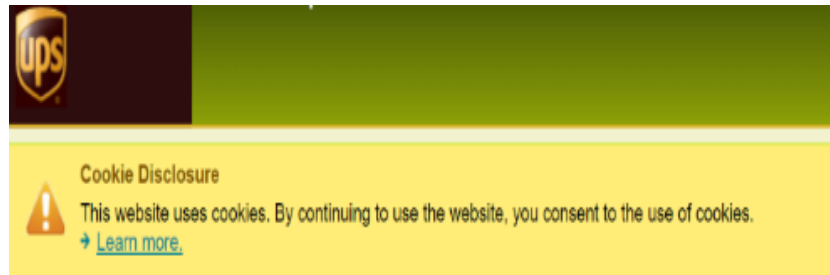


How to Create UPS Courier Shipping Labels – International & Domestic

- 1) Go to: <https://row.ups.com>
- 2) Select Alias, Login ID, & Password from the below table; based on the Brand & type of shipment (PO vs Sample).

Log In Information by Brand and Shipment Type (PO or Sample)				
What are you Shipping?	CVR Alias	CVR User ID	CVR Password	Ship-to Options
Anthropologie Samples	ANSample	ANSamp20	ANSamples2022@	ANTHROPOLOGIE EU ANTHROPOLOGIE INC BLDG18 ANTHROPOLOGIE INC BLDG17 ANTHROPOLOGIE PR-NYC
Free People Samples	FPSample	FPSamp20	FPSamples2022@	FREE PEOPLE EU FREE PEOPLE BLDG 25 FREE PEOPLE BLDG 3 FREE PEOPLE NY SHOWROOM FREE PEOPLE LA SHOWROOM URBN LA REGIONAL OFFICE
Production Samples <i>*If shipping to multiple brands, please consolidate and use "ProdSample" to log in and generate labels.</i>	ProdSample	ProdSamp20	ProdSamples2022@	URBAN OUTFITTERS INC BLDG543
Terrain Samples	TRSample	TRSamp20	TRSamples2022@	TERRAIN INC BLDG18
Nuuly Samples	NUSample	NUSamp20	NUSamples2022@	NUULY BLDG3
Urban Outfitters Samples	UOSample	UOSamp20	UOSamples2022@	URBAN OUTFITTERS EU URBAN OUTFITTERS INC BLDG10 URBAN OUTFITTERS INC BLDG7 URBAN OUTFITTERS INC BLDG 139 URBN LA REGIONAL OFFICE UO NY SHOWROOM
All URBN Inc. Brands International POs <i>*All International PO/Merch shipments MUST receive PRE-APPROVAL before shipping.</i>	MerchPO	MerchPO20	MerchPO2022@	Urban Outfitters - GAP - 755 Brackbill Rd Urban Outfitters - GFC - 766 Brackbill Rd Urban Outfitters - REN - 6640 Echo Ave Urban Outfitters - RNO - 12055 Moya Blvd Anthropologie - GAP - 755 Brackbill Rd Anthropologie - GFC - 766 Brackbill Rd Anthropologie - REN - 6640 Echo Ave Anthropologie - RNO - 12055 Moya Blvd Free People - GAP - 755 Brackbill Rd Free People - GFC - 766 Brackbill Rd Free People - REN - 6640 Echo Ave Free People - RNO - 12055 Moya Blvd Terrain - GAP - 755 Brackbill Rd Terrain - GFC - 766 Brackbill Rd Anthropologie - IFC - 501 Windy Ridge Rd Free People - IFC - 501 Windy Ridge Rd Terrain - IFC - 501 Windy Ridge Rd Urban Outfitters - IFC - 501 Windy Ridge Rd Urban Outfitters - KC2 - 7501 W. 106th Ter Nuuly - Levittown - 2401 Green Lane
All URBN Inc. Brands Domestic POs <i>*All Domestic PO shipments MUST provide PO # in reference field</i>	DomesticPO	DomesticPO20	DomesticPO2022@	Urban Outfitters-RENO-MOYA Anthropologie-755 BRACKBILL Anthropologie-766 BRACKBILL Anthropologie-RENO-ECHO Anthropologie-RENO-MOYA Free People-755 BRACKBILL Free People-766 BRACKBILL Free People-RENO-ECHO Free People-RENO-MOYA Terrain-755 BRACKBILL Terrain-766 BRACKBILL Anthropologie IFC Free People IFC Terrain IFC Urban Outfitters IFC Free People Wholesale
Nuuly POs	NuulyPO	NuulyIB20	NuulyPO2022@	Nuuly Inbounds

3) Using the Alias, Login, & Password. Log into URBN's - UPS Complete View Portal.



User Log In

Login Page

Company Alias ⬆

Login ID ⬆

Password ⬆

Continue

IF SHIPPING SAMPLES:

If signed in and shipping with one of the *Sample* Login:

The screenshot shows a web form titled "Shipping Information." with three main sections: "Ship From Information", "Ship To Information", and "Shipment Information".

- Step 1: Ship From Information** includes fields for Shipper Name, Contact Name, Address Line 1, Address Line 2, City, State or Province (2 letter abbreviation), Postal Code, Country or Territory (United States), Phone Number, and Email Address.
- Step 2: Ship To Information** includes a Location dropdown menu (showing "URBAN OUTFITTERS INC BLDG") and a Receiver First and Last Name field.
- Step 3: Shipment Information** includes a Label Delivery Method dropdown menu (showing "View and Print") and a section for Package(s) with a Weight - LBS field and an Add button.
- Step 4:** A dropdown menu for Package quantity, currently showing "1".
- Step 5:** A "Process Shipment" button and a "Clear" button at the bottom.

- 1 Enter *ALL* Ship From Information Required
- 2 Select Destination Address from Location dropdown
 - Must enter Receiver Name, *or label will not print*
- 3 Select Label Delivery Method
 - Email
 - View & Print
 - View, Print, & Email
- 4 Enter Weight (Lbs.) (1Kg = 2.2Lbs)
 - If shipping multiple packages, all the same weight, update the Package quantity. When you select "Process Shipment" it will print a label for each package with the identical weight.
 - If shipping multiple packages of different weights.
 - Enter the weight of the 1st package, and select "Add".
 - Then enter the weight of the 2nd package and select "Add".
 - Continue this process until you've added all packages.
- 5 When ready to generate shipping labels, select "Process Shipment".

IF SHIPPING INTERNATIONAL or DOMESTIC PO's:

If signed in and shipping with the International or Domestic PO Login:

The screenshot shows a web form titled "Shipping Information." with three main sections: "Ship From Information", "Ship To Information", and "Shipment Information".

- Step 1: Ship From Information** includes fields for Shipper Name, Contact Name, Address Line 1, Address Line 2, City, State or Province (2 letter abbreviation), Postal Code, Country or Territory (dropdown menu showing "United States"), Phone Number, and Email Address.
- Step 2: Ship To Information** includes a Location dropdown menu showing "Please Select".
- Step 3: Shipment Information** includes a Label Delivery Method dropdown menu showing "View and Print".
- Step 4: Package(s)** includes a section for "Package 1" with fields for Weight - LBS, PO#(S), and Authorization Number. There is an "Add" button and a "Package 1" dropdown menu.
- Step 5:** At the bottom, there are two buttons: "Process Shipment" and "Clear".

- 1 Enter ALL Ship From Information Required
- 2 Select Destination Address from Location dropdown
- 3 Select Label Delivery Method
 - Email
 - View & Print
 - View, Print, & Email
- 4 Enter Weight (Lbs.) (1Kg=2.2Lbs), PO#, & URBN provided Authorization #.
 - If shipping multiple packages, all the same weight & PO, update the Package quantity. When you select "Process Shipment" it will print a label for each package with the identical weight, PO, & Authorization #.
 - If shipping multiple packages of different weight and/or different PO#s.
 - Enter the weight, PO#, & Authorization # of the 1st pkg, then select "Add".
 - Then enter the weight, PO#, & Authorization # of the 2nd package and select "Add".
 - Continue this process until you've added all packages.
- 5 When ready to generate shipping labels, select "Process Shipment".