

# TRADESTONE USER MANUAL

*Product Development 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 **URBN** icon in top left corner.

## TWO OPTIONS FOR ENTERING SPECS

- Enter style pages from either **Tech Spec** OR **Style**.
- Tech Setup will take you to Design view of setup page.
- Style will take you to PD view of spec page.

The screenshot displays the Tradestone PLM Design Center Dashboard. At the top left, the 'URBN PLM' logo is visible. The main navigation menu on the left includes 'DESIGN CENTER DASHBOARD' and a list of options: Dashboard, Artwork Library, Color Library, Material Library, Color Palettes, Material Palettes, Sample Tracking, Fit Evaluation, **Tech Spec** (highlighted in yellow), and BOM Approval. A red arrow points from this 'Tech Spec' option to a 'Quick Search' dropdown menu that is open, showing a list of search options: Purchase Order, **Purchase Order** (highlighted in blue), **Tech Spec** (highlighted in yellow), **Style** (highlighted in yellow), Party, Bill of Lading, Container, Packing List, and Invoice. The main dashboard area contains several sections: 'Helpful Links' with links to URBN Vendor Website, URBN Payment Portal, URBN PLM Manual, and guides on accepting POs and entering customs documents; 'Quick Search' with a dropdown set to 'Purchase Order' and an input field for search terms; 'Recently Viewed Documents' listing various documents like 'View - My Styles', 'Style No - OB1432765', etc.; 'ALERTS' showing 'Offers Received' (0) and 'Tech Spec Changes' (10290); 'BULK PO' with tasks like 'Build Bulk PO v.2' and 'Update BULK PO Info v.2'; 'Src Admin Layout ONLY' with 'NEW Material Invoice Mgmt' and 'H2M Guide'; and 'PD Sourcing Tasks' including 'Development T and A', 'Updated Development T/A', and 'My Styles' (highlighted in yellow). A 'Support Tables' section on the right lists 'Country Codes', 'Freight Rates', 'Merchandise Calendar', 'Merchandise Chart', 'PO Type', 'Reference 2 Codes', 'Season', and 'Construction'. A 'Reports' section at the bottom right lists 'MicroStrategy Reports - Creative Design', 'MicroStrategy Reports - Sourcing', and 'MicroStrategy Reports - Transportation'. The 'ADMIN' label is visible at the bottom center.

# PRODUCT DEVELOPMENT

# Tech Spec

## REQUIREMENTS FOR TP REVEAL

- INDICATORS: CLO needs to be marked YES or NO
- ORDER TYPE, PRODUCT CATEGORY, SEASON, and VENDOR must all be completed for TP reveal
- SIZE RANGE and COLOR are also required to be entered by Tech/Design for sample request

**PLM** | Purchase Order | Quick Search | Go | Welcome GABRIELLE MOSS

**DESIGN CENTER** | Tech Spec: OB1325652 - BDG SHELBY COLORBLOCK TEE

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

**Indicators**

| Indicator        | Value     | Comments |
|------------------|-----------|----------|
| ALPHA            | --Se      |          |
| <b>CLO STYLE</b> | <b>No</b> |          |
| EU EXCLUSIVE     | --Se      |          |

**Small Information**

Small Style: QUALIFIED

**China Product Standards**

Product Standard: [ ]  
National Safety Standard: [ ]

**Actors**

Designer: STEVIE GAMBOA | Design Coordinator: STEPHANIE SHEA  
Production Tech Designer: JENNIFER ASTON | PD: GABRIELLE MOSS  
Production: DANIELLE PICCIONE | Set Up Tech Designer: [ ]

**Product Lifecycle**

Create User: MOSSG1 | Create Date: 2020-11-17 14:20:34  
Modified User: RYANK3 | Modified Date: 2021-05-18 09:26:29

**Supplier**

| Agent                               | Vendor           | Offer No                   | Offer Type | Offer Description | Status  | FOB Price | ELC   |
|-------------------------------------|------------------|----------------------------|------------|-------------------|---------|-----------|-------|
| <input checked="" type="checkbox"/> | KSP LIMITED (PL) | JDM OVERSEAS PVT.LTD       | CONFIRMED  | 2/17- 6430U ...   | CFM     | 4.53      | 8.62  |
| <input type="checkbox"/>            | KSP LIMITED (PL) | IHF CLOTHING PRIVATE LL... | INITIAL    | 1/20- 5000U L...  | OFFERED | 6.22      | 10.92 |
| <input type="checkbox"/>            | KSP LIMITED (PL) | IHF CLOTHING PRIVATE LL... | INITIAL    | 2/17- 6430U ...   | CFM     | 4.53      | 8.62  |

# Revealing a Tech Pack to the Vendor

Supplier must be entered on Tech Spec OVERVIEW at bottom of page.

▼ Supplier

Supplier

| <input type="checkbox"/> | Agent                         | Vendor                        | Offer No                      | Offer Type | Offer Description             | Status | FOB Price                     |
|--------------------------|-------------------------------|-------------------------------|-------------------------------|------------|-------------------------------|--------|-------------------------------|
| <input type="checkbox"/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | INITIAL    | <input type="text" value=""/> | NEW    | <input type="text" value=""/> |
| <input type="checkbox"/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | INITIAL    | <input type="text" value=""/> | NEW    | <input type="text" value=""/> |

A sample request must be initiated on the Tech Spec in order for the tech pack to be revealed (a style is also revealed if the cost line is sent). Upon going to the sample tab for the first time, you will get an alert stating that no sample has been requested.

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

▼ Sample Tracking

Sample Tracking Sample Request

**Warning Message(s)** ✕

No matching models found to display the Sample Information.

# Sample Requests

- AGENT must be entered to populate Color, Size & Qty request.
- Color & Size info link back to Tech Spec Overview. If blank, error message will be received.
- Generally, 2pc of base size are requested at proto/1st fit.

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

Sample Request

Sample Tracking Sample Request

PROTO( 0 )

| SampleRequest ID                    | Agent | Vendor | Ship To    | Color, Size& Qty | Comment | Date Requested | Date Due |
|-------------------------------------|-------|--------|------------|------------------|---------|----------------|----------|
| <input checked="" type="checkbox"/> |       |        | --Select-- |                  |         |                |          |
| <input type="checkbox"/>            |       |        | --Select-- |                  |         |                |          |

DESIGN KEEP SAMPLE( 0 )

| SampleRequest ID         | Agent | Vendor | Ship To | Color, Size& Qty | Comment | Date Requested | Date Due |
|--------------------------|-------|--------|---------|------------------|---------|----------------|----------|
| <input type="checkbox"/> |       |        | JAPAN   |                  |         |                |          |

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

Sample Request

PROTO( 1 )

| SampleRequest ID         | Agent  | Vendor           | Ship To     | Color, Size& Qty | Comment | Date Requested | Date Due   |
|--------------------------|--------|------------------|-------------|------------------|---------|----------------|------------|
| <input type="checkbox"/> | 368405 | KSP LIMITED (PL) | HOME OFFICE |                  |         | 08/12/2021     | 09/03/2021 |

DESIGN KEEP SAMPLE( 0 )

| SampleRequest ID         | Agent | Vendor | Ship To | Color, Size& Qty | Comment | Date Requested | Date Due |
|--------------------------|-------|--------|---------|------------------|---------|----------------|----------|
| <input type="checkbox"/> |       |        |         | TBD              |         |                |          |

Colors, Sizes & Qty

|  | XXXS                     | XXS                      | XS                       | S                        | M | L                        | XL                       | XXL                      | Date Due |
|--|--------------------------|--------------------------|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|----------|
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

## FROM OVERVIEW PAGE

### Color and Artwork Information

| <input type="checkbox"/> | <input type="checkbox"/> | Color Name           | Vendor Color |
|--------------------------|--------------------------|----------------------|--------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | TBD          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |              |

### Size Information

| <input type="checkbox"/> | <input type="checkbox"/> | Size Range           | Size Class |
|--------------------------|--------------------------|----------------------|------------|
| <input type="checkbox"/> | <input type="checkbox"/> | XXS-XL               | GEN        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |            |

# Managing Development Samples

- The vendors are responsible for filling out AWB, carrier and sent dates in TS.
- Once the samples are received internally, we need to track them within the system.
- To receive a sample, go to the samples tab on the tech spec, enter date under Sample Receive Date. You can also adjust the sample received date by selecting sample line as circled, then More Actions drop down > Receive sample

Overview Tech Setup POM BOM Events **Samples** Patterns Testing and Care Finishing Details Attachments >> More Actions... Save

Sample Tracking

Sample Tracking Sample Request

PROTO( 1 )

| <input type="checkbox"/>            | SampleRequest ID | FitEval | Agent            | Date Requested | Date Due   | Expected Ship Date | Agent/Vendor Selected | Sample Received Date |
|-------------------------------------|------------------|---------|------------------|----------------|------------|--------------------|-----------------------|----------------------|
| <input checked="" type="checkbox"/> | 368405           |         | KSP LIMITED (PL) | 08/12/2021     | 09/03/2021 |                    |                       |                      |
| <input type="checkbox"/>            |                  |         |                  |                |            |                    |                       |                      |

- Development samples can also be managed through the query "Manage Fit Evals and Comments" found on the Dashboard under the Creative Design section .
- You can pull this query to keep count/track of all development samples and the status of each.  
\*Columns can be adjusted for easier viewing and saved as My View of Sample Management\*

Creative Design

- Search All Tech Specs
- Fabrics in Dev by Mill
- Print Query Artwork
- Artwork Development
- Upload Testing Reports
- **Manage Fit Evals and Comments**
- ★ My View of Sample Management
- Update Reference #

cont. on next page

# Managing Development Samples

- Search can be done using SEASON and CLASS for full visibility on Seasonal developments. This is a great way to enter sample receipt for an entire season, without going style by style. Query can be used with any criteria.
- If listing multiple classes, select IN THE LIST from drop down. Classes should be listed using COMMA,NO SPACE between classes.
- Data can be exported and pivoted if needed for reporting.
- Use "Equal to null" to filter any styles which already have data entered. This can be used for any of the DATE criteria.

Search Edit: Manage Fit Evals and Comments ⓘ

More Actions... Save

▼ Search Fields

|                              |                 |                     |                         |          |            |                             |          |            |
|------------------------------|-----------------|---------------------|-------------------------|----------|------------|-----------------------------|----------|------------|
| Vendor Style No              | Like            |                     | Style Description       | Like     |            | Agent-Fit Eval              | Like     |            |
| Vendor-Fit Eval              | Like            |                     | Agent-Sample Request    | Like     |            | Vendor-Sample Request       | Like     |            |
| Season                       | Like            | TRANS 2022          | Brand                   | Like     |            | Div                         | Like     |            |
| Class                        | Like            | 0112,0148,0117,0119 | Sub-Class               | Like     |            | Product Category            | Like     | ..         |
| Development Stage            | Equal to        |                     | Designer-Overview       | Like     |            | Prod Tech Designer-Overview | Like     |            |
| Setup Tech Designer-Overview | Like            |                     | Tech Designer- Fit Eval | Like     |            | Model                       | Like     |            |
| Production                   | Not like        |                     | PD                      | Like     |            | Sample No                   | Like     |            |
| Sample Type                  | In the list     |                     | Tracking Status         | Like     |            | Fit Eval Status             | Like     |            |
| Size Code                    | Not in the list |                     | Date Requested          | Equal to | MM/dd/yyyy | Date Due                    | Equal to | MM/dd/yyyy |
| Receive Date                 | Starts with     | MM/dd/yyyy          | Date In Tech            | Equal to | MM/dd/yyyy | Expected Ship Date          | Equal to | MM/dd/yyyy |
| Agent/Vendor Sent Date       | Ends with       | MM/dd/yyyy          | Carrier                 | Like     |            | AWB No                      | Like     |            |
| Ship To                      | Equal to null   | ..                  | CLO STYLE               | Like     | ..         |                             |          |            |
|                              | Is not null     |                     |                         |          |            |                             |          |            |

Clear Fields Search Show All

Search Edit: Manage Fit Evals and Comments ⓘ

▼ Search Fields

|                              |                          |  |
|------------------------------|--------------------------|--|
| Vendor Style No              | Equal to                 |  |
| Vendor-Fit Eval              | Not equal to             |  |
| Season                       | Greater than             |  |
| Class                        | Greater than or equal to |  |
| Development Stage            | Less than                |  |
| Setup Tech Designer-Overview | Less than or equal to    |  |
| Production                   | Between a and z          |  |
| Sample Type                  | In the list              |  |
| Size Code                    | Not in the list          |  |
| Receive Date                 | Equal to null            |  |
|                              | Is not null              |  |

Equal to

Not equal to

Greater than

Greater than or equal to

Less than

Less than or equal to

Between a and z

In the list

Not in the list

Equal to null

Is not null



# Offers: Correct Procedures

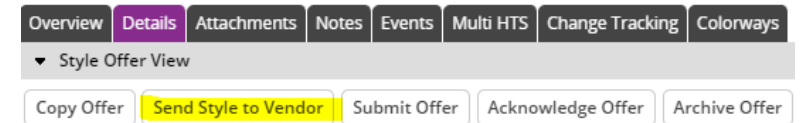
An offer is: Allocating a specific offer/style to a vendor where they can provide a cost breakdown to the components of a style. An offer can also be used to work up internal estimates as well as holding the history of all cost negotiations. Offer lines should not be sent until BOM is completed, otherwise Cost BOM could be incorrect/incomplete.

## Creating an Offer:

- When an offer is first created, it's marked as "Initial" in the Offer Type field and "New" in the Status field. The vendor info will carry over from the tech spec.

## Sending an Offer:

- To send an offer to a vendor, select the offer line and click the "Send Style to Vendor" button at the top of the page. This will change the offer's status to "Sent to Supplier."



## Building a Bulk PO from an Offer:

- The offer line must be marked as Primary and/or Secondary and Acknowledged in order to become a Commit. (See page 7 on how to build a commitment)

## Confirming Cost:

- Once a cost is confirmed, you must mark the offer type as "Confirmed," and the status as "Acknowledged."

| Offers                   |         |          |            |                   |              |                           |                 |            |           |       |       |              |
|--------------------------|---------|----------|------------|-------------------|--------------|---------------------------|-----------------|------------|-----------|-------|-------|--------------|
| <input type="checkbox"/> | Primary | Offer No | Offer Type | Offer Description | Status       | Agent Name                | Vendor Name     | Target FOB | FOB Price | ELC   | IMU%  | Retail Price |
| <input type="checkbox"/> |         | 984968   | INITIAL    | AS SAMPLE 6/1     | OFFERED      | CODDY INTERNATIONAL       | WAI LAM MAO IEK |            | 23.62     | 36.87 | 71.20 | 128.00       |
| <input type="checkbox"/> | P       | 985115   | CONFIRMED  | CONFIRMED 6/25    | ACKNOWLEDGED | UOB MODA TEKSTIL DIS TIC. | UOB MODA TEKSTI |            | 10.95     | 16.76 | 78.78 | 79.00        |
| <input type="checkbox"/> |         | 990353   | INITIAL    | PROTO 2           | OFFERED      | CODDY INTERNATIONAL       | WAI LAM MAO IEK |            | 13.47     | 21.10 | 83.52 | 128.00       |
| <input type="checkbox"/> |         | 990356   | INITIAL    | 300U- PROTO 2     | OFFERED      | CODDY INTERNATIONAL       | WAI LAM MAO IEK |            | 17.10     | 26.74 | 79.11 | 128.00       |

# Offer Type & Status

## Offer Type

- Initial
- Internal Estimate – your internal workup of the cost
- Meeting cost (cost negotiation) – cost you wish to use for a meeting
- Confirmed – Cost confirmed by PD

## Status

- Sent to Supplier
- Acknowledged
- Archived: keeping the offer for history
- Closed: line must be marked “closed” in order to delete it

## Primary/Secondary

- “P” is used on an offer in order to flag it as our primary order/main cost
- “S” is used for any reorders and/or secondary costs

| Offers                   |         |          |            |                   |              |                           |                 |            |           |       |       |              |
|--------------------------|---------|----------|------------|-------------------|--------------|---------------------------|-----------------|------------|-----------|-------|-------|--------------|
| <input type="checkbox"/> | Primary | Offer No | Offer Type | Offer Description | Status       | Agent Name                | Vendor Name     | Target FOB | FOB Price | ELC   | IMU%  | Retail Price |
| <input type="checkbox"/> |         | 984968   | INITIAL    | AS SAMPLE 6/1     | OFFERED      | CODDY INTERNATIONAL       | WAI LAM MAO IEK |            | 23.62     | 36.87 | 71.20 | 128.00       |
| <input type="checkbox"/> | P       | 985115   | CONFIRMED  | CONFIRMED 6/25    | ACKNOWLEDGED | UOB MODA TEKSTIL DIS TIC. | UOB MODA TEKSTI |            | 10.95     | 16.76 | 78.78 | 79.00        |
| <input type="checkbox"/> | S       | 990353   | INITIAL    | PROTO 2           | OFFERED      | CODDY INTERNATIONAL       | WAI LAM MAO IEK |            | 13.47     | 21.10 | 83.52 | 128.00       |
| <input type="checkbox"/> |         | 990356   | INITIAL    | 300U- PROTO 2     | OFFERED      | CODDY INTERNATIONAL       | WAI LAM MAO IEK |            | 17.10     | 26.74 | 79.11 | 128.00       |

# Landing Offers

- Must be on STYLE view of Tech Spec
- Season, Development Stage, and Product Category must all be filled in. This info should populate from Tech Spec.
- Retail Price and Freight Factor can be entered on Overview, to populate on all new offer lines.
- If changed after entered, information will NOT refresh on current offer lines, and must be manually updated.
- Select DETAILS to view offer lines.
- Select Offer No hyperlink to enter each offer for further landing information.

Overview Details Attachments Notes Events Multi HTS Change Tracking 2 Colorways

Enlarge Replace

**Style**

Vendor Style No: OB1455855

Ownbrand/Vendor: OWNBRAND

Style Description: AURORA CAMI

Sub Brand:

Season: TRANS 2022

Ship Month:

Delivery:

Development Stage: DEVELOP

Order Type: COLLECTION STYL

Product Category: LATE ADD SETUP

Product Type: CUT AND SEW

Wholesale Style?: No

Catalog Style?: No

Reference No:

Block Reference:

**Initial Offer**

Retail Price: 29.00

Target FOB:

Target IMU%: 76.00

Estimated Units:

Price Bucket: --Select--

Size Range:

**Contacts**

Designer: NATASHA FLANNERY

PD: GABRIELLE MOSS

Design Coordinator: STEPHANIE SHEA

Production Tech Designer: JENNIFER ASTON

Production: KELLY TAYLOR

Set Up Tech Designer: JENNIFER ASTON

**Landing US**

HTS Flag: --Select--

Customs Description:

HTS By Color?: No

US HTS:

CA HTS:

Freight Factor: 0.100

NonWgt Dim:

SPI/GSPXX to Waive:

Is US Ordered:

**Landing UK**

HTS No:

**Landing China**

HTS No:

Overview **Details** Attachments Notes Events Multi HTS Change Tracking 2 Colorways

▼ Style Offer View

Copy Offer Send Style to Vendor Submit Offer Acknowledge Offer Archive Offer Close Offer Vendor Reported Mark Primary Mark Secondary

Fill Up Fill Down Fill Selected

| <input type="checkbox"/> | Primary | Offer No | Offer Description | Offer Type | Special Situation | Status | Agent     |
|--------------------------|---------|----------|-------------------|------------|-------------------|--------|-----------|
| <input type="checkbox"/> | P       | 1246651  |                   | INITIAL    | --Select--        | SENT   | TS001 ISS |
| <input type="checkbox"/> |         |          |                   | INITIAL    | --Select--        |        |           |

# Landing Offers

- Ensure Agents are adding VENDOR and COO when inputting costs.
- Offer descriptions will also be entered by Agent, and should always be dated for reference.
- Duty Rate should be manually entered by PD on each offer line. Please reference "Duty Rates - Apparel" from Import Compliance Team.
- In order to populate ELC and IMU%, all listed data must be completed.
- View Request in top right corner will return to Style view, and Details tab must be reselected to return to offer lines.

Offer Response: P - 1246651

Overview
Attachments
Notes
Costing Detail
Change Tracking 1
Cost BOM

Actions... ▾
Save
View Request

▼ Offer Response Overview

Copy Offer

### Style Information

Vendor Style No

Style Description

Request No  Offer No

Brand  Season

Agent

Vendor

Origin Country

Request Date

Modified User  Modified Date

Request Count  Status

### Pricing

Offer Type  Special Situation

Offer Description

Min Order Qty (Yds)  Min Color Qty (Yds)

Target FOB  Price Bucket

Fabric Confirmed Date  FOB Price

ELC  Retail Price

IMU%  Estimated Units

Est. Duty Rate

Unit Wgt (FRT factor)

Confirmed Date  Met Bulk Mins (Y/N)

Met Color Mins (Y/N)

Overview
Details
Attachments
Notes
Events
Multi HTS
Change Tracking 2
Colorways

▼ Style Offer View

Copy Offer
Send Style to Vendor
Submit Offer
Acknowledge Offer
Archive Offer
Close Offer
Vendor Reported
Mark Primary
Mark Secondary

Fill Up
Fill Down
Fill Selected

Primary ▾
 Offer No ▾
 Offer Description ▾
 Offer Type ▾
 Special Situation ▾
 Status ▾
 Agent ▾

|                          |                          | Primary | Offer No | Offer Description                        | Offer Type | Special Situation | Status | Agent     |
|--------------------------|--------------------------|---------|----------|--|------------|-------------------|--------|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | P       | 1246651  | <input type="text" value="AURORA CAMI"/> | INITIAL    | --Select--        | SENT   | TS001 ISS |
| <input type="checkbox"/> | <input type="checkbox"/> |         |          |  | INITIAL    | --Select--        |        |           |

# Copying an Offer Line

- On the style page, select the offer line you want to copy
- Select the 'Copy Offer' button at the top of the page.
- The copied offer will be displayed at the bottom under all offers.
- All data will be copied, except Offer Description. Enter description and SAVE for offer to be copied.

Overview Details Attachments Notes Events Multi HTS Change Tracking 1 Colorways

▼ Style Offer View

Copy Offer Send Style to Vendor Submit Offer Acknowledge Offer Archive Offer Close Offer Vendor Reported Mark Primary Mark Secondary

Fill Up Fill Down Fill Selected

| <input type="checkbox"/>            | Primary ▼ | Offer No ▼ | Offer Description ▼               | Offer Type ▼ | Special Situation ▼ | Status ▼ | Agent ▼   |
|-------------------------------------|-----------|------------|-----------------------------------|--------------|---------------------|----------|-----------|
| <input type="checkbox"/>            |           | 1218887    | 8/10, 1ST (TP), SLD, 5,800U/3CC   | INITIAL      | --Select--          | OFFERED  | TS001 ISS |
| <input checked="" type="checkbox"/> | P         | 1246258    | 8/10, 1ST (SMPL), SLD, 5,800U/3CC | INITIAL      | --Select--          | OFFERED  | TS001 ISS |
| <input type="checkbox"/>            |           |            |                                   | INITIAL      | --Select--          |          |           |
| <input type="checkbox"/>            |           |            |                                   | INITIAL      | --Select--          |          |           |

# Cost Breakdown

- Once an offer is sent, a cost BOM will then attach to that offer. To access the cost BOM, select the offer number and then View Cost BOM at the top of the page.
- For the cost BOM to exist → the BOM & Cost line must have the same vendor. If you get an error, check the BOM and resend to the vendor.
- From here, the components of the cost breakdown can be entered. From here, vendor will assign a Yield/Qty and a Mill Price to get Est Cost. This should be done for each component on the BOM.

## TWO OPTIONS FOR LOCATING COST BOM

- Enter Cost BOM pages from either Tech Spec OR Style.
- Tech Setup view will allow you to toggle between offer lines
- Style will only allow you to view Cost Bom for selected offer line

## ACCESSING COST BOM FROM TECH SPEC

- Select Offer Line from drop down in BOM.
- Select Cost BOM to switch view from Design BOM.

The screenshot shows a software interface for viewing a Bill of Material (BOM). The top navigation bar includes tabs for Overview, Tech Setup, POM, BOM (highlighted), Events, Samples, Patterns, Testing and Care, Finishing Details, and Attachments. Below the navigation bar, there is a "Bill of Material" section with a "Go To" dropdown menu set to "BOM". The dropdown menu is open, showing two options: "BOM" (highlighted in blue) and "P - 1246258 - 8/10, 1ST (SMPL), SLD, 5,800U/3CC". The main content area displays "Parent Information" with fields for Vendor Style No (OB1400563), Page Name (BOM), Agent/Vendor (ISS), Status (--Select--), Quality Status (PENDING), and Color Status (PENDING). There are also buttons for "Fill Up", "Fill Down", "Fill Across", "View Style", "View BOM Approval", "Hide/Show Colorways", "Color BOM", and "Cost BOM". A "Go To" dropdown menu is also visible, showing options for "Add Material", "Add Trim", "Add Color", and "Add Artwork".

# Cost Breakdown

## ENTERING COST BOM FROM STYLE

- - \ \
- Select Cost BOM from

Overview **Details** Attachments Notes Events Multi HTS Change Tracking 1 Colorways

▼ Style Offer View

Copy Offer Send Style to Vendor Submit Offer Acknowledge Offer Archive Offer Close Offer Vendor Reported Mark Primary Mark Second

Fill Up Fill Down Fill Selected

| <input type="checkbox"/>            | Primary ▼ | Offer No ▼ | Offer Description ▼               | Offer Type ▼ | Special Situation ▼ | Status ▼ | Agent ▼   |
|-------------------------------------|-----------|------------|-----------------------------------|--------------|---------------------|----------|-----------|
| <input type="checkbox"/>            |           | 1218887    | 8/10, 1ST (TP), SLD, 5,800U/3CC   | INITIAL      | --Select--          | OFFERED  | TS001 ISS |
| <input checked="" type="checkbox"/> | P         | 1246258    | 8/10, 1ST (SMPL), SLD, 5,800U/3CC | INITIAL      | --Select--          | OFFERED  | TS001 ISS |
| <input type="checkbox"/>            |           |            |                                   | INITIAL      | --Select--          |          |           |
| <input type="checkbox"/>            |           |            |                                   | INITIAL      | --Select--          |          |           |

Offer Response: P - 1246258 - 8/10, 1ST (SMPL), SLD, 5,800U/3CC

Overview **Attachments** Notes Costing Detail **Change Tracking** **Cost BOM**

▼ Offer Response Overview

Copy Offer

### Style Information

Vendor Style No: OB1400563

Style Description: EVERLYN OFF SHOULDER

Request No: HQ1400563 Offer No: 1246258

Brand: URBAN OUTFITTERS Season: TRANS 2022

Agent: ISS

Vendor: GLOBAL SOURCING ENTERPRISE

Origin Country: VIETNAM Request Date: 08/09/2021

Modified User: MOSSG1 Modified Date: 2021-08-10 11:37:50

Request Count: 1 Status: OFFERED

### Pricing

Offer Type: INITIAL Special Situation: --Select--

Offer Description: 8/10, 1ST (SMPL), SLD, 5,800U/3CC

Min Order Qty (Yds): 1,000 Min Color Qty (Yds): 1,000

Target FOB: Price Bucket: --Select--

Fabric Confirmed Date: FOB Price: 5.68

ELC: 11.99 Retail Price: 45.00

IMU%: 73.4 Estimated Units:

Est. Duty Rate: 32.50 Unit Wgt (FRT factor): 0.30

Confirmed Date: Met Bulk Mins (Y/N): --Select--

Met Color Mins (Y/N): --Select--

# BOM Rules of Engagement

## VENDOR REQUIREMENTS

### 1. OFFER LINE

- ALL OFFER LINES SHOULD INCLUDE THE DATE THE OFFER IS ENTERED ALONG WITH THE DESCRIPTION OF WHAT THE OFFER IS FOR

#### **CORRECT EXAMPLE BELOW**

1162040 - 11/12 - TIE DYE 1.5K 1CC  
1171536 - 11/12 PIECE DYE+SOFTENER WASH 1.5K  
1176611 - 12/1 PIECE DYE+SOFTENER 2750U 5CC  
1177425 - 12/3 PIECE DYE+SOFTENER 2750U 5CC  
1178853 - 12/9 PIECE DYE+SOFTENER 2750U 5CC  
1180607 - PRECTD 12/11 PIECE DYE+SOFT 2750U 5

**ALL OFFERS HAVE A DATE AND A DESCRIPTION OF THE OFFER**

#### **INCORRECT EXAMPLE BELOW**

BOM  
P - 1124969 - IAD \$1.00 - KT 5/21  
1085980  
1090752 - COST BASED ON PROTO SAMPLE 3000 U  
S - 1094904 - COST BASED 2500 U  
1085265  
1094902 - REVSOED COST

**NO DATES IN OFFER  
SOME OFFERS WITH NO DESCRIPTION**



# BOM Rules of Engagement

## 2. FABRIC SURCHARGES

- FABRIC SURCHARGES SHOULD BE ENTERED INTO THE TOP SECTION OF THE BOM ALONG WITH THE LABOR, OVERHEAD, LABELS, ETC.
- SURCHARGES SHOULD NOT BE ENTERED INTO THE TRIM SECTION
- SURCHARGES SHOULD NOT HAVE FABRIC CODES ASSIGNED TO THEM

### CORRECT EXAMPLE BELOW

CM,Knit/Link,OH/MU,Addl Chrgs

| <input type="checkbox"/> | Charge Type    | Value |
|--------------------------|----------------|-------|
| <input type="checkbox"/> | LABOR          | 1.80  |
| <input type="checkbox"/> | OVERHEAD       | 0.36  |
| <input type="checkbox"/> | LABELS         | 0.45  |
| <input type="checkbox"/> | FABRIC TRANSPC | 0.10  |
| <input type="checkbox"/> | FINANCE        | 0.20  |
| <input type="checkbox"/> | SURCHARGE      | 0.16  |
| <input type="checkbox"/> | --Select--     |       |

FABRIC SURCHARGE IS FILLED OUT IN THE "OTHER COSTS" SECTION OF THE BOM

### INCORRECT EXAMPLE BELOW

| TRIM B Items             |                  |                    |             |    |        |          |          |          |
|--------------------------|------------------|--------------------|-------------|----|--------|----------|----------|----------|
| <input type="checkbox"/> | Component        | Description        | MQ Offer No | MI | Origin | YieldQty | MI Price | Est Cost |
| <input type="checkbox"/> | COATS POLY TH... | POLY THREAD        |             |    |        | 1.000    | 0.10     | 0.10     |
| <input type="checkbox"/> |                  | 2X2 MATCHING ...   |             |    |        | 0.300    | 2.40     | 0.72     |
| <input type="checkbox"/> |                  | 5 GAUGE NYLO...    |             |    |        | 1.000    | 0.55     | 0.55     |
| <input type="checkbox"/> |                  | BDG BARTACK        |             |    |        | 1.000    | 0.10     | 0.10     |
| <input type="checkbox"/> |                  | SOFTENER WASH      |             |    |        | 1.000    | 0.25     | 0.25     |
| <input type="checkbox"/> |                  | FLAT KNIT RIB A... |             |    |        | 0.500    | 1.00     | 0.50     |
| <input type="checkbox"/> |                  | BACK NECK TAPE     |             |    |        | 1.000    | 0.10     | 0.10     |
| <input type="checkbox"/> | ROSBLY           | HONGHE BEAC...     |             |    |        | 1.000    | 0.27     | 0.27     |

FABRIC SURCHARGE IS FILLED OUT AS PART OF THE TRIM BOM

# BOM Rules of Engagement

## 3. WASH COST

- WASH CAN BE ENTERED IN ONE OF TWO WAYS
  - OPTION #1 = IN THE TRIM SECTION, THE WASH COMPONENT MUST BE ADDED
  - OPTION #2 = IN THE "OTHER COSTS SECTION" AS A WASH

### CORRECT EXAMPLE BELOW

#### OPTION #1

| ▼ TRIM (8 items)                    |                  |                    |    |        |
|-------------------------------------|------------------|--------------------|----|--------|
| Component                           | Description      | MQ Offer No        | MB | Origin |
| <input type="checkbox"/>            | COATS POLY TH... | POLY THREAD        |    |        |
| <input type="checkbox"/>            |                  | 2X2 MATCHING ...   |    |        |
| <input type="checkbox"/>            |                  | 5 GAUGE NYLO...    |    |        |
| <input type="checkbox"/>            |                  | BDG BARTACK        |    |        |
| <input checked="" type="checkbox"/> | WASH             | SOFTENER WASH      |    |        |
| <input type="checkbox"/>            |                  | FLAT KNIT RIB A... |    |        |
| <input type="checkbox"/>            |                  | BACK NECK TAPE     |    |        |

"WASH" HAS BEEN SELECTED IN THE COMPONENT FIELD

#### OPTION #2

| CM,Knit/Link,OH/MU,Addl Chrgs       |                     |
|-------------------------------------|---------------------|
| Charge Type                         | Value               |
| <input type="checkbox"/>            | LABOR 2.00          |
| <input type="checkbox"/>            | OVERHEAD 0.40       |
| <input type="checkbox"/>            | LABELS 0.45         |
| <input type="checkbox"/>            | FABRIC TRANSPC 0.10 |
| <input type="checkbox"/>            | FINANCE 0.20        |
| <input checked="" type="checkbox"/> | WASH 0.25           |

"WASH" HAS BEEN SELECTED IN THE OTHER COSTS SECTION

### INCORRECT EXAMPLE BELOW

| ▼ TRIM (8 items)         |                  |                    |    |        |
|--------------------------|------------------|--------------------|----|--------|
| Component                | Description      | MQ Offer No        | MB | Origin |
| <input type="checkbox"/> | COATS POLY TH... | POLY THREAD        |    |        |
| <input type="checkbox"/> |                  | 2X2 MATCHING ...   |    |        |
| <input type="checkbox"/> |                  | 5 GAUGE NYLO...    |    |        |
| <input type="checkbox"/> |                  | BDG BARTACK        |    |        |
| <input type="checkbox"/> |                  | SOFTENER WASH      |    |        |
| <input type="checkbox"/> |                  | FLAT KNIT RIB A... |    |        |
| <input type="checkbox"/> |                  | BACK NECK TAPE     |    |        |

THERE IS NOTHING SELECTED IN THE COMPONENT SECTION TO INDICATE WASH