

# PACKING SLIP GUIDE – REI

## 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 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 Rithum Software Support at support@dsko.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:	
<ul style="list-style-type: none"> <li>Regular</li> </ul>	Y
<ul style="list-style-type: none"> <li>Ship-To-Store</li> </ul>	Y
<ul style="list-style-type: none"> <li>Reprint</li> </ul>	Y
<ul style="list-style-type: none"> <li>Gift</li> </ul>	Y
Returns Address	N/A
Sales Division	N/A
Special Printing Requirements	N/A
Barcode	Y
Multiple Languages	N/A


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Packing Slip Variables	Applies to this Retailer
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 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](http://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 NAVY BLUE/FIRESIDE FS	48.73	48.73
1	153-468-0003	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](http://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!

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A166193501



**Figure 2 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.



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!

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[023]



**Figure 3 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	
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	line_item_consumer_price	Not on gift packing slip
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	

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Label	Description	Element	Notes
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 Code	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	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	CTP*GR	Not on gift packing slip
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]	



Label	Description	Element	Notes
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	
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.



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

Page 1 of 1

Order #: A166193501

Thank you!  
Placed on:  
Phone #: (8  
rei.com

Customer#: 00130600

FOR RETURN **Returns Section** REI.com/returns

Bill To:  
22130600

John Smith  
6750 S 228th Street  
KENT, WA 98032


Ship To:  
22130600

**Bill To/Ship To Section**

QTY	ITEM NUMBER	DESCRIPTION	ITEM PRICE	TOTAL PRICE
1	158-544-0002	Bottom Tum, NAVY BLUE/FIRESID NAVY BLUE/FIRESIDE FS	48.73	48.73
1	153-468-0003	Detra Jacket C, HERITAGE WASH, HERITAGE WASH M	48.73	48.73

**Order Merchandise Table**

A166193501



**Figure 4 Sample Regular Packing Slip with Location References**

Data Element	Font Size	Font Style	F/V	Comments
<b>ORDER HEADER SECTION</b>				
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	
<b>BILL TO/SHIP TO SECTION</b>				
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	

Data Element	Font Size	Font Style	F/V	Comments
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	
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	
<b>RETURNS SECTION</b>				
Static Text	8	Bold	F	FOR RETURN INSTRUCTIONS: visit REI.com/returns
<b>ORDER MERCHANDISE TABLE</b>				
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	

<b>Data Element</b>	<b>Font Size</b>	<b>Font Style</b>	<b>F/V</b>	<b>Comments</b>
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 <i>Consumer Order Number</i> using Code 128 barcode symbology.