New Vendor Registration in Tradestone
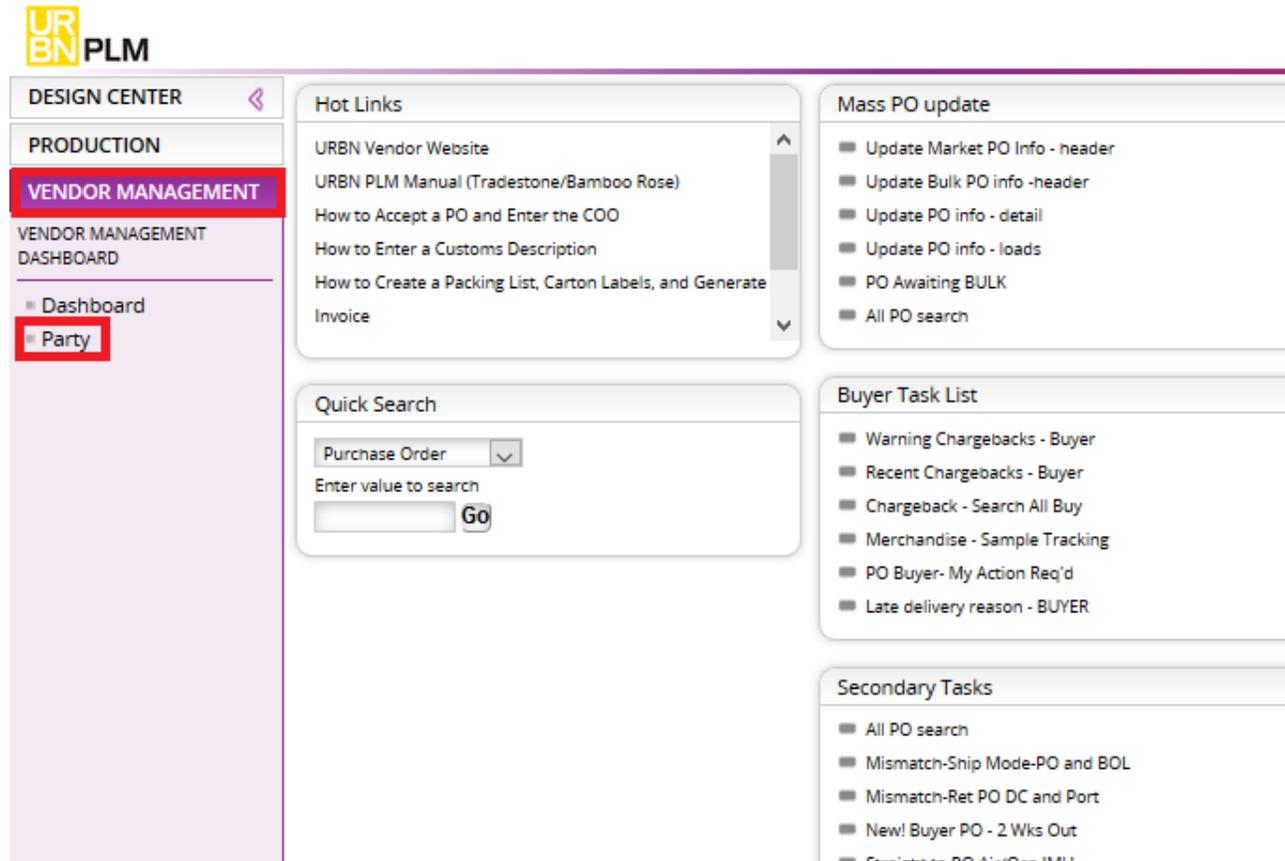
How to Initiate a Registration

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

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

▾ Advanced Search: Party

Field Search

TradeStone Id

[   ]

Type

[--Select--   ⌄]

Company Name

[DOLCE   ]

Billing (Remit) Name

[   ]

Country

[   ]

Default FOB Point

[   ]

Status

[   ]

Operational Search

Field   Operation   Value

[⌄]   [⌄]   [   ]

[⌄]   [⌄]   [   ]

[⌄]   [⌄]   [   ]

Change Tracking Search

Changes Since

[--Select--   ⌄]

(Clear Fields)   (Cancel)   (Save Search)   (Search)

▾ Party List

☐	TradeStone Id ▾	Type ▾	Company Name ▾	Country ▾	Email for PO Notification ▾	Default FOB Point ▾
☐	REG003170 **0**	VENREG ⌄	AMEREX GROUP / DOLCE VITA API	US	NATALIE.BROUGHAM@AMEREXGF	URBN FACILITY
☐	02773 **0**	VND ⌄	DOLCE VITA FOOTWEAR.	US	LEIGHA.WEST@DOLCEVITA.COM	URBN FACILITY
☐	20944 **0**	VND ⌄	DOLCE VITA CLOTHING	US	JENNY.PETERSON@DOLCEVITA.CC	URBN FACILITY
☐	26058 **0**	VND ⌄	DOLCE VITA INTIMATES LLC.	US	ELAINEP@DOLCEVITAINTIMATES.(	URBN FACILITY
☐	26058EU **0**	VND ⌄	DOLCE VITA INTIMATES LLC	US		JFK

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

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

3. Click "Create Party" in upper right corner

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 <u>any</u> questions on this, please contact Kate Ryan (kryan@urbn.com) in our Customs Department.

4. Enter basic required information

Vendor Registration

Purchase Order Information

TradeStone Id	
Type	VENDOR REGISTRATION
IP Region	
Active in IP	
Live/NotLive	
Company Name	ABC COMPANY
Status	NEW
Contact Name	JOHN SMITH
Address 1	
Address 2	
City	
State	
Postal Code	
Country	--Select--
Commodity	HARDGOODS
Design Source	MARKET
Email for PO Notification	JSMITH@EXAMPLE.COM
Second Email Address	
Phone	
Fax No.	
1st Buyer	
2nd Buyer	BUYER2

Billing Information

Same as PO Info?	--Select--
Billing (Remit) Name	
Address 1	
Address 2	
City	
State	
Postal Code	
Country	--Select--
Email	
Phone	

Ticketing Information-No POBox

Same as PO Info?	--Select--
Ticketing Name	
Address 1	
Address 2	
City	
State	
Postal Code	
Country	--Select--

Logistics Profile

Who's Responsible for Shipping	URBN WILL BE IOR
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 Acctount Number/IBAN	
Routing No./Swift/Sort Code	
Bank Country	--Select--
US Tax Number	
URBN Checking Acct	
Factor Assignment	

*TIP

- The "2nd 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.

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

5. Click SAVE at the top right side of the screen
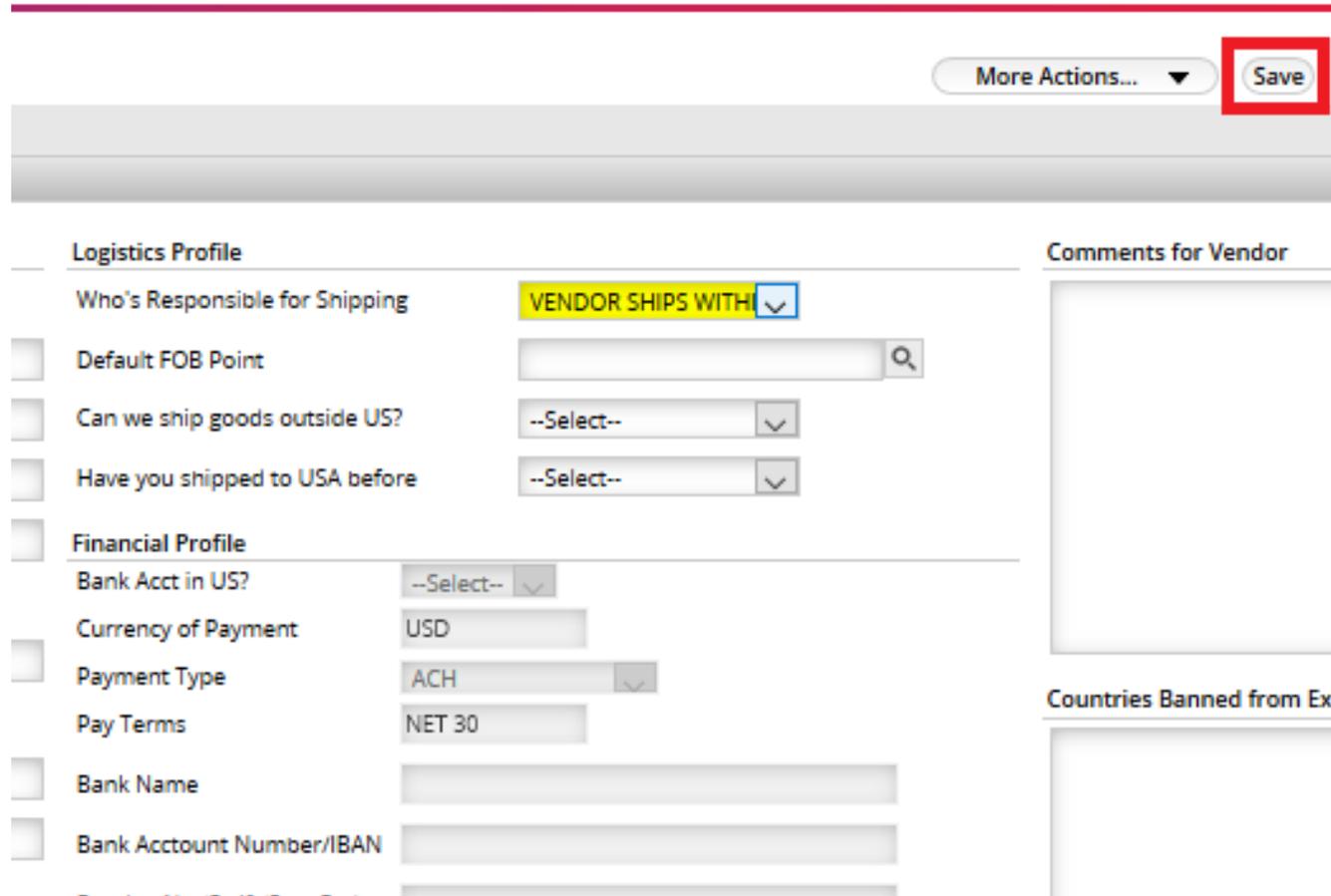
More Actions...   ▼   Save

Logistics Profile

Who's Responsible for Shipping   VENDOR SHIPS WITHI ▼

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 Acctount Number/IBAN

Comments for Vendor

Countries Banned from Ex

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

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

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
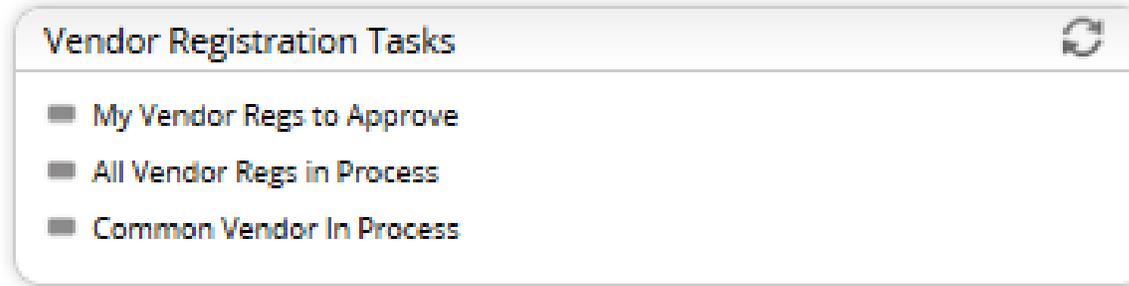**Subject:** Vendor Registration for Approval

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.

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

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

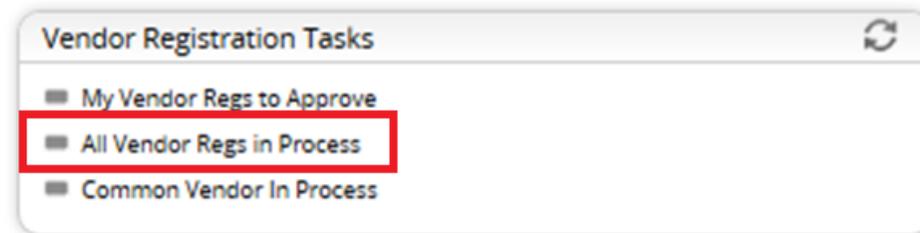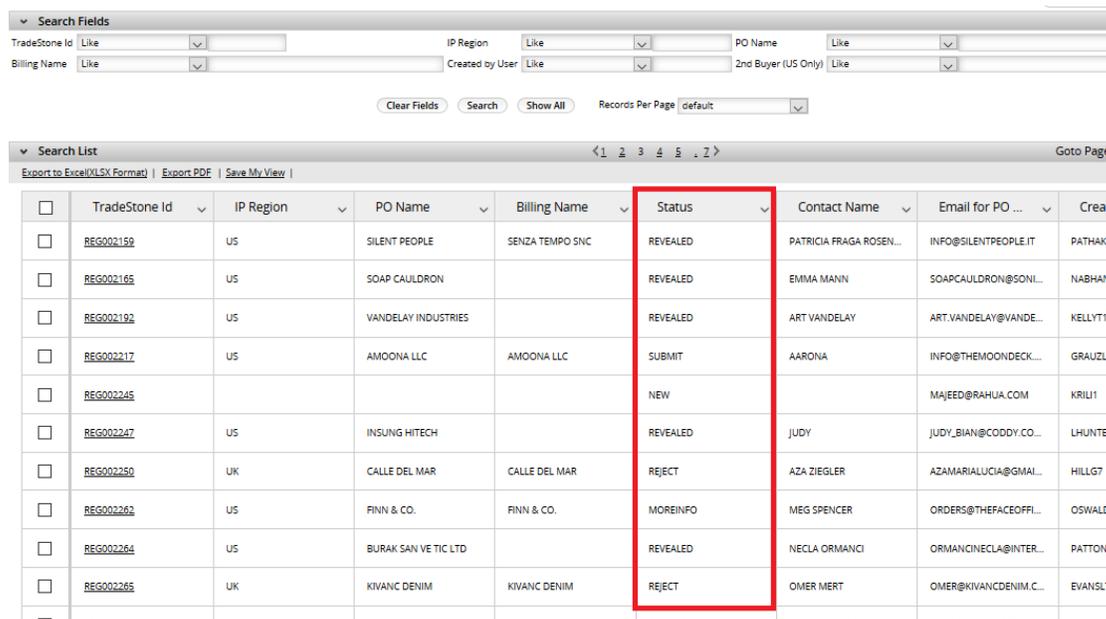- You have the option to add Internal Comments when initiating or approving the registration, which will feed into IP.

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

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 1st and 2nd Buyer Contact. Finance requires the registration be approved by Buyers!

Questions?

Contact:

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Gail Swisher(gswisher@urbn.com)