOM Tab to enter Cost Breakdown

Offer Response:

Overview **Change Tracking** **Cost BOM** Actions... Save

▼ Offer Response Overview

Copy Offer Submit Offer Cost Breakdown Costing Storyboard

**Style Information**

Vendor Style No:   
Style Description:   
Request No:  Offer No: 1150880  
Brand: ANTHROPOLOGIE Season: FALL 2020  
Agent:   
Agent/Vendor:   
Origin Country: PHILIPPINES Request Date: 03/05/2020  
Modify User:  Modify Date: 2020-09-17 16:15:21  
Request Count: 1 Status: SENT TO SUP...

**Pricing**

Offer Type:   
Offer Description:   
Minimum Order Qty (Yds):   
Target FOB:   
Price Bucket: --Select--  
FOB Price: 24.50  
Estimated Units: 500  
Fabric Confirmed Date:   
Freight Factor/Unit Weight: 0.26  
Height:   
Pack Meas: 0.002210  
Units/Pack: 1

**History**

Enter Offer Note

**Lead Times**

Dye Type: --Select--  
Grigate/turn Lead Time: 60  
Color Lead Time: 0  
Fabric/turn Transit Lead Time: 14

**Place Dates**

Air Order Place Date: 03/29/2020  
Ocean Order Place Date: 03/07/2020  
Delivery Date: 08/05/2020

# Entering Costs

- Additional Charges listed at the top

Offer Response

Overview Change Tracking 2 Cost BOM

Bill of Material



**Parent Information**

Vendor Style No:

Offer No:

Offered D:

Estimated Units:

Minimum Order Qty (Yds):

Minimum M:

Total LeadTime:

Offer Description:

**Summary Values**

FOB Price:  Cur:

Target Cost:  UM:

**CM,Knit/Link,OH/MU,Addl Chrgs**

| Charge Type                         | Value                             |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> LABELS     | <input type="text" value="0.45"/> |
| <input type="checkbox"/> LABOR      | <input type="text" value="7.25"/> |
| <input type="checkbox"/> FINANCE    | <input type="text" value="0.30"/> |
| <input type="checkbox"/> --Select-- | <input type="text"/>              |
| <input type="checkbox"/> --Select-- | <input type="text"/>              |
| <input type="checkbox"/> --Select-- | <input type="text"/>              |

Additional Charges include:  
 Raw Material – Main  
 Raw Material  
 Finishing  
 Mold/Detail Charge  
 CM/Labor  
 Markup/Overhead  
 Labels/Product Packaging  
 All Handling/FOB Charges  
 Other  
 Total FOB

- Material and Trim Cost Breakdown listed below

| MATERIAL( 1 items )           |                           |                      |                      |                      |           |           |          |                       |  |
|-------------------------------|---------------------------|----------------------|----------------------|----------------------|-----------|-----------|----------|-----------------------|--|
| Component                     | Description               | MQ Offer No          | Mill                 | Origin               | Yield/Qty | Mtl Price | Ext Cost | Original MQ Unit Cost |  |
| <input type="checkbox"/> JHSE | JOHANNAS HIGH SHRINK E... | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.760     | 11.40     | 8.66     |                       |  |
| <input type="checkbox"/>      |                           | <input type="text"/> | <input type="text"/> | <input type="text"/> |           |           |          |                       |  |
| <input type="checkbox"/>      |                           | <input type="text"/> | <input type="text"/> | <input type="text"/> |           |           |          |                       |  |
| <input type="checkbox"/>      |                           | <input type="text"/> | <input type="text"/> | <input type="text"/> |           |           |          |                       |  |
| <input type="checkbox"/>      |                           | <input type="text"/> | <input type="text"/> | <input type="text"/> |           |           |          |                       |  |

| TRIM( 14 items )         |                         |                      |                      |                      |           |           |          |                       |  |
|--------------------------|-------------------------|----------------------|----------------------|----------------------|-----------|-----------|----------|-----------------------|--|
| Component                | Description             | MQ Offer No          | Mill                 | Origin               | Yield/Qty | Mtl Price | Ext Cost | Original MQ Unit Cost |  |
| <input type="checkbox"/> | MAIN LABEL - TBD        | <input type="text"/> | <input type="text"/> | <input type="text"/> | 1.000     |           | 0.00     |                       |  |
| <input type="checkbox"/> | GLOBAL CARE -TBD        | <input type="text"/> | <input type="text"/> | <input type="text"/> | 1.000     |           | 0.00     |                       |  |
| <input type="checkbox"/> | SIZE - TBD              | <input type="text"/> | <input type="text"/> | <input type="text"/> | 1.000     |           | 0.00     |                       |  |
| <input type="checkbox"/> | 1 INCH GG ZIPPER SHEILD | <input type="text"/> | <input type="text"/> | <input type="text"/> | 1.000     | 0.65      | 0.65     |                       |  |

- Make sure to Save all information on the Cost BOM Tab and click back to the Overview tab

# Submitting Costs

Offer Response:

Overview Change Tracking **2** Cost BOM

▼ Offer Response Overview

Copy Offer **Submit Offer** Cost Breakdown Costing Storyboard

- Submit Offer

- You need to make sure the following information is filled out prior to Submitting:
  - Offer Description
  - Minimum Order Qty
  - Minimum Color Qty
- Save any changes on the screen and then Click Submit Offer

Pricing

|                          |                      |                            |                      |
|--------------------------|----------------------|----------------------------|----------------------|
| Offer Type               | INITIAL              |                            |                      |
| Offer Description        | <input type="text"/> |                            |                      |
| MinimumOrder Qty (Yds)   | <input type="text"/> | MinimumColor Qty (Yds)     | <input type="text"/> |
| Target FOB               | <input type="text"/> | Estimated Units            | 500                  |
| Price Bucket             | --Select--           | Fabric Confirmed Date      | <input type="text"/> |
| FOB Price                | 24.50                | Freight Factor/Unit Weight | 0.26                 |
| Effective DateOffer Date | <input type="text"/> |                            |                      |

Red arrows point to the Offer Description, MinimumOrder Qty (Yds), and MinimumColor Qty (Yds) fields.

# Copying Offers

- You will use the copy offer option if you have multiple cost options for one style number (ie: multiple cost options for fabric, color or MOQ)
- To copy an offer line, you will select the Offer line and click the 'Copy Offer' button.
  - This should be done **PRIOR** to selecting the 'SUBMIT OFFER' option on the current offer you are working on.
- Please ensure the Offer Description field is updated to align with the costing being entered (ie: "wool blend option", "MOQ 1000 units", etc...)

Request For Quote:

Overview Details Attachments Events Multi HTS

▼ Style Offer View

Submit Offer **Copy Offer** Summary Bulk Print Detail Bulk Print

Fill Up Fill Down Fill Selected

| <input type="checkbox"/>            | Offer No ▼     | Offer Type ▼ | Offer Description ▼ | Status ▼ |
|-------------------------------------|----------------|--------------|---------------------|----------|
| <input checked="" type="checkbox"/> | <u>1111519</u> | INITIAL      | 3/13 500 U ORG CTTN | SENT     |

# Entering T&A Events

- Production T&A lives on the Events Tab in the Tech Spec.
- Once at the Overview page, select the “Events Tab”

The screenshot shows the PLM system interface for a Tech Spec. The 'Events' tab is active, showing the following information:

- Events Information:** Event ID: TECH SPEC EV..., Model Name: GENERIC TEC..., Description: TECH SPEC EVENTS
- Match Criteria:** Owner (H): URBN, Match 2-6: [Empty fields]
- Details Table:**

| Category                 | Description          | Vendor Date              | Production Date          | Actual Date              | Trigger Event            | Trigger +/- Days         |
|--------------------------|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | 01 REVEALED TO VE... | <input type="checkbox"/> | <input type="checkbox"/> | 08/23/2022               | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | 02 PASSED TO TECH    | <input type="checkbox"/> |
| <input type="checkbox"/> | 03 FABRIC COMMIT ... | <input type="checkbox"/> |
| <input type="checkbox"/> | 04 COLOR APPROVAL    | <input type="checkbox"/> |
| <input type="checkbox"/> | 05 COLOR ASSORT D... | <input type="checkbox"/> |
| <input type="checkbox"/> | 06 PO DUE DATE       | <input type="checkbox"/> |
| <input type="checkbox"/> | 07 TRIM APPROVAL     | <input type="checkbox"/> |
| <input type="checkbox"/> | 08 WASH APPROVAL     | <input type="checkbox"/> |

- To enter or review events for multiple styles, please use the Update Events query on the Dashboard

The screenshot shows the 'Agent - Vendor Sourcing Tasks' dashboard. The 'Update Events Query' option is highlighted in the sidebar. The main area shows a search list with the following columns:

| Style No                  | Season    | Brand       | Class | Event Description    | Schedule Date     | Actual Date |
|---------------------------|-----------|-------------|-------|----------------------|-------------------|-------------|
| <a href="#">OB1088068</a> | 2/28 2020 | FREE PEOPLE | B115  | FP BLAZERS & JACKETS | COLOR APPROVAL    | MM/DD/YYYY  |
| <a href="#">OB1088068</a> | 2/28 2020 | FREE PEOPLE | B115  | FP BLAZERS & JACKETS | TRIM APPROVAL     | MM/DD/YYYY  |
| <a href="#">OB1088068</a> | 2/28 2020 | FREE PEOPLE | B115  | FP BLAZERS & JACKETS | WASH APPROVAL     | MM/DD/YYYY  |
| <a href="#">OB1088068</a> | 2/28 2020 | FREE PEOPLE | B115  | FP BLAZERS & JACKETS | FIT APPROVAL DATE | MM/DD/YYYY  |

# Entering T&A Events

- Production T&A lives on the Events Tab in the Tech Spec.
- Once at the Overview page, select the “Events Tab”
- Before PO’s are issued, events should be entered on the “Generic Tech Spec”.
- After PO’s are issued, Events should be entered on the sheet listing the corresponding bulk PO number.

- To enter or review events for multiple styles, please use the Update Events Query on the Dashboard.

Agent - Vendor Sourcing Tasks

- Cost Offer Management
- Updated Styles Received
- Vendor Search - All Styles
- Confirmed Costing
- Update Events Query
- Vdr - Development T and A
- Commit Events-2 Weeks Out
- Vdr - Total Commitments

**DESIGN CENTER** | Tech Spec: OB1683650 - EASY STREET PULL ON

Overview | Tech Setup | POM | BOM | **Events** | Samples | Patterns | Testing and Care | Finishing Details | Attachments

▼ Events on Tech Spec < 1 2,3 > Go To GENERIC TECH SP ▼

**Events Information**

Event ID: TECH SPEC EV... | Owner (H): URBN

Model Name: GENERIC TEC... | Match 2: [ ]

Description: TECH SPEC EVENTS | Match 3: [ ]

Match 4: [ ]

Match 5: [ ]

Match 6: [ ]

**Match Criteria**

Owner (H): URBN

Match 2: [ ]

Match 3: [ ]

Match 4: [ ]

Match 5: [ ]

Match 6: [ ]

**Details**

| Category                 | Description          | Vendor Date | Production Date | Actual Date | Trigger Event | Trigger+/- Days |
|--------------------------|----------------------|-------------|-----------------|-------------|---------------|-----------------|
| <input type="checkbox"/> | 01 REVEALED TO VE... | [ ]         | [ ]             | 08/23/2022  | [ ]           | [ ]             |
| <input type="checkbox"/> | 02 PASSED TO TECH    | [ ]         | [ ]             | [ ]         | [ ]           | [ ]             |
| <input type="checkbox"/> | 03 FABRIC COMMIT ... | [ ]         | [ ]             | [ ]         | [ ]           | [ ]             |
| <input type="checkbox"/> | 04 COLOR APPROVAL    | [ ]         | [ ]             | [ ]         | [ ]           | [ ]             |
| <input type="checkbox"/> | 05 COLOR ASSORT D... | [ ]         | [ ]             | [ ]         | [ ]           | [ ]             |
| <input type="checkbox"/> | 06 PO DUE DATE       | [ ]         | [ ]             | [ ]         | [ ]           | [ ]             |
| <input type="checkbox"/> | 07 TRIM APPROVAL     | [ ]         | [ ]             | [ ]         | [ ]           | [ ]             |
| <input type="checkbox"/> | 08 WASH APPROVAL     | [ ]         | [ ]             | [ ]         | [ ]           | [ ]             |

▼ Search Fields

Style No: Like [ ] Season: Like [ ] 2020 Brand: Like [ ]

Class: Like [ ] Event Description: Like [ ] Schedule Date: Equal to [ ]

Actual Date: Equal to [ ] MM/dd/yyyy

Clear Fields Search Show All

▼ Search List

Export to Excel(XLS) | Export PDF | Save My View | Save Search | Saved Searches |

Drag a column header and drop it here to group by that column. Rows from only this page are grouped

1 - 100 of 188 items Goto Page 1 of 2

| Style No                  | Season    | Brand       | Class                     | Event Description | Schedule Date  | Actual Date    |
|---------------------------|-----------|-------------|---------------------------|-------------------|----------------|----------------|
| <a href="#">OB1089068</a> | 2/28 2020 | FREE PEOPLE | B115 FP BLAZERS & JACKETS | COLOR APPROVAL    | MM/DD/YYYY [ ] | MM/DD/YYYY [ ] |
| <a href="#">OB1089068</a> | 2/28 2020 | FREE PEOPLE | B115 FP BLAZERS & JACKETS | TRIM APPROVAL     | MM/DD/YYYY [ ] | MM/DD/YYYY [ ] |
| <a href="#">OB1089068</a> | 2/28 2020 | FREE PEOPLE | B115 FP BLAZERS & JACKETS | WASH APPROVAL     | MM/DD/YYYY [ ] | MM/DD/YYYY [ ] |
| <a href="#">OB1089068</a> | 2/28 2020 | FREE PEOPLE | B115 FP BLAZERS & JACKETS | RIT APPROVAL DATE | MM/DD/YYYY [ ] | MM/DD/YYYY [ ] |

# Sample Tracking

- It is important that all sample information is entered on the sample request line in Tradestone. **Please do not send sample information in email.** This includes photos, measurements, awb# etc.
- To enter sample tracking info, please use the Development Samples Tracking query found on the dashboard
- There are separate queries for Agents and Vendors. Please use the query according to your type of registration profile.

The screenshot displays the URBN PLM Design Center Dashboard. The top navigation bar includes the URBN PLM logo, a 'Purchase Order' dropdown, a 'Quick Search' input field, and a 'Go' button. The left sidebar lists the 'DESIGN CENTER DASHBOARD' with a menu containing: Dashboard, Material Library, Sample Tracking, Fit Evaluation, and BOM Approval. The main content area is divided into sections: 'Helpful Links' with links to 'URBN Vendor Website', 'URBN PLM Manual (Tradestone/Bamboo Rose)', 'How to Accept a PO and Enter the COO', 'How to Enter a Customs Description', and 'How to Create a Packing List, Carton Labels,'; a 'Quick Search' section with a dropdown menu set to 'Purchase Order', an 'Enter value to search' input field, and a 'Go' button; and an 'ALERTS' section with a 'new' indicator. A 'Daily Responsibilities' panel is overlaid on the right, listing tasks such as 'Cost Offer Management', 'Dev Samples Tracking-Agent', and 'Dev Samples Tracking-Vendor'. The 'Dev Samples Tracking-Agent' and 'Dev Samples Tracking-Vendor' items are highlighted with a pink rectangular box.

# Sample Tracking: Development Samples Tracking query

- Search for the style or styles to update by Class, Season, Sample Type etc
- Be certain to complete all fields highlighted below: Expected Ship Date (within 48hrs of receiving sample request), Agent/Vendor Sent Date, Carrier, Awb# and Comments
- Comments Field: When you are not sending sample by the Date Due, please enter the reason here. You may also enter other details relate to the style.
- **Update 2022:** This query can now be used to check for fit approvals and whether a sample has been received. Refer to Sample Status and Received Date for this info.

The screenshot shows the PLM Development Samples Tracking query interface. The search filter section includes the following fields:

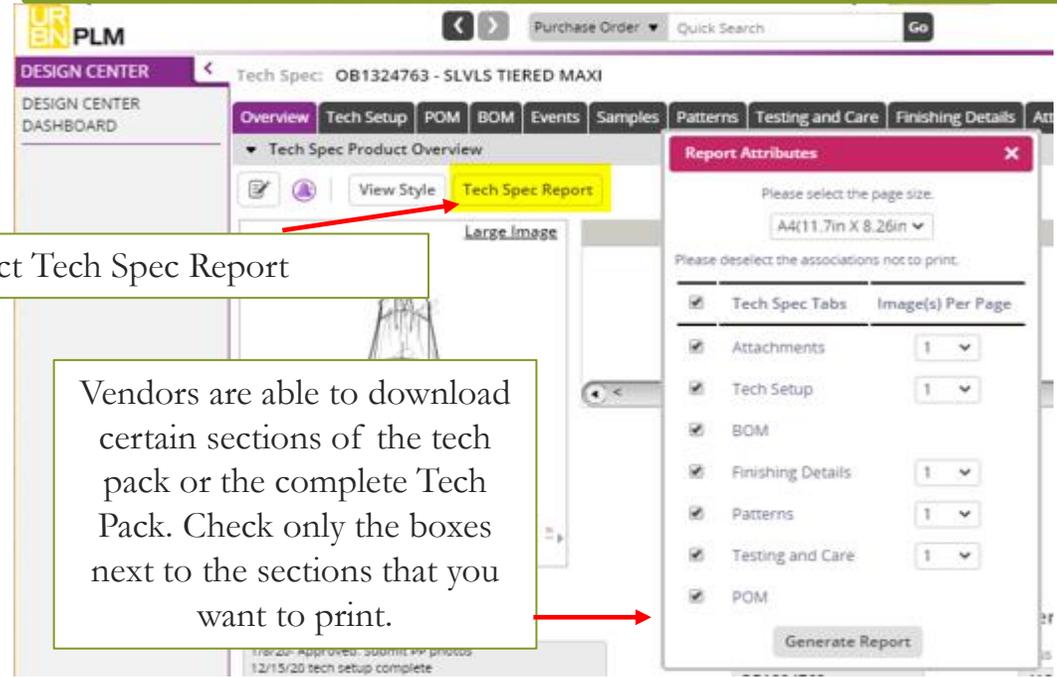
- Vendor Style No: Like
- Style Description: Like
- Sample ID: Equal to
- Sample Type: Like
- Colorway Name: Like
- Size Code: Like
- Ship To: Like
- Date Requested: Equal to
- Date Due: Equal to
- Tracking Status: Like
- AWB No: Like
- Agent: Like
- Vendor: Like
- Brand: Like
- Class: Like
- Sub-Class: Like
- Sub Class Desc: Like
- Season: Like

The Search List table displays the following data:

| Ship To | Date Requested | Date Due   | Tracking Status | Fit Eval | Sample Status        | Fit Eval Status | Expected Ship ... | Agent/Vendor S... | Receive Date |
|---------|----------------|------------|-----------------|----------|----------------------|-----------------|-------------------|-------------------|--------------|
|         | 11/06/2020     |            | NEW             | Y        | APPROVED             | APPROVED        | MM/DD/YYYY        | 02/27/2021        |              |
|         | 08/28/2020     | 09/11/2020 | RECEIVED        | Y        | PROCEED TO REFERENCE | APPROVED        | MM/DD/YYYY        | 09/18/2020        |              |

# Downloading Tech Packs and Fit Comments

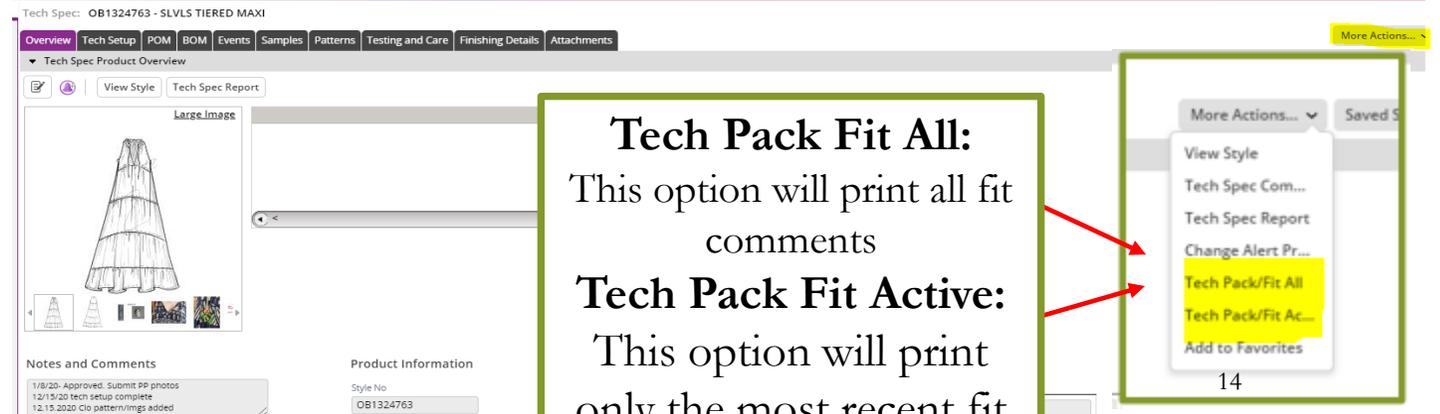
## Downloading Tech Pack without Fit Comments



Select Tech Spec Report

Vendors are able to download certain sections of the tech pack or the complete Tech Pack. Check only the boxes next to the sections that you want to print.

## Downloading Tech Pack with Fit Comments



**Tech Pack Fit All:**  
This option will print all fit comments

**Tech Pack Fit Active:**  
This option will print only the most recent fit comment