

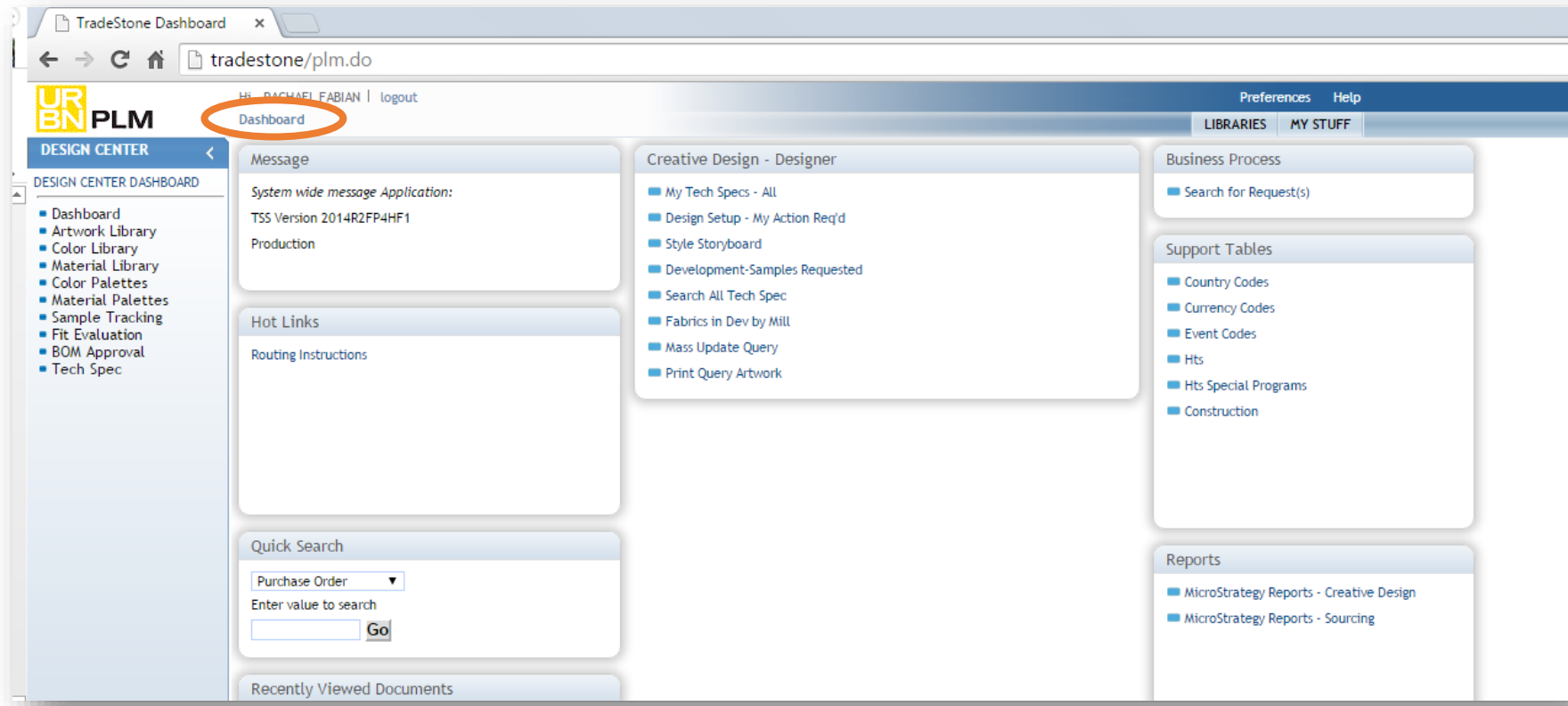
TRADESTONE USER MANUAL

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.**



F A B R I C

Searching for a Material library

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

The screenshot displays the TradeStone PLM Design Center Dashboard. The browser address bar shows 'tradestone/plm.do'. The user is logged in as 'Hi, RACHAEL FABIAN | logout'. The dashboard is divided into several sections:

- DESIGN CENTER DASHBOARD:** A vertical navigation pane on the left containing links to Dashboard, Artwork Library, Color Library, **Material Library** (circled in red), Color Palettes, Material Palettes, Sample Tracking, Fit Evaluation, BOM Approval, and Tech Spec.
- Message:** A section with a system-wide message: 'System wide message Application: TSS Version 2014R2FP4HF1 Production'.
- Hot Links:** A section with a link to 'Routing Instructions'.
- Quick Search:** A search box with a dropdown menu set to 'Purchase Order', a text input field, and a 'Go' button.
- Recently Viewed Documents:** A section at the bottom left.
- Creative Design - Designer:** A central section with a list of links: My Tech Specs - All, Design Setup - My Action Req'd, Style Storyboard, Development-Samples Requested, Search All Tech Spec, Fabrics in Dev by Mill, Mass Update Query, and Print Query Artwork.
- Business Process:** A section with a link to 'Search for Request(s)'.
- Support Tables:** A section with links to Country Codes, Currency Codes, Event Codes, Hts, Hts Special Programs, and Construction.
- Reports:** A section with links to MicroStrategy Reports - Creative Design and MicroStrategy Reports - Sourcing.

Before creating a Material library

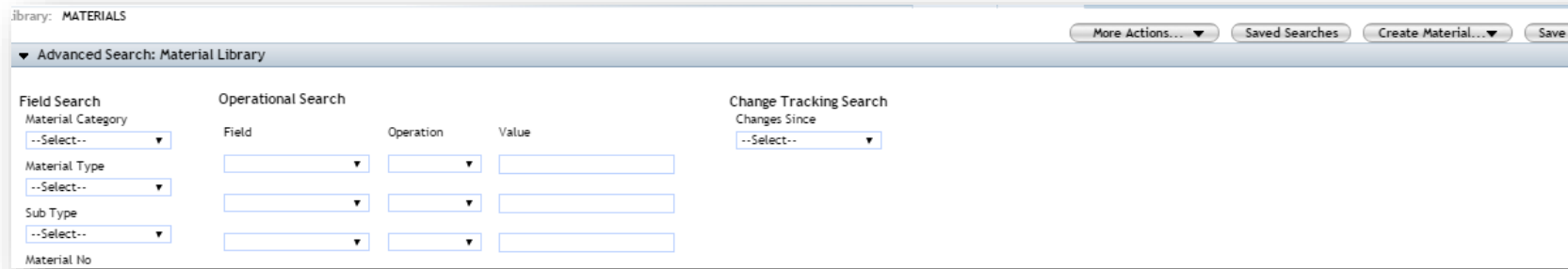
- First you should always look up the fabric reference number to make sure is not already in the system. This helps avoid duplicates.
- If it doesn't exist you can go to the 'Create New material' drop down.

The screenshot displays the 'DESIGN CENTER' interface for 'Library: MATERIALS'. The left sidebar shows a navigation menu with 'DESIGN CENTER DASHBOARD' and 'Material Library'. The main content area is titled 'Advanced Search: Material Library' and contains a search form. The form is divided into 'Field Search' and 'Operational Search' sections. The 'Field Search' section includes dropdown menus for 'Material Category', 'Material Type', and 'Sub Type', and text input fields for 'Material No', 'Material Code', 'Material Name', 'Brand', 'Mill', and 'Mill Ref No'. The 'Operational Search' section includes a table with columns for 'Field', 'Operation', and 'Value', each with a dropdown menu and a text input field. A red arrow points to the 'Mill Ref No' field, which contains the value 'UA-25928BZ'. At the bottom of the interface, there are three buttons: 'PRODUCTION', 'VENDOR MANAGEMENT', and 'SEARCH'.

Field Search	Operational Search		
	Field	Operation	Value
Material Category	<input type="text"/>	<input type="text"/>	<input type="text"/>
Material Type	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sub Type	<input type="text"/>	<input type="text"/>	<input type="text"/>
Material No	<input type="text"/>		
Material Code	<input type="text"/>		
Material Name	<input type="text"/>		
Brand	<input type="text"/>		
Mill	<input type="text"/>		
Mill Ref No	<input type="text" value="UA-25928BZ"/>		
Initial Season	<input type="text"/>		
Active	<input type="text"/>		

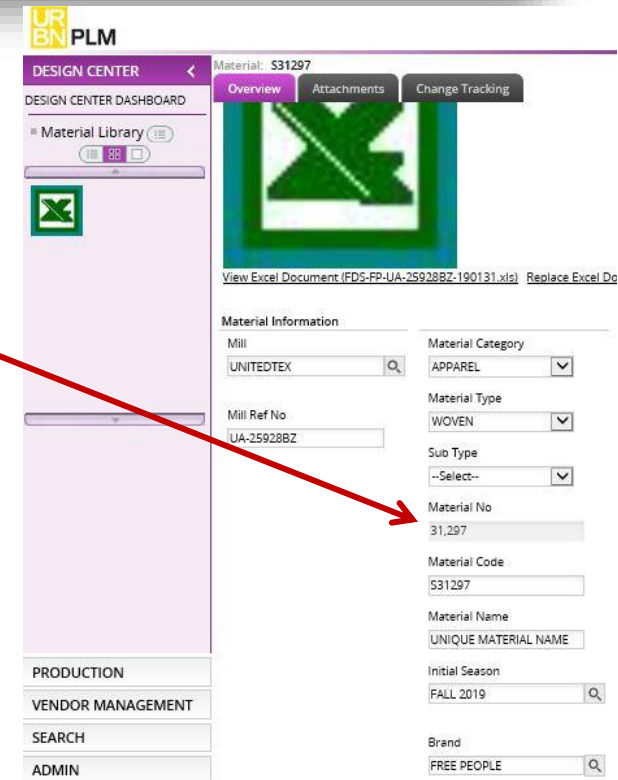
Creating a new Material

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							
<input type="checkbox"/> Fiber Content	Fiber %	Type	Yarn Spinning Method	Yarn Size	UM	Yarn COO	
<input checked="" type="checkbox"/> POLYESTER	97		--Select--				
<input checked="" type="checkbox"/> SPANDEX	3		--Select--				
<input type="checkbox"/> --Select--			--Select--				
<input type="checkbox"/> --Select--			--Select--				

Construction			
Weight	Weight Um	Cutttable 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

Material: K

Overview Attachments Change Tracking

▼ Attachments

<input type="checkbox"/>	Attachment #	Description	Attached By	Date Attached
<input type="checkbox"/>	<input type="text"/>	 c	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	 c	<input type="text"/>	<input type="text"/>

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

LIBRARIES | My Stuff | ELIZABETH

Material Quote: 531297

Overview Change Tracking Attachments

View Excel Document (FDS-FP-UA-2592887-190131.xls) Replace Excel Document

Request Information

Request No: [] Material Quote Status: NEW Requested By: DARINE1

Season: FALL 2019 Brand: FREE PEOPLE

Commitment Description: []

Material Information

Material Information Pricing Information

Material Code: 531297 Description: UNIQUE FABRIC NAME Material No: 31297 Target Qty Price: [] Cur: USD Target Qty: [] UM: EACH

Material Category: APPAREL Material Type: WOVEN Sub Type: []

Offer

<input type="checkbox"/>	P/S	Offer No	Supplier/Mill	Agent / Vendor	Offer Type	Offer Description	Email To	Offer Qty	UM	Offer Price	Cur
<input checked="" type="checkbox"/>	P	[]	UNITEDTEX	[]	FDS PRICE	FDS PRICE BASED ON MOQ	[]	3000	YARD	2.75	USD
<input type="checkbox"/>	[]	[]	[]	[]	--Select--	[]	[]	[]	[]	[]	USD

- 3) Hit Save

Updating Material Quotes

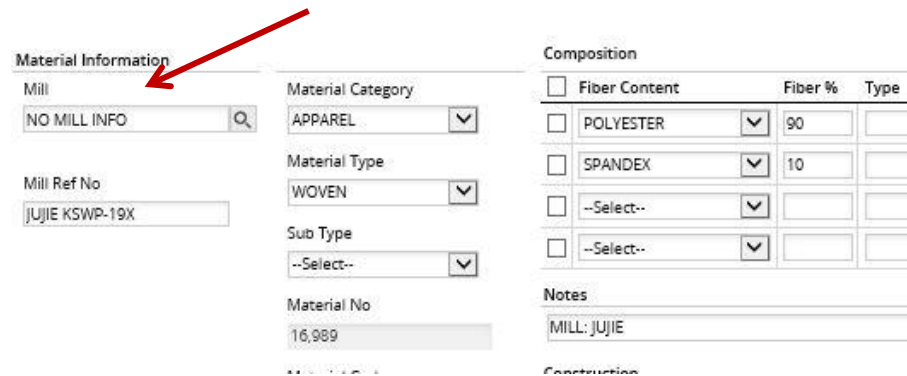
From the main Material Library, hit view Material Quotes.

- 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.

▼ Offer													
<input type="checkbox"/>	P/S	Offer No	Supplier/Mill	Agent / Vendor	Offer Type	Offer Description	Email To	Offer Qty	UM	Offer Price	Currency		
<input type="checkbox"/>	S	1027965	BLUE OCEAN		FDS PRICE	PFD FDS PRICE BASED ON MOQ		1,200	YARD	3.55	USD		
<input type="checkbox"/>	S	1027970	BLUE OCEAN		PRE-POSITIONED	GREIGE POSITIONED - P/D PRICE		1,000	YARD	3.48	USD		
<input type="checkbox"/>	S	1027971	BLUE OCEAN		PRE-POSITIONED	GREIGE POSITIONED - PFD PRICE		1,000	YARD	3.32	USD		
<input type="checkbox"/>	P	1027964	BLUE OCEAN		FDS PRICE	P/D FDS PRICE BASED ON MOQ		1,200	YARD	3.70	USD		
<input type="checkbox"/>					--Select--						USD		

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.



The screenshot shows a web form with two main sections: 'Material Information' and 'Composition'. In the 'Material Information' section, the 'Mill' dropdown menu is set to 'NO MILL INFO', which is highlighted by a red arrow. Other fields include 'Material Category' (APPAREL), 'Material Type' (WOVEN), 'Sub Type' (--Select--), and 'Material No' (16,989). The 'Composition' section has a table for fiber content with columns for 'Fiber Content', 'Fiber %', and 'Type'. It lists 'POLYESTER' (90%) and 'SPANDEX' (10%), with two more rows for '--Select--'. Below the table is a 'Notes' field containing 'MILL: JUJIE'.

Material Information	
Mill	NO MILL INFO
Material Category	APPAREL
Material Type	WOVEN
Sub Type	--Select--
Material No	16,989

Composition		
Fiber Content	Fiber %	Type
<input type="checkbox"/> POLYESTER	90	
<input type="checkbox"/> SPANDEX	10	
<input type="checkbox"/> --Select--		
<input type="checkbox"/> --Select--		

Notes
MILL: JUJIE