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	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
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 *Line Item Receipt ID* 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 JTV packing slip.

Figure 1 Sample Regular Packing Slip when Packing Slip Template = PACKSLIP_WITH_ RETURN_LABEL

Packing Slip
Shipment # CS2222222222
Print Date: 09/10/2022
Customer # S48 454545

Sold To:
John Smith
1 Fuller Road
Apt 1
Albany, NY 12201

Shipped To:
Jane Smith
1 Fuller Road
Apt 1
Albany, NY 12201

01027172230300

SKU #	Item Description	Size	QTY
Order # 12345678	Order Date: 09/10/2022		
MMO104	Blue Tanzanite 18k Yellow Gold Ring 2.65ctw	8	1
	Sizing to 6.50		

*** Additional items shipped separately ***

Detach the Return & Exchange form & Include with your return.

Return & Exchange Form

Returns Instructions: www.jtv.com/help/returns

SKU #	Item Description	Size	QTY	Reason Code	Return Type	Additional Instructions
MMO104	Blue Tanzanite 18k Yellow Gold Ring 2.65ctw	8				

Write a reason code for the item(s) you are returning:

10 Changed my mind
11 Looks different than photo
12 Did not order this item
13 Received the wrong item/size
14 Damaged/Defective (Please comment)
15 Item did not meet expectations
16 Gift

Return Type:
[R] Refund   [P] Repair
[X] Exchange

Terms and Conditions: www.jtv.com/help/terms
This order, and all future orders, are subject to our Terms and Conditions, including an agreement to resolve any disputes through arbitration, except for certain small claims. Upon request we will send you a copy of our Terms and Conditions.

Sold To:
John Smith
1 Fuller Road
Apt 1
Albany, NY 12201

Shipped To:
Jane Smith
1 Fuller Road
Apt 1
Albany, NY 12201

01027172230300

Thank you for your purchase. If you need to return your item, please contact us at 1-833-453-3672 for your complimentary, pre-paid 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

[003](BRAND_IMG)

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]

[072]

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
[041]

[035]

✂ Detach the Return & Exchange form and include with your return.
- -

Return & Exchange Form   [037, Segment 1]

SKU #	Item Description	Size	QTY	Reason Code	Return Type	Additional Instructions
[113]	[114]	[141]				
[113]	[114]	[141]				
[113]	[114]	[141]				

Write a reason code for the item(s) you are returning:

				Return Type:	
10 Changed my mind	12 Did not order this item	14 Damaged/Defective (Please Comment)	16 Gift	[R] Refund	[P] Repair
11 Looks different than photo	13 Received the wrong item/size	15 Item did not meet expectations		[X] Exchange	

[037, Segment 2]
[037, Segment 3]

Sold To:
[511]
[500]
[501], [510] [509]

Shipped To:
[304]
[305], [305]
[306], [307] [308] , [309]

[072]

✂ [037, Segment 4]   [037, Segment 5]
- -

Thank you for your purchase. If you need to return your item, please contact us
at 1-833-453-3672 for your complimentary, pre-paid return label.

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

[003](BRAND_IMG)

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]

[072]

SKU #	Item Description	Size	QTY
Ordered Items:			
[113]	**[114]**	[141]	[100]
	[191]		
[113]	**[114]**	[141]	[100]
	[191]		
[113]	**[114]**	[141]	[100]
	[191]		

[068]

Gift Message
[041]

[035]

✂ Detach the Return & Exchange form and include with your return.

Return & Exchange Form   [037, Segment 1]

SKU #	Item Description	Size	QTY	Reason Code	Return Type	Additional Instructions
[113]	[114]	[141]				
[113]	[114]	[141]				
[113]	[114]	[141]				

Write a reason code for the item(s) you are returning:
				Return Type:	
10 Changed my mind	12 Did not order this item	14 Damaged/Defective (Please Comment)	16 Gift	[R] Refund	[P] Repair
11 Looks different than photo	13 Received the wrong item/size	15 Item did not meet expectations		[X] Exchange	

[037, Segment 2]
[037, Segment 3]

Sold To:
[511]
[500]
[501], [510] [509]

Shipped To:
[304]
[305], [305]
[306], [307] [308] , [309]

[072]

✂ [037, Segment 4]   [037, Segment 5]

[304]
[305], [305]
[306], [307] [308] , [309]

[075]

[072]

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_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	

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 described below are enclosed in a rectangle with a light grey background, as shown in the sample.				
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 *Release Number* element using Code 128 barcode symbology.
Release Number	8		V	Print centered below the barcode
ORDER DETAIL SECTION				
Note: The following text is enclosed in a solid grey box, 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). **QTY**
Note: The following elements are immediately below the field labels, 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 EXCHANGE FORM 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 elements are enclosed 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). **QTY**
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 elements are immediately below the above field 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 elements are in a solid box with gray background, 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 elements are below the table, as shown in the example.				
Label	8	Bold	F	**Terms and Conditions:**
Packing Instructions [.]segment 2[.]	8	Bold	V	Print Segment 2 of the *Packing Instructions* element.

Data Element	Font Size	Font Style	F/V	Comments
Packing Instructions [.]segment 3[.]	8		V	Print Segment 3 of the *Packing Instructions* 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 *Release Number* element using Code 128 barcode symbology.
Release Number	8		V	Print centered below the barcode.
RETURN LABEL SECTION				
USPS RETURN LABEL TEMPLATE (Use if 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 *Receipt ID* 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 are printed on the right 1/3 of the packing slip, enclosed in a heavy solid-line box, as shown in the example.				
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 *Release Number* element using Code 128 barcode symbology.
Release Number	8		V	Print centered below the barcode.
RETURN MESSAGE LABEL TEMPLATE (Use if Packing Slip Template = PACKSLIP_WITH_RETURN_MESSAGE)				
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 OWN LABEL TEMPLATE (Use if Packing Slip Template = PACKSLIP_RETURN_ON_YOUR_OWN)				
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 elements are printed on the right 1/3 of the packing slip, enclosed in a heavy solid-line box, as shown in the example.				
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 *Release Number* element using Code 128 barcode symbology.
Release Number	8		V	Print centered below the barcode.