Packing Slip Guide – JD Sports & Finish Line

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 JD Sports & Finish Line. Please match the packing slip design requirements as closely as possible.

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

If you have any questions, contact JD Sports & Finish Line directly, or contact CommerceHub Technical Support at support@dsco.io.

Packing Slip Requirements

Below is a summary of the rules that apply to JD Sports & Finish Line 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	Y
Special Printing Requirements	N/A
Barcode	Y
Multiple Languages	N/A
Multiple Lines Per Packing Slip	Y
Multi-Page Packing Slip	Y
Computations	N/A
Price Suppression	N/A

Primary Differences Between Finish Line and JD Sports

Both Finish Line and JD Sports have their own packing slip specifications. The two specifications are very similar, but have two primary differences:

1. The logo used on each slip is different for each company.

2. The returns and contact information at the bottom of the packing slip is different for each company.

Identifying Finish Line Orders vs. JD Sports Orders

If you are receiving orders from both Finish Line and JD sports then you will need to identify which order belongs to which company so you can develop the correct packing slip. To do this you will need to look at the Dsco data field labeled "channel". The channel field will be slightly different if you are using excel file exports from Dsco than if you are using EDI file exports. Both versions of the field are listed below.

Dsco Data Fields:
Dsco Data field: channel
Potential Values (by company):
- **For Finish Line**: FinishLine
- **For JD Sports**: JDSports

EDI Data Fields:
EDI Data field: REF*CO(channel value)*channel
Potential Values (by company):
- **For Finish Line**: FinishLine
- **For JD Sports**: JDSports

If the channel field value is FinishLine, use the packing slip specifications for Finish Line. If the channel field value is JDSports, use the packing slip specifications for JD Sports.

JD Sports Packing Slip Sample

Below is a sample of the JD Sports packing slip.

JD

SHIPPING TO:
Tanner Francis
555 Address Ave.
Draper, UT, 84020
USA

Phone: 555-555-5555
Email: CustomerEmail@Example.com

Order Date: 04/03/2019
Order Number: 8131848205
Order Reservation:

ITEMS SHIPPED

DESCRIPTION	UPC	STYLE/COLOR/SIZE	QTY
3-Stripes Tee	192609869802	Blue / Medium	3
Trefoil Tee	190311456594	Grey / Large	2

Orders with more than one item may be shipped from separate locations.

Customer Information: Tanner Francis

Contact Us
1-855-423-1624
www.jdsports.com

Return to Store (fastest way to receive a refund)
-Take your merchandise and this slip to your local JD Sports within 45 days of purchase.
-To find the nearest JD Sports location, visit www.jdsports.com and click "Store Locator".

Return by Mail:
-To return for refund, visit www.jdsports.com/returns to receive your return label.
-For all other return/exchange reasons, visit ww.jdsports.com/customercare to receive your return label.
-Securely pack your merchandise making sure to include this slip in your box.
-Take your package to any UPS shipping location.

Order Number:

Return Reference Number:

Figure 1   Sample JD Sports Packing Slip

Finish Line Packing Slip Sample

Below is a sample of the Finish Line packing slip.

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Figure 2   Sample Finish Line Sports Packing Slip

JD Sports & Finish Line Packing Slip Mapping

The JD Sports & Finish Line 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 both packing slips are the same with the exception of the logo.

Created: [PACKING_SLIP_CREATION_DATE]

Order Date:	[119]
Order Number:	[SUBORDER_ID]
Purchase Order:	[95]
Consumer Order Number:	[108]
Supplier Order Number:	[96]

Ship to
[97]
Attn: [98]
[101]
[102]
[103], [104] [105]
[106]
Phone: [100]
Email: [99]

PRODUCT	DESCRIPTION		QUANTITY
Sku: [110] **Partner Sku:** [117] **EAN:** [116] **UPC:** [115]	[111] **Personalization:** [114]	[120]	[109]
		Total:	[CALCULATED_TOTAL]

Figure 3   Sample Packing Slip (Dsco Data Fields)

JD Sports & Finish Line Packing Slip Mapping – Flat-file Field Name

Label	Element	Description
95	po_number	
97	ship_company	
98	ship_attention	
99	ship_email	
100	ship_phone	
101	ship _name	
102	ship_address	
103	ship_city	
104	ship_region	
105	ship_postal	
106	ship_company	
108	customer_order_number	
109	line_item_quantity	
110	line_item_sku	
111	line_item_title	
114	line_item_personalization	
115	line_item_upc	
116	line_item_ean	
117	line_item_partner_sku	
119	retailer_create_date	
120	line_item_description	

JD Sports & Finish Line Packing Slip Mapping – EDI Segment
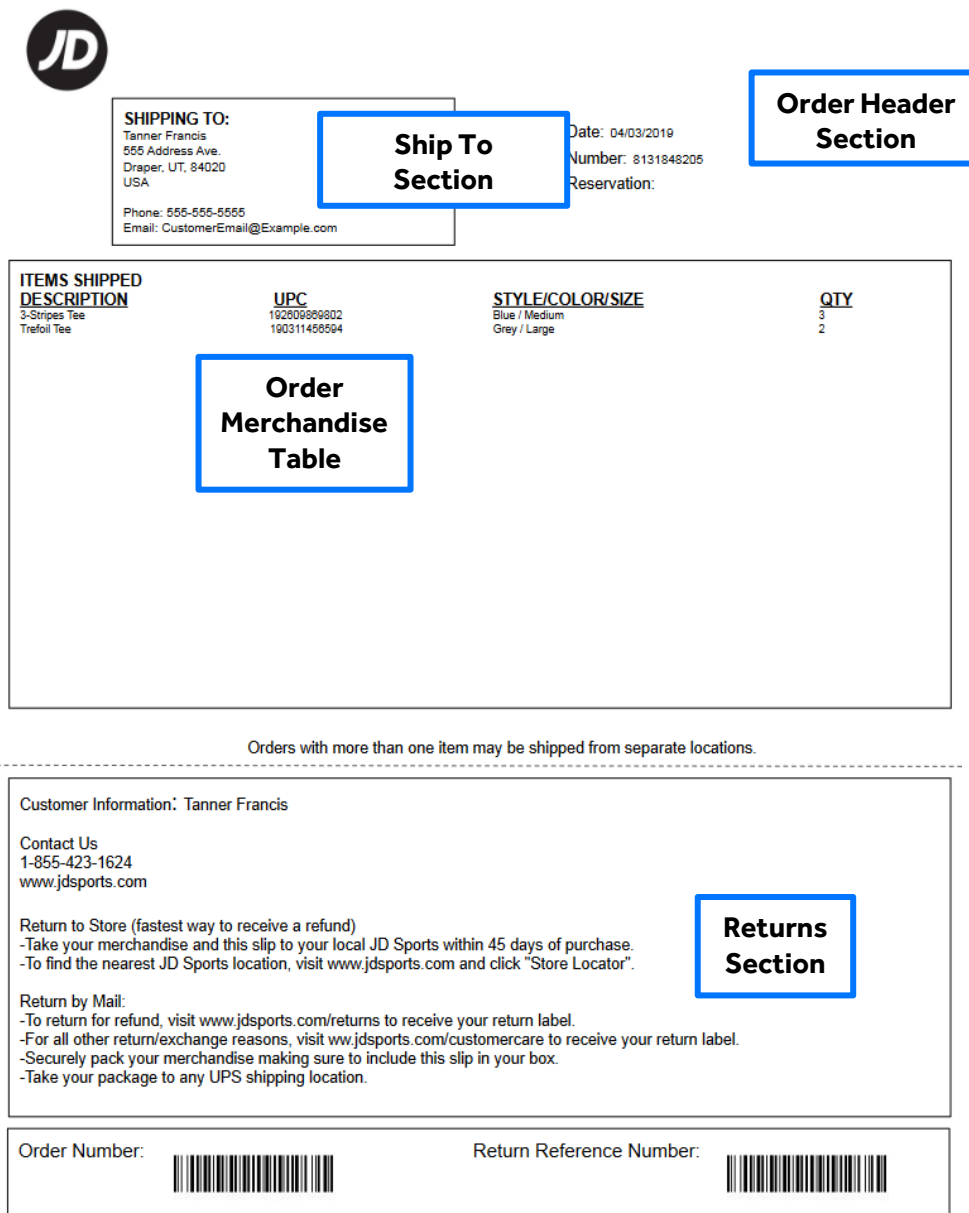
Label	Element	Description
95	Purchase Order Number	PRF01
97	Ship-To Company	N201
98	Ship-To Attention	N202
99	Ship-To Email	PER06
100	Ship-To Phone	PER04
101	Bill-To First Name	N1*BT
102	Bill-To Last Name	N1*BT
103	Bill-To Address 1	N301
104	Bill-To Address 2	N302
105	Bill-To City	N401
106	Bill-To State	N402
108	Bill-To Country	N404
109	Ship-To First Name	N1*ST
110	Ship-To Last Name	N1*ST
111	Ship-To Address 1	N301
114	Ship-To State	N402
115	Ship-To Postal	N403
116	Ship-To Country	N404
117	Line Item Partner SKU	IT108*BP
119	Retailer Create Date	DTM02
120	Line Item Description	PID01*F

JD Sports & Finish Line Packing Slip Mapping – API Field Name

Label	Element	Description
95	ponumber	
97	ship_company	
98	ship_attention	
99	ship_email	
100	ship_phone	
101	ship _name	
102	ship_address	
103	ship_city	
104	ship_region	
105	ship_postal	
106	ship_company	
108	customer_order_number	
109	line_item_quantity	
110	line_item_sku	
111	line_item_title	
114	line_item_personalization	
115	line_item_upc	
116	line_item_ean	
117	line_item_partner_sku	
119	retailer_create_date	
120	line_item_description	

JD Sports 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 4   Sample JD Sports 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 here.
Label	10		F	**Order Date:**
Order Create Date	8		V	
Label	10		F	**Order Number:**
Order Number	8		V	
Label	10		F	**Order Reservation:**
Order Reservation	8		V	**???????**
SHIP TO SECTION				
Label	10	Bold	F	**SHIPPING TO:**
Ship Company	8		V	Shift lines up if not present.
Label	8		F	**Attn:** Shift lines up if Ship Attention not present.
Ship Attention	8		V	Shift lines up if not present.
Ship Name	8		V	
Ship Address	8		V	
Ship City	8		V	This value is followed by a comma (,).
Ship Region	8		V	This value is followed by a comma (,).
Ship Postal	8		V	
Ship Company	8		V	Shift lines up if not present.
Ship Phone	8		V	
Ship Email	8		V	
ORDER MERCHANDISE TABLE				
Label	10		F	