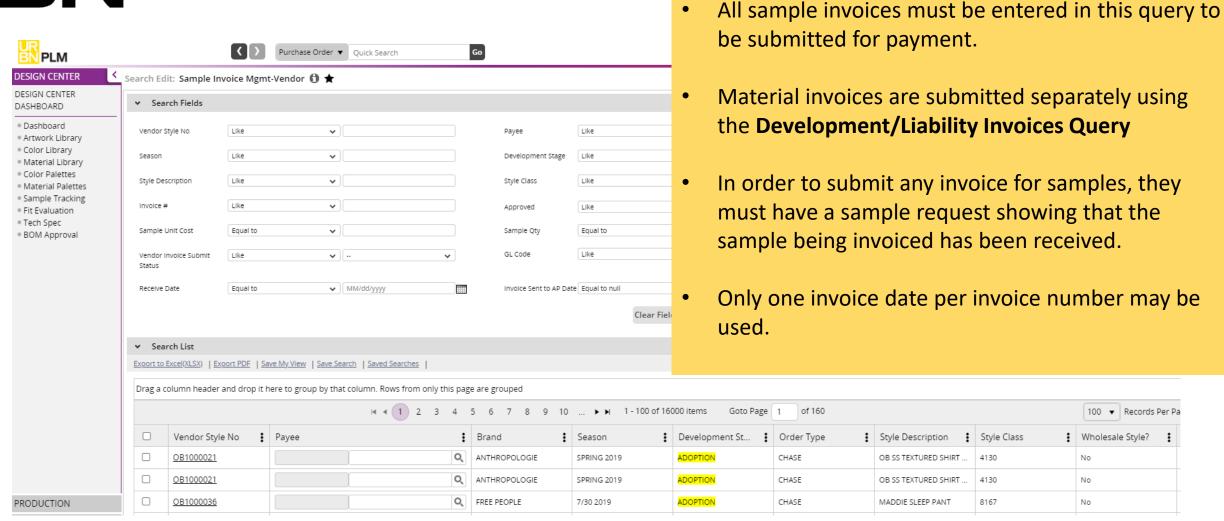


UR BN Sample Invoice Management

Complete process for external users 2025



BR Sample Invoice Management Query

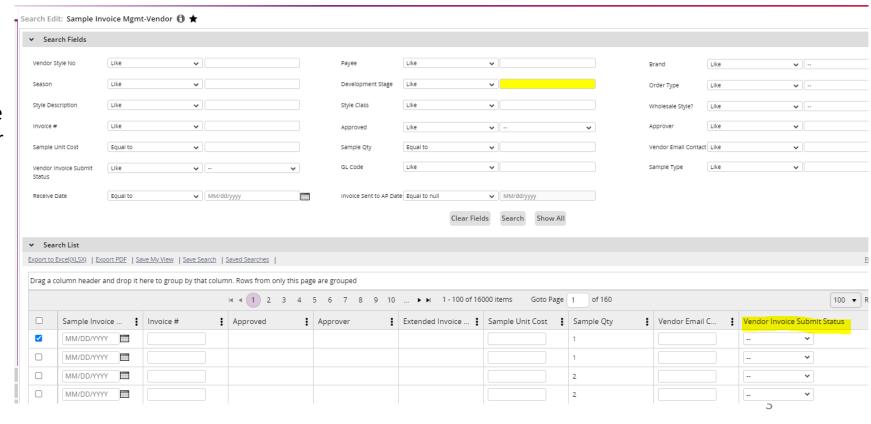




Sample Invoice Management Query

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.





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