Ownbrand DDP Process (VENDOR)

DDP Cost Offer

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

Offer Description:

- DDP vendor to enter in one offer for **DDP AIR** and another for **DDP OCEAN**
  - *Indicate DDP + SHIP MODE + Date of Offer in description*

Incoterms = DDP

Domestic/ Import = DOMESTIC

Origin Country

- Vendor to add the **Country of Origin (COO)** on the DDP cost offer to indicate where the goods are shipping from.

Lading Point:

- Defaults to the Place of Handover from the vendor profile. Vendor to update lading point if varies from default. ***DDP Vendors should reference the UNLADING point on the PO as the true delivery destination.*

Ship Mode = AIR or **OCEAN**

- Vendor to create one DDP offer for both **AIR** and **OCEAN** ship modes
- Vendor to enter in **Total Leadtime** on offer for DDP Air / DDP Ocean.
  - *Leadtime is to include transit LT from Vendor Handover to DDP unlading point*

Unit Wgt (FRT Factor)

- Vendor to enter **Freight Factor** (packaged unit weight per piece in KG) and/or **Pack Measure** (Carton measure / Total units)

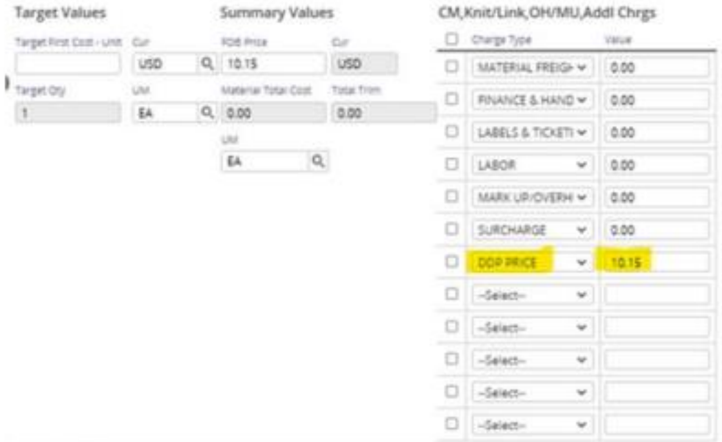
DDP Cost & Leadtime

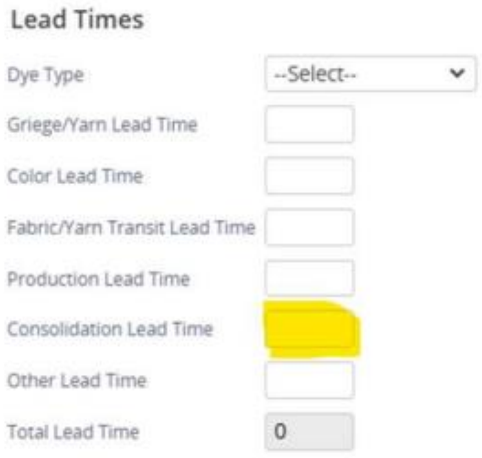
DDP COSTING

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

DDP LEADTIME

- Vendor enters in **Leadtime** onto offer for either DDP Air or DDP Ocean timing
- Vendor to include Air or Ocean transit (Vendor Handover from origin to DDP unlading point) in **Consolidation Leadtime**





DDP Purchase Order (PO)

SHIP MODE / PLACE OF HANDOVER

- Ship Mode on the PO will reflect the true IMPORT Ship Mode *(AIR or OCEAN)*
- If the Place of Handover (Lading point) varies from the default, then Vendor is responsible to update the POH

SHIP DATE

- **The PO Ship Date is the vendor-confirmed DDP delivery date**
  - *Delivery location = Unlading Point on the PO*
- ***DDP (Ship) Dates must fall on Monday – Friday (NO weekend dates)***
  - *DCs do not schedule deliveries on Saturday/Sunday*

INCO TERMS = DDP

DOMESTIC / IMPORT flag = DOMESTIC

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

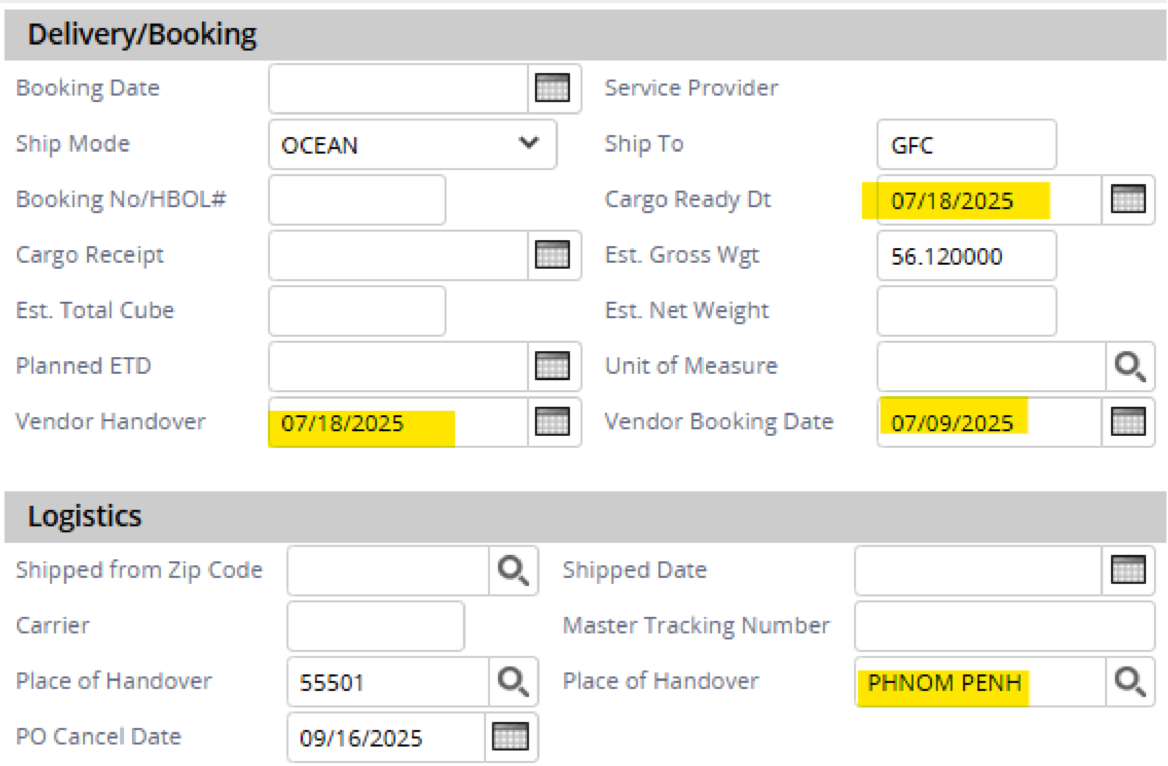
In this query you can:

- *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 dates must be entered by the vendor on the 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 in country of origin
- ***Vendor Booking Date*** = Date that the PO is booked with the forwarder in country of origin
- ***Place of Handover*** = Lading Point location (*vendor to revise if varies from default*)



Delivery/Booking

Booking Date		Service Provider	
Ship Mode	OCEAN	Ship To	GFC
Booking No/HBOL#		Cargo Ready Dt	07/18/2025
Cargo Receipt		Est. Gross Wgt	56.120000
Est. Total Cube		Est. Net Weight	
Planned ETD		Unit of Measure	
Vendor Handover	07/18/2025	Vendor Booking Date	07/09/2025

Logistics

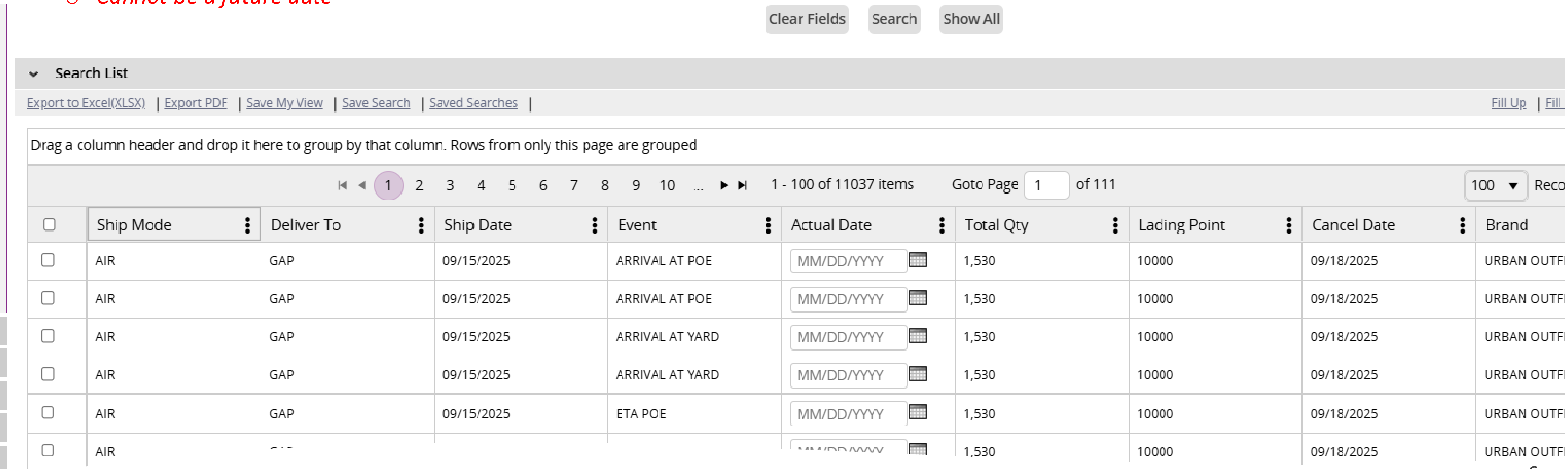
Shipped from Zip Code		Shipped Date	
Carrier		Master Tracking Number	
Place of Handover	55501	Place of Handover	PHNOM PENH
PO Cancel Date	09/16/2025		

** If the PO ships by courier (UPS/FedEx), please upload tracking in the "***Carrier***" and "***Master Tracking Number***" fields

DDP Transit Events

Once the DDP PO is in transit, vendor must enter the following milestones into the [DDP Transit Events]() query in TradeStone:

- **ETA POE (PORT OF ENTRY)** = the **estimated arrival date** to the US Ocean port/ Airport will need to be entered once the PO is handed over to the forwarder in the origin country.
- **ARRIVAL AT POE (PORT OF ENTRY)** = the **actual arrival date** to the US Ocean port / Airport.
  - *Cannot be a future date*
- **ARRIVAL AT YARD** = Actual date that the PO arrives to the Unlading Point on the PO.
  - *Cannot be a future date*



	Ship Mode	Deliver To	Ship Date	Event	Actual Date	Total Qty	Lading Point	Cancel Date	Brand
☐	AIR	GAP	09/15/2025	ARRIVAL AT POE	MM/DD/YYYY	1,530	10000	09/18/2025	URBAN OUTFI
☐	AIR	GAP	09/15/2025	ARRIVAL AT POE	MM/DD/YYYY	1,530	10000	09/18/2025	URBAN OUTFI
☐	AIR	GAP	09/15/2025	ARRIVAL AT YARD	MM/DD/YYYY	1,530	10000	09/18/2025	URBAN OUTFI
☐	AIR	GAP	09/15/2025	ARRIVAL AT YARD	MM/DD/YYYY	1,530	10000	09/18/2025	URBAN OUTFI
☐	AIR	GAP	09/15/2025	ETA POE	MM/DD/YYYY	1,530	10000	09/18/2025	URBAN OUTFI
☐	AIR					1,530	10000	09/18/2025	URBAN OUTFI

Century Service - Uploading Milestones for DDP shipments

Vendors have the option to partner with Century to load transit milestones for DDP shipments:

- $25 fee per container
- Century will enter: **EXPORT DATE**, **ETA to POE**, and **ARRIVAL to POE**
- Vendors would NOT need to enter **ETA POE** and **Arrival to POE** in the DDP Transit Events query
- *Requirements*: vendors would need to submit Bills of Lading and Packing Lists to Century 3 days before shipment departure.

Century Service - Uploading Milestones for DDP shipments

Urban Outfitters has appointed Century Supply Chain Solutions to handle and oversee our supply chain operations.

DDP shipments will require submission of **Bill of Lading** and **Packing List documents** to Century's Service Center.

Century is an intermediary and will support Urban Outfitter's to handle and oversee supply chain operations, shipment visibility, and documentation collection for DDP Purchase Order shipments.

Century Contact Information

For any support during the process, please direct your inquiries to the appropriate teams in the table below. It is crucial that you direct your questions to the appropriate teams so that they can be addressed timely and by the appropriate teams.

Operation Team Support Email: urbddpsupport@hk.cds-net.com

Asia Implementation Team | Century Hong Kong
Unit 2805, 28/F, BEA Tower, Millennium City 5,
418 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong
cdsasiaimplementationteam@hk.cds-net.asia

Century Service - Uploading Milestones for DDP shipments

Urban Outfitter's DDP Shipment Process

Document Submission Overview:

Within 3 days of feeder shipment departure, vendors must submit Bills of Lading and Packing List to:

URBddpsupport@hk.cds-net.com (example email structure-not finalized as it is not set up yet).

When sending the documents to Century, please follow the below subject format:

URB DDP + PO (or PL)# + MBL# + Vessel Departure Date

Example: URB DDP 103505289 EGLV235502111255 2026/01/19

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

- 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