URBN US Vendor Registration/Activation Process:



Once Vendor ID is active, US buying team may raise Purchase Orders. POs will be visible in Tradestone.

Note, Vendor is required to register with one of URBN's 3rd party Service Bureaus for Pre-ticketing prior to POs being raised.

Vendor Registration: A US Vendor Registration will occur when the Vendor is NEW to URBN. Vendor Activation: A US Vendor Activation will occur when the Vendor is already registered with URBN EU or was previously an active vendor in the US.

> Once URBN Buying + prospective Vendor have agreed upon terms, URBN Buying initiates Vendor **Registration** <u>or</u> **Vendor Activation** as applicable.

Vendor Registrations: URBN US Vendor Relations sends temporary Tradestone Registration credentials for logging into Tradestone to Vendor via Email.

Vendor Activation: Vendors who are being Activated for the US will use their existing Tradestone log in credentials unless provided a new log in by Vendor Relations.

US Vendor record is approved by Vendor Relations and made active.

Vendor Registrations: Vendor will receive a Welcome Letter via Email from URBN US Vendor Relations, including the Vendor ID, Tradestone log in credentials, and direction to the URBN US Vendor Website.

Vendor Activation: Vendor will receive a Welcome Letter via Email from URBN US Vendor Relations. The Welcome Letter will include direction to the URBN US Vendor Website.



Vendor is responsible for reviewing Welcome Letter information and following URBN requirements to fulfill Purchase Orders.

