

Check-Net
Users' Manual
For
URBN
Global Care Label
Program

Revision 7, June 2024

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Chapter 1

Log In to the CheckNet

Logging In

The screenshot shows the CheckNet login interface. At the top is the 'CheckNet' logo with 'POWERED BY Checkpoint' below it. The main login area contains a language dropdown menu (labeled 1), a 'Login' text field, and a 'Password' text field. A red 'Login' button and a 'Forgot Password' link (labeled 2) are below the fields. A callout bubble points to the login fields with the text: 'Enter the login and password you have received, then click on login.' Below the login area is a navigation bar with links: 'FAQ' (labeled 3), 'Contact Us' (labeled 4), 'Upload Order Files', and 'New Account' (labeled 5). A grey 'Notes' box on the right contains the following text:

Notes

To login go to:
<http://checknet.checkpt.com>

1. Select your preferred language
2. Start the password reset process
3. Frequently Asked Questions about accounts can be found here.
4. Find out how to contact us.
5. Request an account to access Check-Net

At the bottom of the page, there is a disclaimer: 'This site contains confidential and proprietary information. This information is provided for the benefit of authorized users only. Unauthorized access to information on this system may result in criminal and/or civil prosecution. All accesses are logged and this information will be used to support any prosecution.'

To Log In to CheckNet: Checknet web link <https://checknet.checkpt.com/>.

- 1 Go to <https://checknet.checkpt.com/>.
- 2 Type your "Username and Password."
- 3 Click on "Log In" or press "Enter" to continue

CheckNet is available in multiple languages:** English, Chinese (Traditional), Chinese (Simplified), Italian, Korean, Netherlands, Spanish. To select your preferred language from the dropdown list which can be found above the username *English is selected by Default.**

Chapter

2

Landing Page

Landing Page – Main

After a successful login – You will be at our main page

Key Links (Headers): Shopping Cart // Account // Reports // Catalog // Orders // Invoice // Order History

The screenshot shows the main landing page of a system. At the top, a shopping cart icon and text '(0) Items in Shopping Cart' are labeled with a pink box and number 1. Below this is a red navigation bar with links: Home, Account, Orders, Reports, About Us, and Help. The 'Account' and 'Reports' links are labeled with pink boxes and numbers 2 and 3 respectively. Below the navigation bar is a 'Get Started' section. It features a dropdown menu with 'Urban Outfitters' selected, labeled with a pink box and number 4. Below the dropdown are three icons: a book icon labeled 'Catalog' with a pink box and number 5, a box icon labeled 'Orders' with a pink box and number 6, and an envelope icon labeled 'Invoice' with a pink box and number 7. To the right of the 'Get Started' section is a 'Notes' box containing eight numbered instructions. At the bottom left is a banner for 'GLOBAL PRINTSHOP NETWORK' with a world map. At the bottom right is a 'My Order History' table with two columns: 'Shopping Cart No' and 'Order Date'. The table contains two rows of data, with the first row's 'Shopping Cart No' labeled with a pink box and number 8.

Notes

1. Your shopping cart is accessible from every page. Click here to change the contents of the cart or place your order.
2. View and change your account settings.
3. Several reports are available from this menu.
4. Switch between the retailers you are authorized to order for.
5. Place your order from the catalog.
6. Releasing (ordering) of SPO's
7. View your invoices.
8. View the status of your placed orders.

Shopping Cart No	Order Date
2476280	12/18/2019
2460981	12/18/2019

Chapter

3

Tips* What to know before you order

- ✓ Retailer Style # (Example) OB95117X; OC123456
- ✓ Brand
- ✓ Garment Product Category (Example) top, bottom, bra
- ✓ Size Range
- ✓ Wash Care Instructions
- ✓ Fiber Composition %
- ✓ Quantity labels requested to order Total
- ✓ Quantity labels requested to order by each Size
- ✓ Is a Disclaimer required? Y/N
- ✓ CheckNet Item code (Quick reference visual below)

****Tips: CheckNet item codes assignment:**

Example:

URBNSZ – 1A = Anthropologie

URBNSZ – 1F = Free People

URBNSZ – 1U = Urban Outfitters

URBNSZ – 1UM = Urban Outfitters Men

Colors: Black, White, and Ivory are available

*****Please Note PLUS Sizes Do Not Use URBNSZ Labels*****

URBN-GC1U/F/A - IVORY



URBN-GC1U/F/A - BLACK



URBN-GC1U/F/A - WHITE



URBNSZ- 1A/U/F/UM IVORY



URBN-GC2U/F/A - IVORY



URBN-GC2U/F/A - BLACK



URBN-GC2U/F/A - WHITE



URBNSZ-1A/U/F/UM BLACK



URBN-DSC1U/F/A - IVORY



URBN-DSC1U/F/A - BLACK



URBN-DSC1U/F/A - WHITE



URBNSZ-1A/U/F/UM WHITE



URBN-DSC2U/F/A - IVORY



URBN-DSC2U/F/A - BLACK



URBN-DSC2U/F/A - WHITE

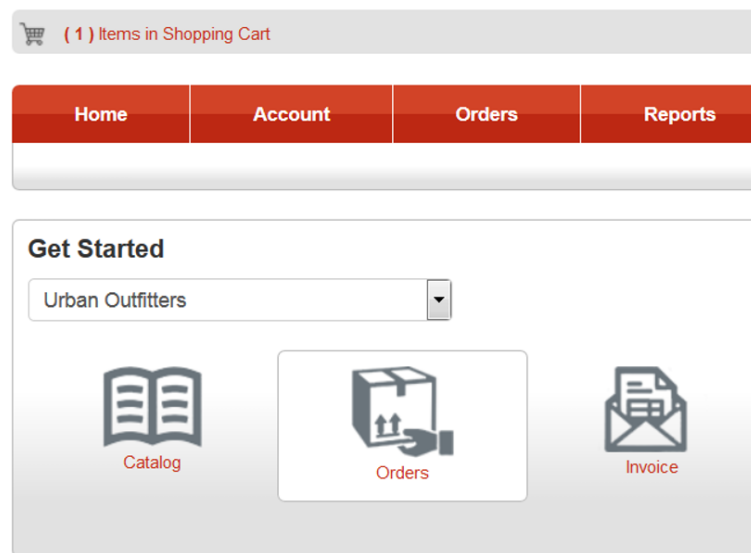


Chapter

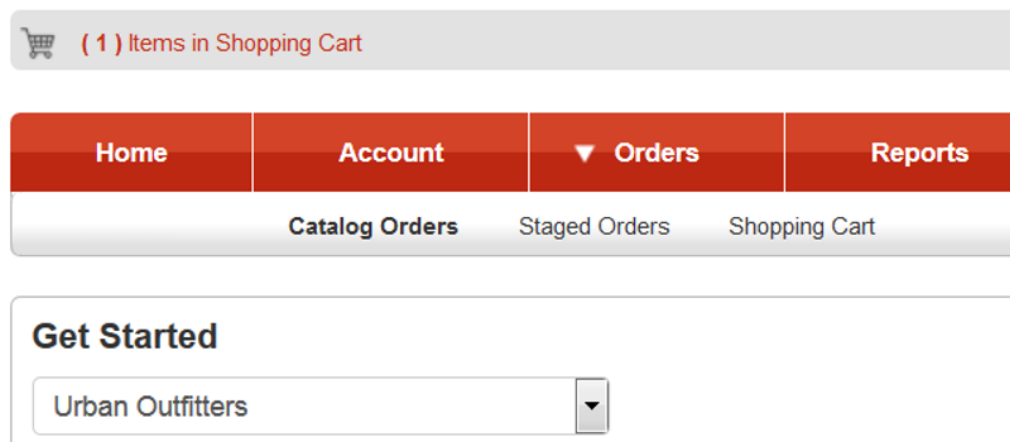
4

How to order and Checkout Process

Landing Main page: Scroll to >> Orders




Orders>> Select >> Catalog Orders



Order from Catalog >> Enter item code or look up item code
TIP: * is a wild card to search any item codes / brand beginning with alpha entered

Example for URBN Global Care Label program type in **URBN*** >> Search

 (1) Items in Shopping Cart

Home

Account

Orders

Repor

Order From Catalog



Item Code:

URBN*


Search

Clear Search


Description:

15 Items Per Page



Free People Black Intimates Global Care Label



Retailer Code:
URBN-GC2F-BLACK
Min Ord Qty:
100

[More Detail](#)

Each

Price:
USD 16.00 per 1000 pcs

[Add to Cart](#)

Anthropologie Ivory Global Care Label



Retailer Code:
URBN-GC1A-IVORY
Min Ord Qty:
100

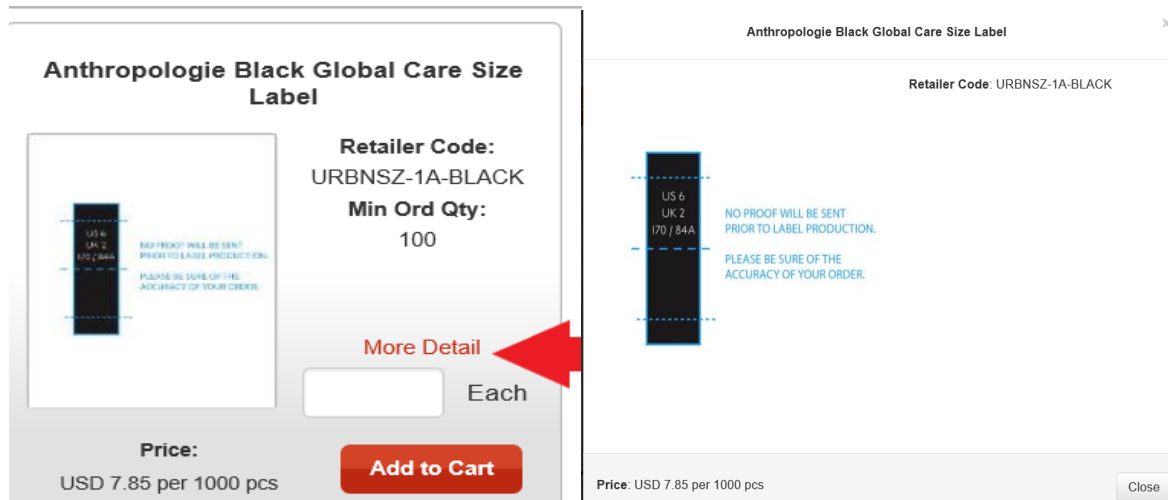
[More Detail](#)

Each

Price:
USD 22.50 per 1000 pcs

[Add to Cart](#)

To view more details of the item you are selecting click on “**More Detail**”. A window will pop up with a larger view of the item.



Find item >> Enter **Total Quantity** of your order >> Click Add to Cart



Variable Data Entry Form >> Select from Drop down menu

Important: Vendors are required to enter a minimum of **5** Care instructions, in this **exact** order: **Wash, Bleach, Dry, Iron, Dry Cleaning** OR select a Care Code. **Care Codes can be found in the URBN Tech Pack** Maximum of 10 Care instructions can be entered.

The screenshot shows a web browser window displaying the 'Variable Data Entry Form'. The browser's address bar shows the URL 'https://checknet.checkpoint.com/RCNV2/for...'. The page title is 'Generic Manual Entry'. The form is titled 'Variable Data Entry Form' and contains the following sections:

- Description of Item:** Free People Black Global Care Label
- Individual Field Component:** This section is for individual editable/uneditable fields. It includes:
 - Item Code:** URBN-GC1F-BLACK
 - UOM:** Each
 - Currency / Price:** USD 23 PER 1000 PIECES
 - Order Quantity:** 5000
 - Product Information:**
- Vertical Variable Data:** This section contains a table with the following rows:
 - Care Choice:** A dropdown menu with a search icon and a warning icon.
 - Standard Care:** A dropdown menu.
 - WASHING INSTRUCTIONS (Care 1):** A dropdown menu.
 - WASHING MODIFIERS 1 (Care 2):** A dropdown menu.
 - WASHING MODIFIERS 2 (Care 3):** A dropdown menu.
 - BLEACHING INSTRUCTIONS (Care 4):** A dropdown menu.
 - DRYING INSTRUCTIONS (Care 5):** A dropdown menu.
 - DRYING MODIFIERS (Care 6):** A dropdown menu.

The browser's taskbar at the bottom shows various application icons, including Microsoft Word, PowerPoint, Google Chrome, and the Windows Start button. The system clock in the bottom right corner indicates the time is 7:07 AM on 10/2/2019.

Variable Data Entry Form >> Select from Drop down menu

****Component is not a mandatory field unless you are selecting more than one 100% fiber composition. Only identify a Component as needed.**

***** Fiber Composition – Mandatory entry of at least 1 fiber composition. Maximum of 7 fiber compositions per content*****

Click Edit >> Select specific fiber from drop down >> **Enter % #** >> Click Save

COMPONENT 1 (Content 1 identify if needed)	<input type="text"/>
FIBER COMPOSITION 1 (Content 2)	<input type="text"/> <input type="button" value="Edit"/> 
COMPONENT 2 (Content 3 identify if needed)	<input type="text"/>
FIBER COMPOSITION 2 (Content 4)	<input type="text"/> <input type="button" value="Edit"/>
COMPONENT 3 (Content 5 identify if needed)	<input type="text"/>
FIBER COMPOSITION 3 (Content 6)	<input type="text"/> <input type="button" value="Edit"/>
COMPONENT 4 (Content 7 identify if needed)	<input type="text"/>
FIBER COMPOSITION 4 (Content 8)	<input type="text"/> <input type="button" value="Edit"/>

***** If a Component or Fiber Composition is not available in the dropdown choices please contact your Urban Buyer or your production person for assistance. *****

Variable Data Entry Form >> Enter RN, Style number, CA >> **Click Save**
****Note there can be two style numbers added to style. Example of format:
OB123456 / OC123456. Maximum characters 22.**

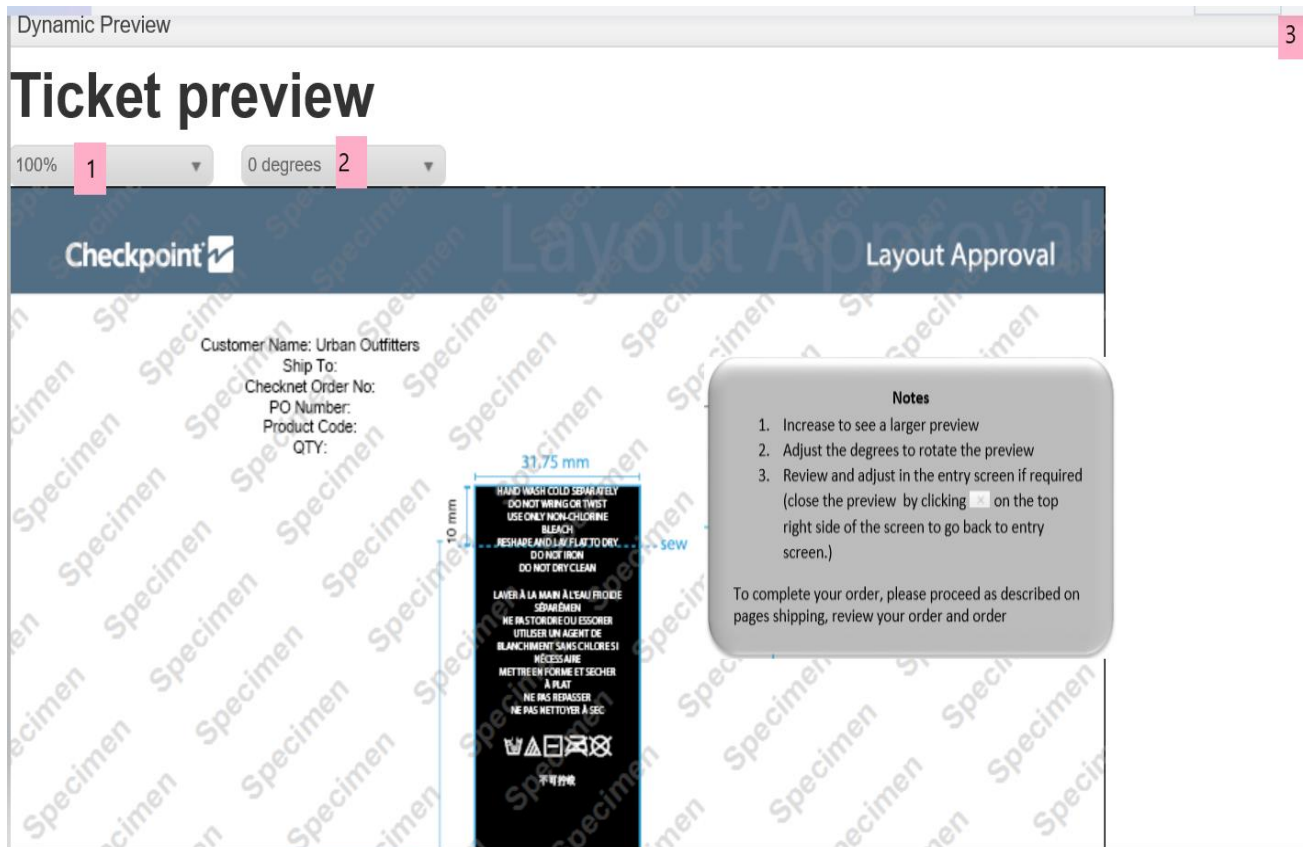
RN	<input type="text" value="12345"/>
Style	<input type="text" value="OB95117X"/>
CA	<input type="text" value="12345"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Dynamic Preview

Once you have entered all the label content you can click the “Preview” tab to view a layout of the label.”

COMPONENT 3 (Content 5 identify if needed)	TRIM
FIBER COMPOSITION 3 (Content 6)	100% ANGORA RABBIT HAIR <input type="button" value="Edit"/>
COMPONENT 4 (Content 7 identify if needed)	
FIBER COMPOSITION 4 (Content 8)	<input type="text"/> <input type="button" value="Edit"/>
CountryOrigin	Made in China
CA	<input type="text" value="667123"/>
RN	<input type="text" value="9897989"/>
Style	<input type="text" value="OB13FRAN"/>
<input type="button" value="Save"/> <input type="button" value="Preview"/> <input type="button" value="Cancel"/>	

The Ticket preview screen allows you to increase the view of the label and allows you to adjust the degrees to rotate the view. Once you have completed your review of the label you can close the preview by clicking on the “x” on the top right hand corner of the screen to go back to the entry screen.



If you are not satisfied with the label content layout you will be able to adjust the data once back at the entry screen.

*** If you receive the below notice it is due to data overflow. Due to the overflow of data the preview screen will not be able to produce a layout preview. This will only happen in extreme cases where all four contents and the max fiber compositions are selected for each content. Please note this will not affect your order. ***

Dynamic Preview

Ticket preview

100% 0 degrees

RetailerId: 9638

No layout was configured which can hold the amount of variable data without overflowing.

DBMSPLayoutId: 13715

Once you are satisfied with the layout of the label you can click on the “Save” tab and move on to the “Shopping Cart” screen.

FIBER COMPOSITION 3 (Content 6)	<input type="text"/>	
COMPONENT 4 (Content 7 identify if needed)	<input type="text"/>	
FIBER COMPOSITION 4 (Content 8)	<input type="text"/>	
CountryOrigin	<input type="text"/>	
CA	<input type="text"/>	
RN	<input type="text"/>	
Sty	<input type="text"/>	



Save **Preview** Cancel

Shopping cart >> Review order >> Continue >> Ship to address >> Ship mode

Upon checkout from our site, you will receive a Shopping cart #, containing your sales order #, please save for tracking your order. Either reference # can be used to track status of order on our site.

CheckNet®
POWERED BY Checkpoint

urb

(3) Items in Shopping Cart

Home

Account

Orders

Reports

About Us

Help

Shopping Cart

Step 1
Manage Contents










Step 2
Default Shipping Info

Step 3
Review Order

Continue >

Delete S

Catalog Orders

Actions	Quantity	Adjusted Quantity	Unit	Description	Retailer Code
  	<input type="text" value="1000"/>	1000	Each	Anthropologie Black Size Label	URBNSZ-1A-BLACK
  	<input type="text" value="8000"/>	8000	Each	Urban Outfitters Universal Care Label Black	URBN-GC1U-BLACK
  	<input type="text" value="8000"/>	8000	Each	Free People Universal Care Label Black	URBN-GC1F-BLACK

Continue >

Delete S

****Effective May 15, 2019 There will no longer be a PDF layout proof provided. ****

No PDF layout proof will be sent prior to label production. Please be sure of the accuracy of your order.

****Note to all vendors****

All translations and care symbols are the responsibility of Checkpoint to maintain according to Retailer requirements, tables, and established business rules logic.

Chapter

5

URBN Care Codes






Care codes can be found in your URBN Teck Pack. Below is example of where to find them.

OB1167887 UO VAGABOND TEE				Tech Spec Testing		SPRING 2020 URBAN OUTFITTERS	
Block Reference		Development Stage	ADOPTED	Reveal Status	TECH COMPLETE	Order Type	COLLECTION STYLE
Designer	DANA WEBSTER	Tech Designer	JENNIFER ASTON	PD	GABRIELLE MOSS	Production	LINDSEY REISSER
P-Value		Delivery		Size Range	XS/S-ML	BOM Primary	K491-VT
Class	0112	Class Desc	CUT AND SEW KNITS	Sub-Class	KNITS	Dept	WOMEN'S KNIT TOPS
Brand	URBAN OUTFITTERS	Sub Brand		Season	SPRING 2020		

Model Name	STANDARD
Standards Information	
Standard Code	MWC3
Standards	CARE
Standard Name	
Description	MACHINE WASH COLD WITH LIKE COLORS USE ONLY NON-CHLORINE BLEACH RESHAPE AND LAY FLAT TO DRY LOW IRON AS NEEDED DO NOT DRY CLEAN
Comment	
Results	CARE-SUGGESTED

MWC3

Machine Wash Cold, Normal Process Non-Chlorine Bleach Lay Flat to Dry Low Temp Iron Do not Dry Clean

*** Refer to your Teck Pack for the correct care code to use prior to placing your order. If the care code listed in your Teck Pack is not available on CheckNet, please contact your Urban Buyer or production person. ***

Effective August 29, 2019 Chinese translations will only appear for a few special care instructions

If you need additional assistance, please refer to the Urban Vendor Manual at the below link:

OWNBRAND:

<http://www.urbnvendor.com/us/wp-content/uploads/sites/2/2018/10/Global-URBN-Fabric-and-Apparel-Testing-Manual-8.27.2020.pdf>

MARKET VENDORS:

<http://www.urbnvendor.com/us/wp-content/uploads/sites/2/2019/01/China-MARKET-Apparel-Testing-and-Labeling-Requirements-TA-edits-10-3-19.pdf>

*Chapter***6****URBN Global Care Label: Customer Support****Checkpoint DG S China**

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URBN Specialized Resources:

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