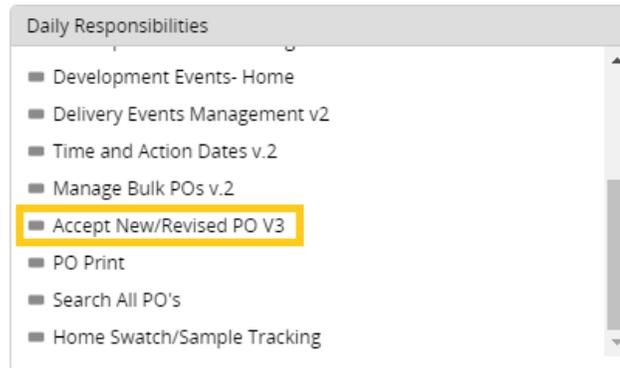
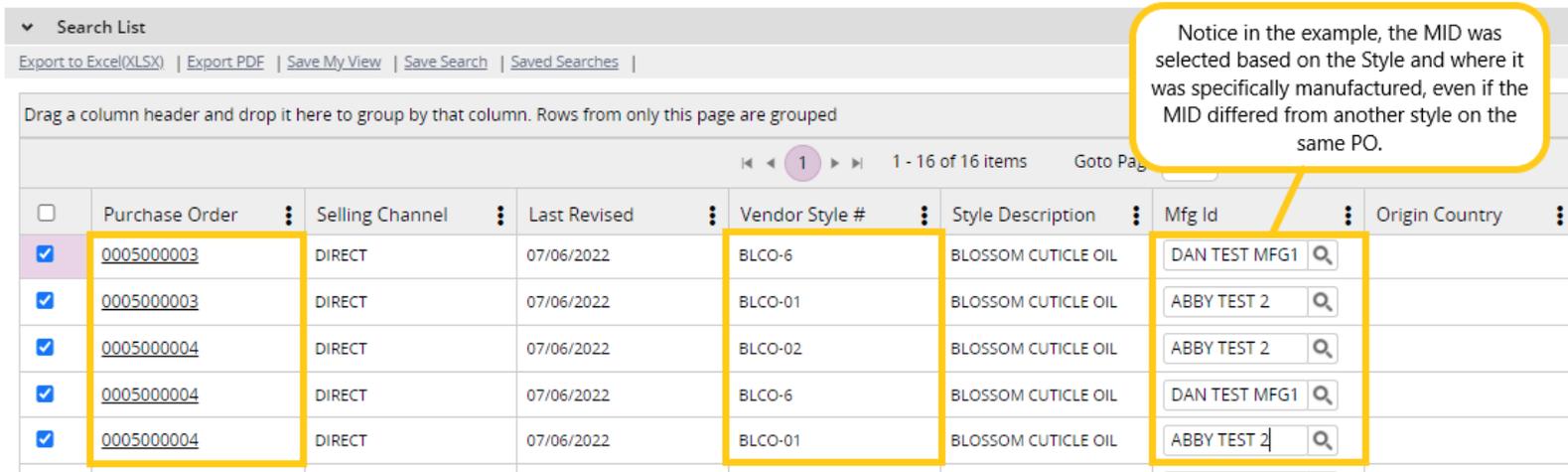


## How to Mass Enter MIDs and Accept POs (Ownbrand Vendors ONLY)

1. Select the **Accept New/Revised PO V3** query on your Tradestone Dashboard, under Daily Responsibilities.



2. A list of POs in NEW and/or REVISED status will populate. Note, a single PO number will repeat for each unique SKU on the PO.
3. You may use any of the search parameters under the "Search Fields" header to narrow your search results.
4. Locate the "Mfg ID" column.
5. Proceed to enter the Mfg ID (MID) for EACH SKU.
  - To enter, you may choose to free-type the Legal Manufacturer Name associated with the MID (which will populate suggestions as you begin to type) or use the  to perform an advanced MID search.
  - **NOTE:** The MID needs to be entered by SKU. If different MIDs apply to different SKUs or differ by PO, you must manually enter the MID on each row. You **may not** use the Fill Down option unless certain that each SKU on the page shares the same MID.



Search List

Export to Excel(XLSX) | 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 - 16 of 16 items Goto Page

<input type="checkbox"/>	Purchase Order	Selling Channel	Last Revised	Vendor Style #	Style Description	Mfg Id	Origin Country
<input checked="" type="checkbox"/>	0005000003	DIRECT	07/06/2022	BLCO-6	BLOSSOM CUTICLE OIL	DAN TEST MFG1 	
<input checked="" type="checkbox"/>	0005000003	DIRECT	07/06/2022	BLCO-01	BLOSSOM CUTICLE OIL	ABBY TEST 2 	
<input checked="" type="checkbox"/>	0005000004	DIRECT	07/06/2022	BLCO-02	BLOSSOM CUTICLE OIL	ABBY TEST 2 	
<input checked="" type="checkbox"/>	0005000004	DIRECT	07/06/2022	BLCO-6	BLOSSOM CUTICLE OIL	DAN TEST MFG1 	
<input checked="" type="checkbox"/>	0005000004	DIRECT	07/06/2022	BLCO-01	BLOSSOM CUTICLE OIL	ABBY TEST 2 	

Notice in the example, the MID was selected based on the Style and where it was specifically manufactured, even if the MID differed from another style on the same PO.

6. Once the MIDs you plan to complete have been entered, select Save.
7. Upon saving, you will see the "Origin Country" (COO) populate on the rows where an MID was entered. The country assigned to the COO will correspond to the country associated with the MID.

8. **Each PO will still have to be accepted** by opening the PO using the hyperlink in the “Purchase Order” column.
- Once the MID has been entered and COO populated in the query, select the PO number hyperlink to open the PO. Then review the PO to confirm all PO Overview + Detail information is accurate, then select **Vendor Accept PO** on the PO Overview screen.
    - Ownbrand vendors are permitted to update the Place of Handover (POH) on the PO **prior to acceptance** if the POH showing is inconsistent with the location the PO will be shipped from. Use the magnifying glass next to the POH to search for the URBN approved POH applicable to the PO shipment. Once selected, **SAVE** the PO before accepting.

Place of Handover 47061 BARCELONA 

**\*NOTE** – the ability for the vendor to update the POH without URBN assistance will be revoked after the PO is accepted, so it is important for OB vendors to review and correct the POH before accepting the PO.

- Follow the Accept PO instructions in the Tradestone User Manual for instructions to Accept a PO if needed.