

URBN China

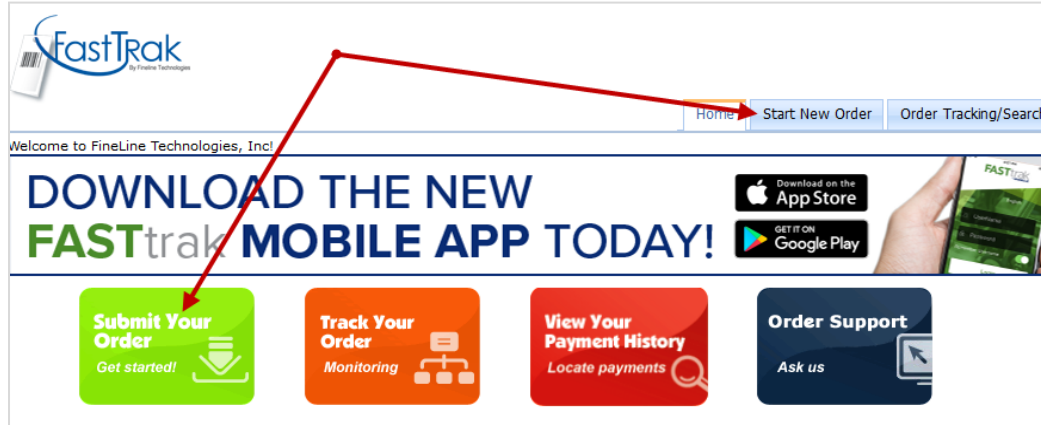
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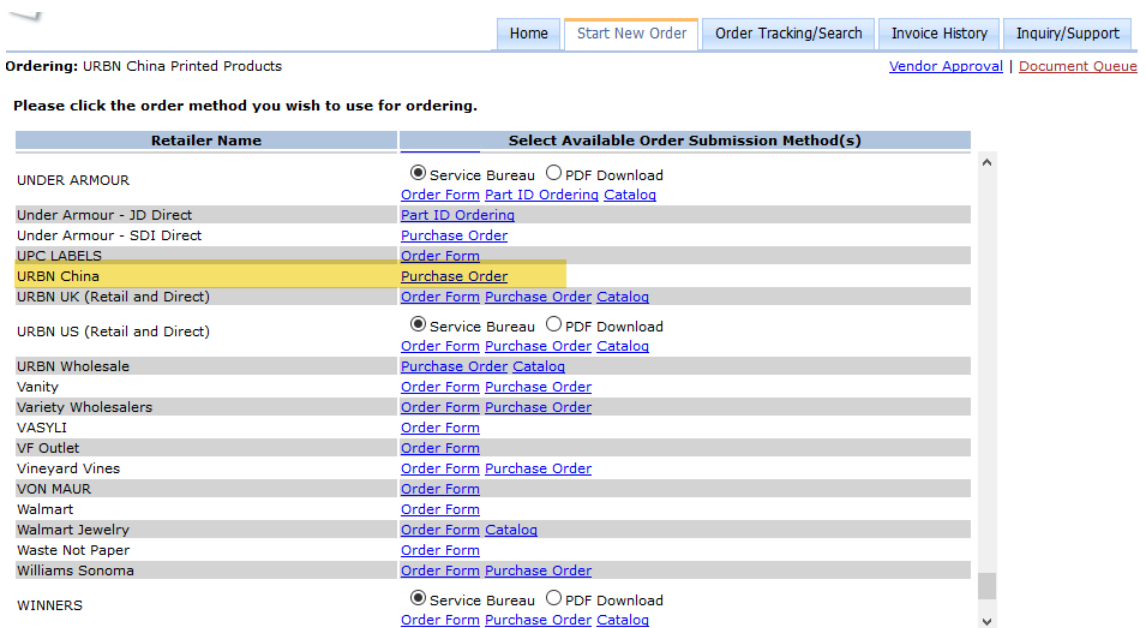
I. Ordering China Safety Tag

This section details the steps required to order a PO.

1. Begin by selecting the 'Submit Your Order' Icon or click on the Start New Order Tab.



2. Find URBN CHINA and select your order method as Purchase Order.



3. Find your PO from the list of PO's provided. If you do not see any PO's in your list, please reach out to your buyer or our support team for assistance.
 - a. If you know your PO number, you can search for a specific PO, or enter multiple PO's into the search box, separating each with a comma.

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Please enter the PO numbers you want to order separated by commas and press the Search button. If you have multiple POs destined for the same shipping address, select each of them on this page to create a single FastTrak order. Grouping POs allows you to receive all tickets as a single shipment.

If you do not see the purchase order you need listed here, please make sure your vendor ID is entered correctly in My Account.

Vendor	Vendor ID	PO#	Search Partial Help Search Exact Help		Search
Unassigned POs					

<input type="checkbox"/>	PO #	PO Type	Revision Status	Customer Name	PO Date	Revise Date	Order Status	Order Date	Stop Ship Date
<input type="checkbox"/>									
<input type="checkbox"/>	0002141601	Normal	New	026484	4/23/2019	4/23/2019	Not Ordered		
<input type="checkbox"/>	0002145025	Normal	New	034546	4/23/2019	4/23/2019	Not Ordered		
<input type="checkbox"/>	0002141636	Normal	New	037006	4/23/2019	4/23/2019	Not Ordered		
<input type="checkbox"/>	0002106126	Normal	New	025256	4/23/2019	4/23/2019	Not Ordered		
<input type="checkbox"/>	0002105242	Normal	New	057857	4/23/2019	4/23/2019	Not Ordered		

Page 1 of 1 (5 items) [\[1\]](#)

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4. The following page displays the PO line item data. You can review the line item data provided by your retailer here. If anything appears incorrect, please contact your buyer directly for any revisions. If everything is ok, click continue to proceed with ordering the full PO (note: some retailers allow you to choose line items. If so, check boxes will appear to the left of the line items for you to select specific items at a time).
 - a. You will need to fill in the data for Fiber % and Fiber content fields. Those are user input where the you will either have to enter a number or choose from a dropdown. See below.

1. In the % of FIBER # fields, they will enter the percentage number and then click 'Update'.

RCODE	% OF FIBER 1	Fiber Content Line 1	% OF FIBER 2	Fiber Content Line 2	% OF FIBER 3	Fiber Content Line 3	% OF FIBER 4	Fiber Content Line 4	% OF FIBER 5	Fiber Content Line 5
169970	100									
170002	<input type="checkbox"/>									
170010	<input type="checkbox"/>									
170028										
170085										

% OF FIBER 1

100

Apply to all same ticket types within this PO?

Apply to all PO's?

[Update](#) [Cancel](#)

2. In the Fiber Content Line # fields, they will choose the content from a dropdown menu and then click 'Update'.

BARCODE	% OF FIBER 1	Fiber Content Line 1	% OF FIBER 2	Fiber Content Line 2	% OF FIBER 3	Fiber Content Line 3	% OF FIBER 4	Fiber Content Line 4	% OF FIBER 5	Fiber Content Line 5
51969970	100									
51970002										
51970010										
51970028										
51970085										

Fiber Content Line 1

COTTON

Apply to all same ticket types within this PO?

Apply to all PO's?

[Update](#) [Cancel](#)

On both of these, you will have the option to Apply to all same ticket types within this PO or Apply to all POs of the same ticket type.

5. If the retailer you are ordering tickets for has multiple submission methods, you can add another submission method on this page.
 - a. *This will not apply for URBN China, therefore you can disregard and select continue

Order Method Summary

You now have the option to combine order methods into one order.

PO Ordering
PO List: 0000364219

Product Name	Product Image	Order Qty	
3		120	Remove from Order ✖

+ Add Order Form
Continue >>

6. Choose your shipping address from the available addresses in your account. If you need to add a new address, click the link "add new shipping address" to set up a new ship to location.

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Order Shipping

Please submit your shipping instructions below.

Select Shipping Address:

9999999-9999999 9999,99 99999

[\[Add new shipping address\]](#)

* Contact Name:

* Contact Phone:

Contact Fax:

* Contact Email:

[Edit Contact](#)

Select Shipping Method:

Other: SF EXPRESS - TBD

Internal Purchase Order #(s) (550 character limit):

If you would like to request a Rush Service, please contact one of our Customer Service departments listed below and reference your order number.

If you have any questions please contact our Customer Service Representatives

For US, email support@finelintech.com or call (800)-500-8687

For Asia, email support@finelintech.com.hk or call (852)-2156-9788

Retailer	Purchase Order Number(s)	Ordered Qty	Print Qty
URBN China	0002145025	78	78

Cancel
Previous
Continue

Fineline Technologies, Inc.

7. The page will refresh once your address is selected, and you will then be able to choose your shipping method from the available methods based on where your

order is printing from and subsequently shipping to. Estimates are also provided for many major carriers.


8. You can add an optional Internal Purchase Order if you need us to reference anything specific on your invoices and packing lists for accounting or other purposes. There is a 550 character limit on this field, so anything beyond that amount will be cut off.
9. You also may have the option to make your order a rush. Our standard production time is 2 business days labels, 4-5 business days for hangtags, but if you need an order shipped sooner than that, you can choose your rush option on this page. Typically, there is an option for a same day rush and a next day rush, depending on how quickly you need the order shipped.
10. This page will also display your retailer, any PO numbers, and your quantity at the bottom. The order quantity is the amount you have requested to order, and the print quantity includes our industry standard overage, which is applied for most retailers we partner with.
11. Click Continue to proceed to the payment page.
12. Select your payment method from the options provided. If you have a payment method stored already, it will automatically be chosen on this screen, but you can choose a different method on an order by order basis. Once you have provided payment, you may click continue to proceed.

Billing Address

Bill to Party: FineLine Technologies
3145 Medlock Bridge
Norcross, GA 30071
United States

Payment Method

Please submit your payment instructions below. After submitting this information, you will be given the opportunity to confirm your order before completing. Please select one of the following options for your payment method below

Credit Card 

Credit Card Type:

Name On Card:

Card Number:

Security Code: * 3 or 4 digit code located on the back of your credit card

Card Expiration: Month Year

ACH Account Debit

Name on Account:

Account Type: Checking Savings

Bank Name:

Bank Account Number:

Bank Routing Number:

© Payment Terms and Conditions *A credit application must be completed to setup terms. Please allow 4-5 days for review and approval if this is the first order requesting Net 30 terms.

COD *Only available for orders shipping within U.S.A.

Pre-Pay *Pre-Pay by Wire Transfer/Chats/TT/EFT or Check is available. For Pre-Pay payment methods, orders will not process until valid payment is received.

Wire Transfer/Chats/TT/EFT *Payment must be made prior to shipping this order

Check

Retailer	Purchase Order Number(s)	Ordered Qty	Print Qty
Nordstrom		1500	1575

13. The following page is for you to review all the details so far of your order before submitting. **Please note this is not your confirmation page.** Once you have reviewed the data on this page, click continue to submit your order.

Ordering: URBN China Printed Products

Home Start New Order Order Tracking/Search Invoice History Inquiry/Support

Vendor Approval Document Queue

Review and Complete Order

Below is your order summary. Please check everything for accuracy. To submit this order request for processing please click the "Continue" button below.

Cancel Previous **Submit Order**

Order Summary	Shipping	Billing
Retailer PO Number: 0002145025 Customer PO Number: Retailer Name: URBN China Print Facility: SHENZHEN Order Date: 04-25-2019 Ordered Qty: 78 ***Print Qty: 78 ***In addition to the number of tickets/labels required for your PO, FineLine Technologies may print an overage per the retailer's instruction and industry standards.	Company: AKC3M GAM PLS INS SAN Tic Shipping Address: SEYHLI KOYU KAYNARCA CAD NO 42 PENDIK ISTANBUL 34995 Turkey Shipping Method: DHL **Estimated Shipping and Handling Cost: \$158.00 **Final shipping cost will be determined when the order is shipped	Company: FineLine Technologies Billing Address: 3145 Medlock Bridge Norcross, GA 30071 United States Order Charges: Product Charges: \$.00 SKU Charges: \$.00 Setup Fees: \$.00 Wire Fees: \$.00 Rush Fees: \$.00 Price Adjustments: \$.00 Account Credit: \$.00 Shipping and Handling Charges: \$.00 Tax: \$.00 Total Price: \$.00 *Estimate Only - Do not remit payment for this amount. If Payment Method is Wire or Prepay a Proforma Invoice with the correct order total will be emailed to you shortly. If Payment Method is Terms & Conditions a final invoice for payment will be sent after order ships. 此金額為估計值，請以傳真或電匯的形式交票 (Proforma invoice) 上列金額為準。 This is the first time you have ordered product(s) CIKU (Urban Outfitters Chinese HT) from FineLine in facility: Shenzhen. Product setup will be reviewed in this facility prior to manufacturing and shipment. Payment Method: Terms and Conditions

Retailer	Purchase Order Number(s)	Ordered Qty	Print Qty
URBN China	0002145025	78	78

14. The following message will display once you click continue. Once the order is processed, a new page will load with your order confirmation number, shown highlighted below. You will also receive a confirmation email simultaneously with your order details.

Processing. Please allow up to 6 minutes...
NOTE: Clicking the submit button more than once will duplicate your order.

II. Ordering 3x3 Direct Labels

- There is a **two-step process** required if you need the Direct Labels. Currently the Direct labels are not available for ordering under URBN China. For this reason, you would need to process an additional order under URBN US if this ticket format is required.
 - The same PO # for CTKU, CTKA, CTKF applies to DLBL under URBN US
- The same order process and steps (1-14) followed in the previous section apply. The difference being you will choose URBN US as the retailer, and the Direct Labels as your ticket format.

III. Additional Information

- The order minimum will only apply to your URBN US order, your URBN China order will be reflective of the product charges only.
- You will be responsible for the shipping costs on both orders. We can try to combine the orders for shipment to help with costs, however, while we will always do our best to accommodate such requests, please note we are not able to guarantee this service. Due to the differing production processes that all orders go through, there are variables that could prevent us from being able to complete this request.
- We will do our best to consolidate orders if they are ordered within a 2 hour batch window. Please notify customer service at support@finelinetech.com or support@finelinetech.com.hk with both order numbers with your request.