PACKING SLIP GUIDE — PGA TOUR Superstore

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 PGA TOUR Superstore. Please match the packing slip design requirements as closely as possible.

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

If you have any questions, contact PGA TOUR Superstore directly or [contact Rithum Software Support.](#)

Packing Slip Requirements

Below is a summary of the rules that apply to PGA TOUR Superstore 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	N/A
Special Printing Requirements	N/A
Barcode	N/A

Packing Slip Variables	Applies to this Retailer
Multiple Languages	N/A
Multiple Lines Per Packing Slip	Y
Multi-Page Packing Slip	Y
Computations	Y
Price Suppression	N/A

Packing Slip Sample

Below is a sample of the PGA TOUR Superstore packing slip.

Figure 1   Sample Regular Packing Slip

Below is a sample of the PGA TOUR Superstore personalization packing slip.

PGA TOUR SUPERSTORE

Date: 2023-09-27

SHIP TO:

Charlie Customer
123 5TH ST
San Diego, CA 12312
US

Phone: 1112223333

BILL TO:

Charlie Customer
123 5TH ST
San Diego, CA 12312
US

Phone: 1112223333

ORDER DATE	ORDER NUMBER
2023-09-27	62002444

ITEM #	ITEM DESCRIPTION	QUANTITY
10028202006	GENERIC Iron Set Vendor Instructions: Vendor instructions for line 1 goes here Configuration Detaiils: Gender: Womens Dexterity: Left Hand Iron Set Make Up: 5 IRON Iron Set Make Up: 6 IRON Iron Set Make Up: 7 IRON Iron Set Make Up: 8 IRON Iron Set Make Up: 9 IRON Iron Set Make Up: Approach Wedge Iron Set Make Up: Pitching Wedge Iron Set Make Up: Sand Wedge Model: Generic Model Lie Adjustment: 3 Degree Upright Loft Adjustment: Standard Shaft: Generic Shaft Flex: Womens Length Adjustment: +1.5 inches Grip: Generic Grip GRY/BK/WHT 55g Club Count: 8	1

Thank you for shopping PGATOURSuperstore.com. If you have any questions or concerns regarding your order, including processing a return, please contact our customer care center via email at customerservice@pgatss.com or via phone at 888-200-7428. Please have your order number ready and one of our friendly customer service representatives will be happy to assist you.

Figure 2   Sample Regular Packing Slip with Personalization

Below is a sample of the PGA TOUR Superstore packing slip with gift message.

PGA TOUR SUPERSTORE

Date: 2023-09-22

SHIP TO:

Store #: Store111
Charlie Customer
123 5TH ST
San Diego, CA 12312
US

Phone: 1112223333

BILL TO:

Charlie Customer
123 5TH ST
San Diego, CA 12312
US

Phone: 1112223333

GIFT MESSAGE: Enjoy the gift!

ORDER DATE	ORDER NUMBER
2023-09-22	62002222

ITEM #	ITEM DESCRIPTION		QUANTITY
1002828002	Generic Soft, Yellow, No Size		2
	UPC:	194518851282	
	VSN:	64212491111	
1002825001	Generic Soft, White, No Size		3
	UPC:	194518546355	
	VSN:	64212591111	

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Figure 3 Sample Regular Packing Slip with Gift Message

Packing Slip Mapping

The PGA TOUR Superstore 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 2   Sample Regular Packing Slip with Order Message References

Packing Slip Mapping – Flat-file Field Name

Label	Description	Element	Notes
[002]	retailer_create_date	Retailer Creation Date	
[077]	secondary_consumer_order_number	Secondary Consumer Order Number	
[100]	line_item_quantity	Line Item Quantity	
[105]	line_item_upc	Line Item UPC	
[113]	line_item_partner_sku	Line Item Partner SKU	
[114]	line_item_title	Line Item Title	
[117]	line_item_personalization	Line Item Personalization	
[139]	line_item_gift_message	Line Item Gift Message	
[149]	line_item_retailer_item_id_1	Retailer Item ID	
[300]	ship_company	Ship-To Company	
[303]	ship_phone	Ship-To Phone	
[304]	ship_name	Ship-To Name	
[305]	ship_address_1	Ship-To Address	
[306]	ship_city	Ship-To City	
[307]	ship_region	Ship-To Region	
[308]	ship_postal	Ship-To Postal Code	
[309]	ship_country	Ship-To Country	
[350]	bill_to_company	Bill-To Company	
[353]	bill_to_phone	Bill-To Phone	

Label	Description	Element	Notes
[354]	bill_to_name	Bill-To Name	
[355]	bill_to_address	Bill-To Address	
[356]	bill_to_city	Bill-To City	
[357]	bill_to_region	Bill-To Region	
[358]	bill_to_postal	Bill-To Postal Code	
[359]	bill_to_country	Bill-To Country	

Packing Slip Mapping – EDI Segment

Label	Description	Element	Notes
[002]	BEG05	Retailer Creation Date	
[077]	NOT_DEFINED_IN_TOOL	Secondary Consumer Order Number	
[100]	PO102	Line Item Quantity	
[105]	PO1*UP	Line Item UPC	
[113]	LIN*BP	Line Item Partner SKU	
[114]	LIN*PD	Line Item Title	
[117]	REF*ZZ*[data here]*line_item_personalization	Line Item Personalization	
[139]	NOT_DEFINED_IN_TOOL	Line Item Gift Message	
[149]	LIN*CB	Retailer Item ID	
[300]	N201	Ship-To Company	

Label	Description	Element	Notes
[303]	PER04	Ship-To Phone	
[304]	N1*ST	Ship-To Name	
[305]	N301	Ship-To Address	
[306]	N401	Ship-To City	
[307]	N402	Ship-To Region	
[308]	N403	Ship-To Postal Code	
[309]	N404	Ship-To Country	
[350]	N201	Bill-To Company	
[353]	PER04	Bill-To Phone	
[354]	N1*BT	Bill-To Name	
[355]	N404	Bill-To Address	
[356]	N401	Bill-To City	
[357]	N402	Bill-To Region	
[358]	N403	Bill-To Postal Code	
[359]	N405	Bill-To Country	

Packing Slip Mapping – API Segment

Label	Description	Element	Notes
[002]	retailerCreateDate	Retailer Creation Date	
[077]	secondaryConsumerOrderNumber	Secondary Consumer Order Number	
[100]	lineItems[quantity]	Line Item Quantity	
[105]	lineItems[upc]	Line Item UPC	
[113]	lineItems[partnerSku]	Line Item Partner SKU	
[114]	lineItems[title]	Line Item Title	
[117]	lineItems[personalization]	Line Item Personalization	
[139]	lineItems[giftMessage]	Line Item Gift Message	
[149]	lineItems[retailerItemIds]	Retailer Item ID	
[300]	shipping[company]	Ship-To Company	
[303]	shipping[phone]	Ship-To Phone	
[304]	shipping[name]	Ship-To Name	
[305]	shipping[address]	Ship-To Address	
[306]	shipping[city]	Ship-To City	
[307]	shipping[region]	Ship-To Region	
[308]	shipping[postal]	Ship-To Postal Code	
[309]	shipping[country]	Ship-To Country	
[350]	billTo[company]	Bill-To Company	
[353]	billTo[phone]	Bill-To Phone	

Label	Description	Element	Notes
[354]	billTo[name]	Bill-To Name	
[355]	billTo[address]	Bill-To Address	
[356]	billTo[city]	Bill-To City	
[357]	billTo[region]	Bill-To Region	
[358]	billTo[postal]	Bill-To Postal Code	
[359]	billTo[country]	Bill-To Country	

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 3   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	PGA TOUR SUPERSTORE Image
Static Text	6	Right-justified	F	**Date:**
Retailer Create Date			V	
SHIP-TO/BILL-TO SECTION				
Static Text	7.5	Bold, all caps	F	**SHIP TO:**
Ship-To Company	6		V	
Ship-To Name	6		V	
Ship-To Address	6		V	
Ship-To City	6		V	
Ship-To Region	6		V	
Ship-To Postal Code	6		V	
Ship-To Country	6		V	
Static Text	6		F	**Phone:**
Ship-To Phone	6		V	
Static Text	7.5	Bold, all caps	F	**BILL TO:**
Bill-To Company	6		V	
Bill-To Name	6		V	
Bill-To Address	6		V	

Data Element	Font Size	Font Style	F/V	Comments
Bill-To City	6		V	
Bill-To Region	6		V	
Bill-To Postal	6		V	
Bill-To Country	6		V	
Static Text	6		F	**Phone:**
Bill-To Phone	6		V	
Static Text	6	Bold, all caps	F	If Line Item Gift Message is sent on the order, print the following: **GIFT MESSAGE:**
Line Item Gift Message	6		V	
ORDER MERCHANDISE TABLE				
Static Text	7.5	Bold, all caps	F	**ORDER DATE**
Retailer Order Date	6		V	
Static Text	7.5	Bold, all caps	F	**ORDER NUMBER**
Secondary Consumer Order Number	6		V	
Static Text	7.5	Bold, all caps	F	**ITEM #**
Line Item Partner SKU	6		V	
Static Text	7.5	Bold, all caps	F	**ITEM DESCRIPTION**
Line Item Title	6		V	
Static Text	6	All caps	F	**UPC:**
Line Item UPC	6		V	

Data Element	Font Size	Font Style	F/V	Comments
Static Text	6	All caps	F	If Retailer Item ID[2] is sent on the order, print the following text: **VSN:**
Retailer Item ID	6		V	(item>retailerItemId[2})
Static Text	6		F	If Line Item Personalization is sent on the order, print the following text: **Configuration details:**
Line Item Personalization	6		V	Printed as a block with carriage returns between the lines. • Do NOT print any string that ends with "cost," "Cost," or "COST." • Respect \n line feeds for printing and treat as a line breaks (carriage returns). • Remove all double quotes/colons. When "config" encountered in string, print name after "CHARC_TXT" and print value after "VALUE_TXT" in a name/value table of elements.
Static Text	6		F	If item>personalization value contains "vendorInstructions," print the following text: **Vendor Instructions**
Line Item Personalization	6		V	• Respect \n line feeds for printing and treat as line breaks (carriage returns). • Remove all double quotes/colons. Print value after "vendorInstructions."
Static Text	7.5	Bold	F	**QUANTITY**
Line Item Quantity	6		V	
RETURNS SECTION				
Static Text	6		F	Thank you for shopping PGATOURSuperstore.com. If you have any questions or concerns regarding your order, including processing a return, please

Data Element	Font Size	Font Style	F/V	Comments
				contact our customer care center via email at

customerservice@pgatss.com or via phone at 888-200-7428. Please have your order number ready and one of our friendly customer service representatives will be happy to assist you. |