

# PACKING SLIP GUIDE – URBN

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

Once you have created your packing slips, your packing slips must be approved by URBN before you can use them. Please submit samples to the URBN brand team directly (based on the brand you support) for approval:

- [dsko-uo@urbanoutfitters.com](mailto:dsko-uo@urbanoutfitters.com)
- [fpdropship@freepeople.com](mailto:fpdropship@freepeople.com)
- [dropshipsupport@anthropologie.com](mailto:dropshipsupport@anthropologie.com)

If you have any questions, contact URBN directly or contact Rithum Software Support at [support@dsko.io](mailto:support@dsko.io).

## Packing Slip Requirements

Below is a summary of the rules that apply to URBN 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"><li>• Regular</li></ul>	Do not print
<ul style="list-style-type: none"><li>• Ship-To-Store</li></ul>	N/A
<ul style="list-style-type: none"><li>• Reprint</li></ul>	Y
<ul style="list-style-type: none"><li>• Gift</li></ul>	Y

Packing Slip Variables	Applies to this Retailer
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	Y
Price Suppression	N/A

## Packing Slip Sample

Below is a sample of the URBN packing slip.

**ANTHROPOLOGIE**

Created: 2023-02-08 19:32:47 MST

Order Date: 2023-02-08 19:30:45 MST	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Bill to</b></p> <p>First Last 12 19TH ST SAN Tokyo, CA 12123 US</p> </div> <div style="width: 45%;"> <p><b>Ship to</b></p> <p>First Last 12 19TH ST SAN Tokyo, CA 12123 US Phone: 555-555-5555</p> </div> </div>
Order Number: uo-01262023	
Shipment Number: PS_001	
Barcode:  uo-01262023	

**GIFT MESSAGE:** HAPPY BIRTHDAY

PRODUCT	DESCRIPTION	QUANTITY
SKU: HCD-1 URBN ID: 43744846	Line Item description	1
<b>Total:</b>		1

*For our full return policy and return instructions, please visit our website.*

**Figure 1 Sample Anthropologie Packing Slip**

Below is a sample of the URBN packing slip for the Free People brand.

## FREE PEOPLE

Created: 2023-02-08 19:33:59 MST

Order Date: 2023-02-08 19:31:02 MST	
Order Number: uo-01262023	
Shipment Number: PS_003	
Barcode:  uo-01262023	

**Bill to**

First Last  
12 19TH ST  
SAN Tokyo, CA 12123  
US

**Ship to**

First Last  
12 19TH ST  
SAN Tokyo, CA 12123  
US  
Phone: 555-555-5555

**GIFT MESSAGE:** HAPPY BIRTHDAY

PRODUCT	DESCRIPTION	QUANTITY
Sku: HCD-1 URBN ID: 43744846	Line item description	1
<b>Total:</b>		1

*For our full return policy and return instructions, please visit our website.*

**Figure 2 Sample Free People Regular Packing Slip**

Below is a sample of the URBN packing slip for the Terrain brand.

terrain

Created: 2023-02-08 19:34:29 MST

Order Date: 2023-02-08 19:31:18 MST	
Order Number: uo-01262023	
Shipment Number: PS_004	
Barcode:  uo-01262023	

**Bill to**  
 First Last  
 12 19TH ST  
 SAN Tokyo, CA 12123  
 US

**Ship to**  
 First Last  
 12 19TH ST  
 SAN Tokyo, CA 12123  
 US  
 Phone: 555-555-5555

GIFT MESSAGE: HAPPY BIRTHDAY

PRODUCT	DESCRIPTION	QUANTITY
Sku: HCD-1 URBN ID: 43744846	Line Item description	1
Total:		1


*For our full return policy and return instructions, please visit our website.*

**Figure 3 Sample Terrain Regular Packing Slip**

Below is a sample of the URBN packing slip for the Urban Outfitters brand.

**URBAN OUTFITTERS**

Created: 2023-02-08 19:33:24 MST

Order Date: 2023-02-08 19:30:53 MST			
Order Number: uo-01262023			
Shipment Number: PS_002			
Barcode:  uo-01262023			

**Bill to**

First Last  
12 19TH ST  
SAN Tokyo, CA 12123  
US

**Ship to**

First Last  
12 19TH ST  
SAN Tokyo, CA 12123  
US  
Phone: 555-555-5555

**GIFT MESSAGE:** HAPPY BIRTHDAY

PRODUCT	DESCRIPTION	QUANTITY
Sku: HCD-1 URBN ID: 43744846	Line Item description	1
<b>Total:</b>		1

*For our full return policy and return instructions, please visit our website.*


**Figure 4 Sample Urban Outfitters Regular Packing Slip**

## Packing Slip Mapping

The URBN 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]

Created: 2023-05-19 10:47:29 MDT

Order Date: [002]	
Order Number: [023]	
Shipment Number: [001]	
Barcode: 	
[023]	

**Bill to**

[350]  
Attn: [351]  
[354]  
[355]  
[356], [357] [358]  
[359]  
Phone: [353]  
Email: [352]

**Ship to**

[300]  
Attn: [301]  
Store #: [310]  
[304]  
[305]  
[306], [307] [308]  
[309]  
Phone: [303]  
Email: [302]

GIFT MESSAGE: [041]

PRODUCT	DESCRIPTION	QUANTITY
<b>SKU:</b> [104] <b>URBN ID:</b> [113]	[114] <b>Color:</b> [140] <b>Size:</b> [141] <b>Personalization:</b> [117]	[100]
<b>SKU:</b> [104] <b>URBN ID:</b> [113]	[114] <b>Color:</b> [140] <b>Size:</b> [141] <b>Personalization:</b> [117]	[100]
<b>SKU:</b> [104] <b>URBN ID:</b> [113]	[114] <b>Color:</b> [140] <b>Size:</b> [141] <b>Personalization:</b> [117]	[100]
<b>Total:</b>		0

*For our full return policy and return instructions, please visit our website.*

**Figure 5 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	
[003]	Channel	channel	Refer to channel codes to determine brand logo to use.
[023]	Consumer Order Number	consumer_order_number	
[040]	Gift Flag	gift_flag	To identify gift orders
[041]	Gift Message	gift_message	
[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	
[117]	Line Item Personalization	line_item_personalization	
[140]	Line Item Color	line_item_color	
[141]	Line Item Size	line_item_size	
[300]	Ship-To Company Name	ship_company	
[301]	Ship-To Attention	ship_attention	
[302]	Ship-To Email	ship_email	
[303]	Ship-To Phone	ship_phone	
[304]	Ship-To Name	ship_name	



Label	Description	Element	Notes
[305]	Ship-To Address	ship_address_1	
[306]	Ship-To City	ship_city	
[307]	Ship-To Region	ship_region	
[308]	Ship-To Postal	ship_postal	
[309]	Ship-To Country	ship_country	
[310]	Ship-To Store Number	ship_store_number	
[350]	Bill-To Company	bill_to_company	
[351]	Bill-To Attention	bill_to_attention	
[352]	Bill-To Email	bill_to_email	
[353]	Bill-To Phone	bill_to_phone	
[354]	Bill-To Name	bill_to_name	
[355]	Bill-To Address	bill_to_address	
[356]	Bill-To City	bill_to_city	
[357]	Bill-To Region	bill_to_region	
[358]	Bill-To Postal	bill_to_postal	
[359]	Bill-To Country	bill_to_country	

## Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
[001]	PO Number	BEG03	
[002]	Retailer Create Date	DTM*004	Refer to channel codes to determine brand logo to use.
[003]	Channel	REF*ZZ*channel	
[023]	Consumer Order Number	REF*CO*consumer_order_number	
[040]	Gift Flag	N9*L1*001*Additional Order Messages and Instructions	This segment will appear when order contains a gift message.
[041]	Gift Message	MTX03 (EAJ qualifier)	
[100]	Line Item Quantity	PO102	
[104]	Line Item SKU	PO1*SK	
[113]	Line Item Partner SKU	PO1*BP	
[114]	Line Item Title	LIN*PD	
[117]	Line Item Personalization	REF*ZZ*line_item_personalization	
[140]	Line Item Color	LIN*CL	
[141]	Line Item Size	LIN*IZ	
[300]	Ship-To Company Name	N201 (ST qualifier)	
[301]	Ship-To Attention	N202 (ST qualifier)	
[302]	Ship-To Email	PER06 (OC qualifier)	
[303]	Ship-To Phone	PER04 (OC qualifier)	
[304]	Ship-To Name	N102 (ST qualifier)	

Label	Description	Element	Notes
[305]	Ship-To Address	N301 (ST qualifier)	
[306]	Ship-To City	N401 (ST qualifier)	
[307]	Ship-To Region	N402 (ST qualifier)	
[308]	Ship-To Postal	N403 (ST qualifier)	
[309]	Ship-To Country	N404 (ST qualifier)	
[310]	Ship-To Store Number	REF*ZZ*ship_store_number	
[350]	Bill-To Company	N201 (BT qualifier)	
[351]	Bill-To Attention	N202 (BT qualifier)	
[352]	Bill-To Email	PER06 (IC qualifier)	
[353]	Bill-To Phone	PER04 (IC qualifier)	
[354]	Bill-To Name	N102 (BT qualifier)	
[355]	Bill-To Address	N301 (BT qualifier)	
[356]	Bill-To City	N401 (BT qualifier)	
[357]	Bill-To Region	N402 (BT qualifier)	
[358]	Bill-To Postal	N403 (BT qualifier)	
[359]	Bill-To Country	N404 (BT qualifier)	

## Packing Slip Mapping – API Segment

Label	Description	Element	Notes
[001]	PO Number	poNumber	
[002]	Retailer Create Date	retailerCreateDate	
[003]	Channel	channel	Refer to channel codes to determine brand logo to use.
[023]	Consumer Order Number	consumerOrderNumber	
[040]	Gift Flag	giftFlag	To identify gift orders
[041]	Gift Message	giftMessage	
[100]	Line Item Quantity	quantity	
[104]	Line Item SKU	sku	
[113]	Line Item Partner SKU	partnerSku	
[114]	Line Item Title	title	
[117]	Line Item Personalization	personalization	
[140]	Line Item Color	color	
[141]	Line Item Size	size	
[300]	Ship-To Company Name	shipping[company]	
[301]	Ship-To Attention	shipping[attention]	
[302]	Ship-To Email	shipping[email]	
[303]	Ship-To Phone	shipping[phone]	
[304]	Ship-To Name	shipping[name]	
[305]	Ship-To Address	shipping[address]	

Label	Description	Element	Notes
[306]	Ship-To City	shipping[city]	
[307]	Ship-To Region	shipping[region]	
[308]	Ship-To Postal	shipping[postal]	
[309]	Ship-To Country	shipping[country]	
[310]	Ship-To Store Number	shipping[storeNumber]	
[350]	Bill-To Company	billTo[company]	
[351]	Bill-To Attention	billTo[attention]	
[352]	Bill-To Email	billTo[email]	
[353]	Bill-To Phone	billTo[phone]	
[354]	Bill-To Name	billTo[name]	
[355]	Bill-To Address	billTo[address]	
[356]	Bill-To City	billTo[city]	
[357]	Bill-To Region	billTo[region]	
[358]	Bill-To Postal	billTo[postal]	
[359]	Bill-To Country	billTo[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.

**ANTHROPOLOGIE** Created: 2023-02-08 19:32:47 MST

Order Date: 2023-02-08 19:30:45 MST

Order Number: uo-01262023

Shipment Number: PS\_001

Barcode:  uo-01262023

**Bill to**

First Last  
12 19TH ST  
SAN Tokyo, CA 12123  
US

**Ship to**

First Last  
12 19TH ST  
SAN Tokyo, CA 12123  
US  
Phone: 555-555-5555

GIFT MESSAGE: HAPPY BIRTHDAY

PRODUCT	DESCRIPTION	QUANTITY
Sku: HCD-1 URBN ID: 43744846	Line item description	

For our full return policy and return instructions, please visit our website.

**Figure 6 Sample Regular Packing Slip with Location References**

Data Element	Font Size	Font Style	F/V	Comments
<b>ORDER HEADER SECTION</b>				
Logo			V	Logo image. Use the brand logo associated with the Channel Code (see below Channel Code to Sales Division List) <ul style="list-style-type: none"> <li>• 01 and 07 =Anthropologie</li> <li>• 02 and 08 =Urban Outfitters</li> <li>• 03= Free People</li> <li>• 05= Terrain</li> </ul>
Static Text	12	Arial	F	<b>Created:</b>
Order Insert Date/ Time	12	Arial	V	Order Create Date/Time
Static Text	8	Arial	F	<b>Order Date:</b>
Retailer Create Date/Time	8	Arial	V	
Static Text	8	Arial	F	<b>Order Number:</b>
Consumer Order Number	8	Arial	V	
Static Text	8	Arial	F	<b>Shipment Number:</b>
PO Number	8	Arial	V	
Static Text	8	Arial	F	<b>Barcode:</b>
BARCODE			V	Generated from <i>Consumer Order Number</i> using Code 128 Symbology.
Consumer Order Number	8	Arial	V	
<b>BILL TO/SHIP TO SECTION</b>				
<b>Note:</b> The elements described below are enclosed in a rectangle with light grey background.				
Label	14	Arial, Bold	F	<b>Bill to</b>

Data Element	Font Size	Font Style	F/V	Comments
Bill-To Company Name	7	Arial	V	Shift lines up if not present.
Bill-To Attention Line	7	Arial	V	Shift lines up if not present.
Bill-To Name	7	Arial	V	
Bill-To Address 1	7	Arial	V	
Bill-To Address 2	7	Arial	V	Shift lines up if not present.
Bill-To City	7	Arial	V	This value is followed by a comma ( , ).
Bill-To Region	7	Arial	V	
Bill-To Postal	7	Arial	V	
Bill-To Country	7	Arial	V	
Static Text	7	Arial	F	<b>Phone:</b> Do not print, if no Phone present.
Ship to Phone	7	Arial	V	Shift lines up if not present.
Static Text	7	Arial	F	<b>Email:</b> Do not print, if no Email present.
Bill-To Email	7	Arial	V	
<b>Note:</b> The elements described below are enclosed in a rectangle with light grey background.				
Label	14	Arial, Bold	F	<b>Ship to</b>
Ship-To Company Name	7	Arial	V	Shift lines up if not present.
Ship-To Attention Line	7	Arial	V	Shift lines up if not present.
Ship-To Name	7	Arial	V	
Ship-To Address 1	7	Arial	V	
Ship-To Address 2	7	Arial	V	Shift lines up if not present.



Data Element	Font Size	Font Style	F/V	Comments
Ship-To City	7	Arial	V	This value is followed by a comma ( , ).
Ship-To Region	7	Arial	V	
Ship-To Postal	7	Arial	V	
Ship-To Country	7	Arial	V	
Static Text	7	Arial	F	<b>Phone:</b> Do not print, if no Phone present.
Ship to Phone	7	Arial	V	Shift lines up if not present.
Static Text	7	Arial	F	<b>Email:</b> Do not print, if no Email present.
Ship to Email	7	Arial	V	Shift lines up if not present.
<b>GIFT MESSAGE SECTION</b>				
<b>Note:</b> The elements described below are enclosed in a rectangle.				
Label	14	Arial, Bold	F	<b>GIFT MESSAGE</b> Print in all caps
Gift Message	14	Arial	V	Gift Message
<b>ORDER MERCHANDISE TABLE</b>				
<b>Note:</b> The elements described below are enclosed in solid-line boxes, as shown in the sample.				
Label	8	Arial	F	This element is shaded in gray. <b>PRODUCT</b>
Label	8	Arial, Bold	F	<b>SKU:</b> skip if not available on the order
Line Item SKU	8	Arial	V	
Label	8	Arial, Bold	F	<b>URBN ID:</b> skip if not available on the order
Line Item Partner SKU	8	Arial	V	

Data Element	Font Size	Font Style	F/V	Comments
Label	8	Arial, Bold	F	<b>UPC:</b> skip if not available on the order
Line Item UPC	8	Arial	V	
Label	8	Arial, bold, centered	F	This element is shaded in gray. Print in all caps <b>DESCRIPTION</b>
Line Item Title	8	Arial, wrapped	V	
Label	8	Arial	F	<b>Color:</b> skip if not available on the order
Line Item Color	8	Arial	V	
Label	8	Arial	F	<b>Size:</b> skip if not available on the order
Line Item Color	8	Arial	V	
Label	8	Arial	F	<b>Personalization:</b> skip if not available on the order
Personalization	8	Arial	V	
Label	8	Arial, centered	F	This element is shaded in gray. Print in all caps <b>QUANTITY</b>
Line Item Quantity	8	Arial, centered	V	
Label	8	Arial	F	<b>Total:</b>
CALCULATED	8	Arial, centered	V	This element is shaded in gray. <i>Total number of order quantity within the entire Order</i>
<b>RETURNS SECTION</b>				
Static Text	8	Arial, italic	F	<b><i>For our full return policy and return instructions, please visit our website.</i></b>