

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.

- Tyler Howard: tyler.howard@macys.com
- Augustin Petit: <u>augustin.petit@macys.com</u>

If you have any questions, contact Macy's Marketplace directly or contact Rithum Software Support at support@dsco.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: | | | |
| • Regular | Υ | | |
| Ship-To-Store | N/A | | |
| • Reprint | N/A | | |
| • 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 | Υ | | |
| Multi-Page Packing Slip | Υ | | |
| Computations | N/A | | |
| Price Suppression | N/A | | |



Packing Slip Sample

Below is a sample of the Macy's Marketplace packing slip.

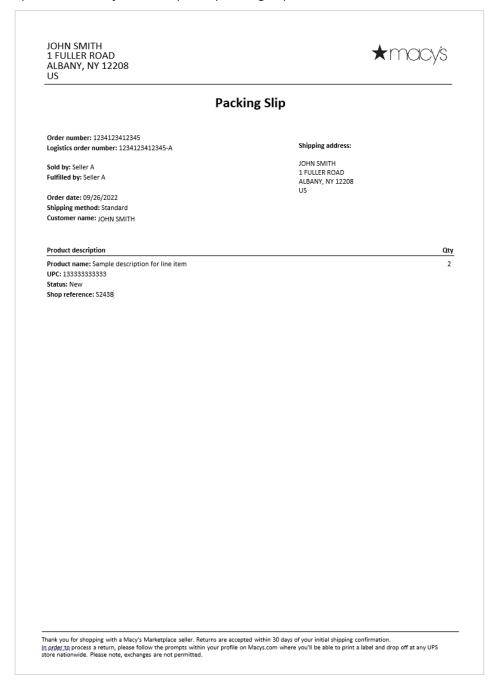


Figure 1 Sample Regular Packing Slip with Order Message References



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.

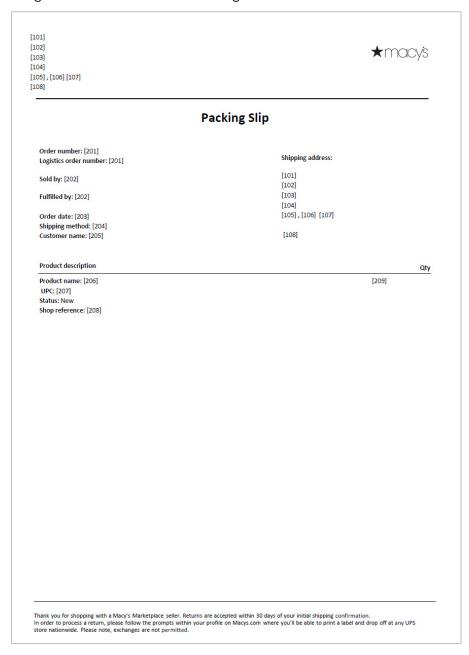


Figure 2 Sample Regular Packing Slip with Order Message References



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 | lineltems.title | | |
| 207 | Line Item UPC | lineltems.upc | | |
| 208 | Line Item SKU | lineltems.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.

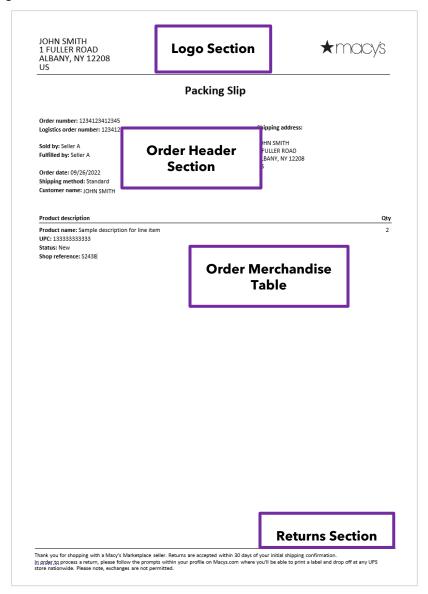


Figure 3 Sample Regular Packing Slip with Location References



| 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 HEAI | DER SEC | TION | |
| 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 | 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. | | |