How to Mark Samples Received in Tradestone

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

UR BN PLM

For assistance please contact the Vendor Relations team.
Go to www.urbnvendor.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

1. After logging into TS, from the dashboard, select "Design Center"

2. Next, select "Tech Spec".
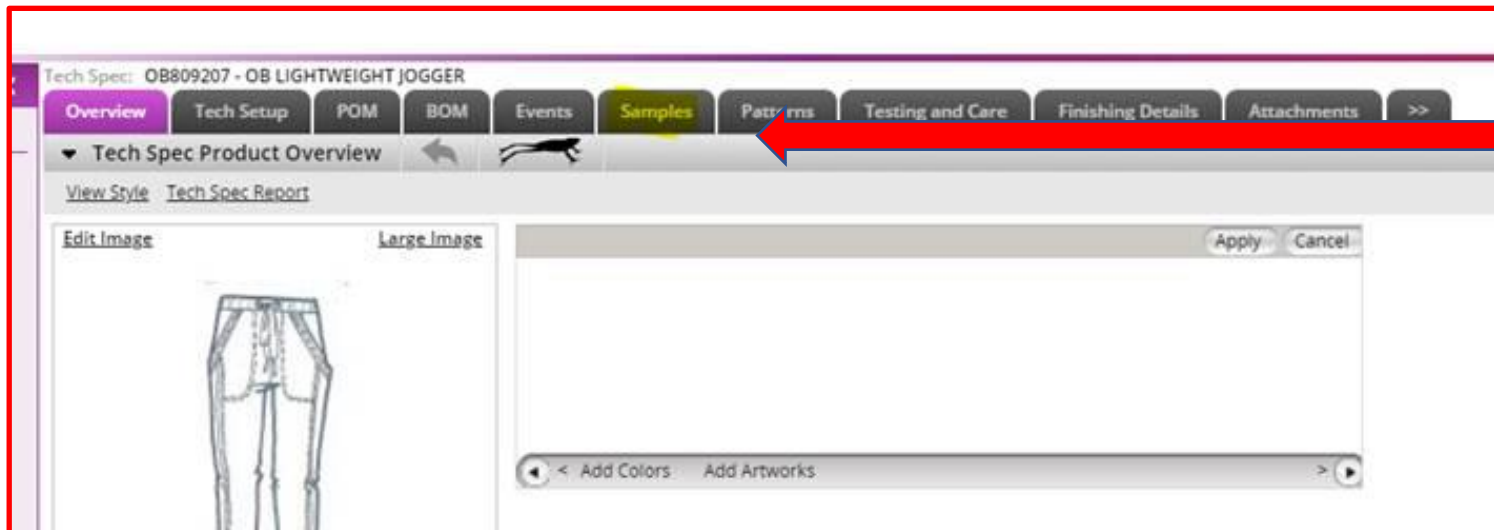
3. Enter the Style number, press search

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: OB809207 - OB LIGHTWEIGHT JOGGER

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

▼ Tech Spec Product Overview

View Style   Tech Spec Report

Edit Image   Large Image   Apply   Cancel

◄ < Add Colors   Add Artworks   > ►

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
☐	C	288398		FELTONVILLE HOLDINGS	K AND F-DDP	NEW	05/18/2020	06/01/2020			06/15/2020		
☐	C												

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Adding Sample requests

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.