PACKING SLIP GUIDE — Shoe Carnival

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 Shoe Carnival. Please match the packing slip design requirements as closely as possible.

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

If you have any questions, contact Shoe Carnival directly or contact Rithum Software Support.

Packing Slip Requirements

Below is a summary of the rules that apply to Shoe Carnival packing slips.

Paper: 8 ½ x 11 Letter
Orientation: Landscape
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	Y
Multiple Languages	N/A
Multiple Lines Per Packing Slip	Y

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Packing Slip Variables	Applies to this Retailer
Multi-Page Packing Slip	Y
Computations	N/A
Price Suppression	Y

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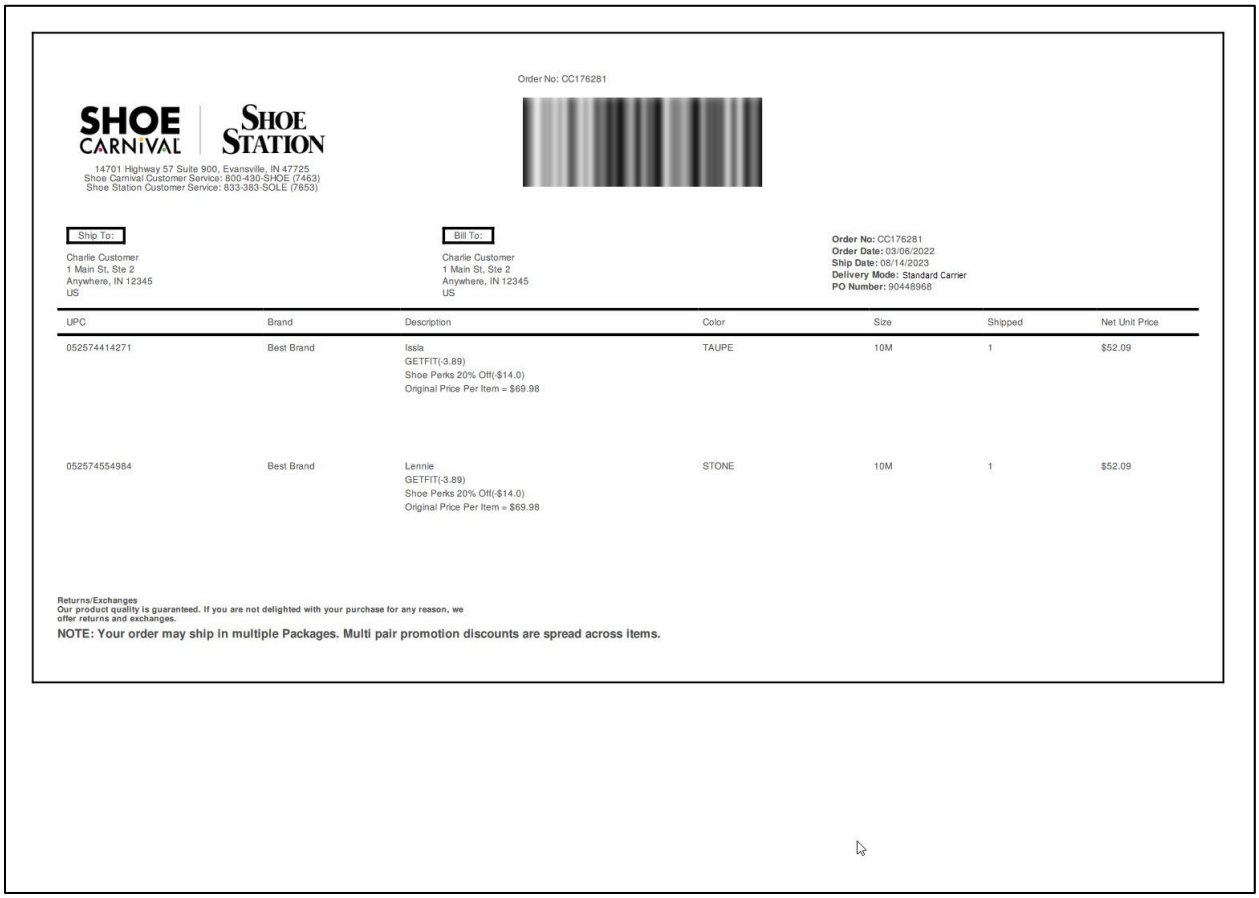
Packing Slip Sample

Below is a sample of the Shoe Carnival packing slip.



Order No: CC176281

SHOE CARNIVAL | SHOE STATION

14701 Highway 57 Suite 900, Evansville, IN 47725
Shoe Carnival Customer Service: 800-430-SHOE (7463)
Shoe Station Customer Service: 833-383-SOLE (7653)

Ship To:
Charlie Customer
1 Main St, Ste 2
Anywhere, IN 12345
US

Bill To:
Charlie Customer
1 Main St, Ste 2
Anywhere, IN 12345
US

Order No: CC176281
Order Date: 03/06/2022
Ship Date: 08/14/2023
Delivery Mode: Standard Carrier
PO Number: 90448968

UPC	Brand	Description	Color	Size	Shipped	Net Unit Price
052574414271	Best Brand	Issla GETFIT(-3.89) Shoe Perks 20% Off(-$14.0) Original Price Per Item = $69.98	TAUPE	10M	1	$52.09
052574554984	Best Brand	Lennie GETFIT(-3.89) Shoe Perks 20% Off(-$14.0) Original Price Per Item = $69.98	STONE	10M	1	$52.09

Returns/Exchanges
Our product quality is guaranteed. If you are not delighted with your purchase for any reason, we offer returns and exchanges.

NOTE: Your order may ship in multiple Packages. Multi pair promotion discounts are spread across items.

Figure 1 Sample Regular Packing Slip

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SHOE CARNIVAL | SHOE STATION

14701 Highway 57 Suite 900, Evansville, IN 47725
Shoe Carnival Customer Service: 800-430-SHOE (7463)
Shoe Station Customer Service: 833-383-SOLE (7653)

Order No: 805919425

Ship To:
Charlie Customer
1 Main St, Ste 2
Anywhere, IN 12345
US

Bill To:
Charlie Customer
1 Main St, Ste 2
Anywhere, IN 12345
US

Order No: 805919425
Order Date: 03/09/2022
Ship Date: 08/14/2023
Delivery Mode: Standard Carrier
PO Number: 90458302

UPC	Brand	Description	Color	Size	Shipped	Net Unit Price
052574530414	Best Brand	Samara	BLACK	9M	1	GIFT

GIFT MESSAGE: Best mom ever

Returns/Exchanges
Our product quality is guaranteed. If you are not delighted with your purchase for any reason, we offer returns and exchanges.

NOTE: Your order may ship in multiple Packages. Multi pair promotion discounts are spread across items.

Figure 2 Sample Gift Packing Slip

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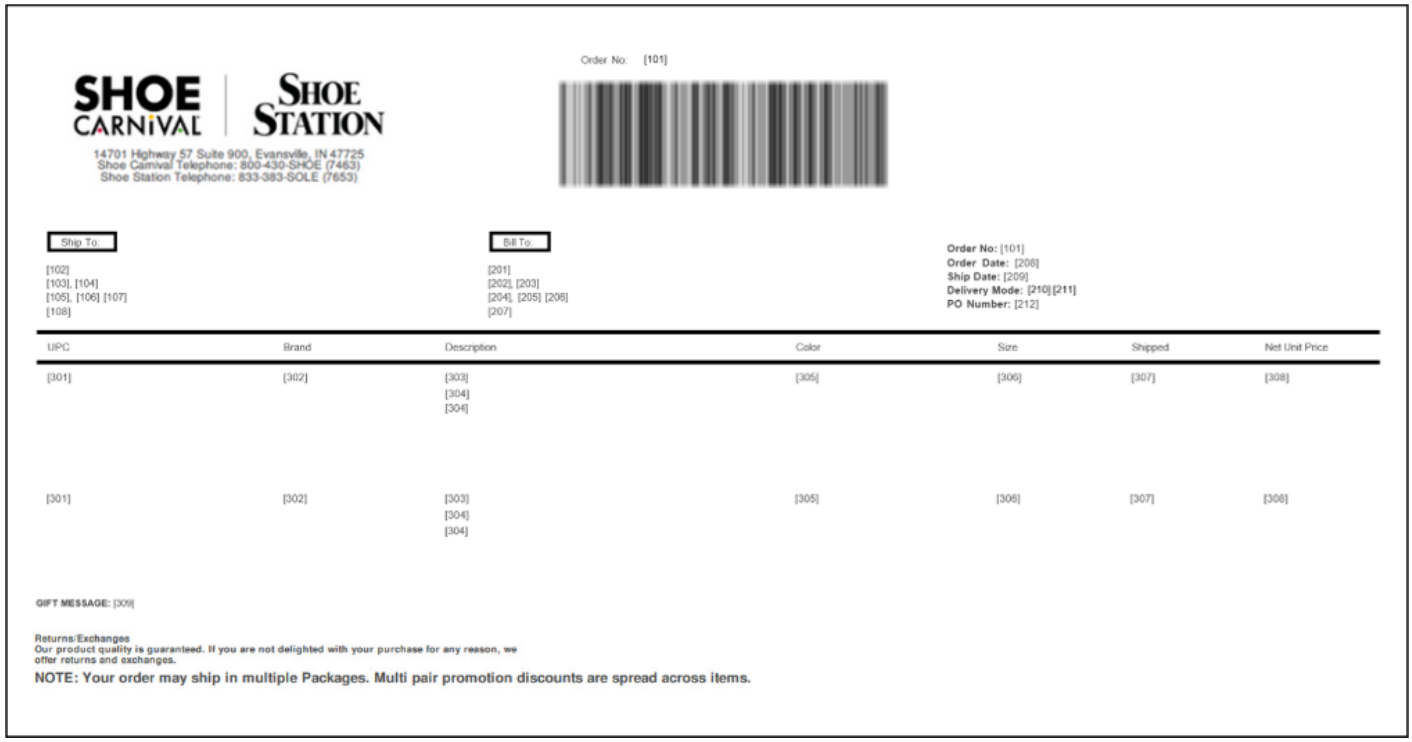
Packing Slip Mapping

The Shoe Carnival 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.


SHOE CARNIVAL | SHOE STATION

14701 Highway 57 Suite 900, Evansville, IN 47725
Shoe Carnival Telephone: 800-430-SHOE (7463)
Shoe Station Telephone: 833-383-SOLE (7653)

Order No: [101]

Ship To:
[102]
[103], [104]
[105], [106] [107]
[108]

Bill To:
[201]
[202], [203]
[204], [205] [206]
[207]

Order No: [101]
Order Date: [208]
Ship Date: [209]
Delivery Mode: [210] [211]
PO Number: [212]

UPC	Brand	Description	Color	Size	Shipped	Net Unit Price
[301]	[302]	[303] [304] [304]	[305]	[306]	[307]	[308]
[301]	[302]	[303] [304] [304]	[305]	[306]	[307]	[308]

GIFT MESSAGE: [309]

Returns/Exchanges
Our product quality is guaranteed. If you are not delighted with your purchase for any reason, we offer returns and exchanges.

NOTE: Your order may ship in multiple Packages. Multi pair promotion discounts are spread across items.

Figure 2 Sample Regular Packing Slip with Order Message References

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Packing Slip Mapping – Flat-file Field Name

Label	Description	Element	Notes
101	Channel	channel	
102	Ship Name	ship_name	
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	Bill-To Name	bill_to_name	
202	Bill-To Address 1	bill_to_address_1	
203	Bill-To Address 2	bill_to_address_2	
204	Bill-To City	bill_to_city	
205	Bill-To Region	bill_to_region	
206	Bill-To Postal	bill_to_postal	
207	Bill-To Country	bill_to_country	
208	Retailer Create Date	retailer_create_date	
209	Current Date	N/A	
210	Ship Carrier	ship_carrier	
211	Ship Method	ship_method	
212	Purchase Order Number	po_number	
301	Line Item UPC	line_item_upc	
302	Line Item Product Group	product_group	
303	Line Item Title	line_item_title	
304	Line Item Packing Instructions	line_item_packing_instructions	
305	Line Item Color	line_item_color	
306	Line Item Size	line_item_size	

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Label	Description	Element	Notes
307	Line Item Quantity	line_item_quantity	
308	Line Item Consumer Price	line_item_consumer_price	
309	Line Item Gift Message	line_item_gift_message	

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Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
101	Channel	REF*ZZ*[channelhere]*channel~	
102	Ship Name	N1*ST	
103	Ship Address 1	N301	
104	Ship Address 2	N302	
105	Ship City	N401	
106	Ship Region	N402	
107	Ship Postal	N403	
108	Ship Country	N404	
201	Bill-To Name	N1*BT	
202	Bill-To Address 1	N301	
203	Bill-To Address 2	N302	
204	Bill-To City	N401	
205	Bill-To Region	N402	
206	Bill-To Postal	N403	
207	Bill-To Country	N404	
208	Retailer Create Date	DTM*004	
209	Current Date	N/A	
210	Ship Carrier	TD503	
211	Ship Method	TD505	
212	Purchase Order Number	BEG03	
301	Line Item UPC	LIN*UP	
302	Line Item Product Group	PID*F*08	
303	Line Item Title	PO1*PD	
304	Line Item Packing Instructions	MTX*PKG	
305	Line Item Color	LIN*CL	
306	Line Item Size	LIN*IZ	

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Label	Description	Element	Notes
307	Line Item Quantity	PO102	
308	Line Item Consumer Price	CTP	
309	Line Item Gift Message	MTX*EAJ	

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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.

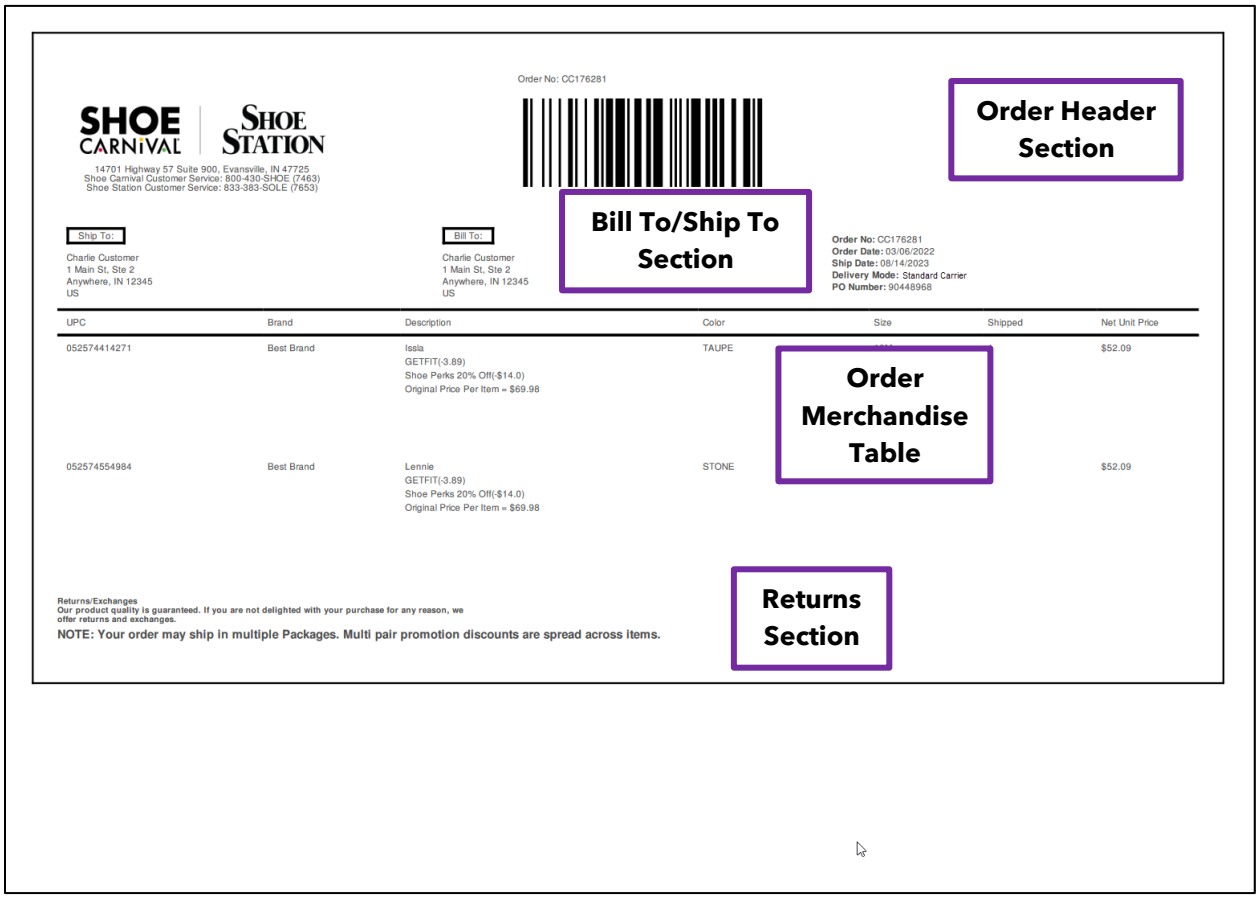

Figure 4 Sample Regular Packing Slip with Location References

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Data Element	Font Size	Font Style	F/V	Comments
ORDER HEADER SECTION				
Note: *All elements described below are enclosed in one solid-line box, as shown in the sample.*				
Logo			F	Logo image. Logo can be downloaded from the Shoe Carnival Documentation article.
Static Text	8	Arial, centered	F	**14701 Highway 57 Suite 900, Evansville, IN 47725** **Shoe Carnival Customer Service: 800-430-SHOE (7463)** **Shoe Station Customer Service: 833-383-SOLE (7653)**
Label	8	Arial	F	**Order No:**
Channel	8	Arial	V	
Barcode			V	Generated from the *Channel* data element using Code 128 symbology.
BILL TO/SHIP TO SECTION				
Label	8	Arial	F	This element is enclosed in a solid-line box. **Ship To:**
Ship Name	8	Arial	V	
Ship Address 1	8	Arial	V	This value is followed by a comma (,).
Ship Address 2	8	Arial	V	
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	
Label	8	Arial	F	This element is enclosed in a solid-line box. **Bill To:**
Bill-To Name	8	Arial	V	
Bill-To Address 1	8	Arial	V	This value is followed by a comma (,).
Bill-To Address 2	8	Arial	V	
Bill-To City	8	Arial	V	This value is followed by a comma (,).

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Data Element	Font Size	Font Style	F/V	Comments
Bill-To Region	8	Arial	V	
Bill-To Postal	8	Arial	V	
Bill-To Country	8	Arial	V	
Label	8	Arial, bold	F	**Order No:**
Channel	8	Arial	V	
Label	8	Arial, bold	F	**Order Date:**
Retailer Create Date	8	Arial	V	
Label	8	Arial, bold	F	**Ship Date:**
Current Date	8	Arial	V	Print the current date.
Label	8	Arial, bold	F	**Delivery Mode:**
Ship Carrier and Ship Method	8	Arial	V	
Label	8	Arial, bold	F	**PO Number:**
Purchase Order Number	8	Arial	V	
ORDER MERCHANDISE TABLE				
Note: *All Label elements in the Order Merchandise Table are enclosed between two solid lines, as shown in the sample.*				
Label	8	Arial	F	**UPC**
Line Item UPC	8	Arial	V	
Label	8	Arial	F	**Brand**
Line Item Product Group	8	Arial, wrapped	V	
Label	8	Arial	F	**Description**
Line Item Title	8	Arial, wrapped	V	
Line Item Packing Instructions	8	Arial, wrapped	V	This value is not present on gift orders. Six lines of text are allowed. "\n" is used to identify a line break in the *Line Item Packing Instructions* element.
Label	8	Arial	F	**Color**

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Data Element	Font Size	Font Style	F/V	Comments
Line Item Color	8	Arial	V	
Label	8	Arial	F	**Size**
Line Item Size	8	Arial	V	
Label	8	Arial	F	**Shipped**
Line Item Quantity	8	Arial	V	
Label	8	Arial	F	**Net Unit Price**
Line Item Consumer Price	8	Arial	V	Use a value of "GIFT" for gift orders.
Note: *The following elements are located below the Order Merchandise Table, as shown in the sample.*				
Label	7	Arial, bold, all caps	F	This value is only present on gift orders. **GIFT MESSAGE:**
Line Item Gift Message	7	Arial, wrapped	V	This value is only present on gift orders.
RETURNS SECTION				
Static Text	7	Arial, bold	F	**Returns/Exchanges**
Static Text	7	Arial, bold, wrapped	F	**Our product quality is guaranteed. If you are not delighted with your purchase for any reason, we offer returns and exchanges.**
Static Text	10	Arial, bold	F	**NOTE: Your order may ship in multiple Packages. Multi pair promotion discounts are spread across items.**

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