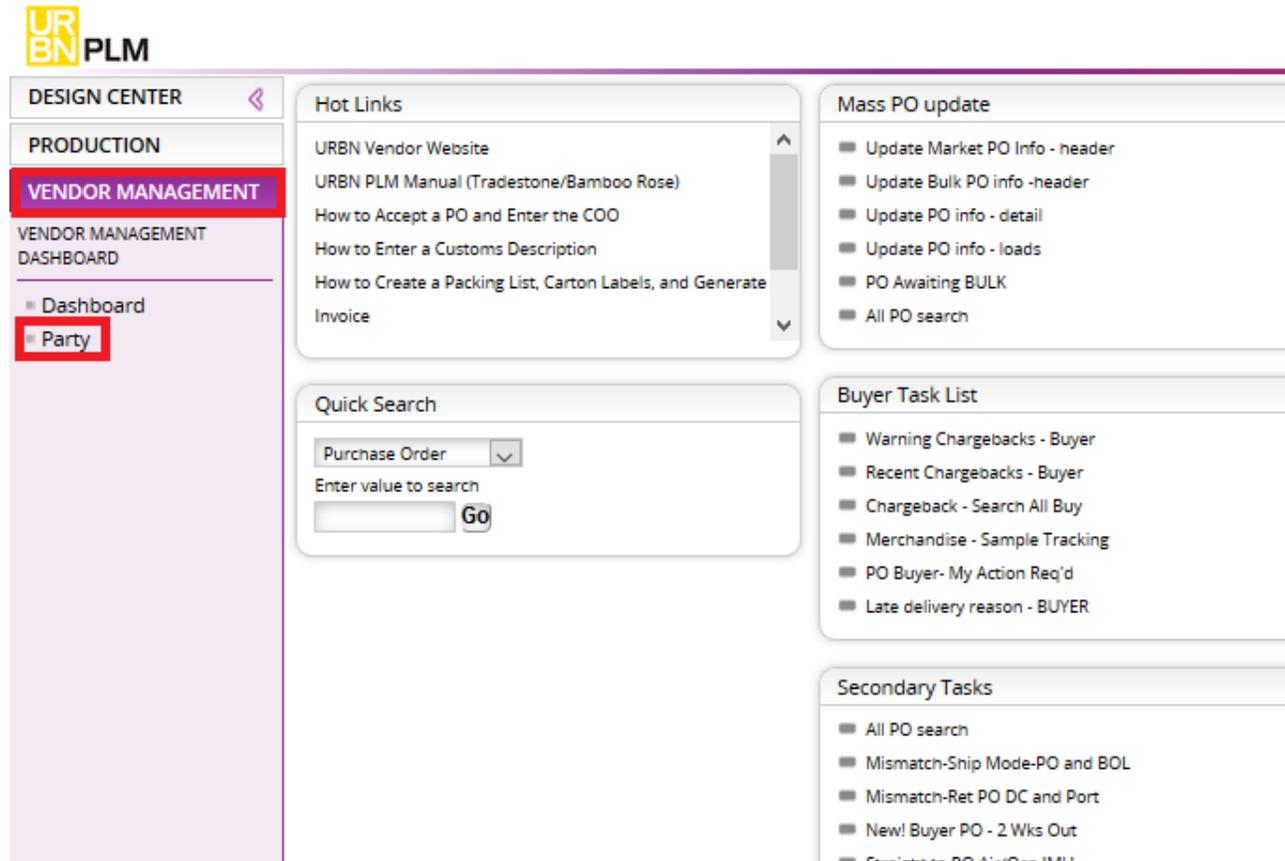


*New Vendor Registration in  
Tradestone*

# How to Initiate a Registration

1. Under the “Vendor Management” tab on the left side of the dashboard, click **Party**



The screenshot displays the URBN PLM Vendor Management Dashboard. The left sidebar contains a navigation menu with the following items: DESIGN CENTER, PRODUCTION, and VENDOR MANAGEMENT. Under VENDOR MANAGEMENT, there is a sub-section labeled VENDOR MANAGEMENT DASHBOARD with two links: Dashboard and Party. The Party link is highlighted with a red box. The main content area is divided into several sections: Hot Links, Mass PO update, Quick Search, Buyer Task List, and Secondary Tasks. The Hot Links section includes links for URBN Vendor Website, URBN PLM Manual (Tradestone/Bamboo Rose), How to Accept a PO and Enter the COO, How to Enter a Customs Description, How to Create a Packing List, Carton Labels, and Generate Invoice, and a scroll bar. The Mass PO update section includes links for Update Market PO Info - header, Update Bulk PO info -header, Update PO info - detail, Update PO info - loads, PO Awaiting BULK, and All PO search. The Quick Search section includes a dropdown menu for Purchase Order, a search input field, and a Go button. The Buyer Task List section includes links for Warning Chargebacks - Buyer, Recent Chargebacks - Buyer, Chargeback - Search All Buy, Merchandise - Sample Tracking, PO Buyer- My Action Req'd, and Late delivery reason - BUYER. The Secondary Tasks section includes links for All PO search, Mismatch-Ship Mode-PO and BOL, Mismatch-Ret PO DC and Port, New! Buyer PO - 2 Wks Out, and Straight to PO Air/On IMI I.

2. Search for company name to ensure it does not already exist

▼ Advanced Search: Party

**Field Search**

TradeStone Id

Type

**Company Name**

Billing (Remit) Name

Country

Default FOB Point

Status

**Operational Search**

Field	Operation	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Change Tracking Search**

Changes Since

▼ Party List

<input type="checkbox"/>	TradeStone Id	Type	Company Name	Country	Email for PO Notification	Default FOB Point
<input type="checkbox"/>	REG003170 <span style="color:red">0</span>	VENREG	AMEREX GROUP / DOLCE VITA API	US	NATALIE.BROUGHAM@AMEREXGF	URBN FACILITY
<input type="checkbox"/>	02773 <span style="color:red">0</span>	VND	DOLCE VITA FOOTWEAR.	US	LEIGHA.WEST@DOLCEVITA.COM	URBN FACILITY
<input type="checkbox"/>	20944 <span style="color:red">0</span>	VND	DOLCE VITA CLOTHING	US	JENNY.PETERSON@DOLCEVITA.CC	URBN FACILITY
<input type="checkbox"/>	26058 <span style="color:red">0</span>	VND	DOLCE VITA INTIMATES LLC.	US	ELAINEP@DOLCEVITAINTIMATES.6	URBN FACILITY
<input type="checkbox"/>	26058EU <span style="color:red">0</span>	VND	DOLCE VITA INTIMATES LLC	US		JFK

→ If the vendor name does appear to be in the system – contact Vendor Relations to confirm. **INACTIVE Vendors**  
must be onboarded by the US or UK VR Team.

→ If the vendor name does not exist, continue to step 3.

3. Click “Create Party” in upper right corner

The screenshot displays the URBN PLM interface for the 'Party: List' page. The top navigation bar includes 'Libraries | My Stuff | TEST BUYER'. The left sidebar shows a menu with 'DESIGN CENTER', 'PRODUCTION', and 'VENDOR MANAGEMENT' (expanded to show 'VENDOR MANAGEMENT DASHBOARD' and 'Party'). The main content area is titled 'Advanced Search: Party' and contains three search sections: 'Field Search' with input fields for TradeStone Id, Type, Company Name, Billing (Remit) Name, Country, Default FOB Point, and Status; 'Operational Search' with a table of Field, Operation, and Value; and 'Change Tracking Search' with a 'Changes Since' dropdown. At the bottom of the search area are buttons for 'Clear Fields', 'Cancel', 'Save Search', and 'Search'. In the top right corner of the main area, there are buttons for 'Saved Searches' and 'Create Party', with the latter highlighted by a red box.

# *Things you will need to know...*

- Company Name
- Contact Name
- Email address for vendor (this is where we will send the initial registration login info)
- Hardgoods, Apparel, or Accessories
- Market or Ownbrand
- Secondary Buyer/BOPs for approval
- Who will be importer of record?

# *Importer of Record – Helpful Tips*

## What is the Importer of Record (IOR)?

- Liable for the accuracy of the Customs entry
- Ensures the imported goods comply with entry laws and regulations
- Responsible for the payment of duties on merchandise

## If URBN will be IOR...

- Pre-class product with Global Trade and Compliance and verify duty rate
- Calculate freight charges
- Include these costs as part of landed cost

## When VENDOR is Importer of Record (IOR)...

- Must have entity in the U.S. or legal right to act as Importer of Record
- Be careful with Delivered, Duty Paid (DDP) shipments
- Vendors quote DDP but cannot act as Importer of Record
- URBN ends up paying duty in the end

It is imperative that this is discussed with the vendor prior to initiating the vendor's registration, to ensure the information is accurate. This will avoid delays in shipment and/or added costs to URBN. If you have any questions on this, please contact Kate Ryan ([kryan@urbn.com](mailto:kryan@urbn.com)) in our Customs Department.

#### 4. Enter basic required information

▼ Vendor Registration		
<b>Purchase Order Information</b>		
TradeStone Id	<input type="text"/>	
Type	VENDOR REGISTRATION	▼
IP Region	<input type="text"/>	
Active in IP	<input type="text"/>	
Live/NotLive	<input type="text"/>	
Company Name	ABC COMPANY	
Status	NEW	
Contact Name	JOHN SMITH	
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Postal Code	<input type="text"/>	
Country	--Select--	▼
Commodity	HARDGOODS	▼
Design Source	MARKET	▼
Email for PO Notification	JSMITH@EXAMPLE.COM	
Second Email Address	<input type="text"/>	
Phone	<input type="text"/>	
Fax No.	<input type="text"/>	
1st Buyer	<input type="text"/>	
2nd Buyer	BUYER2	🔍
<b>Billing Information</b>		
Same as PO Info?	--Select--	▼
Billing (Remit) Name	<input type="text"/>	
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Postal Code	<input type="text"/>	
Country	--Select--	▼
Email	<input type="text"/>	
Phone	<input type="text"/>	
<b>Ticketing Information-No POBox</b>		
Same as PO Info?	--Select--	▼
Ticketing Name	<input type="text"/>	
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Postal Code	<input type="text"/>	
Country	--Select--	▼
<b>Logistics Profile</b>		
Who's Responsible for Shipping	URBN WILL BE IOR	▼
Default FOB Point	<input type="text"/>	
Can we ship goods outside US?	--Select--	▼
Have you shipped to USA before	--Select--	▼
<b>Financial Profile</b>		
Bank Acct in US?	--Select--	▼
Currency of Payment	USD	
Payment Type	ACH	▼
Pay Terms	NET 30	
Bank Name	<input type="text"/>	
Bank Account Number/IBAN	<input type="text"/>	
Routing No./Swift/Sort Code	<input type="text"/>	
Bank Country	--Select--	▼
US Tax Number	<input type="text"/>	
URBN Checking Acct	<input type="text"/>	
Factor Assignment	<input type="text"/>	

# \*TIP

- The “2<sup>nd</sup> Buyer (US Only)” field is a type ahead field. Begin typing the name of who you would like to be secondary approver, and it will appear, as long as it is spelled correctly.

2nd Buyer (US Only) Count

meghan mc

Agent Assignment

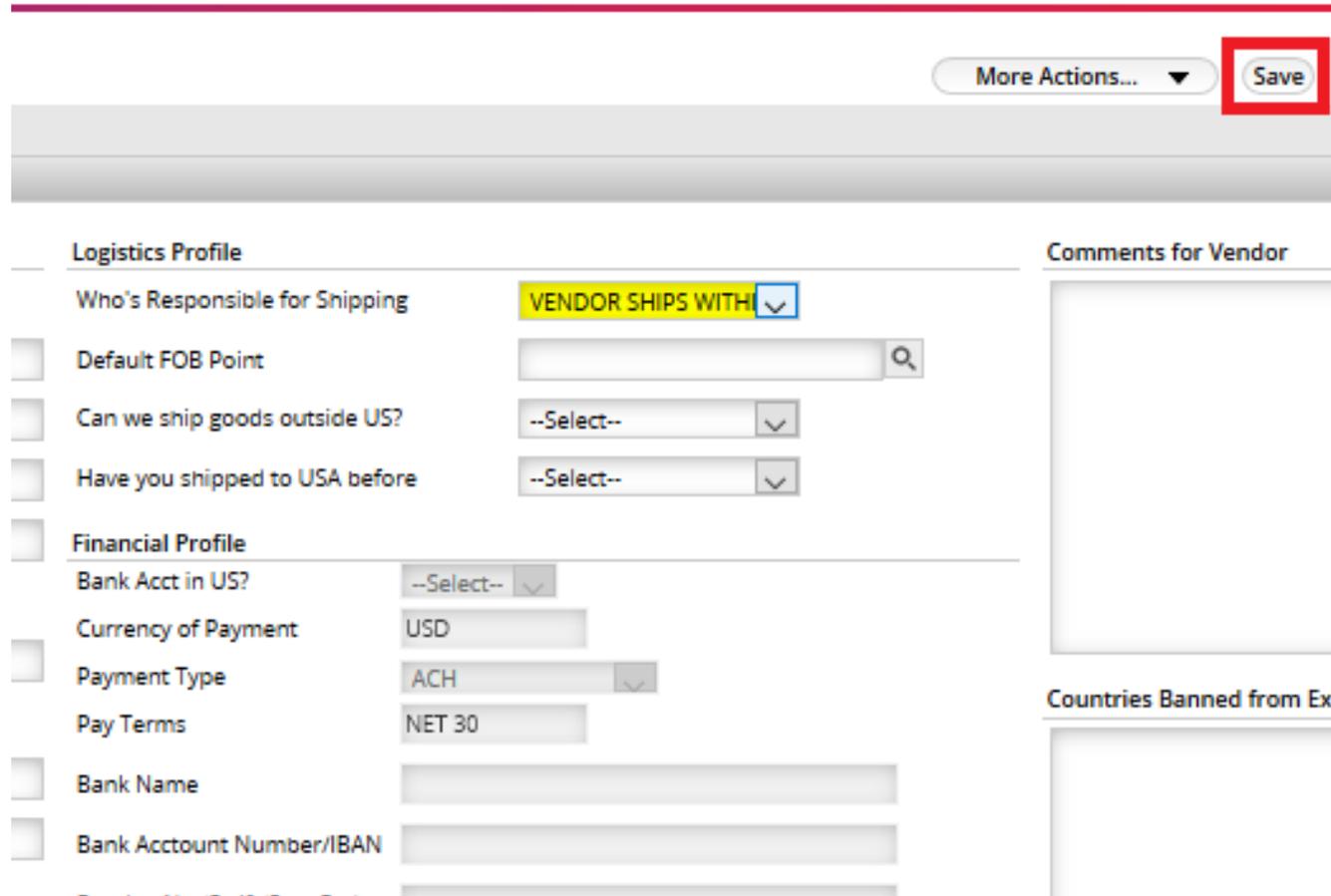
MCKEEM1 MEGHAN MCKEE MMCKEE@URBN.COM

- Click on the name and it will populate the field.

2nd Buyer (US Only)

MEGHAN MCKEE

5. Click SAVE at the top right side of the screen



The screenshot shows a web interface for a vendor profile. At the top right, there is a 'More Actions...' dropdown menu and a 'Save' button, which is highlighted with a red rectangular box. Below this, the form is divided into two main sections: 'Logistics Profile' and 'Financial Profile'. The 'Logistics Profile' section includes fields for 'Who's Responsible for Shipping' (set to 'VENDOR SHIPS WITH'), 'Default FOB Point', 'Can we ship goods outside US?', and 'Have you shipped to USA before'. The 'Financial Profile' section includes fields for 'Bank Acct in US?', 'Currency of Payment' (set to 'USD'), 'Payment Type' (set to 'ACH'), and 'Pay Terms' (set to 'NET 30'). There are also input fields for 'Bank Name' and 'Bank Account Number/IBAN'. To the right of the form, there is a 'Comments for Vendor' text area and a 'Countries Banned from Ex' section.

Logistics Profile	
Who's Responsible for Shipping	VENDOR SHIPS WITH
Default FOB Point	
Can we ship goods outside US?	--Select--
Have you shipped to USA before	--Select--

Financial Profile	
Bank Acct in US?	--Select--
Currency of Payment	USD
Payment Type	ACH
Pay Terms	NET 30
Bank Name	
Bank Account Number/IBAN	

Comments for Vendor

Countries Banned from Ex

6. Under the “More Actions” drop-down menu, click “Create for US”.

The screenshot shows a vendor profile form with several sections: Logistics Profile, Financial Profile, and Countries Banner. The 'More Actions...' dropdown menu is open, and the 'Create for US' option is highlighted with a red box. Other options in the menu include 'Create for UK', 'Approve Vendor', 'More Info Needed', 'Reject Vendor', and 'Generate Audit Sche...'. The form fields include 'Who's Responsible for Shipping' (set to 'VENDOR SHIPS WITH'), 'Default FOB Point', 'Do we ship goods outside US?', 'Have you shipped to USA before', 'Bank Acct in US?', 'Currency of Payment' (set to 'USD'), 'Payment Type' (set to 'ACH'), and 'Payment Terms' (set to 'NET 30').

You will notice the Status will switch to “Revealed”, and the IP Region will populate.

Purchase Order Information		Billi
TradeStone Id	REG000027	San
Type	VENDOR REGISTRATI	Billi
IP Region	US	Add
Register in All Regions?	--Select--	Add
Company Name	ABC COMPANY	City
Status	REVEALED	Stal
Contact Name	JOHN SMITH	Pos
Address 1		Cou
Address 2		Emi

Now the registration will automatically be sent to Vendor Relations so a login can be created, allowing the vendor to log in to Tradestone and complete the registration.

- *Vendor will login, complete registration and submit back to Buyer 1 for primary approval.*

# *How to Approve a Registration*

When a registration is ready for your approval, you will receive an email alerting you to login to Tradestone and review/approve the registration.

**From:** Dan Stockbridge  
**Sent:** Tuesday, April 07, 2015 4:18 PM  
**To:** Dan Stockbridge  
**Subject:** Vendor Registration for Approval

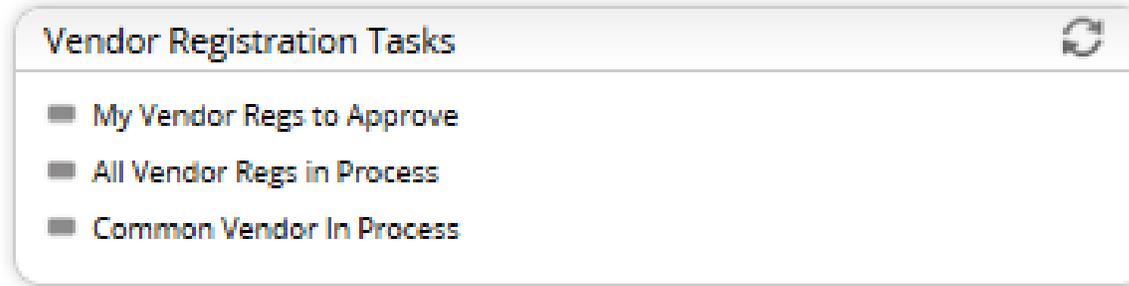
There is a vendor registration pending your approval!

Company Name: TEST

Click the link below to access the registration and approve:  
(insert link to Tradestone; registration query)

Thank you

1. Toward the bottom of your dashboard, you will have a “Vendor Registrations” box. Click on “My Vendor Regs to Approve” to find the registration.



2. You will see all registrations awaiting your approval. Click on the one you would like to review.

Search View: My Vendor Regs to Approve ⓘ

▼ Search Fields

TradeStone Id  Like  Company Name  Like

2nd Buyer  Like

Records Per Page

▼ Search List < 1 >

[Export to Excel\(XLSX Format\)](#) | [Export PDF](#) | [Save My View](#) |

<input type="checkbox"/>	TradeStone Id	Company Na...	Billing (Remit)...	Status	1st Buyer	2nd Buyer
<input type="checkbox"/>	<a href="#">REG006659</a>	EXAMPLE VENDOR	EXAMPLE VENDOR	SUBMIT	TEST BUYER	BUYER2

3. Review registration carefully and Approve, Reject or indicate that there is “More Info Needed”.

[Libraries](#) | [My Stuff](#) | [TEST BUY](#)

---

**More Actions...** ▼

- Create for US
- Create for UK
- Approve Vendor**
- More Info Needed**
- Reject Vendor**
- Generate Audit Sche...

**Logistics Profile**

Who's Responsible for Shipping  ▼

Default FOB Point  🔍

Can we ship goods outside US?  ▼

Have you shipped to USA before  ▼

**Financial Profile**

Bank Acct in US?  ▼

Currency of Payment

## *Step 3 continued...*

- Scenario A: **Approve**
  - After Buyer 1 approves, registration is sent to Buyer 2 for approval; if Buyer 2 approves, it is sent to Vendor Relations to be setup
- Scenario B: **Reject**
  - Message is sent to vendor; registration remains in the system
- Scenario C: **More Info Needed**
  - Buyer is prompted to enter a comment describing what is needed and an email is sent to the vendor, including this comment

# \*TIP

- You have the option to add Internal Comments when initiating or approving the registration, which will feed into IP.

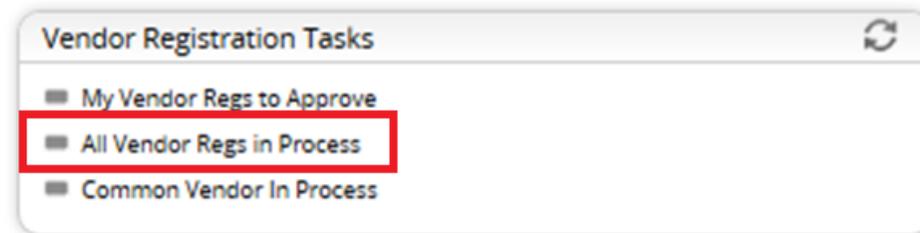
Financial Profile	
Bank Acct in US?	Yes <input type="checkbox"/>
Currency of Payment	USD
Payment Type	ACH <input type="checkbox"/>
Pay Terms	NET 30
Bank Name	CITI BANK
Bank Acct No./IBAN	123456789456
ABA/Swift/Sort Code	123456789
Bank Country	UNITED STATES <input type="checkbox"/>
US Tax Number	12-4565132
URBN Checking Acct	
Factor Assignment	
Settlement Instructions	

**Countries Banned from Export**

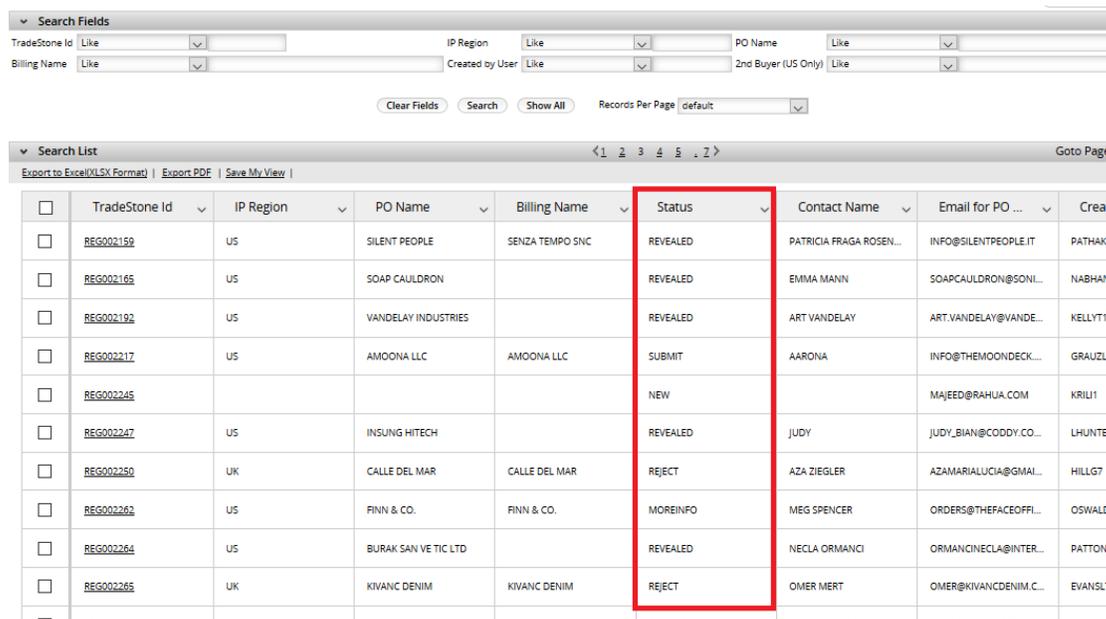
**Internal Notes**

# How to Check Status of Registration

1. Click on All Vendor Regs in Process



2. Check **Status** to see where it is in the process



A screenshot of a search results page for Vendor Registrations. The page includes a search bar with various filters and a table of results. The "Status" column in the table is highlighted with a red rectangular box.

	TradeStone Id	IP Region	PO Name	Billing Name	Status	Contact Name	Email for PO ...	Creat
<input type="checkbox"/>	<a href="#">REG002159</a>	US	SILENT PEOPLE	SENZA TEMPO SNC	REVEALED	PATRICIA FRAGA ROSEN...	INFO@SILENTPEOPLE.IT	PATHAKI
<input type="checkbox"/>	<a href="#">REG002165</a>	US	SOAP CAULDRON		REVEALED	EMMA MANN	SOAPCAULDRON@SONI...	NABHAN
<input type="checkbox"/>	<a href="#">REG002192</a>	US	VANDELAY INDUSTRIES		REVEALED	ART VANDELAY	ART.VANDELAY@VANDE...	KELLYT1
<input type="checkbox"/>	<a href="#">REG002217</a>	US	AMOONA LLC	AMOONA LLC	SUBMIT	AARONA	INFO@THEMOONDECK...	GRAUZI
<input type="checkbox"/>	<a href="#">REG002245</a>				NEW		MAJEED@RAHUA.COM	KRILU1
<input type="checkbox"/>	<a href="#">REG002247</a>	US	INSUNG HITECH		REVEALED	JUDY	JUDY_BIAN@CODDY.CO...	LHUNTE
<input type="checkbox"/>	<a href="#">REG002250</a>	UK	CALLE DEL MAR	CALLE DEL MAR	REJECT	AZA ZIEGLER	AZAMARIALUCIA@GMAIL...	HILLG7
<input type="checkbox"/>	<a href="#">REG002262</a>	US	FINN & CO.	FINN & CO.	MOREINFO	MEG SPENCER	ORDERS@THEFACEOFFL...	OSWALD
<input type="checkbox"/>	<a href="#">REG002264</a>	US	BURAK SAN VE TIC LTD		REVEALED	NECLA ORMANCI	ORMANCI@CL@INTER...	PATTON
<input type="checkbox"/>	<a href="#">REG002265</a>	UK	KIVANC DENIM	KIVANC DENIM	REJECT	OMER MERT	OMER@KIVANCDENIM.C...	EVANSL7

# What does the Status mean?

- **NEW:** Buyer has started a registration but hasn't clicked "Create for US" yet
- **REVEALED:** Buyer has "Created" a registration
  - *Clicking "Create for US" triggers the registration to be sent to Vendor Relations, so we can send the vendor their initial login information.*
  - *This means it is currently in the vendor's hands, and they need to complete & submit!*
- **SUBMITTED:** The vendor has submitted the registration
  - *This means it is pending Buyer 1's approval!*
- **BUYER1AP:** Buyer 1 has approved
  - *This means it is pending Buyer 2's approval!*
- **BUYER2AP:** Buyer 2 has approved
  - *This means it is pending setup by Vendor Relations!*
- **MORE INFO NEEDED:** Buyer has requested more info from vendor
  - *This means we are waiting on the vendor to re-submit!*
- **REJECTED:** Registration has been rejected
- **APPROVED:** Registration has received final approval
  - *The vendor now has a vendor #!*

# *What does the IP Status mean?*

- **LIVE:** Vendor is set up to receive PO notifications by e-mail and must accept their orders in Tradestone.
- **NOTLIVE:** Vendor is sent PDF of each order once raised. They do not accept these orders in Tradestone as the orders come through already in ACCEPTED status.
- **INACTIVE:** Buyers will not be able to place POs against vendor records with this IP status.

# *Q. What if my Secondary Approver is out of office and I need to get this vendor's registration approved?*

- A. For each brand, at least one Registration "Point Person" has been identified. This person(s) will be able to change the Secondary Approver, if need be. Please see below!
- Urban Outfitters – Mallory Bush
  - Anthropologie – Diana Mickolas
  - Free People – Norrina Brown
  - BHLDN – Madeline Thune
  - Production – Stefanie Rotta

**\*\* The same Buyer may NOT act as the 1<sup>st</sup> and 2<sup>nd</sup> Buyer Contact. Finance requires the registration be approved by Buyers!**

# Questions?

Contact:

Blair Barba ([bjones@urbn.com](mailto:bjones@urbn.com))

Gail Swisher([gswisher@urbn.com](mailto:gswisher@urbn.com))