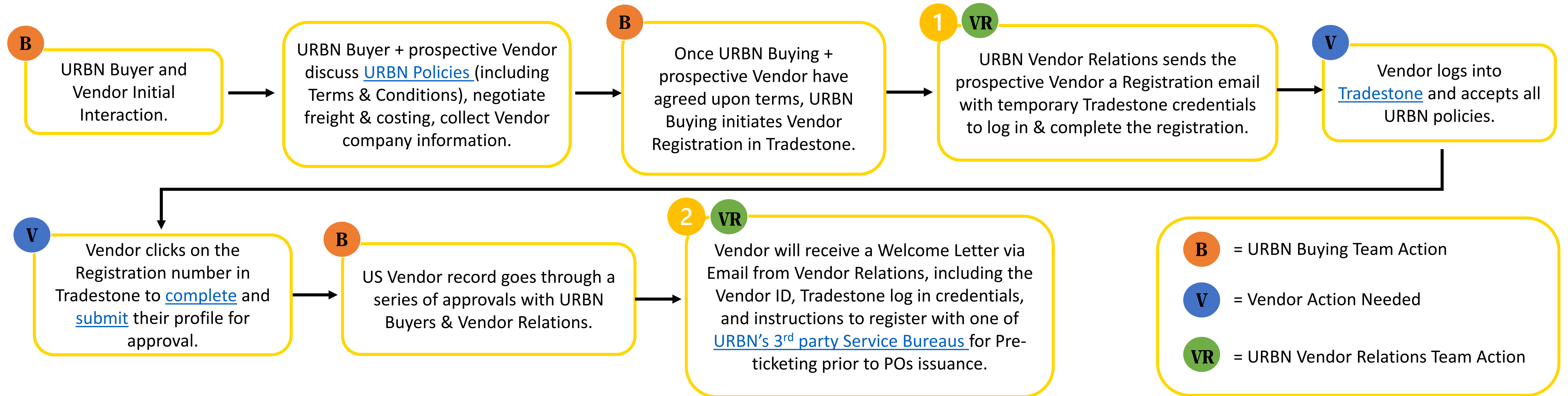


# Vendor Registration Overview:

Vendors who have never worked with URBN will need to complete the Vendor Registration process in Tradestone.



## 1 Registration Email Example:

**Hello, Future URBN Vendor.**

*If at any point in time you have worked with a Division of Urban Outfitters, Inc. (URBN) in the past, please pause and contact your Buyer before proceeding to ensure you are not currently registered with URBN.*

Welcome to URBN! We are excited to be working with you and look forward to our partnership.

As a URBN Vendor, you will be required to use our purchase order management system, **TradeStone**. Below, please find your temporary credentials to complete your Vendor Registration for the US division of URBN. Please login [here](#) and enter your temporary login details provided below:

User ID: REG012345  
Password: urbn12345!

Please visit the [Completing your Tradestone Profile](#) Page on the URBN Vendor Website for instructions on how to successfully submit your Registration.

As you wait for your Registration to be approved, please familiarize yourself with URBN's requirements by visiting the [Tradestone Overview](#) Page on the [URBN Vendor Website](#).

Vendors are expected to comply with all Regulatory/Social, Product Marking, Tradestone, Ticketing, Packaging, and Routing requirements outlined on the Website.

## 2 Welcome Email Example:

**Hello, URBN Vendor.**

Welcome to the community, URBN Vendor #XXXX

Your next step is to Register with one of URBN's nominated Ticketing Service Bureaus. Please refer to the [Service Bureau Registration & Ordering Instructions](#). Registration with a Service Bureau is required prior to PO issuance.

As a Market Vendor please familiarize yourself with our [Market Vendor Process](#) and the [Tradestone Overview](#) of the [US Vendor Website](#). Vendors are expected to comply with all Regulatory/Social, Product Marking, Ticketing, Packaging, Tradestone, and Routing requirements outlined on the Website.

Now that you have successfully registered with the US division of URBN, the URBN Buying team can raise POs against your US Vendor ID. Please use your permanent login details provided below to log into [Tradestone](#). You may discard the temporary login details (REG000XXXX) previously given.

User ID: VEN-12345-01  
Password: Urbn12345

*The above password is temporary, you will be prompted to create a NEW password upon logging in.*

The Registration & Welcome emails will be sent to the email contact(s) entered on the Tradestone Registration. Once you've received your URBN Vendor ID, Vendor email contacts can be updated at any time by following the instructions outlined in the [US Vendor Profile Update Instructions](#) page on the URBN Vendor Website.