

How to Mark Samples Received in Tradestone

<http://tradestone.urbanout.com/logout.do>



For assistance please contact the Vendor Relations team.
Go to www.urbnvend.com, General Information, to view the Contact list.
WARNING for best performance, please use Internet Explorer 9 or above
Your User ID is typically based on your five-digit vendor ID#, VEN-xxxxx-01

Log in

User id

Password

[Forgot your password?](#)

Submit

URBN PLM

DESIGN CENTER <

DESIGN CENTER DASHBOARD

- Dashboard
- Artwork Library
- Color Library
- Material Library
- Color Palettes
- Material Palettes
- Submits: CREATION
- Submits
- Sample Tracking
- Fit Evaluation
- Tech Spec
- BOM Approval

Helpful Links

- URBN Vendor Website
- URBN PLM Manual (Tradestone/Bamboo Rose)
- How to Accept a PO and Enter the COO
- How to Enter a Customs Description
- How to Create a Packing List, Carton Labels, and Generate Invoice

Quick Search

Purchase Order ▾

Enter value to search

Go

Recently Viewed Documents

- TS Style No - OB1192699
- PO ERP PO - 0002760330
- PO ERP PO - 0001926905
- PO ERP PO - 0001926880
- TS Style No - OB1210835
- TS Style No - OB1185353
- TS Style No - OB1209986
- TS Style No - OB1165789
- TS Style No - OB1233774
- TS Style No - OB1138829

1. After logging into TS, from the dashboard, select "Design Center"
2. Next, select "Tech Spec".
3. Enter the Style number, press search

Tech Spec: LIST

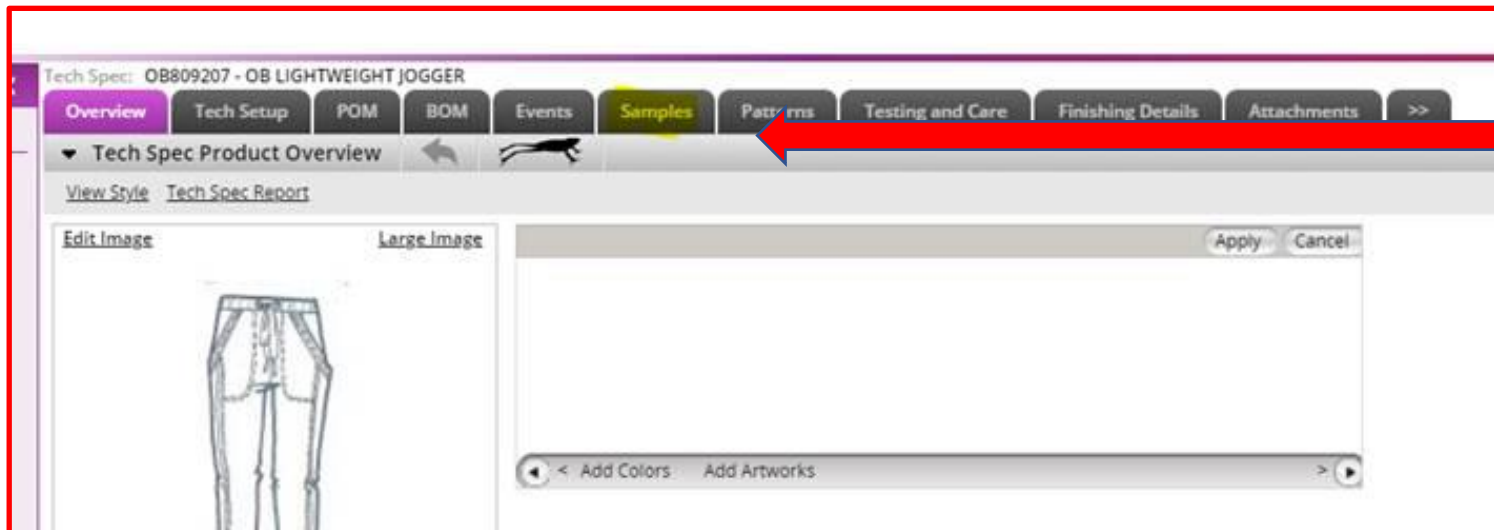
▼ Advanced Search: Tech Spec

Product Information Search		Operational Search			Hierarchy Information
Style No	Style Description	Field	Operation	Value	Season
OB1168634					
Brand	Sub Brand				Production
					Design Coordinator
Class	Order Type				Designer
	--Select--				Tech Designer
Product Category	Development Stage				PD
--Select--	--Select--				
Reveal Status	Agent				
--Select--					
Vendor					

Clear Fields Cancel Save Search

▼ Tech Spec List

1. Select the Sample Tab on the header of tech pack.
2. Once on Sample tab, look for the sample request line, that corresponds with the sample you have.
3. In the Date in Tech field, select the current date.























Tech Spec: OB1235026 - SADIE BELTED PAPERBAG JEAN

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

Sample Tracking | Sample Request

▼ PROTO(1)

	Sample Request ID	Fit Eval ▼	Agent	Vendor	Tracking Status ▼	Date Requested	Date Due	Expected Ship Date ▼	Agent/Vendor Sent Date	Sample Received Date	Date in Tech ▼	Carrier
<input type="checkbox"/>	 <u>288398</u>	<input type="checkbox"/>	FELTONVILLE HOLDINGS	K AND F-DDP	NEW	05/18/2020	06/01/2020 			06/15/2020 		
<input type="checkbox"/>	 	<input type="checkbox"/>					 			 	 	

Adding Sample requests

Tech Spec: OB1192699 - SERENDIPITY JUMPSUIT

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

Sample Tracking | **Sample Request**

▼ SMS(3)

	Sample Request ID	Fit Eval	Agent	Vendor	Tracking Status	Date Requested	Date Due	Expected Ship Date	Agent/Vendor Sent Date	Sample Received Date	Date in Tech	Carrier	AWB No	Color
<input type="checkbox"/>	276894		CODDY INTERNATIONAL		NEW	02/05/2020	03/19/2020	03/19/2020	03/20/2020				UPS# 1Z814Y81	NIGHT COMBO

Tech Spec: OB1192699 - SERENDIPITY JUMPSUIT

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

Sample Tracking | Sample Request

▼ PROTO(1)

	Sample Request ID	Agent	Vendor	Ship To	Color, Size & Qty	Comment	Date Requested	Date Due
<input type="checkbox"/>	281230	CODDY INTERNATIONAL		HOME OFFICE			03/06/2020	03/13/2020
<input type="checkbox"/>				--Select--				

▼ FIT(0)

	Sample Request ID	Agent	Vendor	Ship To	Color, Size & Qty
<input type="checkbox"/>				--Select--	
<input type="checkbox"/>				--Select--	

▼ ORIGINAL(0)

	Sample Request ID	Agent	Vendor	Ship To	Color, Size & Qty
<input type="checkbox"/>				--Select--	
<input type="checkbox"/>				--Select--	

▼ PHOTO(1)

	Sample Request ID	Agent	Vendor	Ship To	Color, Size & Qty
<input type="checkbox"/>		CODDY INTERNATIONAL			

Colors, Sizes & Qty

	XXS	XS	S	M	L
NIGHT COMBO - SERENITY SCARF PRINT					
TEA COMBO - SERENITY SCARF PRINT (P)			2		
BLACK COMBO - SERENITY SCARF PRINT					

Apply All Save

1. If there is no sample request, select "Sample request" under the header.
2. Find the Sample Request type i.e. "Proto, Fit etc". Enter the Agent Name, Vendor name (optional).
3. Select "Save" in top right corner.
4. Click on "Color, Size, Qty". Enter a number in the sample field and select save at bottom.
5. Last, select "Save" in top right.
6. Return to "Sample Tracking" Tab in top left and mark the date in tech in the newly created request.