

## Guidelines for Terrain POs:

- The first step is to login to Tradestone <https://tradestone.urbanout.com> and accept your new PO. Please note that your username will be VEN-xxxx-01 with the middle 5 digits being your vendor #. Once you are logged in go to the main dashboard and click Accept New/Revised POs under “Daily Responsibilities”. You may click any of the blue PO # lines to enter into the PO screen.

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 blue PO # under the Search List heading.

## 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!

Class	Vendor	Style	IP Color	ERP Size	Size Desc	ERP Row#	Vendor Style	Vendor Color	Tr Unit	FOB Price	FOB Cur	Retail	Price A	Retail Cur	Origin Country	Ticket Color Desc	Pack Type	# Units or PPKs	Units/Pack	Styl
4520	39028	0003	070	8000	M	1	T0552C	SQUARE	19	158.00	USD	998.00	998.00		CN	GOLD/OR	LOOSE	19	1	DS
4520	39028	0004	070	0000	ALL	2	T0052A	CLEAR/BRASS	4	121.00	USD	598.00	598.00		CN	GOLD/OR	LOOSE	4	1	DS

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:

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

**URBN PLM**

Purchase Order

Vendor Accept PO | Vendor Request Cng

**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.

- Next you will need to enter in a short customs description. This just needs to explain what material your product is made of and what kind of item it is. For example, for a cereal bowl you could list: Stoneware cereal bowl, food safe.

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.

Vendor Tasks

- Accept URBN Agreements
- Search All PO's
- Update Customs Descriptions**
- Accept New/Revised PO's

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

Search Edit: Update Customs Descriptions

Search Fields: Vendor Style No, Style Description, Order / Bulk#, Domestic/import

Clear Fields | Search | Show All | Records Per Page: default

Vendor Style ...	Style Descript...	HTS By Color?	HTS	Customs Description	Order / Bulk#
MJ 3/8/17/2	MARBLD CREAMER	No			0001466425
MTP 3/8/17/1	MARBLD TEA POT	No			0001466426
MS 3/8/17/2	MARBLD SUGAR	No			0001466426
MJ 3/8/17/2	MARBLD CREAMER	No			0001466426

- 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)*)

Vendor Style ...	Style Descript...	HTS By Color?	HTS	Customs Description	Order / Bulk#
BAGHOL1710	YARN DYE STRIPE MINI T...	No			0001474710
BAGHOL1710	YARN DYE STRIPE MINI T...	No			0001474720
<input checked="" type="checkbox"/>	BAGHOL1712	BANANAS TOTE	No	100% canvas tote	0001474730
BAGHOL1712	BANANAS TOTE	No			0001474751
BAGHOL1712	BANANAS TOTE	No			0001474732
BAGHOL1712	BANANAS TOTE	No			0001474753
BAGHOL1713	LUCKY CAT TOTE	No			0001474730

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

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

Vendor Style ...	Style Descript...	HTS By Color?	HTS	Customs Description	Order / Bulk#
BAGHOL1710	YARN DYE STRIPE MINI T...	No			0001474710
BAGHOL1710	YARN DYE STRIPE MINI T...	No			0001474720

- Next you will need to create the packing list. Go to the main dashboard and in the right corner click "Packing List Builder" and search your PO #. Your PO should appear in the "Record(s) Available" section on the left. Move all items over to the "Record(s) Selected" side by clicking the double arrows that point to the right. ***\*\*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!***

Order / Bulk#	MEMO3	Vendor Style	Date2	FINAL_DEST	Vendor Color	SIZE_RANGE_D	Pack Type	Tot Units	# Units on PPKs
0001212220	0001212220	AN EP-C22-VHGT	12/12/2016		M055-M055S		LOOSE	1	1
0001212220	0001212220	AN EP-F22-WHTE	12/12/2016		TURD D/F		LOOSE	1	1
0001212220	0001212220	ANBD-F22-C-TRCE	12/12/2016		GRY/DRS		LOOSE	1	1
0001212220	0001212220	ANBD-C22-C-TRCP	12/12/2016		SHD-SHALF		LOOSE	1	3
0001212220	0001212220	ANBD-P22-SNMM	12/12/2016		LGR/GR C		LOOSE	1	1
0001212220	0001212220	ANBD-P22-SNMT	12/12/2016		TURD D/F		LOOSE	1	1
0001212220	0001212220	ANBD-F22-WHTD	12/12/2016		NK/WHDR		LOOSE	1	1
0001212220	0001212220	ANBD-H22-SNDR	12/12/2016		SHD-SHFL		LOOSE	1	1
0001212220	0001212220	ANBD-C22-VHGT	12/12/2016		D/GR/GR P		LOOSE	1	1
0001212220	0001212220	ANBD-P22-LJCK	12/12/2016		CRDR/CRDR		LOOSE	1	1
0001212220	0001212220	ANHB-P22-VHBM	12/12/2016		GRY/GRY		LOOSE	1	1
0001212220	0001212220	ANHB-Q21-VHSD	12/12/2016		HDL/MHDL		LOOSE	1	3
0001212220	0001212220	ANHB-P21-VHGC	12/12/2016		RED/ROUGE		LOOSE	1	1
0001212220	0001212220	ANHB-T21-VHVA	12/12/2016		PNA/ROSE		LOOSE	1	1
0001212220	0001212220	ANHB-C12-VHMF	12/12/2016		LGR/GR C		LOOSE	1	1
0001212220	0001212220	ANHB-P12-VHNB	12/12/2016		NK/WHDR		LOOSE	1	1
0001212220	0001212220	ANHB-P12-VHNB	12/12/2016		M/PNA/ROD		LOOSE	1	1
0001212220	0001212220	ANHB-C21-C-TRSM	12/12/2016		NK/WHDR		LOOSE	1	1
0001212220	0001212220	ANHB-C21-C-TRSM	12/12/2016		SHD-SHALF		LOOSE	1	1



<input type="checkbox"/>	3	0000063359	4	95P217T601	CORAL/BLK	9832	PREPACK PPK B	600	6	8	37	12	48
<input type="checkbox"/>	4	0000063359	4	95P217T601	CORAL/BLK	4000	XS	LOOSE	600	1			
<input checked="" type="checkbox"/>	5	0000063359	4	95P217T601	CORAL/BLK	5000	S	LOOSE	600	1			
<input checked="" type="checkbox"/>	6	0000063359	4	95P217T601	CORAL/BLK	6000	M	LOOSE	600	1			
<input type="checkbox"/>	7	0000063359	4	95P217T601	CORAL/BLK	7000	L	LOOSE	600	1			

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.

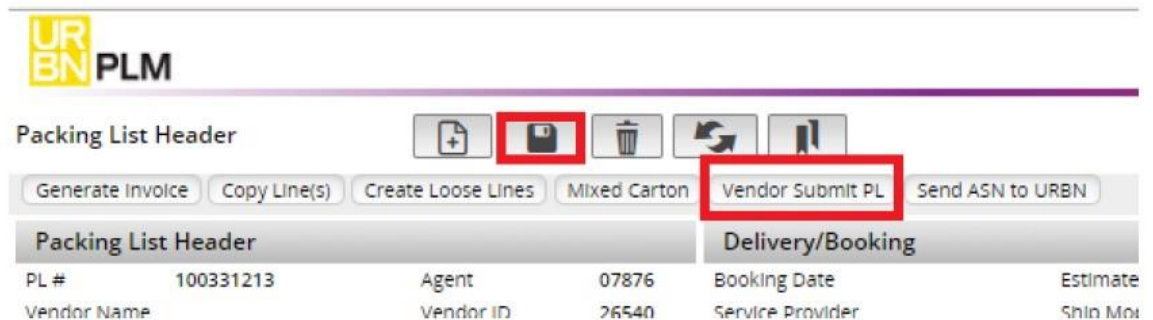
For example: If the mixed SKU carton is Carton # 49 below, the fields for Carton # 1-48 should be completed first and then create the mixed carton.

<input type="checkbox"/>	3	0000063359	4	95P217T601	CORAL/BLK	9832	PREPACK PPK B	600	6	8	37	12	48	95	575	-	
<input type="checkbox"/>	4	0000063359	4	95P217T601	CORAL/BLK	4000	XS	LOOSE	600	1						-	
<input type="checkbox"/>	5	0000063359	4	95P217T601	CORAL/BLK	5000	S	LOOSE	600	1						-	
<input type="checkbox"/>	6	0000063359	4	95P217T601	CORAL/BLK	6000	M	LOOSE	600	1						-	
<input type="checkbox"/>	7	0000063359	4	95P217T601	CORAL/BLK	7000	L	LOOSE	600	1						-	
<input type="checkbox"/>	8	0000063359	4	95P217T601	CORAL/BLK	5000	S	LOOSE	600	1		48	1	49	1	-	
<input type="checkbox"/>	9	0000063359	4	95P217T601	CORAL/BLK	6000	M	LOOSE	600	1		49		49	1	-	

• Now you will submit your 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.

- To save a copy of the packing list, click reports, then print packing list. A PDF version of the packing list will open. Please print this and include in your order.
- Next print carton labels. Under reports click print UCC-128 labels, the label should look like this:

<b>FROM :</b> Vendor address will be placed here.  Vendor #:	<b>ASN #:</b> 100000061  <b>PO #:</b> 0000016848  <b>Carton:</b> 1 of 6	
<b>SHIP TO :</b> URBAN OUTFITTERS, INC URBN RENO DC 6640 ECHO AVE.  RENO NV 89506-2635 US	<b>Qty per Carton:</b> 150 <b>SKU:</b> 0017710724 <b>Color:</b> BLACK <b>Size:</b> 0600/6 0600	
<b>SSCC-18</b> 00099999990017152866		

The actual ASN # this carton is a part of

The carton # and its location in the range of total cartons for the PO

Place on the lower right hand corner of your boxes.

- Then click send ASN to URBN in the top right hand corner.
- Lastly click generate invoice in the top left hand corner. You can save and print a copy the same way you did for the packing list. Click reports and Commercial Invoice Report. Generating the invoice automatically submits it to our AP department if you are a domestic net 30 vendor. If you are paid via wire, or letter of credit please go to [urbnvendor.com](http://urbnvendor.com) and follow instructions under billing procedures.