

# PACKING SLIP GUIDE — Macy's Marketplace

## 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 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](#).

## 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	Y
• Ship-To-Store	N/A
• Reprint	N/A
• Gift	N/A
Returns Address	N/A
Sales Division	N/A
Special Printing Requirements	N/A

Packing Slip Variables	Applies to this Retailer
Barcode	N/A
Multiple Languages	N/A
Multiple Lines Per Packing Slip	Y
Multi-Page Packing Slip	Y
Computations	NA
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					
<b>Packing Slip</b>					
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> <th style="text-align: left; border-bottom: 1px solid black;">Product description</th> <th style="text-align: right; border-bottom: 1px solid black;">Qty</th> </tr> <tr> <td style="border-bottom: 1px solid black;">           Product name: Sample description for line item            UPC: 133333333333            Status: New            Shop reference: S2438         </td> <td style="text-align: right; border-bottom: 1px solid black;">2</td> </tr> </table>		Product description	Qty	Product name: Sample description for line item UPC: 133333333333 Status: New Shop reference: S2438	2
Product description	Qty				
Product name: Sample description for line item UPC: 133333333333 Status: New Shop reference: S2438	2				
<small>           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.         </small>					

**Figure 1      Sample Regular Packing Slip**

## 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]



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### Packing Slip

Order number: [201]  
Logistics order number: [201]  
  
Sold by: [202]  
  
Fulfilled by: [202]  
  
Order date: [203]  
Shipping method: [204]  
Customer name: [205]

Shipping address:  
  
[101]  
[102]  
[103]  
[104]  
[105] , [106] [107]  
[108]

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

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

## Packing Slip Mapping – API Segment


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



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**Packing Slip**

**Order Header Section**

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

Product description	Qty
<p>Product name: Sample description for line item</p> <p>UPC: 133333333333</p> <p>Status: New</p> <p>Shop reference: S2438</p>	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	<b>Macys_logo.jpg</b>
HORIZONTAL RULE			F	
ORDER HEADER SECTION				
Static Text	18	Centered	F	<b>Packing Slip</b>
Label	9		F	<b>Order number:</b>
PO Number	9		V	Do not print the "A" on the end of the PO number.
Label	9		F	<b>Logistics order number:</b>
PO Number	9		V	
Label	9	Bold	F	<b>Sold by:</b>
Dsco Supplier Name	9		V	
Label	9	Bold	F	<b>Fulfilled by:</b>

Data Element	Font Size	Font Style	F/V	Comments
Dsco Supplier Name	9		V	
Label	9	Bold	F	<b>Order date:</b>
Retailer Create Date	9		V	
Label	9	Bold	F	<b>Shipping method:</b>
Ship Method	9		V	
Label	9	Bold	F	<b>Customer name:</b>
Bill To Name	9		V	
Label	9	Bold	F	<b>Shipping address:</b>
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	
<b>ORDER MERCHANDISE TABLE</b>				
Static Text	9	Bold	F	<b>Product description</b>
Label	9	Bold, right-justified	F	<b>Qty</b>
HORIZONTAL RULE	9		F	
Label	9	Bold	F	<b>Product name:</b>

Data Element	Font Size	Font Style	F/V	Comments
Line Item Title	9		V	
Label	9	Bold	F	<b>UPC:</b>
Line Item UPC	9		V	
Static Text	9			<b>Status: New</b>
Label	9	Bold	F	<b>Shop reference:</b>
Line Item SKU	9		V	
Line Item Quantity	9	Right-justified	V	
<b>RETURNS SECTION</b>				
HORIZONTAL RULE			F	
Static Text	9		F	<p><b>Thank you for shopping with a Macy's Marketplace seller. Returns are accepted within 30 days of your initial shipping confirmation.</b></p> <p><b>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.</b></p>