

Packing Slip Guide – REI

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

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

If you have any questions, contact REI directly, or contact CommerceHub Technical Support at support@dsco.io.

Packing Slip Requirements

Below is a summary of the rules that apply to REI 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	Y
• 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
Multi-Page Packing Slip	Y
Computations	Y
Price Suppression	Y

Packing Slip Sample

Below is a sample of the regular REI packing slip.

Page 1 of 1



RECREATIONAL EQUIPMENT, INC.
1700 45TH STREET EAST
SUMNER, WA 98352

Thank you for your order
Placed on: 06/06/2019
Phone #: (800) 426-4840
rei.com

Order #: A166193501

Customer#: 00130600

Bill To:
22130600

Ship To:
22130600

FOR RETURNS INSTRUCTIONS, visit REI.com/returns

John Smith
6750 S 228th Street
KENT, WA 98032

John Smith
6750 S 228th Street
KENT, WA 98032

QTY	ITEM NUMBER	DESCRIPTION	ITEM PRICE	TOTAL PRICE
1	158-544-0002	Bottom Tum, NAVY BLUE/FIRESID	48.73	48.73
1	153-488-0003	Detra Jacket C, HERITAGE WASH, HERITAGE WASH M	48.73	48.73

A166193501





Figure 1 Sample Regular Packing Slip

Gift Packing Slip Sample

Below is a sample of the gift REI packing slip.

Page 1 of 1



RECREATIONAL EQUIPMENT, INC.
1700 45TH STREET EAST
SUMNER, WA 98352

Thank you for your order
Placed on: 06/06/2019
Phone #: (800) 426-4840
rei.com

Order #: A166193501

Customer#: 00130600

Bill To:
22130600

Ship To:
22130600

FOR RETURNS INSTRUCTIONS, visit REI.com/returns

John Smith
6750 S 228th Street
KENT, WA 98032

John Smith
6750 S 228th Street
KENT, WA 98032

QTY	ITEM NUMBER	DESCRIPTION	ITEM PRICE	TOTAL PRICE
1	158-544-0002	Bottom Turn, NAVY BLUE/FIRESID		
1	153-488-0003	Delta Jacket C, HERITAGE WASH, HERITAGE WASH	M	

Enjoy your Gift!

A166193501





Figure 3 Sample Gift Packing Slip

Packing Slip Mapping

The REI 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. Note that ITEM PRICE and TOTAL PRICE are not on the gift slip.



RECREATIONAL EQUIPMENT, INC.
[035]

Thank you for your order
Placed on: [002]
Phone #: (800) 426-4840
rei.com

Order #: [023]

Customer#: [036]

FOR RETURNS INSTRUCTIONS, visit REI.com/returns

<p>Bill to:</p> <p>[036]</p> <p>[350]</p> <p>Attn: [351]</p> <p>[354]</p> <p>[355]</p> <p>[356], [357] [358]</p> <p>[359]</p> <p>Phone: [353]</p> <p>Email: [352]</p>	<p>Ship to:</p> <p>[036]</p> <p>[300]</p> <p>Attn: [301]</p> <p>Store #: [310]</p> <p>[304]</p> <p>[305]</p> <p>[306], [307] [308]</p> <p>[309]</p> <p>Phone: [303]</p> <p>Email: [302]</p>
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QTY	ITEM NUMBER	DESCRIPTION	ITEM PRICE	TOTAL PRICE
[100]	[149]	[114]	[116]	\$0.00
[100]		[114]	[116]	\$0.00
[100]		[114]	[116]	\$0.00

Enjoy your Gift!

[023]




Figure 3 Sample Regular Packing Slip with Order Message References

Packing Slip Mapping – Flat-file Field Name

Label	Element	Description
001	PO Number	po_number
002	Retailer Create Date	retailer_create_date
023	Consumer Order Number	consumer_order_number
035	Marketing Message	marketing_message
036	Message	customer_number
040	Gift Flag	gift_flag
041	Gift Message	gift_message
100	Line Item Quantity	line_item_quantity
114	Line Item Title	line_item_title
116	Line Item Consumer Price (Not on gift packing slip)	line_item_consumer_price
135	Line Item Gift Flag	line_item_gift_flag
149	Line Item Retailer Item ID 1	line_item_retailer_item_id_1
300	Ship-To Company	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
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
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

Label	Element	Description
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	Element	Description
001	PO Number	BEG03
002	Retailer Create Date	BEG05
023	Consumer Order Number	N901 (N9*CO)
035	Marketing Message	MTX*MKN
036	Message	MTX*INT*message (houses the customer number)
040	Gift Flag	SAC13
041	Gift Message	MTX*EAJ
100	Line Item Quantity	PO102
114	Line Item Title	LIN*PD
116	Line Item Consumer Price (Not on gift packing slip)	CTP*GR
135	Line Item Gift Flag	REF*ZZgift_flag
149	Line Item Retailer Item ID 1	P01*PD
300	Ship-To Company	N201
301	Ship-To Attention	N202
302	Ship-To Email	PER06
303	Ship-To Phone	PER04
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
310	Ship-To Store Number	REF*ZZ*[store # here*ship_store_number]
350	Bill-To Company	N201
351	Bill-To Attention	N202
352	Bill-To Email	PER06
353	Bill-To Phone	N1*BT
354	Bill-To Name	N404
355	Bill-To Address	N401

Label	Element	Description
356	Bill-To City	N402
357	Bill-To Region	N403
358	Bill-To Postal Code	N405
359	Bill-To Country	N1*BT

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.

Page 1 of 1

REI CO-OP RECREATIONAL EQUIPMENT, INC.
1700 45TH STREET EAST
SUMNER, WA 98352

Thank you for your order
Placed on: 06/06/2019
Phone #: (800) 426-4840
rei.com

Customer#: 00130600

FOR RETURNS INSTRUCTIONS, visit REI.com/returns

Bill To: 22130600
John Smith
6750 S 228th Street
KENT, WA 98032

Ship To: 22130600
John Smith
6750 S 228th Street
KENT, WA 98032

A166193501

Order Header Section

Bill To/Ship To Section

Returns Section

QTY	ITEM NUMBER	DESCRIPTION	ITEM PRICE	TOTAL PRICE
1	158-544-0002	Bottom Tum, NAVY BLUE/FIRESID NAVY BLUE/FIRESIDE FS		
1	153-468-0003	Detra Jacket C, HERITAGE WASH, HERITAGE WASH M		

Order Merchandise Table

Enjoy your Gift!

A166193501




Figure 2 Sample Regular Packing Slip with Location References

Data Element	Font Size	Font Style	F/V	Comments
ORDER HEADER SECTION				
Page Number	10		V	Page N of N
Logo			F	REI Logo Image
Static Text	10		F	RECREATIONAL EQUIPMENT, INC.
Marketing Message	10		V	
Static Text	10		F	Thank you for your order Placed on: Phone # (800) 426-4840 rei.com
Retailer Create Date	10		V	
Label	10		F	Order #:
Order Number	10		V	
BILL TO/SHIP TO SECTION				
Label	10		F	Customer#:
Message	10		V	
Label	10		F	Bill To:
Consumer Order Number	10		V	
Bill-To Attention	10		V	
Bill-To Company	10		V	
Bill-To Name	10		V	
Bill-To Address	10		V	
Bill-To City	10		V	
Bill-To Region	10		V	
Bill-To Postal Code	10		V	
Bill-To Country	10		V	
Bill-To Phone	10		V	
Bill-To Email	10		V	
Label	10		F	Ship To:
Consumer Order Number	10		V	
Ship-To Attention	10		V	
Ship-To Company	10		V	
Ship-To Store Number	10		V	
Ship-To Name	10		V	
Ship-To Address	10		V	
Ship-To City	10		V	

Data Element	Font Size	Font Style	F/V	Comments
Ship-To Region	10		V	
Ship-To Postal Code	10		V	
Ship-To Country	10		V	
Ship-To Phone	10		V	
Ship-To Email	10		V	
RETURNS SECTION				
Static Text	8	Bold	F	FOR RETURN INSTRUCTIONS: visit REI.com/returns
ORDER MERCHANDISE TABLE				
Label	10		F	QTY
Line Item Quantity	10		V	
Label	10		F	ITEM NUMBER
Line Item Retailer Item ID 1	10		V	
Label	10		F	DESCRIPTION
Line Item Title	10		V	
Label	10		F	ITEM PRICE
Line Item Consumer Price	10		V	
Label	10		F	TOTAL PRICE
Total of all Line Item Consumer Prices	10		Calculated	If a gift order, monetary amounts are not printed.
Static Text	10		F	Enjoy your Gift!
Gift Message	10		V	Up to three lines (blank lines if not a gift)
Consumer Order Number	10		V	
Barcode	10		V	Generated based on the Consumer Order Number using Code 128 barcode symbology.