PACKING SLIP GUIDE —
Marks and Spencer

Introduction

Marks and Spencer will use a packing slip indicator on each order to determine if a packing slip should be generated/printed:

- If **PACK** is sent on the order, the packing slip must be printed.

- If **NOPACK** is sent, do not generate/print the packing slip.

Please refer to the appropriate Order Message file type for your integration to see the exact field name used to pass this indicator.

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 Marks and Spencer. Please match the packing slip design requirements as closely as possible.

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

If you have any questions, contact Marks and Spencer directly or [contact Rithum Software Support](#).

Packing Slip Approvals

Your packing slips must be approved by the Marks and Spencer Dropship Team before you can use them. Once you have created your packing slips, please submit samples to the following Marks and Spencer contacts for approval:

- Stefano Sartori: Stefano.Sartori@marks-and-spencer.com

- Hayley Ashton-Keller: Hayley.Ashton-Keller@marks-and-spencer.com

Packing Slip Requirements

Below is a summary of the rules that apply to Marks and Spencer 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	Y
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	Y
Multi-Page Packing Slip	Y
Computations	N/A
Price Suppression	N/A

Packing Slip Sample

Below is a sample of the Marks and Spencer packing slip.

Figure 1   Sample Regular Packing Slip with Gift Message

M&S

EST. 1884

SHIPPED TO:

Mr John Jones
48 Smith Lane
London
Westminster
W1
GB

CUSTOMER SALES ORDER NUMBER: 101-1234567-0000032
VENDOR PURCHASE ORDER NUMBER: 1234567890-ABCD
ORDER DATE: 2023-02-28 02:37:15 MST

THIS IS A GIFT ORDER

Line Item Number	M&S Partner SKU	Vendor SKU	Product Description	Colour	Size	Quantity
1	ABCDABCDABCD1	AASKU00001	Sample description for line 1			1
2	XXXYYYZZZXXXY2	BBSKU00002	Sample description for line 2			1
3	ABCDEFGHIJK1234	CCSKU00003	Sample description for line 3			1

Need to return your gift?

Check out our online 'Returns and Refund Hub' for details of our free and easy options to return your gift:
https://www.marksandspencer.com/c/help/returns-and-refunds

Join Sparks today
From offers based on the things you love and little thank yous to a charity donation with every scan, Sparks makes good things happen every time you shop.

Scan the QR code below to join Sparks

Figure 2   Sample Regular Packing Slip without Gift Message

Packing Slip Mapping

The Marks and Spencer 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, EDI segment and API.
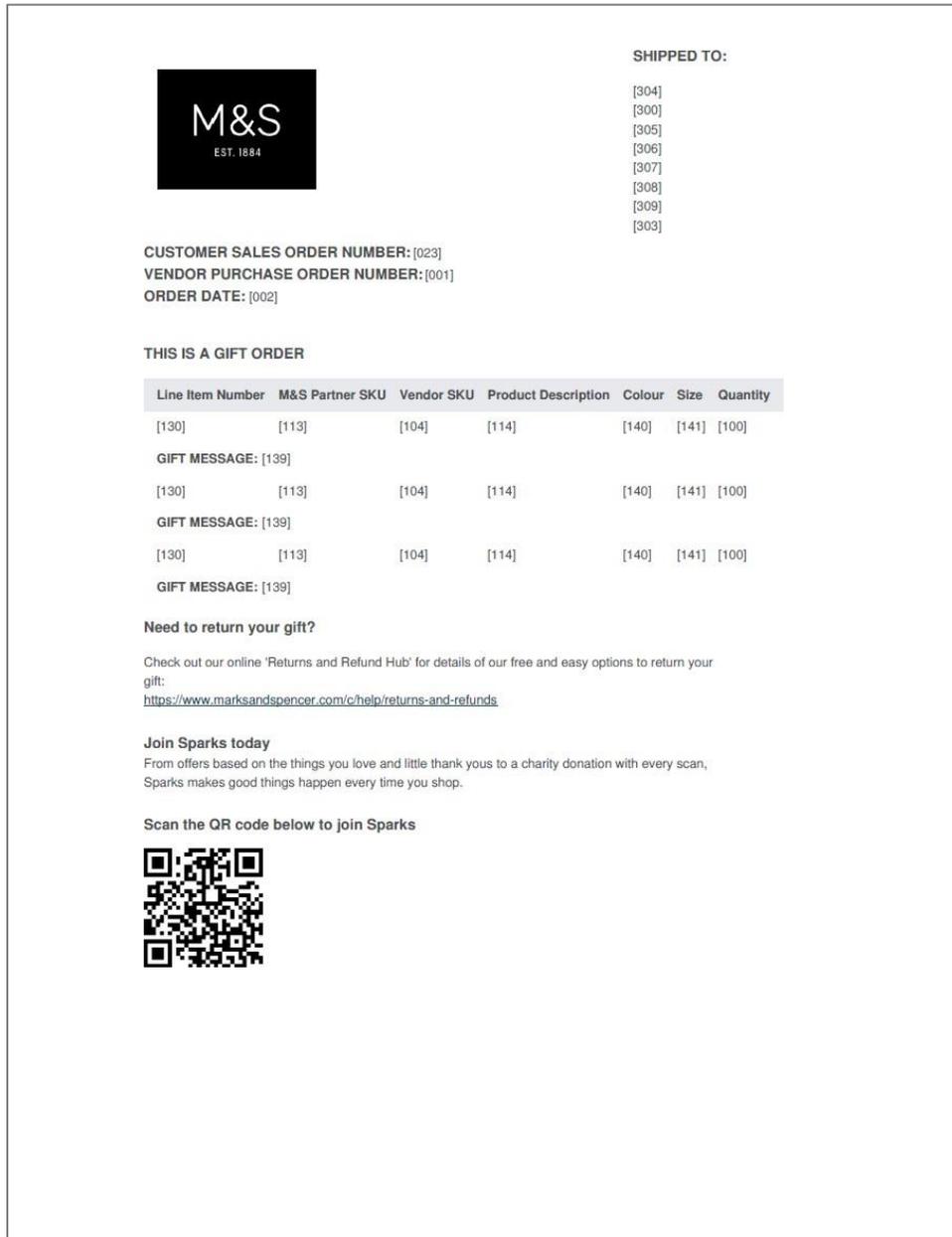
Figure 3   Sample Regular Packing Slip with Order Message References

Packing Slip Mapping – Flat-file Field Name

Label	Description	Element	Notes
[001]	PO Number	po_number	
[002]	Retailer Create Date	retailer_create_date	
[023]	Consumer Order Number	consumer_order_number	
[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	
[130]	Line Item Line Number	line_item_line_number	
[139]	Line Item Gift Message	line_item_gift_message	
[140]	Line Item Color	line_item_color	
[141]	Line Item Size	line_item_size	
[300]	Ship Company	ship_company	
[303]	Ship Phone	ship_phone	
[304]	Ship Name	ship_name	
[305]	Ship Address 1	ship_address_1	
[306]	Ship City	ship_city	
[307]	Ship Region	ship_region	
[308]	Ship Postal	ship_postal	
[309]	Ship Country	ship_country	

Packing Slip Mapping – EDIX12 Segment

Label	Description	Element	Notes
[001]	PO Number	BEG03	
[002]	Retailer Create Date	BEG05	
[023]	Consumer Order Number	REF*CO*123456789*consumer_order_number	
[100]	Line Item Quantity	PO102	
[104]	Line Item SKU	PO107*SK	
[113]	Line Item Partner SKU	LIN*BP	
[114]	Line Item Title	LIN*PD	
[130]	Line Item Line Number	PO101	
[139]	Line Item Gift Message	MTX02 T	
[140]	Line Item Color	LIN*CL	
[141]	Line Item Size	LIN*IZ	
[300]	Ship Company	N201	
[303]	Ship Phone	PER04	
[304]	Ship Name	N1*ST	
[305]	Ship Address 1	N301	
[306]	Ship City	N401	
[307]	Ship Region	N402	
[308]	Ship Postal	N403	
[309]	Ship Country	N404	

Packing Slip Mapping − EDIFACT Segment

Label	Description	Element	Notes
[001]	PO Number	BGM02	
[002]	Retailer Create Date	DTM*4	
[023]	Consumer Order Number	RFF+CO~consumer order number	
[100]	Line Item Quantity	QTY+21~quantity	
[104]	Line Item SKU	LIN+1++vendor sku~VN	
[113]	Line Item Partner SKU	PIA+5+merchant sku~SK	
[114]	Line Item Title	IMD+F+8+~~~description	
[130]	Line Item Line Number	LIN01	
[139]	Line Item Gift Message	FTX+CUR+++gift message	
[140]	Line Item Color	IMD+35	
[141]	Line Item Size	IMD+98	
[300]	Ship Company	NAD+ST	
[303]	Ship Phone	COM+phone number~TE	
[304]	Ship Name	NAD+ST	
[305]	Ship Address 1	NAD+ST	
[306]	Ship City	NAD+ST	
[307]	Ship Region	NAD+ST	
[308]	Ship Postal	NAD+ST	
[309]	Ship Country	NAD+ST	

Packing Slip Mapping –API

Label	Description	Element	Notes
[001]	PO Number	poNumber	
[002]	Retailer Create Date	retailerCreateDate	
[023]	Consumer Order Number	consumerOrderNumber	
[100]	Line Item Quantity	lineItems[quantity]	
[104]	Line Item SKU	lineItems[sku]	
[113]	Line Item Partner SKU	lineItems[partnerSku]	
[114]	Line Item Title	lineItems[title]	
[130]	Line Item Line Number	lineItems[lineNumber]	
[139]	Line Item Gift Message	lineItems[giftMessage]	
[140]	Line Item Color	lineItems[color]	
[141]	Line Item Size	lineItems[size]	
[300]	Ship Company	shipping[company]	
[303]	Ship Phone	shipping[phone]	
[304]	Ship Name	shipping[name]	
[305]	Ship Address 1	shipping[address]	
[306]	Ship City	shipping[city]	
[307]	Ship Region	shipping[region]	
[308]	Ship Postal	shipping[postal]	
[309]	Ship Country	shipping[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.

Figure 4   Sample Regular Packing Slip with Location References

Data Element	Font Size	Font Style	F/V	Comments
LOGO SECTION				
LOGO			F	Marks and Spencer Logo Download the image from the **Documentation** page in Rithum Support.
SHIP TO SECTION				
Label	12	Bold	F	**SHIPPED TO:**
Ship Name	11		V	
Ship Company	11		V	Shift lines up if not present
Ship Address 1	11		V	
Ship City	11		V	
Ship Region	11		V	
Ship Postal	11		V	
Ship Country	11		V	
Ship Phone	11		V	Shift lines up if not present
ORDER HEADER SECTION				
Label	12	Bold	F	**CUSTOMER SALES ORDER NUMBER:**
Consumer Order Number	11		V	
Label	12	Bold	F	**VENDOR PURCHASE ORDER NUMBER:**
PO Number	11		V	
Label	12	Bold	F	**ORDER DATE:**
Retailer Create Date	11		V	

Data Element	Font Size	Font Style	F/V	Comments
BLANK LINE			F	Insert two blank lines, as shown in the samples.
ORDER MERCHANDISE TABLE				
Static Text	12	Bold	F	**THIS IS A GIFT ORDER**
BLANK LINE			F	Insert one blank line, as shown in the samples.
Note: The elements below are enclosed in solid-line ½ pt boxes, as shown in the samples.				
Label	11	Bold	F	**Line Item Number** Use a grey background (HEX #E7E9EC)
Line Item Number	11		V	
Label	11	Bold	F	**M&S Partner SKU** Use a grey background (HEX #E7E9EC)
Line Item Partner SKU	11		V	
Label	11	Bold	F	**Vendor SKU** Use a grey background (HEX #E7E9EC)
Line Item SKU	11		V	
Label	11	Bold	F	**Product Description** Use a grey background (HEX #E7E9EC)
Line Item Title	11		V	
Label	11	Bold	F	**Colour** Use a grey background (HEX #E7E9EC)
Line Item Color	11		V	
Label	11	Bold	F	**Size** Use a grey background (HEX #E7E9EC)
Line Item Size	11		V	
Label	11	Bold	F	**Quantity** Use a grey background (HEX #E7E9EC)

Data Element	Font Size	Font Style	F/V	Comments
Line Item Quantity	11		V	
Note: If Line Item Gift Message is sent on the order, the following elements are printed across the columns, as shown in the sample.				
Label	11	Bold	F	If *Line Item Gift Message* is sent on the order, print the following: **GIFT MESSAGE:**
Line Item Gift Message	11		V	
RETURNS SECTION				
BLANK LINE			F	Insert one blank line, as shown in the samples.
Static Text	12	Bold	F	**Need to return your gift?**
Static Text	11		F	**Check out our online 'Returns and Refund Hub' for details of our free and easy options to return your gift:** **https://www.marksandspencer.com/c/help/returns-and-refunds**
Static Text	12	Bold	F	**Join Sparks today**
Static Text	11		F	**From offers based on the things you love and little thank yous to a charity donation with every scan, Sparks makes good things happen every time you shop.**
Static Text	12	Bold	F	**Scan the QR code below to join Sparks**
IMAGE			F	Marks and Spencer QR Code Download the image from the **Documentation** page in Rithum Support.