

PACKING SLIP GUIDE – Jedora

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

Once you have created your packing slips, please submit samples to Brad Waller (CommerceHubSupport@jedora.com) at Jedora for approval. Your packing slips must be approved by Jedora before you can use them

If you have any questions, contact Jedora directly or contact Rithum Software Support at support@dsco.io.

Packing Slip Requirements

Below is a summary of the rules that apply to Jedora 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	N/A
• Gift	Y
Returns Address	Y
Sales Division	Y
Special Printing Requirements	N/A
Barcode	Y
Multiple Languages	N/A



Packing Slip Variables	Applies to this Retailer
	Y
Multiple Lines Per Packing Slip	Note: Jedora may send you multiple consumer orders as part of a single purchase order. Use <i>Line Item Receipt ID</i> to group items in each order together.
Multi-Page Packing Slip	Y
Computations	N/A
Price Suppression	N/A



Packing Slip Sample

Below is a sample of the Jedora packing slip.

Jed	Ora Item Description	Packing Slip Shipment # C\$5554443333 Print Date: 09/10/2022 Customer # S48 333333	Sold To: John Smith 1 Fuller Road Apt 1 Albany, NY 12201	J 1 A	ihipped To: lane Smith Fuller Road Apt 1 Albany, NY 12201	01027172230300 Size QTY
						3120 011
MMO104	2222222 Order Dat Blue Tanzanite 18k Store: Romanoff Fine Sizing to 6.50	Yellow Gold Ring 2.65ctw				8 1
Order # 152 MMO105						8 1
		*** Add	itional items shipped separa	tely ***		
Gift Message This is a gift n						
	rketing message.					
ŏ r		e form & include with your retur	n.		Returns Inst	tructions: www.jedora.com/help/returns
SKU #	Item Description			Size C	TY Reason Code Return	Type Additional Instructions
MMO104	Blue Tanzanite 18k	Yellow Gold Ring 2.65ctw		8		
MMO105		Yellow Gold Ring 2.65ctw		8		
10 Changed 11 Looks di Terms and Co This order, and Terms and Co resolve any di certain small	fferent than photo 1 nditions: www.jedore d all future orders, ar nditions, including an sputes through arbitra claims. Upon request	2 Did not order this item 3 Received the wrong item/size la.com/help/terms Sr a subject to our Jo agreement to J stion, except for A	14 Damaged/Defective (P) 15 Item did not meet exper old To: hh Smith Fuller Road pt 1 ibany, NY 12201		ent) 16 Gift To: tith Road	Return Type: [R] Refund [P] Repair [X] Exchange 01027172230300
		leturn -Drop in your mailbox		<u></u> .		on your own
	First-Class Packs	ige Return Service	NO POS		Jane Smith 1 Fuller Road	
	Jane Smith 1 Fuller Road		MAILED I	N THE	Apt 1 Albany, NY 12201	
	Apt 1 Albany, NY 12201		UNITED S	IAIES		
	USPS TRAC	CKING #	CUSTOMER RETURNS 190 HAYFIELD RD. #1 KNOXVILLE, TN 37922		190	ιtomer Returns Hayield Rd. #1 xxville, TN 37922
	SS4813481	333114114				01027172230300

Figure 1 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP_WITH_RETURN_LABEL



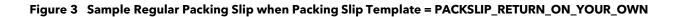
Jec	lora	Packing Slip Shipment # C\$222222222 Print Date: 09/10/2022 Customer # 548 454545	Sold To: John Smith 1 Fuller Road Apt 1 Albany, NY 12201	Ja 1 I Ap	h ipped To: ne Smith Fuller Road ot 1 bany, NY 12201		01027	172230300
sku #	Item Description							Size Q
Order # 12: MMO104			onal items shipped separately	/ ***				8
*	the Return & Exchar 3 Exchange F Item Description	ige form & include with your return.		Size Q1			ions: www.jedoro	
MMO104	Blue Tanzanite 18k	Yellow Gold Ring 2.65ctw		8				
10 Change	d my mind	(s) you are returning: 12 Did not order this item 13 Received the wrong item/size	14 Damaged/Defective (P 15 Item did not meet expe		mment) 16	Gift	Return Type: [R] Refund [X] Exchange	[P] Repair
	anditions: www.jedou d all future orders, a anditions, including an isputes through arbit claims. Upon request arms and Conditions.	re subject to our John n agreement to 1 Fu ration, except for Apt t we will send you a Alba	Smith Ji Iler Road 1 I A	hipped Te ane Smith Fuller Ro Apt 1 Albany, N	h bad	I	01027172230	9300
esolve any di ertain small								



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Jeo	lora	Packing Slip Shipment # CS888888 Print Date: 09/10/2022 Customer # S48 1331	88888 Jo 2 1 133 Aj	old To: whn Smith Fuller Road ot 1 bany, NY 12201		Jane 1 Ful Apt 1	oed To: Smith ler Road ny, NY 12201			102717223030	0
sKU #	Item Description									Size	QT
Order # 10	001230 Order Date	e: 09/10/2020									
MMO104	Blue Tanzanite 18k Store: Romanoff F	Yellow Gold Ring 2.65ctw Fine Jewelers LLC	v							8	
				ms shipped separatel	×						
		ge form & include with you									
Return	3 Exchange F	orm					Retur	ns Instructi	ons: www.je	dora.com/he	elp/ret
						-	200000000000000000000000000000000000000	-			
sku # MMO104	Item Description Blue Tanzanite 18k	Yellow Gold Ring 2.65ctw			Size 8	QTY	Reason Code	Return Type	Additional In	structions	
MMO104 Write a reas 10 Change	Blue Tanzanite 18k	(s) you are returning: 12 Did not order this iten	n 14 D	amaged/Defective (f	8 Please	comn		Return Type	Return Typ [R] Refund	e: [P] Reg	pair
Write a reas 10 Change 11 Looks d This order, and Ferms and Cc Fois order, and reasolve any di erstain small	Blue Tanzanite 18k	(s) you are returning: 12 Did not order this iten 13 Received the wrong itu da.com/help/terms re subject to our to agreement to ration, except for	n 14 D	em did not meet expe s ad 1 4	8 Please	comm ns I To: nith Road	nent) 16		Return Typ [R] Refund [X] Exchar	e: [P] Reg	pair





Packing Slip Mapping

The Jedora 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.

	IG)	Packing Slip Shipment # [072] Print Date: [002] Customer # [505]	Sold To: [511] [500] [501], [510] [509]	Shipped To: [304] [305], [305] [306], [307] [308	8] , [309]			[07		
SKU #	Item Description								Size	QTY
Ordered Items:	[114]									[400]
[113]	[191]								[141]	[100]
[113]	[114] [191]								[141]	[100]
[113]	[114] [191]								[141]	[100]
			[068]							
Gift Message (041) 035) Detach the R	leturn & Exchange form	and include with your return.								
Return & E	Exchange For									7, Segmen
SKU #	Item Description				Size	QTY	Reason Code	Return Type	Additional	nstructions
[113]	[114]				[141]					
[113]	[114]			-	[141] [141]					
Write a reason o	code for the item(s) yo	u ara returning:			1 1		Return Type:	ļ		
10 Changed my r 11 Looks differen	mind 12	2 Did not order this item 3 Received the wrong item/size	14 Damaged/Defective (Please Comm 15 Item did not meet expectations	ient) 16 Gift		[R] Refund X] Exchange		[P] Repair	
[037, Segment 2] 037, Segment 3]			Sold To: [511] [500] [501], [510] [509]	Shipped To [304] [305], [305] [306], [307]					0721	
[037, Segmen	nt 4]						037, Segment 5			
[304]	t-Class Package Retu]], [305]], [307] [308] , [309]	m Service	[NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES	[304] [305], [30 [306], [30	05] 07] [30 [075				
	USPS TRAC [044](USPS BA [085]	RCODE)	[075]							

Figure 4 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP_WITH_RETURN_LABEL with Order Message References



	//G)	Packing Slip Shipment # [072] Print Date: [002] Customer # [505]	Sold To: [511] [500] [501], [510] [509]	Shipped To: [304] [305], [305] [306], [307] [308]	, [309]			[07	21	
SKU #	Item Description								Size	QTY
Ordered Items [113]	:: [114] [191]								[141]	[100
[113]	[114] [191]								[141]	[100
[113]	[114] [191]								[141]	[100
			[068]							
Gift Message			[068]							
041]										
	Return & Exchange form								[037	7, Segm
SKU #	Item Description				Size	QTY	Reason Code	Return Type	Additional I	nstructio
[113]	[114]				[141]					
[113]	[114]				[141]					
Write a reason 10 Changed my		ou are returning: 2 Did not order this item 3 Received the wrong item/size	14 Damaged/Defective (Please Comment) 15 Item did not meet expectations	16 Gift	1 1	0	Return Type: R] Refund X] Exchange	1	[P] Repair	
11 Looks differe			Sold To:	Shipped To:						
			[511] [500] [501], [510] [509]	[304] [305], [305] [306], [307] [308] , [309]				0721	
037, Segment]		[500]	[305], [305]	308] , [309]	_ (037, Segment 5		0721	
11 Looks differe 037, Segment 3 037, Segment 3]		[500]	[305], [305] [306], [307] [please c	onta				•••••••
11 Looks differe 037, Segment 3 037, Segment 3]		[500] [501], [510] [509] your purchase. If you need to ret	[305], [305] [306], [307] [please c	onta				
11 Looks differe 037, Segment 3 037, Segment 3]		[500] [501], [510] [509] your purchase. If you need to ret	[305], [305] [306], [307] [please c	onta				••••••••••••••••••••••••••••••••••••••
11 Looks differe 037, Segment 3 037, Segment 3]		[500] [501], [510] [509] your purchase. If you need to ret	[305], [305] [306], [307] [please c	onta				 -

Figure 5 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP_WITH_RETURN_MESSAGE with Order Message References

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	G)	Packing Slip Shipment # [072] Print Date: [002] Customer # [505]	[511] [500] [501], [510] [509]	Shipped To: [304] [305], [305] [306], [307] [308]	, [309]			[07:		
SKU #	Item Description								Size	QTY
Ordered Items: 113]	[114]								[141]	[100
113]	[191] [114]								[141]	[100
113]	[191] [114]								[141]	[100
113]	[191]								[141]	[100
ft Hoseogo			[068]							
ft Message 41]										
Detach the Re										
		and include with your return.				• - •			[037	Segme
	eturn & Exchange form				Size	QTY	Reason Code	Return Type	[037 Additional Ir	', Segme
eturn & E sku # 113]	Item Description [114]				[141]	QTY	Reason Code	Return Type		
eturn & E sku # 113] 113]	Item Description [114] [114]				[141]	QTY	Reason Code	Return Type		
eturn & E SKU # 113] 113] 113] 113] 113] 113] 113] 113] 113] 113] 113] 113] 113] 113] 113] 113]	Item Description [114] [n u are returning: Did not order this item	14 Damaged/Defective (Please Comment) 15 liem did not meet expectations	16 Gift	[141]		Return Type: R] Refund			
eturn & E SKU # 113] 113] 113] rite a reason c	Exchange Forr Item Description [114] [114] [114] [114] ode for the item(s) you nind 12 than photo 13	n u are returning:	15 Item did not meet expectations Sold To: [511]	Shipped To: [304]	[141] [141] [141]		Return Type:		Additional Ir	
SKU # III3] III3] III3] III0 III0 III00 III0	Exchange Forr Item Description [114] [114] (114) (114) >	n u are returning: Did not order this item	15 Item did not meet expectations Sold To:	Shipped To:	[141] [141] [141]		Return Type: R] Refund		Additional Ir	
eturn & E SKU # 113] 113] 113] 113] 113] 113] 113] 113] 113] 113] 113] 0 Changed my m Looks different 2] 37, Segment 3]	Exchange Forr Item Description [114] [114] (114) (114) >	n u are returning: Did not order this item	15 Item did not meet expectations Sold To: [511] [500]	Shipped To: [304] [305], [305]	[141] [141] [141] [141] [141] [308], [309]	05]	Return Type: R Retund X Exchange		Additional Ir [P] Repair	
eturn & E SKU # 113] 113] 113] 113] 113] 113] 113] 113] 113] 113] 113] 0 Changed my m Looks different 2] 37, Segment 3]	Exchange Forr Item Description [114] [114] (114) (114) >	n u are returning: Did not order this item	15 Item did not meet expectations Sold To: [511] [500]	Shipped To: [304] [305], [305] [306], [307] [3	[141] [141] [141] [141] [141] [308], [309]	05]	Return Type: R Retund X Exchange		Additional [P] Repair	

Figure 6 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP_RETURN_ON_YOUR_OWN 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	
[003]	channel	Channel	
[035]	marketing_message	Marketing Message	
[037]	packing_instructions	Packing Instructions	
[040]	gift_flag	Gift Flag	To identify gift orders
[041]	gift_message	Gift Message	
[044]	receipt_id	Receipt ID	
[068]	packing_slip_message	Packing Slip Message	
[072]	release_number	Release Number	
[075]	returns_message	Returns Message	
[085]	secondary_receipt_id	Secondary Receipt ID	
[100]	line_item_quantity	Line Item Quantity	
[113]	line_item_packing_slip_sku	Line Item Packing Slip SKU	
[114]	line_item_packing_slip_title	Line Item Packing Slip Title	
[140]	line_item_color	Line Item Color	
[141]	line_item_size	Line Item Size	
[191]	line_item_packing_slip_message	Line Item Packing Slip Message	
[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	
[306]	ship_city	Ship City	



Label	Description	Element	Notes
[307]	ship_region	Ship Region	
[308]	ship_postal	Ship Postal	
[309]	ship_country	Ship Country	
[500]	customer_address_1	Customer Address	
[501]	customer_city	Customer City	
[505]	customer_customer_number	Customer Number	
[509]	customer_postal	Customer Postal	
[510]	customer_region	Customer Region	
[511]	customer_name	Customer Name	



Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
[001]	BEG03	PO Number	
[002]	BEG05	Retailer Create Date	
[003]	REF02	Channel	
[035]	MTX*MKN	Marketing Message	
[037]	MTX*PKG	Packing Instructions	
[040]	SAC13	Gift Flag	To identify gift orders
[041]	MTX*EAJ	Gift Message	
[044]	REF*BAF	Receipt ID	
[068]	MTX*OTH	Packing Slip Message	
[072]	REF*RE	Release Number	
[075]	MTX*GPL	Returns Message	
[085]	REF*CS	Secondary Receipt ID	
[100]	PO102	Line Item Quantity	
[113]	PO109	Line Item Packing Slip SKU	
[114]	LIN*PD	Line Item Packing Slip Title	
[140]	LIN*CL	Line Item Color	
[141]	LIN*IZ	Line Item Size	
[191]	SAC15	Line Item Packing Slip Message	
[300]	N201	Ship Company	
[301]	N202	Ship Attention	
[302]	PER06	Ship Email	
[303]	PER04	Ship Phone	
[304]	N1*ST	Ship Name	
[305]	N301	Ship Address	
[306]	N401	Ship City	
[307]	N402	Ship Region	



Label	Description	Element	Notes
[308]	N403	Ship Postal	
[309]	N404	Ship Country	
[500]	N301	Customer Address	
[501]	N401	Customer City	
[505]	N104	Customer Number	
[509]	N403	Customer Postal	
[510]	N402	Customer Region	
[511]	N102	Customer Name	



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.

Jed	Ora Item Description	Packing Slip Shipment # C\$5654443333 Print Date: 09/10/2022 Customer # 548 333333	Sold To: John Smith 1 Fuller Road Apt 1 Albany, N	Shipped Jane Sm 1 Fuller I	hith Road	01027172230300 Size OTY
				• ••		Size GIT
Order # 152 MMO104	2222222 Order Date Blue Tanzanite 18k * Store: Romanoff Fine Sizing to 6.50	Yellow Gold Ring 2.65ctw		Sectio	n	8 1
Order # 152 MMO105		e: 09/10/2022 Kellow Gold Ring 2.65ctw e Jewelers LLC			_	8 1
		*** Additio	nal items shipped separa	ately ***	0	rder Detail
Gift Message This is a gift m						Section
ŏ r		e form & include with your return.				2 NOVE
	3 Exchange Fo	orm				uctions: www.jedora.com/help/returns
SKU #	Item Description	1014 - 1014-1015 - 518 101 24			ason Code Return 1	ype Additional Instructions
MMO104	Blue Tanzanite 18k '	Yellow Gold Ring 2.65ctw		8		
			Return	& Excha	inge Fo	orm Section
10 Changed		2 Did not order this item 14	4 Damaged/Defective (P 5 Item did not meet expe		16 Gift [F	sturn Type: 1) Refund [P] Repair (] Exchange
This order, and Terms and Cou resolve any dis certain small o	nditions: www.jedord d all future orders, are nditions, including an sputes through arbitra claims. Upon request rms and Conditions.	e subject to our John agreement to 1 Ful ation, except for Apt 1	Smith ler Road	Shipped To: Jane Smith 1 Fuller Road Apt 1 Albany, NY 1220	и	01027172230300
F		ieturn -Drop in your moilbox ige Return Service	NO POS NECESSA MAILED I UNITED S	TAGE J ARY IF A N THE A	lane Smith Fuller Road Apt 1 Albany, NY 12201	n your own omer Returns
	USPS TRAC			n Label tion	190 Knox	omer Keturns Hayield Rd. #1 wille, TN 37922

Figure 7 Sample Regular Packing Slip with Location References



Data Element	Font Size	Font Style	F/V	Comments						
ORDER HEADER SECTION										
Note: The elements desc sample.	cribed below are	e enclosed in a r	ectangle w	vith a light grey background, as shown in the						
LOGO			F	Jedora_Logo.png						
Static Text	12	Bold, green	F	Print the following text in green (R:51, G:85, B:85).						
				Packing Slip						
Label	8	Bold	F	Shipment #						
Release Number	8	Bold	V							
Label	8	Bold	F	Print Date:						
Retailer Create Date	8	Bold	V	Print the current date in mm/dd/yyyy format.						
Label	8	Bold	F	Customer #						
Customer Number	8	Bold	V							
Label	8	Bold	F	Sold To:						
Customer Name	8		V							
Customer Address	8		V							
Customer City	8		V							
Customer Region	8		V							
Customer Postal	8		v							
Static Text	8	Bold	F	Shipped To:						
Ship Company	8		v	Shift lines up if not present.						
Ship Attention	8		V	Shift lines up if not present.						



Data Element	Font Size	Font Style	F/V	Comments
Ship Name	8		V	
Ship Address	8		V	
Ship City	8		V	
Ship Region	8		V	
Ship Postal	8		V	
Ship Country	8		V	Do not print if "US" is sent on the purchase order.
BARCODE			V	Generated based on the <i>Release Number</i> element using Code 128 barcode symbology.
Release Number	8		V	Print centered below the barcode
		ORDER DET	AIL SECTI	ON
Note: The following labels	are enclosed i	n a solid grey b	ox, as show	ın in the example.
Label	8	Bold, green	F	Print the following text in green (R:51, G:85, B:85).
Label	8	Bold, green	F	Print the following text in green (R:51, G:85, B:85).
				Item Description
Label	8	Bold, green	F	Print the following text in green (R:51, G:85, B:85).
				Size