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How to Log In

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

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.

![Vendor Tasks Diagram](image)

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, you 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)

<table>
<thead>
<tr>
<th>From:</th>
<th>Urban Outfitters [<a href="mailto:do_not_reply@urbanout.com">mailto:do_not_reply@urbanout.com</a>]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent:</td>
<td>Wednesday, October 01, 2014 3:07 AM</td>
</tr>
<tr>
<td>To:</td>
<td>ATTN: You have a New or Revised Purchase Order 1066310!</td>
</tr>
</tbody>
</table>

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 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 into the PO and view the details click on the PO # under the Search List heading.
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.
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!

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:
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.

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

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)*.

![SEARCH]

**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**

![Order Information]

2. **Click New Comment**

![Order Comments]

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

*NOTE: If you do not click Vendor Request Change, the buyer will not receive this request.*
5. 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.

6. 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.

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

3. In the “Customs Description” fields, enter a description of the goods to satisfy US customs requirements. *(Detailed customs description requirements can be found on urbvendor.com)*

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

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

2. Click to the next page and move these SKUs over to the right. Repeat for any additional pages.
3. Once ALL pages of SKUs have been moved over to the right, you can click Build.

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:

1. **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.

2. **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.

Please consult the routing guide on 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.
STEP 3 Fill Out Packing List Details

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

- **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.

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.

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.

<table>
<thead>
<tr>
<th>Carton Code</th>
<th>Carton GW</th>
<th>UM GW</th>
<th>Length</th>
<th>UM</th>
<th>Width</th>
<th>UM</th>
<th>Height</th>
<th>UM</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET1</td>
<td>32.00</td>
<td>12.00</td>
<td>18.00</td>
<td>20.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MET2</td>
<td>54.00</td>
<td>45.00</td>
<td>30.00</td>
<td>45.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MET3</td>
<td>65.00</td>
<td>10.00</td>
<td>12.00</td>
<td>24.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MET4</td>
<td>12.00</td>
<td>61.00</td>
<td>32.00</td>
<td>42.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MET5</td>
<td>13.00</td>
<td>15.00</td>
<td>42.00</td>
<td>32.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MET6</td>
<td>10.00</td>
<td>43.00</td>
<td>36.00</td>
<td>63.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 6th row is now added. Choose the appropriate Carton Code, enter the dimensions, and click save.
To return to the Packing List screen click the Return button.

Enter Manufacturer ID (IMPORT ONLY)

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

There are two ways to enter this value.
  a. Select the value from the list of MID’s associated with the Vendor ID.
b. If there is no applicable MID, select 999999999 and then enter the Manufacturer information in the **Actual Manufacturer** section on the Packing List.
**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.
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.
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.

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”

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.

2. Click More Details. Then click Reflist.

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.

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

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

**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

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

1. 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).
2. Once the SKU’s are selected, click the “Mixed Carton” button.
3. 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.
4. 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.

Deleting a Packing List

1. Click the delete button

Deleting a Row from the Packing List

1. Select the rows you do not need by placing a check in the box next to the row #.
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)
3. When the pop-up window appears resembling the “Create a Packing List” query, enter the PO # and click Search.

4. 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.

5. 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:
  o A packing list is deleted and a new packing list needs to be created
  o 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 Save 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”.

Goto Page Go
Fill Up | Fill Down | Fill Selected
**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.

**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.
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.

2. The Commercial Invoice screen will appear.

*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.
3. 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.
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.*

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.

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

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

![Clear Message]

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

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