

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](#).

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 |
| Multiple Lines Per Packing Slip | Y |
| Note: Jedora may send you multiple consumer orders as part | |

| Packing Slip Variables | Applies to this Retailer |
|-------------------------|--|
| | of a single purchase order. Use <i>Line Item Receipt ID</i> to group items in each order together. |
| 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 33333

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 # 152222222 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 |
| Order # 152522221 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.

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

Terms and Conditions: 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

CUSTOMER RETURNS
 190 HAYFIELD RD. #1
 KNOXVILLE, TN 37922

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 Returns Instructions: www.jedorda.com/help/returns

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

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

10 Changed my mind
 11 Looks different than photo

12 Did not order this item
 13 Received the wrong item/size

14 Damaged/Defective (Please comment)
 15 Item did not meet expectations


16 Gift

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

Terms and Conditions: 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

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 # CS888888888
 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

Returns Instructions: www.jedora.com/help/returns

| SKU # | Item Description | Size | QTY | Reason Code | Return Type | Additional Instructions |
|--------|---|------|-----|-------------|-------------|-------------------------|
| MMO104 | Blue Tanzanite 18k 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
 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 |
|----------------|------------------|-------|-------|
| Ordered Items: | | | |
| [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

[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
 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 2]
[037, Segment 3]

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

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


 10721



[037, Segment 4]

[037, Segment 5]

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])
 [085]

[075]



 10721


Figure 4 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP_WITH_RETURN_LABEL 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]


[072]

| SKU # | Item Description | Size | QTY |
|----------------|------------------|-------|-------|
| Ordered Items: | | | |
| [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

[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 Return Type:
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]


[072]

✂ [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]


 10721

| SKU # | Item Description | Size | QTY |
|----------------|------------------|-------|-------|
| Ordered Items: | | | |
| [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

[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
 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 2]

[037, Segment 3]

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

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


 10721

[037, Segment 4]

[037, Segment 5]

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

[075]



 10721

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 | |
| [307] | ship_region | Ship Region | |

| Label | Description | Element | Notes |
|-------|--------------------------|------------------|-------|
| [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 | |

| 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 # S48 33333

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 # 15222222 | 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 # 15252221 | 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

| 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
11 Looks different than photo

12 Did not order this item
13 Received the wrong item/size

14 Damaged/Defective (Please comment)
15 Item did not meet expectations


16 Gift

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


Terms and Conditions: 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


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

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 7 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 | Jedora_Logo.png |
| Static Text | 12 | Bold, green | F | Print the following text in green (R:51, G:85, B:85). Packing Slip |
| Label | 8 | Bold | F | Shipment # |
| Release Number | 8 | Bold | V | |
| Label | 8 | Bold | F | Print Date: |
| Retailer Create Date | 8 | Bold | V | Print the current date in mm/dd/yyyy format. |
| Label | 8 | Bold | F | Customer # |
| Customer Number | 8 | Bold | V | |
| Label | 8 | Bold | F | Sold To: |
| 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 | Shipped To: |
| 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 |
| ORDER DETAIL SECTION | | | | |
| Note: 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). SKU # |
| Label | 8 | Bold, green | F | Print the following text in green (R:51, G:85, B:85). Item Description |
| Label | 8 | Bold, green | F | Print the following text in green (R:51, G:85, B:85). Size |