

PACKING SLIP GUIDE — URBN

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 URBN. Please match the packing slip design requirements as closely as possible.

Once you have created your packing slips, your packing slips must be approved by URBN before you can use them. Please submit samples to the URBN brand team directly (based on the brand you support) for approval:

- dsco-uo@urbanoutfitters.com
- fpdropship@freepeople.com
- dropshipsupport@anthropologie.com

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

Packing Slip Requirements

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

Paper: 8 ½ x 11 Letter

Primary Font: Arial

Packing Slip Variables	Applies to this Retailer
Packing Slip Types:	
<ul style="list-style-type: none">• Regular	Do not print
<ul style="list-style-type: none">• Ship-To-Store	N/A
<ul style="list-style-type: none">• Reprint	Y
<ul style="list-style-type: none">• Gift	Y
Returns Address	N/A

Packing Slip Variables	Applies to this Retailer
Sales Division	Y
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 URBN packing slip.

ANTHROPOLOGIE

Created: 2023-02-08 19:32:47 MST

Order Date: 2023-02-08 19:30:45 MST

Order Number: uo-01262023

Shipment Number: PS_001

Barcode: 
uo-01262023

Bill to

First Last
12 19TH ST
SAN Tokyo, CA 12123
US

Ship to

First Last
12 19TH ST
SAN Tokyo, CA 12123
US
Phone: 555-555-5555

GIFT MESSAGE: HAPPY BIRTHDAY

PRODUCT	DESCRIPTION	QUANTITY
Sku: HCD-1 URBN ID: 43744846	Line Item description	1
Total:		1

For our full return policy and return instructions, please visit our website.

Figure 1 Sample Anthropologie Packing Slip

Below is a sample of the URBN packing slip for the Free People brand.

FREE PEOPLE

Created: 2023-02-08 19:33:59 MST

Order Date: 2023-02-08 19:31:02 MST
Order Number: uo-01262023
Shipment Number: PS_003
Barcode: 
uo-01262023

Bill to

First Last
12 19TH ST
SAN Tokyo, CA 12123
US

Ship to

First Last
12 19TH ST
SAN Tokyo, CA 12123
US
Phone: 555-555-5555

GIFT MESSAGE: HAPPY BIRTHDAY

PRODUCT	DESCRIPTION	QUANTITY
Sku: HCD-1 URBN ID: 43744846	Line item description	1
Total:		1

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Figure 2 Sample Free People Regular Packing Slip

Below is a sample of the URBN packing slip for the Terrain brand.



Created: 2023-02-08 19:34:29 MST

Order Date: 2023-02-08 19:31:18 MST

Order Number: uo-01262023

Shipment Number: PS_004

Barcode: uo-01262023

Bill to

First Last
12 19TH ST
SAN Tokyo, CA 12123
US

Ship to

First Last
12 19TH ST
SAN Tokyo, CA 12123
US
Phone: 555-555-5555

GIFT MESSAGE: HAPPY BIRTHDAY

PRODUCT	DESCRIPTION	QUANTITY
Sku: HCD-1 URBN ID: 43744846	Line Item description	1
Total:		1

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Figure 3 Sample Terrain Regular Packing Slip

Below is a sample of the URBN packing slip for the Urban Outfitters brand.

URBAN OUTFITTERS

Created: 2023-02-08 19:33:24 MST

Order Date: 2023-02-08 19:30:53 MST

Order Number: uo-01262023

Shipment Number: PS_002

Barcode:  uo-01262023

Bill to

First Last
12 19TH ST
SAN Tokyo, CA 12123
US

Ship to

First Last
12 19TH ST
SAN Tokyo, CA 12123
US
Phone: 555-555-5555

GIFT MESSAGE: HAPPY BIRTHDAY

PRODUCT	DESCRIPTION	QUANTITY
Sku: HCD-1 URBN ID: 43744846	Line Item description	1
Total:		1

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Figure 4 Sample Urban Outfitters Regular Packing Slip

Packing Slip Mapping

The URBN 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]]

Created: 2023-05-19 10:47:29 MDT

Order Date: [002]

Order Number: [023]

Shipment Number: [001]

Barcode: [023]

Bill to

[350]
Attn: [351]
[354]
[355]
[356], [357] [358]
[359]
Phone: [353]
Email: [352]

Ship to

[300]
Attn: [301]
Store #: [310]
[304]
[305]
[306], [307] [308]
[309]
Phone: [303]
Email: [302]

GIFT MESSAGE: [041]

PRODUCT	DESCRIPTION	QUANTITY
Sku: [104] URBN ID: [113]	[114] Color: [140] Size: [141] Personalization: [117]	[100]
Sku: [104] URBN ID: [113]	[114] Color: [140] Size: [141] Personalization: [117]	[100]
Sku: [104] URBN ID: [113]	[114] Color: [140] Size: [141] Personalization: [117]	[100]
Total:		0

For our full return policy and return instructions, please visit our website.

Figure 5 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	
[003]	Channel	channel	Refer to channel codes to determine brand logo to use.
[023]	Consumer Order Number	consumer_order_number	
[040]	Gift Flag	gift_flag	To identify gift orders
[041]	Gift Message	gift_message	
[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	
[117]	Line Item Personalization	line_item_personalization	
[140]	Line Item Color	line_item_color	
[141]	Line Item Size	line_item_size	
[300]	Ship-To Company Name	ship_company	
[301]	Ship-To Attention	ship_attention	
[302]	Ship-To Email	ship_email	
[303]	Ship-To Phone	ship_phone	
[304]	Ship-To Name	ship_name	

Label	Description	Element	Notes
[305]	Ship-To Address	ship_address_1	
[306]	Ship-To City	ship_city	
[307]	Ship-To Region	ship_region	
[308]	Ship-To Postal	ship_postal	
[309]	Ship-To Country	ship_country	
[310]	Ship-To Store Number	ship_store_number	
[350]	Bill-To Company	bill_to_company	
[351]	Bill-To Attention	bill_to_attention	
[352]	Bill-To Email	bill_to_email	
[353]	Bill-To Phone	bill_to_phone	
[354]	Bill-To Name	bill_to_name	
[355]	Bill-To Address	bill_to_address	
[356]	Bill-To City	bill_to_city	
[357]	Bill-To Region	bill_to_region	
[358]	Bill-To Postal	bill_to_postal	
[359]	Bill-To Country	bill_to_country	

Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
[001]	PO Number	BEG03	
[002]	Retailer Create Date	DTM*004	Refer to channel codes to determine brand logo to use.
[003]	Channel	REF*ZZ*channel	
[023]	Consumer Order Number	REF*CO*consumer_order_number	
[040]	Gift Flag	N9*L1*001*Additional Order Messages and Instructions	This segment will appear when order contains a gift message.
[041]	Gift Message	MTX03 (EAJ qualifier)	
[100]	Line Item Quantity	PO102	
[104]	Line Item SKU	PO1*SK	
[113]	Line Item Partner SKU	PO1*BP	
[114]	Line Item Title	LIN*PD	
[117]	Line Item Personalization	REF*ZZ*line_item_personalization	
[140]	Line Item Color	LIN*CL	
[141]	Line Item Size	LIN*IZ	
[300]	Ship-To Company Name	N201 (ST qualifier)	
[301]	Ship-To Attention	N202 (ST qualifier)	
[302]	Ship-To Email	PER06 (OC qualifier)	
[303]	Ship-To Phone	PER04 (OC qualifier)	
[304]	Ship-To Name	N102 (ST qualifier)	
[305]	Ship-To Address	N301 (ST qualifier)	

Label	Description	Element	Notes
[306]	Ship-To City	N401 (ST qualifier)	
[307]	Ship-To Region	N402 (ST qualifier)	
[308]	Ship-To Postal	N403 (ST qualifier)	
[309]	Ship-To Country	N404 (ST qualifier)	
[310]	Ship-To Store Number	REF*ZZ*ship_store_number	
[350]	Bill-To Company	N201 (BT qualifier)	
[351]	Bill-To Attention	N202 (BT qualifier)	
[352]	Bill-To Email	PER06 (IC qualifier)	
[353]	Bill-To Phone	PER04 (IC qualifier)	
[354]	Bill-To Name	N102 (BT qualifier)	
[355]	Bill-To Address	N301 (BT qualifier)	
[356]	Bill-To City	N401 (BT qualifier)	
[357]	Bill-To Region	N402 (BT qualifier)	
[358]	Bill-To Postal	N403 (BT qualifier)	
[359]	Bill-To Country	N404 (BT qualifier)	

Packing Slip Mapping – API Segment

Label	Description	Element	Notes
[001]	PO Number	poNumber	
[002]	Retailer Create Date	retailerCreateDate	
[003]	Channel	channel	Refer to channel codes to determine brand logo to use.
[023]	Consumer Order Number	consumerOrderNumber	
[040]	Gift Flag	giftFlag	To identify gift orders
[041]	Gift Message	giftMessage	
[100]	Line Item Quantity	quantity	
[104]	Line Item SKU	sku	
[113]	Line Item Partner SKU	partnerSku	
[114]	Line Item Title	title	
[117]	Line Item Personalization	personalization	
[140]	Line Item Color	color	
[141]	Line Item Size	size	
[300]	Ship-To Company Name	shipping[company]	
[301]	Ship-To Attention	shipping[attention]	
[302]	Ship-To Email	shipping[email]	
[303]	Ship-To Phone	shipping[phone]	
[304]	Ship-To Name	shipping[name]	
[305]	Ship-To Address	shipping[address]	

Label	Description	Element	Notes
[306]	Ship-To City	shipping[city]	
[307]	Ship-To Region	shipping[region]	
[308]	Ship-To Postal	shipping[postal]	
[309]	Ship-To Country	shipping[country]	
[310]	Ship-To Store Number	shipping[storeNumber]	
[350]	Bill-To Company	billTo[company]	
[351]	Bill-To Attention	billTo[attention]	
[352]	Bill-To Email	billTo[email]	
[353]	Bill-To Phone	billTo[phone]	
[354]	Bill-To Name	billTo[name]	
[355]	Bill-To Address	billTo[address]	
[356]	Bill-To City	billTo[city]	
[357]	Bill-To Region	billTo[region]	
[358]	Bill-To Postal	billTo[postal]	
[359]	Bill-To Country	billTo[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.

ANTHROPOLOGIE

Order Header Section

Created: 2023-02-08 19:32:47 MST

Order Date: 2023-02-08 19:30:45 MST
Order Number: uo-01262023
Shipment Number: PS_001
Barcode:  uo-01262023

Bill to
First Last
12 19TH ST
SAN Tokyo, CA 12123
US

Ship to
First Last
12 19TH ST
SAN Tokyo, CA 12123
US
Phone: 555-555-5555

Bill To/Ship To Section

GIFT MESSAGE: HAPPY BIRTHDAY

Gift Message

PRODUCT	DESCRIPTION	QUANTITY
Sku: HCD-1 URBN ID: 43744846	Line item description	

Order Merchandise Table

For our full return policy and return instructions, please visit our website.

Returns Section

Figure 6 Sample Regular Packing Slip with Location References

Data Element	Font Size	Font Style	F/V	Comments
ORDER HEADER SECTION				
Logo			V	Logo image. Use the brand logo associated with the Channel Code (see below Channel Code to Sales Division List) <ul style="list-style-type: none"> • 01 and 07 =Anthropologie • 02 and 08 =Urban Outfitters • 03= Free People • 05= Terrain
Static Text	12	Arial	F	Created:
Order Insert Date/ Time	12	Arial	V	Order Create Date/Time
Static Text	8	Arial	F	Order Date:
Retailer Create Date/Time	8	Arial	V	
Static Text	8	Arial	F	Order Number:
Consumer Order Number	8	Arial	V	
Static Text	8	Arial	F	Shipment Number:
PO Number	8	Arial	V	
Static Text	8	Arial	F	Barcode:
BARCODE			V	Generated from <i>Consumer Order Number</i> using Code 128 Symbology.
Consumer Order Number	8	Arial	V	
BILL TO/SHIP TO SECTION				
Note: The elements described below are enclosed in a rectangle with light grey background.				
Label	14	Arial, Bold	F	Bill to

Data Element	Font Size	Font Style	F/V	Comments
Bill-To Company Name	7	Arial	V	Shift lines up if not present.
Bill-To Attention Line	7	Arial	V	Shift lines up if not present.
Bill-To Name	7	Arial	V	
Bill-To Address 1	7	Arial	V	
Bill-To Address 2	7	Arial	V	Shift lines up if not present.
Bill-To City	7	Arial	V	This value is followed by a comma (,).
Bill-To Region	7	Arial	V	
Bill-To Postal	7	Arial	V	
Bill-To Country	7	Arial	V	
Static Text	7	Arial	F	Phone: Do not print, if no Phone present.
Ship to Phone	7	Arial	V	Shift lines up if not present.
Static Text	7	Arial	F	Email: Do not print, if no Email present.
Bill-To Email	7	Arial	V	
Note: The elements described below are enclosed in a rectangle with light grey background.				
Label	14	Arial, Bold	F	Ship to
Ship-To Company Name	7	Arial	V	Shift lines up if not present.
Ship-To Attention Line	7	Arial	V	Shift lines up if not present.
Ship-To Name	7	Arial	V	
Ship-To Address 1	7	Arial	V	
Ship-To Address 2	7	Arial	V	Shift lines up if not present.

Data Element	Font Size	Font Style	F/V	Comments
Ship-To City	7	Arial	V	This value is followed by a comma (,).
Ship-To Region	7	Arial	V	
Ship-To Postal	7	Arial	V	
Ship-To Country	7	Arial	V	
Static Text	7	Arial	F	Phone: Do not print, if no Phone present.
Ship to Phone	7	Arial	V	Shift lines up if not present.
Static Text	7	Arial	F	Email: Do not print, if no Email present.
Ship to Email	7	Arial	V	Shift lines up if not present.
GIFT MESSAGE SECTION				
Note: The elements described below are enclosed in a rectangle.				
Label	14	Arial, Bold	F	GIFT MESSAGE Print in all caps
Gift Message	14	Arial	V	Gift Message
ORDER MERCHANDISE TABLE				
Note: The elements described below are enclosed in solid-line boxes, as shown in the sample.				
Label	8	Arial	F	This element is shaded in gray. PRODUCT
Label	8	Arial, Bold	F	SKU: skip if not available on the order
Line Item SKU	8	Arial	V	
Label	8	Arial, Bold	F	URBN ID: skip if not available on the order
Line Item Partner SKU	8	Arial	V	

Data Element	Font Size	Font Style	F/V	Comments
Label	8	Arial, Bold	F	UPC: skip if not available on the order
Line Item UPC	8	Arial	V	
Label	8	Arial, bold, centered	F	This element is shaded in gray. Print in all caps DESCRIPTION
Line tem Title	8	Arial, wrapped	V	
Label	8	Arial	F	Color: skip if not available on the order
Line Item Color	8	Arial	V	
Label	8	Arial	F	Size: skip if not available on the order
Line Item Color	8	Arial	V	
Label	8	Arial	F	Personalization: skip if not available on the order
Personalization	8	Arial	V	
Label	8	Arial, centered	F	This element is shaded in gray. Print in all caps QUANTITY
Line Item Quantity	8	Arial, centered	V	
Label	8	Arial	F	Total:
CALCULATED	8	Arial, centered	V	This element is shaded in gray. <i>Total number of order quantity within the entire Order</i>
RETURNS SECTION				
Static Text	8	Arial, italic	F	<i>For our full return policy and return instructions, please visit our website.</i>