PACKING SLIP GUIDE – Zulily

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 Zulily. Please match the packing slip design requirements as closely as possible.

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

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

Packing Slip Requirements

Below is a summary of the rules that apply to Zulily 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	N/A
Special Printing Requirements	N/A
Barcode	N/A

Packing Slip Variables	Applies to this Retailer
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 Zulily packing slip.

Figure 1   Sample Regular Packing Slip

Figure 2   Sample Regular Packing Slip with Personalization

Packing Slip Mapping

The Zulily 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 3   Sample Regular Packing Slip with Order Message References

Packing Slip Mapping – Flat-file Field Name

Label	Description	Element	Notes
100	ship_phone	Ship Phone	
101	ship_name	Ship Name	
102	ship_address	Ship Address	
103	ship_city	Ship City	
104	ship_region	Ship Region	
105	ship_postal	Ship Postal	
106	ship_country	Ship Country	
107	consumer_order_date	Consumer Order Date	
108	consumer_order_number	Consumer Order Number	
109	line_item_quantity	Line Item Quantity	
110	line_item_sku	Line Item SKU	
111	line_item_title	Line Item Title	
112	line_item_color	Line Item Color	
113	line_item_size	Line Item Size	
114	line_item_personalization	Line Item Personalization	

Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
100	PER04 (PER*OC)	Ship Phone	
101	N102 (ST identifier)	Ship Name	
102	N301	Ship Address	
103	N401 (ST qualifier)	Ship City	
104	N402 (ST qualifier)	Ship Region	
105	N403 (ST qualifier)	Ship Postal	
106	N404 (ST qualifier)	Ship Country	
107	DTM.006	Consumer Order Date	
108	REF*CO*consumer_order_number	Consumer Order Number	
109	PO102	Line Item Quantity	
110	PO1*SK or LIN*SK	Line Item SKU	
111	LIN*PD	Line Item Title	
112	LIN*CL	Line Item Color	
113	LIN*IZ	Line Item Size	
114	REF*ZZ*line_item_personalization	Line Item Personalization	

Packing Slip Mapping – API Segment

Label	Description	Element	Notes
100	shipping[phone]	Ship Phone	
101	order.ship.name	Ship Name	
102	order.ship.address	Ship Address	
103	shipping[city]	Ship City	
104	shipping[region]	Ship Region	
105	shipping[postal]	Ship Postal	
106	shipping[country]	Ship Country	
107	consumerOrderDate	Consumer Order Date	
108	consumerOrderNumber	Consumer Order Number	
109	lineItems[quantity]	Line Item Quantity	
110	lineItems[sku]	Line Item SKU	
111	lineItems[title]	Line Item Title	
112	lineItems[color]	Line Item Color	
113	lineItems[size]	Line Item Size	
114	lineItems[personalization]	Line Item Personalization	

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 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	**Zulily_logo.png**
Static Text	9		F	**(877) 779-5615**
Static Text	9	Underlined	F	**service@zulily.com**
Label	9	Bold	F	**Order #:**
Consumer Order Number	9	Bold	V	
Label	9		F	**Order Date:**
Consumer Order Date	9		V	Print in MM-DD-CCYY hh:mm:ss format.
Label	9	Bold	F	**Ship To**
Ship Name	9		V	
Ship Address	9		V	
Ship City	9		V	
Ship Region	9		V	
Ship Postal	9		V	
Ship Country	9		V	
Ship Phone	9		V	Print in (###) ###-#### format.
ORDER MERCHANDISE TABLE				
Note: The following elements are enclosed in a solid line grid, as shown in the example.				
Label	8	Grey background, bold, all caps	F	**QUANTITY**

Data Element	Font Size	Font Style	F/V	Comments
Line Item Quantity	8		V	
Label	8	Grey background, bold, all caps	F	**SKU**
Line Item SKU	8		V	
Label	8	Grey background, bold, all caps	F	**DESCRIPTION**
Line Item Title	8		V	
Label	8		F	**Color:** Do not print if *Line Item Color* is blank.
Line Item Color	8		V	
Label	8		F	**Size:** Do not print if *Line Item Size* is blank.
Line Item Size	8		V	
Label	8		F	**Product Options:** Do not print if *Line Item Personalization* is blank.
Line Item Personalization	8		V	\n is used to indicate a new line.
FOOTER SECTION				
Static Text	6	Centered	F	**Please contact Customer Service at <u>service@zulily.com</u> with any questions or comments.**
Static Text	8	Blue background, centered, all caps	F	**THANK YOU FOR YOUR BUSINESS!**