

URBN Package Process

November 2020

To send a package from the production department

Complete commercial invoice for the receiving vendor.

Each package day, a meeting request will be sent to the Apparel Sourcing Team, containing a link to the One Drive Commercial Invoice file. This file has all of the commercial invoices for shipments being sent that day.

The screenshot shows a Microsoft Word window titled "Packages Closing 11.23.20 - Meeting". The ribbon includes "File", "Meeting", "Scheduling Assistant", "Tracking", "Insert", "Draw", "Format Text", "Review", "Help", and "Tell me". The "Meeting" ribbon is active, showing options like "Delete", "Accept", "Tentative", "Decline", "Propose New Time", and "Respond". Below the ribbon, the meeting details are displayed: "Accepted on 11/17/2020 4:15 PM.", "Packages Closing 11.23.20", "Organizer: UOI Model", "Sent: Tue 11/17/2020 3:03 PM", "Time: Monday, November 23, 2020 2:30 PM-3:00 PM", "Location:", and "Response: Accepted". A red text block states: "Please note we will be sending packages Monday 11/23 and Wednesday, 11/25 of this week for the Thanksgiving break. Thank you!". Below this, it says "Here is the link for Tuesday, 11/23/20 package closing:" followed by a link to "11.23.20 Packages.xlsx". At the bottom, it notes "Packages will be closing at 2:30 pm. If you have any questions please email umodel@urbanout.com."

Enter the required information in the Commercial Invoice file on the respective vendors tab.

If the vendor you need is not listed, please add a new tab by copying the “TEMPLATE” tab. Be sure to rename the newly created tab with the vendors name.

When packages close, each invoice containing shipments will be printed. Only the invoices with information will be sent. If there are items in a box, with no information entered in the commercial invoice file, the package will not be sent that day. Its important that everyone enter information for their packages by the posted Closing time that day.

The screenshot shows an Excel spreadsheet with the following data:

4										
5		VENDOR								
6	TO:	FRONTLINE				FROM:	Urban Outfitters, Inc.			
7	COUNTRY:	CHINA					Bldg. 543			
8	SHIPPED VIA: UPS		DATE SHIPPED:							
9	SHIPMENT NUMBER:									
10	CONTENTS OF PACKAGE:				* SENDER- MUST FILL OUT GREY AREAS			There are formulas in these fields		
11	SAMPLE-ITEM NAME	LADIES OR MEN	WOVEN OR KNIT	MUT. or NON MUT or N/A	COO	SENDER'S NAME	QNTY	**UNIT VALUE (N/A will appear until a value is calculated)	*TOTAL VALUE	NOTES / STYLE #
12								#N/A	\$0.00	
13								#N/A	\$0.00	
14								#N/A	\$0.00	
15								#N/A	\$0.00	
16								#N/A	\$0.00	
17								#N/A	\$0.00	
18								#N/A	\$0.00	

The bottom of the spreadsheet shows a row of tabs: HOW TO USE, TEMPLATE, DOMESTIC, ALDERS, AMANAT, APOLLO, APRIL SOURCING, ASA, ASMARA-CN, ASMARA-VN, ATK, ATT, C +. The 'TEMPLATE' tab is highlighted in yellow.

After you have completed the commercial invoice completely, please drop your sample in the designated package area. Boxes for each vendor will be closed and sent by the end of the day.

AWB# for all packages will be updated in the following file by the end of the following day:

S:\Production\Shipping\Tracking Numbers (SHIPPING HISTORY)

Any questions, please contact jvincent@urbn.com