

PACKING SLIP GUIDE – JD Sports & Finish Line

Introduction

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 JD Sports & Finish Line. Please match the packing slip design requirements as closely as possible.

Once you have created your packing slips, please submit samples to JD Sports & Finish Line for approval. Your packing slips must be approved by JD Sports & Finish Line before you can use them.

If you have any questions, contact JD Sports & Finish Line directly or contact Rithum Software Support at support@dsko.io.

Packing Slip Requirements

Below is a summary of the rules that apply to JD Sports & Finish Line packing slips.

Paper: 8 ½ x 11 Letter

Primary Font: Arial

Packing Slip Variables	Applies to this Retailer
Packing Slip Types:	
• Regular	Y
• Ship-To-Store	N/A
• Reprint	Y
• Gift	N/A
Returns Address	N/A
Sales Division	Y
Special Printing Requirements	N/A
Barcode	Y
Multiple Languages	N/A
Multiple Lines Per Packing Slip	Y
Multi-Page Packing Slip	Y
Computations	N/A
Price Suppression	N/A

Primary Differences Between Finish Line and JD Sports

Both Finish Line and JD Sports have their own packing slip specifications. The two specifications are very similar, but have two primary differences:

1. The logo used on each slip is different for each company.
2. The returns and contact information at the bottom of the packing slip is different for each company.

Identifying Finish Line Orders vs. JD Sports Orders

If you are receiving orders from both Finish Line and JD sports then you will need to identify which order belongs to which company so you can develop the correct packing slip. To do this you will need to look at the platform data field labeled "channel". The channel field will be slightly different if you are using excel file exports from Rithum than if you are using EDI file exports. Both versions of the field are listed below.

Rithum Data Fields:

Rithum Data field: channel

Potential Values (by company):

For Finish Line: FinishLine

For JD Sports: JDSports

EDI Data Fields:

EDI Data field: REF*CO(channel value)*channel

Potential Values (by company):


For Finish Line: FinishLine

For JD Sports: JDSports

If the channel field value is FinishLine, use the packing slip specifications for Finish Line. If the channel field value is JDSports, use the packing slip specifications for JD Sports.

Packing Slip Sample

Below is a sample of the JD Sports & Finish Line packing slip.



SHIPPING TO:
 Tanner Francis
 555 Address Ave.
 Draper, UT, 84020
 USA

Phone: 555-555-5555
 Email: CustomerEmail@Example.com

Order Date: 04/03/2019
 Order Number: 8131848205
 Order Reservation:

ITEMS SHIPPED DESCRIPTION	UPC	STYLE/COLOR/SIZE	QTY
3-Stripes Tee Trefoil Tee	192009999802 190311458594	Blue / Medium Grey / Large	3 2


Orders with more than one item may be shipped from separate locations.

Customer Information: Tanner Francis

Contact Us
 1-855-423-1624
www.jdsports.com

Return to Store (fastest way to receive a refund)
 -Take your merchandise and this slip to your local JD Sports within 45 days of purchase.
 -To find the nearest JD Sports location, visit www.jdsports.com and click "Store Locator".

Return by Mail:
 -To return for refund, visit www.jdsports.com/returns to receive your return label.
 -For all other return/exchange reasons, visit www.jdsports.com/customer-care to receive your return label.
 -Securely pack your merchandise making sure to include this slip in your box.
 -Take your package to any UPS shipping location.

Order Number: 


Return Reference Number: 

Figure 1 Sample JD Sports Packing Slip

Finish Line Packing Slip Sample

Below is a sample of the Finish Line packing slip.

FINISH LINE™

SHIPPING TO:

Tanner Francis
555 Address Ave.
Draper, UT, 84020
USA

Phone: 555-555-5555
Email: CustomerEmail@Example.com

Order Date: 04/03/2019

Order Number: 8131848205

Order Reservation:

ITEMS SHIPPED DESCRIPTION	UPC	STYLE/COLOR/SIZE	QTY
3-Stripes Tee	192609886802	Blue / Medium	3
Trefoil Tee	190311456594	Grey / Large	2

Orders with more than one item may be shipped from separate locations.

Customer Information: Tanner Francis

Contact Us
1-888-777-3949
www.finishline.com

Return to Store (fastest way to receive a refund)
- Take your merchandise and this slip to your local Finish Line within 45 days of purchase.
- To find the nearest Finish Line location, visit www.finishline.com and click "Store Locator".
NOTE: Finish Line purchases cannot be returned to Finish Line at Macy's locations.

Return by Mail
- To return for a refund, visit www.finishline.com/returns to receive your return label.
- For all other return/exchange reasons, visit www.finishline.com/customercare to receive your return label.
- Securely pack your merchandise, making sure to include this slip in your box.
- Take your package to any UPS shipping location.

Order Number:



Return Reference Number:



Figure 2 Sample Finish Line Sports Packing Slip

Packing Slip Mapping

The JD Sports & Finish Line 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 and EDI segment.

Created: [PACKING_SLIP_CREATION_DATE]

Order Date:	[119]
Order Number:	[SUBORDER_ID]
Purchase Order:	[95]
Consumer Order Number:	[108]
Supplier Order Number:	[96]

Ship to

[97]
 Attn: [98]
 [101]
 [102]
 [103], [104] [105]
 [106]
 Phone: [100]
 Email: [99]

PRODUCT	DESCRIPTION	QUANTITY
Sku: [110] Partner Sku: [117] EAN: [116] UPC: [115]	[111] Personalization: [114]	[120] [109]
Total:		[CALCULATED_TOTAL]

Figure 3 Sample Regular Packing Slip with Order Message References

Packing Slip Mapping – Flat-file Field Name

Label	Description	Element	Notes
95		po_number	
97		ship_company	
98		ship_attention	
99		ship_email	
100		ship_phone	
101		ship_name	
102		ship_address	
103		ship_city	
104		ship_region	
105		ship_postal	
106		ship_company	
108		customer_order_number	
109		line_item_quantity	
110		line_item_sku	
111		line_item_title	
114		line_item_personalization	
115		line_item_upc	
116		line_item_ean	
117		line_item_partner_sku	
119		retailer_create_date	

Label	Description	Element	Notes
120		line_item_description	

Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
95	PRF01	Purchase Order Number	
97	N201	Ship-To Company	
98	N202	Ship-To Attention	
99	PER06	Ship-To Email	
100	PER04	Ship-To Phone	
101	N1*BT	Bill-To First Name	
102	N1*BT	Bill-To Last Name	
103	N301	Bill-To Address 1	
104	N302	Bill-To Address 2	
105	N401	Bill-To City	
106	N402	Bill-To State	
108	N404	Bill-To Country	
109	N1*ST	Ship-To First Name	
110	N1*ST	Ship-To Last Name	
111	N301	Ship-To Address 1	
114	N402	Ship-To State	

Label	Description	Element	Notes
115	N403	Ship-To Postal	
116	N404	Ship-To Country	
117	IT108*BP	Line Item Partner SKU	
119	DTM02	Retailer Create Date	
120	PID01*F	Line Item Description	

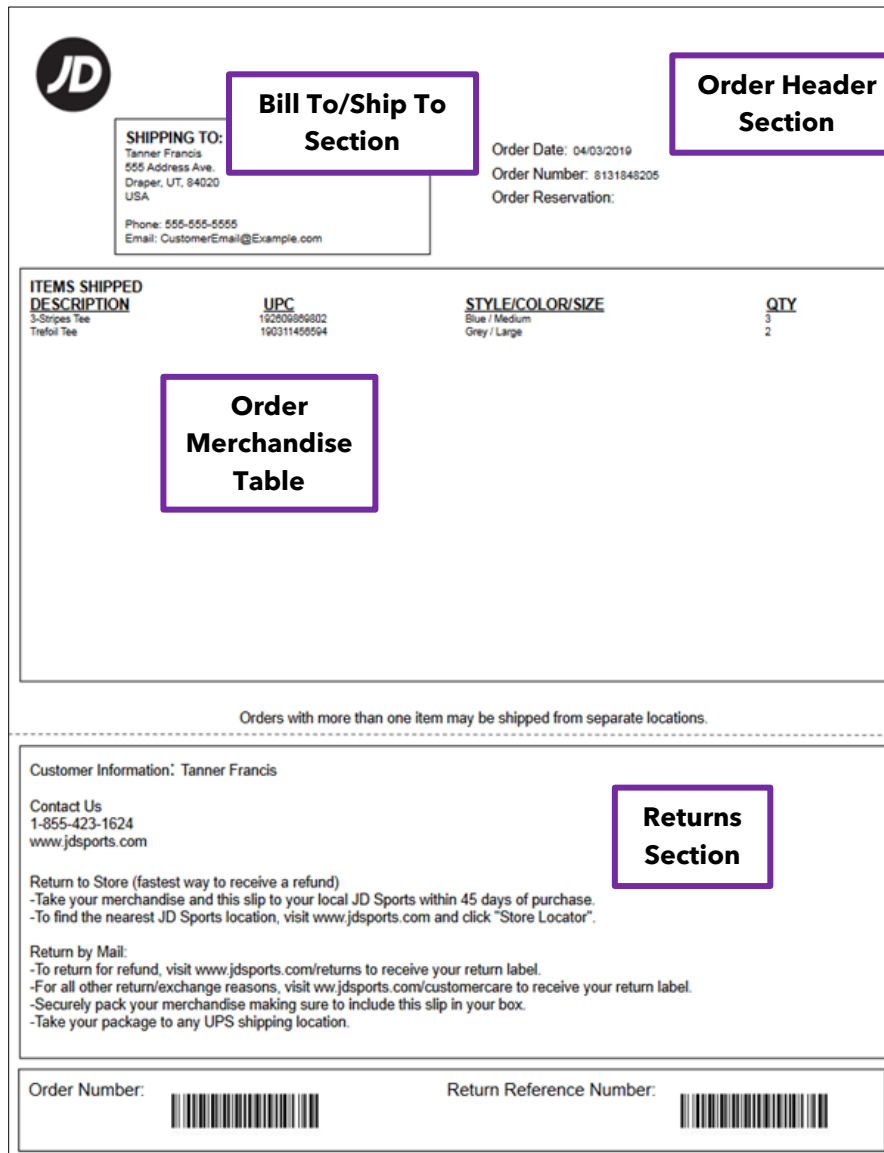
Packing Slip Mapping – API Segment

Label	Description	Element	Notes
95		ponumber	
97		ship_company	
98		ship_attention	
99		ship_email	
100		ship_phone	
101		ship_name	
102		ship_address	
103		ship_city	
104		ship_region	
105		ship_postal	
106		ship_company	
108		customer_order_number	
109		line_item_quantity	
110		line_item_sku	
111		line_item_title	
114		line_item_personalization	
115		line_item_upc	
116		line_item_ean	
117		line_item_partner_sku	
119		retailer_create_date	

Label	Description	Element	Notes
120		line_item_description	

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.



The image shows a sample regular packing slip with several sections highlighted by purple boxes:

- Bill To/Ship To Section:** Located in the top left, containing shipping information for Tanner Francis at 555 Address Ave, Draper, UT, 84020, USA. It also includes phone and email details.
- Order Header Section:** Located in the top right, containing order metadata such as Order Date (04/03/2019), Order Number (8131848205), and Order Reservation.
- Order Merchandise Table:** A central table listing items shipped, including descriptions, UPCs, styles/colors/sizes, and quantities.
- Returns Section:** Located in the bottom right, containing return instructions for both in-store and by-mail returns.

Additional elements on the slip include the JD logo, a shipping address label, a table of items shipped, a note about separate shipping locations, customer information, contact details, and two barcode sections at the bottom for Order Number and Return Reference Number.

ITEMS SHIPPED DESCRIPTION	UPC	STYLE/COLOR/SIZE	QTY
3-Stripes Tee	19250989802	Blue / Medium	3
Trefoli Tee	190311456504	Grey / Large	2

Figure 4 Sample Regular Packing Slip with Location References

Data Element	Font Size	Font Style	F/V	Comments
ORDER HEADER SECTION				
Note: The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.				
Logo			F	Logo image. Logo can be downloaded here .
Label	10		F	Order Date:
Order Create Date	8		V	
Label	10		F	Order Number:
Order Number	8		V	
Label	10		F	Order Reservation:
Order Reservation	8		V	???????
SHIP TO SECTION				
Label	10	Bold	F	SHIPPING TO:
Ship Company	8		V	Shift lines up if not present.
Label	8		F	Attn: Shift lines up if Ship Attention not present.
Ship Attention	8		V	Shift lines up if not present.
Ship Name	8		V	
Ship Address	8		V	
Ship City	8		V	This value is followed by a comma (,).
Ship Region	8		V	This value is followed by a comma (,).
Ship Postal	8		V	
Ship Company	8		V	Shift lines up if not present.

Data Element	Font Size	Font Style	F/V	Comments
Ship Phone	8		V	
Ship Email	8		V	
ORDER MERCHANDISE TABLE				
Label	10		F	