Tradestone User Manual

Fabric Team Process

Accessing Tradestone

- Go to: tradestone/ (on campus) or http://tradestone.urbanout.com (off campus) and enter your unique User ID and Password

- The home page of Tradestone is referred to as a "Dashboard". If you ever need to return to the dashboard, select the icon circled below. **Never select the back arrow or you will be kicked out of the system.**
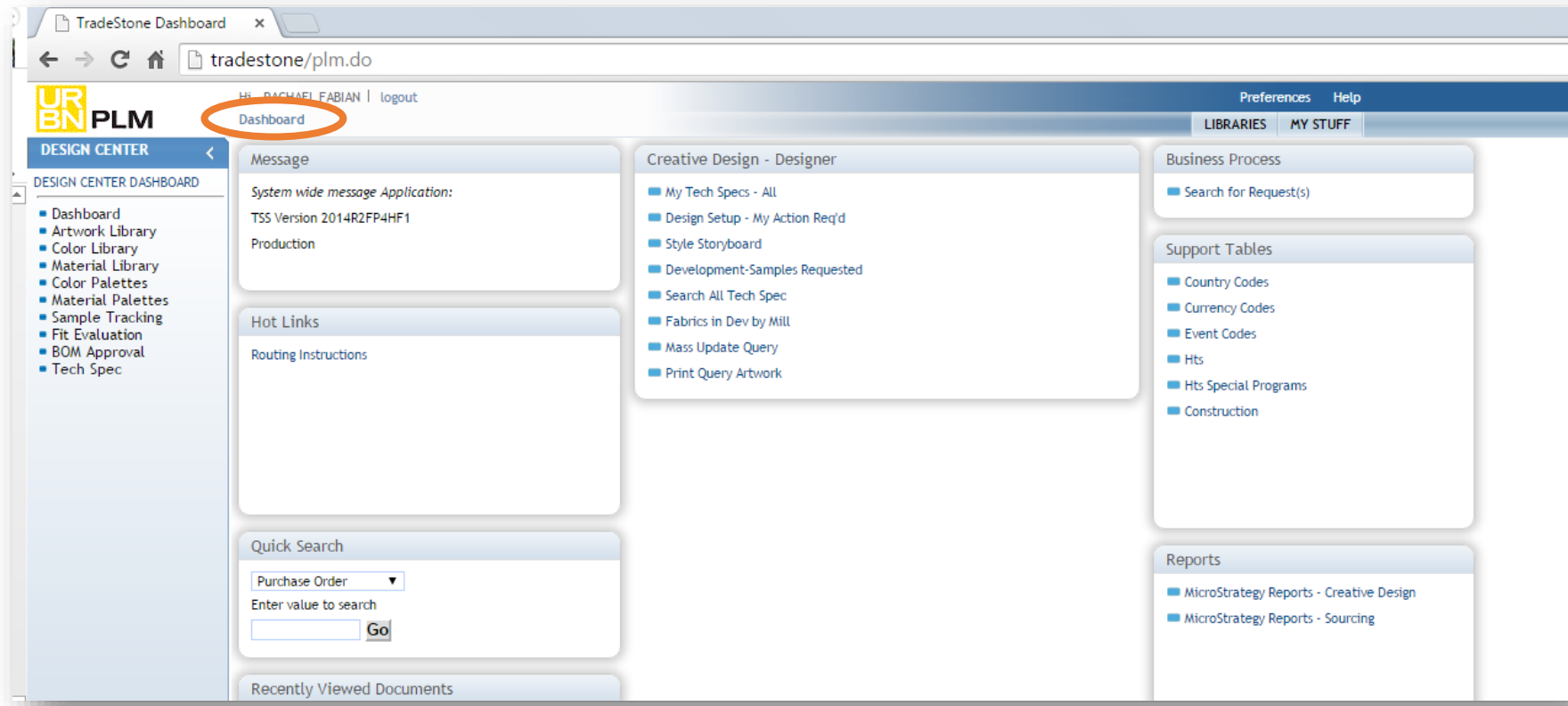
Fabric

Searching for a Material library

To view/create a Material Library click on *Material Library* (circled below) on the Design Center Dashboard navigation pane.
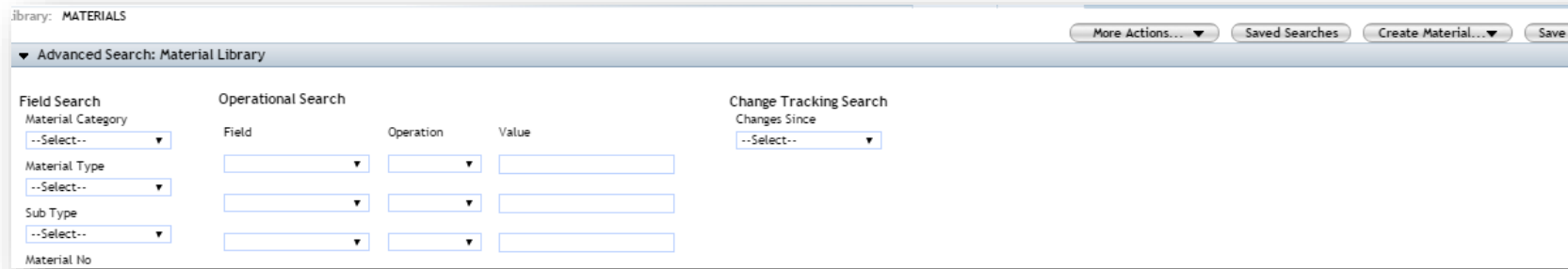
Before creating a Material library

- First you should always look up the fabric reference number to make sure is not already in the system. This helps avoid duplicates.

- If it doesn't exist you can go to the 'Create New material' drop down.

Creating a new Material

To create a new Material Library record, go to *Material Library* in the design center. Select a type from the *Create New Material* dropdown

- Fill out the following fields:
  - ✓ Mill Ref No
  - ✓ Mill
  - ✓ Material code – put a placeholder (suggest using your name)
- Attach FDS
- Then hit Save and you will receive a Material number.
- After that you use the unique letter identifier
(the letter is based on the
category, for example – S for Soft) and the Material No to replace the
Placeholder in the Material Code field (this will be the official TS number).
- Finally you assign a Material Name , Season & Brand.

Assigning a mill reveals the library record to the mill. They will
enter the material library and complete all remaining fields.
Design.

Filling out further details

- Composition

- Construction

- Fabric Cost Details

- Lead Time
  - ✓ For Lead Time always use the 'without greige' LT.

Hit Save after you fill in all details.

Composition

	Fiber Content	Fiber %	Type	Yarn Spinning Method	Yarn Size	UM	Yarn COO
☑	POLYESTER	97		--Select--			
☑	SPANDEX	3		--Select--			
☐	--Select--			--Select--			
☐	--Select--			--Select--			

Construction

Weight	Weight Um	Cuttable Width (Inches)	Construction
80	GSM	53	(75D+75D)*(75D*75D)

COO	Ends/Inch	Picks/Inch
KOREA, REPUBLIC OF		

Fabric Cost Details

Material Price	Cost Um	Cost Currency	Bulk Order/Min
2.75	Y	USD	3000

Bulk Min./Color	Bulk Min./Print	Under Min. Surcharge
1000		

Lead Time in Days

Yarn Spinning	Weaving/Knitting	Dyeing	Finishing	Testing	Transit
5	15	20	5	5	5

Bulk Yardage Lead Time	Sample Yardage Lead Time
45	20

Uploading the FDS

- Go to the attachments tab
- Click on the letter 'C' – you will be able to drag or upload the FDS file
- Make sure you label the attachment as 'Image' – this will be the main document in the overview tab
- In the description you should put the date you received the FDS on (MM-DD-YYYY)
- Hit Save (on top right corner)

*If you are adding any other documents the attachment number will be auto-assigned.

*For UO only – If available, please upload a picture of the fabric as the "Image" document. The FDS will then be uploaded as an additional document and dated in the description

Updating the FDS

- In the attachments tab, on the next empty slot

- Click on the letter 'C' – you will be able to drag or upload the FDS file

- Make sure the new FDS attachment number is labeled 'IMAGE'

- In the description you should put the date you received the FDS on (MM-DD-YYYY)

- On the previous one, change the attachment number to 'OLD'

- Hit Save (on top right corner)

- DO NOT REPLACE OR DELETE ANY OF THE DOCUMENTS IN THE ATTACHMENT TAB

*For UO only - If the main "image" is a photo, please label the attachment number of the new FDS as "NEW" and the old FDS as "OLD"

Creating a Material Quote

To bring a fabric into the current season, enter the *Material Library* record for that style.

1) Select *Create material quote* from the *More actions* dropdown.

2) Fill out
   - Current season
   - Brand
   - Select 'P' for Primary
   - Supplier/Mill (some mills do not show up, please email TradeStone Support if you need help adding it)
   - Offer type: always FDS Price for new codes
   - Offer Description: FDS Price based on MOQ
   - Offer Qty: MOQ
   - UM: Yard or Meter
   - Offer Price
   - Effective From:
     Put today's date
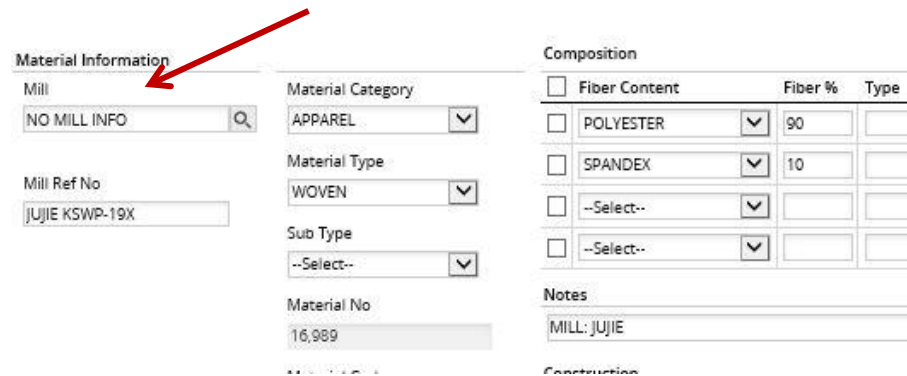
3) Hit Save

Updating Material Quotes

From the main Material Library, hit view Material Quotes.

- When updating based on the FDS - add a new offer line and mark it 'P' for Primary.

- When adding offers or negotiations- add a new offer line and mark it 'S' for Secondary.

Helpful reminders

- Do not change other brand's TS number (Material Code). You can use as is.

- If you need to edit the Material Code or name it something different it won't affect any styles.

- If the mill is not in TradeStone you can email TS Support to be add it, but in the meantime, you can put the name in the Mill Ref No field or Notes. As the Mill Name you can choose 'No Mill Info' from the drop down.