

PACKING SLIP GUIDE — JTV

Introduction

Packing slips can be downloaded from the Rithum platform. If you prefer to create your own packing slips, this document provides instructions for replicating packing slips for JTV. 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@jtv.com) at JTV for approval. Your packing slips must be approved by JTV before

you can use them.

If you have any questions, contact JTV directly or contact Rithum Software Support.

Packing Slip Requirements

Below is a summary of the rules that apply to JTV packing slips.

Paper: 8 ½ x 11 Letter Primary Font: Arial

Packing Slip Variables	Applies to this Retailer	
Packing Slip Types:		
Regular	Υ	
Ship-To-Store	N/A	
Reprint	N/A	
• Gift	Υ	
Returns Address	Υ	
Sales Division	Υ	
Special Printing Requirements	N/A	
Barcode	Υ	
Multiple Languages	N/A	
Multiple Lines Per Packing Slip	Y Note: JTV may send you multiple consumer orders as part of a	



Packing Slip Variables	Applies to this Retailer		
	single purchase order. Use <i>Line Item Receipt ID</i> to group items in each order together.		
Multi-Page Packing Slip	Υ		
Computations	N/A		
Price Suppression	N/A		



Packing Slip Sample

Below is a sample of the JTV packing slip.



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



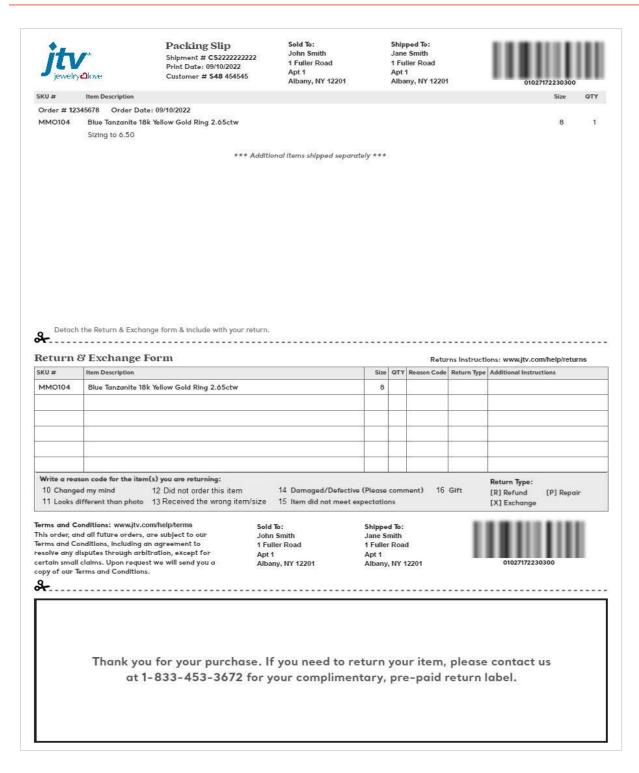


Figure 2 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP_WITH_RETURN_MESSAGE



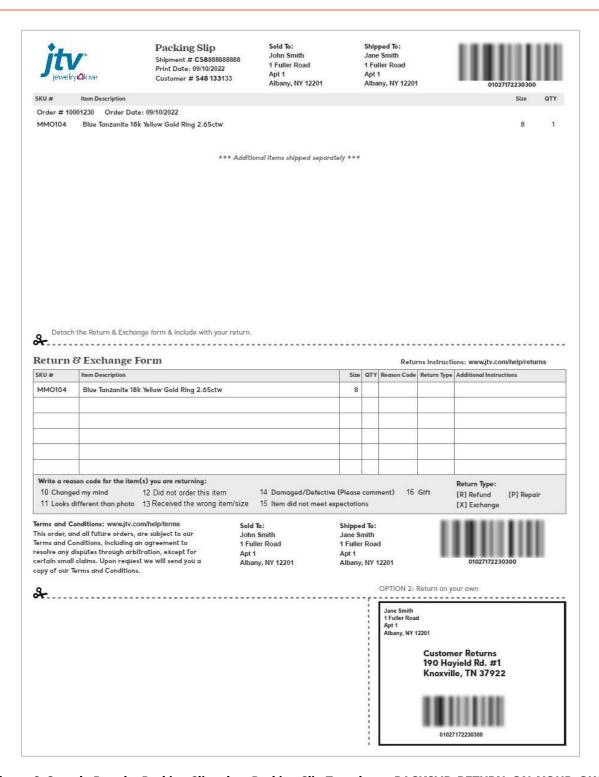


Figure 3 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP_RETURN_ON_YOUR_OWN



Packing Slip Mapping

The JTV 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.

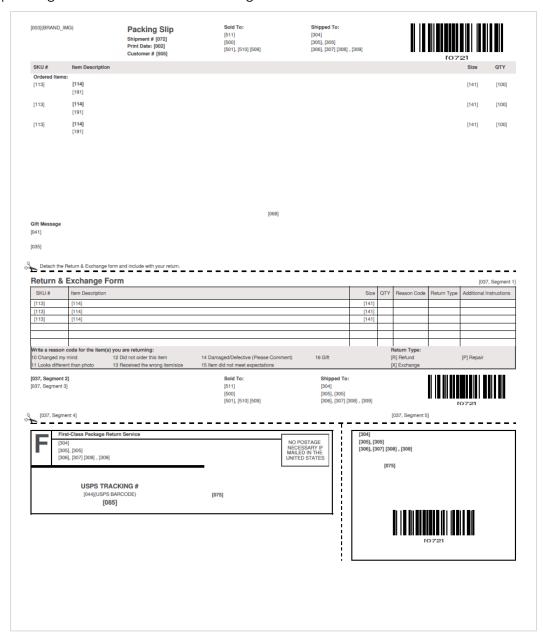


Figure 4 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP_WITH_ RETURN_LABEL with Order Message References



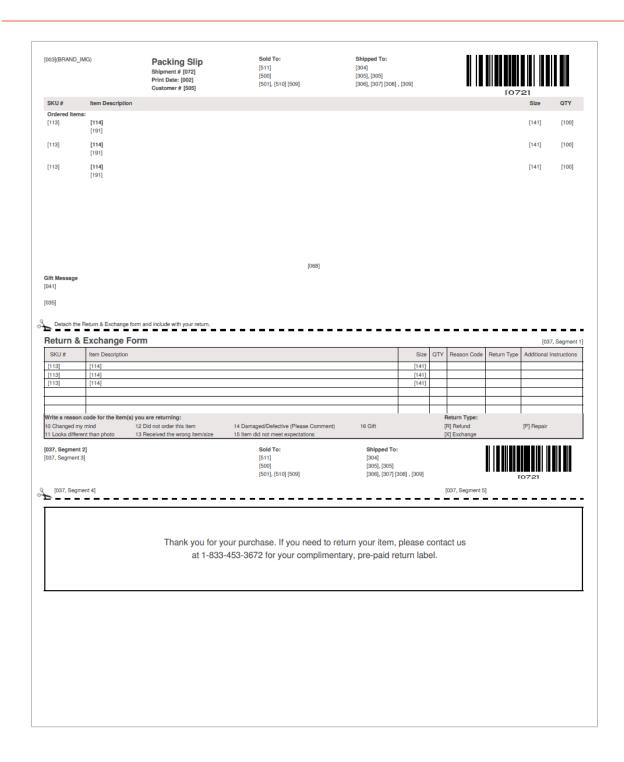


Figure 5 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP_WITH_RETURN_MESSAGE with Order Message References



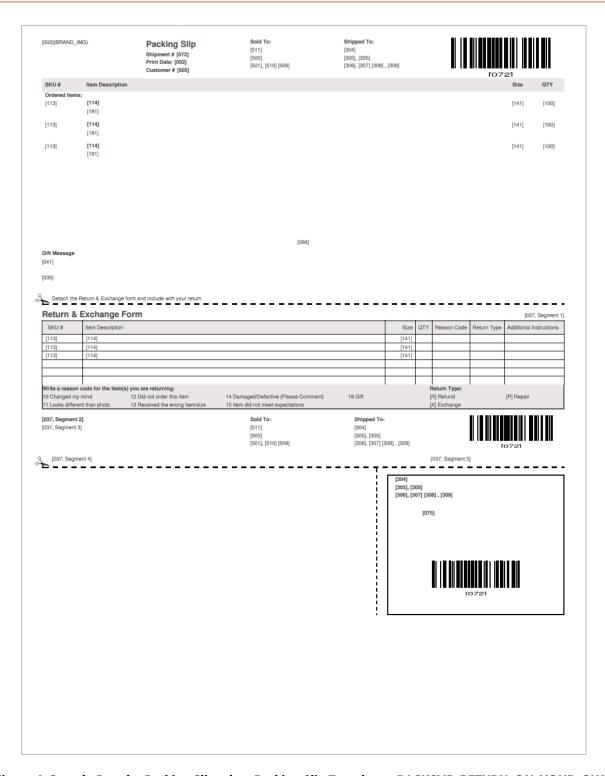


Figure 6 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP_RETURN_ON_YOUR_OWN with Order Message References



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 SlipTitle	
[140]	line_item_color	Line Item Color	
[141]	line_item_size	Line Item Size	
[191]	line_item_packing_slip_mess age	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	



Label	Description	Element	Notes
[307]	N402	Ship Region	
[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.

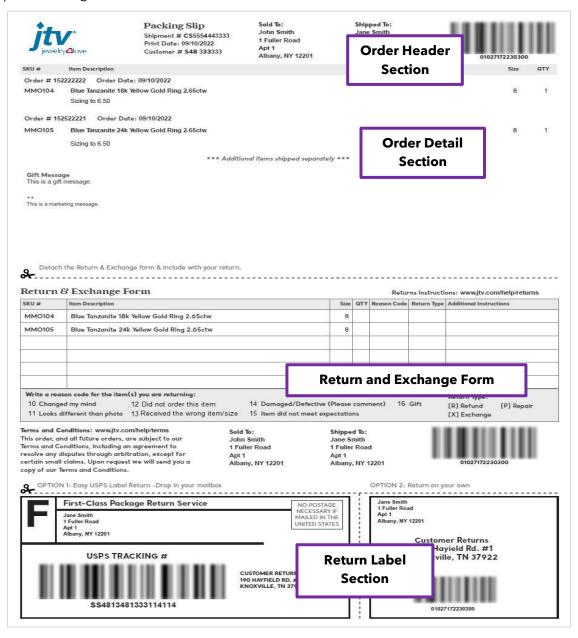


Figure 7 Sample Regular Packing Slip with Location References



Data Element	Font Size	Font Style	F/V	Comments			
ORDER HEADER SECTION							
Note: The elements des	cribed below are	e enclosed in a i	rectangle v	with a light grey background, as shown in the			
LOGO			F	JTV_Logo.png			
Static Text	12	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169). 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.			
Ship Name	8		V				
Ship Address	8		V				
Ship City	8		V				
Ship Region	8		V				
Ship Postal	8		V				



Data Element	Font Size	Font Style	F/V	Comments
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 SECT	TON
Note: The following text i	s enclosed in a	solid grey box,	as shown i	n the example.
Label	8	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169). SKU #
Label	8	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169). Item Description
Label	8	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169). Size
Label	8	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169).
Note: The following elem	ents are immed	diately below the	e field labe	els, as shown in the example.
Line Item Packing Slip Message	8	Bold	V	Line Item Packing Slip Message is used to group items in each order. Display once for each new value before the line items, as shown in the examples.
Line Item Packing Slip SKU	8	Bold	V	
Line Item Packing Slip Title	8	Bold	V	
Line Item Color	8		V	
Line Item Packing Slip Message	8		V	#^# used to indicate a new line.
Line Item Size	8		V	
Line Item Quantity	8		V	



Data Element	Font Size	Font Style	F/V	Comments
Packing Slip Message	8	Centered, italics, bold	V	
Label	8	Bold	F	Gift Message Do not print if Gift Message is blank.
Gift Message	8		V	Shift line up if Gift Message is blank.
Marketing Message	8		V	#^# used to indicate new line.
Static Text	6		F	Detach the Return & Exchange form and include with your return.
DOTTED LINE			F	
	RETURN	AND EXCHA	NGE FO	RM SECTION
Label	12	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169). Return & Exchange Form
Packing Instructions [.]segment 1[.]	8	Right-justified	V	Print Segment 1 of the Packing Instructions element.
Note: The following eleme	ents are enclos	ed in a solid line	grid, with	a gray background as shown in the example.
Label	8	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169). SKU #
Label	8	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169). Item Description
Label	8	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169). Size
Label	8	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169).
Label	8	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169). Reason Code
Label	8	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169).
				Return Type



Data Element	Font Size	Font Style	F/V	Comments
Label	8	Bold, blue	F	Print the following text in blue (R: 0, G: 118, B: 169). Additional Instructions
Note: The following elem	ents are immed	diately below the	e above fie	eld labels, as shown in the example.
Line Item Packing Slip SKU	8		V	
Line Item Packing Slip Title	8		V	
Line Item Size	8		V	
Note: The following elem	ents are in a so	lid box with gray	y backgrou	und, as shown in the example.
Static Text	8	Bold	F	Write a reason code for the item(s) you are returning:
Static Text	8		F	The following return reasons should be printed in 2 rows and 4 columns, as shown in the example: Changed my mind Looks different than photo Did not order this item Received the wrong item/size Damaged/Defective (Please Comment) Item did not meet expectations Gift
Static Text	8	Bold	F	Return Type:
Static Text	8		F	The following return types should be printed in 2 rows and 2 columns, as shown in the example: [R] Refund [X] Exchange [P] Repair
Note: The following elem	ents are below	the table, as sh	own in the	example.
Label	8	Bold	F	Terms and Conditions:
Packing Instructions [.]segment 2[.]	8	Bold	V	Print Segment 2 of the <i>Packing Instructions</i> element.



Data Element	Font Size	Font Style	F/V	Comments
Packing Instructions [.]segment 3[.]	8		V	Print Segment 3 of the <i>Packing Instructions</i> element.
Static Text	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.
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.
		RETURN LA	BEL SECT	ION
USPS RETURN LABEL TEN	/IPLATE (Use i	f Packing Slip	Template =	= PACKSLIP_WITH_ RETURN_LABEL)
Packing Instructions [.]segment 4[.]	6	Grey	V	Print Segment 4 of the Packing Instructions element.
Packing Instructions [.]segment 5[.]	6	Grey	V	Print Segment 5 of the Packing Instructions element.
DOTTED LINE	8		F	



Data Element	Font Size	Font Style	F/V	Comments		
Note: The following elements are printed on the left 2/3 of the packing slip, enclosed in a heavy solid-lined box, as shown in the example.						
Static Text	14	Bold, enclose in a box	F	F		
Static Text	10	Bold	F	First-Class Package Return Service		
HORIZONTAL LINE			F			
Static Text	8	All caps, grey, centered, enclose in a box	F	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES		
Ship Company	8		V	Shift lines up if not present.		
Ship Attention	8		V	Shift lines up if not present.		
Ship Name	8		V			
Ship Address	8		V			
Ship City	8		V			
Ship Region	8		V			
Ship Postal	8		V			
Ship Country	8		V			
HORIZONTAL LINE			F			
Static Text	8	Bold, centered, all caps	F	USPS TRACKING #		
BARCODE	14		V	Generated based on the <i>Receipt ID</i> element using EAN128 barcode symbology.		
Secondary Receipt ID	8		V	Print centered below the barcode.		
Returns Message	8		V	Address lines separated by #^#.		
VERTICAL DOTTED LINE			F			
Note: The following elements as shown in the example.	ents are printed	d on the right 1/	/3 of the p	acking slip, enclosed in a heavy solid-line box,		
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.		
Returns Message	8	Centered	V	Address lines separated by #^#.		
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.		
RETURN MESSAGE LAB PACKSLIP_WITH_RETU		Use if Packing	Slip Temp	plate =		
Packing Instructions [.]segment 4[.]	6	Grey	V	Print Segment 4 of the Packing Instructions element.		
Packing Instructions [.]segment 5[.]	6	Grey	V	Print Segment 5 of the Packing Instructions element.		
DOTTED LINE			F			
Note: The following element is enclosed in solid-lined box, as shown in the example.						
Packing Instructions	10	Bold Centered	V			
RETURN ON YOUR OW PACKSLIP_RETURN_ON			cking Slip	Template =		
Packing Instructions [.]segment 4[.]	6	Grey	V	Print Segment 4 of the Packing Instructions element.		
Packing Instructions [.]segment 5[.]	6	Grey	V	Print Segment 5 of the Packing Instructions element.		
DOTTED LINE			F			
Note: The following eler as shown in the example		d on the right 1	/3 of the pa	acking slip, enclosed in a heavy solid-line box,		
Ship Company	8		V	Shift lines up if not present.		



Data Element	Font Size	Font Style	F/V	Comments
Ship Attention	8		V	Shift lines up if not present.
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.
Returns Message	8	Centered	V	Address lines separated by #^#.
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.