TRADESTONE User Manual

Compliance 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.



COMPLIANCE

Import Compliance

Assigning an HTS code

- Go to the main TS Dashboard and on the side bar you will see *Search*, select *Style*
- The Production teams puts together the 'Line Review' document and that's where the Compliance team gets the style #s that they need to class.
- HTS code will be assigned in the Style page & the Customs description will be edited if needed.



Assigning HTS code on the style level

- Click on the vendor style number to go the style page.
- In the style page you should fill in the following fields:
 - ✓ HTS Flag: Assigned
 - ✓ US HTS: Put the code there
 - Customs Description: should be filled out by the vendor, but Compliance can do any necessary updates.
- Hit Save after you make these changes.



Checking information on commercial invoices – Air shipments

- Go to the main dashboard
- Urban Customs Task List
- Customs Review Cont-HAWB

DESIGN CENTER	Hot Links	ALERTS	Business Process
PRODUCTION	URBN Vendor Website		Trace and Track
SEARCH	URBN RLM Manual (Tradestone/Bamboo Rose)	Urban Customs Task List	Entry Summary
Style(s) Party Order(s) Invoice(s) Bill(s) of Lading	How to Accept a PO and Error the COO How to Enter a Customs Description How to Create a Packing List, Carton Labelt, and Generate Involce	Update PO info - loads Customs Review Customs Review-Cl Confirm Date Customs Review-Contributive URGENT Review Contributive URGENT Apparei HTS needed:	Entry Invoice Acking List Bullder Create Chargeoacks Item Packaging Instructions Freignt Races Excel Import
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- Search by PO or Invoice
- Compare the commercial invoice to the info in TS
- The PO FOB & CI FOB should always be the same

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- Click on the invoice number
- Fill in the URBN Customs Confirm field with today's date. By doing this the AP team will get confirmation and proceed with payment to the vendor. Also, the vendor won't be able to change any details at this point

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Checking information on commercial invoices – OCN Shipments

- Customs Review CI Confirm Date (OCN shipments)
- Search by container tracking number ightarrow Field: Cont/HAWB
- This will pull up all the POs in that container



International Compliance

Assigning HTS code

The main query we use is the 'Product Info by SKU with CA'. It is used to assign HTS codes for the international orders.

DESIGN CENTER PRODUCTION SEARCH Style(s) Party Order(s) Invoice(s) Bill(s) of Lading Container(s) Packing List Entry Summary Entry Invoice	3	Hot Links 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 Quick Search Purchase Order Go Recently Viewed Documents Recently Viewed Documents PO# - EU0000325032 Request No - HQ924664 Request No - HQ1017808 PO# - EU0000346371	ALERTS Vrban Customs Task List Urban Customs Task List Update PO Info - loads Customs Review Customs Review-Cl Confirm Date Customs Review-Cont-HAWB URGENT Apparel HTS needed! URGENT Non-apparel HTS needed! Customs desc. approval req'd HTS by Color-Assignment HTS by Color-Assignment HTS by Color - Assignment HTS Needed 10-2 Canadian and Export Customs Canadian and Export Customs CA HTS-CA# on Style, Not on PO Style and PO HTS Product Info. by SKU with CA Mismatch. PO-Style HTS
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Assigning HTS code

In this query you can search by:

- ✓ Vendor style #
- ✓ Short SKU
- ✓ Style description

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Finding EU orders that need an HTS code

- To find EU orders that need an HTS code you should fill the following fields per highlighted on the image:
 - ✓ Domestic/Import
 - ✓ Vendor ID
 - ✓ US HTS
 - ✓ PO Ship Date

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Once you get the report of all the EU orders missing an HTS code you should:

- Copy the style description from the report into the Style Description field.
- Click on any of the PO #s that come up to be able to get the long SKU.
- Go to the Reports tab and choose PO Report from the drop down. A PDF will pull.
- In the PDF you will a column that says Item number that is the long SKU. With that info you can pull the image

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- Go to the Reports tab and choose PO Report from the drop down. A PDF will pull.
- In the PDF you will see a column that says Item number, that is the long SKU. (the SKU number is used to pull the image you need to classify the item from Scene 7 or MTS)

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- Once you have the image and material contents, you can classify the item.
- From here, you should follow the steps of 'Assigning an HTS code on the style level'.

Pulling the Commercial invoice for Customs clearance

• On the main dashboard go to the Invoices query.



- Look by PO number
- Then click the Invoice number

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Wholesale samples going to Canada

When there's a wholesale order you have to get the material/fiber content info for the commercial invoice.

- Go in to the Tech Spec
- Search by style #

DESIGN CENTER <	Hot Links	ALERTS
ESIGN CENTER DASHBOARD	URBN Vendor Website	
= Dashboard = Material Library	URBN PLM Manual (Tradestone/Bamboo Rose)	Urban Customs Task List
Fit Evaluation Tech Spec	How to Accept a Polario Bister the Coo How to Enter a Customs Description How to Create a Packing List, Carton Labels, and Generate Invoice	Update PO Info - loads Customs Review Customs Review-Cl Confirm Date Customs Review-Cl Confirm Date
	Quick Search	URGENT Apparel HTS needed! URGENT Non-apparel HTS needed!
	Purchase Order Enter value to search Go	Customs desc. approval regrd HTS by Color-Assignment HTS by Color-Maintenance UK HTS by Color-Maintenance UK HTS by Color - Assignment
	Recently Viewed Documents	HTS Needed 10-2
	Request No - HQ936753	Canadian and Export Customs
	Request No - HQ1010546 Request No - HQ1021384 Request No - HQ978982	CA HTS-CA# on Style. Not on PO Style and PO HTS Product info by SKU with CA

- Go to the BOM
- Click on the component field to get the material/fiber content info.



- Copy/paste the material/fiber content info onto the Canada Commercial Invoice template (used to send all truck shipments to Canada) like below, corresponding with the style numbers
- Also note the date of shipment and reference number, HTS (which can be formed from this customs information), COO, number of cartons, quantity, unit, unit value, total value, and weight (that information is found on the original invoice and you can manually put it in, it doesn't need to be pulled from TS).
- This gets sent to broker for clearance

**The wholesale sample show room can give you a template of the invoice to fill out.

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Further details..

HTS by color

- Occasionally different styles will have several colors
- These different colors will have different SKUs (they will be broken up by size and color.... i.e. black small, black medium, black large, orange small, organge medium, orange large, etc.).
- Generally, they will have different fiber contents with different colors as well.... i.e. black, washed green, camelia, lilac will be 100% cotton, while grey will be 90% cotton 10% polyester
- Different colors and their fiber contents will be listed on the style page, like below. HTS by color will be marked "yes".



HTS by color

1. Because they will have different SKUs and the colors/sizes those SKUs correspond with won't be in the query search list, or on the style page, you must go to the PO#.

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2. From the PO# page, click the "PO Report" option under "Reports" on the top right of the screen.

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3. Locate the SKU you have if you are looking to find the co that corresponds, or vice versa.

Vendor Style	Item Number	Color	Size	SKU	
OB933506	8112-21181-0036-001-4000	BLACK	XS	0049628282	
OB933506	8112-21181-0036-001-5000	BLACK	s	0049628290	
OB933506	8112-21181-0036-001-6000	BLACK	M	0049628308	
OB933506	8112-21181-0036-001-7000	BLACK	L	0049628316	
OB933506	8112-21181-0036-001-8000	BLACK	XL.	0049628324	
O8933506	8112-21181-0036-031-4000	WASHED GREEN	XS	0049628381	
OB933506	8112-21181-0036-031-5000	WASHED GREEN	s	0049628399	
OB933506	8112-21181-0036-031-6000	WASHED GREEN	м	0049628407	
OB933506	8112-21181-0036-031-7000	WASHED GREEN	L	0049628415	
OB933506	8112-21181-0036-031-8000	WASHED GREEN	XL.	0049628423	
OB933506	8112-21181-0036-060-4000	CAMELIA	XS	0049628480	

Multiple HTS

- For sets that are sold together. (one style for multiple pieces)
 - ✓ Go to Style page
 - \checkmark More details tab
 - ✓ Multiple HTS
 - ✓ Fill in: HTS & Description (Customs Description). The rest will autopopulate.
- You will have to manually input the Canada HTS for these styles.



Chargebacks

- These are issued by the international compliance team to vendors who fail to comply with URBN's rules and regulations about vendor responsibility. They are essentially a charge that we issue to vendors that will be deducted from our next payment to the vendor
- URBN as an entity issues vendors chargebacks for things like missing COOs, late shipments, or incorrectly labeled cartons, but the international compliance team will issue them for missing or incorrect customs descriptions and missing fiber contents
- Chargebacks are usually issued after a few e-mail warnings are given for not having this information
- Start on the homepage, under "Business Process". It will be called "create chargebacks".



- Vendors will sometimes be missing information for a certain style that was on multiple POs. For example, Vendor 12345 is missing fiber contents on style A, which is on PO678910, PO678911, and PO678912.
- Chargebacks are issued by PO, not by style or SKU. So occasionally, to be nice to a vendor, we will only issue a chargeback on one of the POs. However, if they have been avoiding inputting this information for weeks and have ignored multiple warnings, we will issue chargebacks on all POs that contain that style.
- To correctly issue this chargeback, the whole PO must be added (zeros before PO# are necessary to populate the information) (1)
- Expense code must be added (our team always uses FECD which is "failure to enter customs description". This is the only expense we do chargebacks for) (2)
- If this is the violation that the chargeback is being issued for (FECD), the quantity does NOT need to be changed
- After PO# and expense code are entered, the record must be saved (floppy disc). Saving this will only instruct TS to auto populate the missing data and create claim number.
- NOTES are required! Date must be added along with initials of the issuer, explaining what the chargeback is for. (3)
- If just a warning is required, select "yes" under the warning indicator. (4) If you would like to issue a chargeback, do NOT select yes.
- Choose the GL code from the drop down menu (5), and change the chargeback status to "submitted" and press "save" (6).
 - The chargeback is then initiated.

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Other systems Compliance uses

Entering HTS code, COO, Schedule B - Blue Cherry

- Search the style # in TS Product info by SKU with CA.
- Open Blue Cherry Reference tables Style Master
- Search by style #
- Open Additional info tab
- In this tab you should add COO, HTS, Schedule B

How to pull FP UPS WHSL invoices - Microstrategy

- Get the shipment ID number from the DC WHSL team's email
- Go to Microstrategy Real time data Shared reports International Compliance WSL UPS Master Invoice
- Paste the Shipment ID into the field and hit run report
- Export the results with 'Excel with plain text' format
- It will give you an Excel Spreadsheet that you will fill out and send to the broker in Canada.

Other systems Compliance uses

Pulling UO images to classify a style – Scene 7

- Scene 7 it's an Adobe program where all catalog pictures are uploaded to. This is helpful for Compliance to see an image when classifying.
- You search by the first 13 digits of the long SKU.

Pulling images for Anthro - MTS (Merchandise Tracking System)

- Same as the UO system, you look the images by the 13 first digits of the long SKU.
- Fill up the Selection Criteria are:
 - ✓ *Operator* field should equal to
 - ✓ In the *Results* field you would put the long SKU info
- Click on the *Product info sheet* for details on fiber/material content.

Helpful tips

- To see any changes/updates that have been done to the HTS info & Customs description by our internal team or the vendor → Go to the Style page View Change tracking.
- How to tell if the style has different fabric content per color → Go to the PO page click on the Report tab see if the short SKU information is the same or different per color. If it's different, that means each color has a different fiber/material content so you would need an HTS by color.
- If the Country of Origin is missing \rightarrow Go to the PO page Fill in all the boxes of the PO lines with the correct Country of Origin (COO column).