

PACKING SLIP GUIDE — Saks OFF 5TH

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 Saks OFF 5TH. Please match the packing slip design requirements as closely as possible.

Once you have created your packing slips, please submit samples to Saks OFF 5TH for approval. Your packing slips must be approved by Saks OFF 5TH before you can use them.

Note: Multiple shipments are allowed per order. The quantity printed on the packing slip must be modified to reflect the items and quantity shipped by using the **Edit Packing Slips Qty** option on the order detail screen in the platform.

If you have any questions, contact Saks OFF 5TH directly or [contact Rithum Software Support](#).

Packing Slip Requirements

Below is a summary of the rules that apply to Saks OFF 5TH 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

Packing Slip Variables	Applies to this Retailer
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 Saks OFF 5TH packing slip.


saksoff5th.com

SHIPPING SUMMARY

ORDERED BY
Charlie Customer
1 Main St
Somewhere, CA 12345-1234
US

SHIPPED TO
Charlie Customer
1 Main St
Somewhere, CA 12345-1234
US


PLEASE NOTE: This is a summary of the contents of this package only. If you have ordered additional items, they will be shipped separately.

Item Number	UPC	Item Description	Qty	Unit Price	Total Price
VSKUJ_11462443	676685047021	Rabbit Fur Throw Blanket / HAZELNUT / NO SIZE	8	\$254.99	\$2039.92
VSKUJ_11462443	676685047021	Rabbit Fur Throw Blanket / HAZELNUT / NO SIZE	3	\$254.99	\$764.97

Please retain this page for your records.

Order Number: 191024729
PO Number: 702294B
Date: 10/31/2021
Shipping Method: Standard Carrier
Payment Method: GIFT CARD, GIFT CARD, VISA
Promotional Code:

Total Merchandise:\$ 2804.89
Shipping & Handling:\$ 19.99
Tax:\$ 110.92
Order Total:\$ 2935.80
CO Retail Delivery Fee:\$ 0.27


ST:789 TRM:957 TRN:4432 11/01/2021 ASSC:887893

Order No: 191024729

RETURN TO A SAKS OFF 5TH STORE OR BY MAIL.
Visit www.saksoff5th.com/returnpolicy for instructions and to view our Return Policy.
Items that are identified as Final Sale are not eligible for return.

Figure 1 Sample Regular Packing Slip

Packing Slip Mapping

The Saks OFF 5TH 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.



SHIPPING SUMMARY

ORDERED BY

[101] [102]
[103]
[104]
[105], [106] [107]
[108]

SHIPPED TO

[109] [110]
[111]
[112]
[113], [114] [115]
[116]

PLEASE NOTE: This is a summary of the contents of this package only. If you have ordered additional items, they will be shipped separately.

Item Number	UPC	Item Description	Qty	Unit Price	Total Price
[201]	[202]	[203] / [204] / [205]	[206]	[207]	CALC
[201]	[202]	[203] / [204] / [205]	[206]	[207]	CALC

Please retain this page for your records.

Order Number: [301]

PO Number: [302]

Date: [303]

Shipping Method: [304] [305]

Payment Method: [306]

Promotional Code:

Total Merchandise:\$

Shipping & Handling:\$

Tax:\$

Order Total:\$

CO Retail Delivery Fee:\$

CALC

[307]

CALC

CALC

[308]



ST [309] TRM [309] TRN [309] [309] ASSC [309]



Order No: [301]

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Figure 2 Sample Regular Packing Slip with Order Message References

Packing Slip Mapping – Flat-file Field Name

Label	Description	Element	Notes
101	Bill-To First Name	bill_to_first_name	
102	Bill-To Last Name	bill_to_last_name	
103	Bill-To Address 1	bill_to_address_1	
104	Bill-To Address 2	bill_to_address_2	
105	Bill-To City	bill_to_city	
106	Bill-To Region	bill_to_region	
107	Bill-To Postal	bill_to_postal	
108	Bill-To Country	bill_to_country	
109	Ship First Name	ship_first_name	
110	Ship Last Name	ship_last_name	
111	Ship Address 1	ship_address_1	
112	Ship Address 2	ship_address_2	
113	Ship City	ship_city	
114	Ship Region	ship_region	
115	Ship Postal	ship_postal	
116	Ship Country	ship_country	
201	Line Item SKU	line_item_sku	
202	Line Item UPC or Line Item EAN	line_item_upc or line_item_ean	

Label	Description	Element	Notes
203	Line Item Retailer Item ID 1	line_item_retailer_item_id_1	
204	Line Item Color	line_item_color	
205	Line Item Size	line_item_size	
206	Line Item Quantity	line_item_quantity	
207	Line Item Consumer Price	line_item_consumer_price	
301	Consumer Order Number	consumer_order_number	
302	PO Number	po_number	
303	Order Create Date	dsco_create_date	
304	Ship Carrier	ship_carrier	
305	Ship Method	ship_method	
306	Payment Card Type 1	payment_card_type_1	
307	Shipping Surcharge	shipping_surcharge	
308	Colorado Delivery Fee	tax_amount_x	
309	Receipt ID	receipt_id	


Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
101	Bill-To First Name	N1*BT	
102	Bill-To Last Name	N1*BT	
103	Bill-To Address 1	N301	
104	Bill-To Address 2	N302	
105	Bill-To City	N401	
106	Bill-To State	N402	
107	Bill-To Postal	N403	
108	Bill-To Country	N404	
109	Ship First Name	N1*ST	
110	Ship Last Name	N1*ST	
111	Ship Address 1	N301	
112	Ship Address 2	N302	
113	Ship City	N401	
114	Ship State	N402	
115	Ship Postal	N403	
116	Ship Country	N404	
201	Line Item SKU	LIN*SK	
202	Line Item UPC or Line Item EAN	LIN*UP or LIN*EN	
203	Line Item Retailer Item ID 1	LIN*CB	

Label	Description	Element	Notes
204	Line Item Color	LIN*CL	
205	Line Item Size	LIN*IZ	
206	Line Item Quantity	PO102	
207	Line Item Consumer Price	CTP	
301	Consumer Order Number	REF*CO*123456789*consumer_order_number	
302	PO Number	BEG03	
303	Order Create Date	REF*ZZ*YYYY-MM-DDTHH:MM:SS±HH:MM*dsco_create_date~	
304	Ship Carrier	TD503	
305	Ship Method	TD505	
306	Payment Card Type 1	REF*ZZ*[card type here]*payment_card_type_1~	
307	Shipping Surcharge	SAC*C*D230	
308	Colorado Delivery Fee	TXI*OH*0.27*****CODeliveryFees~	
309	Receipt ID	REF*BAF*10789095761562213138878930*receipt_id~	

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.


SHIPPING SUMMARY

Order Header Section

Bill To/Ship To Section

Order Merchandise Table

Returns Section

saksoff5th.com
ORDERED BY
 Charlie Customer
 1 Main St
 Somewhere, CA 12345-1234
 US
SHIPPED TO
 Charlie Customer
 1 Main St
 Somewhere, CA 12345-1234
 US

PLEASE NOTE: This is a summary of the contents of this package only. Items shipped separately.

Item Number	UPC	Qty	Unit Price	Total Price
VSKU_11462443	676685047021	8	\$254.99	\$2039.92
VSKU_11462443	676685047021	3	\$254.99	\$764.97

Please retain this page for your records.

Order Number: 191024729
PO Number: 702294B
Date: 10/31/2021
Shipping Method: Standard Carrier
Payment Method: GIFT CARD, GIFT CARD, VISA
Promotional Code:

Total Merchandise:\$ 2804.89
Shipping & Handling:\$ 19.99
Tax:\$ 110.92
Order Total:\$ 2935.80
CO Retail Delivery Fee:\$ 0.27

ST:789 TRM:957 TRN:4432 11/01/2021 ASSC:887893
 Order No: 191024729
 RETURN TO A SAKS OFF 5TH STORE OR BY MAIL.
 Visit www.saksoff5th.com/returnpolicy for instructions and to view our Return Policy.
 Items that are identified as Final Sale are not eligible for return.

Figure 3 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	Logo image. Logo can be downloaded from https://support.dsco.io/hc/en-us/articles/4408829992987-Saks-OFF-5TH-Documentation .
Static Text	24	Arial	F	SHIPPING SUMMARY
Static Text	6	Arial	F	saksoff5th.com
BILL TO/SHIP TO SECTION				
Label	12	Arial	F	ORDERED BY
Bill-To First Name	8	Arial	V	
Bill-To Last Name	8	Arial	V	
Bill-To Address 1	8	Arial	V	
Bill-To Address 2	8	Arial	V	Shift lines up if not present.
Bill-To City	8	Arial	V	This value is followed by a comma (,).
Bill-To Region	8	Arial	V	
Bill-To Postal	8	Arial	V	
Bill-To Country	8	Arial	V	
Label	12	Arial	F	SHIPPED TO
Ship First Name	8	Arial	V	
Ship Last Name	8	Arial	V	
Ship Address 1	8	Arial	V	

Data Element	Font Size	Font Style	F/V	Comments
Ship Address 2	8	Arial	V	Shift lines up if not present.
Ship City	8	Arial	V	This value is followed by a comma (,).
Ship Region	8	Arial	V	
Ship Postal	8	Arial	V	
Ship Country	8	Arial	V	
ORDER MERCHANDISE TABLE				
Note: The elements described below are enclosed in solid-line boxes, as shown in the sample.				
Static Text	6	Arial, bold	F	PLEASE NOTE: This is a summary of the contents of this package only. If you have ordered additional items, they will be shipped separately.
Label	8	Arial, bold, centered	F	This element is shaded in gray. Item Number
Line Item SKU	8	Arial	V	Print two blank lines between each line item.
Label	8	Arial, bold, centered	F	This element is shaded in gray. UPC
Line Item UPC or Line Item EAN	8	Arial	V	
Label	8	Arial, bold, centered	F	This element is shaded in gray. Item Description
Item Description	8	Arial, wrapped	V	Separate the <i>Retailer Item ID</i> , <i>Line Item Color</i> , and <i>Line Item Size</i> with a forward slash (/) if <i>Line Item Color</i> and <i>Line Item Size</i> are available.
Label	8	Arial, bold, centered	F	This element is shaded in gray. Qty
Line Item Quantity	8	Arial	V	

Data Element	Font Size	Font Style	F/V	Comments
Label	8	Arial, bold, centered	F	This element is shaded in gray. Unit Price
Line Item Consumer Price	8	Arial	V	
Label	8	Arial, bold, centered	F	This element is shaded in gray. Total Price
CALCULATED	8	Arial	V	<i>Line Item Consumer Price * Line Item Quantity</i>
Note: The following elements are located below the Order Merchandise table, as shown in the sample.				
Static Text	9	Arial, bold	F	Please retain this page for your records.
Label	8	Arial, bold	F	Order Number:
Consumer Order Number	8	Arial	V	
Label	8	Arial, bold	F	PO Number:
PO Number	8	Arial	V	
Label	8	Arial, bold	F	Date:
Order Create Date	8	Arial	V	Use the format mm/dd/yyyy.
Label	8	Arial, bold	F	Shipping Method:
Ship Carrier and Ship Method	8	Arial	V	
Label	8	Arial, bold	F	Payment Method:
Payment Card Type	8	Arial	V	Separate each payment type with a comma (,).
Label	8	Arial, bold	F	Promotional Code: The promotional code should be left blank.
Label	8	Arial, bold	F	Total Merchandise:\$

Data Element	Font Size	Font Style	F/V	Comments
CALCULATED	8	Arial	V	Each page is totaled separately. Sum of all <i>Total Price</i> values.
Label	8	Arial, bold	F	Shipping & Handling:\$
Shipping Surcharge	8	Arial	V	
Label	8	Arial, bold	F	Tax:\$
CALCULATED	8	Arial	V	Sum of all <i>Line Item Tax Amount 1</i> values for all line items. Line Item Tax Amount is sent on the PO in the following locations: Flat-file: line_item_tax_amount_1 EDI: TXI02
Label	8	Arial, bold	F	Order Total:\$
CALCULATED	8	Arial	V	Sum of <i>Total Merchandise, Shipping & Handling</i> , and <i>Tax</i> values.
Label	8	Arial, bold	F	CO Retail Delivery Fee:\$ Only print this value if a Colorado Delivery Fee (<i>tax_type_code_x</i> = CODeliveryFees) is sent on the order.
Colorado Delivery Fee	8	Arial	V	Print the <i>tax_amount_x</i> value when the <i>tax_type_code_x</i> = CODeliveryFees. Only print this value if a Colorado Delivery Fee is sent on the order.
Barcode			V	Generated from the <i>Receipt ID</i> data element using Code 128 symbology.
Label	8	Arial	F	ST:
ST	8	Arial	V	Use values 3-5 of the <i>Receipt ID</i> data element.
Label	8	Arial	F	TRM:
TRM	8	Arial	V	Use values 7-9 of the <i>Receipt ID</i> data element.

Data Element	Font Size	Font Style	F/V	Comments
Label	8	Arial	F	TRN:
TRN	8	Arial	V	Use values 10-13 of the <i>Receipt ID</i> data element.
Date	8	Arial	V	Use values 15-19 of the <i>Receipt ID</i> data element. Convert Julian date and print using the format mm/dd/yyyy.
Label	8	Arial	F	ASSC:
ASSC	8	Arial	V	Use values 20-25 of the <i>Receipt ID</i> data element.
Barcode			V	Generated from the <i>Consumer Order Number</i> data element using Code 128 symbology.
Label	8	Arial	F	Order No:
Consumer Order Number	6	Arial	V	
RETURNS SECTION				
Static Text	8	Arial	F	RETURN TO A SAKS OFF 5TH STORE OR BY MAIL
Static Text	8	Arial	F	Visit www.saksoff5th.com/returnpolicy for instructions and to view our Return Policy. Items that are identified as Final Sale are not eligible for return.