

Submitting incoming inventory to URBN

URBN uses incoming inventory data to allow their suppliers to communicate inventory that is not yet ready to ship from their shipping facilities. URBN customers are able to place pre-orders on the website, which URBN then holds in the Rithum platform until the supplier moves the incoming units to on-hand after units become available to ship. Incoming inventory units entered into the Rithum platform must be promised to URBN, with an accurate expected availability date.

Here are URBN’s expectations for submitting incoming inventory:

- Incoming inventory must only be added to items that ship via UPS.
- Do not add incoming inventory to a style unless requested by your buyers.
- Backorders for incoming inventory will not be visible to suppliers until the inventory is moved to available on-hand. For this reason, it is crucial to guarantee these units are reserved for URBN and will be available on the expected in-stock date you communicated.

Updating incoming inventory

You can update incoming inventory via the Rithum web application, flat file, or EDI.

Using the Rithum web application

Step 1: Click the navigation menu and select **Workflows > Inventory**.

Step 2: A list of all your SKUs is displayed on the page. Click the SKU link to see the SKU's details.

Step 3: At the top of the item details page, click **Edit Inventory**.

Step 4: In the **Warehouse Inventory** tab of the **Manage Inventory** window, adjust the quantity of **Incoming Inventory** and use the calendar to select an estimated availability date.

Step 5: When complete, click **Save Changes**.

Using flat files or EDI

If you're updating inventory via CSV flat file, use the URBN-specific *Inventory Upload Template* found on the [URBN Documentation](#) article in Rithum Support.

If you're updating inventory via EDI, refer to the [EDI for suppliers](#) article in Rithum Support for more information.

Here are the fields that you should use for updating your incoming inventory information, depending on the number of warehouses you ship from.

CSV	EDI	Data Type	Description	Example
Single Warehouse				
quantity_on_order	REF03	Integer	The quantity that has been ordered and is expected to be received in the future. To determine how much stock is available after the next shipment arrives (estimated_availability_date), add quantity_on_order to quantity_available.	12
estimated_availability_date	DTM02	Date-Time	The date the SKU will be in stock. This is an estimation only. This field is only filled if quantity_available is less than or equal to 0. This is the date that the shipment of quantity_on_order products come in.	2019-02-24T19:43:56+07:00
Multiple Warehouses - Required for each warehouse location with incoming inventory				
warehouse_code_x (where x can be 1-99)	LS*REF	String	The specific warehouse that is expected to receive the incoming inventory.	ABC
warehouse_quantity_on_order_x (where x can be 1-99)	REF*ZZ*warehouse_quantity_on_order_x (where x can be 1-99)	Integer	The quantity that has been ordered and is expected to be received in the future for this warehouse.	54
warehouse_estimated_availability_date_x (where x can be 1-99)	REF*ZZ*warehouse_estimated_availability_date_x (where x can be 1-99)	Date-Time	The date the SKU will be in stock at this specific warehouse. This is the date that the quantity from warehouse_quantity_on_order_1 comes into the warehouse.	2019-02-28T19:43:56+07:00

Removing past dates

When the inventory is made available, URBN expects you to clear or update the incoming inventory quantity and date. Once there are on-hand units, orders can be allocated and dropped to the supplier in the Rithum platform.

If you're updating inventory via CSV flat file, use the URBN-specific *Inventory Upload Template* found on the [URBN Documentation](#) article in Rithum Support.

Here are the fields that you should use to remove incoming inventory quantities and dates, depending on the number of warehouses you ship from. When you re-upload your SKUs, the unwanted values will no longer appear.

CSV	EDI	Data Type	Action	Example
Single Warehouse				
quantity_on_order	REF03	Integer	Adjust the quantity since the quantities are now on-hand.	0
estimated_availability_date	DTM02	Date-Time	Adjust the date, as quantities are now on-hand.	null
Multiple Warehouses				
warehouse_code_x (where x can be 1-99)	LS*REF	String	Leave the retailer warehouse house as is. This is a value specified by a retailer on warehouses that already exist in the platform for suppliers to which they have access.	ABC
warehouse_quantity_on_order_x (where x can be 1-99)	REF*ZZ*warehouse_quantity_on_order_x (where x can be 1-99)	Integer	Adjust the quantity since the quantities are now on-hand.	0
warehouse_estimated_availability_date_x (where x can be 1-99)	REF*ZZ*warehouse_estimated_availability_date_x (where x can be 1-99)	Date-Time	Adjust the date, as quantities are now on-hand.	null

Questions

For any questions on using the Rithum platform, contact the Rithum Software Support team. Visit their [website](#) to get in touch with a representative.