



Ownbrand DDP Process (EXTERNAL)

2/5/2026



DDP Cost Offer

DDP Offers will need to be created with the following fields to ensure costing accuracy

Offer Description

- Indicate DDP Air or DDP Ocean + Date of Offer so we can identify Air / Ocean offers that are associated with one another

Incoterms = DDP

Domestic/ Import = Domestic

Place of Handover

- Defaults from the Vendor Profile. DDP Vendor profiles have been updated with a Default (City) place of handover for Air and Ocean. DDP Vendors should reference the UNLADING point on the PO as the negotiated delivery destination.

Ship Mode = Actual Ship mode

- Vendor select either AIR or OCN (TRUCK only if shipping from Mexico/Canada).
- DDP vendor to enter in one separate offer for DDP AIR and one separate offer for DDP Ocean.
- Vendor to enter in Total Leadtime on offer for DDP Air / DDP Ocean. Leadtime is to include transit LT from Handover to DDP unloading point.

Country of Origin = Order COO

- Vendor to add the COO and Lading Point on the DDP cost offer to indicate where the goods are shipping from.

Cost Breakdown

- Vendor enters DDP Price in Charge Type Drop Down
- Vendor enters Fabric yield for each fabric component so URBN can track fabric usage
- Vendor to also enter Freight Factor (unit weight in KG).

DDP Cost & Leadtime

DDP COSTING

- Vendor enters DDP Price in Charge Type Drop Down
- Vendor enters Fabric yield for each fabric component

Target Values		Summary Values		CM,Knit/Link,OH/MU,Addl Chrgs	
Target First Cost - Unit	Curr	FOB Price	Curr	Charge Type	Value
<input type="text"/>	USD	Q 10.15	USD	<input type="checkbox"/> MATERIAL FREIGHT	0.00
Target Qty	UM	Material Total Cost	Total Trim	<input type="checkbox"/> FINANCE & HAND	0.00
1	EA	Q 0.00	0.00	<input type="checkbox"/> LABELS & TICKETI	0.00
	UM			<input type="checkbox"/> LABOR	0.00
	EA			<input type="checkbox"/> MARK UP/OVERH	0.00
				<input type="checkbox"/> SURCHARGE	0.00
				<input type="checkbox"/> DDP PRICE	10.15
				<input type="checkbox"/> --Select--	
				<input type="checkbox"/> --Select--	
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MATERIAL(1 items)																
Description	Component	MRN	Origin	Yield/Yld	FOB Price	Material Price	Total Material Cost	Ext Cost	Surcharge 1 Cost/Yld	Surcharge Reason 1	Surcharge 2 Cost/Yld	Surcharge Reason 2	Fabric Team Approved			
<input type="checkbox"/> ETON MESS ST...	F46313 GT VN	<input type="text"/>	<input type="text"/>	Q 1.660	2.15	Q 0.00	Q 0.00	0.00	0.00	<input type="text"/>	0.00	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
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DDP Purchase Order

SHIP MODE / PLACE OF HANDOVER

- Ship Mode on the PO will reflect the true Ship Mode of the order (Air or Ocean)
- If Place of Handover (City) varies from the Default on the PO, then Vendor is responsible to update the POH
- DDP Air / Ocean Flag no longer needs to be updated on the PO. *This field will no longer exist as of 2/20/2026.*

SHIP DATE

- The Ship Date on the PO is the confirmed Vendor DDP date.
 - If your negotiated DDP shipping terms are Delivered Duty Paid directly to the DC then the PO Ship Date = DDP Delivery Date to the DC
 - If your negotiated DDP shipping terms are Delivered Duty Paid directly to URBN's de-consolidator then the PO Ship Date = DDP Delivery Date to the de-consolidator.

INCO TERMS = DDP

DOMESTIC / IMPORT = DOMESTIC

For easy PO management, use the TradeStone query called: ACCEPT NEW / REVISED PO V3

In this query you can:

- Accept new PO's
- Enter in the Manufacturer ID number (MID)
- Update the Place of Handover (FOB Point Code)

DDP Packing List Date Requirements

The following fields must be entered on the vendor's Approved Packing List:

- ***Cargo Ready Date*** = Date that the PO is ready to ship at the factory
- ***Vendor Handover Date*** = Date that the PO is handed over to the forwarder
- ***Vendor Booking Date*** = Date that the PO is booked with the forwarder
- ***Place of Handover*** = City Location of Handover Port (defaults from PO)

Delivery/Booking		Logistics	
Booking Date	<input type="text"/>	Service Provider	<input type="text"/>
Ship Mode	<input type="text"/> OCEAN	Ship To	<input type="text"/> GFC
Booking No/HBOL#	<input type="text"/>	Cargo Ready Dt	<input type="text"/> 07/18/2025
Cargo Receipt	<input type="text"/>	Est. Gross Wgt	<input type="text"/> 56.120000
Est. Total Cube	<input type="text"/>	Est. Net Weight	<input type="text"/>
Planned ETD	<input type="text"/>	Unit of Measure	<input type="text"/>
Vendor Handover	<input type="text"/> 07/18/2025	Vendor Booking Date	<input type="text"/> 07/09/2025
Logistics			
Shipped from Zip Code	<input type="text"/>	Shipped Date	<input type="text"/>
Carrier	<input type="text"/>	Master Tracking Number	<input type="text"/>
Place of Handover	<input type="text"/> 55501	Place of Handover	<input type="text"/> PHNOM PENH
PO Cancel Date	<input type="text"/> 09/16/2025		

DDP Transit Events Query Requirements

Once your DDP PO is in transit then you will need to enter in the below Transit Events into the [DDP Transit Events](#) Query in Tradestone

- **ETA POE (Port of Entry)** = Once the PO is handed over to the forwarder then the **estimated arrival date** at the Ocean port/ Airport will need to be entered
- **Arrival at POE (Port of Entry)** = Once the PO arrives at the Ocean port / Airport then the **actual arrival date** will need to be entered. Cannot be a future date.
- **Arrival at Yard** = Actual date that the PO arrives at the DC's yard if shipping directly to the DC or the Date that the PO is handed over to the De-consolidator after the PO is cleared by US Customs. Cannot be a future date.

[Clear Fields](#) [Search](#) [Show All](#)

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<input type="checkbox"/>	Ship Mode	⋮	Deliver To	⋮	Ship Date	⋮	Event	⋮	Actual Date	⋮	Total Qty	⋮	Lading Point	⋮	Cancel Date	⋮	Brand
<input type="checkbox"/>	AIR	⋮	GAP	⋮	09/15/2025	⋮	ARRIVAL AT POE	⋮	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text"/> MM/DD/YYYY	⋮	1,530	⋮	10000	⋮	09/18/2025	⋮	URBAN OUTF
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<input type="checkbox"/>	AIR	⋮	GAP	⋮	09/15/2025	⋮	ARRIVAL AT YARD	⋮	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text"/> MM/DD/YYYY	⋮	1,530	⋮	10000	⋮	09/18/2025	⋮	URBAN OUTF
<input type="checkbox"/>	AIR	⋮	GAP	⋮	09/15/2025	⋮	ETA POE	⋮	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text"/> MM/DD/YYYY	⋮	1,530	⋮	10000	⋮	09/18/2025	⋮	URBAN OUTF
<input type="checkbox"/>	AIR	⋮	-	⋮	09/15/2025	⋮	ETA POE	⋮	<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text"/> MM/DD/YYYY	⋮	1,530	⋮	10000	⋮	09/18/2025	⋮	URBAN OUTF

6

DDP Shipments

<https://vendor.urbn.com/us/routing/international/ddp-shipments>

International Freight, Duty, & Taxes Prepaid by Vendor

- When URBN is NOT the Importer of Record (IOR), the vendor is responsible for:
 - Ensuring all PO Documentation is accurate
 - All freight, duty, fees, and taxes related to the shipment
 - Instructing carrier to schedule a delivery appointment at URBN's Destination Site. DC Site contact information can be found [here](#)

What is required of a DDP Vendor:

- DDP vendors must ensure they have ability to make entry into the U.S. and the internal controls to ensure their U.S. Customs entries are accurate. URBN will not act as the Importer of Record for DDP shipments. Key requirements are as follows:
 - U.S entity or non-resident foreign entity approved for U.S. Customs entry
 - U.S. Customs broker to file entries, as well as file ISF data for ocean shipments.
 - Freight Forwarder to handle shipments. (Note: Shipments of orders on DDP terms cannot be combined with shipments where URBN is the Importer of Record.)
 - Documentation to support value and country of origin, including preference program claims
 - U.S. Customs Bond
 - Permits or additional documentation as needed
 - Ex: Fish and Wildlife (FWS) permit if required
 - Ex: Food and Drug (FDA) license if required
 - Record-Keeping process for Customs entry support
 - Operations team to manage brokers and communicate with U.S. Customs, if necessary
 - ACE account with U.S. Customs, if necessary
 - As the ultimate consignee, URBN could be liable for any incorrect or fraudulent statements/information made in any entry filing with U.S. Customs. The URBN Global Trade and Compliance audit team may review a sampling of DDP entries to ensure the U.S. Customs entries are filed correctly.
 - URBN vendors will be expected to provide any requested documentation to ensure the accuracy of the U.S. Customs entries.

DDP Shipments

ALERTS

- Please be advised, when Vendor ships PO(s) via DDP, HTS codes are not required to be entered in Tradestone in order to proceed with shipping.
 - As the IOR, the vendor is responsible for classifying their goods for entry into the United States, which should occur separately from Tradestone.
 - The HTS field in Tradestone is for URBN's internal purposes.

Air Freight

- In order to provide URBN DCs and brands with a forecast of inbound POs, DDP Vendors using their own forwarders must provide tracking information.
- Once Customs Clearance is complete and freight is available for delivery, the vendor's U.S. agent must make an appointment for delivery to the respective DC. DC Delivery information can be found [here](#). Deliveries arriving without an appointment will be turned away.
- If booking with URBN's nominated forwarder, the vendor must prepay the shipment at origin and reference the vendor routing guide for booking instructions: <https://vendor.urbn.com/us/routing/international/air-shipments>