

# PACKING SLIP GUIDE – Jedora

## 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 Jedora. Please match the packing slip design requirements as closely as possible.

Once you have created your packing slips, please submit samples to Brad Waller (CommerceHubSupport@jedora.com) at Jedora for approval. Your packing slips must be approved by Jedora before you can use them

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

## Packing Slip Requirements

Below is a summary of the rules that apply to Jedora 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	N/A
• Gift	Y
Returns Address	Y
Sales Division	Y
Special Printing Requirements	N/A
Barcode	Y
Multiple Languages	N/A

Packing Slip Variables	Applies to this Retailer
Multiple Lines Per Packing Slip	<p style="text-align: center;">Y</p> <p><b>Note:</b> Jedora may send you multiple consumer orders as part of a single purchase order. Use <i>Line Item Receipt ID</i> to group items in each order together.</p>
Multi-Page Packing Slip	Y
Computations	N/A
Price Suppression	N/A

# Packing Slip Sample

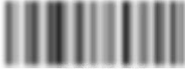
Below is a sample of the Jedora packing slip.



**Packing Slip**  
 Shipment # C55554443333  
 Print Date: 09/10/2022  
 Customer # 548 333333

**Sold To:**  
 John Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

**Shipped To:**  
 Jane Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

  
 01027172230300

SKU #	Item Description	Size	QTY
<b>Order # 152222222</b> Order Date: 09/10/2022			
MMO104	Blue Tanzanite 18k Yellow Gold Ring 2.65ctw Store: Romanoff Fine Jewelers LLC Sizing to 6.50	8	1
<b>Order # 152522221</b> Order Date: 09/10/2022			
MMO105	Blue Tanzanite 24k Yellow Gold Ring 2.65ctw Store: Romanoff Fine Jewelers LLC Sizing to 6.50	8	1

\*\*\* Additional Items shipped separately \*\*\*

**Gift Message**  
This is a gift message.

\*\*  
This is a marketing message.

✂ Detach the Return & Exchange form & include with your return.

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**Return & Exchange Form**

SKU #	Item Description	Size	QTY	Reason Code	Return Type	Additional Instructions
MMO104	Blue Tanzanite 18k Yellow Gold Ring 2.65ctw	8				
MMO105	Blue Tanzanite 24k Yellow Gold Ring 2.65ctw	8				

**Write a reason code for the item(s) you are returning:**  
 10 Changed my mind    12 Did not order this item    14 Damaged/Defective (Please comment)    16 Gift  
 11 Looks different than photo    13 Received the wrong item/size    15 Item did not meet expectations

**Return Type:**  
 [R] Refund     [P] Repair  
 [X] Exchange

Returns Instructions: [www.jedora.com/help/returns](http://www.jedora.com/help/returns)

  
 01027172230300

**Terms and Conditions:** [www.jedora.com/help/terms](http://www.jedora.com/help/terms)  
 This order, and all future orders, are subject to our Terms and Conditions, including an agreement to resolve any disputes through arbitration, except for certain small claims. Upon request we will send you a copy of our Terms and Conditions.

**Sold To:**  
 John Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

**Shipped To:**  
 Jane Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

✂ **OPTION 1: Easy USPS Label Return - Drop in your mailbox**


**F** **First-Class Package Return Service**

Jane Smith  
1 Fuller Road  
Apt 1  
Albany, NY 12201

NO POSTAGE  
NECESSARY IF  
MAILED IN THE  
UNITED STATES

---


**USPS TRACKING #**

  
 SS4813481333114114


**OPTION 2: Return on your own**

Jane Smith  
1 Fuller Road  
Apt 1  
Albany, NY 12201

**Customer Returns  
190 Hayfield Rd. #1  
Knoxville, TN 37922**

  
 01027172230300


**Figure 1 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP\_WITH\_RETURN\_LABEL**



**Packing Slip**  
 Shipment # CS222222222  
 Print Date: 09/10/2022  
 Customer # 548 454545

**Sold To:**  
 John Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

**Shipped To:**  
 Jane Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

  
 01027172230300

SKU #	Item Description	Size	QTY
Order # 12345678	Order Date: 09/10/2022		
MMO104	Blue Tanzanite 18k Yellow Gold Ring 2.65ctw Store: Romanoff Fine Jewelers LLC Sizing to 6.50	8	1

\*\*\* Additional Items shipped separately \*\*\*

✂ Detach the Return & Exchange form & include with your return.

---

**Return & Exchange Form**

SKU #	Item Description	Size	QTY	Reason Code	Return Type	Additional Instructions
MMO104	Blue Tanzanite 18k Yellow Gold Ring 2.65ctw	8				

Returns Instructions: [www.jedora.com/help/returns](http://www.jedora.com/help/returns)

**Write a reason code for the item(s) you are returning:**


10 Changed my mind	12 Did not order this item	14 Damaged/Defective (Please comment)	16 Gift
11 Looks different than photo	13 Received the wrong item/size	15 Item did not meet expectations	

**Return Type:**  
 [R] Refund [P] Repair  
 [X] Exchange

**Terms and Conditions:** [www.jedora.com/help/terms](http://www.jedora.com/help/terms)  
 This order, and all future orders, are subject to our Terms and Conditions, including an agreement to resolve any disputes through arbitration, except for certain small claims. Upon request we will send you a copy of our Terms and Conditions.

**Sold To:**  
 John Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201


**Shipped To:**  
 Jane Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

  
 01027172230300

---

Thank you for your purchase. If you need to return your item, please contact us at 1-833-453-3672 for your complimentary, pre-paid return label.

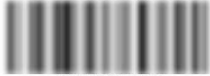
**Figure 2 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP\_WITH\_RETURN\_MESSAGE**



**Packing Slip**  
 Shipment # CS8888888888  
 Print Date: 09/10/2022  
 Customer # S48 133133

**Sold To:**  
 John Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

**Shipped To:**  
 Jane Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

  
 01027172230300

SKU #	Item Description	Size	QTY
Order # 10001230	Order Date: 09/10/2020		
MMO104	Blue Tanzanite 18k Yellow Gold Ring 2.65ctw Store: Romanoff Fine Jewelers LLC	8	1

\*\*\* Additional Items shipped separately \*\*\*

✂ Detach the Return & Exchange form & include with your return.

---

**Return & Exchange Form**

SKU #	Item Description	Size	QTY	Reason Code	Return Type	Additional Instructions
MMO104	Blue Tanzanite 18k Yellow Gold Ring 2.65ctw	8				

Returns Instructions: [www.jedora.com/help/returns](http://www.jedora.com/help/returns)


**Write a reason code for the item(s) you are returning:**

10 Changed my mind	12 Did not order this item	14 Damaged/Defective (Please comment)	16 Gift	<b>Return Type:</b>
11 Looks different than photo	13 Received the wrong item/size	15 Item did not meet expectations		[R] Refund [P] Repair
				[X] Exchange

**Terms and Conditions:** [www.jedorda.com/help/terms](http://www.jedorda.com/help/terms)  
 This order, and all future orders, are subject to our Terms and Conditions, including an agreement to resolve any disputes through arbitration, except for certain small claims. Upon request we will send you a copy of our Terms and Conditions.

**Sold To:**  
 John Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

**Shipped To:**  
 Jane Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201


  
 01027172230300

✂

OPTION 2: Return on your own

Jane Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

Customer Returns  
 190 Hayfield Rd. #1  
 Knoxville, TN 37922

  
 01027172230300

**Figure 3 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP\_RETURN\_ON\_YOUR\_OWN**

# Packing Slip Mapping

The Jedora 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.


[003](BRAND\_IMG)

**Packing Slip**

Shipment # [072]  
Print Date: [002]  
Customer # [505]

Sold To:  
[511]  
[500]  
[501], [510] [509]

Shipped To:  
[304]  
[305], [305]  
[306], [307] [308], [309]



10721

SKU #	Item Description	Size	QTY
[113]	[114] [191]	[141]	[100]
[113]	[114] [191]	[141]	[100]
[113]	[114] [191]	[141]	[100]

[068]

Gift Message

[041]

[035]

Detach the Return & Exchange form and include with your return.

---

**Return & Exchange Form**


SKU #	Item Description	Size	QTY	Reason Code	Return Type	Additional Instructions
[113]	[114]	[141]				
[113]	[114]	[141]				
[113]	[114]	[141]				

Write a reason code for the item(s) you are returning:

10 Changed my mind	12 Did not order this item	14 Damaged/Defective (Please Comment)	16 Gift
11 Looks different than photo	13 Received the wrong item/size	15 Item did not meet expectations	

Return Type:  
[R] Refund [P] Repair  
[X] Exchange

[037, Segment 1]



10721


  

[037, Segment 2]

[037, Segment 3]

Sold To:  
[511]  
[500]  
[501], [510] [509]

Shipped To:  
[304]  
[305], [305]  
[306], [307] [308], [309]



10721

[037, Segment 4]

**F** First-Class Package Return Service

[304]  
[305], [305]  
[306], [307] [308], [309]

NO POSTAGE  
NECESSARY IF  
MAILED IN THE  
UNITED STATES

USPS TRACKING #


[044](USPS BARCODE) [075]

[085]

[037, Segment 5]

[304]  
[305], [305]  
[306], [307] [308], [309]

[075]



10721

**Figure 4 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP\_WITH\_RETURN\_LABEL with Order Message References**

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PACKING SLIP GUIDE – Jedora (2/2/2024)


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[003][BRAND\_IMG]

**Packing Slip**  
 Shipment # [072]  
 Print Date: [002]  
 Customer # [505]

**Sold To:**  
 [511]  
 [500]  
 [501], [510] [509]

**Shipped To:**  
 [304]  
 [305], [305]  
 [306], [307] [308] , [309]

  
 [0721]

SKU #	Item Description	Size	QTY
<b>Ordered Items:</b>			
[113]	[114] [191]	[141]	[100]
[113]	[114] [191]	[141]	[100]
[113]	[114] [191]	[141]	[100]

[068]

**Gift Message**  
 [041]  
 [035]

✂ Detach the Return & Exchange form and include with your return.

---

[037, Segment 1]

SKU #	Item Description	Size	QTY	Reason Code	Return Type	Additional Instructions
[113]	[114]	[141]				
[113]	[114]	[141]				
[113]	[114]	[141]				


**Write a reason code for the item(s) you are returning:**

10 Changed my mind	12 Did not order this item	14 Damaged/Defective (Please Comment)	16 Gift	<b>Return Type:</b>
11 Looks different than photo	13 Received the wrong item/size	15 Item did not meet expectations		[R] Refund
				[P] Repair
				[X] Exchange

[037, Segment 2]  
[037, Segment 3]

**Sold To:**  
[511]  
[500]  
[501], [510] [509]

**Shipped To:**  
[304]  
[305], [305]  
[306], [307] [308] , [309]

  
[0721]

✂ [037, Segment 4] [037, Segment 5]

Thank you for your purchase. If you need to return your item, please contact us at 1-833-453-3672 for your complimentary, pre-paid return label.

**Figure 5 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP\_WITH\_RETURN\_MESSAGE with Order Message References**


[003]{BRAND\_IMG}

**Packing Slip**

Shipment # [072]  
Print Date: [002]  
Customer # [505]

**Sold To:**  
[511]  
[500]  
[501], [510] [509]

**Shipped To:**  
[304]  
[305], [305]  
[306], [307] [308] , [309]

  
r0721

SKU #	Item Description	Size	QTY
<b>Ordered Items:</b>			
[113]	[114] [191]	[141]	[100]
[113]	[114] [191]	[141]	[100]
[113]	[114] [191]	[141]	[100]

[068]

**Gift Message**  
[041]  
[035]

✂ Detach the Return & Exchange form and include with your return.

---


**Return & Exchange Form**

SKU #	Item Description	Size	QTY	Reason Code	Return Type	Additional Instructions
[113]	[114]	[141]				
[113]	[114]	[141]				
[113]	[114]	[141]				

**Write a reason code for the item(s) you are returning:**

10 Changed my mind	12 Did not order this item	14 Damaged/Defective (Please Comment)	16 Gift	<b>Return Type:</b>
11 Looks different than photo	13 Received the wrong item/size	15 Item did not meet expectations		[R] Refund [P] Repair [X] Exchange

[037, Segment 1]


  
r0721

[037, Segment 2]  
[037, Segment 3]

**Sold To:**  
[511]  
[500]  
[501], [510] [509]

**Shipped To:**  
[304]  
[305], [305]  
[306], [307] [308] , [309]

  
r0721


  

[037, Segment 4]

[037, Segment 5]

[304]  
[305], [305]  
[306], [307] [308] , [309]

[075]

  
r0721

**Figure 6 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP\_RETURN\_ON\_YOUR\_OWN 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	
[003]	channel	Channel	
[035]	marketing_message	Marketing Message	
[037]	packing_instructions	Packing Instructions	
[040]	gift_flag	Gift Flag	To identify gift orders
[041]	gift_message	Gift Message	
[044]	receipt_id	Receipt ID	
[068]	packing_slip_message	Packing Slip Message	
[072]	release_number	Release Number	
[075]	returns_message	Returns Message	
[085]	secondary_receipt_id	Secondary Receipt ID	
[100]	line_item_quantity	Line Item Quantity	
[113]	line_item_packing_slip_sku	Line Item Packing Slip SKU	
[114]	line_item_packing_slip_title	Line Item Packing Slip Title	
[140]	line_item_color	Line Item Color	
[141]	line_item_size	Line Item Size	
[191]	line_item_packing_slip_message	Line Item Packing Slip Message	
[300]	ship_company	Ship Company	
[301]	ship_attention	Ship Attention	
[302]	ship_email	Ship Email	
[303]	ship_phone	Ship Phone	
[304]	ship_name	Ship Name	
[305]	ship_address	Ship Address	
[306]	ship_city	Ship City	

Label	Description	Element	Notes
[307]	ship_region	Ship Region	
[308]	ship_postal	Ship Postal	
[309]	ship_country	Ship Country	
[500]	customer_address_1	Customer Address	
[501]	customer_city	Customer City	
[505]	customer_customer_number	Customer Number	
[509]	customer_postal	Customer Postal	
[510]	customer_region	Customer Region	
[511]	customer_name	Customer Name	

## Packing Slip Mapping – EDI Segment


Label	Description	Element	Notes
[001]	BEG03	PO Number	
[002]	BEG05	Retailer Create Date	
[003]	REF02	Channel	
[035]	MTX*MKN	Marketing Message	
[037]	MTX*PKG	Packing Instructions	
[040]	SAC13	Gift Flag	To identify gift orders
[041]	MTX*EAJ	Gift Message	
[044]	REF*BAF	Receipt ID	
[068]	MTX*OTH	Packing Slip Message	
[072]	REF*RE	Release Number	
[075]	MTX*GPL	Returns Message	
[085]	REF*CS	Secondary Receipt ID	
[100]	PO102	Line Item Quantity	
[113]	PO109	Line Item Packing Slip SKU	
[114]	LIN*PD	Line Item Packing Slip Title	
[140]	LIN*CL	Line Item Color	
[141]	LIN*IZ	Line Item Size	
[191]	SAC15	Line Item Packing Slip Message	
[300]	N201	Ship Company	
[301]	N202	Ship Attention	
[302]	PER06	Ship Email	
[303]	PER04	Ship Phone	
[304]	N1*ST	Ship Name	
[305]	N301	Ship Address	
[306]	N401	Ship City	
[307]	N402	Ship Region	

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Label	Description	Element	Notes
[308]	N403	Ship Postal	
[309]	N404	Ship Country	
[500]	N301	Customer Address	
[501]	N401	Customer City	
[505]	N104	Customer Number	
[509]	N403	Customer Postal	
[510]	N402	Customer Region	
[511]	N102	Customer Name	

## 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.



**Packing Slip**  
 Shipment # CS5554443333  
 Print Date: 09/10/2022  
 Customer # 548 333333

**Sold To:**  
 John Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY

**Shipped To:**  
 Jane Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY



01027172230300

SKU #	Item Description	Size	QTY
Order # 152222222 Order Date: 09/10/2022			
MMOI04	Blue Tanzanite 18k Yellow Gold Ring 2.65ctw Store: Romanoff Fine Jewelers LLC Sizing to 6.50	8	1
Order # 152522221 Order Date: 09/10/2022			
MMOI05	Blue Tanzanite 24k Yellow Gold Ring 2.65ctw Store: Romanoff Fine Jewelers LLC Sizing to 6.50	8	1

\*\*\* Additional items shipped separately \*\*\*

**Gift Message**  
This is a gift message.

\*\*  
This is a marketing message.

✂ Detach the Return & Exchange form & include with your return.

---

**Return & Exchange Form**

Returns Instructions: [www.jedora.com/help/returns](http://www.jedora.com/help/returns)

SKU #	Item Description	Size	QTY	Reason Code	Return Type	Additional Instructions
MMOI04	Blue Tanzanite 18k Yellow Gold Ring 2.65ctw	8				
MMOI05	Blue Tanzanite 24k Yellow Gold Ring 2.65ctw	8				

**Write a reason code for the item(s) you are returning:**


10 Changed my mind	12 Did not order this item	14 Damaged/Defective (Please comment)	16 Gift
11 Looks different than photo	13 Received the wrong item/size	15 Item did not meet expectations	

**Return Type:**  
 [R] Refund [P] Repair  
 [X] Exchange

**Terms and Conditions:** [www.jedora.com/help/terms](http://www.jedora.com/help/terms)  
 This order, and all future orders, are subject to our Terms and Conditions, including an agreement to resolve any disputes through arbitration, except for certain small claims. Upon request we will send you a copy of our Terms and Conditions.

**Sold To:**  
 John Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201

**Shipped To:**  
 Jane Smith  
 1 Fuller Road  
 Apt 1  
 Albany, NY 12201



01027172230300


OPTION 1: Easy USPS Label Return – Drop in your mailbox

**F** **First-Class Package Return Service**

Jane Smith  
1 Fuller Road  
Apt 1  
Albany, NY 12201

NO POSTAGE  
NECESSARY IF  
MAILED IN THE  
UNITED STATES

USPS TRACKING #




SS4813481333114114

**Return Label Section**

Jane Smith  
1 Fuller Road  
Apt 1  
Albany, NY 12201

Customer Returns  
190 Hayfield Rd. #1  
Knoxville, TN 37922



01027172230300

**Figure 7 Sample Regular Packing Slip with Location References**

Data Element	Font Size	Font Style	F/V	Comments
<b>ORDER HEADER SECTION</b>				
<i><b>Note:</b> The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.</i>				
LOGO			F	Jedora_Logo.png
Static Text	12	Bold, green	F	Print the following text in green (R:51, G:85, B:85). <b>Packing Slip</b>
Label	8	Bold	F	<b>Shipment #</b>
Release Number	8	Bold	V	
Label	8	Bold	F	<b>Print Date:</b>
Retailer Create Date	8	Bold	V	Print the current date in mm/dd/yyyy format.
Label	8	Bold	F	<b>Customer #</b>
Customer Number	8	Bold	V	
Label	8	Bold	F	<b>Sold To:</b>
Customer Name	8		V	
Customer Address	8		V	
Customer City	8		V	
Customer Region	8		V	
Customer Postal	8		V	
Static Text	8	Bold	F	<b>Shipped To:</b>
Ship Company	8		V	Shift lines up if not present.
Ship Attention	8		V	Shift lines up if not present.

Data Element	Font Size	Font Style	F/V	Comments
Ship Name	8		V	
Ship Address	8		V	
Ship City	8		V	
Ship Region	8		V	
Ship Postal	8		V	
Ship Country	8		V	Do not print if "US" is sent on the purchase order.
BARCODE			V	Generated based on the <i>Release Number</i> element using Code 128 barcode symbology.
Release Number	8		V	Print centered below the barcode
<b>ORDER DETAIL SECTION</b>				
<b>Note:</b> The following labels are enclosed in a solid grey box, as shown in the example.				
Label	8	Bold, green	F	Print the following text in green (R:51, G:85, B:85). <b>SKU #</b>
Label	8	Bold, green	F	Print the following text in green (R:51, G:85, B:85). <b>Item Description</b>
Label	8	Bold, green	F	Print the following text in green (R:51, G:85, B:85). <b>Size</b>