

PACKING SLIP GUIDE – Home Depot Mexico

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 Home Depot Mexico. Please match the packing slip design requirements as closely as possible.

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

If you have any questions, contact Home Depot Mexico directly or contact Rithum Software Support at support@dsko.io.

Packing Slip Requirements

Below is a summary of the rules that apply to Home Depot Mexico packing slips.

- **Languages: English and Spanish (If the Ship-To country is the US, use English. For all other Ship-To countries, use Spanish.)**
- **Logo: <https://support.dsko.io/hc/es-mx/articles/4403027683853-The-Home-Depot-Mexico-Documentation>**
- **Number of Packing Slips Per Purchase Order: 1**
- **Paper Size: 8 ½ x 11 Letter**
- **Primary Font: Arial**


Packing Slip Sample

Below are samples of the Home Depot Mexico packing slip.

Spanish Version


	homedepot.com.mx	Ordenado por:	Políticas de Devolución
1-800-004-6633	Lunes - Domingo : 8am a 10pm	Juan García Morales	Consulta nuestra política de devolución en: homedepot.com.mx/politica-devoluciones
¡Gracias por tu compra!		No. de Orden de Compra: 1000000012 Fecha: 07/21/21 Método de Envío: FedEx Ground	<ul style="list-style-type: none"> • Se tienen 60 días a partir de la fecha de compra para realizar el reembolso o cambio de mercancía. • Devolver todos los productos en su empaque original y componentes completos. • El reembolso o cambio se entregará en la misma forma de pago original. La devolución se verá reflejada en la cuenta del cliente en un rango de 10 a 15 días hábiles según el banco emisor, después de la fecha de operación. • Las políticas de devolución de The Home Depot México solo aplican a productos comprados de The Home Depot (tienda física o tienda oficial en línea en homedepot.com.mx)
Enviar a:		Juan García Morales Calle Fray Servando Teresa De Mier 1002 Pedregal de Santiago 66452, Santiago, NL MX Teléfono: 8180207070	
SKU	Descripción de Producto	Cantidad	Opciones para Devolución
3833	Mesa	1	<p>A. Llevar el producto a la tienda The Home Depot México más cercana. Presentar tu correo de confirmación de envío o esta lista de empaque con el Número de Orden de Compra y la tarjeta de crédito / débito que se utilizó para la compra.</p> <p>B. Contáctanos al 1-800-004-6633 Un Asociado de Servicio al Cliente te ayudará a iniciar tu proceso de devolución.</p>

English Version

 <p>homedepot.com.mx 1-800-004-6633 Monday - Sunday : 8am to 10pm</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #cccccc;">Ordered By:</th> </tr> <tr> <td>Jason Test</td> </tr> <tr> <td>Purchase Order No: 1000000013 Date: 07/21/21 Shipping Method: Generic Ground</td> </tr> </table>	Ordered By:	Jason Test	Purchase Order No: 1000000013 Date: 07/21/21 Shipping Method: Generic Ground	<p style="text-align: center;">Return Policy</p> <p style="text-align: center;"><small>Check our return policy at: homedepot.com.mx/politica-devoluciones</small></p> <ul style="list-style-type: none"> You have 60 days from the date of purchase to make the refund or exchange of merchandise. Return all products in their original packaging and with all components. The refund or exchange will be issued to the original form of payment. The refund will be reflected in the customer's account in 10 to 15 business days, depending on the issuing bank, after the return date. The Home Depot Mexico return policies only apply to products purchased from The Home Depot (physical store or official online store at homedepot.com.mx) 			
Ordered By:								
Jason Test								
Purchase Order No: 1000000013 Date: 07/21/21 Shipping Method: Generic Ground								
<p>Thank you for your purchase!</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #cccccc;">Ship To:</th> </tr> <tr> <td>Jason Test 130 Main Street Springville, UT 84663 US Phone: 8180041780</td> </tr> </table>		Ship To:	Jason Test 130 Main Street Springville, UT 84663 US Phone: 8180041780					
Ship To:								
Jason Test 130 Main Street Springville, UT 84663 US Phone: 8180041780								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">SKU</th> <th style="background-color: #cccccc;">Product Description</th> <th style="background-color: #cccccc;">Quantity</th> </tr> </thead> <tbody> <tr> <td>3833</td> <td>Mesa</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>		SKU	Product Description	Quantity	3833	Mesa	1	<p style="text-align: center;">Return Options</p> <p>A. Take the product to the nearest The Home Depot store. Present your shipping confirmation email or this packing list with the Purchase Order Number and the credit / debit card that was used for the purchase.</p> <p>B. Contact us at 1-800-004-6633 A Customer Service Associate will help you start your return process.</p>
SKU	Product Description	Quantity						
3833	Mesa	1						

Packing Slip Mapping

The Home Depot Mexico 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.



homedepot.com.mx
1-800-004-6633
Monday - Sunday : 8am to 10pm

Ordered By:
[101] [102]

Purchase Order No: [103]
Date: [104]
Shipping Method: [105] [106]

Return Policy

Check our return policy at:
homedepot.com.mx/politica-devoluciones

- You have 60 days from the date of purchase to make the refund or exchange of merchandise.
- Return all products in their original packaging and with all components.
- The refund or exchange will be issued to the original form of payment. The refund will be reflected in the customer's account in 10 to 15 business days, depending on the issuing bank, after the return date.
- The Home Depot Mexico return policies only apply to products purchased from The Home Depot (physical store or official online store at homedepot.com.mx)

Thank you for your purchase!

Ship To:

[101] [102]
[107]
[108]
[110], [111] [109]
[112]
Phone: [113]

SKU	Product Description	Quantity
[114]	[115]	[116]

Return Options

A. Take the product to the nearest The Home Depot store.
Present your shipping confirmation email or this packing list with the Purchase Order Number and the credit / debit card that was used for the purchase.

B. Contact us at 1-800-004-6633
A Customer Service Associate will help you start your return process.

Figure 1 Sample Regular Packing Slip with Order Message References

Packing Slip Mapping – Flat-file Field Name

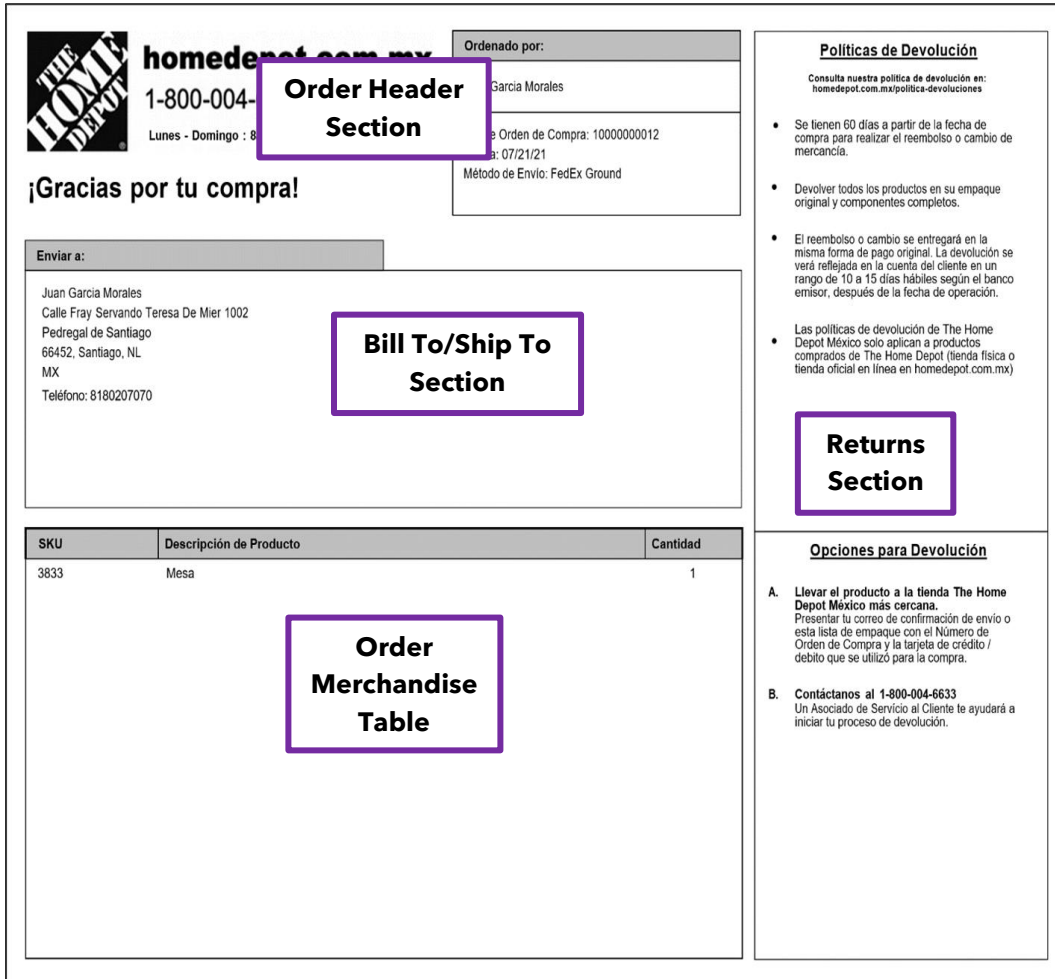
Label	Description	Element	Notes
101	ship_to_first_name	Ship-To First Name	
102	ship_to_last_name	Ship-To Last Name	
103	po_number	Purchase Order Number	
104	dsco_create_date	Order Date	
105	package_ship_carrier	Package Ship Carrier	
106	package_ship_method	Package Ship Method	
107	ship_to_address_1	Ship-To Address 1	
108	ship_to_address_2	Ship-To Address 2	
109	ship_to_postal	Ship-To Postal	
110	ship_to_city	Ship-To City	
111	ship_to_region	Ship-To Region	
112	ship_to_country	Ship-To Country	
113	ship_to_phone	Ship-To Phone	
114	line_item_sku	SKU	
115	line_item_title	Title	
116	line_item_quantity	Quantity	

Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
101	N102	Ship-To First Name	
102	N102	Ship-To Last Name	
103	BEG03	Purchase Order Number	
104	BEG05	Order Date	
105	TD503	Package Ship Carrier	
106	TD505	Package Ship Method	
107	N301	Ship-To Address 1	
108	N302	Ship-To Address 2	
109	N403	Ship-To Postal	
110	N401	Ship-To City	
111	N402	Ship-To Region	
112	N404	Ship-To Country	
113	PER03	Ship-To Phone	
114	PO106,PO107	SKU	
115	PO116,PO117	Title	
116	PO102	Quantity	

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 image shows a sample packing slip from Home Depot Mexico. It is divided into several sections, each highlighted with a purple box and a label:

- Order Header Section:** Located at the top left, containing the Home Depot logo, the website **homedepot.com.mx**, the phone number **1-800-004-6633**, and the text "Lunes - Domingo : 8".
- Order Header Section:** Located at the top right, containing the text "Ordenado por:" followed by "Garcia Morales", "Orden de Compra: 10000000012", "Fecha: 07/21/21", and "Método de Envío: FedEx Ground".
- Bill To/Ship To Section:** Located in the middle left, containing the text "Enviar a:" followed by the address: "Juan Garcia Morales, Calle Fray Servando Teresa De Mier 1002, Pedregal de Santiago, 66452, Santiago, NL, MX, Teléfono: 8180207070".
- Order Merchandise Table:** Located in the bottom left, containing a table with the following data:

SKU	Descripción de Producto	Cantidad
3833	Mesa	1
- Políticas de Devolución:** Located in the top right, containing the text "Consulta nuestra política de devolución en: homedepot.com.mx/politica-devoluciones" and a list of return policies.
 - Se tienen 60 días a partir de la fecha de compra para realizar el reembolso o cambio de mercancía.
 - Devolver todos los productos en su empaque original y componentes completos.
 - El reembolso o cambio se entregará en la misma forma de pago original. La devolución se verá reflejada en la cuenta del cliente en un rango de 10 a 15 días hábiles según el banco emisor, después de la fecha de operación.
- Returns Section:** Located in the middle right, containing the text "Las políticas de devolución de The Home Depot México solo aplican a productos comprados de The Home Depot (tienda física o tienda oficial en línea en homedepot.com.mx)".
- Opciones para Devolución:** Located in the bottom right, containing two options:
 - Llevar el producto a la tienda The Home Depot México más cercana. Presentar tu correo de confirmación de envío o esta lista de empaque con el Número de Orden de Compra y la tarjeta de crédito / débito que se utilizó para la compra.
 - Contáctanos al 1-800-004-6633. Un Asociado de Servicio al Cliente te ayudará a iniciar tu proceso de devolución.

Figure 2 Sample Regular Packing Slip with Location References

Spanish Version

For all Ship-To countries except the US, use the Spanish version of the packing slip.

Data Element	Font Size	Font Style	F/V	Comments
ORDER HEADER SECTION				
Logo			F	Logo image
Static Text	20	Arial Black	F	homedepot.com.mx
Static Text	17	Arial	F	1-800-004-6633
Static Text	8	Arial, bold	F	Lunes - Domingo : 8am a 10pm
Static Text	18	Arial, bold	F	¡Gracias por tu compra!
Note: The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.				
Label	9	Arial, bold	F	Ordenado por:
Ship-To First Name	9	Arial	V	
Ship-To Last Name	9	Arial	V	
Label	9	Arial	F	No. de Orden de Compra:
P.O. Number	9	Arial	V	
Label	9	Arial	F	Fecha:
Order Date	9	Arial	V	
Label	9	Arial	F	Método de Envío:
Ship Carrier	9	Arial	V	
Ship Method	9	Arial	V	
SHIP TO SECTION				

Data Element	Font Size	Font Style	F/V	Comments
Note: The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.				
Label	9	Arial, bold	F	Enviar a:
Ship-To First Name	9	Arial	V	
Ship-To Last Name	9	Arial	V	
Ship-To Address 1	9	Arial	V	
Ship-To Address 2	9	Arial	V	
Ship-To Postal	9	Arial	V	This value is followed by a comma (,).
Ship-To City	9	Arial	V	This value is followed by a comma (,).
Ship-To Region	9	Arial	V	
Ship-To Country	9	Arial	V	
Label	9	Arial	F	Teléfono:
Ship-To Phone Number	9	Arial	V	
ORDER MERCHANDISE TABLE				
Note: The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.				
Label	9	Arial, bold	F	SKU
SKU	9	Arial	V	
Label	9	Arial, bold	F	Descripción de Producto
Title	9	Arial	V	
Label	9	Arial, bold	F	Cantidad
Quantity	9	Arial	V	

Data Element	Font Size	Font Style	F/V	Comments
RETURNS SECTION				
Note: The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.				
Label	10	Arial, bold, underline, centered	F	Políticas de Devolución
Fixed Text	7	Arial, bold, centered, wrapped	F	Consulta nuestra política de devolución en: homedepot.com.mx/politica-devoluciones
Fixed Text	8	Arial, wrapped	F	<ul style="list-style-type: none"> • Se tienen 60 días a partir de la fecha de compra para realizar el reembolso o cambio de mercancía.
Fixed Text	8	Arial, wrapped	F	<ul style="list-style-type: none"> • Devolver todos los productos en su empaque original y componentes completos.
Fixed Text	8	Arial, wrapped	F	<ul style="list-style-type: none"> • El reembolso o cambio se entregará en la misma forma de pago original. La devolución se verá reflejada en la cuenta del cliente en un rango de 10 a 15 días hábiles según el banco emisor, después de la fecha de operación.
Fixed Text	8	Arial, wrapped	F	<ul style="list-style-type: none"> • Las políticas de devolución de The Home Depot México solo aplican a productos comprados de The Home Depot (tienda física o tienda oficial en línea en homedepot.com.mx)
Label	10	Arial, bold, underline, centered	F	Opciones para Devolución
Fixed Text	8	Arial, bold, wrapped	F	A. Llevar el producto a la tienda The Home Depot México más cercana.
Fixed Text	8	Arial, wrapped	F	Presentar tu correo de confirmación de envío o esta lista de empaque con el Número de Orden de Compra y la tarjeta de crédito / débito que se utilizó para la compra.

Data Element	Font Size	Font Style	F/V	Comments
Fixed Text	8	Arial, bold, wrapped	F	B. Contáctanos al 1-800-004-6633
Fixed Text	8	Arial, wrapped	F	Un Asociado de Servicio al Cliente te ayudará a iniciar tu proceso de devolución.

English Version

If the Ship-To country is the US, use the English version of the packing slip.

Data Element	Font Size	Font Style	F/V	Comments
ORDER HEADER SECTION				
Logo			F	Logo image
Static Text	20	Arial Black	F	homedepot.com.mx
Static Text	17	Arial	F	1-800-004-6633
Static Text	8	Arial, bold	F	Monday - Sunday : 8am to 10pm
Static Text	18	Arial, bold	F	Thank you for your purchase!
Note: The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.				
Label	9	Arial, bold	F	Ordered By:
Ship-To First Name	9	Arial	V	
Ship-To Last Name	9	Arial	V	
Label	9	Arial	F	Purchase Order No:
P.O. Number	9	Arial	V	
Label	9	Arial	F	Date:

Data Element	Font Size	Font Style	F/V	Comments
Order Date	9	Arial	V	
Label	9	Arial	F	Shipping Method:
Ship Carrier	9	Arial	V	
Ship Method	9	Arial	V	
SHIP TO SECTION				
Note: The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.				
Label	9	Arial, bold	F	Ship To:
Ship-To First Name	9	Arial	V	
Ship-To Last Name	9	Arial	V	
Ship-To Address 1	9	Arial	V	
Ship-To Address 2	9	Arial	V	
Ship-To City	9	Arial	V	This value is followed by a comma (,).
Ship-To Region	9	Arial	V	
Ship-To Postal	9	Arial	V	
Ship-To Country	9	Arial	F	
Label	9	Arial	F	Phone:
Ship-To Phone Number	9	Arial	V	
ORDER MERCHANDISE TABLE				
Note: The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.				
Label	9	Arial, bold	F	SKU

Data Element	Font Size	Font Style	F/V	Comments
SKU	9	Arial	V	
Label	9	Arial, bold	F	Product Description
Title	9	Arial	V	
Label	9	Arial, bold	F	Quantity
Quantity	9	Arial	V	
RETURNS SECTION				
Note: The elements described below are enclosed in a rectangle with a light grey background, as shown in the sample.				
Label	10	Arial, bold, underline, centered	F	Return Policy
Fixed Text	7	Arial, bold, centered, wrapped	F	Check our return policy at: homedepot.com.mx/politica-devoluciones
Fixed Text	8	Arial, wrapped	F	• You have 60 days from the date of purchase to make the refund or exchange of merchandise.
Fixed Text	8	Arial, wrapped	F	• Return all products in their original packaging and with all components.
Fixed Text	8	Arial, wrapped	F	• The refund or exchange will be issued to the original form of payment. The refund will be reflected in the customer's account in 10 to 15 business days, depending on the issuing bank, after the return date.
Fixed Text	8	Arial, wrapped	F	• The Home Depot Mexico return policies only apply to products purchased from The Home Depot (physical store or official online store at homedepot.com.mx)

Data Element	Font Size	Font Style	F/V	Comments
Label	10	Arial, bold, underline, centered	F	Opciones para Devolución
Fixed Text	8	Arial, bold, wrapped	F	A. Llevar el producto a la tienda The Home Depot México más cercana.
Fixed Text	8	Arial, wrapped	F	Presentar tu correo de confirmación de envío o esta lista de empaque con el Número de Orden de Compra y la tarjeta de crédito / debito que se utilizó para la compra.
Fixed Text	8	Arial, bold, wrapped	F	B. Contáctanos al 1-800-004-6633
Fixed Text	8	Arial, wrapped	F	Un Asociado de Servicio al Cliente te ayudará a iniciar tu proceso de devolución.