



NEDA

PUBLICATION

NEDA Guidelines for the Format of Packing Slips

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NATIONAL ELECTRONIC DISTRIBUTORS ASSOCIATION

Industry Guidelines

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NATIONAL ELECTRONIC DISTRIBUTORS ASSOCIATION

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AMP, Inc.	Marsh Electronics
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AVX, Inc.	Newark Electronics
Bell Industries	Panduit Corporation
Berg Electronics	Priebe Electronics, Inc.
Bourns, Inc.	Projections Unlimited, Inc
Capstone Electronics	RS Electronics
Joseph Electronics	Sager Electronics
Kent Electronics	T.T.I., Inc.

NEDA Guidelines for the Format of Packing Slips

1.0 PURPOSE

The purpose of this document is to provide distributors and manufacturers with guidelines for the formatting and printing of packing slips. The guideline also presents a consistent set of information in a recommended format. By defining a common set of elements, our industry will be able to streamline the receiving process, thereby gaining higher accuracy and reduced cycle times.

2.0 SCOPE

Compliance with these guidelines is voluntary. Its common use is encouraged. These guidelines may be specified as a requirement by either the distributor or the customer. They are not intended to replace nor supersede any military specifications, regulations of the Interstate Commerce Commission, nor other regulatory agency requirements.

3.0 REFERENCE DOCUMENTS

- 3.1 EIA 556-A: *Electronics Industries Association: Outer Shipping Container Bar Code Label Standards*
- 3.2 EIA 624: *Electronic Industries Association - Product Package Bar Code Label Standard for Non-Retail Applications*
- 3.3 ISO 3166: *Codes for Representation of Names of Countries*
- 3.4 3.4 JEP 130: *Guidelines for packing and labeling of Integrated Circuits in Unit Container Packing*

4.0 REQUIRED FIELDS

- 4.1 Ship from address
- 4.2 Ship to address
- 4.3 Purchase order number
- 4.4 Pack slip number
- 4.5 Date shipped
- 4.6 Purchase order line number
- 4.7 Customer part number
- 4.8 Quantity shipped
- 4.9 Unit of measure
- 4.10 Manufacturer's part number
- 4.11 Date code - required for all military product
- 4.12 Country of origin
- 4.13 Certificate of conformance
- 4.14 Special instruction area

5.0 OPTIONAL FIELDS

- 5.1 Description
- 5.2 Number of shipping cartons
- 5.3 Average piece weight
- 5.4 Ship via carrier
- 5.5 Order date
- 5.6 Sales person
- 5.7 Requested date
- 5.8 Promised date
- 5.9 Buyer

6.0 BAR CODING

Bar coding on the packing slip is not required at present. An area has been set aside for the future use of two-dimensional bar coding. If bar coding of any fields are implemented, it must conform to EIA-556-A or JEP 130.

7.0 FORMAT

The suggested format for a packing slip included as Attachment 1

SHIP FROM: ACME, INC.
811 TECHNOLOGY WAY
BIGTOWN, CA 94888

SHIP TO: TOP ELECTRONICS
5600 HIGH TECH ROAD
CENTERVILLE, TX 77123

SPACE RESERVED
FOR FUTURE 2D
BAR CODE

BUYER: JOE BROWN

SALESPERSON: MARY SMITH

PURCHASE ORDER NUMBER
12345678901234567890

PACK SLIP NUMBER
12345678901234567890

DATE SHIPPED
4-18-1997

SHIPPED VIA
UPS GROUND

LINE #	CUSTOMER PART NUMBER	QUANTITY SHIPPED	UOM	MANUFACTURER PART NUMBER	DATE CODE	COO
001	0123456789012345678901234	123456789	EA	0123456789012345678901234	12345678	US
002	0123456789012345678901234	123456789	EA	0123456789012345678901234	12345678	US
003	0123456789012345678901234	123456789	EA	0123456789012345678901234	12345678	US
004	0123456789012345678901234	123456789	EA	0123456789012345678901234	12345678	US
005	0123456789012345678901234	123456789	EA	0123456789012345678901234	12345678	US
006	0123456789012345678901234	123456789	EA	0123456789012345678901234	12345678	US
007	0123456789012345678901234	123456789	EA	0123456789012345678901234	12345678	US

SPECIAL INSTRUCTION/ CERTIFICATE OF CONFORMANCE AREA

1
2
3
4
5
6
7
8
9

ATTACHMENT 1