

PACKING SLIP GUIDE – Zulily

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

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

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

Packing Slip Requirements

Below is a summary of the rules that apply to Zulily 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
Special Printing Requirements	N/A
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
Computations	Y
Price Suppression	N/A

Packing Slip Sample

Below is a sample of the Zulily packing slip.



Created: 2025-05-05 14:30:58 MST

Order Date: 2025-05-05 13:55:38 MST

Order Number: 11111123

Purchase Order: 5555555

Consumer Order Number: 666666666

Ship to

Company A
John Smith
1 Fuller Road
Albany, NY 12203
US
Phone: 555-555-5555

PRODUCT	DESCRIPTION	QUANTITY
<div>Sku: MAXRETAILERSKU1</div> <div>Partner Sku: MAXPSKU1</div> <div>UPC: 12345678901234567890</div>	Sample line item 1 title	2
Total:		2

Figure 1 Sample Regular Packing Slip

Packing Slip Mapping

The Zulily 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.



Created: [101]

Ship to

[201]
[202]
[203]
[204]
[205]
[206], [207] [208]
[209]
Phone: [210]
Email: [211]

Order Date: [102]

Order Number: [103]

Purchase Order: [104]

Consumer Order Number: [105]

PRODUCT	DESCRIPTION	QUANTITY
SKU: [301] Partner SKU: [302] UPC: [303]	[304]	[305]
Total:		CALC

Figure 2 Sample Regular Packing Slip with Order Message References

Packing Slip Mapping – Flat-file Field Name

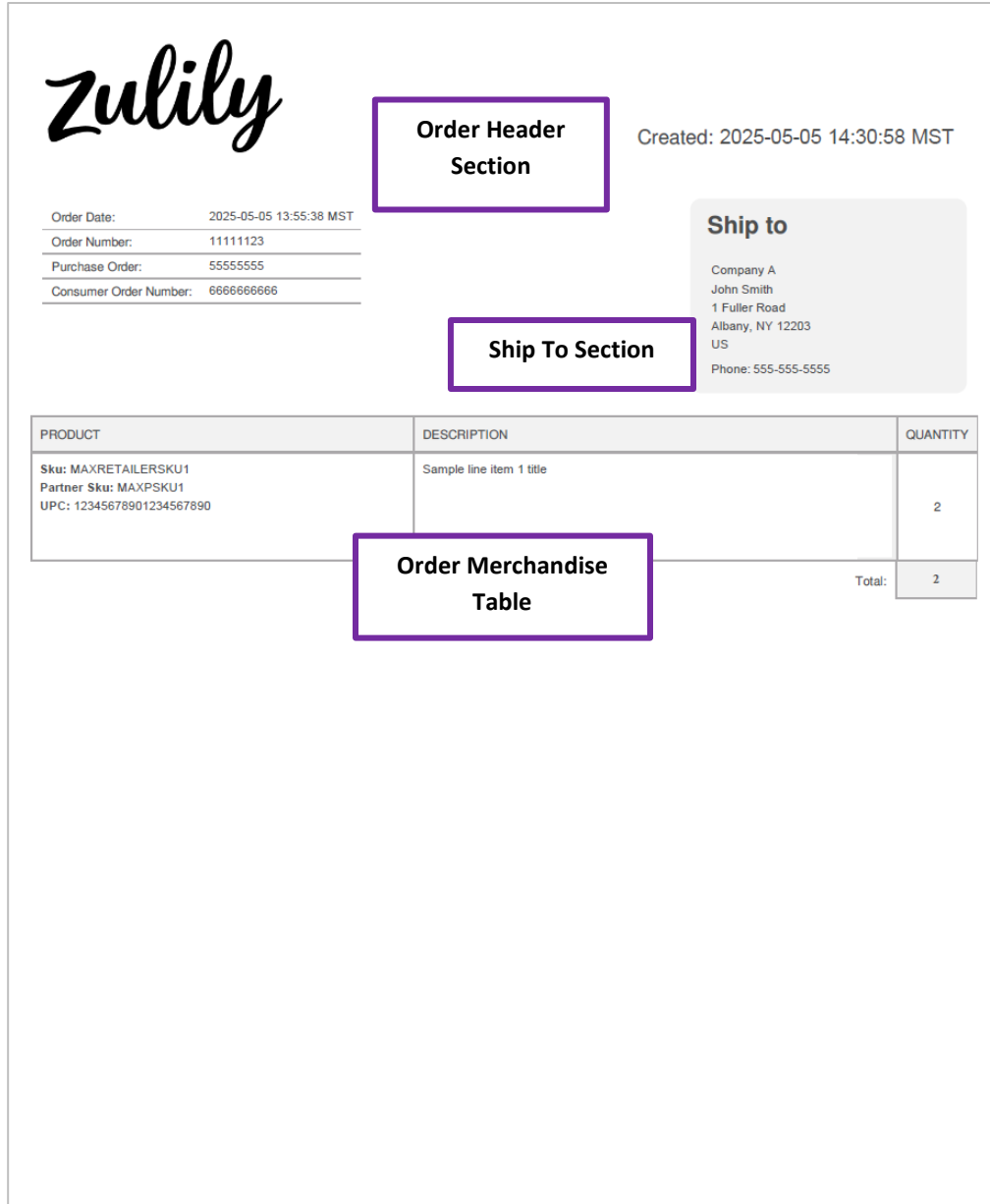
Label	Description	Element	Notes
101	N/A	Current Date	
102	dsco_create_date	Order Create Date	
103	dsco_order_id	Order Number	
104	po_number	Purchase Order Number	
105	consumer_order_number	Consumer Order Number	
201	ship_company	Ship Company	
202	ship_attention	Ship Attention	
203	ship_name	Ship Name	
204	ship_address_1	Ship Address 1	
205	ship_address_2	Ship Address 2	
206	ship_city	Ship City	
207	ship_region	Ship Region	
208	ship_postal	Ship Postal	
209	ship_country	Ship Country	
210	ship_phone	Ship Phone	
211	ship_email	Ship Email	
301	line_item_sku	Line Item SKU	
302	line_item_partner_sku	Line Item Partner SKU	
303	line_item_upc	Line Item UPC	
304	line_item_title	Line Item Title	
305	Line Item Quantity	Line Item Quantity	

Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
101	N/A	Current Date	
102	REF*ZZ*dsco_create_date	Order Create Date	
103	REF*ZZ*dsco_order_id	Order Number	
104	BEG03	Purchase Order Number	
105	N901*CO	Consumer Order Number	
201	N201	Ship Company	
202	N202	Ship Attention	
203	N1*ST	Ship Name	
204	N301	Ship Address 1	
205	N302	Ship Address 2	
206	N401	Ship City	
207	N402	Ship Region	
208	N403	Ship Postal	
209	N404	Ship Country	
210	PER04	Ship Phone	
211	PER06	Ship Email	
301	PO107	Line Item SKU	
302	PO1*BP	Line Item Partner SKU	
303	PO1*UP	Line Item UPC	
304	PO1*PD	Line Item Title	
305	PO102	Line Item Quantity	

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.



The image shows a sample packing slip for Zulily. It includes a logo, order details, a ship-to address, and a merchandise table. Three purple boxes with labels identify specific sections: 'Order Header Section' points to the order details, 'Ship To Section' points to the shipping address, and 'Order Merchandise Table' points to the table containing product information and a total row.

Order Header Section

Created: 2025-05-05 14:30:58 MST

Order Date: 2025-05-05 13:55:38 MST
 Order Number: 11111123
 Purchase Order: 55555555
 Consumer Order Number: 6666666666

Ship To Section

Ship to

Company A
 John Smith
 1 Fuller Road
 Albany, NY 12203
 US
 Phone: 555-555-5555

PRODUCT	DESCRIPTION	QUANTITY
Sku: MAXRETAILERSKU1 Partner Sku: MAXPSKU1 UPC: 12345678901234567890	Sample line item 1 title	2
Total:		2

Order Merchandise Table

Figure 3 Sample Regular Packing Slip with Location References

Data Element	Font Size	Font Style	F/V	Comments
ORDER HEADER SECTION				
Logo			F	Logo image. Logo can be downloaded from Zulily Documentation.
Label	12	Bold	F	Created:
Current Date	12		V	Print the current date using the format shown in the sample.
Label	8	Bold	F	Order Date:
Order Create Date	8		V	This element is followed by a horizontal rule.
Label	8	Bold	F	Order Number:
Order Number	8		V	This element is followed by a horizontal rule.
Label	8		F	Purchase Order:
Purchase Order Number	8		V	This element is followed by a horizontal rule.
Label	8		F	Consumer Order Number:
Consumer Order Number	8		V	This element is followed by a horizontal rule.
SHIP TO SECTION				
Note: The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.				
Label	14	Bold	F	Ship to
Ship Company	7		V	Shift lines up if not present.
Ship Attention	7		V	Shift lines up if not present.
Ship Name	7		V	
Ship Address 1	7		V	
Ship Address 2	7		V	Shift lines up if not present.
Ship City	7		V	This value is followed by a comma (,).
Ship Region	7		V	
Ship Postal	7		V	
Ship Country	7		V	Shift lines up if not present.
Label	7		F	Do not print if <i>Ship Phone</i> is not present. Phone:
Ship Phone	7		V	Shift lines up if not present.
Label	7		F	Do not print if <i>Ship Email</i> is not present.

Data Element	Font Size	Font Style	F/V	Comments
				Email:
Ship Email	7		V	Shift lines up if not present.
ORDER MERCHANDISE TABLE				
<i>Note: The elements described below are enclosed in solid-line boxes, as shown in the sample.</i>				
Label	8	All caps	F	This element is shaded in grey. PRODUCT
Label	8	Bold	F	Do not print if Line Item SKU is not present. Sku:
Line Item SKU	8		V	
Label	8	Bold	F	Do not print if Line Item Partner SKU is not present. Partner Sku:
Line Item Partner SKU	8		V	
Label	8	All caps, Bold	F	Do not print if Line Item UPC is not present. Print two blank lines between each item. UPC:
Line Item UPC	8		V	
Label	8	All caps	F	This element is shaded in grey. DESCRIPTION
Line Item Title	8	All caps, Wrapped	V	
Label	8	All caps, Centered	F	This element is shaded in grey. QUANTITY
Line Item Quantity	8	Centered	V	
Label	8		F	Total:
CALCULATED	8	Centered	V	This element is shaded in grey. Sum of all line item quantities.