

PACKING SLIP GUIDE – Macy's Marketplace

Introduction

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

Once you have created your packing slips, please submit samples to Macy's Marketplace for approval. Your packing slips must be approved by Macy's Marketplace before you can use them.

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If you have any questions, contact Macy's Marketplace directly or contact Rithum Software Support at support@dsko.io.

Packing Slip Requirements

Below is a summary of the rules that apply to Macy's Marketplace 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 	N/A
<ul style="list-style-type: none"> Gift 	N/A
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 Macy's Marketplace packing slip.



JOHN SMITH 1 FULLER ROAD ALBANY, NY 12208 US											
Packing Slip											
Order number: 1234123412345 Logistics order number: 1234123412345-A Sold by: Seller A Fulfilled by: Seller A Order date: 09/26/2022 Shipping method: Standard Customer name: JOHN SMITH	Shipping address: JOHN SMITH 1 FULLER ROAD ALBANY, NY 12208 US										
<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Product description</td> <td style="width: 20%; text-align: right;">Qty</td> </tr> <tr> <td>Product name: Sample description for line item</td> <td style="text-align: right;">2</td> </tr> <tr> <td>UPC: 133333333333</td> <td></td> </tr> <tr> <td>Status: New</td> <td></td> </tr> <tr> <td>Shop reference: S2438</td> <td></td> </tr> </table>	Product description	Qty	Product name: Sample description for line item	2	UPC: 133333333333		Status: New		Shop reference: S2438		
Product description	Qty										
Product name: Sample description for line item	2										
UPC: 133333333333											
Status: New											
Shop reference: S2438											
Thank you for shopping with a Macy's Marketplace seller. Returns are accepted within 30 days of your initial shipping confirmation. In order to process a return, please follow the prompts within your profile on Macys.com where you'll be able to print a label and drop off at any UPS store nationwide. Please note, exchanges are not permitted.											

Figure 1 Sample Regular Packing Slip with Order Message References

Packing Slip Mapping

The Macy's Marketplace 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.

[101]
[102]
[103]
[104]
[105] , [106] [107]
[108]



Packing Slip

<p>Order number: [201] Logistics order number: [201]</p>	<p>Shipping address:</p>
<p>Sold by: [202]</p>	<p>[101] [102] [103] [104]</p>
<p>Fulfilled by: [202]</p>	<p>[105] , [106] [107]</p>
<p>Order date: [203] Shipping method: [204] Customer name: [205]</p>	<p>[108]</p>

Product description	Qty
<p>Product name: [206] UPC: [207] Status: New Shop reference: [208]</p>	<p>[209]</p>

Thank you for shopping with a Macy's Marketplace seller. Returns are accepted within 30 days of your initial shipping confirmation. In order to process a return, please follow the prompts within your profile on Macys.com where you'll be able to print a label and drop off at any UPS store nationwide. Please note, exchanges are not permitted.

Figure 2 Sample Regular Packing Slip with Order Message References

Packing Slip Mapping – Flat-file Field Name

Label	Description	Element	Notes
101	Ship Name	ship_name	
102	Ship Address	ship_address	
103	Ship Address 1	ship_address_1	
104	Ship Address 2	ship_address_2	
105	Ship City	ship_city	
106	Ship Region	ship_region	
107	Ship Postal	ship_postal	
108	Ship Country	ship_country	
201	PO Number	po_number	
202	Platform Supplier Name	dsco_supplier_name	
203	Retailer Create Date	retailer_create_date	
204	Ship Method	ship_method	
205	Bill To Name	bill_to_name	
206	Line Item Title	line_item_title	
207	Line Item UPC	line_item_upc	
208	Line Item SKU	line_item_sku	
209	Line Item Quantity	line_item_quantity	

Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
101	Ship Name	N101	
102	Ship Address	N301	
103	Ship Address 1	N301	
104	Ship Address 2	N301	
105	Ship City	N401	
106	Ship Region	N402	
107	Ship Postal	N403	
108	Ship Country	N404	
201	PO Number	BEG03	
202	Platform Supplier Name	REF02	
203	Retailer Create Date	DTM02	
204	Ship Method	TD505	
205	Bill To Name	N102	
206	Line Item Title	PID05	
207	Line Item UPC	PO109	
208	Line Item SKU	PO107	
209	Line Item Quantity	PO102	

Packing Slip Mapping – API Segment


Label	Description	Element	Notes
101	Ship Name	shipping.name	
102	Ship Address	shipping.address[0]	
103	Ship Address 1	shipping.address[1]	
104	Ship Address 2	shipping.address[2]	
105	Ship City	shipping.city	
106	Ship Region	shipping.region	
107	Ship Postal	shipping.postal	
108	Ship Country	shipping.country	
201	PO Number	poNumber	
202	Platform Supplier Name	dscoSupplierName	
203	Retailer Create Date	retailerCreateDate	
204	Ship Method	shipMethod	
205	Bill To Name	billTo.name	
206	Line Item Title	lineItems.title	
207	Line Item UPC	lineItems.upc	
208	Line Item SKU	lineItems.sku	
209	Line Item Quantity	lineItems.quantity	

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.

JOHN SMITH
1 FULLER ROAD
ALBANY, NY 12208
US

Logo Section



Packing Slip

Order number: 1234123412345
Logistics order number: 123412

Sold by: Seller A
Fulfilled by: Seller A

Order date: 09/26/2022
Shipping method: Standard
Customer name: JOHN SMITH

Order Header Section

Shipping address:

JOHN SMITH
FULLER ROAD
ALBANY, NY 12208
US

Product description	Qty
Product name: Sample description for line item UPC: 133333333333 Status: New Shop reference: S2438	2

Order Merchandise Table

Returns Section

Thank you for shopping with a Macy's Marketplace seller. Returns are accepted within 30 days of your initial shipping confirmation. In order to process a return, please follow the prompts within your profile on Macys.com where you'll be able to print a label and drop off at any UPS store nationwide. Please note, exchanges are not permitted.

Figure 3 Sample Regular Packing Slip with Location References

Data Element	Font Size	Font Style	F/V	Comments
LOGO SECTION				
Shipping Name	13	All caps	V	
Shipping Address	13	All caps	V	
Shipping Address 1	13	All caps	V	Move up if not present.
Shipping Address 2	13	All caps	V	Move up if not present.
Shipping City	13	All caps	V	
Shipping Region	13	All caps	V	
Shipping Postal	13		V	
Shipping Country	13	All caps	V	
LOGO		Right-justified	F	Macys_logo.jpg
HORIZONTAL RULE			F	
ORDER HEADER SECTION				
Static Text	18	Centered	F	Packing Slip
Label	9		F	Order number:
PO Number	9		V	Do not print the "A" on the end of the PO number.
Label	9		F	Logistics order number:
PO Number	9		V	
Label	9	Bold	F	Sold by:
Platform Supplier Name	9		V	
Label	9	Bold	F	Fulfilled by:
Platform Supplier Name	9		V	

Data Element	Font Size	Font Style	F/V	Comments
Label	9	Bold	F	Fulfilled by:
Platform Supplier Name	9		V	
Label	9	Bold	F	Order date:
Retailer Create Date	9		V	
Label	9	Bold	F	Shipping method:
Ship Method	9		V	
Label	9	Bold	F	Customer name:
Bill To Name	9		V	
Label	9	Bold	F	Shipping address:
Shipping Name	9	All caps	V	
Shipping Address	9	All caps	V	
Shipping Address 1	9	All caps	V	
Shipping Address 2	9	All caps	V	
Shipping City	9	All caps	V	
Shipping Region	9	All caps	V	
Shipping Postal	9		V	
Shipping Country	9	All caps	V	
ORDER MERCHANDISE TABLE				
Static Text	9	Bold	F	Product description
Label	9	Bold, right-justified	F	Qty
HORIZONTAL RULE	9		F	
Label	9	Bold	F	Product name:

Data Element	Font Size	Font Style	F/V	Comments
Line Item Title	9		V	
Label	9	Bold	F	UPC:
Line Item UPC	9		V	
Static Text	9			Status: New
Label	9	Bold	F	Shop reference:
Line Item SKU	9		V	
Line Item Quantity	9	Right-justified	V	
RETURNS SECTION				
HORIZONTAL RULE			F	
Static Text	9		F	<p>Thank you for shopping with a Macy's Marketplace seller. Returns are accepted within 30 days of your initial shipping confirmation.</p> <p>In order to process a return, please follow the prompts within your profile on Macys.com where you'll be able to print a label and drop off at any UPS store nationwide. Please note, exchanges are not permitted.</p>