PACKING SLIP GUIDE — West Marine

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 West Marine. Please match the packing slip design requirements as closely as possible.

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

If you have any questions, contact West Marine directly or contact Rithum Software Support.

Packing Slip Requirements

Below is a summary of the rules that apply to West Marine 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	**Retail** packing slip: order 'channel' = '**WestMarine**' **Pro** packing slip: order'channel' = '**WestMarinePro**'
Barcode	**N/A**

Packing Slip Variables	Applies to this Retailer
Multiple Languages	**N/A**
Multiple Lines Per Packing Slip	**Y**
Multi-Page Packing Slip	**Y** – item details spill to next page without header
Computations	**Y**
Price Suppression	**N/A**

Channel values ("WestMarine" or "WestMarinePro") can be found in the following element in the order exports:

Flat-file	EDI	API
channel	REF*ZZCHANNEL*channel	channel

Packing Slip Sample – Retail Slip

Below is a sample of the retail West Marine packing slip, used when channel = WestMarine.

West Marine
PACKING SLIP

Order Date: 6/11/2022
Order#   00041963

Sold To:
Charlie Customer
1 Main Street

Litchfield Park AZ
85340
US

Ship To:
Charlie Customer
1 Main Street

Litchfield Park AZ
85340
US

Thank you for shopping with West Marine!
For additional information on your order, visit Westmarine.com under My Account

The following item(s) are included in this shipment and were shipped via: FedEx Ground®

Model #	Description	Qty Ordered	Qty Shipped	Price USD	Extended USD
20254470	6'8" Battalion II Slow Pitch Casting Conventional Rod, Medium Light Power	1	1	135.99	135.99
20254496	6'8" Battalion II Slow Pitch Casting Conventional Rod, Medium Heavy Power	1	1	135.99	135.99

Need to return something? For more information:
Visit Westmarine.com/returns
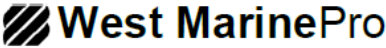
Shipment Subtotal USD	271.98
Additional Charges	
Shipping/Handling	0.00
Tax USD	17.13
Shipment Total USD	289.11

1 / 1

Figure 1 Sample Retail Packing Slip

Packing Slip Sample – Pro

Below is a sample of the Pro West Marine packing slip, used when channel = WestMarinePro.

Figure 2 Sample Pro Packing Slip

Packing Slip Mapping

The West Marine packing slip samples below include 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 segment.

Figure 3 Sample Retail Packing Slip with Order Message References

West Marine Pro

PACKING SLIP

Remit To: P.O. Box 669336
Dallas, TX 75266-9336

S O L D T O
[354]
[355]
[356], [357] [358]
[359]

S H I P T O
[304]
[305]
[306], [307] [308]
[309]

Customer #	Purchase Order	Order Date	Order #	Shipping/Handling
[071]	[077]	[002]	[023]	[046]
TERMS:	SHIPPED VIA: [050]			WHSE:

QUANTITY ORDERED	QUANTITY SHIPPED	WM MODEL #	MFG NAME	MFG PART NUMBER	DESCRIPTION	UM	WM RETAIL	NET	EXTENDED NET
[192]	[192]	[113]	[SUPPLIER NAME]	[104]	[114]	[147]	[142]	[116]	[116]x[100]
[192]	[192]	[113]	[SUPPLIER NAME]	[104]	[114]	[147]	[142]	[116]	[116]x[100]
[192]	[192]	[113]	[SUPPLIER NAME]	[104]	[114]	[147]	[142]	[116]	[116]x[100]

Tax [SUM OF ITEM TAX]

Shipment Total

[GRAND TOTAL]

To view shipment invoice with any applicable taxes and shipping, visit pro.westmarine.com My Account

Need to make a return? For more information
visit pro.westmarine.com/returns
Return item to local store
Call 1 800 624 6885

Figure 4 Sample Pro Packing Slip with Order Message References

Packing Slip Mapping – Flat-file Field Name

Label	Description	Element	Notes
002	Retailer Create Date	retailer_create_date	
023	Consumer Order Number	consumer_order_number	
046	Shipping Surcharge	shipping_surcharge	
050	Ship Method	ship_method	
071	Customer Membership ID	customer_membership_id	
077	Secondary Consumer Order Number	secondary_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	
116	Line Item Consumer Price	line_item_consumer_price	
142	Line Item Retail Price	line_item_retail_price	
145	Line Item Amount of Sales Tax Collected	line_item_amount_of_sales_tax_collected	
147	Line Item Unit of Measure	line_item_unit_of_measure	
192	Line Item Quantity	line_item_quantity	
304	Ship-To Name	ship_name	
305	Ship-To Address	ship_address_1	
306	Ship-To City	ship_city	
307	Ship-To Region	ship_region	
308	Ship-To Postal Code	ship_postal	
309	Ship-To Country	ship_country	
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 Code	bill_to_postal	
359	Bill-To Country	bill_to_country	

Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
002	Retailer Create Date	BEG05	
023	Consumer Order Number	N901 (N9*CO)	
046	Shipping Surcharge	SAC*C*D230	
050	Ship Method	TD505	
071	Customer Membership ID	REF*IT*123456789*customer_membership_id	
077	Secondary Consumer Order Number	REF*7U*123456789*secondary_consumer_order_number	
100	Line Item Quantity	PO102	
104	Line Item SKU	PO1*SK	
113	Line Item Partner SKU	LIN*BP	
114	Line Item Title	LIN*PD	
116	Line Item Consumer Price	CTP*GR	
142	Line Item Retail Price	CTP*PUR	
145	Line Item Amount of Sales Tax Collected	SAC02*D360***550	
147	Line Item Unit of Measure	PO103	
192	Line Item Quantity	PO102	
304	Ship-To Name	N1*ST	
305	Ship-To Address	N301	
306	Ship-To City	N401	
307	Ship-To Region	N402	
308	Ship-To Postal Code	N403	
309	Ship-To Country	N404	
354	Bill-To Name	N1*BT	
355	Bill-To Address	N404	
356	Bill-To City	N401	
357	Bill-To Region	N402	
358	Bill-To Postal Code	N403	

Label	Description	Element	Notes
359	Bill-To Country	N405	

Packing Slip Mapping – API Segment
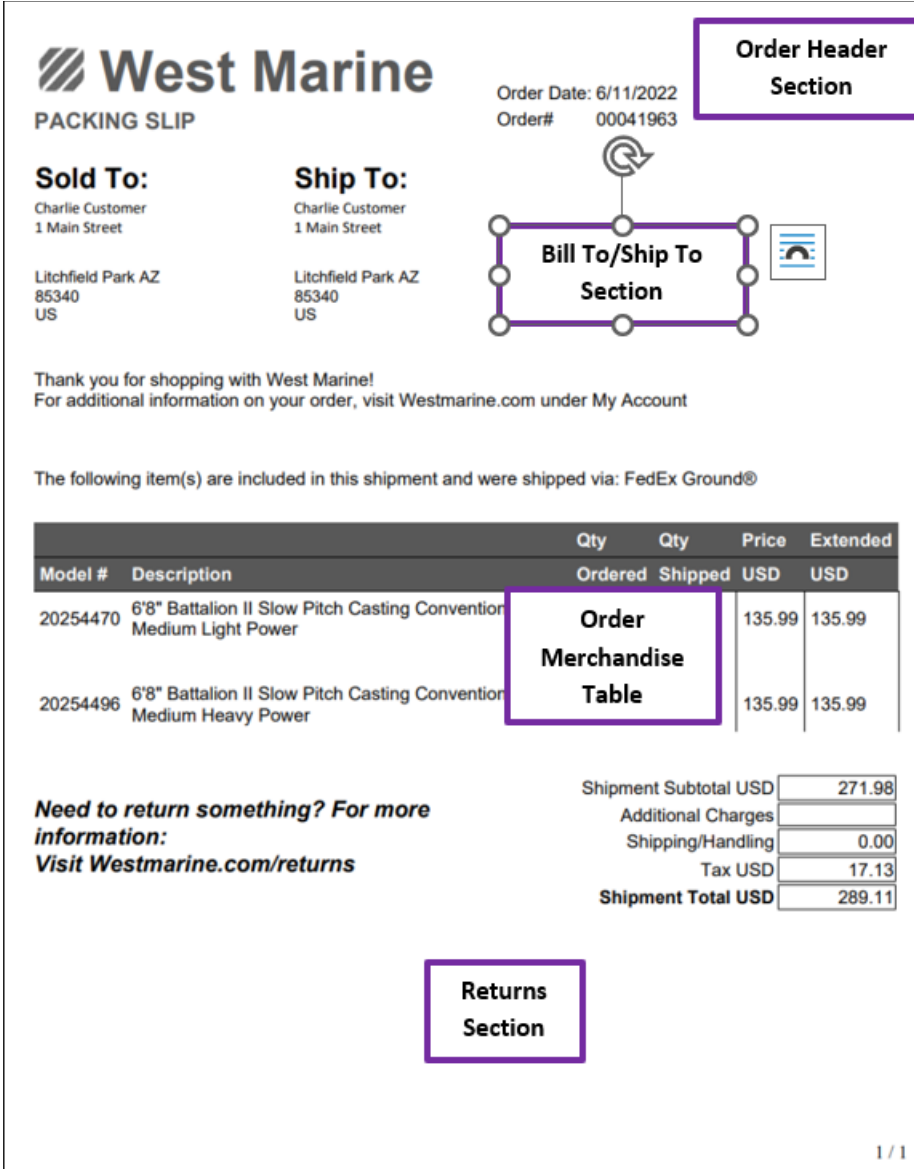
Label	Description	Element	Notes
002	Retailer Create Date	retailerCreateDate	
023	Consumer Order Number	consumerOrderNumber	
046	Shipping Surcharge	shippingSurcharge	
050	Ship Method	shipMethod	
071	Customer Membership ID	customerMembershipId	
077	Secondary Consumer Order Number	secondaryConsumerOrderNumber	
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]	
116	Line Item Consumer Price	lineItems[consumerPrice]	
142	Line Item Retail Price	lineItems[retailPrice]	
145	Line Item Amount of Sales Tax Collected	lineItems[amountOfSalesTaxCollected]	
147	Line Item Unit of Measure	lineItems[unitOfMeasure]	
192	Line Item Quantity	lineItems[quantity]	
304	Ship-To Name	shipping[name]	
305	Ship-To Address	shipping[address]	
306	Ship-To City	shipping[city]	
307	Ship-To Region	shipping[region]	
308	Ship-To Postal Code	shipping[postal]	
309	Ship-To Country	shipping[country]	
354	Bill-To Name	billTo[name]	
355	Bill-To Address	billTo[address]	
356	Bill-To City	billTo[city]	
357	Bill-To Region	billTo[region]	

Label	Description	Element	Notes
358	Bill-To Postal Code	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.

Figure 5 Sample Regular Packing Slip with Location References

Data Element	Font Size	Font Style	F/V	Comments
ORDER HEADER SECTION				
Logo			F	WestMarine Logo Image
Static Text	15	Bold	F	**PACKING SLIP**
Label	12		F	**Order Date**

Data Element	Font Size	Font Style	F/V	Comments
Retailer Create Date	12		v	
Label	12		F	**Order#**
Consumer Order Number	12		v	
BILL TO/SHIP TO SECTION				
Static Text	19	Bold	F	**Sold To:**
Bill To Name	10.5		V	
Bill To Address (1)	10.5		V	
Bill To Address (2)	10.5		V	
Bill To City	10.5		V	
Bill To Region	10.5		V	
Bill To Postal Code	10.5		V	
Bill To Country	10.5		V	
Static Text	19	Bold	F	**Ship To:**
Ship To Name	10.5		V	
Ship To Address (1)	10.5		V	
Ship To Address (2)	10.5		V	
Ship To City	10.5		V	
Ship To Region	10.5		V	
Ship To Postal Code	10.5		V	
Ship To Country	10.5		V	
Static Text	12		F	**Thank you for shopping with West Marine!** **For additional information on your order, visit Westmarine.com under My Account**
Static Text	12		F	**The following item(s) are included in this shipment and were shipped via:**
Ship Method	12			
ORDER MERCHANDISE TABLE				

Data Element	Font Size	Font Style	F/V	Comments
Column 1 Heading	12	Bold	F	**Model #** Grey background with white text if possible
Column 2 Heading	12	Bold	F	**Description** Grey background with white text if possible
Column 3 Heading	12	Bold	F	**Qty** **Ordered** Grey background with white text if possible
Column 4 Heading	12	Bold	F	**Qty** **Shipped** Grey background with white text if possible
Column 5 Heading	12	Bold	F	**Price** **USD** Grey background with white text if possible
Column 6 Heading	12	Bold	F	**Extended** **USD** Grey background with white text if possible
Line Item Partner SKU	12		V	In **Model #** column Leave 1 line between items
Line Item Title	12		V	In **Description** column
Line Item Quantity	12		V	In **Qty Ordered** column
Line Item Quantity	12		V	In **Qty Shipped** column (Can be adjusted via UI)
Line Item Consumer Price	12		V	In **Price USD** column
Extended Amount (Line Item Quantity X Line Item Consumer Price)	12		V	Calculated In **Extended USD** column
Static Text	12	Bold	F	**Shipment Subtotal USD**
Total of all Extended USD column	12		V	Calculated Box around value if possible
Static Text	12	Bold	F	**Additional Charges**
Blank	12		V	Box around value if possible
Static Text	12	Bold	F	**Shipping/Handling**
Shipping Surcharge	12		V	Box around value if possible
Static Text	12	Bold	F	**Tax USD**

Data Element	Font Size	Font Style	F/V	Comments
Sum of the Line Item Amount of Sales Tax Collected for all lines	12		V	Calculated Box around value if possible
Static Text	12	Bold	F	**Shipment Total USD**
Grand Total (Shipment Subtotal USD+ Additional Charges + Shipping/Handling Surcharge + Tax USD)	12		V	Calculated Box around value if possible
RETURNS SECTION				
Static Text	15	Bold italics	F	**Need to return something? For more information: Visit Westmarine.com/returns**
Footer	12		V	Page Number (formatted N/N)

Figure 6 Sample Pro Packing Slip with Location References

Data Element	Font Size	Font Style	F/V	Comments
ORDER HEADER SECTION				
Logo			F	WestMarinePro Logo Image
Static Text	23	Bold		**PACKING SLIP**
Static Text	12	Bold	F	**Remit To: P.O. Box 669336** **Dallas, TX 75266-9336** Box around this text if possible
BILL TO/SHIP TO SECTION				
Label	12	Bold	F	**S** **O** **L** **D** **T** **O** Box around this text if possible.
Bill To Name	12		V	
Bill To Address (1)	12		V	
Bill To Address (2)	12		V	
Bill To City	12		V	
Bill To Region	12		V	
Bill To Postal Code	12		V	
Bill To Country	12		V	
Static Text	12	Bold	F	**S** **H** **I** **P** **T** **O** Box around this text if possible.
Ship Name	12		V	
Ship To Address (1)	12		V	

Data Element	Font Size	Font Style	F/V	Comments
Ship To Address (2)	12		V	
Ship To City	12		V	
Ship To Region	12		V	
Ship To Postal	12		V	
Ship To Country	12		V	
ORDER SUMMARY TABLE				
Note: The elements described below are enclosed in solid-line boxes, as shown in the sample.				
Label	9	Bold	F	**Customer #**
Customer Membership ID	9		V	
Label	9	Bold	F	**TERMS:**
Label	9	Bold	F	**Purchase Order**
Secondary Consumer Order Number	9		V	
Label	9	Bold	F	**SHIPPED VIA:**
Ship Method	9		V	
Label	9	Bold	F	**Order Date**
Retailer Create Date	9		V	
Label	9	Bold	F	**Order #**
Consumer Order Number	9		V	
Label	9	Bold	F	**Shipping/Handling**
Shipping Surcharge	9		V	
Label	9	Bold	F	**WHSE:**
ORDER MERCHANDISE TABLE				
Note: The elements described below are enclosed in solid-line boxes, as shown in the sample.				
Label	9	Bold	F	**QUANTITY ORDERED**
Line Item Quantity	9		V	
Label	9	Bold	F	**QUANTITY SHIPPED**

Data Element	Font Size	Font Style	F/V	Comments
Line Item Quantity	9		V	Can be adjusted via UI
Label	9	Bold	F	**WM MODEL #**
Line Item Partner SKU	9		V	
Label	9	Bold	F	**MFG NAME**
Dsco Supplier Name	9		V	
Label	9	Bold	F	**MFG PART NUMBER**
Line Item SKU	9		V	
Label	9	Bold	F	**DESCRIPTION**
Line Item Title	9		V	
Label	9	Bold	F	**UM**
Line Item Unit of Measure	9		V	
Label	9	Bold	F	**WM RETAIL**
Line Item Retail Price	9		V	
Label	9	Bold	F	**NET**
Line Item Consumer Price	9		V	
Label	9	Bold	F	**EXTENDED NET**
Line Item Quantity X Line Item Consumer Price	9		V	Calculated for each line item
Static Text	9		F	**Tax**
Sum of the Line Item Amount of Sales Tax Collected for all lines	9		V	Calculated
Static Text	9		F	**Shipment Total:**
Total of all EXTENDED NET + Tax above	9		V	
RETURNS SECTION				
Static Text	12		F	**To view shipment invoice with any applicable taxes and shipping, visit pro.westmarine.com My Account**

Data Element	Font Size	Font Style	F/V	Comments
Horizontal Rule			F	
Static Text	12		F	**Need to make a return? For more information** **visit pro.westmarine.com/returns** **Return item to local store** **Call 1 800 624 6885**
Footer	12		V	Page Number (formatted N/N)