

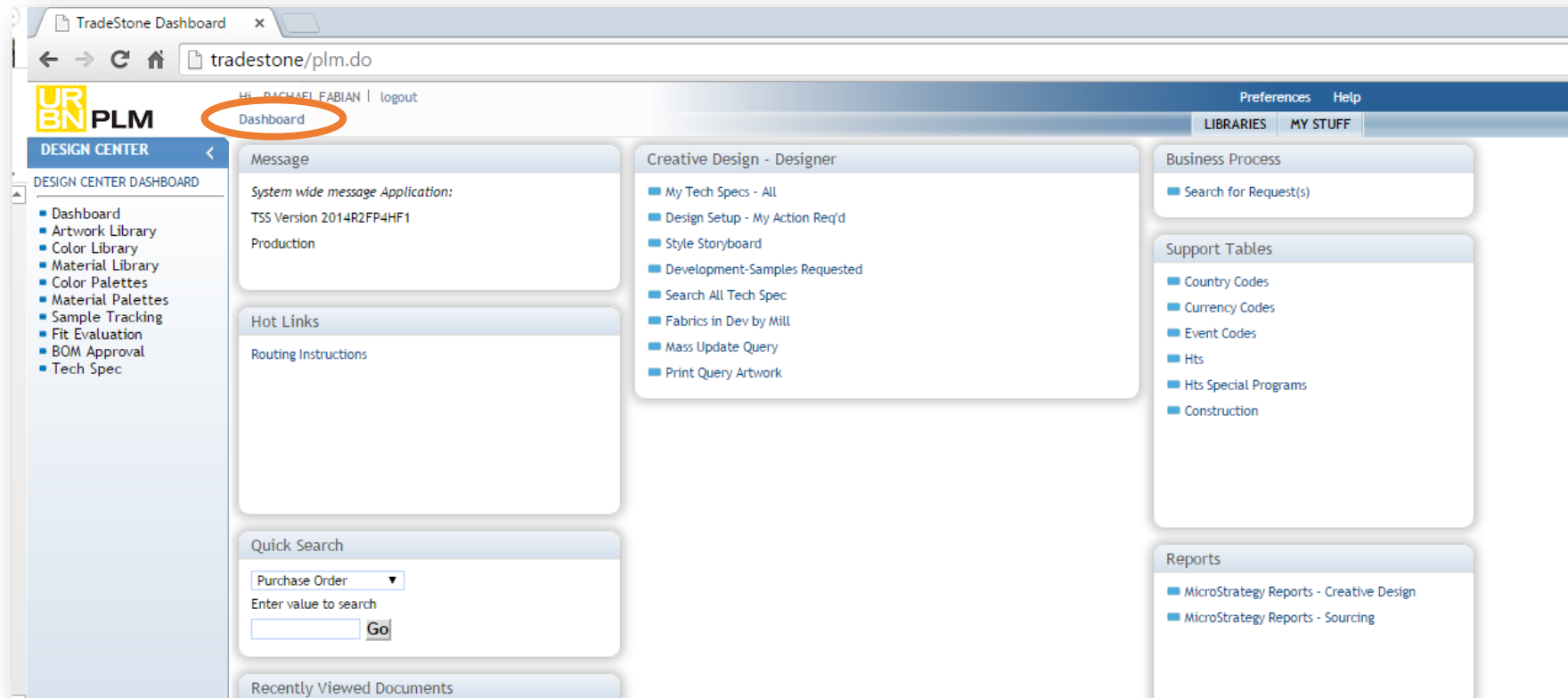
TRADESTONE USER MANUAL

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.

The screenshot displays the PLM system interface. On the left, a sidebar shows the 'SEARCH' menu with 'Style(s)' highlighted. The main content area is divided into several sections: 'Hot Links' with various manual links, 'Quick Search' with a dropdown and search box, 'Recently Viewed Documents' listing request and invoice numbers, 'ALERTS' with a 'Urban Customs Task List' containing items like 'Update PO info - loads' and 'Customs Review', and 'Canadian and Export Customs' with items like 'CA HTS-CA# on Style, Not on PO'. A red arrow points from the 'Style' page header to the search filters. The search filters include 'Vendor Style No', 'Brand', 'US HTS', 'CA HTS', 'PDM L2', 'PDM L3', 'PDM L4', 'PDM L5', and 'Reference No', each with a 'Like' dropdown and an input field. 'Search' and 'Reset' buttons are at the bottom right.

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.

UR EN PLM CHRISTIE VIOLA

Style Record 1 of 76

Clear Message Saved Successfully

Image 1	Image 2	Class	Delivery Flows	Chapter	PDM Hierarchy
		Class: 4112 Class Desc: CUT AND SEW KNITS	Delivery Method, Committed Qty, Cancel Date		PDM L2 PDM L3 PDM L4 PDM L5

Style	Initial Offer	Landing	Number of Colors Pitched	Modify Time and User
Vendor Style No: 71777T Style Description: TINY DECROATED SWEATSHIRT Brand: ANTHROPOLOGIE	Retail Price: 78.50 Target IMU%: 78.50 Estimated Units: [] Price Bucket: [] Size Range: []	HTS Flag: ASSIGNED LDS KNIT SWEATSHIRT 85% COTTON 15% VISCOSE		Reported Reported Ownbrand/Market: 01756 Modified On: 2019-02-19 10:57:55 Modified By: VIOLACT

Contacts	Customs Description	HTS By Color?	US HTS	CA HTS
Designer: PD PD TD Tech Designer Production		No	6110202046	611020012

Landing UK
HTS No: 6110201000 Is Ordered

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Checking information on commercial invoices – Air shipments

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

The screenshot displays the PLM (Product Lifecycle Management) system dashboard. The interface is divided into several sections:

- DESIGN CENTER**: A navigation menu on the left with options like Style(s), Party, Order(s), Invoice(s), Bill(s) of Lading, Container(s), Packing List, Entry Summary, and Entry Invoice.
- Hot Links**: A section containing links such as 'URBN Vendor Website', 'URBN PLM Manual (Tradestone/Bamboo Rose)', and 'How to Accept a PO and Enter the COO'.
- Quick Search**: A search box with a dropdown menu set to 'Purchase Order' and a 'Go' button.
- Recently Viewed Documents**: A list of recent documents including Request Nos. (e.g., HQ666983) and Invoice Nos. (e.g., 1069901).
- ALERTS**: A section titled 'Urban Customs Task List' with a list of tasks. The task 'Customs Review - Cont-HAWB' is highlighted in yellow. Other tasks include 'Update PO info - loads', 'Customs Review', and 'URGENT Apparel HTS needed!'.
- Business Process**: A section with links to 'Trace and Track', 'Entry Summary', 'Entry Invoice', 'Packing List Builder', 'Create Chargebacks', 'Item Packaging Instructions', and 'Freight Rates Excel Import'.
- Support Tables**: A section with links to 'Country Codes', 'Currency Codes', 'Event Codes', 'Hts', 'Hts Special Programs', 'Order Item Cross Ref', and 'Reference S Codes'.
- Canadian and Export Customs**: A section with links to 'CA HTS-CAW on Style, Not on PO', 'Style and PO HTS', 'Product Info by SKU with CA', 'Mismatch- PO-Style HTS', 'Mismatch- PO-Style Cust Desc', 'Duty Drawback Export w PPK SKU', 'Updated Styles Received', 'Updated Styles Received Emily', and 'Auditor Report Vendor Created'.

- Search by PO or Invoice
- Compare the commercial invoice to the info in TS
- The PO FOB & CI FOB should always be the same

The screenshot displays the SAP PLM Design Center search interface. The search view is titled "Customs Review-Cont-HAWB". The search fields section includes:

- Cont/HAWB: Like
- BOL/MAWB: Like
- PO#: Equal to (value: 0001982895)
- Vendor Name: Like
- Style#: Like
- Invoice No: Equal to
- Supplier Invoice No: Like
- Pay Terms: Like
- Finance Status: Like
- URBN Customs Confirm: Equal to
- LC/Wire Number: Like
- Payment Date: Equal to

Buttons for "Clear Fields", "Search", and "Show All" are present. The "Records Per Page" is set to "default".

The search list table shows the following data:

Cont/HAWB	BOL/MAWB	PO#	Vendor Name	Style#	PO FOB	CI FOB	IP-TSS Status
191T533	23534174265	0001982895	TENERS TEKSTIL URUNL...	08235526	15:10	15:10	MATCHES PO

- 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

EN PLM

Commercial Invoice More Details... Change Tracking Reports...

Record 1 of 1

Invoice Header		Parties		AP		Totals		Additional Info	
Invoice No	1067705	Vendor ID	43699	LC No		Invoice Value	80,075.30	BIRGI BIRLESIK GYIM	
Invoice Date	02/14/2019	Vendor Name	TENEKS TEKSTIL URUNLERI	Other Payment Id		Adjust Value	0.00	IMRACATCILARI DIG TICAH	
Supplier Invoice No	TBD-1067705	Agent	004189	Payment Date		Net Invoice Value	80,075.30	AS	
Invoice Type	CI	Global ID	43699	Payment Amount		First Sale Value	0.00	E-S KARYOLU UZER	
Packing List No	101343444	HKS Approval Date		Payment Amt Cur	USD	Currency	USD	BESYOL FLORYA ISMERK	
Pay Terms	LETTER OF CREDIT					Units	5,308	NO E-S SEFAKDI/ISTANE	
Deliver To	GAP					Packs	110	TURKEY	
Brand	ANTHROPOLOGIE					Gross Wgt	285.72	DOCUMENTARY CREDIT	
Dom/Import	IMPORT					UM		NO IC043443HC	

URBN Customs Confirm: 02/21/2019

URBN Customs Crt

Details

Row	PO#	Total Units	# of Cartons	Vendor Style No	Description	Vendor Color	SKU	Invoice Price	Durable Price	Adjust Amount	Adjustment Flag	Adjust/1st Sale Description	HTS#
1	0001892005	292	6	08935828	BALLOON SLEEVE PINTUCK TE	NEUTR MOT	LOOSE	15.10	15.10				8110909090
2	0001892005	220	5	08935828	BALLOON SLEEVE PINTUCK TE	NEUTR MOT	LOOSE	15.10	15.10				8110909090
3	0001892005	116	2	08935828	BALLOON SLEEVE PINTUCK TE	NEUTR MOT	LOOSE	15.10	15.10				8110909090
4	0001892005	36	1	08935828	BALLOON SLEEVE PINTUCK TE	NEUTR MOT	LOOSE	15.10	15.10				8110909090
5	0001892005	158	3	08935828	BALLOON SLEEVE PINTUCK TE	NEUTR MOT	LOOSE	15.10	15.10				8110909090
6	0001892005	1,920	40	08935828	BALLOON SLEEVE PINTUC*PPK	NEUTR MOT	0050769454	15.10	15.10				8110909090
7	0001892005	36	1	08935828	BALLOON SLEEVE PINTUCK TE	NEUTR MOT	LOOSE	15.10	15.10				8110909090

Checking information on commercial invoices – OCN Shipments

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

The screenshot displays the URBEN PLM system interface. On the left, a navigation menu includes 'DESIGN CENTER', 'PRODUCTION', and 'SEARCH'. The 'SEARCH' section is active, showing a search for 'Customs Review-Cl Confirm Date'. A red arrow points from the search results to a table of POs. The table has columns for Cont/HAWB, BL No, ERP PO, Style#, PO FOB, CI FOB, IP-TSS Status, and US HTS. The table contains 10 rows of data, with the first row highlighted in yellow.

Cont/HAWB	BL No	ERP PO	Style#	PO FOB	CI FOB	IP-TSS Status	US HTS
026U793472	APUAPU0107208	000188721	825E1951	9.40	9.40	[MATCHES PO]	4802191800
026U793472	APUAPU0107208	000188722	825E1951	9.40	9.40	[MATCHES PO]	4802191800
026U793472	APUAPU0107208	000188723	825E1951	9.40	9.40	[MATCHES PO]	4802191800
026U793472	APUAPU0107208	000188833	70A2E1816	7.10	7.10	[MATCHES PO]	4802114800
026U793472	APUAPU0107208	000188833	70A2E1816	7.10	7.10	[MATCHES PO]	4802114800
026U793472	APUAPU0107208	000188228	81C8GSP190	2.20	2.20	[MATCHES PO]	630790689
026U793472	APUAPU0107208	000188228	81C8GSP190	2.20	2.20	[MATCHES PO]	630790689
026U793472	APUAPU0107208	00008226	088E241	15.90	15.90	[MATCHES PO]	620444070
026U793472	APUAPU0107208	000182751	17101338 D	114.00	114.00	[MATCHES PO]	5702913000
026U793472	APUAPU0107208	000182751	17101338 BV	2.88	2.88	[MATCHES PO]	5702913000

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.

The screenshot displays the URBAN PLM system interface. On the left is a vertical navigation menu with the following items: DESIGN CENTER, PRODUCTION, SEARCH (highlighted in purple), Style(s), Party, Order(s), Invoice(s), Bill(s) of Lading, Container(s), Packing List, Entry Summary, and Entry Invoice. The main content area is divided into several panels:

- Hot Links:** A list of links including '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 'Invoice'.
- Quick Search:** A search box with a dropdown menu set to 'Purchase Order', a text input field for 'Enter value to search', and a 'Go' button.
- Recently Viewed Documents:** A list of document entries with icons and text: 'INV Invoice No - 1053731', 'PO# - EU0000325032', 'RFQ Request No - HQ924664', 'RFQ Request No - HQ1017808', 'PO# - EU0000346371', 'PO# - EU0000346370', 'INV Invoice No - 1052199', 'RFQ Request No - HQ1002896', 'RFQ Request No - HQ1002987', and 'RFQ Request No - HQ869401'.
- ALERTS:** A section with a red header and a list of alerts under the title 'Urban Customs Task List'. The alerts include: 'Update PO Info - loads', 'Customs Review', 'Customs Review-CI 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-Maintenance', 'UK HTS by Color - Assignment', and 'HTS Needed 10+2'.
- Canadian and Export Customs:** A list of tasks including: 'CA HTS-CA# on Style, Not on PO', 'Style and PO HTS', 'Product info by SKU with CA' (highlighted in yellow), 'Mismatch- PO-Style HTS', 'Mismatch- PO-Style Cust Desc', 'Duty Drawback Export w PPK SKU', 'Updated Styles Received', 'Updated Styles Received Emily', and 'Auditor Report Vendors Created'.

Assigning HTS code

In this query you can search by:

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

The screenshot shows the ORBEN PLM Design Center search interface. The search title is "Product Info by SKU with CA". The search fields are organized into a grid:

Field Name	Operator	Value	Field Name	Operator	Value	Field Name	Operator	Value
Vendor Style No.	Like		IP Class	Like		Short SKU	Like	
Style Description	Like		Commodity	Like	--	US HTS	Like	
CA HTS	Like		Brand	Like	--	ERP PO	Like	
Agent Name	Like		Vendor Name	Like		PO Ship Date (temp)	Equal to	
In House Cancel (temp)	Equal to		Domestic/Import	Like	--	Design Source	Like	--
Agent ID	Like		Vendor ID	Like				

Buttons at the bottom of the search fields include "Clear Fields", "Search", "Show All", and "Records Per Page" (set to "default").

Below the search fields is a "Search List" section with options: "Export to Excel (XLSX Format)", "Export PDF", "Save My View", "Goto Page", "Go", "Fill Up", "Fill Down", and "Fill Selected".

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

URBN PLM

Libraries | My Stuff | CHRISTIE VIOLA

DESIGN CENTER

Search Edit: Product Info by SKU with CA

More Actions... Save

DESIGN CENTER DASHBOARD

- Dashboard
- Material Library
- Fit Evaluation
- Tech Spec

▼ Search Fields

Vendor Style No	Like	IP Class	Like	Short SKU	Like
Style Description	Like	Commodity	Like	US HTS	Equal to null
CA HTS	Like	Brand	Like	ERP PO	Like
Agent Name	Like	Vendor Name	Like	PO Ship Date (temp)	Greater than or equal to
In House Cancel (temp)	Equal to	Domestic/Import	Equal to	Design Source	Like
Agent ID	Like	Vendor ID	Ends with		

Clear Fields Search Show All Records Per Page default

▼ Search List

Export to Excel(XLSX Format) | Export PDF | Save My View | Goto Page Go

Fill Up | Fill Down | Fill Selected

- The report that pulls should look like this:

The screenshot shows an Excel spreadsheet with a data table. The table has the following columns: Vendor, Short SKU, Style Description, US HTS, UK HTS, CA HTS, Customs Description, COD, Brand, PO#, Vendor Name, PO Ship Date (temp), Domestic/Import, Design Source, and Vendor ID. The data rows list various clothing items such as blouses, pants, dresses, and swimwear, along with their respective vendors and product codes.

Vendor	Short SKU	Style Description	US HTS	UK HTS	CA HTS	Customs Description	COD	Brand	PO#	Vendor Name	PO Ship Date (temp)	Domestic/Import	Design Source	Vendor ID
HC-US-1023	0072025422	WX STRAWBERRY ZIP					IN	URBAN EU	EU000035213	RUPY FASHIONS (USD)	02/19/2019	IMPORT	CVNBRAND	63098EU
SHESTHAT	0071961082	VICTORIANA VOILE BLOUSE				LDS WOVEN BLOUSE 100% COTTON	IN	URBAN EU	EU000034318	CMS ASSOCIATES	02/20/2019	IMPORT	MARKET	34480EU
CP4318	0071863070	CO-ORD ECRU PLEATED				LADIES 100% COTTON WOVEN PANTS	CN	URBAN EU	EU000034250	CAMAY GARMENTS FACTORY	02/20/2019	IMPORT	MARKET	85679EU
LE BEBBY	0072000177	LE BEBBY CAM-YELLOW					IN	URBAN EU	EU000035067	ANKHUA EXPORTS PVT LTD	02/20/2019	IMPORT	MARKET	58349EU
717777	0050074525	TINY DEGRADED					CN	ANTHROPOLOGIE	EU000034603	TINY/BURNING TORCH	02/20/2019	IMPORT	MARKET	01756EU
CS4317	0071911085	CO-ORD LUNA TIE BACK				LADIES 100% COTTON WOVEN TOP	CN	URBAN EU	EU000034563	CAMAY GARMENTS FACTORY	02/20/2019	IMPORT	MARKET	85679EU
14138	0071988471	YASMIN LETTUCE FRILL				LADIES KNITTED PANTY 94% POLYAMIDE 6% ELASTANE	TR	URBAN EU	EU000035004	SIMTEKS TEKSTIL	02/20/2019	IMPORT	CVNBRAND	34187EU
17510	0072082001	ELLA CAP SLEEVE BODY				LADIES KNITTED CAP SLEEVE BODY 94% POLYAMIDE 6% ELASTANE	TR	URBAN EU	EU000035005	SIMTEKS TEKSTIL	02/20/2019	IMPORT	CVNBRAND	34187EU
17514	0071988901	SPORTY OPEN BACK BODY				LADIES KNITTED OPEN BACK BODY 93% POLYAMIDE 7% ELASTANE	TR	URBAN EU	EU000035006	SIMTEKS TEKSTIL	02/20/2019	IMPORT	CVNBRAND	34187EU
16527UD	0071991079	UO76 WAVEY PRINT SWIM				UO76 WAVEY PRINT SWIM	TR	URBAN EU	EU000035209	BULLIT TURKEY FOB	02/20/2019	IMPORT	MARKET	56536EU
16530UD	0071991111	UO76 SNAKE PRINT SWIM				UO76 SNAKE PRINT SWIM	TR	URBAN EU	EU000035209	BULLIT TURKEY FOB	02/20/2019	IMPORT	MARKET	56536EU
16781UCBLUE	0071991178	IETS BLUE PANELLED SWIM				IETS BLUE PANELLED SWIM	TR	URBAN EU	EU000035209	BULLIT TURKEY FOB	02/20/2019	IMPORT	MARKET	56536EU
16781UCOPINK	0071991251	IETS PINK PANELLED SWIM				IETS PINK PANELLED SWIM	TR	URBAN EU	EU000035210	BULLIT TURKEY FOB	02/20/2019	IMPORT	MARKET	56536EU
SANTANA	0071993521	SANTANA SHIRRED TANK					IN	URBAN EU	EU000035027	AAROH CREATIONS	02/20/2019	IMPORT	MARKET	65778EU
71629T	0050528116	TINY CARLY FLORAL					CN	ANTHROPOLOGIE	EU000034974	TINY/BURNING TORCH	02/20/2019	IMPORT	MARKET	01756EU
UC989W	0072015845	HIGH APRON KNIT CAMI					URBAN EU	EU000035153	STAR KNITWEAR GROUP LTD	02/20/2019	IMPORT	MARKET	44970EU	
SC7235	0072019540	SHELLY SHELL LTH					IN	URBAN EU	EU000035188	MALIK'S TRADERS	02/20/2019	IMPORT	MARKET	65964EU
IFFLOHPNK TOWEL	0072026057	IF FLORAL PINK TOWEL				100% COTTON MENS KNITTED PRINTED TEE	IN	URBAN EU	EU000035223	CAAPE COD FASHIONS	02/20/2019	IMPORT	MARKET	34782EU
SUFTSTRPT	0072043349	SS SUFT STRIPE TEE BLUE				100% COTTON MENS KNITTED STRIPES TEE	IN	URBAN EU	EU000035376	CAAPE COD FASHIONS	02/20/2019	IMPORT	MARKET	34782EU
SUFTSTRPRGRG	0072043380	SS SUFT STRIPE TEE				100% COTTON MENS KNITTED STRIPES TEE	IN	URBAN EU	EU000035376	CAAPE COD FASHIONS	02/20/2019	IMPORT	MARKET	34782EU
16352UCBELLIE	0072050959	UO76 BLUE STRIPE SWIM					TR	URBAN EU	EU000035393	BULLIT TURKEY FOB	02/20/2019	IMPORT	MARKET	56536EU
URBNWK50871	0071952162	LYLA SWEATER DRESS				LDS KNIT DRESS 88% COTTON 12% NYLON	CN	URBAN EU	EU000034824	WAILAM MAO I EK HONG	02/20/2019	IMPORT	CVNBRAND	81632EU
URBNWK50872	0071906341	DAISY SWEATER TANK				LDS KNIT MINIMAL COVERAGE TOP 88% COTTON 12% NYLON	CN	URBAN EU	EU000034549	WAILAM MAO I EK HONG	02/20/2019	IMPORT	CVNBRAND	81632EU
BABY BRA	0072138407	FRANKII BABY BRALETTE				BIKINI	AU	URBAN EU	EU000035958	FRANKII SWIM	02/20/2019	IMPORT	MARKET	66338EU
OHANA TOP	0072138613	FRANKII OHANA TOP				BIKINI	AU	URBAN EU	EU000035958	FRANKII SWIM	02/20/2019	IMPORT	MARKET	66338EU
TROPEZ	0072138712	FRANKII TROPEZ TRIANGLE				BIKINI	AU	URBAN EU	EU000035958	FRANKII SWIM	02/20/2019	IMPORT	MARKET	66338EU
SALVADOR	0072139082	FRANKII SALVADOR				BIKINI	AU	URBAN EU	EU000035958	FRANKII SWIM	02/20/2019	IMPORT	MARKET	66338EU
BARBADOS	0072139124	FRANKII BARBADOS				BIKINI	AU	URBAN EU	EU000035958	FRANKII SWIM	02/20/2019	IMPORT	MARKET	66338EU
OHANA	0072139207	FRANKII OHANA BOTTOM				BIKINI	AU	URBAN EU	EU000035958	FRANKII SWIM	02/20/2019	IMPORT	MARKET	66338EU
IW-0924-05	0050052239	SLS RUFFLE SLV TEXTURED				WMNS WVN 100% CTN SHIRT	CN	ANTHROPOLOGIE	EU000034509	TROVATA, INC.	02/21/2019	IMPORT	MARKET	22133EU
MARFA	0071985337	RED FLORAL MARFA DR				WOVEN LADIES DRESS 100% VISCOE	IN	URBAN EU	EU000034931	AAROH CREATIONS	02/21/2019	IMPORT	MARKET	65778EU
TIEDYESTRIPEBED	0072000656	TIE DYE STRIPE BEDDING				1/100 COTTON WOVEN PRINTED QUILT COVER SET	TR	URBAN EU	EU000035065	ZORLU DIS TICARET	02/21/2019	IMPORT	MARKET	61243EU
JUNGLELEAVEBED	0072000722	JUNGLE LEAVES BEDDING				1/100 COTTON WOVEN PRINTED QUILT COVER SET	TR	URBAN EU	EU000035065	ZORLU DIS TICARET	02/21/2019	IMPORT	MARKET	61243EU
URB1535-A	0072009640	TOP				1/100 COTTON WOMEN TOP	TR	URBAN EU	EU000035128	KIVANC TEKSTILE	02/21/2019	IMPORT	MARKET	09055EU
DB949766	0050872860	DB SEAMLESS SHORT				LADIES KNITTED PENTI 1/80 MODAL 1/5 POLYAMIDE 8/5 ELASTANE	TR	ANTHROPOLOGIE	EU000035349	SIMTEKS TEKSTIL	02/21/2019	IMPORT	CVNBRAND	34187EU
RN14091521	0072039100	SHELL RING				100% ZINC ALLOY	CN	URBAN EU	EU000035306	ACCESSOIRE'S HOUSE NY	02/21/2019	IMPORT	MARKET	23047EU
KCE-196462R	0071795215	HAMMERED DISC					CN	URBAN EU	EU000033758	KCPAUL QINGDAO CO LTD	02/22/2019	IMPORT	MARKET	38793EU

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

URBAN PLM CHRISTIE VIOLA

Search Edit - Product Info by SKU with CA

Search Fields

Vendor Style No: Like
Commodity: Like
ERP PO: Like
In House Cancel (temp): Equal to
Vendor ID: Like

IP Class: Like
US HTS: Like
Agent Name: Like
Domestic/Import: Like

Short SKU: Like
CA HTS: Like
Vendor Name: Like
Design Source: Like

Style Description: Like **WX STRAWBERRY ZIP POUCH**

Brand: Like
PO Ship Date (temp): Equal to
Agent ID: Like

Search List

Vendor Style ...	IP Class	Short SKU	Style Descript...	Commodity	HTS By Color?	US HTS	UK HTS	CA HTS
HCVS-1023	0154	0072025422	WX STRAWBERRY ZIP POUCH		No			
HCVS-1023	0154	0072025422	WX STRAWBERRY ZIP POUCH		No			

URBAN PLM CHRISTIE VIOLA

Search Edit - Product Info by SKU with CA

Search Fields

Vendor Style No: Like
Commodity: Like
ERP PO: Like
In House Cancel (temp): Equal to
Vendor ID: Like

IP Class: Like
US HTS: Like
Agent Name: Like
Domestic/Import: Like

Short SKU: Like
CA HTS: Like
Vendor Name: Like
Design Source: Like

Style Description: Like **WX STRAWBERRY ZIP POUCH**

Brand: Like
PO Ship Date (temp): Equal to
Agent ID: Like

Search List

stoms Des...	HTS Flag	COO	Brand	SELLING_CHA...	PO#	ERP PO	Agent Name	Vendor Name	P
	--	IN	URBAN EU	DIRECT	EU0000352132	EU0000352132	HOME CONCEPTS	RUPY FASHIONS (USD)	0.
	--	IN	URBAN EU	DIRECT	EU0000352132	EU0000352132	HOME CONCEPTS	RUPY FASHIONS (USD)	0.

- 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)

The screenshot displays the URBAN PLM system interface. At the top, the user is identified as CHRISTIE VIOLA. The main area shows a Purchase Order for PO# EU0000352132. A dropdown menu is open, showing 'Reports...' as the selected option. A red arrow points from this dropdown to a browser window titled 'report - Google Chrome'. The browser window shows a PDF report for URBAN OUTFITTERS, PO #: EU0000352132. The report includes a table with columns: Row No, Pack Type, Vendor Style, Item Number, Color, Size, SKU, Qty, Qty UM, Pack Qty, Total Units, Unit Retail, and Unit Cost. A red arrow points from the text 'Long SKU info' to the 'Item Number' column in this table. Below the table, there is an 'Important' section with a warning about copyright and a 'PO Comments' section.

Row No	Pack Type	Vendor Style	Item Number	Color	Size	SKU	Qty	Qty UM	Pack Qty	Total Units	Unit Retail	Unit Cost
1	LD01	HC-VS-1023	5154-63098-0001-060-0000	RED/ROUGE	ALL	0972029422	100	EA	1	100	20.00	5.70
Totals:											100	579.00

- 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.

The screenshot displays the URBAN PLM main dashboard. At the top left is the logo 'URBAN PLM' and the user name 'CHRISTIE VIOLA'. The dashboard is organized into several sections:

- DESIGN CENTER**: Includes a navigation menu on the left with options like PRODUCTION, SEARCH, Style(s), Party, Order(s), Invoices (highlighted), Bill(s) of Lading, Container(s), Packing List, Entry Summary, and Entry Invoice. Below this is an ADMIN section.
- Hot Links**: A list of quick links including 'URBN Vendor Website', 'URBN PLM Manual (Tradestone/Bamboo Rose)', and instructions on how to accept a PO, enter a COO, describe customs, and create packing lists.
- Quick Search**: A search box with a dropdown menu set to 'Purchase Order' and a 'Go' button.
- Recently Viewed Documents**: A list of recent documents with icons for RFP, PO, and INV, including document numbers and titles.
- Favorites**: A list of favorite documents, such as 'Invoice No - 447304' and 'Invoice No - 422693'.
- Reports**: A section for 'MicroStrategy Reports - Sourcing'.
- ALERTS**: A section for 'Urban Customs Task List' containing a list of tasks like 'Update PO info - loads', 'Customs Review', and 'URGEN HTS needed!'.
- Canadian and Export Customs**: A list of tasks related to Canadian and export customs, such as 'CA HTS-CA# on Style, Not on PO' and 'Product info by SKU with CA'.
- FTZ Data Mgmt**: A list of tasks for Free Trade Zone data management, including 'URGENT - COO on Inv' and 'URGENT - HTS on First Sale Inv'.
- Business Process**: A list of process steps like 'Trace and Track', 'Entry Summary', and 'Entry Invoice'.
- Support Tables**: A list of support tables including 'Country Codes', 'Currency Codes', 'Event Codes', 'HTS', 'HTS Special Programs', 'Order Item Cross Ref', and 'Reference S Codes'.

- Look by PO number
- Then click the Invoice number

The screenshot shows the URBAN PLM search interface. At the top left is the URBAN PLM logo. On the right, the user name 'CHRISTIE VIOLA' is displayed. Below the header, there are navigation icons and a 'Goto Page' field with a 'Go' button. The main search area is titled 'Search: Invoice' and contains several filter fields: Invoice No, Supplier Invoice No, Packing List No, PO#, Vendor ID, Vendor Name, Agent, Invoice Type, SI Type, and Status. Each field has a 'Like' dropdown menu. Below the search fields are 'Search' and 'Reset' buttons. At the bottom, a table displays search results with columns: Select, Invoice No, Supplier Invoice No, Packing List No, PO#, Vendor ID, Vendor Name, Agent, Invoice Type, SI Type, and Status. One row is highlighted with a yellow background, showing Invoice No 1065977, Supplier Invoice No DW347453, Packing List No 101341314, PO# EU0000347453, Vendor ID 45065EU, Vendor Name QINGDAO SHINE JEWELRY CO., Agent CI, Invoice Type CI, SI Type, and Status WORK.

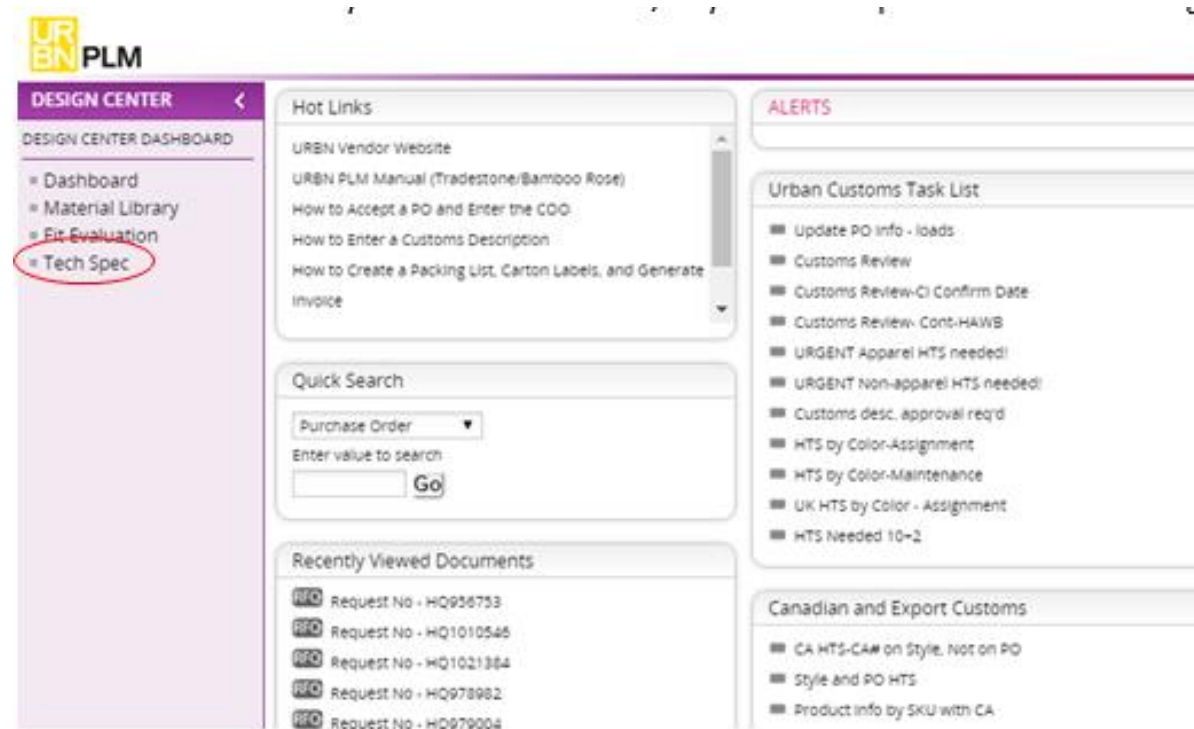
- You will see the commercial invoice summary
- Go to the *Reports* tab and click on *Commercial invoice* to pull the invoice in PDF format.

The screenshot shows the URBAN PLM Commercial Invoice summary page. At the top left is the URBAN PLM logo. On the right, the user name 'CHRISTIE VIOLA' is displayed. Below the header, there are navigation icons and a 'More Details...' dropdown menu. The main content area is titled 'Commercial Invoice' and shows 'Record 1 of 1'. The invoice details are displayed in a table with columns: Invoice Header, Parties, AP, Totals, and Additional Info. The invoice number is 1065977, and the vendor is QINGDAO SHINE JEWELRY CO. Below the summary, there is a 'Details' table with columns: Row, PO#, Total Units, # of Cartons, Vendor Style No, Description, Vendor Color, and SKU. A row is highlighted with a yellow background, showing PO# EU0000347453, Total Units 200, # of Cartons 1, Vendor Style No Sj-2-803334-6, and Description CHERUB STATEMENT DROP. To the right, a browser window titled 'report - Google Chrome' displays a PDF report of the commercial invoice. The report includes the following information: Seller: QINGDAO SHINE JEWELRY CO., Remit To: SHINE JEWELLERY COMPANY, Final Consignee: URBAN UK Ltd, Bill To: URBAN UK LTD, Date: 02/11/2019, Invoice Value: 260.00, Adjust Value: 0.00, Net Invoice Value: 260.00, First Sale Value: 0.00, Currency: USD, Units: 200, Packs: 1, Gross Wgt: 7.80, and U.M. The report also includes a table with columns: PO#, Total Units, # of Cartons, Vendor Style No, Customs Description of Goods, COO, Comm Code, Unit Price, Currency, and Total. The total value is 260.00 USD. Below the table, the 'Actual Manufacturer' information is provided: QINGDAO SHINE JEWELRY CO., LTD, ADD:2ND FLOOR, BUILDING #92-101, SHANHE ROAD NO.752, CHENGYANG DISTRICT, QINGDAO, CHINA, 266108, EMAIL: SHINE@SHINE-JEWELRY.COM, TEL: 86-532-87783738.

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 #



The screenshot displays the URBAN PLM Design Center interface. On the left, a purple sidebar contains the 'DESIGN CENTER DASHBOARD' with a list of navigation items: Dashboard, Material Library, Fit Evaluation, and Tech Spec. The 'Tech Spec' item is circled in red. The main content area is divided into several sections: 'Hot Links' with links to the URBN Vendor Website, URBN PLM Manual, and various guides; 'Quick Search' with a dropdown menu set to 'Purchase Order' and a search input field; 'Recently Viewed Documents' listing five RFD request numbers; 'ALERTS' (currently empty); 'Urban Customs Task List' with a list of tasks including 'Update PO info - loads', 'Customs Review', and 'URGENCY Apparel HTS needed!'; and 'Canadian and Export Customs' with tasks like 'CA HTS-CAW on Style, Not on PO'.

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

The screenshot shows the 'Bill of Material' (BOM) interface in the Design Center. The main title is 'Tech Spec: 08944286 - CLIMB HIGH FLEECE'. The 'BOM' tab is selected in the top navigation bar. A line drawing of a hoodie is shown on the left. The 'Parent Information' section includes fields for Vendor Style No (08944286), Page Name (BOM), Agent/Vendor (COODY INTERNATIONAL), Status (a dropdown menu), Quality Status (APPROVED), and Color Status (PENDING). Below this is a table of materials. The first row is highlighted, with a red circle around the 'Component' field. The table has columns: Sort, Component, Description, Comments, Type, Position, Qty, UM, and GREY HEATHER. The selected row shows 'M20001' as the component and 'CLIMB HIGH FLEECE' as the description. Below the table is a large green 'X' icon. At the bottom, there are two sections: 'Material Information' and 'Composition'. The 'Material Information' section has fields for Material Category (APPAREL), Material Type (KNIT), and Mill Ref No. The 'Composition' section has a table with columns: Fiber Content, Fiber %, Type, Yarn Spinning Method, and Yarn Size. The 'Fiber Content' dropdown is set to 'POLYESTER' and is circled in red. The 'Fiber %' is 100.

DESIGN CENTER

Tech Spec: 08944286 - CLIMB HIGH FLEECE

Overview Design Intent Constructions Instructions POM BOM Samples Testing Events

Bill of Material

Color BOM | Status | View Style

Parent Information

Vendor Style No: 08944286 Page Name: BOM

Agent/Vendor: COODY INTERNATIONAL Status: --Select--

Quality Status: APPROVED Color Status: PENDING

Legit Image

MATERIALS (Items)

Sort	Component	Description	Comments	Type	Position	Qty	UM	GREY HEATHER
	M20001	CLIMB HIGH FLEECE						GREY HEATHER

View Excel Document (M20001_MTR1700162 Polar Fleece 300GSM_UB81_ZD6_6.28.13.xls)

Material Information

Material Category: APPAREL

Material Type: KNIT

Mill Ref No: 000000000

Composition

Fiber Content	Fiber %	Type	Yarn Spinning Method	Yarn Size
POLYESTER	100		--Select--	
--Select--			--Select--	

- 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.

STYLE	FULL DESCRIPTION OF GOODS	HTS	COO	CTNS	QTY	UNIT	UNIT VALUE	TOTAL VALUE	WEIGHT
0895506	LDS BOOT, LEATHER UPPER, LEATHER SOLE, COVERS ANKLE	6403519000	CN	1	1	PCS	\$20.00	\$20.00	0.030
0895506	LDS BOOT, LEATHER UPPER, LEATHER SOLE, COVERS ANKLE	6403519000	CN	1	1	PCS	\$20.00	\$20.00	0.030
0895506	LDS BOOT, LEATHER UPPER, LEATHER SOLE, COVERS ANKLE	6403519000	CN	1	1	PCS	\$20.00	\$20.00	0.030
0895506	LDS BOOT, LEATHER UPPER, LEATHER SOLE, COVERS ANKLE	6403519000	CN	1	1	PCS	\$20.00	\$20.00	0.030
0895506	LDS BOOT, LEATHER UPPER, LEATHER SOLE, COVERS ANKLE	6403519000	CN	1	1	PCS	\$20.00	\$20.00	0.030
0895476	LDS MULE, LEATHER UPPER, RUBBER SOLE, DOES NOT COVER ANKLE	6403993000	BD	1	1	PCS	\$20.00	\$20.00	0.030
08951323	LDS HEEL, LEATHER UPPER, RUBBER SOLE, DOES NOT COVER ANKLE	6403993000	BD	1	1	PCS	\$20.00	\$20.00	0.030
08951323	LDS HEEL, LEATHER UPPER, RUBBER SOLE, DOES NOT COVER ANKLE	6403993000	BD	1	1	PCS	\$20.00	\$20.00	0.030
08951323	LDS HEEL, LEATHER UPPER, RUBBER SOLE, DOES NOT COVER ANKLE	6403993000	BD	1	1	PCS	\$20.00	\$20.00	0.030
08954523	LDS BOOT, LEATHER UPPER, RUBBER SOLE, COVERS ANKLE	6403910002	NI	1	1	PCS	\$20.00	\$20.00	0.030
08954523	LDS BOOT, LEATHER UPPER, RUBBER SOLE, COVERS ANKLE	6403910002	NI	1	1	PCS	\$20.00	\$20.00	0.030
08954523	LDS BOOT, LEATHER UPPER, RUBBER SOLE, COVERS ANKLE	6403910002	NI	1	1	PCS	\$20.00	\$20.00	0.030
08954523	LDS BOOT, LEATHER UPPER, RUBBER SOLE, COVERS ANKLE	6403910002	NI	1	1	PCS	\$20.00	\$20.00	0.030
0895553	LDS HEEL, LEATHER UPPER, RUBBER SOLE, DOES NOT COVER ANKLE	6403993000	ID	1	1	PCS	\$20.00	\$20.00	0.030
0895553	LDS HEEL, LEATHER UPPER, RUBBER SOLE, DOES NOT COVER ANKLE	6403993000	ID	1	1	PCS	\$20.00	\$20.00	0.030
0895553	LDS HEEL, LEATHER UPPER, RUBBER SOLE, DOES NOT COVER ANKLE	6403993000	ID	1	1	PCS	\$20.00	\$20.00	0.030

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, orange 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”.

The screenshot displays a product style page for a tunic. The page is divided into several sections:

- Image 1** and **Image 2**: Two line drawings of the tunic, one showing the side profile and the other showing the front view.
- Class**: B112, Class Desc: FP KNIT TOPS, Sub-Class: 02, UK Class Desc.
- Landing**: HTS Flag is set to ASSIGNED. A dropdown menu is open, showing two options: "BLACK, WASHED GREEN, CAMELIA, LILAC BLOOM: 100% COTTON" and "HEATHER GREY: 90% COTTON 10% POLYESTER". The first option is circled in red.
- HTS By Color?**: A dropdown menu is set to "Yes", which is also circled in red.
- US HTS**: A search field with a magnifying glass icon.
- CA HTS**: A search field with a magnifying glass icon.
- Freight Factor**: 0.317.
- NonMkt Div**: A search field.
- SPUGP**: A search field.
- XX to Wave**: A search field.
- PSW**: A search field.
- FDA Code**: A search field.
- is US Ordered**: A dropdown menu.
- Landing UK**: HTS No: 8110201000, with a search field and "is Ordered" checkbox.

Style section:

Vendor Style No	OB933506
Style Description	BE FREE TUNIC
Brand	FREE PEOPLE
Sub Brand	
Season	11/20/2018
Ship Month	
Delivery	11/15/2018
Development Stage	ADOPTION
Order Type	CHASE
Product Type	CUT AND SEW
Attribute 1	
Wholesale Style?	NO
Catalog Style?	NO
Reference No	RETAIL
Request No	HQ933506

Initial Offer section:

Retail Price	
Target FOB	
Target (A)UK	76.50
Estimated Units	
Price Bucket	
Size Range	

Contacts section:

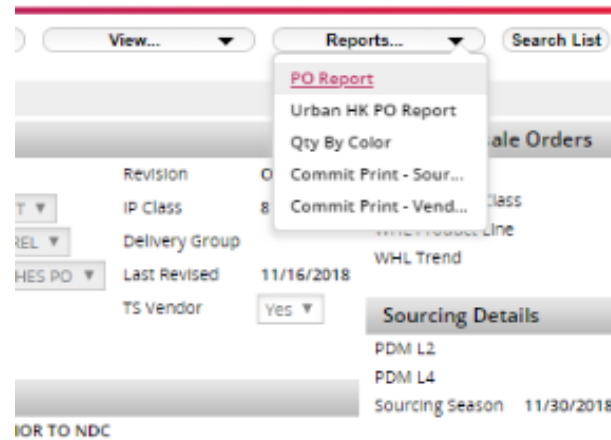
Designer	LINGSEY WINKLER
PD	NIKALA KOPRIVA
PD TD	
Tech Designer	SAM THLANG
Production	DANIELA TOURY

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#.

SELLING_CHA...	PO#	ERP PO	Age
DIRECT	0002021608	0002021608	
DIRECT	0002021607	0002021607	
DIRECT	0002021608	0002021608	
DIRECT	0002021607	0002021607	
DIRECT	0002021608	0002021608	
DIRECT	0002021607	0002021607	
DIRECT	0002021608	0002021608	
DIRECT	0002021607	0002021607	
DIRECT	0002021608	0002021608	
DIRECT	0002021607	0002021607	
DIRECT	0002021608	0002021608	

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



3. Locate the SKU you have if you are looking to find the color 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
OB933506	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	M	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
 - ✓ 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.

The screenshot shows the PLM software interface for a style page. The top navigation bar includes the PLM logo and a 'More Details' dropdown menu with options: Attachment, Bill of Material, Costing Detail, Quality, **Multiple HTS** (circled in red), Notes, and Sell Channel. The main content area displays two images of a dress, class information (CLASS: 8142, CLASS DISC: FP BEACH, SUB-CLASS: 82, UK CLASS: UK CLASS, UK CLASS Desc: UK CLASS Desc), a 'Landing' section with 'HTS Flag' set to 'ASSIGNED', and a 'Customs Description' box containing: 'LDS KNIT MINIMAL COVERAGE TOP 100% COTTON AND SKIRT OF 95% COTTON 5% SPANDEX' and '(CANADA HTS: TOP: 8114200000, SKIRT: 8104820000)'. Below this is 'Parent Information' with 'Request No: HQ936574' and 'Target Qty:'. The 'Multiple HTS' table is shown below, with a red arrow pointing to it from the 'Multiple HTS' menu item.

Sequence	Multiplier	Product No	HTS No.	Percent	Description	Weight %	Clock/Watch Utensil Set	Modify User	Modify Date
1.00	1.00	08936574	8114200010	29.93	LDS KNIT MINIMAL COVERAGE			RYANKE	2019-01-10 16:43:55
2.00	1.00	08936574	8104820010	70.07	LDS KNIT SKIRT 95% COTTON			RYANKE	2019-01-10 16:43:55

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".

The screenshot displays the URBN PLM system interface. At the top left is the logo 'URBN PLM'. Below it, there are three main sections: 'Hot Links', 'ALERTS', and 'Business Process'. The 'Hot Links' section contains several links related to vendor websites, manuals, and customs procedures. The 'ALERTS' section is currently empty. The 'Business Process' section contains a list of menu items: 'Trace and Track', 'Entry Summary', 'Entry Invoice', 'Packing List Builder', 'Create Chargebacks', 'Item Packaging Instructions', and 'Weight Based Excel Import'. The 'Create Chargebacks' item is circled in red. Below the 'Business Process' section, there is a 'Quick Search' field.

- 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.

Service Invoice - Vendor Action Form

Vendor Chargeback Form

Claim No. [6] Warning indicator [4] Total Chargeback Amount
 Status: NEW [6] Buying/Prod Status Total Units
 Agent Agent Desc
 Vendor Vendor Desc
 Create Date Pay Terms
 GL Code [5] LABOR - GFC - URBAN [5] DC Location
 Modify User Modify Date
 Chargeback Indicator: CHGBK Allow Delete [4]

Notes [3]
 2/19 BS: VENDOR HAS FAILED TO ENTER CUSTOMS DESCRIPTION AND FIBER CONTENTS AFTER 3 WARNINGS

Expense Code	Description	Order No	FOB	Qty	Violation Price	Man Hours
[2] FECD		[1] 0000783339		1		
				1		
				1		
				1		
				1		
				1		
				1		
				1		
				1		
				1		
				1		

Detail

NO IMAGE ATTACHED

Click to Add Attachment

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 → Go to the PO page – Fill in all the boxes of the PO lines with the correct Country of Origin (COO column).