



# User Manual

Last Update - 5.9.2019  
URBN Outfitters, Inc. Vendor Relations  
A. Holmes

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## How to Log In

To access the URBN PLM platform, go to: <https://tradestone.urbanout.com>



For assistance please contact the Vendor Relations team.  
Go to [www.urbnvendor.com](http://www.urbnvendor.com), General Information, to view the Contact list.  
WARNING for best performance, please use Internet Explorer 9 or above  
Your User ID is typically based on your five-digit vendor ID#, VEN-xxxxx-01

Log in

User id

Password

[Forgot your password?](#)

Enter the Username and Password provided by your URBN vendor relations team at the time of registration. Your UserID will always contain your vendor ID# (xxxxx) in the following format:

**User ID: ven-xxxxx-01**

**Be sure to type the exact username/ID and password provided in the welcome letter, including the “ven” and all dashes. The system will prompt you to change your password upon logging in for the first time..**

Once logged in successfully, you will arrive to the Dashboard.

## URBN PLM Dashboard

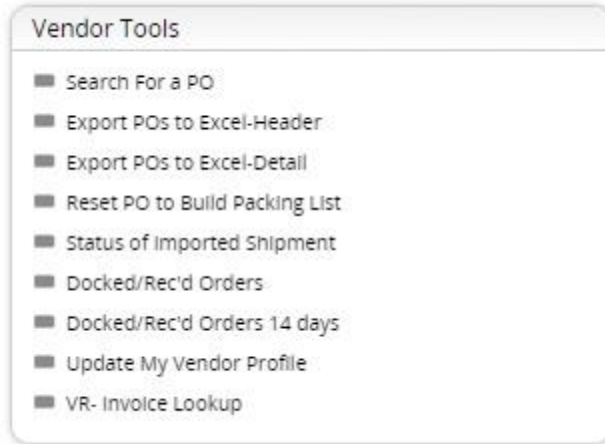
The Dashboard of a typical vendor is shown below. (You will have additional queries on your dashboard if you registered for a Bamboo Rose Key in order to use the PLM Design Center.)

### Vendor Tasks + Vendor Tools

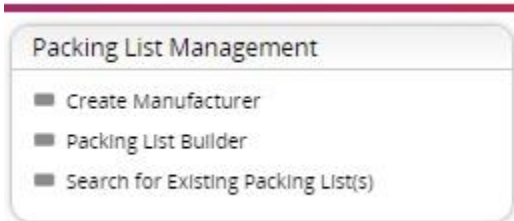
The **Vendor Tasks** area on your dashboard will allow you to monitor your workload. These are the tasks that we require you to complete prior to building your packing list.

Check the **Accept New/Revised PO's** query regularly, with or without a notification. Not all changes to PO's will generate an automatic notification email. It is a vendor's responsibility to be aware of all PO's issued to them and any changes that have been made.

The **Vendor Tools** area on the dashboard will contain other tools that you may need to use when processing orders.



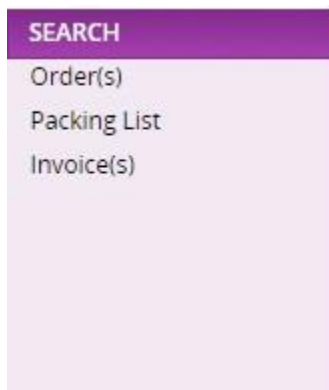
## Packing List Management



**Packing List Builder** is where you go to start a new packing list. *(You cannot use this function to search for an existing packing list. If a packing list has already been created, will receive an error message that the PO number has returned no results. Use **Search for Existing Packing List(s)** in that case.)*

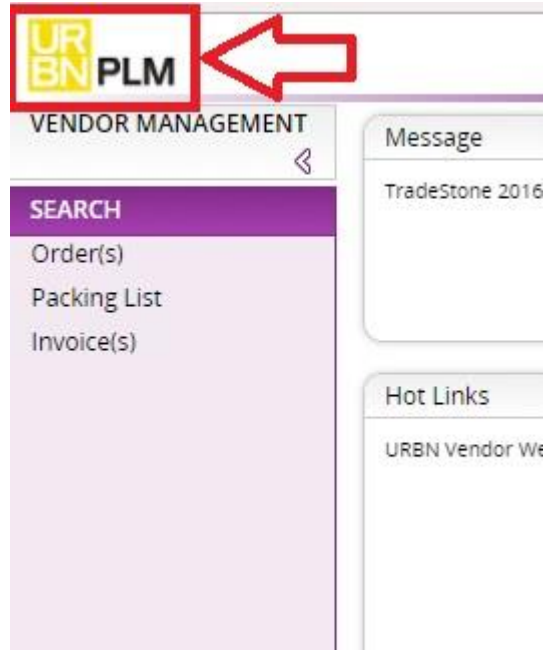
## Search

On the left side of the dashboard is the **Search** section. You can use these queries to search for existing orders, packing lists or invoices.



**How to return to the Dashboard or previous screen from a query:**

To return to the previous screen from a query select **Search List**; to return to the home screen/dashboard click on **the URBN PLM logo**.



**Never select the back button on your browser or the system will automatically log you out.**

## The Purchase Order

### PO Notification

When a new or revised PO is issued an email will be sent alerting you to sign into TradeStone and acknowledge the PO. (*see below for example*)

**From:** Urban Outfitters [mailto:[do\\_not\\_reply@urbanout.com](mailto:do_not_reply@urbanout.com)]  
**Sent:** Wednesday, October 01, 2014 3:07 AM  
**To:**  
**Subject:** ATTN: You have a New or Revised Purchase Order 1066310!

TRADESTONE TRAINING VENDOR, you have a new or revised Purchase Order from ANTHROPOLOGIE!

Your Purchase Order is located on Tradestone. To access your Purchase Order please go to our [TradeStone link](#) and sign-in.

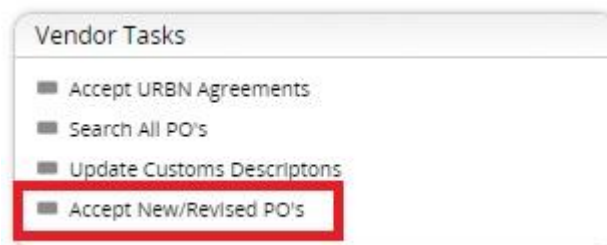
Once you have viewed your Purchase Order, please go to the [www.urbnvendor.com](http://www.urbnvendor.com) home page to learn about how to label, pack, ship and much more!

DO NOT REPLY TO THIS EMAIL! If you have any questions or problems regarding this email, please contact the ANTHROPOLOGIE Vendor Relations Team!

To a successful partnership,  
ANTHROPOLOGIE Team

### How to find your PO


All **new or revised PO's** awaiting a vendor's acceptance can be accessed in the **Accept New/Revised PO's** query under Vendor Tasks.



Clicking on the **Accept New/Revised PO's** query will open a list of PO's requiring attention from the vendor.



To enter in to the PO and view the details click on the PO # under the Search List heading.

Search View: Accept New/Revised PO's 

**Search Fields**

Order / Bulk#	Like	Selling Channel	Like
URBN Class	Like	Brand	Like
Date2	Equal to	Vendor Status	Like
Vendor Name	Like	Agent	Like

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

**Search List**

[Export to Excel\(XLSX Format\)](#) | [Export PDF](#) | [Save My View](#) |

<input type="checkbox"/>	Order / Bulk#	Selling Channel	Vendor Style
<input type="checkbox"/>	<a href="#">EU0000199473</a>	DIRECT	TBC
<input type="checkbox"/>	<a href="#">EU0000200159</a>	DIRECT	TBC
<input type="checkbox"/>	<a href="#">EU0000200402</a>	DIRECT	CAMO CHORE JCKT
<input type="checkbox"/>	<a href="#">EU0000200404</a>	DIRECT	BLK CHORE JKT
<input type="checkbox"/>	<a href="#">EU0000200405</a>	DIRECT	BLK CHORE JKT
<input type="checkbox"/>	<a href="#">EU0000200408</a>	DIRECT	BERRY CHRE JCKT
<input type="checkbox"/>	<a href="#">0001058750</a>	DIRECT	T0652A
<input type="checkbox"/>	<a href="#">0001058750</a>	DIRECT	T0652C
<input type="checkbox"/>	<a href="#">500018942</a>	WHOLESALE	OB564622
<input type="checkbox"/>	<a href="#">0001060792</a>	DIRECT	HPCOJT-NA
<input type="checkbox"/>	<a href="#">500018988</a>	WHOLESALE	OB536552
<input type="checkbox"/>	<a href="#">0001063074</a>	DIRECT	898W-8861-485T
<input type="checkbox"/>	<a href="#">0001063074</a>	DIRECT	898W-8891-485T

# URBN PLM User Manual [5.9.2019]

**Vendor Management Search Fields:**

- Order / Bulk#: Like
- URBN Class: Like
- Date2: Equal to
- Vendor Name: Like
- Selling Channel: Like
- Brand: Like
- Vendor Status: Like
- Agent: Like
- Sub Class: Like
- Order Place Date: Equal to
- Vendor: Like
- Agent Name: Like

**Search List Table:**

Order / Bulk#	URBN Class	Brand	Order Place Date	Pass Date	Date2	Vendor Status
5114	5114	URBAN EU	06/03/2016	06/03/2016	10/05/2016	URBN REVISION
5114	5114	URBAN EU	06/09/2016	06/09/2016	08/24/2016	URBN REVISION
5232	5232	URBAN EU	06/09/2016	06/09/2016	09/23/2016	URBN REVISION
5232	5232	URBAN EU	06/09/2016	06/09/2016	08/26/2016	URBN REVISION
5232	5232	URBAN EU	06/09/2016	06/09/2016	10/21/2016	URBN REVISION
5232	5232	URBAN EU	06/09/2016	06/09/2016	08/26/2016	URBN REVISION
4520	4520	ANTHROPOLOGIE	06/09/2016	06/09/2016	09/29/2016	URBN REVISION
4520	4520	ANTHROPOLOGIE	06/09/2016	06/09/2016	09/29/2016	URBN REVISION
WHOLESALE	WHOLESALE	FREE PEOPLE	06/10/2016	06/10/2016	07/10/2016	NEW
4522	4522	ANTHROPOLOGIE	06/13/2016	06/13/2016	09/30/2016	URBN REVISION
8130	8130	FREE PEOPLE	04/13/2016	06/14/2016	07/29/2016	URBN REVISION
4528	4528	ANTHROPOLOGIE	06/15/2016	06/15/2016	10/07/2016	NEW
4528	4528	ANTHROPOLOGIE	06/15/2016	06/15/2016	10/07/2016	NEW

A repeating PO # indicates there are multiple lines/styles on the PO. You may click any of the blue PO # lines to enter into the same PO screen.

## How to Print a PO

An order can be printed before it is accepted. PO's may be easier to view in a printed format. To print a PO click the **Reports** dropdown menu and click **PO Report**. A PDF of the PO will appear with the option to print or save.

**Purchase Order Details:**

- Order / Bulk#: 0001058750
- Channel: DIRECT
- Buyer: VOSTERSA1
- Vendor: 39628
- Vendor Name: HANJIN FURNITURE CO LTD
- Agent: HANJIN FURNITURE CO LTD
- Global ID: [Blank]
- Global ID: [Blank]

**Order Information:**

- Pass Date: 06/09/2016
- Domestic/Import: IMPORT
- Unloading Point: [Blank]
- Order Type: null
- COO: CN
- Total Retail: 21,354.00

**Order Attributes:**

- Brand: ANTHROPOLOGIE
- IP Class: 4520
- Delivery Group: WIRE PAYMENT
- Pre-ticket: Y
- Commodity: HARDGOODS
- Last Revised: 10/01/2016

**Vendor Instructions:**

- SHUNDE AREA

## How to Accept a PO & Enter the Country of Origin

The URBN Status below is APPROVED. This means the URBN team has approved the PO on their end. Now it is time for the vendor to accept the PO!

**Purchase Order** EXAMPLE VENDOR

Vendor Accept PO | Vendor Request Chg | Record 1 of 2

Order Information		Order Attributes	
Order / Bulk#	0001058750	Brand	ANTHROPOLOGIE
Channel	DIRECT	IP Class	4520
Buyer		Delivery Group	
Vendor		Pre-ticket	Y
Vendor Name		Sub Brand	
Agent		Commodity	HARDGOODS
Agent Name		Last Revised	10/01/2016
Global ID			
Global ID			

Class	Vendor	Style	IP Color	ERP Size	Size Desc	ERP Row#	Vendor Style	Vendor Color	Ttl Units	FOB Price	FOB Cur	Retail	Price A	Retail Cur	Origin Country	Ticket Color Desc	Pack Type	# Units or PPKs	Units/Pack	Styl
4520	39628	0003	070	6000	M	1	T0652C	SQUARE	19	198.00	USD	998.00	998.00		CN	GOLD/OR	LOOSE	19	1	OSK
4520	39628	0004	070	0000	ALL	2	T0652A	CLEAR/BRASS	4	151.00	USD	598.00	598.00		CN	GOLD/OR	LOOSE	4	1	OSK

The country of origin (COO) must be entered before a PO can officially be accepted. COO is required of ALL URBN vendors - domestic and import.

To select the country of origin, click on the next to the **COO** field in the PO screen:

**Purchase Order** EXAMPLE VENDOR

Vendor Accept PO | Vendor Request Chg | Record 1 of 2

Order Information		Order Attributes	
Order / Bulk#	0001058750	Brand	ANTHROPOLOGIE
Channel	DIRECT	IP Class	4520
Buyer		Delivery Group	
Vendor		Pre-ticket	Y
Vendor Name		Sub Brand	
Agent		Commodity	HARDGOODS
Agent Name		Last Revised	10/01/2016
Global ID			
Global ID			

Class	Vendor	Style	IP Color	ERP Size	Size Desc	ERP Row#	Vendor Style	Vendor Color	Ttl Units	FOB Price	FOB Cur	Retail	Price A	Retail Cur	Origin Country	Ticket Color Desc	Pack Type	# Units or PPKs	Units/Pack	Styl
4520	39628	0003	070	6000	M	1	T0652C	SQUARE	19	198.00	USD	998.00	998.00		CN	GOLD/OR	LOOSE	19	1	OSK
4520	39628	0004	070	0000	ALL	2	T0652A	CLEAR/BRASS	4	151.00	USD	598.00	598.00		CN	GOLD/OR	LOOSE	4	1	OSK

Code	Description	Currency	Language	Special Programs	Dut
LU	LUXEMBOURG	EUR			
MO	MACAU	MOP			
MK	MACEDONIA	MKD			
MG	MADAGASCAR (MALAGASY)	MGF			
MW	MALAWI	MWK			
MY	MALAYSIA	MYR			
MV	MALDIVES	MVR			
ML	MAU	XOF			
MT	MALTA AND GOZO	MTL			
MH	MARSHALL ISLANDS	USD			
MQ	MARTINIQUE	EUR			
MR	MAURITANIA	MRO			
MU	MAURITIUS	MUR			
YT	MAYOTTE	EUR			
MX	MEXICO	MXN			
FM	MICRONESIA, FEDERATED STATE OF	USD			
MD	MOLDOVA	MDL			
MC	MONACO	EUR			
MN	MONGOLIA	MNT			
MF	MONTserrat	XOF			

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A pop-up window will appear with all acceptable country of origin codes. Use the arrows to scroll through the pages to find the correct COO or begin to type the country name in the “description” field and click Search. Once the desired COO is found, click the blue country code. This will populate the COO field on your PO.

Click **SAVE** once the COO code is visible in the field.

**URBN PLM**

Purchase Order

Vendor Accept PO | Vendor Request Chg

Order Id		Order Information			
Order / Bulk#	0001058750	Pass Date	06/09/2016	Ship Date	10/10/2016
Channel	DIRECT ▾	Domestic/Import	IMPORT ▾	Ship Mode	null ▾
Buyer		UnLading Point		Deliver To	MLA
Vendor		Order Type	null ▾	URBN Status	APPROVED ▾
Vendor Name		COO	CN 🔍	Total FOB	4,366.00
Agent		Total Retail	21,354.00	Total Price A	21,354.00
Agent Name					
Global ID					
Global ID					

Detail												
	Class	Vendor	Style	IP Color	ERP Size	Size Desc	ERP Row#	Vendor Style	Vendor Color	Ttl Units	FOB Price	FOB C
<input type="checkbox"/>	4520	39628	0003	070	6000	M	1	T0652C	SQUARE	19	198.00	USD
<input type="checkbox"/>	4520	39628	0004	070	0000	ALL	2	T0652A	CLEAR/BRASS	4	151.00	USD

If the items on your PO do not all share the same COO, you can change the COO on each individual row. Please note that you still need to have a COO entered at the header level as well. *(You should choose the COO that is represented most often on the PO to enter in the header level. If the COO's are represented equally, choose either COO.)*

Order Information										Order Attributes		
Pass Date	06/09/2016	Ship Date	10/10/2016	Cancel Date	11/07/2016	Brand	ANTHROF					
Domestic/Import	IMPORT ▾	Ship Mode	null ▾	FOB Point	SHENZHEN, CHINA 🔍	IP Class	4520					
UnLading Point		Deliver To	MLA	Pay Terms	WIRE PAYMENT ▾	Delivery Group						
Order Type	null ▾	URBN Status	APPROVED ▾	Vendor Status	URBN REVISION ▾	Pre-ticket	Y					
COO	CN 🔍	Total FOB	4,366.00	FOB Cur	USD							
Total Retail	21,354.00	Total Price A	21,354.00	Total Qty	23							

Vendor Instructions												
SHUNDE AREA												


  

Send To												
HANJIN@VIP.163.COM												

P Size	Size Desc	ERP Row#	Vendor Style	Vendor Color	Ttl Units	FOB Price	FOB Cur	Retail	Price A	Retail Cur	Origin Country	Tick
00	M	1	T0652C	SQUARE	19	198.00	USD	998.00	998.00		CN 🔍	GOL
00	ALL	2	T0652A	CLEAR/BRASS	4	151.00	USD	598.00	598.00		IN 🔍	GOL

After the COO is selected and saved the PO may be accepted. To accept a PO click the **Vendor Accept PO** button.



Purchase Order 📄 ↺ 📄

**Vendor Accept PO** Vendor Request Chg

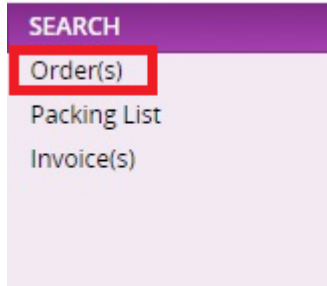
Order Id	Order Information
Order / Bulk# 0001058750	Pass Date 06/09/2016
Channel DIRECT ▾	Domestic/Import IMPORT ▾
Buyer	UnLading Point
Vendor	Order Type null ▾
Vendor Name	COO CN 🔍
Agent	Total Retail 21,354.00
Agent Name	
Global ID	
Global ID	

Two things will happen:

1. The *Vendor Status* will switch to ACCEPTED.
2. The PO will move out of the **Accept New/Revised PO's** query since it is no longer waiting a vendor's acceptance.

If these two things fail to occur click **Vendor Accept PO** again.

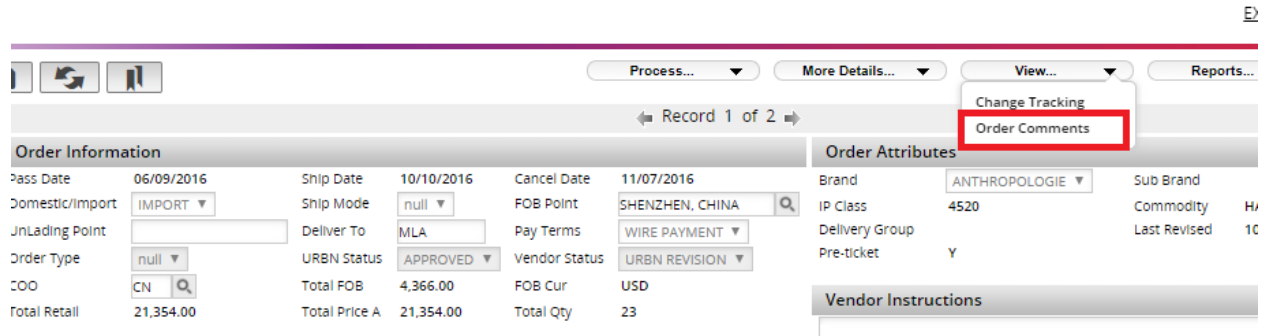
An accepted PO can be found in the *Search* query going forward. If you need to retrieve the order after it has been accepted, go to the Search section on the far left side of the dashboard and click **Order(s)**.



## How to Request a Change on a PO

A change can be requested to a PO at any time, even after it has been accepted. To request a change:

1. Click **View > Order Comments**



2. Click **New Comment**



3. Type your requested revision and click **Post**

✕
Create New Comment

Category ---Select--- ▾	Subject FOB Cost
----------------------------	---------------------

New Comment  
 Please correct price per cost re-negotiation.

Actor(s) <input type="checkbox"/> ASHLEE VOSTERS	External Party(s) <input type="checkbox"/> HANJIN FURNITURE CO LTD(VND)
---	--

Add more Actors  
   
   
   
[Add more](#)

4. Close the comment window once it's posted and click the **Vendor Request Change** button. The buyer will then receive an alert to log into Tradestone to see what change is being requested.

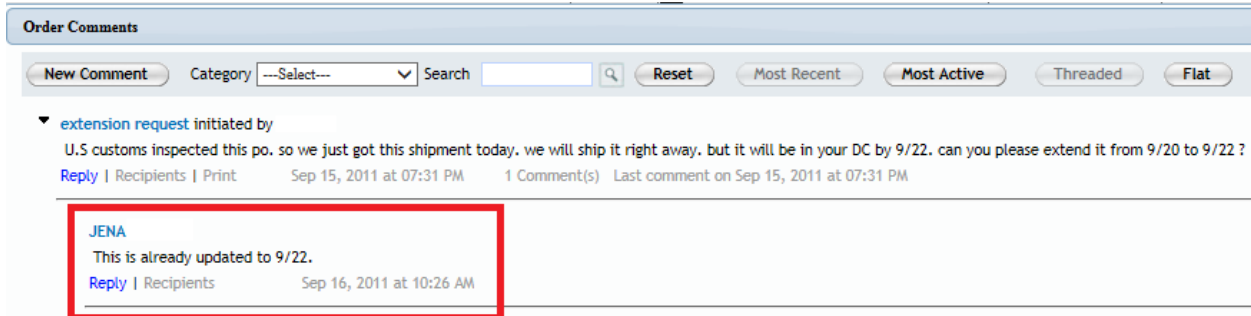
Purchase Order

Vendor Accept PO
Vendor Request Chg

Order Id	Order Information
Order / Bulk# 0001058750	Pass Date 06/09/2016
Channel <input type="text" value="DIRECT"/> ▾	Domestic/Import <input type="text" value="IMPORT"/> ▾
Buyer	UnLading Point <input style="width: 100%;" type="text"/>
Vendor	Order Type <input type="text" value="null"/> ▾
Vendor Name	COO <input type="text" value="CN"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="Q"/>
Agent	Total Retail 21,354.00
Agent Name	
Global ID	

**\*NOTE: If you do not click Vendor Request Change, the buyer will not receive this request.**

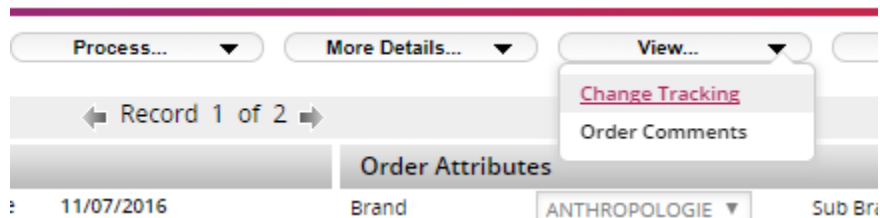
- URBN will then respond to the request and/or revise the PO. If URBN responds but does not revise the PO, the Vendor Status will change to “Urban Response” and the PO will return to the “Accept New/Revised PO’s” query. You can view URBN’s response by clicking on the **View** dropdown menu and choosing **Order Comments**. The vendor will need to re-accept the PO.



- When URBN chooses to revise a PO, a notification will be sent to the vendor alerting them to log into Tradestone to view the revised PO. The PO will be in the “Accept New/Revised PO’s” query. **The Vendor Status is now URBN Revision and the PO will need to be re-accepted by the vendor.**

ss	URBN Class	Brand	Order Place ...	Pass Date	Date2	Vendor Status
	5114	URBAN EU	06/03/2016	06/03/2016	10/05/2016	URBN REVISION
	5114	URBAN EU	06/09/2016	06/09/2016	08/24/2016	URBN REVISION
	5232	URBAN EU	06/09/2016	06/09/2016	09/23/2016	URBN REVISION

To view the history of an order and any changes that have been made, click **View > Change Tracking**.



You will notice on this example, the Ship and Cancel Date have been changed.





Change Track Viewer



Purchase Order modified by WEBSERVICE on October 13, 2016, 03:18 PM

For Owner URBN, Work Order No 1052364

Cancel Date from 10/20/2016 to 11/07/2016

Ship Date from 09/09/2016 to 10/10/2016

Numbr1 from 2 to 1

Anticipate Date from 10/20/2016 to 11/07/2016



Click  to return to the PO screen from the Change Track Viewer.

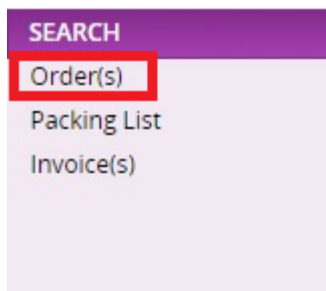
If a buyer enters a comment with the change, the comment can be viewed by clicking **View > Order Comments**.




The purpose of requesting revisions in Tradestone is so the messages stay with the PO for its entire life cycle.

### How to Find any PO

A PO can be found in the *Search* query regardless of its status. If you need to retrieve the order after it has been accepted, go to the Search section on the far left side of the dashboard and click **Order(s)**.



You can search by PO #, or use any other search filter shown below. If you would like to see all PO's that have been issued to your account, click Show All.

Search View: Search For a PO 

▼ Search Fields

Order / Bulk#	Like	▼	Master PO #	Like	▼
Vendor Style	Like	▼	Style Description	Like	▼
URBN Class	Like	▼	URBN Division	Like	▼
Pass Date	Equal to	▼	Ship Date	Equal to	▼
Vendor	Like	▼	Vendor Name	Like	▼
Agent Name	Like	▼			

Clear Fields Search Show All Records Per Page default

▼ Search List

[Export to Excel\(XLSX Format\)](#) | [Export PDF](#) | [Save My View](#) |

*Example: To see any orders with a cancel date in the future, you can search by Cancel Date, selecting “Greater than or equal to” and selecting today’s date*

## **ALL VENDORS - How to Enter the Customs Description**

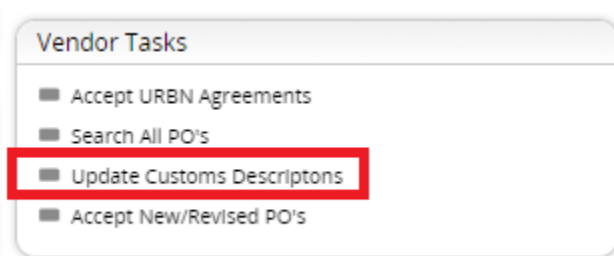
An important URBN initiative is ensuring **all of our products** – whether purchased directly from the source or through a market vendor – possess the following:

- Customs Description – a description of the goods clearly defining the item for US Customs
- HTS # - the “Harmonized Tariff” number that codes the item for US Customs

**The vendor is responsible for entering the customs descriptions. The URBN customs team is responsible for entering the HTS. If you have not entered a customs description within 30 days of the ship date, you will receive an auto-generated e-mail warning from the system.**

On the Dashboard, under Vendor Tasks is the **Update Customs Descriptions** query. This is where you will go to enter the customs descriptions.

1. Click on the **Update Customs Descriptions** query.



- A list of items that still require customs descriptions will appear. The “Customs Description” field will appear blank.

Search Edit: Update Customs Descriptors More Actions... Save

▼ Search Fields

Vendor Style No  Style Description  Order / Bulk#

Domestic/Import  ..

Clear Fields Search Show All Records Per Page default

---

▼ Search List Goto Page

Export to Excel(XLSX Format) | Export PDF | Save My View Fill Up | Fill Down | Fill Sel

<input type="checkbox"/>	Vendor Style ...	Style Descript...	HTS By Color?	HTS	Customs Description	Order / Bulk#
<input type="checkbox"/>	MJ 3/8/17/2	MARBLED CREAMER	No		<input type="text"/>	0001469425
<input type="checkbox"/>	MTP 3/8/17/1	MARBLED TEA POT	No		<input type="text"/>	0001469426
<input type="checkbox"/>	MS 3/8/17/3	MARBLED SUGAR	No		<input type="text"/>	0001469426
<input type="checkbox"/>	MJ 3/8/17/2	MARBLED CREAMER	No		<input type="text"/>	0001469426

- In the “Customs Description” fields, enter a description of the goods to satisfy US customs requirements. ***(Detailed customs description requirements can be found on [urbnvendor.com](http://urbnvendor.com))***

Search Edit: Update Customs Descriptors More Actions...

▼ Search Fields

Vendor Style No  Style Description  Order / Bulk#

Domestic/Import  ..

Clear Fields Search Show All Records Per Page default

---

▼ Search List Goto Page

Export to Excel(XLSX Format) | Export PDF | Save My View Fill Up | Fill Down | Fill

<input type="checkbox"/>	Vendor Style ...	Style Descript...	HTS By Color?	HTS	Customs Description	Order / Bulk#
<input type="checkbox"/>	BAGHOL1710	YARN DYE STRIPE MINI T...	No		<input type="text"/>	0001474719
<input type="checkbox"/>	BAGHOL1710	YARN DYE STRIPE MINI T...	No		<input type="text"/>	0001474720
<input checked="" type="checkbox"/>	BAGHOL1712	BANANAS TOTE	No		100% canvas to	0001474750
<input type="checkbox"/>	BAGHOL1712	BANANAS TOTE	No		<input type="text"/>	0001474751
<input type="checkbox"/>	BAGHOL1712	BANANAS TOTE	No		<input type="text"/>	0001474752
<input type="checkbox"/>	BAGHOL1712	BANANAS TOTE	No		<input type="text"/>	0001474753
<input type="checkbox"/>	BAGHOL1713	LUCKY CAT TOTE	No		<input type="text"/>	0001474756

***\*TIP: If you wish to update multiple lines with the same description, use your cursor to check all necessary rows and click Fill Down.***

▼ Search List Goto Page

Export to Excel(XLSX Format) | Export PDF | Save My View Fill Up | Fill Down | Fill Sel

- Once the correct descriptions are entered, click the Save button at the top right of the screen.

EXAMPLE VENDOR ▾

Search Edit: Update Customs Descriptions ⓘ

More Actions... ▾ **Save**

▼ Search Fields

Vendor Style No Like ▾ Style Description Like ▾ Order / Bulk# Like ▾

Domestic/import Like ▾ ... ▾

Clear Fields Search Show All Records Per Page default ▾

▼ Search List < 1 > Goto Page Go

Export to Excel(XLSX Format) | Export PDF | Save My View | Fill Up | Fill Down | Fill Selected

<input type="checkbox"/>	Vendor Style ... ▾	Style Descript... ▾	HTS By Color? ▾	HTS ▾	Customs Description ▾	Order / Bulk#
<input type="checkbox"/>	BAGHOL1710	YARN DYE STRIPE MINI T...	No ▾			0001474719
<input type="checkbox"/>	BAGHOL1710	YARN DYE STRIPE MINI T...	No ▾			0001474720

After you save, you **may** receive the below alert:

*Saved Successfully.  
Incomplete information to cost - Price must have a value.*

Please ignore the “*Incomplete information to cost - Price must have a value portion*”. This is a message for internal use by URBN only.

Once the customs descriptions have been successfully entered, the HTS codes will be assigned by URBN’s customs team sometime before the goods are shipped. Once the HTS code is assigned, you will no longer be able to enter the customs description. Please reach out directly to vendor relations and customs if you have any revisions to make.

The PDF copy of the commercial invoice will display the required HTS # and customs description of the goods.

**Commercial Invoice** Invoice #: 241737

---

Seller : Your Company's Info Here	Remit To: Your Company's Info Here	<b>Added by Vendor</b> Final Consignee : Urban Outfitters, Inc. 5000 South Broad Street Philadelphia, PA 19112-1495 USA	<b>Added by URBN</b> Bill To : URBAN OUTFITTERS URBAN OUTFITTERS 5000 South Broad Street Philadelphia, PA 19112-1495 USA	Date : 11/14/2013 33915 RND Supplier Inv : V107300 Packing List No : MULTIPLE FOB : YANTIAN Terms : LETTER OF CREDIT COO : CHINA (MAINLAND)
--------------------------------------	---------------------------------------	--	--	---

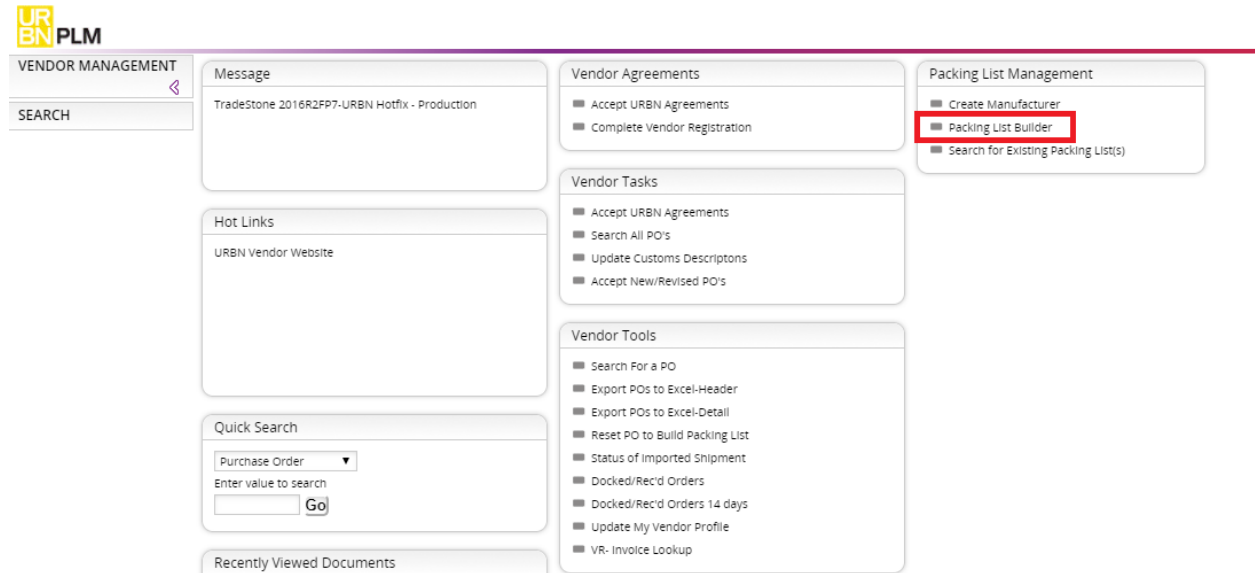
PO#	Total Units	# of Cartons	Vendor Style No	Customs Description of Goods	COO	HTS#	Unit Price	Currency	Total
0000396495	90	3	K1306	100%PU HANDBAG	CN	4202221500	14.80	USD	1,332.00
0000396496	210	6	K1306	100%PU HANDBAG	CN	4202221500	14.80	USD	3,108.00
0000415314	30	1	W-5977	REINFORCED PLASTIC WALLET	CN	4202321000	5.35	USD	160.50
0000415315	70	1	W-5977	REINFORCED PLASTIC WALLET	CN	4202321000	5.35	USD	374.50
<b>Total:</b>									<b>4,975.00</b>

## How to Build a Packing List

Please follow ALL steps to ensure you complete the packing list! The steps indicate if they are applicable to DOMESTIC or IMPORT vendors, or to ALL VENDORS.

### STEP 1 Create the packing list

Once a PO has been accepted and you are ready to build the packing list click on **Packing List Builder** on the dashboard.



On the Create a Packing List screen, enter the PO # you are working on and click Search.



Your PO should appear in the "Record(s) Available" section on the left. If it does not, see below. Move all items over to the "Record(s) Selected" side by clicking the double arrows that point to the right.

URBN PLM User Manual [5.9.2019]



Packing List Builder

**Build**

Search: Packing List Builder

Order / Bulk# Like ▼ |212220 Vendor Like ▼ Vendor Name Like ▼

Channel Like ▼ Fob Point Like ▼ COO Like ▼

Search Reset Show All

Record(s) Available Page 1 of 1 Goto Page Go

Order / Bulk#	MEMO3	Vendor Style	Date2	FINAL_DEST	Vendor Color	SIZE_RANGE_D	Pack Type	Ttl Units	# Units or PPKs
0001212220	0001212220	AN BD-C22-VNST	12/12/2016		MOSS/MOUSS		LOOSE	1	1
0001212220	0001212220	AN BD-F22-VNTE	12/12/2016		TURQ D/F		LOOSE	1	1
0001212220	0001212220	ANBD-F26/C-TACE	12/12/2016		GREY/GRIS		LOOSE	1	1
0001212220	0001212220	ANBD-C26/C-TAOA	12/12/2016		SND/SABLE		LOOSE	1	1
0001212220	0001212220	ANBD-F25-VNMI	12/12/2016		L GR/GR C		LOOSE	1	1
0001212220	0001212220	ANBD-F25-VNTE	12/12/2016		TURQ D/F		LOOSE	1	1
0001212220	0001212220	AN BD-C12-VNSN	12/12/2016		IVRY/IVOIR		LOOSE	1	1
0001212220	0001212220	AN BD-F12-VNGO	12/12/2016		GOLD/OR		LOOSE	1	1
0001212220	0001212220	AN BD-C27-VNCH	12/12/2016		D GR/GR F		LOOSE	1	1
0001212220	0001212220	AN BD-F2L7-LICA	12/12/2016		CEDAR/CEDR		LOOSE	1	1
0001212220	0001212220	ANHB-K21-VNEM	12/12/2016		GRN/VERT		LOOSE	1	1
0001212220	0001212220	ANHB-C21-VNFO	12/12/2016		HOLLY/HOUX		LOOSE	1	1
0001212220	0001212220	ANHB-F21-VNSC	12/12/2016		RED/ROUGE		LOOSE	1	1
0001212220	0001212220	ANHB-T21-VNWA	12/12/2016		PINK/ROSE		LOOSE	1	1
0001212220	0001212220	ANHB-C12-VNMI	12/12/2016		L GR/GR C		LOOSE	1	1
0001212220	0001212220	ANHB-K12-VNIN	12/12/2016		NAVY/MARIN		LOOSE	1	1
0001212220	0001212220	ANHB-F12-VNBL	12/12/2016		M PNK/ROS		LOOSE	1	1
0001212220	0001212220	ANHB-C26/C-TASN	12/12/2016		IVRY/IVOIR		LOOSE	1	1
0001212220	0001212220	ANHB-K26/C-TAOA	12/12/2016		SND/SABLE		LOOSE	1	1

Record(s) Selected

Order / Bulk#	MEMO3	Vendor Style	Date2
---------------	-------	--------------	-------

After all items from your PO have been moved over to the right, click **Build**.

**\*\*Please note that if you have more than 25 SKUs on your PO, you will need to click to Page 2 to move these items over as well! See below instructions.\*\***



EXAMPLE VI

**Build**

Search: Packing List Builder

Order / Bulk# Like ▼ |212220 Vendor Like ▼ Vendor Name Like ▼

Channel Like ▼ Fob Point Like ▼ COO Like ▼

Search Reset Show All

Record(s) Available Page 1 of 1 Goto Page Go

Order / Bulk#	MEMO3	Vendor Style	Date2	FINAL_DEST	Vendor Color	SIZE_RANGE_D	Pack Type	Ttl Units	# Units or PPKs
0001212220	0001212220	AN BD-C22-VNST	12/12/2016		MOSS/MOUSS		LOOSE	1	1
0001212220	0001212220	AN BD-F22-VNTE	12/12/2016		TURQ D/F		LOOSE	1	1
0001212220	0001212220	ANBD-F26/C-TACE	12/12/2016		GREY/GRIS		LOOSE	1	1
0001212220	0001212220	ANBD-C26/C-TAOA	12/12/2016		SND/SABLE		LOOSE	1	1
0001212220	0001212220	ANBD-F25-VNMI	12/12/2016		L GR/GR C		LOOSE	1	1
0001212220	0001212220	ANBD-F25-VNTE	12/12/2016		TURQ D/F		LOOSE	1	1
0001212220	0001212220	AN BD-C12-VNSN	12/12/2016		IVRY/IVOIR		LOOSE	1	1
0001212220	0001212220	AN BD-F12-VNGO	12/12/2016		GOLD/OR		LOOSE	1	1
0001212220	0001212220	AN BD-C27-VNCH	12/12/2016		D GR/GR F		LOOSE	1	1
0001212220	0001212220	AN BD-F2L7-LICA	12/12/2016		CEDAR/CEDR		LOOSE	1	1
0001212220	0001212220	ANHB-K21-VNEM	12/12/2016		GRN/VERT		LOOSE	1	1
0001212220	0001212220	ANHB-C21-VNFO	12/12/2016		HOLLY/HOUX		LOOSE	1	1
0001212220	0001212220	ANHB-F21-VNSC	12/12/2016		RED/ROUGE		LOOSE	1	1
0001212220	0001212220	ANHB-T21-VNWA	12/12/2016		PINK/ROSE		LOOSE	1	1
0001212220	0001212220	ANHB-C12-VNMI	12/12/2016		L GR/GR C		LOOSE	1	1
0001212220	0001212220	ANHB-K12-VNIN	12/12/2016		NAVY/MARIN		LOOSE	1	1
0001212220	0001212220	ANHB-F12-VNBL	12/12/2016		M PNK/ROS		LOOSE	1	1
0001212220	0001212220	ANHB-C26/C-TASN	12/12/2016		IVRY/IVOIR		LOOSE	1	1
0001212220	0001212220	ANHB-K26/C-TAOA	12/12/2016		SND/SABLE		LOOSE	1	1

Record(s) Selected

Order / Bulk#	MEMO3	Vendor Style	Date2
0001212220	0001212220	AN BD-C22-VNST	12/12/2016
0001212220	0001212220	AN BD-F22-VNTE	12/12/2016
0001212220	0001212220	ANBD-F26/C-TACE	12/12/2016
0001212220	0001212220	ANBD-C26/C-TAOA	12/12/2016
0001212220	0001212220	ANBD-F25-VNMI	12/12/2016
0001212220	0001212220	ANBD-F25-VNTE	12/12/2016
0001212220	0001212220	AN BD-C12-VNSN	12/12/2016
0001212220	0001212220	AN BD-F12-VNGO	12/12/2016
0001212220	0001212220	AN BD-C27-VNCH	12/12/2016
0001212220	0001212220	AN BD-F2L7-LICA	12/12/2016
0001212220	0001212220	ANHB-K21-VNEM	12/12/2016
0001212220	0001212220	ANHB-C21-VNFO	12/12/2016
0001212220	0001212220	ANHB-F21-VNSC	12/12/2016
0001212220	0001212220	ANHB-T21-VNWA	12/12/2016
0001212220	0001212220	ANHB-C12-VNMI	12/12/2016
0001212220	0001212220	ANHB-K12-VNIN	12/12/2016
0001212220	0001212220	ANHB-F12-VNBL	12/12/2016
0001212220	0001212220	ANHB-C26/C-TASN	12/12/2016
0001212220	0001212220	ANHB-K26/C-TAOA	12/12/2016

In the event that you have more than 25 SKUs on a single PO, you will need to move multiple pages of records over to the right side before clicking Build. See below. If you do not have more than 25 SKUs on one PO, you may skip to the next step (Step 2: Fill out Packing List Details)!

1. Move first page of SKUs over to the right side.

Packing List Builder

Build

Search: Packing List Builder

Order / Bulk# Like 12 Vendor Like Vendor Name Like  
 Channel Like Fob Point Like COO Like

Search Reset Show All

Record(s) Available								Record(s) Selected							
Order / Bulk#	MEMO3	Vendor Style	Date2	FINAL_DEST	Vendor Color	SIZE_RANGE_D	Pack Type	Ttl Units	# Units or PPKs	Order / Bulk#	MEMO3	Vendor Style	Date2	FINAL_DEST	Vendor C
0001053512	0001053512	470520-221	06/13/2016							0001053512	0001053512	470520-221	06/13/2016		GOLD
0001054012	0001054012	28344-0001	06/17/2016							0001054012	0001054012	28344-0001	06/17/2016		IVORY
0001054012	0001054012	28344-0001	06/17/2016							0001054012	0001054012	28344-0001	06/17/2016		IVORY
0001054012	0001054012	28344-0001	06/17/2016							0001054012	0001054012	28344-0001	06/17/2016		IVORY
0001055129	0001055129	9781579655372	06/27/2016							0001055129	0001055129	9781579655372	06/27/2016		ASSORT
0001060112	0001060112	49446	08/03/2016							0001060112	0001060112	49446	08/03/2016		BLK BLACK
0001060312	0001060312	QF1061	11/28/2016							0001060312	0001060312	QF1061	11/28/2016		NYMPHS TH
0001060312	0001060312	QF1061	11/28/2016							0001060312	0001060312	QF1061	11/28/2016		NYMPHS TH
0001060312	0001060312	QF1061	11/28/2016							0001060312	0001060312	QF1061	11/28/2016		SOLITARY R
0001060312	0001060312	QF1061	11/28/2016							0001060312	0001060312	QF1061	11/28/2016		SOLITARY R
0001063129	0001063129	OB547928	10/10/2016							0001063129	0001063129	OB547928	10/10/2016		TAN COMB
0001063129	0001063129	OB547928	10/10/2016							0001063129	0001063129	OB547928	10/10/2016		TAN COMB
0001063129	0001063129	OB547928	10/10/2016							0001063129	0001063129	OB547928	10/10/2016		TAN COMB
0001063129	0001063129	OB547928	10/10/2016							0001063129	0001063129	OB547928	10/10/2016		TAN COMB
0001064112	0001064112	48070	01/01/2017							0001064112	0001064112	48070	01/01/2017		BLUP BUFF
0001064112	0001064112	48070	01/01/2017							0001064112	0001064112	48070	01/01/2017		PSKP PETOS
0001064122	0001064122	4046	10/17/2016							0001064122	0001064122	4046	10/17/2016		ASSORT

2. Click to the next page and move these SKUs over to the right. Repeat for any additional pages.

URBN PLM

Packing List Builder

Build

Search: Packing List Builder

Order / Bulk# Like 12 Vendor Like Vendor Name Like  
 Channel Like Fob Point Like COO Like

Search Reset Show All

Record(s) Available								Record(s) Selected							
Order / Bulk#	MEMO3	Vendor Style	Date2	FINAL_DEST	Vendor Color	SIZE_RANGE_D	Pack Type	Ttl Units	# Units or PPKs	Order / Bulk#	MEMO3	Vendor Style	Date2	FINAL_DEST	FINAL_DEST
0001065121	0001065121	9781594748608	07/15/2016							0001053512	0001053512	470520-221	06/13/2016		
0001066212	0001066212	TFBDF165DRG	07/04/2016							0001054012	0001054012	28344-0001	06/17/2016		
0001066212	0001066212	PCRP1116PRG	07/04/2016							0001054012	0001054012	28344-0001	06/17/2016		
0001067312	0001067312	9780761188001	10/31/2016							0001054012	0001054012	28344-0001	06/17/2016		
0001068212	0001068212	101903	10/11/2016							0001054012	0001054012	28344-0001	06/17/2016		
0001068212	0001068212	103430	10/11/2016							0001055129	0001055129	9781579655372	06/27/2016		
0001070129	0001070129	15/08/10/01	07/22/2016							0001060112	0001060112	49446	08/03/2016		
0001070712	0001070712	QF1061J	08/09/2016							0001060312	0001060312	QF1061	11/28/2016		
0001070712	0001070712	QF1061J	08/09/2016							0001060312	0001060312	QF1061	11/28/2016		
0001070712	0001070712	QF1061J	08/09/2016							0001060312	0001060312	QF1061	11/28/2016		
0001070712	0001070712	QF1061J	08/09/2016							0001060312	0001060312	QF1061	11/28/2016		
0001070712	0001070712	QF1061J	08/09/2016							0001063129	0001063129	OB547928	10/10/2016		
0001071213	0001071213	F16Y30803	09/10/2016							0001063129	0001063129	OB547928	10/10/2016		
0001071238	0001071238	F16Y30803	10/17/2016							0001063129	0001063129	OB547928	10/10/2016		
0001071238	0001071238	F16Y30803	10/17/2016							0001063129	0001063129	OB547928	10/10/2016		
0001071238	0001071238	F16Y30803	10/17/2016							0001063129	0001063129	OB547928	10/10/2016		
0001071238	0001071238	F16Y30803	10/17/2016							0001064112	0001064112	48070	01/01/2017		
0001071238	0001071238	F16Y30803	10/17/2016							0001064112	0001064112	48070	01/01/2017		
0001071238	0001071238	F16Y30803	10/17/2016							0001064123	0001064123	4046	10/17/2016		
0001071261	0001071261	OB523605	06/28/2016							0001064123	0001064123	4046	10/17/2016		
0001071261	0001071261	OB523605	06/28/2016							0001064123	0001064123	4046	10/17/2016		
0001071261	0001071261	OB523605	06/28/2016							0001064124	0001064124	4046	11/14/2016		
0001071261	0001071261	OB523605	06/28/2016							0001064125	0001064125	4046	11/14/2016		

- Once ALL pages of SKUs have been moved over to the right, you can click Build.

The screenshot shows the 'Packing List Builder' interface. At the top left is the 'URBN PLM' logo. Below the logo is the title 'Packing List Builder'. A 'Build' button is highlighted with a red rectangular box. Below the button is a search bar with a dropdown arrow and the text 'Search: Packing List Builder'. Underneath the search bar are several filter fields: 'Order / Bulk#' with a 'Like' dropdown and a text input containing '12'; 'Vendor' with a 'Like' dropdown and an empty text input; 'Channel' with a 'Like' dropdown and an empty text input; 'Fob Point' with a 'Like' dropdown and an empty text input; and 'Vendor N' with an empty text input. The label 'COO' is visible to the right of the 'Vendor N' field.

After you click Build, you will be taken to the packing list screen.

**\*There are only 2 reasons why a PO would not return search results:**

- The PO is not in APPROVED/ACCEPTED status on URBN/Vendor side.** Always verify the PO is in "APPROVED /ACCEPTED" status before attempting to build a packing list.
- A packing list has already been created OR has been created and deleted.** Always verify if a packing list has already been created by check the "Search for Existing Packing List(s)" query. In the event there is no packing list, the status of the PO will need to be switched from PACKED to NEW to create a new packing list. \*Reference the [Reset PO to Build Packing List](#) section for directions on how to switch a PO status from PACKED to NEW.



## STEP 2 Create a Booking

You have now created a blank draft of the packing list. You will use your Packing List Number to create a booking if you are working with a designated freight forwarder. Your packing list number can be found here.

Packing List Header

Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Vendor Submit PL Send ASN to URBN

Packing List Header			Delivery / Booking				
PL #	2111810302	Agent	Booking Date		Estimated NDC		
Vendor Name	VE TEST	Vendor ID	00001	Service Provider		Ship Mode	ROUTING
PL Status	APPROVED	Domestic/Import	DOMESTIC	Ship To	GFC	Booking No/HBOL#	
Sell Channel	DIRECT	Buyer Status	PL_NEW	Cargo Ready Dt	01/10/2017	Cargo Receipt	
Global ID		Container No		Booked Qty		Total Cartons	
ASN Date	01/11/2017	ASN Count	1	Est. Gross Wgt		Est. Total Cube	
				Est. Net Wgt		Planned ETD	

For Shipments within USA

Shipped from Zip Code 19130

Please consult the routing guide on [www.urbnvendor.com](http://www.urbnvendor.com) for further instructions on how to create your booking. If you are prepared to fill out and complete your packing list now, please proceed to Step 3. If not, you can find your packing list again to complete it by clicking "Search for Existing Packing List(s)" and typing in your PO number.

Packing List Management

- Create Manufacturer
- Packing List Builder
- Search for Existing Packing List(s)

### STEP 3 Fill Out Packing List Details

The following sections will need to be filled out on the packing list. *Sections are explained below.*


The screenshot shows the 'Packing List Header' and 'Packing List Detail' sections. Red boxes highlight the following fields:

- Cargo Ready Date:** Located in the 'Delivery/Booking' section.
- Manufacturer ID:** Located in the 'Vendor Input' section.
- Gross Weight:** Located in the 'Totals' section, specifically 'Est. Gross Wgt'.
- Shipped from Zip Code:** Located in the 'For Shipments within USA' section.
- Start Carton and End Carton:** Located in the 'Packing List Detail' table, columns 10 and 11.
- Carton Sizing:** A table with columns: Carton Code, Carton GW, UOM GW, Length, UOM, Width.

- **Cargo Ready Date**– the date the goods will be handed over to freight forwarder
- **Carton Sizing** – the dimensions and weight of the cartons. (IMPORT ONLY! *See specific instructions below*)
- **Manufacturer ID** – indicate the factory that will be producing your goods. (IMPORT ONLY! *See specific instructions below*)
- **Shipped from Zip Code** – the zip code of origin (*for domestic shipments only*)
- **Gross Weight and Unit of Measure (UM)** – indicate the gross weight of the total shipment
- **Qty/Carton** – the number of units in the carton (**NOTE** – if your PO is setup in a PREPACK configuration, please enter the number of prepacks in each box, not the number of individual units)
- **Start Carton** – the Start Carton & End Carton allow you to number the cartons sequentially. The Start Carton is the first carton number for the specific row you are working on. Your first row should always begin with Start Carton #1. Do **NOT** enter a preceding 0. For example, use “1” for the first carton, not “01”.
- **# Cartons** – the number of cartons for that specific row. This is **NOT** the total number of cartons for the order if the packing list has more than one carton.
  - **\*\*NOTE** – if you are mixing multiple SKUs in a box, or need to copy a row to indicate different numbers of units per box, **please see [Other Packing List Functions](#)**
- **End Carton** - the last carton number for the specific row you are working on. This value may automatically populate if it does not, enter manually.

#### Fill Out Carton Sizing Section (IMPORT ONLY)

It is recommended to add the dimensions as the first step of the packing list process. Adding dimensions first will allow dimensions to quickly be added to the detail lines later.


1. Place your cursor in the first empty Carton Code field. Click the  to access the full list of codes.
2. Select a unique carton code based on your units of measure (metric or imperial) by clicking a blue Carton Code. Codes starting with MET will use METRIC units of measure while codes starting with IMP will show IMPERIAL units of measure. If there is more than one carton size, the codes selected must be unique. For example: MET1 can only be used for that specified carton size.

**DO NOT MANUALLY TYPE IN THE CODES. A CARTON CODE MUST BE CLICKED.**

Carton Sizing							
Carton Code	Carton GW	UM GW	Length	UM	Width	UM	
MET1							
<u>MET1</u>	MET1	KG	CM	CM	CM	CBM	
<u>MET10</u>	MET10	KG	CM	CM	CM	CBM	
<u>MET11</u>	MET11	KG	CM	CM	CM	CBM	
<u>MET12</u>	MET12	KG	CM	CM	CM	CBM	
<u>MET13</u>	MET13	KG	CM	CM	CM	CBM	
<u>MET14</u>	MET14	KG	CM	CM	CM	CBM	
<u>MET15</u>	MET15	KG	CM	CM	CM	CBM	
<u>MET16</u>	MET16	KG	CM	CM	CM	CBM	
<u>MET17</u>	MET17	KG	CM	CM	CM	CBM	
<u>MET18</u>	MET18	KG	CM	CM	CM	CBM	
There are more records, please narrow your search							

3. Enter the length, width, and height of the carton. If all cartons on the packing list are the same weight, the Carton GW can be entered.

Carton Sizing								
Carton Code	Carton GW	UM GW	Length	UM	Width	UM	Height	UM
MET1	32.00		12.00		18.00		20.00	
MET2	54.00		45.00		30.00		45.00	

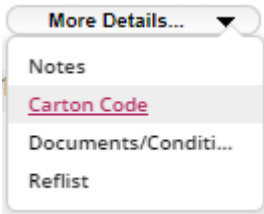
4. Click Save. 
5. Choose the relevant carton code from the drop down on the detail level of the packing list.

**How to Fill Out Carton Sizing Section with More than 5 Carton Sizes**

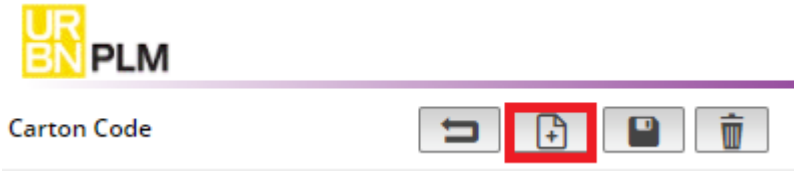
The system includes 5 rows in the “Carton Sizing” area.

Carton Sizing								
Carton Code	Carton GW	UM GW	Length	UM	Width	UM	Height	UM
MET1	32.00		12.00		18.00		20.00	
MET2	54.00		45.00		30.00		45.00	
MET3	65.00		10.00		12.00		24.00	
MET4	12.00		61.00		32.00		42.00	
MET5	13.00		15.00		42.00		32.00	
MET6	10.00		43.00		36.00		63.00	

To add an additional row, click **More Details** and then click **Carton Code** at the top of the packing list.

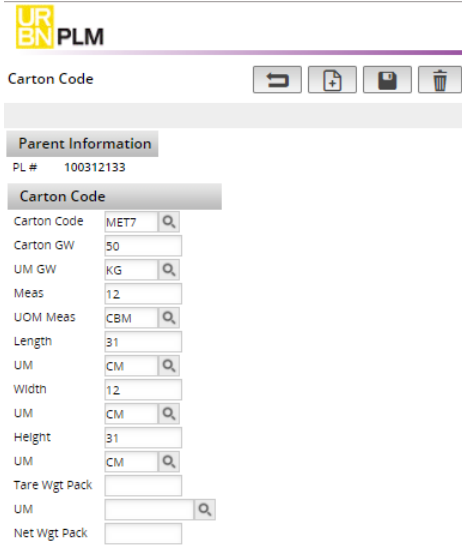


Click the **New Record** button.



A 6<sup>th</sup> row is now added. Choose the appropriate Carton Code, enter the dimensions, and click save.





URBN PLM

Carton Code [Return] [Add] [Save] [Delete]

Parent Information  
PL # 100312133

Carton Code

Carton Code MET7 [Search]

Carton GW 50

UM GW KG [Search]

Meas 12

UOM Meas CBM [Search]

Length 31

UM CM [Search]

Width 12

UM CM [Search]

Height 31

UM CM [Search]

Tare Wgt Pack

UM

Net Wgt Pack

To return to the Packing List screen click the Return button.

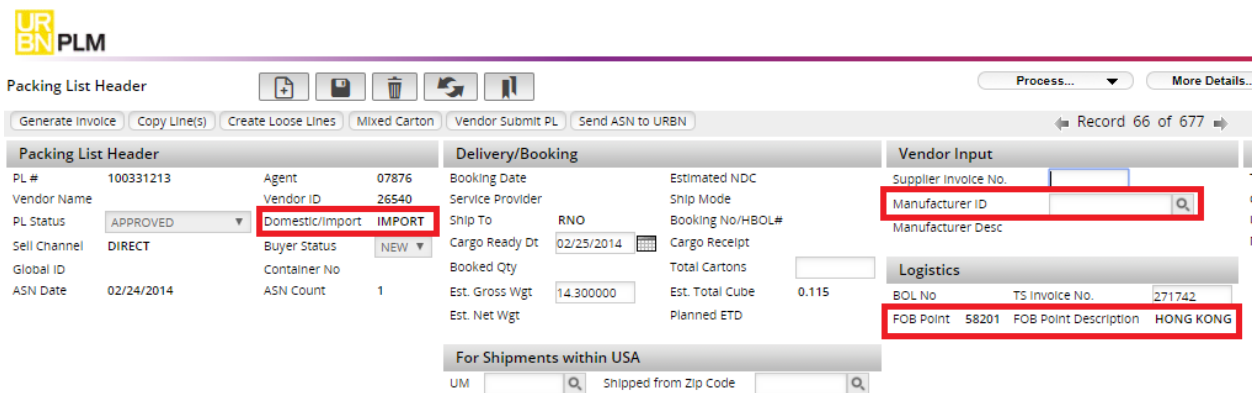


URBN PLM

Carton Code [Return] [Add] [Save] [Delete]

### Enter Manufacturer ID (IMPORT ONLY)

When URBN is the importer of record – vendors are required to enter a Manufacturer ID (MID).



URBN PLM

Packing List Header [Add] [Save] [Delete] [Return] [Print]

Process... More Details...

Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Vendor Submit PL Send ASN to URBN Record 66 of 677

Packing List Header		Delivery/Booking		Vendor Input	
PL #	100331213	Agent	07876	Supplier Invoice No.	
Vendor Name		Vendor ID	26540	Manufacturer ID	[Search]
PL Status	APPROVED	Domestic/Import	IMPORT	Manufacturer Desc	
Sell Channel	DIRECT	Buyer Status	NEW	Logistics	
Global ID		Container No		BOL No	TS Invoice No. 271742
ASN Date	02/24/2014	ASN Count	1	FOB Point	58201 FOB Point Description HONG KONG

For Shipments within USA  
UM [Search] Shipped from Zip Code [Search]

There are two ways to enter this value.

- a. Select the value from the list of MID's associated with the Vendor ID.

Record 66 of 677

Vendor Input		Totals	
Estimated NDC	Supplier Invoice No. <input type="text"/>	Ttl Units	90 UM
Ship Mode	Manufacturer ID <input type="text"/>	Cartons	3
Booking No/HBOL#	Manufacturer Desc	UM	Gros
Cargo Receipt		Net Wgt	12.700000 UM
Total Cartons			
Est. Total Cub			
Planned ETD			

Party Information - Google Chrome

tradestone.urbanout.com/lookup.do?id=285&pbf=F128&fltrcols=F4%2C0...

Party Information

Page 1 of 1

Search: Party Information

Party Id: Like  Type: Like  --

Address 1: Like  City: Like

Country: Like  Email: Like

Search Reset Show All

Party Id	Type	Global Id	Name	Addr
<a href="#">999999999</a>	MFG		MANUALLY ENTER MANUFACTURER INFO	
<a href="#">CNCHOQINCHO</a>	MFG		CHONG QING CHONG CHONG	CI
<a href="#">CNDONSUN3DON</a>	MFG		DONGGUAN SUNNY WORTH KNITTED CO	CI
<a href="#">TWWINKNI58TAI</a>	MFG		WINTEX KNITWEAR CORP	N
<a href="#">CNCHOLEACHO</a>	MFG		CHONGQING LEADING SUCCESS GARMENT CO.,LTD.	FC

- b. If there is no applicable MID, select 999999999 and then enter the Manufacturer information in the **Actual Manufacturer** section on the Packing List.

URBN PLM EXAMPLE VENDOR

Packing List Header

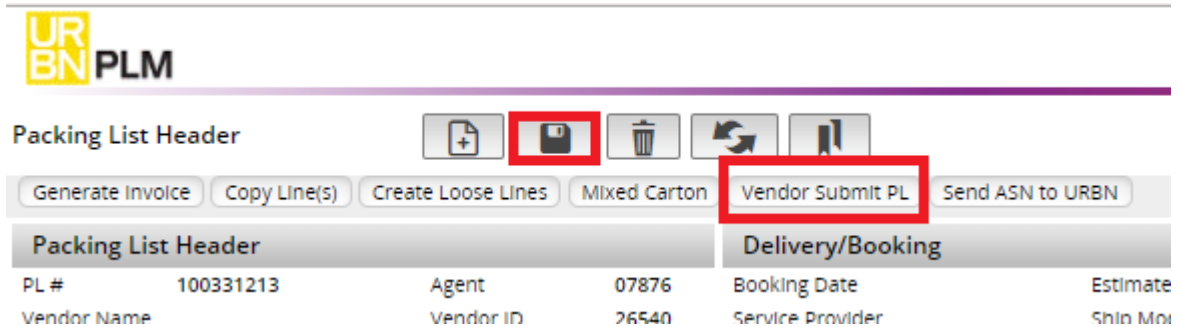
Generate Invoice | Copy Lines | Create Loose Lines | Mixed Carton | Vendor Submit PL | Send ASN to URBN

Record 66 of 677

Vendor Input	Totals	Carton Sizing	Actual Manufacturer
Supplier Invoice No. <input type="text"/>	Ttl Units 90 UM EA	Carton Code	NAME:
Manufacturer ID <input type="text" value="999999999"/>	Cartons 3	MET1 <input type="text"/>	ADDRESS:
Manufacturer Desc <input type="text" value="999999999 MANUALLY ENTER MANUFACTURER INFO"/>	Gross Wgt 14.300 UM	MET2 <input type="text"/>	
<b>Logistics</b> BOL No <input type="text"/> TS Invoice No. <input type="text" value="271742"/> FOB Point <input type="text" value="58201"/> FOB Point Description <input type="text" value="HONG KONG"/>		Length UM Width UM Height UM MET1 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MET2 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

### **STEP 3 Save & Submit Packing List**

Once all packing list details are entered, click the Save button and submit the packing list for approval by clicking the “Vendor Submit PL” button. All packing lists must be “APPROVED



The system will automatically compare the packing list to the purchase order and the status of your packing list will switch to APPROVED or OUT OF TOLERANCE.

**APPROVED**



Packing List Header



Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Vendor Submit PL Send ASN to URBN

[Clear Message](#)

Process Executed Successfully

Packing List Header				Delivery/Booking	
PL #	100331213	Agent	07876	Booking Date	Estimated
Vendor Name		Vendor ID	26540	Service Provider	Ship Mod
PL Status	APPROVED	Domestic/Import	IMPORT	Ship To	RNO
Sell Channel	DIRECT	Buyer Status	NEW	Cargo Ready Dt	02/25/2014
Global ID		Container No		Booked Qty	Total Car
ASN Date	02/24/2014	ASN Count	1	Est. Gross Wgt	14.300000
				Est. Net Wgt	Planned I

**OUT OF TOLERANCE**



Packing List Header



Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Vendor Submit PL Send ASN to URBN

[Clear Message](#)

Process Executed Successfully

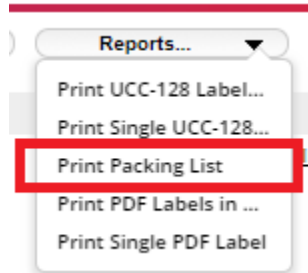
Packing List Header				Delivery/Booking	
PL #	100331213	Agent	07876	Booking Date	Estimated
Vendor Name	PERF STAR INTL DNU	Vendor ID	26540	Service Provider	Ship Mode
PL Status	OUT OF TOLERANCE	Domestic/Import	IMPORT	Ship To	RNO
Sell Channel	DIRECT	Buyer Status	NEW	Cargo Ready Dt	02/25/2014
Global ID		Container No		Booked Qty	Total Carto
ASN Date	02/24/2014	ASN Count	1	Est. Gross Wgt	14.300000
				Est. Net Wgt	Planned ET

The acceptable unit variance rate for PO's that are more than 1000 units is +/- 5%. The acceptable unit variance rate for PO's that are under 1000 units is +/- 10%. If this allowable tolerance is exceeded, the packing list will be OUT OF TOLERANCE. The vendor is responsible for contacting the buyer to have the PO updated accordingly. When all tolerance checks are met the PL Status will switch to APPROVED.



## STEP 4 Print Packing List

1. Click the **Reports** drop down menu
2. Click **Print Packing List**
3. A PDF of the packing list will pop up. You will have the option to print or save the packing list.



**URBN PLM**

Packing List Header

Generate Invoice Copy Line(s) Process... More Details.

Packing List Header

PL # 100312139

Vendor Name

PL Status APPROVED

Sell Channel RETAIL

Global ID

ASN Date

Packing List Detail

Row #	PO#	PO	
<input type="checkbox"/>	2	0000452194	1
<input type="checkbox"/>	3	0000452194	2
<input type="checkbox"/>	0	0000452194	1
<input type="checkbox"/>	1	0000452194	2

report - Google Chrome

tradestone.urbanout.com/report?id=1300&method=customreports&level=0&reportname=PackingList&curRowNumb...

report 1 / 1

**Packing List** URBN PL Number : 100312139

Shipper : Ship To : URBAN OUTFITTERS, URBN Invoice # : 251317  
INC  
ANTHROPOLOGIE - #542 Supplier Invoice # : TBD-251317  
6425 PENN AVENUE  
BAKERY SQUARE  
PITTSBURGH  
PA 15206  
UNITED STATES

LOOMIS  
CA 95650  
UNITED STATES

Car- ton No	PO#	Vendor Style No	SKU	Color	Size	Pack Type	Units/ Pack	Qty/ Carton	No of Cartons	Total Units	Weight			Carton Volume
											NW	GW	UM	
1 - 1	0000452194	BELGIAN	0030418339	GRN/VERT	ALL	LOOSE	20	1	20					
		PEPPERMINT	0030418313	REDROUGE	ALL	LOOSE	20		20					
-	0000452194	BELGIAN	0030418339	GRN/VERT	ALL	LOOSE								
		PEPPERMINT	0030418313	REDROUGE	ALL	LOOSE								
Totals :										1	40	0.000	0.000	0.000

**Packing Breakdown**

PQ	Style	Description	Color	Pack	Size	Qty
0000452194	BELGIAN	HOT CHOC STICK BELGIAN	GRN/VERT	LOOSE	ALL	20
0000452194	PEPPERMINT	HOT CHOC STICK PEPPERMINT	REDROUGE	LOOSE	ALL	20

PO

0000452194

## STEP 5 Print Carton Labels

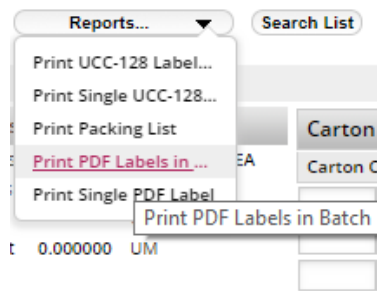
URBN requires all master cartons to ship with UCC-128 labels generated from the Tradestone packing list. The packing list will provide the detail needed for each carton number.

<p><b>FROM :</b></p> <p>Vendor address will be placed here.</p> <p>Vendor #:</p>	<p><b>ASN #:</b> 100000061</p> <p><b>PO #:</b> 0000016848</p> <p><b>Carton:</b> 1 of 6</p> <p><b>Qty per Carton:</b> 150</p> <p><b>SKU:</b> 0017710724</p> <p><b>Color:</b> BLACK</p> <p><b>Size:</b> 0600/6 0600</p>	<p>The actual ASN # this carton is a part of</p> <p>The carton # and its location in the range of total cartons for the PO</p>
<p><b>SHIP TO :</b></p> <p>URBAN OUTFITTERS, INC URBN RENO DC 6640 ECHO AVE.  RENO NV 89506-2635 US</p>	<p><b>SSCC-18</b> 00099999990017152866</p>	

### How to Print Multiple or ALL Carton Labels

The **Print PDF Labels in Batch** option allows you to print multiple labels from any browser and/or type of printer.

1. Select all rows in the Packing List Detail area
2. Click on the Reports drop down menu
3. Click "Print PDF Labels in Batch"



Packing List Detail						
<input type="checkbox"/>	Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Cc
<input checked="" type="checkbox"/>	2	0000452194	1	BELGIAN	GRN/VERT	0000
<input checked="" type="checkbox"/>	3	0000452194	2	PEPPERMINT	RED/ROUGE	0000

The ideal carton label size is 4" x 6". However, other carton label sizes will be accepted.

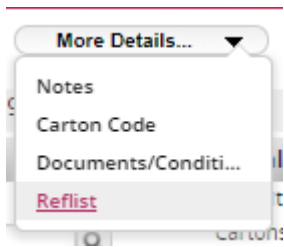
### How to Delete a Carton Label

If a packing list is modified after you have already generated carton labels, you may need to delete the original labels from the system. In the example below, the BLACK XS was originally going to be split into 2 boxes, and would account for box # 6 and 7. The vendor then decided to put all 6 units in one box, so now the carton label that was originally generated for box 7 needs to be deleted.

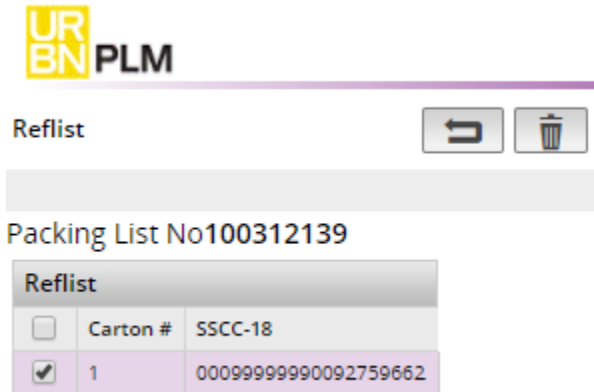
1. Select the row that was modified.

Packing List Detail										
<input type="checkbox"/>	Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/Pack
<input checked="" type="checkbox"/>	2	0000452194	1	BELGIAN	GRN/VERT	0000	ALL	LOOSE		1
<input type="checkbox"/>	3	0000452194	2	PEPPERMINT	RED/ROUGE	0000	ALL	LOOSE		1
<input type="checkbox"/>	0	0000452194	1	BELGIAN	GRN/VERT	0000	ALL	LOOSE	20	1
<input type="checkbox"/>	1	0000452194	2	PEPPERMINT	RED/ROUGE	0000	ALL	LOOSE	20	1


2. Click **More Details**. Then click **Reelist**.



3. A list will appear with all the carton numbers generated for that style.
4. Select the row with the label that needs to be deleted and click the Delete button.



*TIP: If the succeeding carton numbers were changed as a result of changing one row, be sure to check those carton labels as well!*

Click the return  button to return to the packing list detail screen.

## Step 6 Send ASN to URBN

After you submit the packing list for approval, and print your packing list and UCC-128 labels, you must click “Send ASN to URBN”. This will send the Advance Shipping Notice to URBN’s Warehouse Management System. **This should only be clicked once the Packing List is finalized and carton labels have been printed.** If you need to update the packing list you must complete the “Vendor Submit PL” and “Send ASN” steps again.

**URBN PLM**

Packing List Header

Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Vendor Submit PL **Send ASN to URBN**

Packing List Header				Delivery/Booking		
PL #	100312139	Agent		Booking Date		Estimated NDC
Vendor Name	TICKET CHOCOLATE	Vendor ID	29712	Service Provider		Ship Mode
PL Status	APPROVED	Domestic/Import	DOMESTIC	Ship To	00542	Booking No/HBOL#
Sell Channel	RETAIL	Buyer Status	NEW	Cargo Ready Dt	12/02/2013	Cargo Receipt
Global ID		Container No		Booked Qty		Total Cartons
ASN Date		ASN Count		Est. Gross Wgt		Est. Total Cube 0.000
				Est. Net Wgt		Planned ETD

For Shipments within USA

UM  Shipped from Zip Code 95650

If you click “Send ASN to URBN” before submitting the packing list, you will get below message. Please remember to click “Vendor Submit PL” first.

**URBN PLM**

Packing List Header

Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Vendor Submit PL Send ASN to URBN

Clear Message

Packing List should not be in DRAFT status. Resubmit for Tolerance Check.

Packing List Header				Delivery/Booking		
PL #	100312139	Agent		Booking Date		Estimated NDC
Vendor Name	TICKET CHOCOLATE	Vendor ID	29712	Service Provider		Ship Mode
PL Status	DRAFT	Domestic/Import	DOMESTIC	Ship To	00542	Booking No/HBOL#
Sell Channel	RETAIL	Buyer Status	NEW	Cargo Ready Dt	12/02/2013	Cargo Receipt
Global ID		Container No		Booked Qty		Total Cartons
ASN Date		ASN Count		Est. Gross Wgt		Est. Total Cube 0.000
				Est. Net Wgt		Planned ETD

For Shipments within USA

UM  Shipped from Zip Code 95650

You will not be able to send the ASN unless you print your carton labels first.



Packing List Header



Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Vendor Submit PL Send ASN to URBN

Clear Message

Please Print your Carton Labels before Sending the ASN to URBN

Packing List Header				Delivery/Booking			
PL #	100312139	Agent		Booking Date		Estimated NDC	
Vendor Name	TICKET CHOCOLATE	Vendor ID	29712	Service Provider		Ship Mode	
PL Status	APPROVED	Domestic/Import	DOMESTIC	Ship To	00542	Booking No/HBOL#	
Sell Channel	RETAIL	Buyer Status	NEW	Cargo Ready Dt	12/02/2013	Cargo Receipt	
Global ID		Container No		Booked Qty		Total Cartons	
ASN Date		ASN Count		Est. Gross Wgt		Est. Total Cube	0.000
				Est. Net Wgt		Planned ETD	

For Shipments within USA			
UM	<input type="text"/>	Shipped from Zip Code	95650

Also confirm that all deleted rows have been removed from the packing list to send the ASN.

**Packing List Header**

Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Vendor Submit PL Send ASN to URBN Record 59 of 67

Clear Message  
Please Print your Carton Labels before Sending the ASN to URBN

Packing List Header				Delivery/Booking				Vendor Input				
PL #	100312139	Agent		Booking Date		Estimated NDC		Supplier Invoice No.	TBD-251317			
Vendor Name	TICKET CHOCOLATE	Vendor ID	29712	Service Provider		Ship Mode		Manufacturer ID				
PL Status	APPROVED	Domestic/Import	DOMESTIC	Ship To	00542	Booking No/HBOL#		Manufacturer Desc				
Sell Channel	RETAIL	Buyer Status	NEW	Cargo Ready Dt	12/02/2013	Cargo Receipt						
Global ID		Container No		Booked Qty		Total Cartons						
ASN Date		ASN Count		Est. Gross Wgt		Est. Total Cube	0.000					
				Est. Net Wgt		Planned ETD						

For Shipments within USA  
UM Shipped from Zip Code 95650

Packing List Detail													
Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/Pack	Qty/Carton	Start Carton	# Cartons	End Carton
2	0000452194	1	BELGIAN	GRN/VERT	0000	ALL	LOOSE		1	20	1	1	1
3	0000452194	2	PEPPERMINT	RED/ROUGE	0000	ALL	LOOSE		1	20	1		1
0	0000452194	1	BELGIAN	GRN/VERT	0000	ALL	LOOSE	20	1				
1	0000452194	2	PEPPERMINT	RED/ROUGE	0000	ALL	LOOSE	20	1				

To confirm whether or not the ASN has been sent, you can check the below areas on the packing list. The **ASN Count** will reflect the number of times the ASN has been sent – this should always be 1! The **ASN Date** will reflect the date the ASN was sent. If these fields are blank, the ASN has not been sent yet.

**Packing List Header**

Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton

Clear Message  
Process Executed Successfully

Packing List Header			
PL #	100312139	Agent	
Vendor Name	TICKET CHOCOLATE	Vendor ID	29712
PL Status	APPROVED	Domestic/Import	DOMESTIC
Sell Channel	RETAIL	Buyer Status	NEW
Global ID		Container No	
ASN Date	10/09/2017	ASN Count	1

### Other Packing List Functions

If you are not sure how to fill out the packing list to represent your specific packing arrangement – find the answer in this section!

### Copy Line(s)

The “Copy Line(s)” button is to be used when there are extras or overruns of a size/style, or the same number of units is not being packed among more than one carton.

*For example: An order is placed for 300 loose units. 125 units are packed in each of 2 cartons. 50 units are remaining. Since the 50 units will not fit in the standard 125 units per carton breakdown, another line must be added.*

#### To add the additional line:

1. Select the row that requires an additional line for the carton with a different number of units

**URBN PLM**

Packing List Header

Generate Invoice **Copy Line(s)** Create Loose Lines Mixed Carton Vendor Submit PL Send ASN to URBN

Packing List Header				Delivery/Booking				Ve
PL #	100312139	Agent		Booking Date		Estimated NDC		Sup
Vendor Name	TICKET CHOCOLATE	Vendor ID	29712	Service Provider		Ship Mode		Mar
PL Status	APPROVED	Domestic/Import	DOMESTIC	Ship To	00542	Booking No/HBOL#		Mar
Sell Channel	RETAIL	Buyer Status	NEW	Cargo Ready Dt	12/02/2013	Cargo Receipt		
Global ID		Container No		Booked Qty		Total Cartons		Lo
ASN Date	10/09/2017	ASN Count	1	Est. Gross Wgt		Est. Total Cube	0.000	BOI
				Est. Net Wgt		Planned ETD		FOE

For Shipments within USA

UM  Shipped from Zip Code

Packing List Detail											
<input type="checkbox"/>	Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/Pack	Qty/
<input type="checkbox"/>	2	0000452194	1	BELGIAN	GRN/VERT	0000	ALL	LOOSE	1		20
<input checked="" type="checkbox"/>	3	0000452194	2	PEPPERMINT	RED/ROUGE	0000	ALL	LOOSE	1		20

2. Click the “Copy Line(s)” button. A new line will be added.

**Packing List Header**

Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Vendor Submit PL Send ASN to URBN Record 1 of 2

Clear Message  
 Packing List line(s) copied.

Packing List Header				Delivery/Booking				Vendor Input				
PL #	100312139	Agent		Booking Date		Estimated NDC		Supplier Invoice No.	TBD-251317			
Vendor Name	TICKET CHOCOLATE	Vendor ID	29712	Service Provider		Ship Mode		Manufacturer ID				
PL Status	APPROVED	Domestic/import	DOMESTIC	Ship To	00542	Booking No/HBOL#		Manufacturer Desc				
Sell Channel	RETAIL	Buyer Status	NEW	Cargo Ready Dt	12/02/2013	Cargo Receipt						
Global ID		Container No		Booked Qty		Total Cartons						
ASN Date	10/09/2017	ASN Count	1	Est. Gross Wgt		Est. Total Cube	0.000					
				Est. Net Wgt		Planned ETD						

**For Shipments within USA**

UM  Shipped from Zip Code

Packing List Detail													
Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/Pack	Qty/Carton	Start Carton	# Cartons	End Carton
2	0000452194	1	BELGIAN	GRN/VERT	0000	ALL	LOOSE	1	20	1	1	1	1
3	0000452194	2	PEPPERMINT	RED/ROUGE	0000	ALL	LOOSE	1	20	1	1	1	1
4	0000452194	2	PEPPERMINT	RED/ROUGE	0000	ALL	LOOSE	1					

- Once the details for this row have been entered, click Save and the totals will update.

### Building a Mixed SKU Carton

For URBN, a **mixed carton** refers to multiple SKU's (sizes and/or colors) combined and packed together in the same carton. At first, creating a "mixed carton" in Tradestone can be tricky! Please carefully follow these instructions:

- Select the SKU's that are being packed together in a single carton (there should be nothing entered in the required fields at this point).
- Once the SKU's are selected, click the "Mixed Carton" button.





**Packing List Header**

Process... More Detail

Add Item(s) Generate Invoice Copy Line(s) Generate ASN Create Loose Lines **Mixed Carton** Vendor Submit PL Send ASN to URBN

<b>Packing List Header</b>				<b>Vendor Input</b>				<b>Total</b>	
PL #	100767239	Agent		Cargo Ready Dt		Ttl Units	Cartons		
Vendor Name	TRADESTONE TRAINING VENDOR	Vendor ID	TR5674X	Supplier Invoice No.		Gross W	UM		
Ship To	GAP	PL Status	DRAFT	Manufacturer ID		UM	UM		
Domestic/Import	IMPORT	Sell Channel	RETAIL	Manufacturer Desc					
Buyer Status	NEW	Global ID		<b>Logistics</b>				<b>For Sh</b>	
Container No		ASN Date		Carrier		BOL No		Gross W	
ASN Count		Create Ts	2016-09-19 09:36:23	TS Invoice No.		FOB Point	58201	Shipped	
Create User	TR5674X			FOB Point Description	HONG KONG	PO Cancel Date	06/20/2016		

**Packing List Detail**

Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton	Mixed Carton
<input checked="" type="checkbox"/>	0	0001066310	1	63ZMKTO911TS	PURP/POURP	5000	S	LOOSE	20	1				
<input checked="" type="checkbox"/>	1	0001066310	2	63ZMKTO911TS	PURP/POURP	6000	M	LOOSE	20	1				
<input checked="" type="checkbox"/>	2	0001066310	3	63ZMKTO911TS	PURP/POURP	7000	L	LOOSE	20	1				

- The lines selected will duplicate at the bottom into a *mixed carton*. The next number in the carton sequence will automatically populate in the Start and End Carton fields. The # of Cartons field will also automatically populate to 1.

For example: If the mixed SKU carton is Carton # 49 below, the fields for Carton # 1-48 should be completed first and then create the mixed carton.

**Packing List Header**

Process... More Details

Add Item(s) Generate Invoice Copy Line(s) Generate ASN Create Loose Lines Mixed Carton Vendor Submit PL Send ASN to URBN

Clear Message  
 Mixed Carton Process Executed Successfully

<b>Packing List Header</b>				<b>Vendor Input</b>				<b>Totals</b>	
PL #	100767239	Agent		Cargo Ready Dt		Ttl Units	Cartons		
Vendor Name	TRADESTONE TRAINING VENDOR	Vendor ID	TR5674X	Supplier Invoice No.		Gross W	UM		
Ship To	GAP	PL Status	DRAFT	Manufacturer ID		UM	UM		
Domestic/Import	IMPORT	Sell Channel	RETAIL	Manufacturer Desc					
Buyer Status	NEW	Global ID		<b>Logistics</b>				<b>For Sh</b>	
Container No		ASN Date		Carrier		BOL No		Gross W	
ASN Count		Create Ts	2016-09-19 09:36:23	TS Invoice No.		FOB Point	58201	Shipped	
Create User	TR5674X			FOB Point Description	HONG KONG	PO Cancel Date	06/20/2016		

**Packing List Detail**

Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton	Mixed Carton
<input type="checkbox"/>	0	0001066310	1	63ZMKTO911TS	PURP/POURP	5000	S	LOOSE	20	1				
<input type="checkbox"/>	1	0001066310	2	63ZMKTO911TS	PURP/POURP	6000	M	LOOSE	20	1				
<input type="checkbox"/>	2	0001066310	3	63ZMKTO911TS	PURP/POURP	7000	L	LOOSE	20	1				
<input type="checkbox"/>	3	0001066310	1	63ZMKTO911TS	PURP/POURP	5000	S	LOOSE	1	20	1	1	1	1
<input type="checkbox"/>	4	0001066310	2	63ZMKTO911TS	PURP/POURP	6000	M	LOOSE	1	20	1		1	1
<input type="checkbox"/>	5	0001066310	3	63ZMKTO911TS	PURP/POURP	7000	L	LOOSE	1	20	1		1	1

- If the original lines are not needed after the mixed carton is created, please be sure they are deleted. (See below instructions on deleting a row).

\*TIP: A good way to confirm a “mixed carton” was successfully created is to make sure the new rows populated with a number in the Mixed Carton column. This correctly indicates these SKU’s will arrive in the same carton.

Packing List Detail																
<input type="checkbox"/>	Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton	Mixed Carton	# Units for PPKs
<input type="checkbox"/>	3	0001066310	1	63ZMKTO911TS	PURP/POURP	5000	S	LOOSE	1	20	1	1	1	1	1	0
<input type="checkbox"/>	4	0001066310	2	63ZMKTO911TS	PURP/POURP	6000	M	LOOSE	1	20	1	1	1	1	1	0
<input type="checkbox"/>	5	0001066310	3	63ZMKTO911TS	PURP/POURP	7000	L	LOOSE	1	20	1	1	1	1	1	0

### Deleting a Packing List

- Click the delete button



**URBN PLM**

Packing List Header

Process... Mo

Packing List Header				Vendor Input			
PL #	100767239	Agent		Cargo Ready Dt			
Vendor Name	TRADESTONE TRAINING VENDDR	Vendor ID	TR5674X	Supplier Invoice No.			
Ship To		PL Status	DRAFT	Manufacturer ID			
Domestic/import	IMPORT	Sell Channel		Manufacturer Desc			
Buyer Status	NEW	Global ID		<b>Logistics</b>			
Container No		ASN Date		Carrier		BOL No	
ASN Count		Create Ts	2016-09-19 09:36:23	TS Invoice No.		FOB Point	38201
Create User	TR5674X			FOB Point Description	HONG KONG	PO Cancel Date	06/20/2016

Packing List Detail														
<input type="checkbox"/>	Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton
<input type="checkbox"/>	3	0001066310	1	63ZMKTO911TS	PURP/POURP	5000	S	LOOSE	1	20	1	1	1	1
<input type="checkbox"/>	4	0001066310	2	63ZMKTO911TS	PURP/POURP	6000	M	LOOSE	1	20	1	1	1	1
<input type="checkbox"/>	5	0001066310	3	63ZMKTO911TS	PURP/POURP	7000	L	LOOSE	1	20	1	1	1	1
<input checked="" type="checkbox"/>	6	0001066310	1	63ZMKTO911TS	PURP/POURP	5000	S	LOOSE	20	1				
<input checked="" type="checkbox"/>	7	0001066310	2	63ZMKTO911TS	PURP/POURP	6000	M	LOOSE	20	1				
<input checked="" type="checkbox"/>	8	0001066310	3	63ZMKTO911TS	PURP/POURP	7000	L	LOOSE	20	1				

### Deleting a Row from the Packing List

- Select the rows you do not need by placing a check in the box next to the row #.



**Packing List Header**

Process... Mo

Add Item(s) Generate Invoice Copy Line(s) **Generate ASN** Create Loose Lines Mixed Carton Vendor Submit PL Send ASN to URBN

**Packing List Header**

PL # 100767239 Agent [ ] Cargo Ready Dt [ ]  
 Vendor Name TRADESTONE TRAINING VENDOR Vendor ID TR5674X Supplier Invoice No. [ ]  
 Ship To [ ] PL Status DRAFT Manufacturer ID [ ]  
 Domestic/Import IMPORT Sell Channel [ ] Manufacturer Desc [ ]  
 Buyer Status NEW Global ID [ ]  
 Container No [ ] ASN Date [ ]  
 ASN Count [ ] Create Ts 2016-09-19 09:36:23  
 Create User TR5674X

**Vendor Input**

Logistics

Carrier [ ] BOL No [ ]  
 TS Invoice No. [ ] FOB Point 58201  
 FOB Point Description HONG KONG PO Cancel Date 06/20/2016

**Packing List Detail**

Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton
3	0001066310	1	63ZMKTO911TS	PURP/POURP	5000	S	LOOSE		1	20	1	1	1
4	0001066310	2	63ZMKTO911TS	PURP/POURP	6000	M	LOOSE		1	20	1		1
5	0001066310	3	63ZMKTO911TS	PURP/POURP	7000	L	LOOSE		1	20	1		1
6	0001066310	1	63ZMKTO911TS	PURP/POURP	5000	S	LOOSE	20	1				
7	0001066310	2	63ZMKTO911TS	PURP/POURP	6000	M	LOOSE	20	1				
8	0001066310	3	63ZMKTO911TS	PURP/POURP	7000	L	LOOSE	20	1				

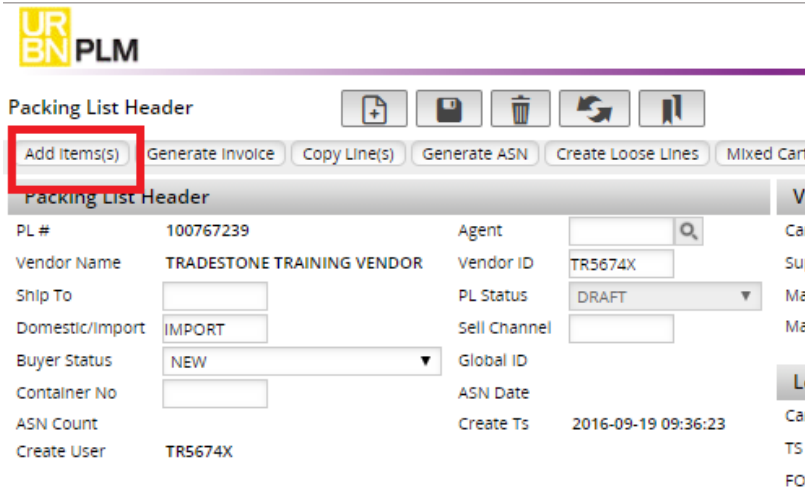
2. Click the delete button



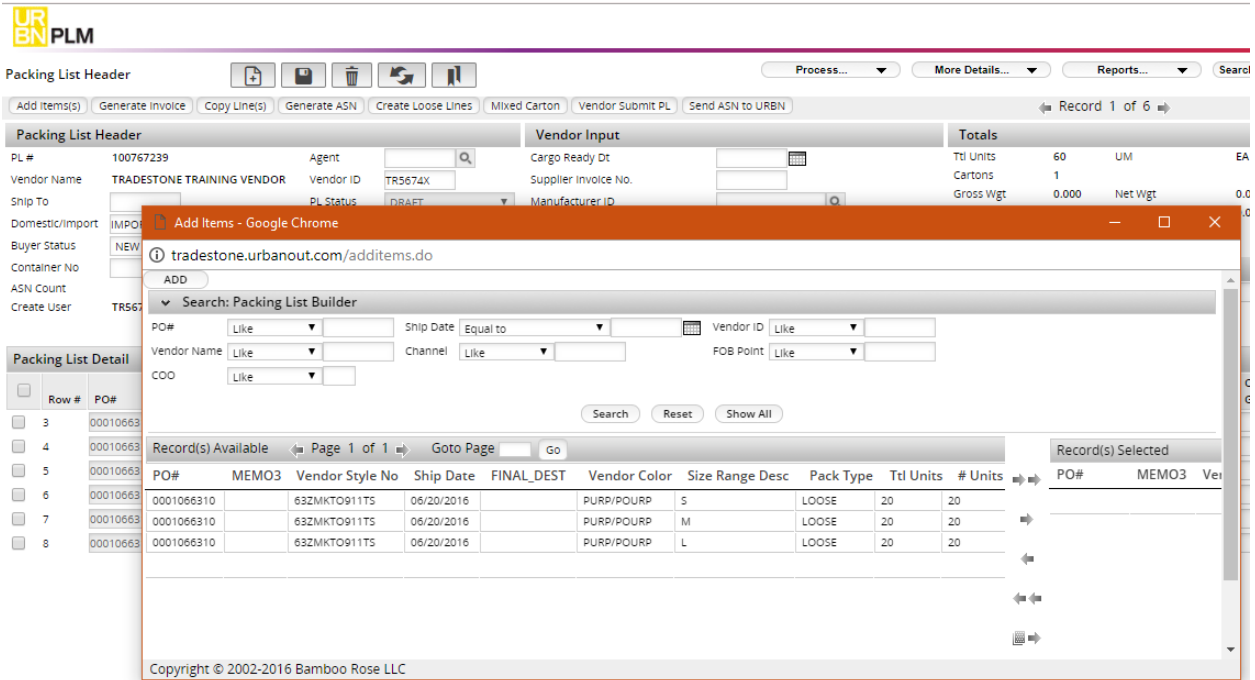
**Add a Deleted Line Back to the Packing List:**

If a line is accidentally deleted from the packing list and needs to be added back on, the procedure is similar to “resetting” the PO for packing.

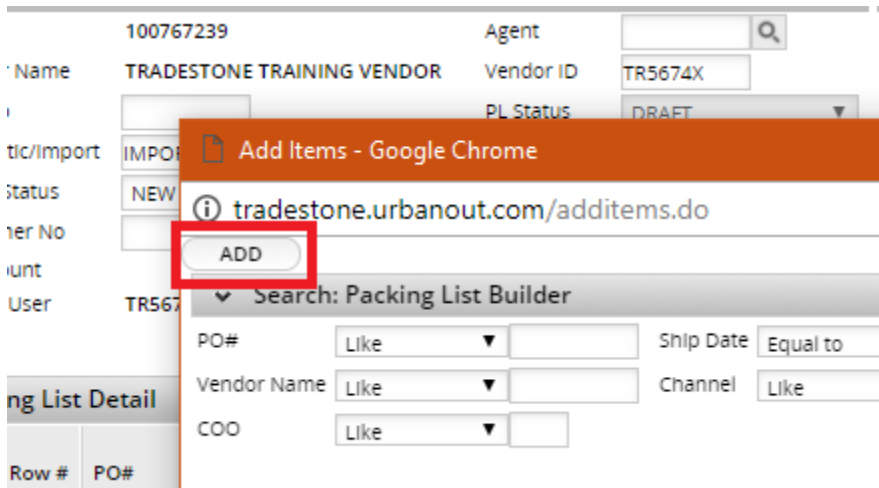
1. From the “Reset PO to Build Packing List” query, switch the status of the desired line(s) from *packed* to *new* and Save.
2. Open the existing packing list. (See “How to Search for an Existing Packing List”) Once in the packing list screen, click Add Item(s)



- When the pop-up window appears resembling the “Create a Packing List” query, enter the PO # and click Search.
- When the styles you wish to add back on to the packing list appear, use the arrows to move the items from the left to right side just like in the Create a Packing List query.

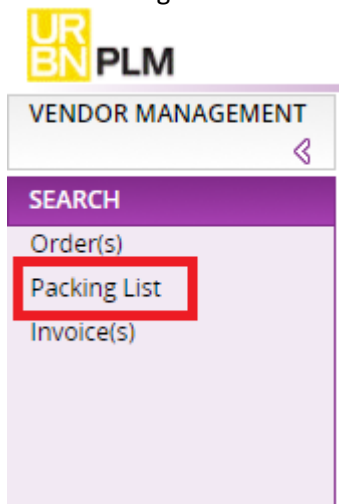


- Once all item(s) are on the right side click the **Add** button. The line(s) will then be added directly on to the original packing list.



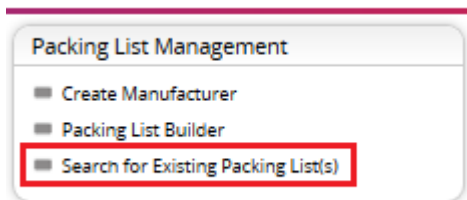
**How to Search for an Existing Packing List:**

1. To search for a previously created packing list (meaning the Create a Packing List step was already completed) go to Search → Packing List from the left hand side of the dashboard.



2. Search by just PO # or any other listed field.

You can also search by clicking “Search for Existing Packing List(s)” under Packing List Management.

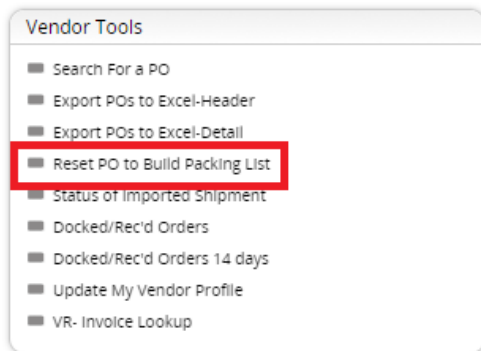


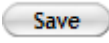
## Reset PO to Build a New Packing List

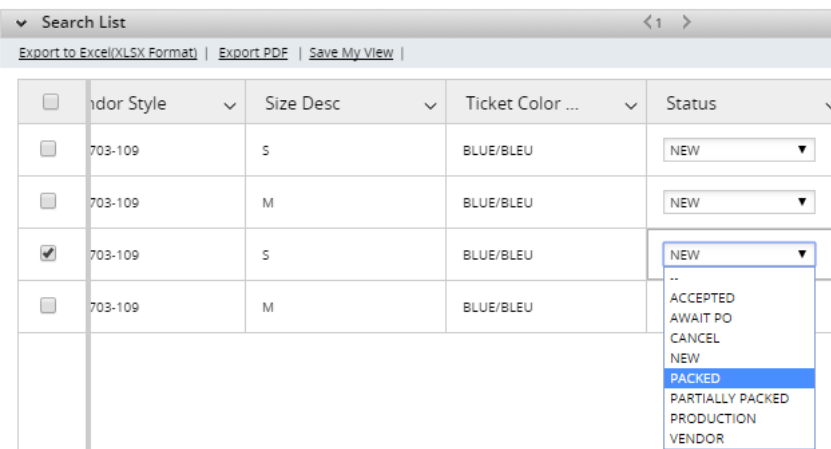
- The “Reset PO to Build Packing List” query is used when:
  - A packing list is deleted and a new packing list needs to be created
  - When a line is deleted from the packing list and needs to be added back on

When a packing list is deleted, the PO status must be switched from *packed* to *new* in order to build another packing list from the Create a Packing List query. If the status has not been switched, the PO will not appear in the Create a Packing List query.

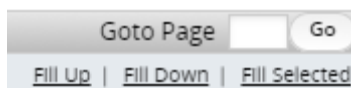
1. Click on “Reset PO to Build Packing List” on the dashboard under Vendor Tools.



2. Enter the PO # and click Search.
3. Change the Status from *packed* to *new* using the drop down for every line of the PO. After, all lines are switched click the  button in the top right hand side of the screen.



**SHORT CUT:** To update all lines of a PO at once, change the first line to new and click “Fill Down”.



### How to Resolve an Out of Tolerance Packing List

The acceptable unit variance rate for PO's that are more than 1000 units is +/- 5%. The acceptable unit variance rate for PO's that are under 1000 units is +/- 10%. The tolerance check is applied to each SKU. If the allowable unit variance tolerance is exceeded for even a single SKU, the packing list will indicate an OUT OF TOLERANCE status.

If this message is received contact your buyer or buying operations coordinator for approval of the short/over shipment. If approved, the PO must be updated to match what is shipping. Once the PO is updated, simply re-submit the packing list and the OUT OF TOLERANCE status will switch to APPROVED.

**Packing List Header**

Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Vendor

PL #	100767239	Agent	
Vendor Name	TRADESTONE TRAINING VENDOR	Vendor ID	TR5674X
PL Status	OUT OF TOLERANCE	Domestic/Import	IMPORT
Self Channel		Buyer Status	NEW
Global ID		Container No	
ASN Date		ASN Count	

### Modifying an Already Submitted Packing List

It is possible to modify a packing list that has already been submitted. First, search for the already created packing list. To edit the packing list, place the cursor in a field that needs to be changed, delete the current details, enter the correct information, save, and resubmit the packing list.

Remember to click "Vendor Submit PL" after editing, as the packing list will be back in DRAFT status.

**Packing List Header**

Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Ven

Clear Message

*Saved Successfully.*

✔ Qty has changed, please re-submit the Packing List.

PL #	100767239	Agent	
Vendor Name	TRADESTONE TRAINING VENDOR	Vendor ID	TR5674X
PL Status	DRAFT	Domestic/Import	IMPORT
Self Channel		Buyer Status	NEW
Global ID		Container No	
ASN Date		ASN Count	

## How to Generate the Invoice

The invoice, like the carton labels, is generated from the completed and approved packing list screen.

1. On the packing list screen, click the *Generate Invoice* button.

**Packing List Header**

Generate Invoice Copy Line(s) Create Loose Lines Mixed Carton Vendor Submit PL Send A:

**Packing List Header**

PL #	100767239	Agent		Booking Date	
Vendor Name	TRADESTONE TRAINING VENDOR	Vendor ID	TR5674X	Service Provider	
PL Status	APPROVED	Domestic/import	IMPORT	Ship To	
Sell Channel		Buyer Status	NEW	Cargo Ready Dt	
Global ID		Container No		Booked Qty	
ASN Date		ASN Count		Est. Gross Wgt	
				Est. Net Wgt	

**For Shipments v**

UM

**Packing List Detail**

Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size D
3	0001066310	1	63ZMKTO911TS	PURP/POURP	5000	S
4	0001066310	2	63ZMKTO911TS	PURP/POURP	6000	M
5	0001066310	3	63ZMKTO911TS	PURP/POURP	7000	L

2. The Commercial Invoice screen will appear.

**Commercial Invoice**

Create First Sale More Details...

Record 1 of 1

Clear Message

Saved Successfully.

Invoice Header	Parties	AP	Totals	Additional Info
Invoice No: 777442	Vendor ID: TR5674X	LC No	Invoice Value: 900.00	
Invoice Date: 10/10/2017	Vendor Name: TRADESTONE TRAINING VENDOR	Payment Id	Adjust Value: 0.00	
Supplier Invoice No: TBD-777442	Agent	Payment Date	Net Invoice Value: 900.00	
Invoice Type: CI	Global ID	Payment Amount	First Sale Value: 0.00	
Packing List No: 100767239		Payment Amt Cur: USD	Currency: USD	
Pay Terms: NET 30		URBN Customs Confirm	Units: 60	
Deliver To: URBN GAP DC		Sent To AP Date	Tot Packs: 1	

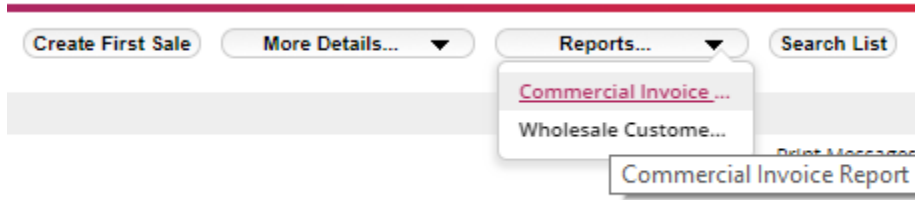
**Details**

Row	PO#	Total Units	# of Cartons	Vendor Style No	Description	Vendor Color	Invoice Price	Cur	Total	Adjustment Amount	Adjustment Type	Adjust/1st Sale Descri
1	0001066310	20	1	63ZMKTO911TS	OFU BANDEAU SOLID TOP	PURP/POURP	15.00	USD	300.00		--	
2	0001066310	20	0	63ZMKTO911TS	OFU BANDEAU SOLID TOP	PURP/POURP	15.00	USD	300.00		--	
3	0001066310	20	0	63ZMKTO911TS	OFU BANDEAU SOLID TOP	PURP/POURP	15.00	USD	300.00		--	

**\*TIP:** You have the option to add your company's invoice number, if desired, to allow for cross-referencing. Enter your invoice # in the "Supplier Invoice No" field and click Save. Otherwise, you can leave this field blank.



- To generate a PDF which you can save and/or print, click **Reports** then **Commercial Invoice**. A PDF version of the invoice will appear with the option to save and/or print.



A pop-up window will appear where you will have the option to print or save the invoice as a PDF.

The screenshot shows a web browser window with the address bar containing the URL: `tradestone.urbanout.com/report?id=804&method=customreports&level=0&reportname=CommercialInvoice&curRow...`. The browser title is 'report - Google Chrome'. The page content is a 'Commercial Invoice' report for 'Invoice #: 777442'. The report is displayed on a page labeled 'report' with '1 / 1' items. The invoice details are as follows:

PO#	Total Units	# of Cartons	Vendor Style No	Customs Description of Goods	COO	HTS#	Unit Price	Currency	Total
0001066310	60	1	632MKT0911TS		US		15.00	USD	900.00
<b>Total:</b>									<b>900.00</b>

Below the table, there is a section for 'Actual Manufacturer' with fields for NAME, ADDRESS, and COUNTRY.

The invoice header includes the following information:

- Seller:** TRADESTONE TRAINING VENDOR, 5000 S BROAD ST, BUILDING 14, PHILA, PA 19112, UNITED STATES
- Remit To:** TRADESTONE TRAINING VENDOR, 5000 S BROAD ST, BUILDING 14, PHILA, PA 19112, UNITED STATES
- Final Consignee:** Urban Outfitters, Inc., 5000 South Broad Street, Philadelphia, PA 19112-1495
- Bill To:** URBAN OUTFITTERS WHOLESALE, INC., URBAN OUTFITTERS, 5000 South Broad Street, Philadelphia, PA 19112-1495, USA
- Date:** 10/10/2017
- TR5674X GAP**
- Supplier Inv:** TBD-777442
- Packing List No:** 100767239
- FOB:** HONG KONG
- Terms:** NET 30
- COO:** UNITED STATES

## How to Submit Invoice for Payment

- **Domestic vendors with net 30 payment terms ONLY:** As long as you have generated your invoice in Tradestone per the above instructions, our AP department will automatically receive your invoice when the goods are received at our DC! No additional steps, beyond clicking **Generate Invoice** on your packing list, are necessary.
- **All vendors paid by letter of credit, wire transfer, or with terms other than Net 30, please follow the instructions in the Billing Procedures section of urbnvendor.com.**

\*Non-Tradestone invoices should *never* be submitted to the freight forwarder or carrier.

## How to Enter Adjustments on the Invoice

1. Enter the *Adjustment Amount, Adjustment Type and Adjustment Description* in the respective fields on the **next open row** in the detail level of the invoice.

**\*These adjustment attributes can NOT be entered on the same row as detail from the PO.**


Row	PO#	Total Units	# of Cartons	Vendor Style No	Description	Vendor Color	Invoice Price	Cur	Total	Adjustment Amount	Adjustment Type	Adjust/1st Sale	COO	Fin
3	0000450042	6	1	14SA062HK	T4T ORGANIC TRRY HOODED	FELDSPAR	22.00	USD	132.00		--		CN	
4	0000450042	12	0	14SA062HK	T4T ORGANIC TRRY HOODED	FELDSPAR	22.00	USD	264.00		--		CN	
5	0000450042	12	1	14SA062HK	T4T ORGANIC TRRY HOODED	FELDSPAR	22.00	USD	264.00		--		CN	
6	0000450042	6	0	14SA062HK	T4T ORGANIC TRRY HOODED	FELDSPAR	22.00	USD	132.00	10.00	ADDL HANDLING		CN	

2. Click Save. The totals will reflect the adjusted value.

Totals	
Invoice Value	792.00
Adjust Value	10.00
Net Invoice Value	802.00
First Sale Value	0.00
Currency	
Units	36
Packs	2

Added adjustments will appear on the printed or saved PDF version of the invoice.

Commercial Invoice				Invoice #: 085212				
Seller :		Final Consignee :		Bill To :		Date :		
Urban Outfitters, Inc. 5000 South Broad Street Philadelphia, PA 19112-1495 USA		Urban Outfitters, Inc. 5000 South Broad Street Philadelphia, PA 19112-1495 USA		URBAN OUTFITTERS (DELAWARE) INC URBAN OUTFITTERS 5000 South Broad Street Philadelphia, PA 19112-1495 USA		05/13/2012 31809 Supplier Invoice No : UBWAC1119 Packing List No : 100105113 FOB : YANTIAN Payment Terms : LETTER OF CREDIT Country of Origin : CHINA (MAINLAND)		
PO#	Total Units	# of Cartons	Vendor Style No	Customs Description of Goods	HTS#	Unit Price	Currency	Total
0000173191	300	11	KS LAF 01	COTTON LAPTOP CASE	4202124000	5.44	USD	1,632.00
				Adjustments				
				HANDLING CHARGE			150.00	150.00
300		11				Total:		\$ 1,782.00
Actual Manufacturer								

	If there is any reason to enter a credit to URBN (e.g., late delivery penalties), a negative value can be entered in the Adjustment field.
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### How to Put Multiple Packing Lists on One Invoice

1. Click *Generate Invoice* from one of the approved packing lists you wish to consolidate on an invoice.
2. Take note of the **Invoice No** automatically generated by Tradestone.

Commercial Invoice

Send Invoice to URBN Create First Sale

Invoice Header

Owner URBN

**Invoice No 777442**

Invoice Date 10/10/2017

Supplier Invoice No TBD-777442

Invoice Type CI

Packing List No 100767239

Pay Terms NET 30

Deliver To URBN GAP DC

Brand URBAN OUTFITTERS

Dom/Import IMPORT

3. Open the other packing list using the **Search** query from the dashboard.
4. In the **TS Invoice No.** field enter the *Invoice No* you want this packing list to be added to.

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Packing List Header				Vendor Input			
PL #	100767239	Agent	<input type="text"/>	Cargo Ready Dt	<input type="text"/>		
Vendor Name	TRADESTONE TRAINING VENDOR	Vendor ID	TR5674X	Supplier Invoice No.	TBD-777442		
Ship To	<input type="text"/>	PL Status	APPROVED	Manufacturer ID	999999999		
Domestic/Import	IMPORT	Sell Channel	<input type="text"/>	Manufacturer Desc	MANUALLY ENTER MANUFACTURER INFO		
Buyer Status	NEW	Global ID	<input type="text"/>				
Container No	<input type="text"/>	ASN Date	<input type="text"/>				
ASN Count		Create Ts	2016-09-19 09:36:23				
Create User	TR5674X			Logistics			
				Carrier	<input type="text"/>	BOL No	<input type="text"/>
				TS Invoice No.	777442	FOB Point	58201
				FOB Point Description	HONG KONG	PO Cancel Date	06/20/2016

Packing List Detail													
Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton
3	0001066310	1	63ZMKTO911TS	PURP/POURP	5000	S	LOOSE	1	20	1	1	1	1
4	0001066310	2	63ZMKTO911TS	PURP/POURP	6000	M	LOOSE	1	20	1			1
5	0001066310	3	63ZMKTO911TS	PURP/POURP	7000	L	LOOSE	1	20	1			1

5. Click **Generate Invoice**. The second packing list will be added to the invoice with the first packing list.

<input type="checkbox"/>	1	300001411	65	3	11UMAMT339LA	METAMORPHOSIS BLOUSE METAMORPHOSIS YELLOW	41.60	USD	2,704.00	<input type="text"/>
<input type="checkbox"/>	2	300001411	115	3	11UMAMT339LA	METAMORPHOSIS BLOUSE METAMORPHOSIS YELLOW	41.60	USD	4,784.00	<input type="text"/>
<input type="checkbox"/>	3	300001411	143	5	11UMAMT339LA	METAMORPHOSIS BLOUSE METAMORPHOSIS YELLOW	41.60	USD	5,948.00	<input type="text"/>
<input type="checkbox"/>	4	300001411	138	5	11UMAMT339LA	METAMORPHOSIS BLOUSE METAMORPHOSIS YELLOW	41.60	USD	5,740.00	<input type="text"/>
<input type="checkbox"/>	5	300001411	108	4	11UMAMT339LA	METAMORPHOSIS BLOUSE METAMORPHOSIS YELLOW	41.60	USD	4,492.00	<input type="text"/>
<input type="checkbox"/>	6	300001411	82	2	11UMAMT339LA	METAMORPHOSIS BLOUSE METAMORPHOSIS YELLOW	41.60	USD	3,411.20	<input type="text"/>
<input type="checkbox"/>	7	300001411	28	1	11UMAMT339LA	METAMORPHOSIS BLOUSE METAMORPHOSIS YELLOW	41.60	USD	1,164.80	<input type="text"/>
<input type="checkbox"/>	8	0000434083	222			SOFT SHORT BLK MOTIF	36.00	USD	7,992.00	<input type="text"/>
<input type="checkbox"/>	9	0000434083	374	9	8842	BLAZER SOFT SHORT BLK MOTIF	36.00	USD	13,464.00	<input type="text"/>

Two PO's on the invoice

## Making an Update to the Packing List after the Invoice has been Created

If an invoice has been created and the units on the packing list are adjusted/changed – **a new invoice must be created.**

1. Open the previously created invoice (use the *Search – Invoice(s)* query on the dashboard)
2. Take note of the Supplier Invoice No., First Sale information if applicable, and any entered comments.
3. Delete the Invoice by clicking the delete button.

The screenshot shows the 'Commercial Invoice' form. At the top right, there are four icons: a floppy disk (Save), a trash can (Delete), a circular arrow (Refresh), and a document with a checkmark (Approve). The trash can icon is highlighted with a red rectangular box. Below the icons are three buttons: 'Send Invoice to URBN', 'Create First Sale', and 'HKS Approved'. The form is divided into two main sections: 'Invoice Header' and 'Parties'. The 'Invoice Header' section contains fields for Owner (URBN), Invoice No (777442), Invoice Date (10/10/2017), Supplier Invoice No (TBD-777442), Invoice Type (CI), Packing List No (100767239), Pay Terms (NET 30), Deliver To (URBN GAP DC), Brand (URBAN OUTFITTERS), and Dom/Import (IMPORT). The 'Parties' section contains fields for Vendor ID (TR5674X), Vendor Name (TRADESTONE TRAINING VENDOR), Agent, Global ID, and HKS Approval Date. Below these sections is a 'Details' section.


4. Open the packing list and make the necessary changes. Remove the old TS Invoice number from the field on this packing list. Then click Save


The screenshot shows the 'Vendor Input' and 'Logistics' sections of a packing list form. The 'Vendor Input' section has fields for Cargo Ready Dt, Supplier Invoice No (TBD-777442), Manufacturer ID (999999999), and Manufacturer Desc (MANUALLY ENTER MANUFACTURER INFO). The 'Logistics' section has fields for Carrier, TS Invoice No (777442), FOB Point Description (HONG KONG), and PO Date (06/20/2016). The 'TS Invoice No.' field is highlighted with a red rectangular box. A red arrow points from the right towards this field, with the word 'Delete!' written in bold red text inside the arrow.

- Click **Generate Invoice**. Failure to clear out the old invoice number will result in the below error message.

**Packing List Header**

[Clear Message](#)

 *The system cannot generate the invoice. The invoice number does not exist for the Supplier.*

Packing List Header				Vendor Input	
PL #	100767239	Agent	<input type="text"/>	Cargo Ready Dt	<input type="text"/>
Vendor Name	TRADESTONE TRAINING VENDOR	Vendor ID	TR5674X	Supplier Invoice No.	TBD-777442
Ship To	<input type="text"/>	PL Status	APPROVED	Manufacturer ID	999999999
Domestic/Import	IMPORT	Sell Channel	<input type="text"/>	Manufacturer Desc	MANUALLY ENT
Buyer Status	NEW	Global ID	<input type="text"/>	<b>Logistics</b>	
Container No	<input type="text"/>	ASN Date	<input type="text"/>	Carrier	<input type="text"/>
ASN Count	<input type="text"/>	Create Ts	2016-09-19 09:36:23	TS Invoice No.	777442 
Create User	TR5674X			FOB Point Description	HONG KONG

- On the new invoice add the Supplier Invoice No, comments, and First Sale information if needed from the previous invoice.