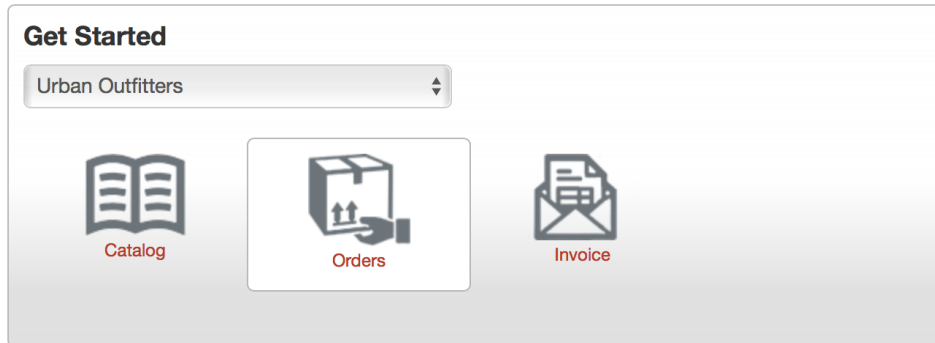


CheckNet User's Manual URBN China Safety Tag

Updated: April 3, 2019

1. Select "Orders" >> **Staged Orders** **Note: China Safety Tag is not a catalog item**

**Tip: You will need your Urban PO#'s and Fiber Content % to process ordering



2. Enter the PO number you wish to view in the PO number field. There are two PO entries needed to ticket for this program.

3. To order both the DIRECT LABEL and the CHINA SAFETY TAG you will need both.

**Tip: To easily view both orders type a * symbol after the PO number. Add "000" to the beginning of the Urban PO #

a. China Safety Tag = **URBAN PO - CN** *** (Dash) CN

Example: 0002105068-CN

b. 3x3 Direct Label = **Urban PO**

Example: 0002105068

Staged Orders

Order Type:	Vendor:
Unreleased Staged Orders	No Selection
Order Number (URBAN PO):	Vendor Ref:
0002090405*	
Search	Clear Search

4. You will see the available POs for this entry. Be sure that you can view both orders

Staged Orders

Order Type: Vendor:

Order Number : Vendor Ref:

Vendor:

Some Helpful Tips

Do you know that you can do the following:

- * Select multiple orders then add to cart
- * Expand each order to verify variable information
- * See past orders by selecting released orders from Order Type ... and more ...

Actions	Quantity	Retailer Name	Order Number	Received Date	Status	Vendor Ref
<input type="checkbox"/>	250	Urban Outfitters	0002090405-CN	3/14/2019	Unreleased	062739
<input type="checkbox"/>	250	Urban Outfitters	0002090405	3/14/2019	Unreleased	062739

1 - 2 of 2 items

5. Use the left triangular arrow to show the detail lines. Click the check box to add to the shopping cart. You will need to add both orders to the cart for the China Safety Tag and 3x3 direct label

Actions	Quantity	Retailer Name	Order Number (URBAN PO)	Received Date
<input type="checkbox"/>	170	Urban Outfitters	0002090405-CN	3/13/2019
<input type="checkbox"/>	276	Urban Outfitters	0002090405	3/13/2019
<input checked="" type="checkbox"/>	250	Urban Outfitters	0002090405-CN	3/13/2019

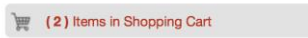
Actions	Quantity	Item Code	Item Description
<input checked="" type="checkbox"/>	250	CTKU	Urban Outfitters China Ticket

Actions	Quantity	Adjusted Quantity	Barcode	Brand	Color	Country Of Origin	Entity Information	Fiber Composition	Product SKU	Product Name	Product Standard	Quality Grade
<input checked="" type="checkbox"/>	85	85	9900114	URBAN OUTFITTERS	ASSORTED	CN	URBN		51703270	SILK KNITTING GARMENT	FZ/T 43015 - 2011	QUALIFIED
<input checked="" type="checkbox"/>	40	40	9900114	URBAN OUTFITTERS	ASSORTED	CN	URBN		51703254	SILK KNITTING GARMENT	FZ/T 43015 - 2011	QUALIFIED
<input checked="" type="checkbox"/>	40	40	9900114	URBAN OUTFITTERS	ASSORTED	CN	URBN		51703288	SILK KNITTING GARMENT	FZ/T 43015 - 2011	QUALIFIED
<input checked="" type="checkbox"/>	85	85	9900114	URBAN OUTFITTERS	ASSORTED	CN	URBN		51703262	SILK KNITTING GARMENT	FZ/T 43015 - 2011	QUALIFIED

6. Click “add to cart”



7. Click in the top left to view your cart



8. Once in the cart, use the triangular arrow to open up the detail lines.

9. This is where you will add fiber content % for the China Safety Tag required by each product SKU

Actions	Quantity	Adjusted Quantity	Barcode	Brand	Color	Country Of Origin	Entity Information	Fiber Composition	Product SKU	Product Name
	32	100	9900114	ANTHROPOLOGIE	RED	CN	URBN		9900114	KNITTED WADDED GARMENTS
	28	100	9900115	ANTHROPOLOGIE	RED	CN	URBN		9900115	KNITTED WADDED GARMENTS
	42	100	9900116	ANTHROPOLOGIE	RED	CN	URBN		9900116	KNITTED WADDED GARMENTS

10. To Add fiber content select the “pencil” icon on the left of each detail line.



11. This will show the Variable Data Entry Screen. All of the fields that imported are greyed out, except for the Fiber composition entry.

Variable Data Entry Form

Description of Item
Urban Outfitters China Ticket

Individual Field Component

This section will be for individual editable/uneditable fields.

Item Code: CTKU	UOM: Each	Currency / Price : 0 Not set
Product Information:		



Vertical Variable Data

Brand	ANTHROPOLOGIE
Color	RED
Country Of Origin	CN
Entity Information	URBN
Fiber Composition	<input type="text"/> Edit
Product Name	KNITTED WADDLED G
Product Standard	GB/T 2662-2017
Quality Grade	QUALIFIED
Safety Category	B
Safety Standard	GB 18401-2010
Vendor Style	OB321880

Horizontal Variable Data

Actions	Quantity	Barcode	Product SKU	Size Code
	32	9900114	9900114	175/84A
	28	9900115	9900115	172/78A
	42	9900116	9900116	170/76A

[Save](#) [Cancel](#)

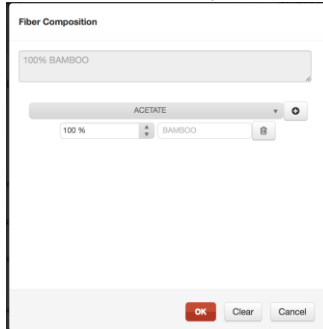
12. Add fiber composition % by selecting the “EDIT” button next to fiber composition.

Fiber Composition	<input type="text"/>	Edit
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13. This brings up the Fiber Composition selection window. Select relevant fiber and %. Press OK.

****Tip:** You are required to select at least 1 fiber content % for each SKU.

Max allows for up to 5 fiber content % per SKU, the total % must equal 100% per SKU to avoid error.



14. Order ticket quantity per SKU using the Horizontal Variable Data options at the bottom and press “Save”

Horizontal Variable Data

Actions	Quantity	Barcode	Product SKU	Size Code
	32	9900114	9900114	175/84A
	28	9900115	9900115	172/78A
	42	9900116	9900116	170/76A

Save **Cancel**

15. You will now see the fiber content in the variable data section of the main screen
Staged Orders

Actions	Quantity	Adjusted Quantity	Barcode	Brand	Color	Country Of Origin	Entity Information	Fiber Composition	Product SKU	Product Name	Product Standard	Quality Grade	Safet
	32	100	9900114	ANTHROPOLOGIE	RED	CN	URBN	100% BAMBOO	9900114	KNITTED WADDED GARMENTS	GB/T 2662-2017	QUALIFIED	B
	28	100	9900115	ANTHROPOLOGIE	RED	CN	URBN	100% BAMBOO	9900115	KNITTED WADDED GARMENTS	GB/T 2662-2017	QUALIFIED	B
	42	100	9900116	ANTHROPOLOGIE	RED	CN	URBN	100% BAMBOO	9900116	KNITTED WADDED GARMENTS	GB/T 2662-2017	QUALIFIED	B

16. Press “continue” to proceed to add shipping instructions



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