

NOVEMBER 2021

**r-trac**  
**ONLINE ORDERING**  
**MANUAL**



*identify with us!*®





Welcome to the online ordering portal of Levi's care labels and RFID & non-RFID paper sundries.

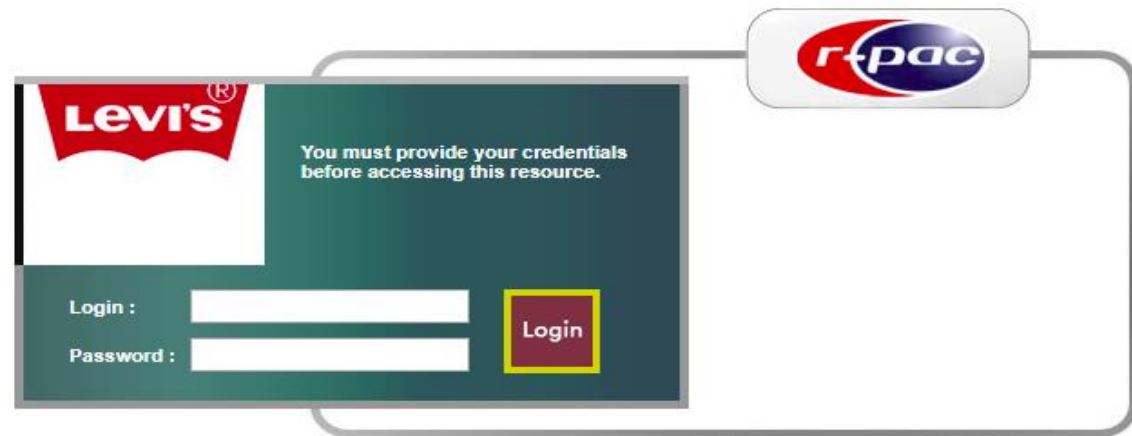


In order to obtain credentials for the r-trac site, you must first provide the following documents to your r-pac customer service representative:

- Your Vendor ID
- Completed Credit Application
- Business Registration (if ordering in HK/Asia)
- Email(s) for credentials, order notifications and invoices

After receiving your **User Name** and **Password**, you can enter the details on the home screen and click on **Login**.

<http://levisrfid.r-pac.com.hk>





After gaining entry to r-trac, you will find the **Main Page**.  
Click on the appropriate ordering portal to begin your order by Market.

**r-pac International Corp.** Welcome : Test Vendor | [Home](#) [Logout](#)

Main Manage Ship Info Help

Main > Function Tab

 <b>Service Bureau Ordering for LSA Market</b> Order Labels For Garments Going To LSA Market.	 <b>Service Bureau Ordering for AMA Market</b> Order Labels For Garments Going To AMA Market.	 <b>Service Bureau Ordering for LSE Market</b> Order Labels For Garments Going To LSE Market.	 <b>Service Bureau Ordering for LSC Market</b> Order Labels For Garments Going To LSC Market.	 <b>Service Bureau Ordering for LIN Market</b> Order Labels For Garments Going To LIN Market.	 <b>Service Bureau Ordering for LSMX Market</b> Order Labels For Garments Going To LSMX Market.
 <b>LSA Manual Ordering Screen</b> Order Labels From LSA Import Manual.	 <b>LSE Manual Ordering Screen</b> Order Labels From LSE Import Manual.	 <b>LFA RFID Manual Ordering Screen (Levi's Footwear &amp; Accessories S.A)</b> LEVI'S FOOTWEAR & ACCESSORIES S.A	 <b>Check Order Screen</b> Click here check Levi's Order.	 <b>Order Catalog Items</b> Order Catalog Items	 <b>Order Care Label</b> Order Care Label



# SERVICE BUREAU ORDERING FOR ALL MARKETS

## STEP 1

- Click on a PO Number to begin.

r-pac International Corp. Welcome : Test Vendor | [Home](#) [Logout](#)

Main Manage Ship Info Help

Return Job Results

Main > Service Bureau Ordering for LSA Market

Contract PO#

Product Code

UPC

PO Ordered

Incomplete POs

Search

▼ Search Item Result

Contract No *	Product Code	Vendor Code	UPC	Po Plant	NBR	Size	Ticket Type	MSRP	Season	YR	QTY	PO Ordered	PO Received/Updated Date
<a href="#">3000004100</a>	29507-0315	1614	192531735480	2006	01	29 32	100	\$69.50	193	2019	1	No	9/20/2019 5:18:03 PM
			192531735572			30 32		2					
			192531735657			31 32		5					
			192531539897			32 32		1					
			192531735848			33 34		8					
			192531735923		34 34	\$69.50				1			
<a href="#">4100013150</a>	00557-0028	4002		2008					083	2008		No	2/26/2020 5:10:04 PM
<a href="#">4100065320</a>	62223-0069	3449		2007					101	2010		No	2/26/2020 5:10:05 PM
<a href="#">4100186487</a>	88508-0075	4102	887035655993		01	28 30	100	\$69.50			185	No	7/9/2013 6:28:40 PM
			887035655609			28 32		70					
			887035655616			29 30		305					
			887035655623			29 32		175					
			887035655630			30 30		385					
			887035655647			30 32		330					
			887035655654			31 30		75					
			887035655661			31 32		50					
			887035655678			32 29		65					
			887035655685			32 30		525					
			887035655692			32 32		485					
			887035655708			32 34		200					
			887035655715			33 30		255					
			887035655722			33 32		230					
			887035655746			34 29		60					
			887035655753			34 30		345					
			887035655760			34 32		355					
			887035655777			34 34		185					
887035655784	36 29	50											
887035655791	36 30	335											
887035655807	36 32	285											
887035655814	36 34	35											
887035655821	38 30	255											
887035655838	38 32	175											
<a href="#">4100193496</a>	08513-0246	3460	194328307139		01	29 30	529	\$64.00			70	No	6/3/2013 11:17:20 AM
			194328307146			29 32		70					
			194328307153			30 30		430					
			194328307160			30 32		240					
			194328307177			31 30		490					
			194328307184			31 32		300					
			194328307191			32 30		850					
			194328307207			32 32		590					
			194328307214			32 34		250					
			194328307221			33 30		720					
			194328307238			33 32		480					
			194328307245			33 34		130					
			194328307252			34 30		930					
			194328307269			34 32		900					
			194328307276			34 34		340					
			194328307313			36 30		900					
			194328307320			36 32		700					
			194328307337			36 34		300					
194328307344	38 30	530											
194328307351	38 32	460											

**PRO TIP 1:**  
All active POs associated with your Vendor ID will automatically appear here, but if they do not, you can search using any of the Search Conditions.

**PRO TIP 2:**  
LSA POs are 10 digits and usually start with 41XX.  
AMA POs are 10 digits and usually start with 45XX.  
LSE POs are 10 digits and usually start with 10XX.  
LSC POs are 6 digits long and can start with any number.



## STEP 2

- Enter your Vendor PO (*this can be your internal #*).
- Choose your Overage.
- Choose your Product Category to reveal more drop down menus.
- Choose all items you wish to order (*note that additional drop downs may appear for you to fill out*).
- Click on each line item you wish to order.
- Click on "Add to Cart".
- Click "OK" on the pop-up message.

QTY	Purchase order number	Vendor number	Purchase order date	Plant Number	Product Code	Season code	Season year	Item Code	Size (IN)	Size (CM)	Company Code	Company Description	Region
13	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	24	32			LSE
79	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	25	32			LSE
102	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	26	32			LSE
18	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	26	34			LSE
117	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	27	32			LSE
19	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	27	34			LSE
103	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	28	32			LSE
31	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	28	34			LSE
55	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	29	32			LSE
27	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	29	34			LSE
46	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	30	32			LSE
29	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	30	34			LSE
10	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	31	32			LSE
16	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	31	34			LSE
12	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	32	32			LSE
10	1000137182	3496	20150330	5002	15436-0033	161	2016	S49936	32	34			LSE

**PRO TIP 1:**  
To add all line items, click on the top box.

**PRO TIP 2:**  
Use the "Special Program Misc" field to enter your COSTCO or GANNI Item #s.

**PRO TIP 3:**  
Different fields may appear for different markets.



# SERVICE BUREAU ORDERING FOR ALL MARKETS

## STEP 3

- Continue shopping or check out by clicking on “(market) orders shopping cart(X)”.

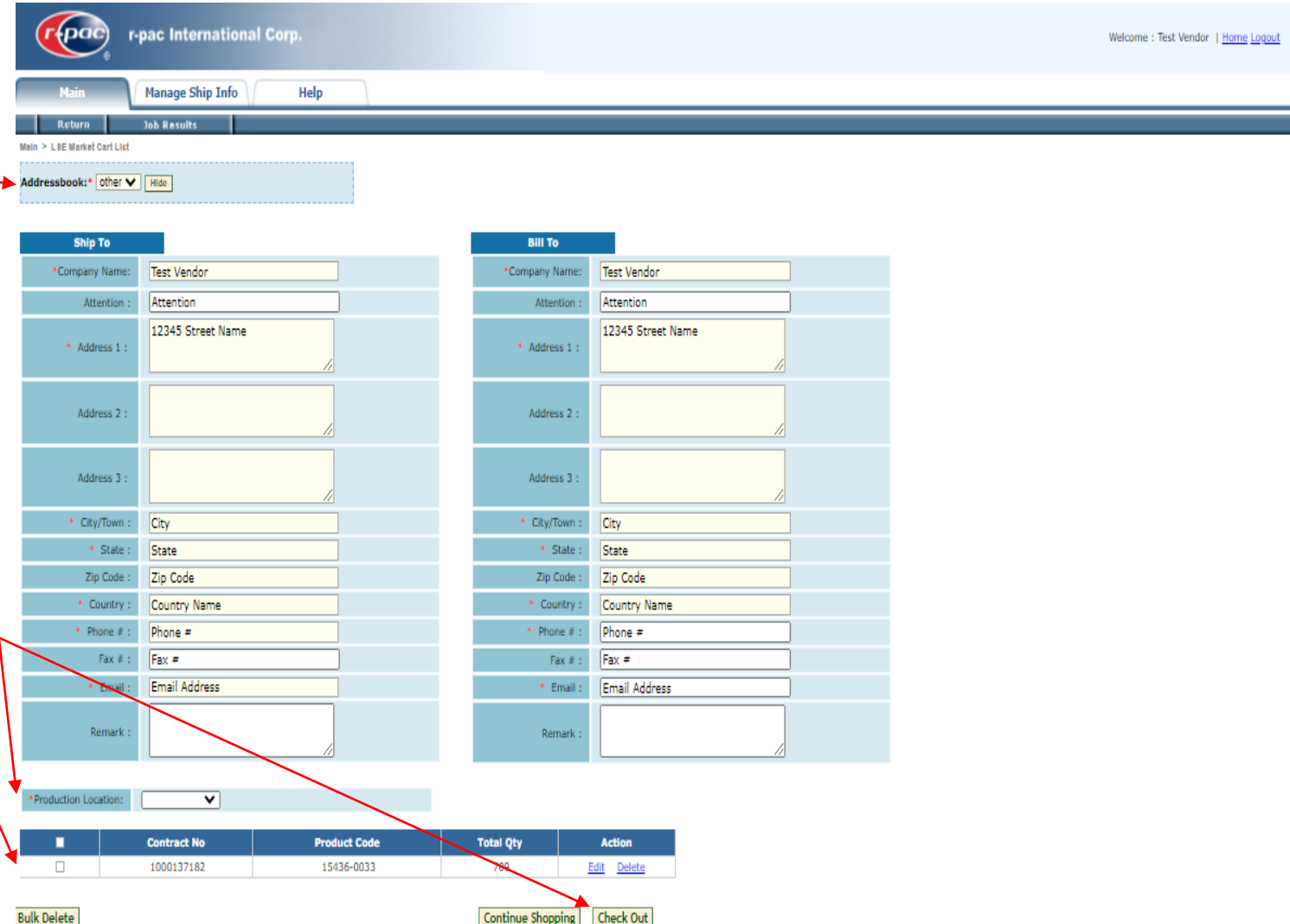
Search **LSE orders shopping cart(1)**

Purchase order number *	Vendor number	Purchase order date	Plant Number	Product Code	Season code	Season year	Size (IN)	Size (CM)	QTY	Po Ordered	Region	PO Received/Updated Date
<a href="#">1000137033</a>	3836	03/19/2015	5002	15684-0000	161	2016	L M S XL XXL		290 310 160 190 75	Yes	LSE	12/3/2015 6:34:39 AM
<a href="#">1000137034</a>	3836	03/19/2015	5002	15684-0001	161	2016	L M S XL XXL		1810 1920 960 1180 470	Yes	LSE	12/3/2015 6:34:39 AM
<a href="#">1000137035</a>	3836	03/19/2015	5002	15684-0002	161	2016	L M S XL XXL		1460 1550 780 950 380	Yes	LSE	12/3/2015 6:34:39 AM
<a href="#">1000137182</a>	3496	03/30/2015	5002	15436-0033	161	2016	24 32 25 32 26 32 26 34 27 32 27 34 28 32 28 34 29 32 29 34 30 32 30 34 31 32 31 34 32 32 32 34		13 79 102 16 117 19 103 31 55 27 46 29	Yes	LSE	10/7/2015 7:43:12 AM
<a href="#">1000137198</a>	3496	03/30/2015	5002	15436-0032	161	2016	24 32 25 32 26 32 26 34 27 32 27 34 28 32 28 34 29 32 29 34 30 32 30 34 31 32 31 34 32 32 32 34		61 330 424 65 503 82 433 133 235 116 204 114 39 68 53 36	No	LSE	10/11/2015 10:32:36 AM
<a href="#">1000137199</a>	3496	03/30/2015	5002	15436-0033	161	2016	24 32 25 32 26 32 26 34 27 32 27 34 28 32 28 34 29 32 29 34		42 236 305 48 349 57 308 93 164 81	No	LSE	10/7/2015 7:43:12 AM

**PRO TIP 1:**  
You must check out within each market as each market has its own shopping cart.

## STEP 4

- Choose address from drop down or click on “View” to manually enter your Ship To and Bill To.
- Choose the Production Location you want us to produce your order from.
- Click on each line item you wish to order.
- Continue shopping or click on “Check Out” to complete your order.



Main > LBE Market Cart List

Addressbook: other Hide

Ship To		Bill To	
*Company Name:	Test Vendor	*Company Name:	Test Vendor
Attention:	Attention	Attention:	Attention
*Address 1:	12345 Street Name	*Address 1:	12345 Street Name
Address 2:		Address 2:	
Address 3:		Address 3:	
*City/Town:	City	*City/Town:	City
*State:	State	*State:	State
Zip Code:	Zip Code	Zip Code:	Zip Code
*Country:	Country Name	*Country:	Country Name
*Phone #:	Phone #	*Phone #:	Phone #
Fax #:	Fax #	Fax #:	Fax #
*Email:	Email Address	*Email:	Email Address
Remark:		Remark:	

\*Production Location: [Dropdown]

	Contract No	Product Code	Total Qty	Action
<input type="checkbox"/>	1000137182	15436-0033	789	<a href="#">Edit</a> <a href="#">Delete</a>

Bulk Delete      Continue Shopping      Check Out

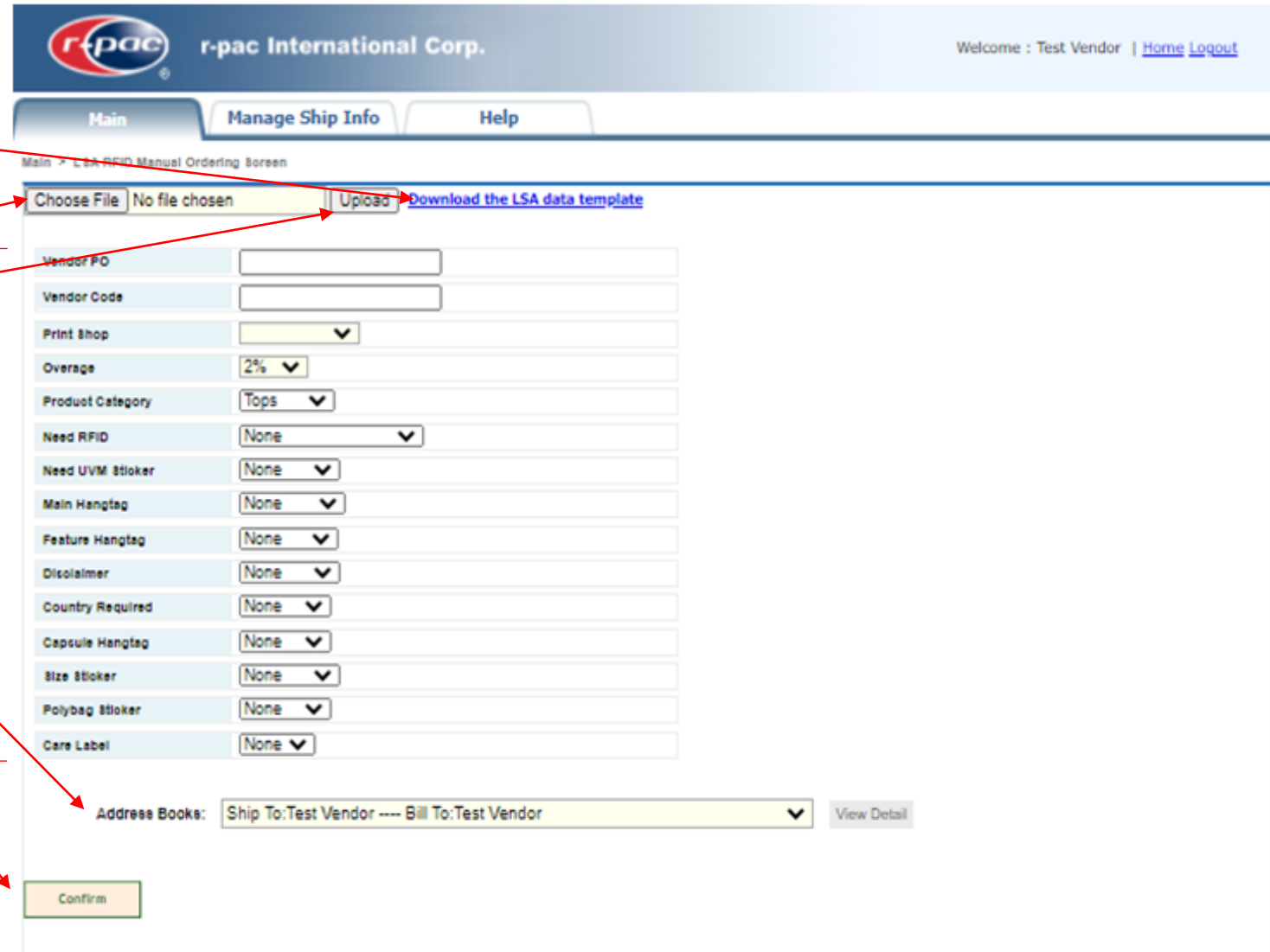
### PRO TIP:

All entered Bill To and Ship To combinations will be saved. You can edit this at any time in the Manage Ship Info tab.

- Click on “Download the (market) data template”.
- Fill out the manual form and save to your desktop, then click on Choose File button to choose your file.
- Click on Upload to upload the data into r-trac.
- Fill out all fields and choose all items you wish to order.
- Manually enter your Ship To and Bill To or choose saved information from drop down menu.
- Click on “Confirm” to complete your order.

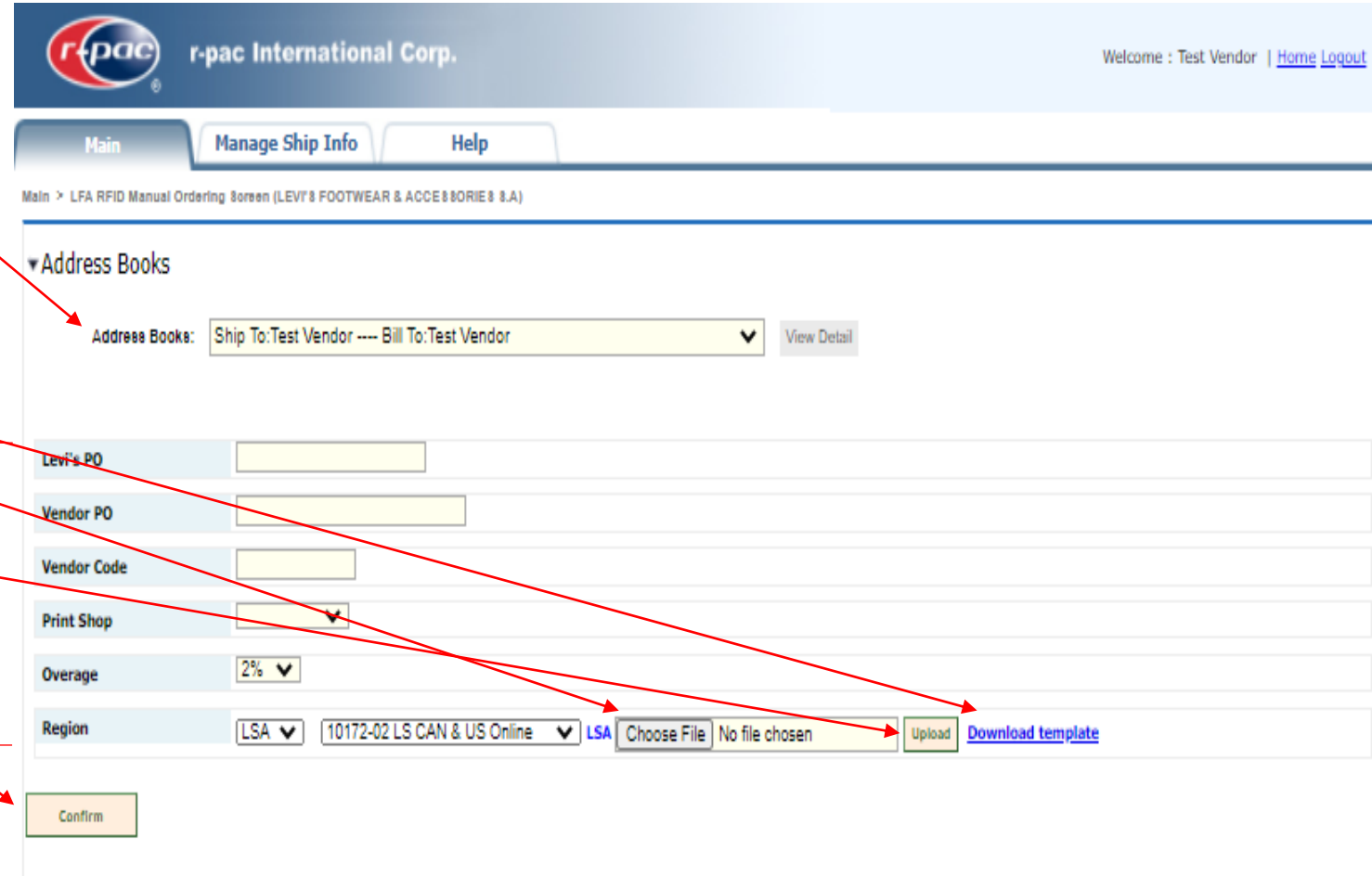
**PRO TIP:**

The data you upload will appear below the “Confirm” button. Any fields highlighted in red are missing data from Levi’s. Please notify us so we can retrieve from Levi’s.





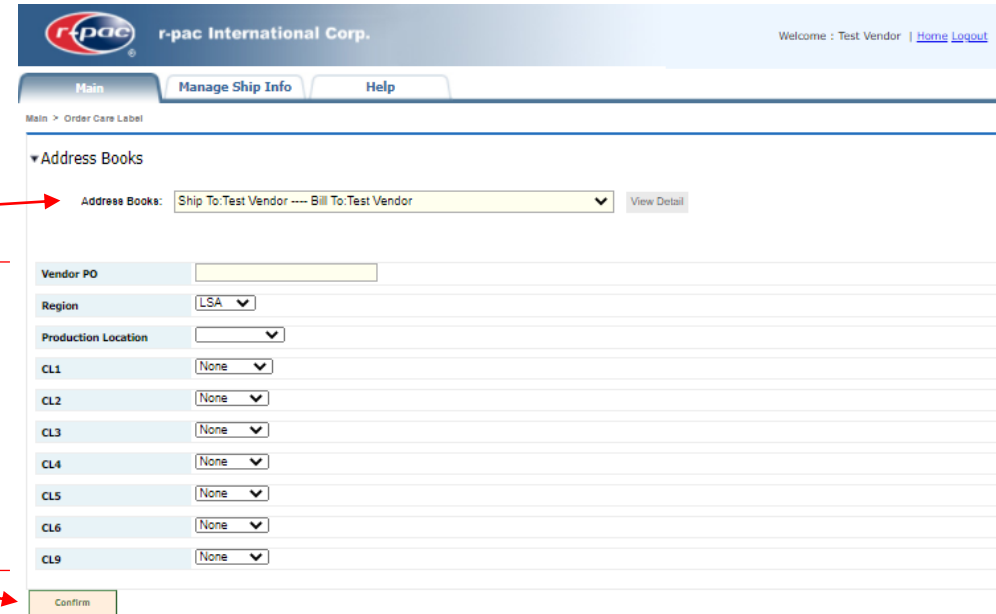
- Manually enter your Ship To and Bill To or choose saved information from drop down menu.
- Fill out all fields and choose your region, then choose the item you wish to order.
- Click on “Download template”.
- Fill out the manual form and save to your desktop, then click on Choose File button to choose your file.
- Click on Upload to upload the data into r-trac.
- Click on “Confirm” to complete your order.
- *Additional step for shoe box sticker: Follow instructions to upload black and white outline image.*



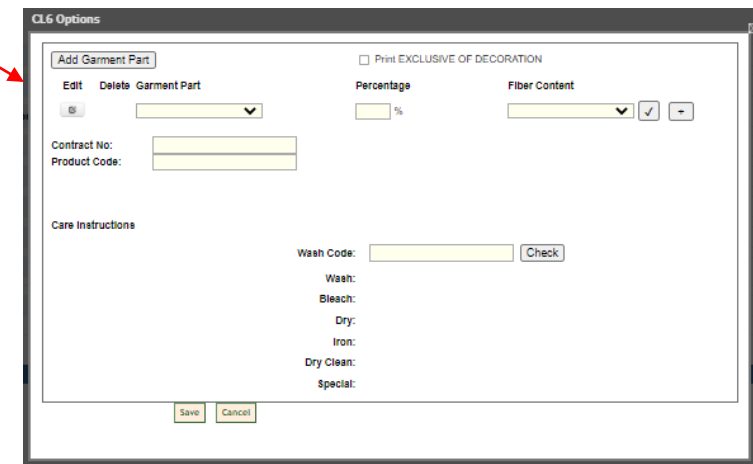
**PRO TIP:**

The data you upload will appear below the “Confirm” button.

- From the Main Page, click on the “Order Care Label” portal.
- Enter your Ship To and Bill To or choose saved information from drop down menu.
- Fill out all fields and choose the items you wish to order.
- *Additional step for CL6, fill in all fields in pop-up menu.*
- Click on “Confirm” to complete your order.



The screenshot shows the 'Order Care Label' portal in the r-pac system. At the top, there are navigation tabs for 'Main', 'Manage Ship Info', and 'Help'. Below the navigation, there is a breadcrumb trail 'Main > Order Care Label'. The main content area is titled 'Address Books' and contains a dropdown menu for 'Address Books' with the selected option 'Ship To: Test Vendor --- Bill To: Test Vendor'. Below this, there are several input fields: 'Vendor PO', 'Region' (set to 'LSA'), 'Production Location', and a list of care labels (CL1 through CL9) each with a 'None' dropdown menu. At the bottom of the form is a 'Confirm' button. Red arrows from the text on the left point to the 'Address Books' dropdown, the 'Production Location' field, the CL6 dropdown, and the 'Confirm' button.



The screenshot shows the 'CL6 Options' pop-up menu. It has a title bar 'CL6 Options' and a close button. The menu contains several sections: 'Add Garment Part' with an 'Add' button; 'Edit Delete Garment Part' with a dropdown menu; 'Percentage' with a text input and a '%' symbol; 'Fiber Content' with a dropdown menu and a '+' button; 'Contract No.' and 'Product Code' with text input fields; 'Care Instructions' with a large text area; 'Wash Code' with a text input and a 'Check' button; and a list of care instructions: 'Wash:', 'Bleach:', 'Dry:', 'Iron:', 'Dry Clean:', and 'Special:'. At the bottom are 'Save' and 'Cancel' buttons. Red arrows from the text on the left point to the 'Add Garment Part' button, the 'Wash Code' field, and the 'Save' button.

**PRO TIP:**  
Order the CL6 through the Service Bureau PO portal for all data to automatically populate.










You will receive an email confirmation from r-trac confirming your order with a PDF proof of the layout.  
If the layout is incorrect, please notify your local customer care team.

**PRO TIP 1:** This is an automated email. Please do not reply to this email.

**PRO TIP 2:** Use your r-trac job number to more effectively communicate with your customer care team.


JOB NO:LEVIS20211117175581,Product Code:29507-0315,Test\_Vendor\_12345,17 Nov 2021

 r-pac-levis-rfid-order-system <r-trac@r-pac.com>  
To:  r-trac\_Levis\_SV\_distr;  Megan Wold  
Cc:  Ray Zhang;  Charlie Chen;  Ahmad Kabakebi;  Ali Mehdi

 Reply  Reply All  Forward  

Tue 11/16/2021 10:45 AM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 LEVIS20211117175581\_\_20211117024439454\_175581.pdf  
82 KB

**CAUTION:** This email originated from outside of r-pac International Corp. Do not click on any of the associated links or attachments unless you recognize the sender AND are expecting this email. Report all suspicious emails to "[IT.Support@r-pac.com](mailto:IT.Support@r-pac.com)" as an attachment.

Thank you for your confirmation!  
You could view the order's detail information via the link below:  
JOB NO: [LEVIS20211117175581](#) Product Code:29507-0315

\*\*\*\*\*  
This e-mail is sent by the r-pac Levi's ordering system automatically.  
Please don't reply this e-mail directly!  
\*\*\*\*\*



From the Main Page, click on the "Check Order Status" portal to review your orders.

PRO TIP 1: This is where you can retrieve tracking information and shipment documents.

PRO TIP 2: Pending Approval = waiting for layout and/or PI approval. Processing = waiting for additional data from Levi's (Levi's is automatically notified). In Process = in production. Printing = printing. Completed = in QC inspection or shipping department. Shipped = shipped. Cancelled = canceled.

r-pac International Corp. Welcome : Test Vendor | [Home](#) [Logout](#)

Main Manage Ship Info Help

Main > Check Order

JOB NO:

Job Status:

UPC:

Print Shop:

Order Type:

Create Date(from/yyyy-mm-dd):

Ship to company name:

CreateBy:

LBA Vendor Code:

LBC Vendor Code:

LIN Vendor Code:

Product Code#:

Remark:

Contract No:

Vendor PO:

Rpac ID:

Create Date(to/yyyy-mm-dd):

Item Code:

LSE Vendor Code:

AMA Vendor Code:

LBMX Vendor Code:

Shopping Cart Number:

Region	JOB NO	Shopping Cart Number	Contract No	Product Code	Vendor Code	Vendor PO	Rpac SO	Season	Company Code	Company Description	Total Quantity	Create Time(HKT)	Pending Approval Date	Approved Date	Created By	Remark	Item Code	Sundry type	Order Type	Status	Completion date	Courier	Shipped Date	Tracking Number	Print Shop	Ship To Company Name	Ship to Country	Bill To Company Name	SO Shipping Status	Shipment Document
LSA	<a href="#">LEVIS20211117175581</a>			29507-0315	12345	Megan TEST					66	2021-11-17 02:44:34	2021-11-17 02:44:37		Test Vendor	LSA Service Bureau	S93434-RFID		RFID	PendingApproval					EI Salvador	Test Vendor	Country Name	Test Vendor		
LSE	<a href="#">LEVIS20211117175580</a>	<a href="#">SCN211117020921219</a>	<a href="#">1000137182</a>	15436-0033	3496	Vendor TEST		161			3545	2021-11-17 02:10:02	2021-11-17 02:10:21		Test Vendor	LSE Service Bureau	S110649 S110731 S110787 S110798 S112316		Care Label	PendingApproval					Hong Kong	Test Vendor	Country Name	Test Vendor		
LSE	<a href="#">LEVIS20211117175579</a>	<a href="#">SCN211117020921219</a>	<a href="#">1000137182</a>	15436-0033	3496	Vendor TEST		161			3545	2021-11-17 02:09:33	2021-11-17 02:10:02		Test Vendor	LSE Service Bureau	S101123LSE S104603LSE S112444 S112590LSE S80078		Non-RFID	PendingApproval					Hong Kong	Test Vendor	Country Name	Test Vendor		
LSE	<a href="#">LEVIS20211117175578</a>	<a href="#">SCN211117020921219</a>	<a href="#">1000137182</a>	15436-0033	3496	Vendor TEST		161			709	2021-11-17 02:09:21			Test Vendor	LSE Service Bureau	S93434-RFID		RFID	Processing					Hong Kong	Test Vendor	Country Name	Test Vendor		



- All RFID orders have a 7-10 business day standard turn around. Please check with your local r-pac customer care team for turn around times for all non-RFID orders.
- Please ensure all data and formats are correct. If something looks wrong, please contact your customer care team to fix.
- To expedite any order, please send an Email to your customer care representative with your r-trac Job Number and shipping instructions.
- Tracking information will be updated in r-trac once your order ships. Please refer to r-trac for all tracking numbers.
- Please note that we go to production quickly therefore it is not always possible to cancel orders.



**R-PAC BANGLADESH PACKAGING CO. LTD.**

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*Service Manager*

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**PATRICIA VASQUEZ**, *Sales Manager*

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**Inquiry and ordering can be contacted with group**

**email: [levisrfidhkcs@r-pac.com](mailto:levisrfidhkcs@r-pac.com)**





**R-PAC INDIA PVT. LTD**

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# Thank you.



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