



Sample Tracking with QR Codes in Tradestone

Complete process for internal and external users 5/16/2022

URBN Sample Process

1. **Vendor Responsibility** Navigate to Sample Tracking Page and enter Agent/Vendor Sent date and AWB#

2. **Vendor Responsibility** Generate QR Code and apply to sample tags. See pgs 3-6. **Be sure to attach QR code to Tyvek sew-in garment label. Do not affix with a swift tag or paper sample tag.**

3. **URBN Production/PD/ Buyer/ Showroom Responsibility**
On receiving sample, scan QR Code with a phone, tablet OR QR Scanner. If you are already signed in to Tradestone, you will be taken to the sample request detail page, shown here >>>>

Select correct **“Location”**, then select Save in top right corner. Once saved, **“Last Scan Date”** will populate with today’s date.

If you are not signed into TS, you will be taken to the sign on screen, and will need to scan the code again.

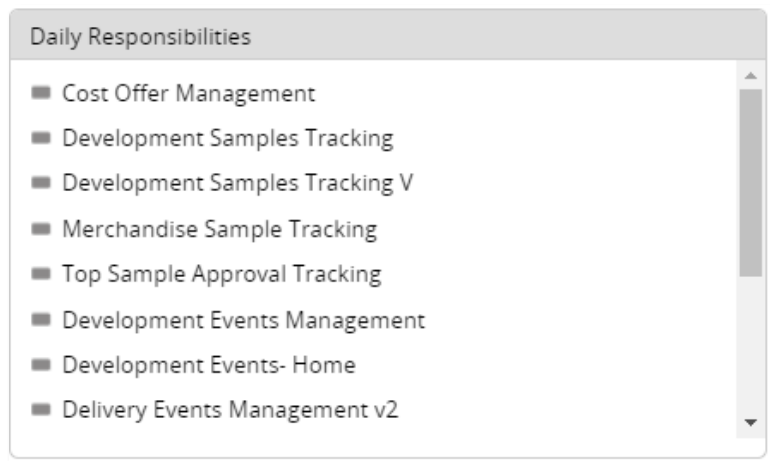
If code does not scan, please receive sample manually. See Page 9

Note: If a date is saved in error, enter the correct date and save. It is not possible to delete dates or locations from this screen.





Creating QR Code for Sample Requests

- There are 2 ways to create a QR Code for Sample Request
 - Through the individual Sample Request
 - Through the Sample Tracking screen
- To access through the Sample Request:
 - Vendors will be able to see their list of available samples in various queries on the dashboard. These can be found in the Daily Responsibilities group on the vendor Dashboard
 - Click on the style # and it will bring you to the Tech Spec. Click on the **Sample tab** to view available Samples
 - Click the Hyperlink for **Sample Request ID**



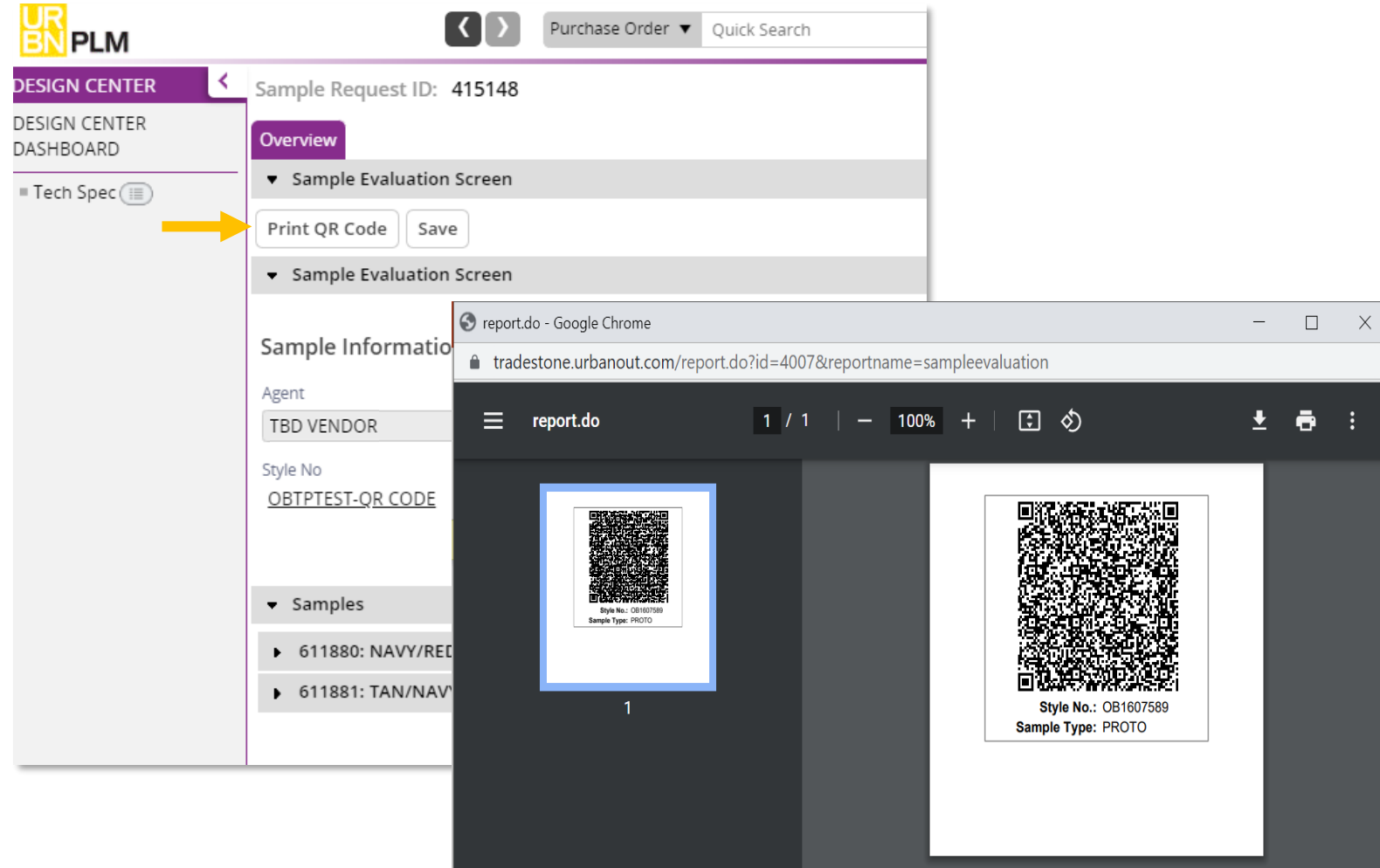
Tech Spec: OBTPTEST-QR CODE - TEST STYLE

Overview	Tech Setup	POM	BOM	Events	Samples	Patterns	Testing and Care	Finishing Details	Attachments
▼ Sample Tracking									
Sample Tracking									
▼ PROTO(2)									
<input type="checkbox"/>	SampleRequest ID	Agent	Vendor	Tracking Status	Date Requested	Date Due			
<input type="checkbox"/>	 415148	<input type="checkbox"/>	TBD VENDOR	TBD VENDOR - N. CHINA	NEW	04/04/2022			
<input type="checkbox"/>	 415148	<input type="checkbox"/>	TBD VENDOR	TBD VENDOR - N. CHINA	NEW	04/04/2022			



Create single QR Code for Sample Requests

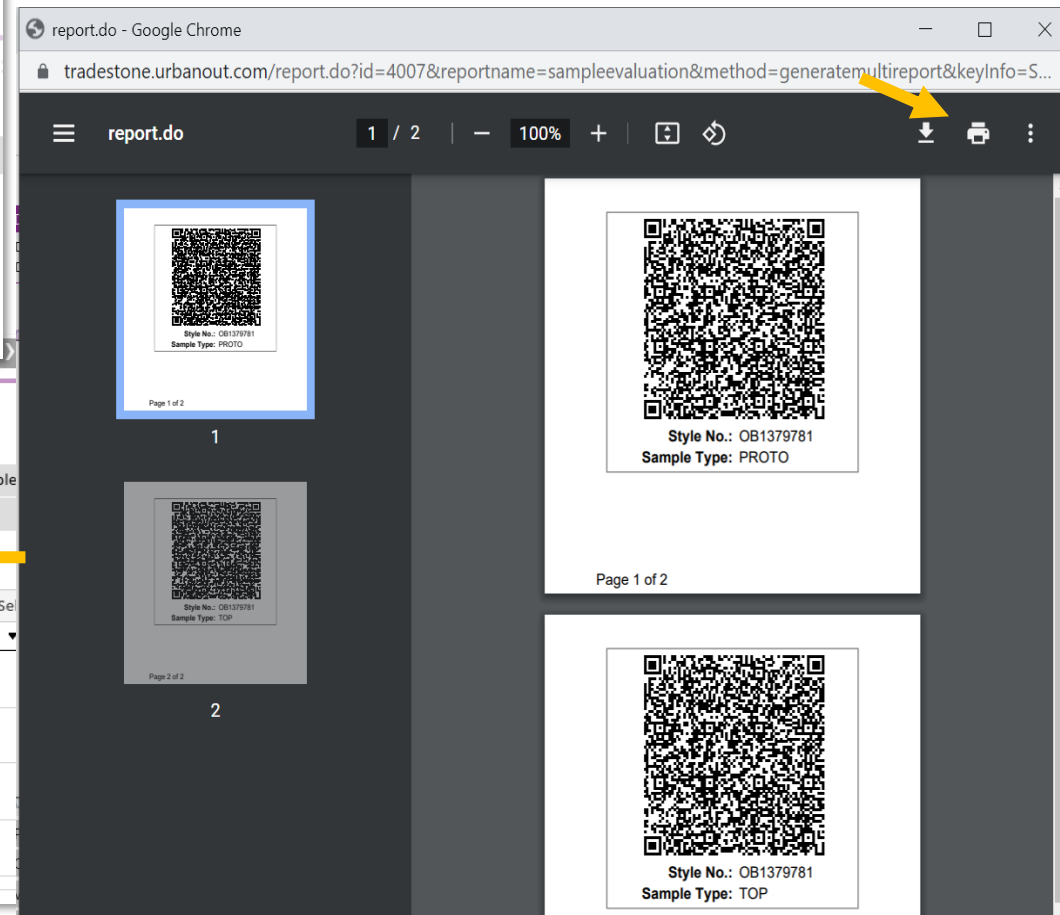
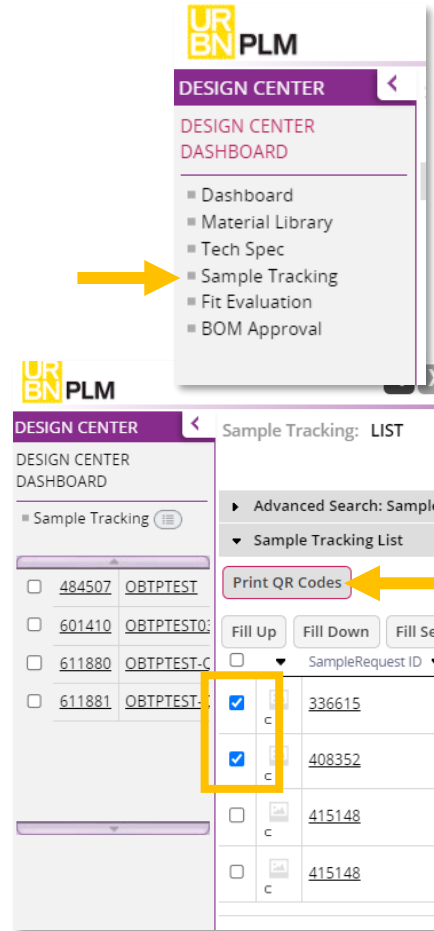
- On the **Sample Request Screen**, click the button that says **Print QR Code**
- This will open the single QR code in a window
- You can print the QR code from this screen
 - See Page 6 for printing instructions





Mass Create QR Code for Sample Requests

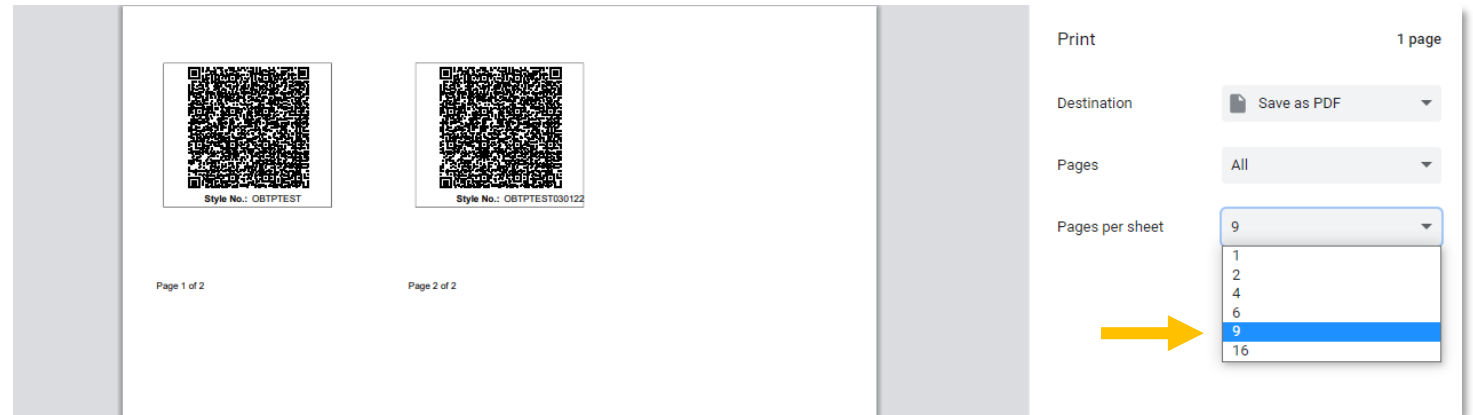
- You can also generate multiple QR codes at one time by using **Sample Tracking** section on your Left Navigation
- Search the Style or Styles you want to generate QR Codes for.
- In the results, click the check box in the left column for all styles you want to print. **BE SURE THAT YOU HAVE SELECTED THE CORRECT SAMPLE TYPE. i.e. Proto, Photo, TOP etc.**
- Then click the button that says **Print QR Codes**
- This will generate a PDF for each sample request selected
 - You can print the QR code from this screen
 - See Page 6 for printing instructions





Printing QR Code for Sample Requests

- Select 9 pages per sheet. This size is the best for printing out and attaching to your samples.
- Cut out the QR codes and separate each QR Code
- Attached to the corresponding sample request. **Be sure to attach QR code to Tyvek sew-in garment label. Do not affix to a swift tag or yellow sample tag.**
- The QR Code can now be scanned by URBN using a smart phone, desktop scanner or tablet to check in samples easily





Sample Life Cycle- Who, What, When, Where?

- **URBN PD** Sample Request Entered by PD or Buyer (depending on Sample Type) with Due Date
- **VENDOR** Vendor enters Expected Ship Date on Sample Request within 48hrs, including reference photos and virtual sample types
- **VENDOR** When sending samples or Reference Photos or Virtual Samples, enter Actual Sent date and awb# is on Sample Request. QR Code is printed and permanently affixed to Tyvek sew-in label
- **URBN PROD/TECH** Samples are received by URBN Production and/or Tech Design and received date and location is entered after scanning QR Code on tag. See Pg 2
- **URBN PRODUCTION** When samples are passed to URBN Buying, QR Code must be scanned or date entered on Sample Request Detail Page. See Pg 2
- **URBN BUYING/HOME OFFICE PHOTO STUDIO/ NY SHOWROOM** When samples are received by URBN Buying and passed to Photo Studio, QR Code must be scanned or date entered on Sample Request Detail Page. See Pg 2



Sample Tracking Fun Facts

- A QR Code is a shortcut to the Sample Request Detail Screen which stores dates of key sample milestones. You can access the same screen by clicking through the tech pack to the sample tracking page.
- To view all dates captured by scanning QR Codes, you must use the Qlik App- Sample Tracking. Only internal users may access Qlik **NOTE:** There is a 15min lag time from Tradestone to Qlik
- If a QR Code is removed from the garment, it makes it more difficult to enter sample milestones
- When scanning a code for multiple colors/sizes of the same style, be sure to enter location and date for each size/color. One scan date cannot be applied to all colors/sizes of a request.



Receiving Samples Manually

If printed QR Code is defective, it will not scan with a handheld scanner. There are two options to receive the sample correctly:

OPTION #1 Search for Style in QLIK via **Sample Tracking Analysis > QR Scan Date Detail Sheet > Select “Sample Link”**.

<https://dashboard.urbanout.com/sense/app/3bb5ea830-e3a6-4efe-8d29-f4c1251479f3/sheet/2dfe5f91-63eb-4d8e-88d5-c520f6b9a1b1/state/analysis>

OPTION #2 Navigate to **Samples Tab > Samples Detail Page (Sample Request ID)** in Tradestone >>>>>>

After Option #1 or #2 Select correct **“Location”**, then select Save in top right corner. Once saved, **“Last Scan Date”** will populate with today’s date.

Vendor Style No	Sample ID	Sample Detail No	Sample Link	SubCl...	SubClass Desc	Colorway Name	Size Code	Style Description	Sample Type	Comments
07ANKTTFA03	307549	-	STYLE NUMBER-07ANKTTFA03.SAMPLE ID-307549	01	SOFT WOSENS	TBD	S	SAMANT (FA03) 100 UNIT TOP	FIT	-
15AMKV7498	424157	-	STYLE NUMBER-15AMKV7498.SAMPLE ID-	01	SOFT WOSENS	TBD	S	PAVAL (J7498) BODICE ROUCHING MAXI	FIT	-

SampleRequest ID	FitEval	Agent
154771	Y	ISS

Sample Information

Agent: KSP LIMITED (PL)

Style No: QB1618551

Sample Type: VIRTUAL SAMPLE

FitEval: Y

Samples

623463: TAPENADE (PANTONE 18-0840 TPX): S

Sample Detail Information

Sample Received Date: [] Date in Tech: []

Location: [] Last Scan Date: []

Color: TAPENADE (PANTO...) Size: S