

PACKING SLIP GUIDE – Marks and Spencer

Introduction

Marks and Spencer will use a packing slip indicator on each order to determine if a packing slip should be generated/printed:

- If **PACK** is sent on the order, the packing slip must be printed.
- If **NOPACK** is sent, do not generate/print the packing slip.

Please refer to the appropriate Order Message file type for your integration to see the exact field name used to pass this indicator.

Packing slips can be downloaded from the platform. If you prefer to create your own packing slips, this document provides instructions for replicating packing slips for Marks and Spencer. Please match the packing slip design requirements as closely as possible.

Once you have created your packing slips, please submit samples to Marks and Spencer for approval. Your packing slips must be approved by Marks and Spencer before you can use them.

If you have any questions, contact Marks and Spencer directly or contact Rithum Software Support at support@dsko.io.

Packing Slip Approvals

Your packing slips must be approved by the Marks and Spencer Dropship Team before you can use them. Once you have created your packing slips, please submit samples to the following Marks and Spencer contacts for approval:

- Stefano Sartori: Stefano.Sartori@marks-and-spencer.com
- Hayley Ashton-Keller: Hayley.Ashton-Keller@marks-and-spencer.com

Packing Slip Requirements

Below is a summary of the rules that apply to Marks and Spencer packing slips.

Paper: 8 ½ x 11 Letter

Primary Font: Arial

| Packing Slip Variables | Applies to this Retailer |
|---|--------------------------|
| Packing Slip Types: | |
| <ul style="list-style-type: none"> Regular | Y |
| <ul style="list-style-type: none"> Ship-To-Store | N/A |
| <ul style="list-style-type: none"> Reprint | Y |
| <ul style="list-style-type: none"> Gift | Y |
| Returns Address | N/A |
| Sales Division | N/A |
| Special Printing Requirements | N/A |
| Barcode | N/A |
| Multiple Languages | N/A |
| Multiple Lines Per Packing Slip | Y |
| Multi-Page Packing Slip | Y |
| Computations | N/A |
| Price Suppression | N/A |

Packing Slip Sample

Below is a sample of the Marks and Spencer packing slip.



SHIPPED TO:

Mr John Jones
 48 Smith Lane
 London
 Westminster
 W1
 GB

CUSTOMER SALES ORDER NUMBER: 101-1234567-000030
VENDOR PURCHASE ORDER NUMBER: 123123123-EFGH
ORDER DATE: 2023-02-28 02:36:04 MST

THIS IS A GIFT ORDER

| Line Item Number | M&S Partner SKU | Vendor SKU | Product Description | Colour | Size | Quantity |
|--|-----------------|------------|-------------------------------|--------|------|----------|
| 1 | ABCDABCDABCD1 | AASKU00001 | Sample description for line 1 | | | 1 |
| GIFT MESSAGE: Happy Birthday. Hope you like your present and have a great day | | | | | | |
| 2 | XXXXYYZZXXXY2 | BBSKU00002 | Sample description for line 2 | | | 1 |
| GIFT MESSAGE: Happy Birthday. Hope you like your present and have a great day | | | | | | |
| 3 | ABCDEFGHIJK1234 | CCSKU00003 | Sample description for line 3 | | | 1 |
| GIFT MESSAGE: Happy Birthday. Hope you like your present and have a great day | | | | | | |

Need to return your gift?

Check out our online 'Returns and Refund Hub' for details of our free and easy options to return your gift:
<https://www.marksandspencer.com/c/help/returns-and-refunds>

Join Sparks today

From offers based on the things you love and little thank yous to a charity donation with every scan, Sparks makes good things happen every time you shop.

Scan the QR code below to join Sparks



Figure 1 Sample Regular Packing Slip with Gift Message



SHIPPED TO:

Mr John Jones
 48 Smith Lane
 London
 Westminster
 W1
 GB

CUSTOMER SALES ORDER NUMBER: 101-1234567-0000032
VENDOR PURCHASE ORDER NUMBER: 1234567890-ABCD
ORDER DATE: 2023-02-28 02:37:15 MST

THIS IS A GIFT ORDER

| Line Item Number | M&S Partner SKU | Vendor SKU | Product Description | Colour | Size | Quantity |
|------------------|-----------------|------------|-------------------------------|--------|------|----------|
| 1 | ABCDABCDABCD1 | AASKU00001 | Sample description for line 1 | | | 1 |
| 2 | XXXYYZZZXXXY2 | BBSKU00002 | Sample description for line 2 | | | 1 |
| 3 | ABCDEFGHIJK1234 | CCSKU00003 | Sample description for line 3 | | | 1 |

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Figure 2 Sample Regular Packing Slip without Gift Message

Packing Slip Mapping

The Marks and Spencer packing slip sample below includes bracketed numbers that correspond to data elements received from the order. The tables in this section map each bracketed number with its corresponding flat-file field name, EDI segment and API.

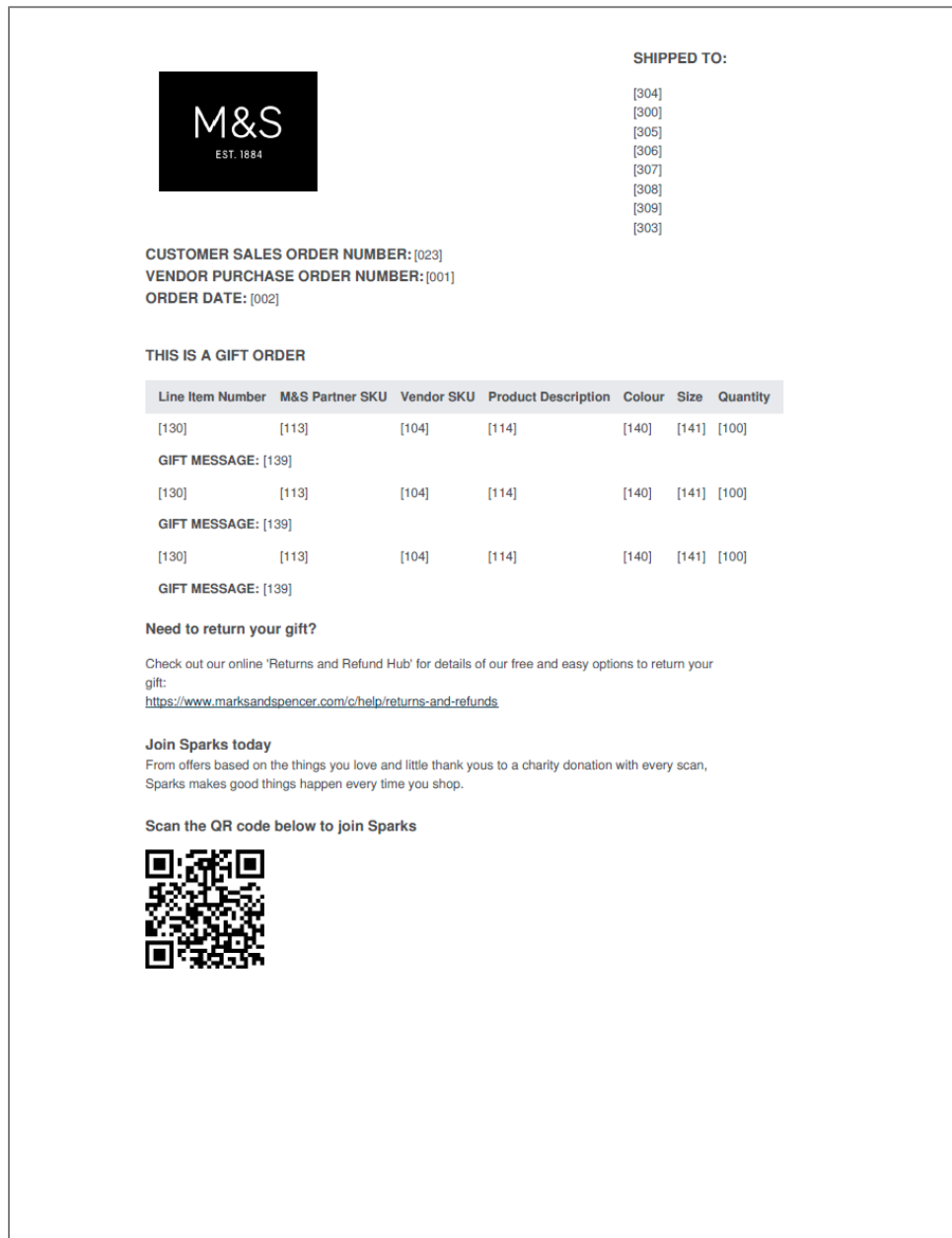


Figure 3 Sample Regular Packing Slip with Order Message References

Packing Slip Mapping – Flat-file Field Name

| Label | Description | Element | Notes |
|-------|------------------------|------------------------|-------|
| [001] | PO Number | po_number | |
| [002] | Retailer Create Date | retailer_create_date | |
| [023] | Consumer Order Number | consumer_order_number | |
| [100] | Line Item Quantity | line_item_quantity | |
| [104] | Line Item SKU | line_item_sku | |
| [113] | Line Item Partner SKU | line_item_partner_sku | |
| [114] | Line Item Title | line_item_title | |
| [130] | Line Item Line Number | line_item_line_number | |
| [139] | Line Item Gift Message | line_item_gift_message | |
| [140] | Line Item Color | line_item_color | |
| [141] | Line Item Size | line_item_size | |
| [300] | Ship Company | ship_company | |
| [303] | Ship Phone | ship_phone | |
| [304] | Ship Name | ship_name | |
| [305] | Ship Address 1 | ship_address_1 | |
| [306] | Ship City | ship_city | |
| [307] | Ship Region | ship_region | |
| [308] | Ship Postal | ship_postal | |
| [309] | Ship Country | ship_country | |

Packing Slip Mapping – EDIX12 Segment

| Label | Description | Element | Notes |
|-------|------------------------|--|-------|
| [001] | PO Number | BEG03 | |
| [002] | Retailer Create Date | BEG05 | |
| [023] | Consumer Order Number | REF*CO*123456789*consumer_order_number | |
| [100] | Line Item Quantity | PO102 | |
| [104] | Line Item SKU | PO107*SK | |
| [113] | Line Item Partner SKU | LIN*BP | |
| [114] | Line Item Title | LIN*PD | |
| [130] | Line Item Line Number | PO101 | |
| [139] | Line Item Gift Message | MTX02 T | |
| [140] | Line Item Color | LIN*CL | |
| [141] | Line Item Size | LIN*IZ | |
| [300] | Ship Company | N201 | |
| [303] | Ship Phone | PER04 | |
| [304] | Ship Name | N1*ST | |
| [305] | Ship Address 1 | N301 | |
| [306] | Ship City | N401 | |
| [307] | Ship Region | N402 | |
| [308] | Ship Postal | N403 | |
| [309] | Ship Country | N404 | |

Packing Slip Mapping – EDIFACT Segment


| Label | Description | Element | Notes |
|-------|------------------------|------------------------------|-------|
| [001] | PO Number | BGM02 | |
| [002] | Retailer Create Date | DTM*4 | |
| [023] | Consumer Order Number | RFF+CO~consumer order number | |
| [100] | Line Item Quantity | QTY+21~quantity | |
| [104] | Line Item SKU | LIN+1++vendor sku~VN | |
| [113] | Line Item Partner SKU | PIA+5+merchant sku~SK | |
| [114] | Line Item Title | IMD+F+8+~::~description | |
| [130] | Line Item Line Number | LIN01 | |
| [139] | Line Item Gift Message | FTX+CUR+++gift message | |
| [140] | Line Item Color | IMD+35 | |
| [141] | Line Item Size | IMD+98 | |
| [300] | Ship Company | NAD+ST | |
| [303] | Ship Phone | COM+phone number~TE | |
| [304] | Ship Name | NAD+ST | |
| [305] | Ship Address 1 | NAD+ST | |
| [306] | Ship City | NAD+ST | |
| [307] | Ship Region | NAD+ST | |
| [308] | Ship Postal | NAD+ST | |
| [309] | Ship Country | NAD+ST | |

Packing Slip Mapping – API

| Label | Description | Element | Notes |
|-------|------------------------|------------------------|-------|
| [001] | PO Number | poNumber | |
| [002] | Retailer Create Date | retailerCreateDate | |
| [023] | Consumer Order Number | consumerOrderNumber | |
| [100] | Line Item Quantity | lineltems[quantity] | |
| [104] | Line Item SKU | lineltems[sku] | |
| [113] | Line Item Partner SKU | lineltems[partnerSku] | |
| [114] | Line Item Title | lineltems[title] | |
| [130] | Line Item Line Number | lineltems[lineNumber] | |
| [139] | Line Item Gift Message | lineltems[giftMessage] | |
| [140] | Line Item Color | lineltems[color] | |
| [141] | Line Item Size | lineltems[size] | |
| [300] | Ship Company | shipping[company] | |
| [303] | Ship Phone | shipping[phone] | |
| [304] | Ship Name | shipping[name] | |
| [305] | Ship Address 1 | shipping[address] | |
| [306] | Ship City | shipping[city] | |
| [307] | Ship Region | shipping[region] | |
| [308] | Ship Postal | shipping[postal] | |
| [309] | Ship Country | shipping[country] | |

Packing Slip Specifications

The table in this section contains the packing slip specifications. Elements are identified as either *fixed (F)* or *variable (V)*. Fixed elements are elements that remain the same regardless of any data received, i.e., static text. Variable elements contain changeable data as received from the order. The following packing slip sample includes location references to identify which sections of the sample are being addressed.



Logo Section

SHIPPED TO:

Mr John Jones
48 Smith Lane
London
Westminster
W1
GB

Ship To Section

CUSTOMER SALES ORDER NUMBER: 101-1234567-0000030
 VENDOR PURCHASE ORDER NUMBER: 123123123-EFGH
 ORDER DATE: 2023-02-28 02:36:04 MST

Order Header Section

THIS IS A GIFT ORDER

| Line Item Number | M&S Partner SKU | Vendor SKU | Product Description | Colour | Size | Quantity |
|---|-----------------|------------|-------------------------------|--------|------|----------|
| 1 | ABCDABCDABCD1 | AASKU00001 | Sample description for line 1 | | | |
| GIFT MESSAGE: Happy Birthday. Hope you like your present and have a great day | | | | | | |
| 2 | XXYYZZZZXXYY2 | BBSKU00002 | Sample description for line 2 | | | |
| GIFT MESSAGE: Happy Birthday. Hope you like your present and have a great day | | | | | | |
| 3 | ABCDEFGHIJK1234 | CCSKU00003 | Sample description for line 3 | | | 1 |
| GIFT MESSAGE: Happy Birthday. Hope you like your present and have a great day | | | | | | |


Order Merchandise Table

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Join Sparks today
 From offers based on the things you love and little thank yous to a charity donation with every scan, Sparks makes good things happen every time you shop.

Scan the QR code below to join Sparks



Returns Section

Figure 4 Sample Regular Packing Slip with Location References

| Data Element | Font Size | Font Style | F/V | Comments |
|-----------------------------|-----------|------------|-----|--|
| LOGO SECTION | | | | |
| LOGO | | | F | Marks and Spencer Logo Download the image from the Documentation page in Rithum Support. |
| SHIP TO SECTION | | | | |
| Label | 12 | Bold | F | SHIPPED TO: |
| Ship Name | 11 | | V | |
| Ship Company | 11 | | V | Shift lines up if not present |
| Ship Address 1 | 11 | | V | |
| Ship City | 11 | | V | |
| Ship Region | 11 | | V | |
| Ship Postal | 11 | | V | |
| Ship Country | 11 | | V | |
| Ship Phone | 11 | | V | Shift lines up if not present |
| ORDER HEADER SECTION | | | | |
| Label | 12 | Bold | F | CUSTOMER SALES ORDER NUMBER: |
| Consumer Order Number | 11 | | V | |
| Label | 12 | Bold | F | VENDOR PURCHASE ORDER NUMBER: |
| PO Number | 11 | | V | |
| Label | 12 | Bold | F | ORDER DATE: |
| Retailer Create Date | 11 | | V | |

| Data Element | Font Size | Font Style | F/V | Comments |
|---|-----------|------------|-----|---|
| BLANK LINE | | | F | Insert two blank lines, as shown in the samples. |
| ORDER MERCHANDISE TABLE | | | | |
| Static Text | 12 | Bold | F | THIS IS A GIFT ORDER |
| BLANK LINE | | | F | Insert one blank line, as shown in the samples. |
| Note: The elements below are enclosed in solid-line ½ pt boxes, as shown in the samples. | | | | |
| Label | 11 | Bold | F | Line Item Number Use a grey background (HEX #E7E9EC) |
| Line Item Number | 11 | | V | |
| Label | 11 | Bold | F | M&S Partner SKU Use a grey background (HEX #E7E9EC) |
| Line Item Partner SKU | 11 | | V | |
| Label | 11 | Bold | F | Vendor SKU Use a grey background (HEX #E7E9EC) |
| Line Item SKU | 11 | | V | |
| Label | 11 | Bold | F | Product Description Use a grey background (HEX #E7E9EC) |
| Line Item Title | 11 | | V | |
| Label | 11 | Bold | F | Colour Use a grey background (HEX #E7E9EC) |
| Line Item Color | 11 | | V | |
| Label | 11 | Bold | F | Size Use a grey background (HEX #E7E9EC) |
| Line Item Size | 11 | | V | |
| Label | 11 | Bold | F | Quantity Use a grey background (HEX #E7E9EC) |

| Data Element | Font Size | Font Style | F/V | Comments |
|---|-----------|------------|-----|---|
| Line Item Quantity | 11 | | V | |
| Note: If Line Item Gift Message is sent on the order, the following elements are printed across the columns, as shown in the sample. | | | | |
| Label | 11 | Bold | F | If Line Item Gift Message is sent on the order, print the following: GIFT MESSAGE: |
| Line Item Gift Message | 11 | | V | |
| RETURNS SECTION | | | | |
| BLANK LINE | | | F | Insert one blank line, as shown in the samples. |
| Static Text | 12 | Bold | F | Need to return your gift? |
| Static Text | 11 | | F | Check out our online 'Returns and Refund Hub' for details of our free and easy options to return your gift: https://www.marksandspencer.com/c/help/returns-and-refunds |
| Static Text | 12 | Bold | F | Join Sparks today |
| Static Text | 11 | | F | From offers based on the things you love and little thank yous to a charity donation with every scan, Sparks makes good things happen every time you shop. |
| Static Text | 12 | Bold | F | Scan the QR code below to join Sparks |
| IMAGE | | | F | Marks and Spencer QR Code Download the image from the Documentation page in Rithum Support. |