

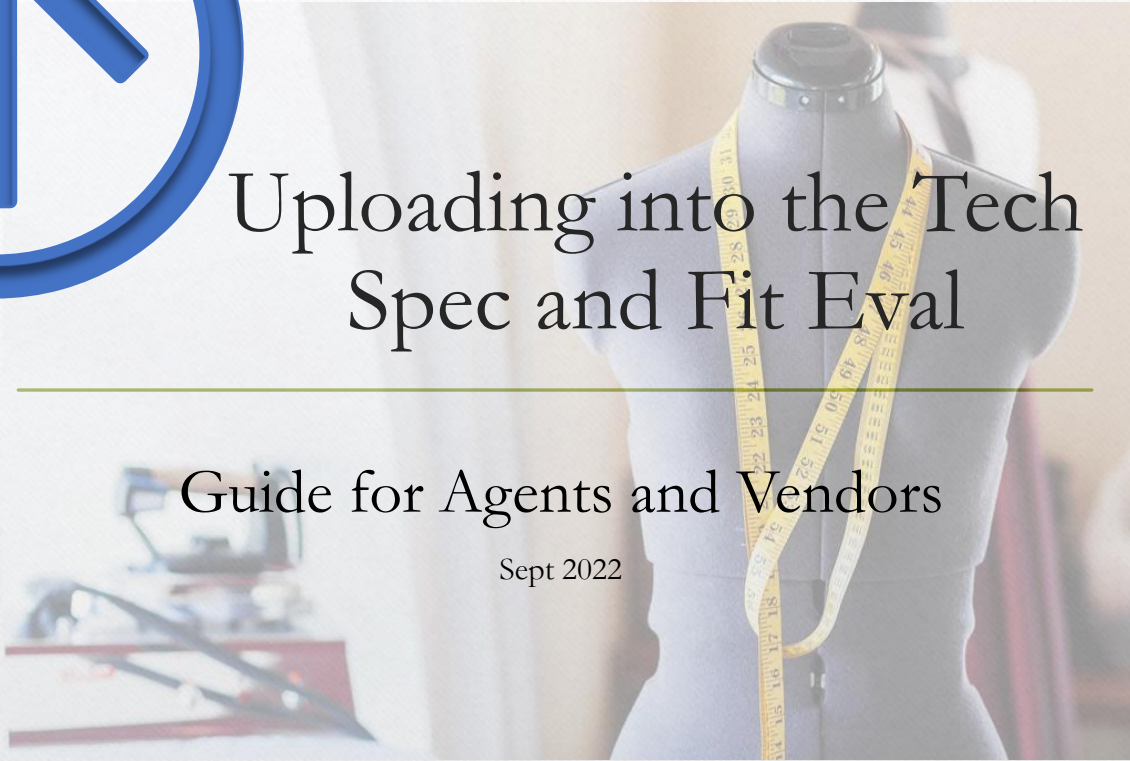


# Uploading into the Tech Spec and Fit Eval

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Guide for Agents and Vendors

Sept 2022



# Uploading into the Tech Spec and Fit Eval



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# Fields Open to Agents and Vendors for editing and uploading

Samples Tab: Enter Sample tracking info and create Fit Evals

POM TAB: Short-cut to the Fit Eval

Patterns Tab: Upload and Download digital patterns

Tech Set-up: Upload images of Proto/1<sup>st</sup> fit samples and a scan of sample specs

Testing and Care Tab: Upload wash care testing and care label images

Fit Eval: Enter sample specs, upload sample photos and notes

All Agent and Vendor TS logins have the same accesses and permissions in the Design Center (Tech Spec and Fit Eval).

Other areas of TS may be different depending on the type of login your company has, but the Design Center is the same for everyone!

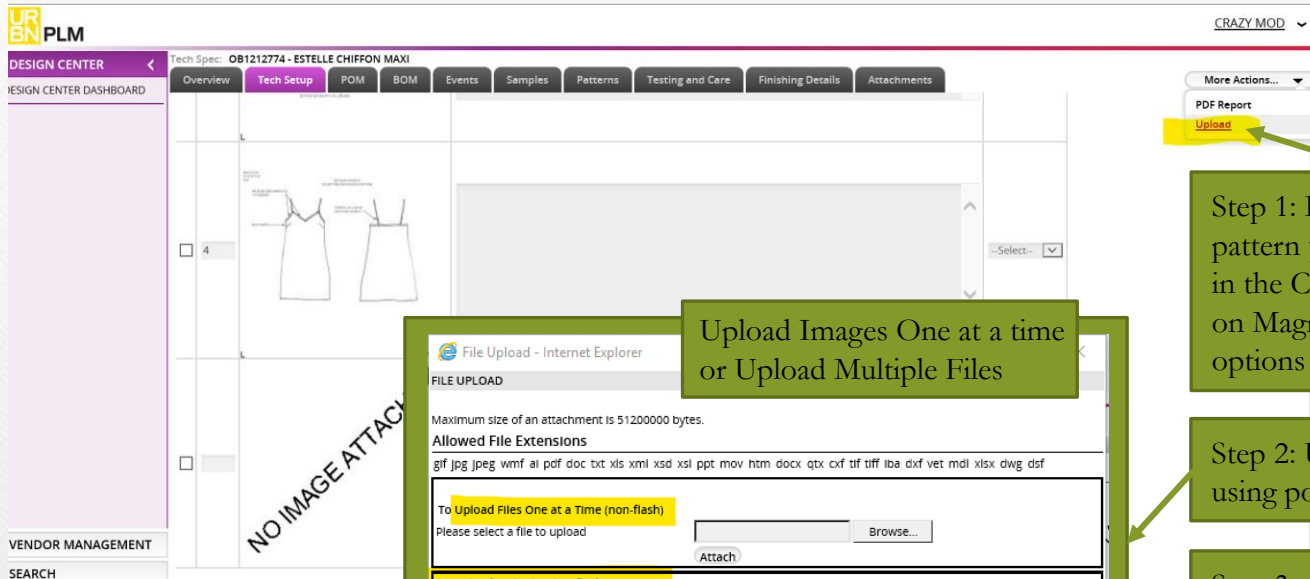
\*Of course, each supplier can only view their own styles

The screenshot shows the URBN PLM Design Center interface. At the top right, there is a 'DESIGN CENTER DASHBOARD' menu with options: Dashboard, Material Library, Sample Tracking, Fit Evaluation (highlighted with a green circle), and BOM Approval. Below this is a navigation bar with tabs: Overview, Tech Setup, POM, BOM, Events, Samples, Patterns, Testing and Care, Finishing Details, and Attachments. The main content area is titled 'Tech Spec Product Overview' for 'OB1180470 - ON A CLOUD PULLOVER'. It features a 'Large Image' section with a photo of a white pullover, a 'View Style' button, and a 'Tech Spec Report' section. A 'More Actions...' dropdown menu is open, showing options: View Style, Tech Spec Comments, Tech Spec Report, Change Alert Prefer..., Add to Favorites, Tech Pack/Fit Active, and Tech Pack/Fit All. Below the image, there are sections for 'Notes and Comments', 'Product Information', 'Hierarchy Information', and 'Color and Artwork Information'. The 'Color and Artwork Information' section includes a table with columns for Color Name and Vendor Color.

Color Name	Vendor Color
<input type="checkbox"/>	IVORY AS OS
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

# TECH SPEC: TECH SET-UP

How to Upload Images and Spec Sheet Scans for 1<sup>st</sup> fit/ Proto Samples



Step 1: Enter the type of pattern you are uploading in the Code Field OR click on Magnifying Glass to see options

Step 2: Upload attachments using pop-up window

Step 3: After making the selection, the images selected will appear on the Tech Setup Page. There is no need to "Save".

The fit eval may not have been created when you are ready to send your proto sample/1<sup>st</sup> fit. In that case, please upload sample specs and photos here

# TECH SPEC: PATTERN TAB

## How to Upload a Pattern

The screenshot shows the PLM software interface for a Tech Spec. The main window is titled "Tech Spec: OB1180586 - FAIR HAVEN MINI" and has a "Patterns" tab selected. The interface includes a navigation bar with tabs like Overview, Tech Setup, POM, BOM, Events, Samples, Patterns, Testing and Care, and Finishing Details. A "More Actions..." button with a "Save" button is visible in the top right. A green callout box points to the "Save" button with the text "BE SURE TO SAVE!!!!".

Step 1: Enter the type of pattern you are uploading in the Code Field OR click on Magnifying Glass to see options

Step 2: Click on the "C" to open browser window. Notice that browser window states max upload size and acceptable file types.

Step 3: Enter a note regarding your pattern—such as sample # and date

NO IMAGE ATTACHED

IMAGE ATTACHED

Instruction Codes

Code	Description	Type
<input type="checkbox"/> BLOCK	BLOCK	
<input type="checkbox"/> FIT	FIT PATTERN	
<input type="checkbox"/> ORIGINAL	ORIGINAL	
<input type="checkbox"/> PROD	PRODUCTION	
<input type="checkbox"/> REF	REFERENCE	

File Upload - Internet Explorer

FILE UPLOAD

Maximum size of an attachment is 51200000 bytes.  
Please select a file to upload

Attach

Allowed File Extensions

gif	jpg	jpeg	wmf	ai	pdf	doc	txt	xls	xml	xsd	xsl	ppt	mov	htm	docx	qtc	crf	tif	tiff	iba	dxf	vet	mdl	xlsx	dwg	dxf
-----	-----	------	-----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	-----	-----	-----	------	-----	-----	-----	-----	------	-----	-----

# TECH SPEC: PATTERN TAB

## How to Download a Pattern

Because most TS users do not have patternmaking software installed on their PC's, you will not be able to OPEN the pattern files. You must save the file and email it someone to with the proper software to open.

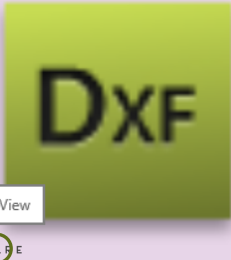
Tech Spec: OB1180586 - FAIR HAVEN MINI

Overview Tech Setup POM BOM Events Samples **Patterns** Testing and Care Finishing Details Change Tracking >>

Patterns < 1 > Go To INSTRUCTION

Header Information

Patterns

Code	Attachment	Comment
<input type="checkbox"/> FIT PATTERN		2/27/20- FACTORY PATTERN- REFERENCE SAMPLE

Large View

Click on the "L" to open the "Large View".

Depending on your browser settings, TS may open the file in different places:

A 2<sup>nd</sup> browser window may open - click here to download file.

http://tradestone.urbanout.com/imagestore/OB1180586A-011.ai

Bamboo Rose Dashboard

Waiting for tradestone.urba...

Mail - EMinett@urbn.com Community PrinterLogic Tradestone Tradestone 2

This window may open at the bottom of your TS window. Choose to Save the file.

Do you want to open or save \_OB-1180586-FAIR\_HAVEN\_MINI-19\_11\_level-27-02-2020.dxf (230 KB) from tradestone.urbanout.com?

Open Save Cancel

# TECH SPEC: Testing and Care Tab

## How to Upload a Wash Care Test Report

The screenshot shows the 'Testing and Care' tab of a software interface. At the top, there are navigation tabs: Overview, Tech Setup, POM, BOM, Events, Samples, Patterns, Testing and Care (active), Finishing Details, and Attachments. A 'More Actions...' button with a 'Save' button is in the top right. The main area contains a table with columns for 'Code Field', 'Test Report Option', and 'Image'. A callout box points to the 'Code Field' with the text: 'Step 1: Enter "Test" in the Code Field. Choose either Test Report Option. This field may already be filled and ready for you.' Below this, a search box contains 'test' and a dropdown menu shows 'TEST RPRT' and 'TEST REPORT'. A callout box points to a 'C' icon in the 'Image' column with the text: 'Step 2: Click on the "C" to open browser window. Notice that browser window states max upload size and acceptable file types.' A callout box points to the 'More Actions...' button with the text: 'BE SURE TO SAVE!!!!'. Another callout box points to a text input field with the text: 'Step 3: Enter a note regarding your test report- such as type of test and date'. A 'NO IMAGE ATTACHED' watermark is visible across the center. An inset window titled 'File Upload - Internet Explorer' shows a file upload interface with a 'Browse...' button and a list of 'Allowed File Extensions' including gif, jpg, jpeg, wmf, ai, pdf, doc, txt, xls, xml, xsd, ppt, mov, htm, docx, qtx, crf, tiff, lba, dxf, vet, mdl, xlsx, dwg, dsf.





# FIT EVAL: Has one been created?

The Fit Eval is a different file in TS than the Tech Spec.

The Fit Eval may not have been created when you are ready to send your proto sample/ 1<sup>st</sup> fit. Here is how to check if a Fit Eval has been created for your style:

The image shows two screenshots of the URBAN PLM system. The top screenshot is for Tech Spec: OB1180470 - ON A CLOUD PULLOVER. It shows a table with columns: Sample Request ID, Fit Eval, Agent, Vendor, Tracking Status, Date Requested, and Date Due. A green circle highlights the 'Fit Eval' column for the first row, which contains a 'Y'. A green arrow points from this circle to the bottom screenshot. The bottom screenshot is for Tech Spec: OB1212774 - ESTELLE CHIFFON MAXI. It shows a table with columns: Sample Request ID, Fit Eval, Agent, Vendor, Tracking Status, Date Requested, Date Due, Expected Ship Date, Agent/Vendor Sent Date, and Carrier. A green arrow points from the 'Fit Eval' column of the first row, which is empty, to a text box.

**Fit Eval Data:**

Sample Request ID	Fit Eval	Agent	Vendor	Tracking Status	Date Requested	Date Due
272457	Y	IMMEDIATES	CRAZY MOD	NEW	01/10/2020	01/20/2020

Sample Request ID	Fit Eval	Agent	Vendor	Tracking Status	Date Requested	Date Due	Expected Ship Date	Agent/Vendor Sent Date	Carrier
281758		IMMEDIATES	CRAZY MOD	NEW					

The Fit Eval houses fit comments, photos and sample measurements for each round of sampling.

If there is a "Y" in the "Fit Eval" column on the samples tab, then a fit eval already exists for your style. If there is no "Y", no fit eval has not been created yet.

# FIT EVAL: Short-cuts from the Tech Spec

- To jump from the POM tab to the Fit Eval, click on View Fit Evals

URBN PLM DESIGN CENTER

Tech Spec: OB1212774 - ESTELLE CHIFFON MAXI

Overview Tech Setup **POM** BOM Events Samples Patterns Testing and Care Finishing Details Attachments

Points of Measurement < 1 > Go To W1 TOLERANCE

More Actions... Save

View Fit Evals

QA	P/S	Sort	Img	How to Measure	Code	Description	Tol(-)	Tol(+)	Size Code	[S]	Active Ind	Sample Size	Grading	Spec Meas	Grading
<input type="checkbox"/>	<input type="checkbox"/>		10		VF01	SHOULDER FORWARD SEAM FROM HPS @ NECL	0	0		[S]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	1/2	0
<input type="checkbox"/>	<input type="checkbox"/>		20		VF04	Body Length @ CF from HPS- TO LONGEST PT	-3/8	3/8			<input type="checkbox"/>	<input type="checkbox"/>	0		

- To jump from the Samples Tab to the Fit Eval, Click on the “Y” in the Fit Eval Column

URBN PLM DESIGN CENTER

DESIGN CENTER DASHBOARD

You may have tried to access the fit eval through the Samples Tab. Please note that recent security updates have blocked this method. Clicking on the “Y” will bring up an error message. However, the “Y” does indicate if a Fit Eval exists for that style.

REFERENCE (1)

Sample Request ID	Fit Eval	Agent	Vendor	Tracking Status	Date Requested	Date Due	Expected Ship Date	Agent/Vendor Sent Date
268477	Y	IMMEDIATES			12/12/2019			

PHOTO (2)

SORRY WE'RE CLOSED

# FIT EVAL: How to find it

Once you are sure a fit eval exists, here are 2 ways to access it.

The screenshot displays the URBN PLM Design Center interface. On the left, a navigation menu lists: Dashboard, Material Library, Sample Tracking, Fit Evaluation, and BOM Approval. A green callout box points to the 'Fit Evaluation' menu item with the text: "Enter the Fit Eval directly by using the Fit Evaluation Search Function in the Design Center Dashboard".

The main content area shows the 'Tech Spec: OB1180470 - ON A CLOUD PULLOVER' page. A green callout box points to the 'POM' tab with the text: "There is a Short-cut in the Tech Spec to jump to the associated Fit Eval, in the POM tab." The 'POM' tab is active, showing a 'Tech Spec Product Overview' section with a 'View Style' button. A dropdown menu is open over the 'View Style' button, listing actions: View Style, Tech Spec Comments, Tech Spec Report, Change Alert Prefer..., Add to Favorites, Tech Pack/Fit Active, and Tech Pack/Fit All.

Below the image viewer, there are sections for 'Notes and Comments', 'Product Information', 'Hierarchy Information', and 'Color and Artwork Information'. The 'Notes and Comments' section contains the following text:

- EP: 3/4/20 rcvd 1pc SMS
- 2/18/20 - Proceed to Ref., see photos for minor corrections.
- 1/9/20. Proceed to 1st fit, see tech set-up pages for WN comments. EM

The 'Product Information' section includes:

- Style No: OB1180470
- Style Description: ON A CLOUD PULLOVER
- Request No:

The 'Hierarchy Information' section includes:

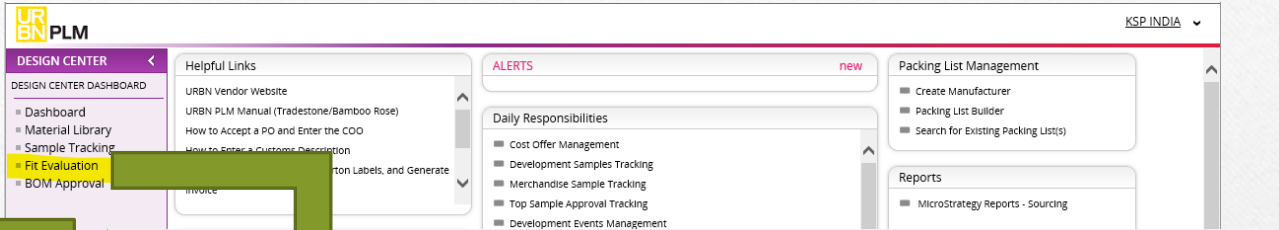
- Class: 8167
- Sub-Class: KNITS
- Dept:

The 'Color and Artwork Information' section includes a table with columns for 'Color Name' and 'Vendor Color'.

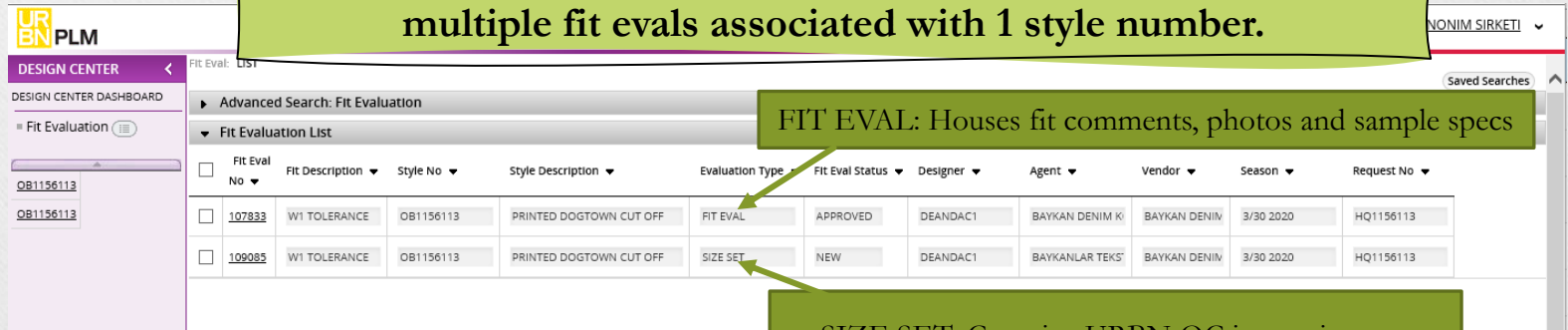
<input type="checkbox"/>	Color Name	Vendor Color
<input type="checkbox"/>		IVORY AS OS
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

# FIT EVAL: Find using Fit Evaluation Search Function

Fit Evaluation Search Function can be found in the Design Center Dashboard. Search using style number or other criteria .



Regardless of which method you use to find the fit eval; TS will ask you WHICH fit eval set you want to open. There may be multiple fit evals associated with 1 style number.



FIT EVAL: Houses fit comments, photos and sample specs

SIZE SET: Contains URBN QC inspections and complete size run measurements when requested

# FIT EVAL: Adding a new Fit Eval

Step 1: Click into the Samples Tab of the Tech Spec

Step 2: Be sure to use the PROTO sample request line. Do not use the SMS, Photo, Catalog, etc.

Vendors can create a fit eval in order to enter proto specs and upload photos directly into TS.

Sample Request ID	Fit Eval	Agent	Vendor	Tracking Status	Date Requested	Date Due	Expected Ship Date	Agent/Vendor Sent Date	Carrier
281758	<input checked="" type="checkbox"/>	IMMEDIATES	CRAZY MOD	NEW	03/11/2020	03/20/2020			
	<input type="checkbox"/>								

Step 3: Put a checkmark in the box on left of the "Proto" sample line.

Step 4: Click on Create Fit Eval

In order to create a fit eval, the following must exist in TS:

1. A POM page with POM's must exist within the tech pack.
2. The sample size shown in the sample request line must exist in the size range shown on the overview page

If either of these are missing, you will not be able to create a fit eval. Please upload a scan of your specs into the Tech Set-Up page or contact your Tech to add the missing items.

# FIT EVAL

## Navigating the Live View

The screenshot shows the PLM Fit Evaluation interface. At the top, there are tabs for 'Parent Information', 'Item Information', 'Sample Information', and 'Sample Comment'. The 'Attachments' tab is highlighted with a green circle. A green arrow points from this tab to a callout box that says 'Jump back to Tech Spec: View → Tech Spec'. Another green arrow points from the 'Reports' button at the top right to a callout box that says 'Save or Print Fit Comments: Click on “Reports”'. The main area displays a list of fit samples with columns for Sample No, Size, Style, Sample Status, Request ID, and Rating. A green arrow points from the first row of this list to a callout box that says 'All fit samples for this style are listed here, newest on top.'. Below the list, there are sections for 'Evaluation Information', 'Item Information', 'Sample Information', and 'Sample Comment'. A green arrow points from the 'Sample Comment' section to a callout box that says 'Fit Comment images are housed in the Attachments tab. This window will show one Attachment from Attachment tab.'. At the bottom, there is a 'Details' section with a table of 'Priority of Measure' and 'Sample Specifications'. A green arrow points from the 'Attachments' tab to a callout box that says 'Vendor Actual Specs are be entered here'. Another green arrow points from the 'Sample Specifications' table to a callout box that says 'Fit Sample Specs are shown here, newest sample is on the left'. A final green arrow points from the bottom of the table to a callout box that says 'Use Purple Bar to Scroll left and right'.

All fit samples for this style are listed here, newest on top.

Fit Comment images are housed in the Attachments tab. This window will show one Attachment from Attachment tab.

Vendor Actual Specs are be entered here

Jump back to Tech Spec: View → Tech Spec

Save or Print Fit Comments: Click on “Reports”

Fit Sample Specs are shown here, newest sample is on the left

Use Purple Bar to Scroll left and right

# FIT EVAL

## Entering Vendor Specs

Enter your sample measurements in the "Vendor Actual" Column

"Vendor Delta" will auto-populate, showing difference between Vendor Actual and Target

URBN Tech will enter their specs in the "Actual" column

**CAUTION:** Please do not add POMs for PROTO SAMPLES. Only measure the POMs available.

▼ Details										Sample Specification					
Points of Measure										Sample 2(03/30/2020) S(5)					
<input type="checkbox"/>	QA	P/S	SOFT	Img	How to Measure	Code	Description	Tol -	Tol -	Target Spec	Vendor Actual	Vendor Delta	Actual	Delta	Rev
<input type="checkbox"/>			10			*	HPS = Shoulder Seam @ Neck Seam								
<input type="checkbox"/>			20			*	*								
<input type="checkbox"/>			40			VF03.3	Shoulder Slope From HPS @ Shldr. Sm. to Armh	-1/8	1/8						
<input type="checkbox"/>			70			VF04a	CF LENGTH FROM HPS	-1/2	1/2	33					
<input type="checkbox"/>			90			VF06.2	SS LENGTH FROM ARMHOLE (OVER 19")	-3/8	3/8						
<input type="checkbox"/>			120			VF08	Front Neck Drop-HPS to Seam (under 5")	-1/8	1/8	5					
<input type="checkbox"/>			240			*	*								
<input type="checkbox"/>			250			HB01	Neck Width-Seam to Seam	-1/4	1/4	10 1/4					
<input type="checkbox"/>			270			HF07	Across Shoulder-Seam to Seam	-1/2	1/2	17 1/2					
<input type="checkbox"/>			290			VF29	Across Chest Placement from HPS	0	0						
<input type="checkbox"/>			300			HF08	Across Chest-Seam to Seam	-1/2	1/2	16 1/2					
<input type="checkbox"/>			320			HF10	Chest @ 1" Below Armhole	-1/2	1/2	21 3/4					20
<input type="checkbox"/>			340			HF22	Bottom Opening-Straight @ Edge	-1/2	1/2	23					21
<input type="checkbox"/>			400			*	*								
<input type="checkbox"/>			410			AH01	Armhole-Straight	-3/8	3/8	10 1/2					
<input type="checkbox"/>			420			SS02	Sleeve Length from Shoulder-Long	-3/8	3/8	23 1/4					

**PLUS STYLES:** If using a NON-ALVA available Plus form/model. Please scan and upload the basic measurements from the form fty uses. This can be added to the attachments tab, see pg 18

Measure ALL POM's, even if target spec is not provided.

**BE SURE TO SAVE!!!!**

# FIT EVAL

## How to Upload Photos

This is where vendors enter specs and photos of samples requested by tech. Samples include: Proto, Fit, Size Set, Reference Photos and TOP

Fit Evaluation: 107495

Overview Attachments

Vendor  
CRAZY MOD

Designer  
ELIZABETH MINEI

UM  
EA

Fit Eval Status  
NEW

Fit Approval Date

Number Format

Fraction

03/30/2020

Sample Measurer  
MINETTE1

Created On  
2020-02-17 10:33

03/30/2020

Sample Measurer  
MINETTE1

Photos will appear in "Attachments" tab.

Click on the "C" add images

NO IMAGE ATTACHED

Attachment No	Description	Attached By	Date Attached
VEN-61184-01	IMAGE	MINETTE1	2020-03-30 17:06:41

Upload Images One at a time or Upload Multiple Files

File Upload - Internet Explorer

FILE UPLOAD

Maximum size of an attachment is 5120000 bytes.

Allowed File Extensions  
gif jpg jpeg wmf ai pdf doc txt xls xml xsd xls ppt mov htm docx qtx cxf tif tiff lba dxf vet mdl xlsx dwg dsf

To Upload Files One at a Time (non-flash)  
Please select a file to upload  Browse...  
Attach

To Upload Multiple Files (flash version)

Step 1 ->  Step 2 ->  Step 3 ->

Hold down CTRL key while browsing to select multiple files



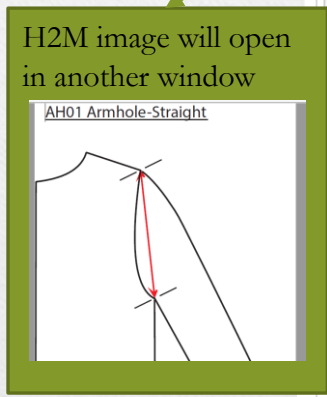
# FIT EVAL

Where to find “How to Measure” (H2M) Images and Tips

Qty	Sort	Img	How to Measure	Code	Description	Tol -	Tol +	Target Spec	Vendor Actual	Vendor Delta
								21 3/4		
								23		
400				*						
410				AH01	Armhole-Straight	-3/8	3/8	10 1/2		
420				5502	Sleeve Length from Shoulder-Long	-3/8	3/8	23 1/4		
430										
480										
490										
510								5 3/4		
520								4 1/4		
535										
550								6 1/2		
570										
3,260				VB01a	CB LENGTH FROM HPS (20" TO 28")	-1/2	1/2			
3,500				VB04	Back Neck Drop-HPS to Seam (under 3")	-1/8	1/8			

Click on the “L” to open the “Large View”.

If the ‘Note Pad’ next to your POM is **PINK**, there are tips for measuring inside



Notes

Lay garment flat.  
Measure from top to bottom of armhole straight.

# FIT EVAL

## How to Upload Photos of Samples Not Requested

If there is no fit eval or sample request, vendors are not required to send samples or photos.

If vendors would like to send photos of samples that are not requested, for example PP Photos, the following will happen:

1)Vendors upload to the Attachments tab in the fit eval of the approved sample, not the TOP fit eval. Make sure to include a description and the date. Also upload a scanned copy of the measurements.

2)If tech decides to make comments or changes, they will create a Reference Sample Fit Eval and enter the photos and comments.

URBAN PLM

Purchase Order Quick Search Go

DESIGN CENTER Fit Evaluation: 123604

DESIGN CENTER DASHBOARD

Overview Attachments Change Tracking 101

Fit Eval Attachments

Sort	Attachment #	Description	Attached By	Date Attach

PRODUCTION

ORDER MANAGEMENT

VENDOR MANAGEMENT

OMNIMARKET

From the Fit Eval, Select Attachments tab. Select C to Upload Image

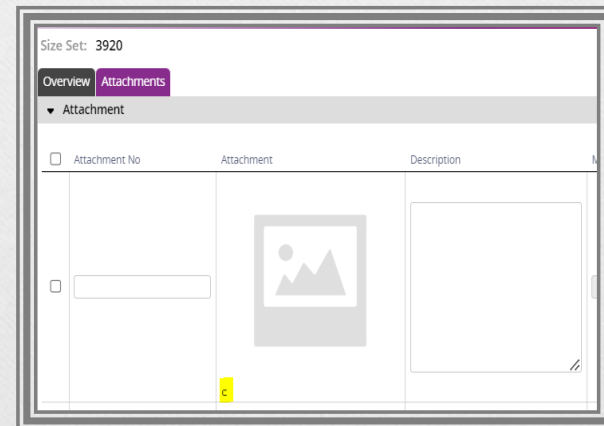
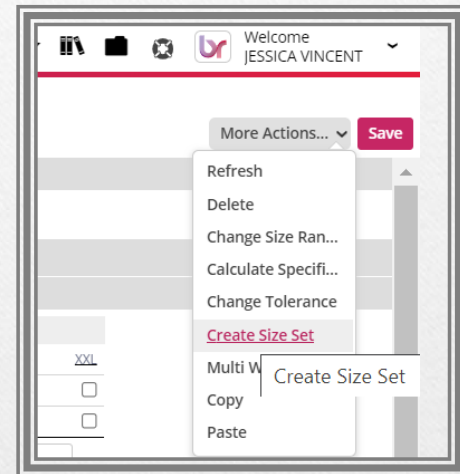
Be sure to enter the Date of photos with a description. Upload an image of specs separately

# SIZE SET FIT EVAL: How to Create

Whenever a 3<sup>rd</sup> Party or In-line Inspection is requested, it should be uploaded onto the Size Set Fit Eval

1. Create Size Set fit eval from POM page by selecting More Actions>>Create Size Set
2. Upload the report as an attachment.
3. Email Technical Designer saying that the report has been entered in TS and request approval.

**ALL 3<sup>RD</sup> PARTY INSPECTION REPORTS MUST BE ACKNOWLEDGED AND APPROVED BEFORE GOODS MAY SHIP, NO EXCEPTIONS**



# FIT EVAL: Initiating Next Sample

While vendors can create a new Fit Eval for Proto/1<sup>st</sup> fit samples, they cannot add new pages to the existing fit eval for 2<sup>nd</sup> fits, refs, TOP's etc.

The screenshot displays the URBAN PLM system interface for a Fit Evaluation. The main header shows 'Fit Evaluation: 109599' and the company name 'BAYKAN DENIM KONFEKSIYON ANONIM SIRKETI'. The left sidebar contains navigation options like 'DESIGN CENTER' and 'DESIGN CENTER DASHBOARD'. The main content area is divided into several sections:

- Sample Selection:** A table with columns for Sample No, Size Code, Sample Type, Sample Status, Sample Request ID, and Tech Samp Rating. The table shows one row for 'Sample 1' with a status of 'PROCEED TO 2ND FIT' and a request ID of '275902'.
- Evaluation Information:** Fields for Agent (IMMEDIATES), Vendor (BAYKAN DENIM KONFEKSIYI), UM (EA), Fit Eval Status (NEW), and Fit Approval Date.
- Item Information:** Fields for Fit Description (W1 TOLERANCE), Designer (CHANTE GOSSETT), Tech Designer (ELIZABETH MINETT), and Created On (2020-04-07 16:28:46).
- Sample Information:** Fields for Sample No (Sample 1), Sample Type (PROTO), Date Fit (04/02/2020), Sample Measurer (MINETTE), and Model (ALVA FORM).
- Sample Comment:** A text area with the comment 'See photos and revised specs for all changes'.

If you enter the Fit Eval and no page available to enter specs, please contact your Tech Designer to initiate the Next Sample

# Merchandise Sample Tracking Query:

Use this to update sample AWB# and sending info

Search by style# or season or class to pull all the styles you are updating.

PLM Search Fields:

- Vendor Style No: Like
- Sample Type: Like
- Date Requested: Equal to
- AWB No: Like
- Brand: Like
- Season: Like
- Style Description: Like
- Colorway Name: Like
- Date Due: Equal to
- Agent: Like
- Class: Like

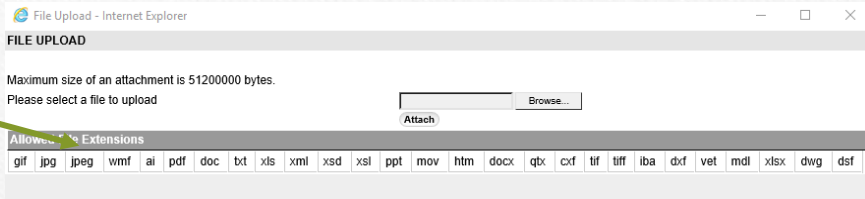
Search the dashboard for: Merchandise Sample Tracking

Fit Eval	Expected Ship D.	Agent/Vendor S.	Carrier	AWB No	Comments
	07/31/2020	08/11/2020			
	08/04/2020				
	08/07/2020	08/06/2020		V0348931517	LIPS
	09/15/2020			12X0A696049...	
	09/19/2020				
	09/17/2020			V0390448274.	
	08/04/2020	08/04/2020			
	08/25/2020	08/25/2020			

# HELPFUL HINTS

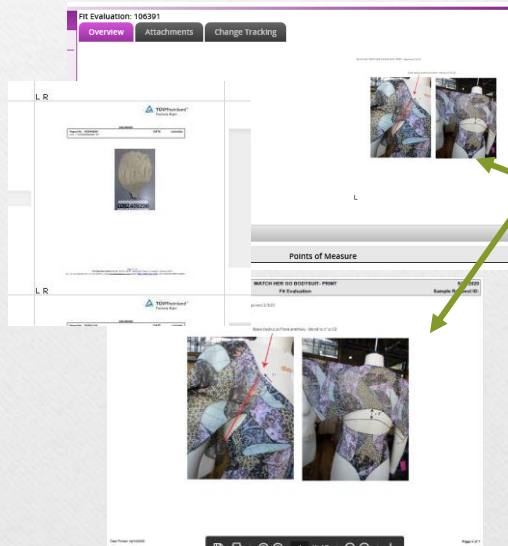
## Attachment File Types

While TS will accept several files types to Upload



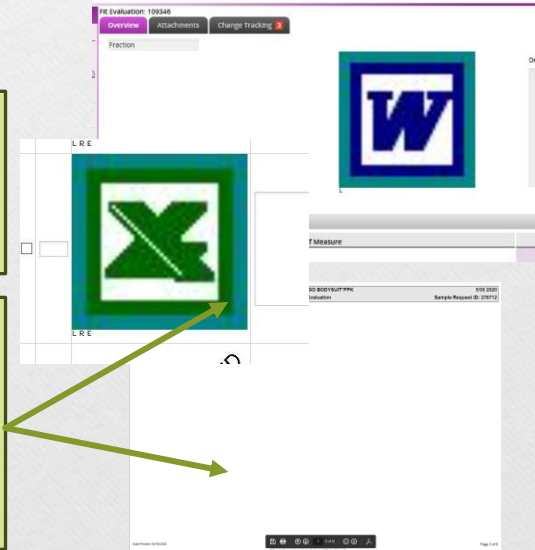
However, only certain files types will allow for the following functions:

- Show Preview in Attachment Field in TS
- Print out in TS report (PDF)



.jpeg, .ai, and .pdf will show a small preview in the Attachment field and will print out in the PDF/Print out report

Excel (.xlsx) and Word (.docx) files can be uploaded, but will only show an icon in the Attachment field and will not pull into the PDF/Print-out report. A blank page will print out.





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If you encounter any problems or error messages  
in the Design Center, please reach out to your  
URBN Tech and [JVincent@urbn.com](mailto:JVincent@urbn.com)