



# Sample Invoice Management

Complete process for external users  
2025

# Sample Invoice Management Query

URBN PLM

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- Color Library
- Material Library
- Color Palettes
- Material Palettes
- Sample Tracking
- Fit Evaluation
- Tech Spec
- BOM Approval

Search Edit: Sample Invoice Mgmt-Vendor ⓘ ★

▼ Search Fields

Vendor Style No	Like		Payee	Like	
Season	Like		Development Stage	Like	
Style Description	Like		Style Class	Like	
Invoice #	Like		Approved	Like	
Sample Unit Cost	Equal to		Sample Qty	Equal to	
Vendor Invoice Submit Status	Like	--	GL Code	Like	
Receive Date	Equal to	MM/dd/yyyy	Invoice Sent to AP Date	Equal to null	

Clear Fields

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

1 2 3 4 5 6 7 8 9 10 ... 1 - 100 of 16000 items Goto Page 1 of 160 100 Records Per Page

<input type="checkbox"/>	Vendor Style No	Payee	Brand	Season	Development St...	Order Type	Style Description	Style Class	Wholesale Style?
<input type="checkbox"/>	OB1000021		ANTHROPOLOGIE	SPRING 2019	ADOPTION	CHASE	OB SS TEXTURED SHIRT ...	4130	No
<input type="checkbox"/>	OB1000021		ANTHROPOLOGIE	SPRING 2019	ADOPTION	CHASE	OB SS TEXTURED SHIRT ...	4130	No
<input type="checkbox"/>	OB1000036		FREE PEOPLE	7/30 2019	ADOPTION	CHASE	MADDIE SLEEP PANT	8167	No

PRODUCTION

- All sample invoices must be entered in this query to be submitted for payment.
- Material invoices are submitted separately using the **Development/Liability Invoices Query**
- In order to submit any invoice for samples, they must have a sample request showing that the sample being invoiced has been received.
- Only one invoice date per invoice number may be used.



# Sample Invoice Management Query

## Requirements:

- Complete ALL editable fields
- Be sure to select the proper **Vendor Invoice Submit Status**. The invoice will not be submitted until this is completed
- Only the invoices with received samples will appear in the URBN query for approval.
- It is possible to enter an invoice for a sample not yet received by URBN, but it will not be available for payment until it has a received date on the sample request.

- **Sample Unit Cost** is very important and is used to calculate the **Extended Invoice amount**.
- The **Extended Invoice** amount may not be a free type value. All invoiced amounts for samples must relate to a sample cost and qty *RECEIVED*.
- **Payee** is the entity to whom payment will be sent, this should be an existing vendor or agent ID.
- If there is no sample request or if it is incorrect, please contact your PD partner to revise the sample request, before entering the invoice.

Search Edit: Sample Invoice Mgmt-Vendor ⓘ ★

▼ Search Fields

Vendor Style No	Like		Payee	Like		Brand	Like	..
Season	Like		Development Stage	Like		Order Type	Like	..
Style Description	Like		Style Class	Like		Wholesale Style?	Like	..
Invoice #	Like		Approved	Like	..	Approver	Like	
Sample Unit Cost	Equal to		Sample Qty	Equal to		Vendor Email Contact	Like	
Vendor Invoice Submit Status	Like	..	GL Code	Like		Sample Type	Like	
Receive Date	Equal to	MM/dd/yyyy	Invoice Sent to AP Date	Equal to null	MM/dd/yyyy			

Clear Fields Search Show All

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

1 - 100 of 160000 Items Goto Page 1 of 160 100 ▼

	Sample Invoice ...	Invoice #	Approved	Approver	Extended Invoice ...	Sample Unit Cost	Sample Qty	Vendor Email C...	Vendor Invoice Submit Status
<input checked="" type="checkbox"/>	MM/DD/YYYY						1		..
<input type="checkbox"/>	MM/DD/YYYY						1		..
<input type="checkbox"/>	MM/DD/YYYY						2		..
<input type="checkbox"/>	MM/DD/YYYY						2		..



# Sample Invoice Payment Terms

- This process applies to invoices for SMS, Photo and Development Samples
- Invoices will be paid within 30 days of the “Invoice Sent to AP Date”.
- This is not the same process for sample ydg or fabric related charges. All fabric related invoiced are processed through the original **Development/Liability Invoices Query**