

## Packing Slip Guide – BRANDX

Packing slips can be downloaded in CommerceHub's Dsco platform. If you prefer to create your own packing slips, this document provides instructions for replicating packing slips for BRANDX. Please match the packing slip design requirements as closely as possible.

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

If you have any questions, contact BRANDX directly, or contact CommerceHub Technical Support at [support@dsco.io](mailto:support@dsco.io).

### Packing Slip Requirements

Below is a summary of the rules that apply to BRANDX 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
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 BRANDX packing slip.



A BRANDX Company

Created: 2023-01-25 14:30:58 MST

Order Date:	2023-01-18 13:55:38 MST
Order Number:	11111123
Purchase Order:	55555555
Consumer Order Number:	6666666666


**Ship to**

Company A  
 Attn: Sally Smith  
 John Smith  
 1 Fuller Road  
 Albany, NY 12203  
 US  
 Phone: 555-555-5555  
 Email: ssmith@sample.com

PRODUCT	DESCRIPTION	QUANTITY
<b>SKU:</b> MAXRETAILERSKU1 <b>Partner SKU:</b> MAXPSKU1	Sample line item 1 title <b>Color:</b> Red <b>Size:</b> S <b>Personalization:</b> Happy Birthday!	2
<b>SKU:</b> MAXRETAILERSKU2 <b>UPC:</b> 123456	Sample line item 2 title <b>Color:</b> Blue <b>Size:</b> M <b>Personalization:</b> Happy anniversary!	2
<b>SKU:</b> MAXRETAILERSKU3	Sample line item 3 title <b>Color:</b> Green <b>Size:</b> L <b>Personalization:</b> SS	2
<b>Total:</b>		6

Thank you for your order!


We think you're going to love your new items, but should you need to return anything, please visit [bonton.com/returns](http://bonton.com/returns) and follow instructions.



**Figure 1** Sample Regular Packing Slip

## Packing Slip Mapping

The BRANDX 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.



A BRANDX Company

Created: 2023-02-06 08:24:38 MST

Order Date:	[002]
Order Number:	
Purchase Order:	[001]
Consumer Order Number:	[023]
Supplier Order Number:	[008]


**Ship to**

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

PRODUCT	DESCRIPTION	QUANTITY
Sku: [104] EAN: [106] UPC: [105]	[114] Color: [140] Size: [141] Personalization: [117]	[100]
Sku: [104] EAN: [106] UPC: [105]	[114] Color: [140] Size: [141] Personalization: [117]	[100]
Sku: [104] EAN: [106] UPC: [105]	[114] Color: [140] Size: [141] Personalization: [117]	[100]
Total:		Calculated

Thank you for your order!

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**Figure 2 Sample Regular Packing Slip with Order Message References**

## Packing Slip Mapping – Flat-file Field Name

Label	Description	Element
[001]	PO Number	po_number
[002]	Retailer Create Date	retailer_create_date
[008]	Supplier Order Number	N/A
[023]	Consumer Order Number	consumer_order_number
[100]	Line Item Quantity	line_item_quantity
[104]	Line Item SKU	line_item_sku
[105]	Line Item UPC	line_item_upc
[106]	Line Item EAN	line_item_ean
[114]	Line Item Title	line_item_title
[117]	Line Item Description	line_item_personalization
[140]	Line Item Color	line_item_color
[141]	Line Item Size	line_item_size
[300]	Ship Company	ship_company
[301]	Ship Attention	ship_attention
[302]	Ship Email	ship_email
[303]	Ship Phone	ship_phone
[304]	Ship Name	ship_name
[305]	Ship Address	ship_address_1
[306]	Ship City	ship_city
[307]	Ship Region	ship_region
[308]	Ship Postal	ship_postal
[309]	Ship Country	ship_country
[310]	Ship Store Number	ship_store_number

## Packing Slip Mapping – EDI Segment

Label	Element	Description
[001]	PO Number	BEG03
[002]	Retailer Create Date	BEG05
[008]	Supplier Order Number	REF02
[023]	Consumer Order Number	REF*CO*123456789*consumer_order_number
[100]	Line Item Quantity	PO102
[104]	Line Item SKU	LIN*SK
[105]	Line Item UPC	LIN*UP
[106]	Line Item EAN	LIN*EN
[114]	Line Item Title	LIN*PD
[117]	Line Item Description	PID05
[140]	Line Item Color	LIN*CL
[141]	Line Item Size	LIN*IZ
[300]	Ship Company	N201
[301]	Ship Attention	N202
[302]	Ship Email	PER06
[303]	Ship Phone	PER04
[304]	Ship Name	N102
[305]	Ship Address	N301
[306]	Ship City	N401
[307]	Ship Region	N402
[308]	Ship Postal	N403
[309]	Ship Country	N404
[310]	Ship Store Number	REF02

## 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 BON-TON**  
A BRANDX Company

Order Date: 2023-01-18 13:55:38 MST  
Order Number: 11111123  
Purchase Order: 55555555  
Consumer Order Number: 6666666666

Created: 2023-01-25 14:30:58 MST

**Ship to**  
Company A  
Attn: Sally Smith  
John Smith  
1 Fuller Road  
Albany, NY 12203  
US  
Phone: 555-555-5555  
Email: ssmith@sample.com

PRODUCT	DESCRIPTION	QUANTITY
Skus: MAXRETAILERSKU1 Partner Sku: MAXPSKU1	Sample line item 1 title Color: Red Size: S Personalization: Happy Birthday!	2
Skus: MAXRETAILERSKU2 UPC: 123456	Sample line item 2 title Color: Blue Size: M Personalization: Happy anniversary!	2
Skus: MAXRETAILERSKU3	Sample line item 3 title Color: Green Size: L Personalization: SS	2
Total:		6

Thank you for your order!

We think you're going to love your new items, but should you need to return anything, please visit [bonton.com/returns](http://bonton.com/returns) and follow instructions.

**Figure 3** Sample Regular Packing Slip with Location References

Data Element	Font Size	Font Style	F/V	Comments
<b>ORDER HEADER SECTION</b>				
LOGO			F	Logo image. Logo can be downloaded from <a href="#">BRANDX's Documentation page in Dsco Support</a> .
Label	12		F	<b>Created:</b>
CURRENT DATE	12		V	Print the current date using the format shown in the sample.
Label	8		F	<b>Order Date:</b>
Retailer Create Date	8		V	This element is followed by a horizontal rule.
Label	8		F	<b>Order Number:</b>
Label	8		F	<b>Purchase Order:</b>
Purchase Order Number	8		V	This element is followed by a horizontal rule.
Label	8		F	<b>Consumer Order Number:</b>
Consumer Order Number	8		V	This element is followed by a horizontal rule.
Label	8		F	Do not print if Supplier Order Number is not present. <b>Supplier Order Number:</b>
Supplier Order Number	8		V	This element is followed by a horizontal rule.
<b>SHIP TO SECTION</b>				
<i>Note: The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.</i>				
Label	14	Bold	F	<b>Ship to</b>
Ship Company	7		V	Shift lines up if not present.
Ship Attention	7		V	Shift lines up if not present.
Ship Store Number	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 Ship Phone is not present. <b>Phone:</b>
Ship Phone	7		V	Shift lines up if not present.
Label	7		F	Do not print if Ship Email is not present. <b>Email:</b>
Ship Email	7		V	Shift lines up if not present.
<b>ORDER MERCHANDISE TABLE</b>				

Data Element	Font Size	Font Style	F/V	Comments
<b>Note:</b> The elements described below are enclosed in solid-line boxes, as shown in the sample.				
Label	8	All caps	F	This element is shaded in grey. <b>PRODUCT</b>
Label	8	Bold	F	Do not print if Line Item SKU is not present. <b>Sku:</b>
Line Item SKU	8		V	
Label	8	Bold	F	Do not print if Line Item UPC is not present. <b>UPC:</b>
Line Item UPC	8		V	
Label	8	Bold	F	Do not print if Line Item EAN is not present. <b>EAN:</b>
Line Item EAN	8		V	
Label	8	All caps	F	This element is shaded in grey. <b>DESCRIPTION</b>
Line Item Title	8	Wrapped	V	
Label	8	Bold	F	Do not print if Line Item Color is not present. <b>Color:</b>
Line Item Color	8		V	
Label	8	Bold	F	Do not print if Line Item Size is not present. <b>Size:</b>
Line Item Size	8		V	
Label	8	Bold	F	Do not print if Line Item Size is not present. <b>Personalization:</b>
Line Item Personalization	8		V	
Label	8	Centered, all caps	F	This element is shaded in grey. <b>QUANTITY</b>
Line Item Quantity	8	Centered	V	
Label	8		F	<b>Total:</b>
CALCULATED	8	Centered	V	This element is shaded in grey. Sum of all line item quantities.
<b>RETURNS SECTION</b>				
Static Text	8		F	<b>Thank you for your order!</b> <b>We think you're going to love your new items, but should you need to return anything, please visit <a href="https://bonton.com/returns">bonton.com/returns</a> and follow instructions.</b>
IMAGE			F	Flower cut image. Image can be downloaded from <a href="#">BRANDX's Documentation page in Dsco Support</a> .