Fulfilment by Amazon
Send to Amazon Workflow

How FBA works

*Amazon **stores** your inventory*

*Amazon **Picks and Packs** order*

*Amazon handles **customer queries, returns** and **refunds***

***Send stock** to Amazon fulfilment*

*Customer **places** an order*

*Amazon **ships** order to customer*
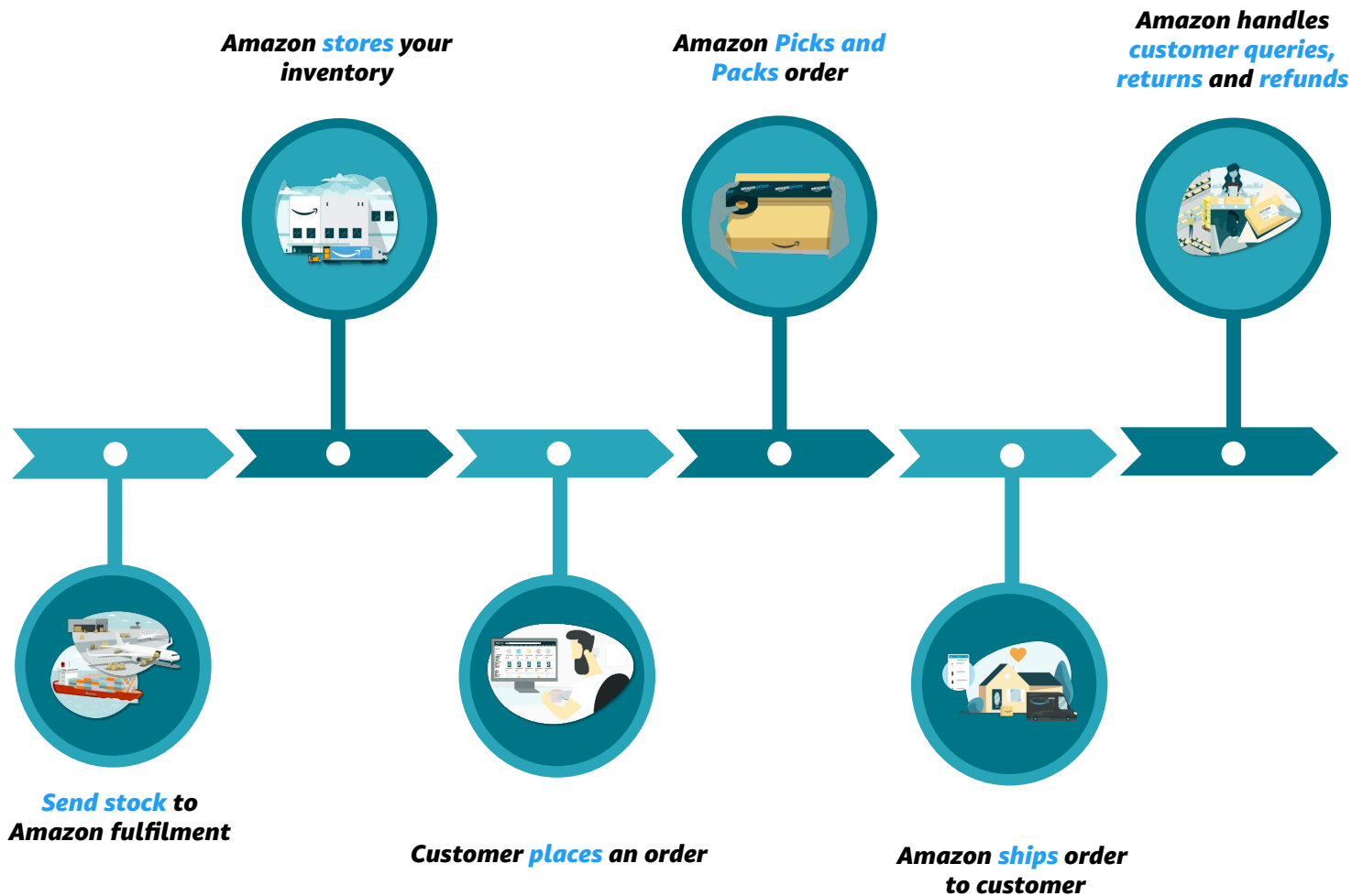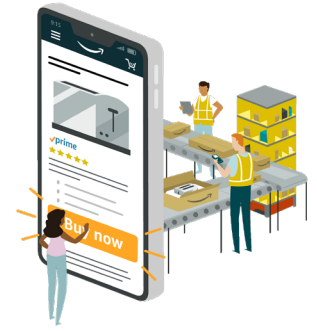
How FBA fees work

Fulfilment fees: These fees cover picking and packing, shipping and handling, customer service and product returns for your FBA products. They're charged per unit according to the unit's dimensions and weight, within product size tiers. In addition you will be charged a referral fee, based on the product sold.

Inventory Storage fees: These are charged for all items stored in an Amazon fulfilment centre, based on your daily average volume of inventory measured in cubic metres. They vary depending on time of year.
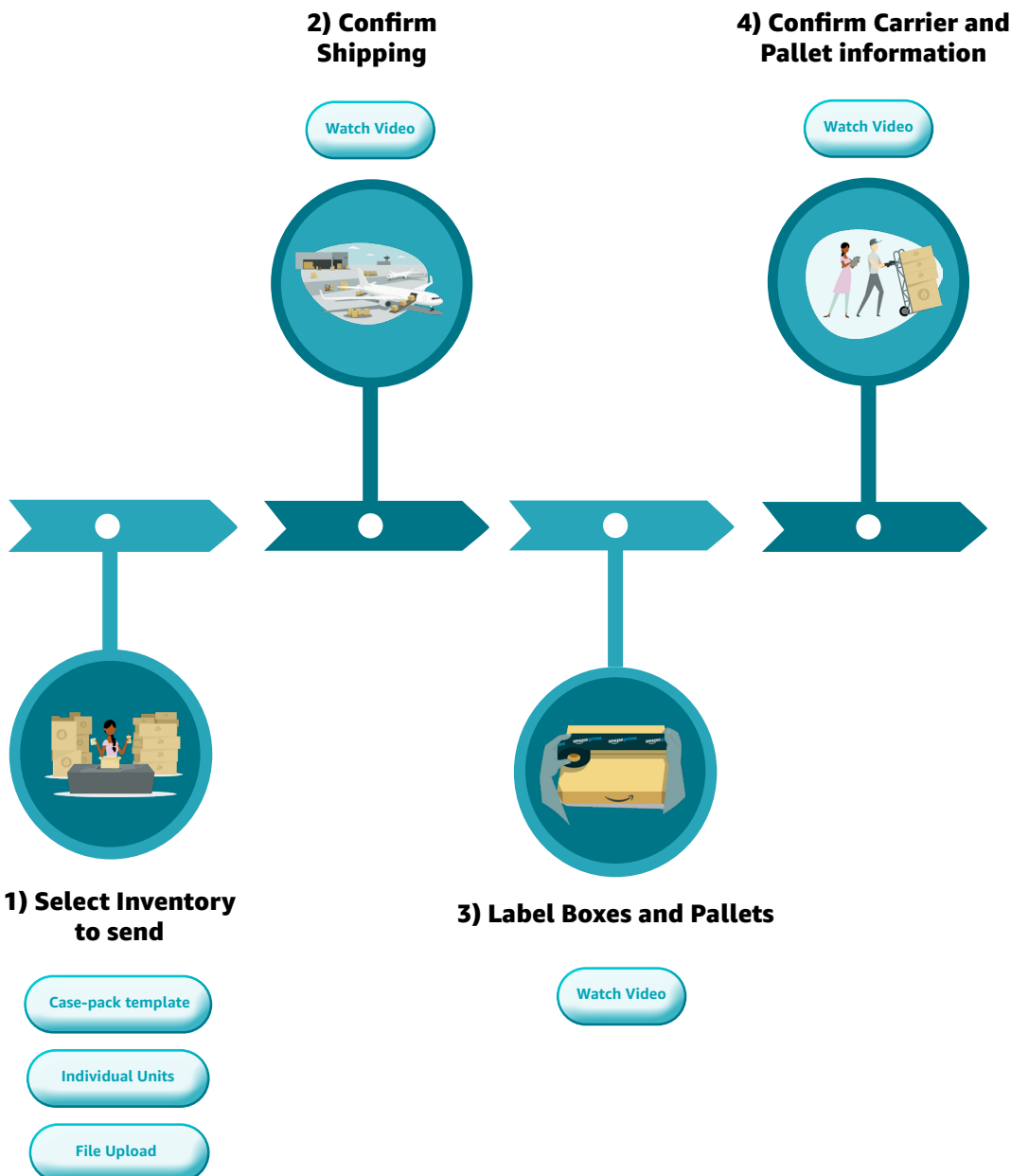
Send to Amazon Workflow
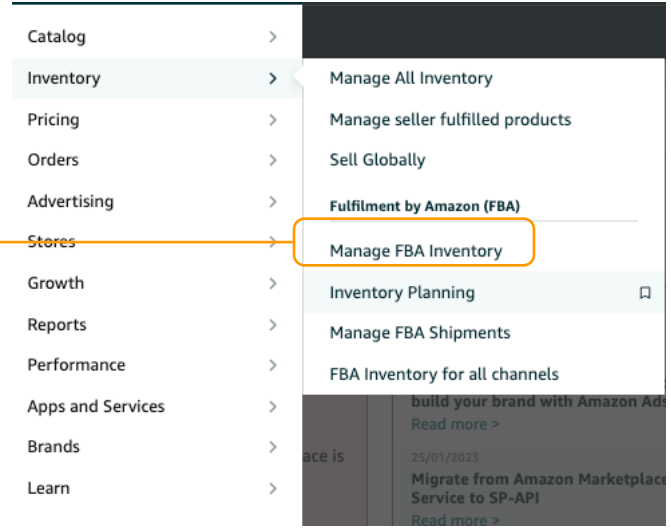
How Send to Amazon works

**Create 2 separate workflows
1 for PCP SPD and 1 for LTL**

**2) Confirm
Shipping**

Watch Video

**4) Confirm Carrier and
Pallet information**

Watch Video

**1) Select Inventory
to send**

Case-pack template

Individual Units

File Upload

3) Label Boxes and Pallets

Watch Video

Step 1)Choose inventory to send

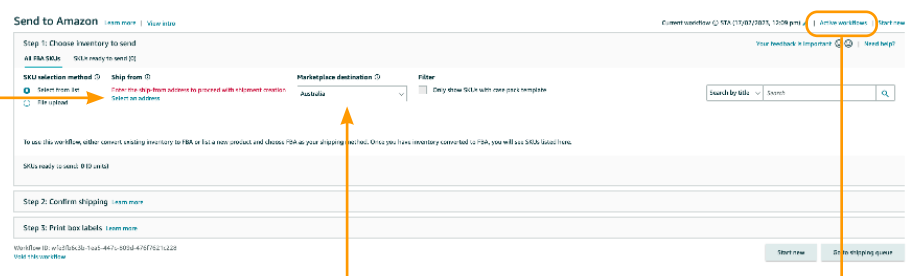## Step 1) Create your workflow

1) Click on left hand and select *Inventory*, then *Manage FBA Shipments*

2) Select *Send to Amazon*
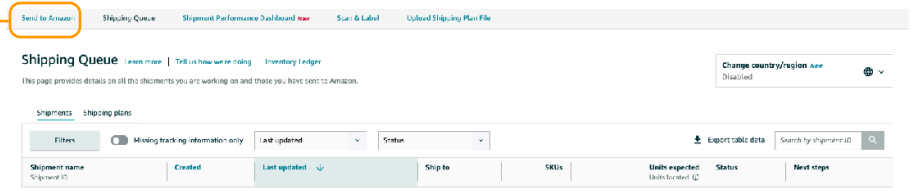
3) To set up your workflow, select your *Ship-from* address.

4) Select your *Marketplace destination*.

HOT TIP: You can switch between as many as nine active workflows through *Active workflows*. Once all shipments in a workflow have been confirmed as shipped, the workflow is considered complete and will no longer count as active.

HOT TIP: No matter which option you select in Step 2, remember that to bulk update prep and labeling requirements, select the boxes to the left of the product image. You are only required to enter this once for each SKU.

Decide how you want to select your inventory from the below options:

a) Single-SKU boxes

Select option A: If the contents, weights and dimensions for your single-SKU boxes don't change frequently. You provide box content information through reusable case-pack templates.
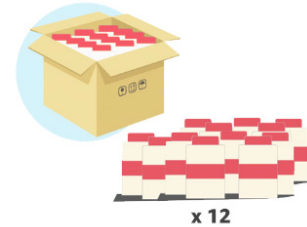
[Option A]

b) Individual units

Select option B: If you are shipping mixed-SKU boxes (boxes containing more than one SKU) or single-SKU boxes that change from shipment to shipment.
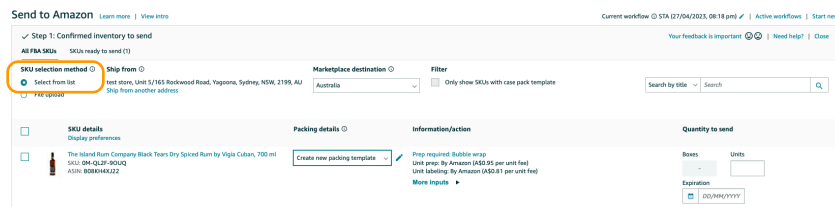
[Option B]

c) Bulk upload using template file

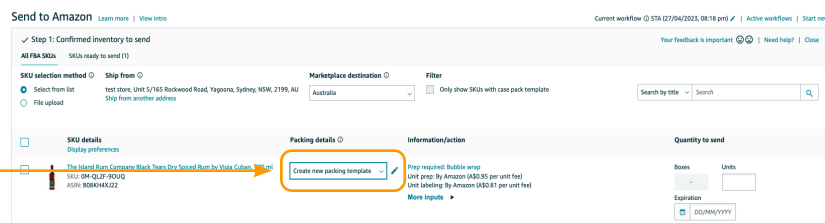**Select option C:** If you want to add inventory to a workflow in bulk.

[Option C]

a) Single-SKU boxes (Create case-pack template)

1) Choose *Select from list* to add inventory from a list of available FBA SKUS.

2) Select *Create new packing template* for the SKU you want to work on.

3) Enter the following information into the template:

Packing template name: Name the template so that you can tell it apart from any others that you create for the same SKU.

Units per box: The number of sellable units in each shipping box. A sellable unit is the item that a customer can buy. For example, a pack of 10 pens sold together is 1 sellable unit.

Box dimensions: The outside dimensions of the shipping box.

Box weight: The total weight of a packed shipping box.

Prep for each unit: The packaging and prep requirements for your SKU.

Who preps units (if required): Choose ***By seller*** if your units will be prepped before they arrive at the fulfilment centre.

1. Choose ***By Amazon*** to opt in to the FBA Prep Service.

2. Choose ***By seller*** if your units will be labelled before they arrive at the fulfilment centre.

Packing details

Packing template name ⓘ

Template type ⓘ

Case pack

Units per box ⓘ	Box dimensions (cm)	Box weight (kg) ⓘ
	x x	

Who preps units?
By Amazon (A$0.95 per unit fee)

Who labels units?
By Amazon (A$0.81 per unit fee)

Prep category:
Fragile/glass
Unit labels required

For products that require bubble wrap or opaque bags, or that are sold as a set, the labelling owner and prep owner must be the same

Click ***Save,*** you can edit a template by clicking the Edit icon in the packaging details column.

Simply Clean Australian Lemon Myrtle Dishwash Liquid 500ml
SKU: N1-FPTA-UP35
ASIN: B07PYNCM79

Box 5kg

Units per box: 2
Prep required: Poly bagging
Unit prep: By seller
Unit labeling: By seller - Print SKU labels

More inputs ▶

Boxes   Units

Expiration
📅 DD/MM/YYYY

4) Enter the number of boxes to send for the SKU.

5) If you selected Seller as the labelling owner in the case-pack template, the *Print SKU labels* will be visible. Click to print and apply SKU labels.

You have now completed Step 1, you can move on to Step 2: Confirm Shipping.

b) Individual Units (mixed-SKU boxes)

1) From the Packing details drop-down menu, select *Individual units* for the SKU that you want to work on.
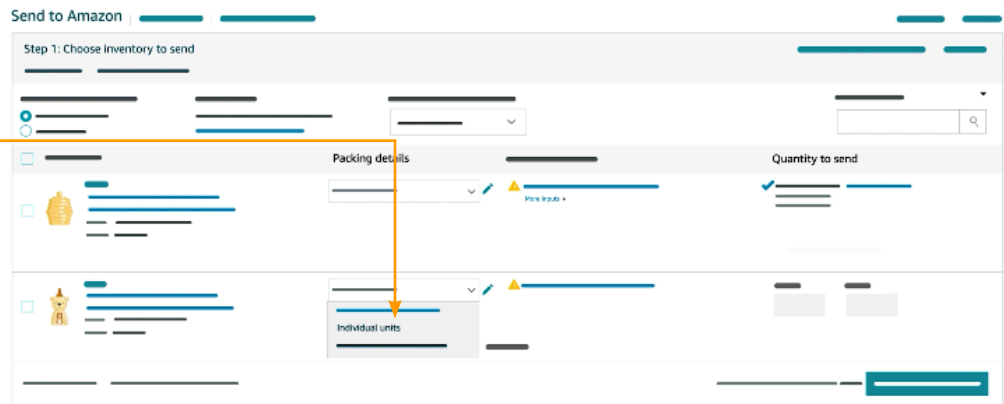
2) Enter the following information into the template:

Prep for each unit: The packaging and prep requirements for your SKU.
Who preps units (if required):
1. Choose *By Seller* if your units will be prepped before they arrive at the fulfilment centre.
2. Choose *By Amazon* to opt in to the FBA Prep Service.
Who labels units (if required):
1. Choose *By Seller* if your units will be labelled before they arrived at the fulfilment center.
2. Choose *By Amazon* to opt into the FBA Label Service.

3) Enter the *number of units* of the SKU that you want to send. Finalise by clicking *Ready to pack.*
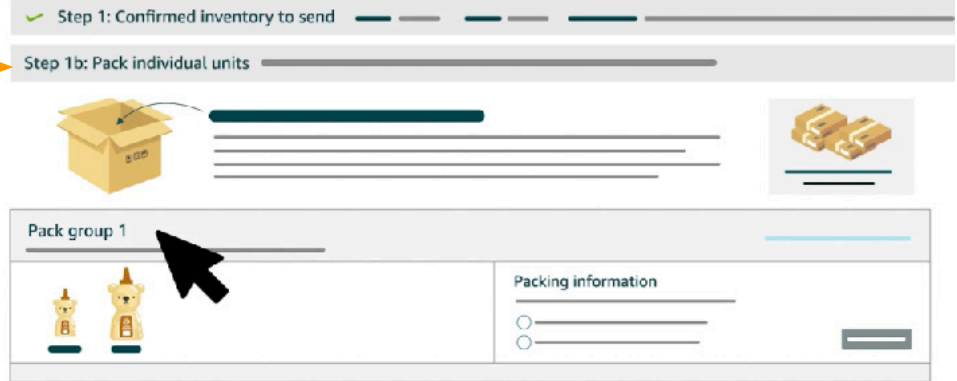
4) If you're shipping individual units - you will find new step in the workflow *Step 1b: Pack individual units*. Follow steps here to fill this out accurately.

Send to Amazon

✓ Step 1: Confirmed inventory to send

Step 1b: Pack individual units

Pack group 1

Packing information

C) Bulk upload using template file

Send to Amazon

Step 1: Choose inventory to send

All FBA SKUs   SKUs ready to send (0)

1) Tick *File upload*

SKU selection method
- Select from list
- ○ File upload

Ship from
YZ Building, ABC street, 12345
Ship from another address

Marketplace destination
United States

You can create a workflow using a Microsoft Excel spreadsheet. Follow these 3 simple steps.

1. Generate and download the template

2. Complete the file with the list of SKUs that you want to replenish

Template generator
☑ Include extra columns for case pack information ⓘ
☑ Include extra column for expiration date ⓘ

Generate and download file

3. Upload your completed file

⚠ Make sure that the ship-from address and marketplace destination above are correct before you upload the file

Upload completed file

Need help?

Total prep and labeling fees: $0.00

Confirm and continue
You have not uploaded any files

2) Select Choose optional columns to add to your template:
- **Choose *Case pack* information if one or more of your SKUs will be packed in single-SKU shipping boxes.**
- **Choose *Expiration date* if one or more of your SKUs require an expiration date. You can enter the expiration date information for your inventory in the Excel template.**

HOT TIP: Ensure items are labelled with **accurate expiration date** otherwise failure to specify manufacturing date can cause delays in receiving your products

3) Click *Generate and dowload file.*

4) The template has tabs with instructions, data definitions, and an example. Fill out the spreadsheet and list your SKUs in the *Creat workflow-template tab*. The spreadhseet will include the option columns that you select when you generated the template.
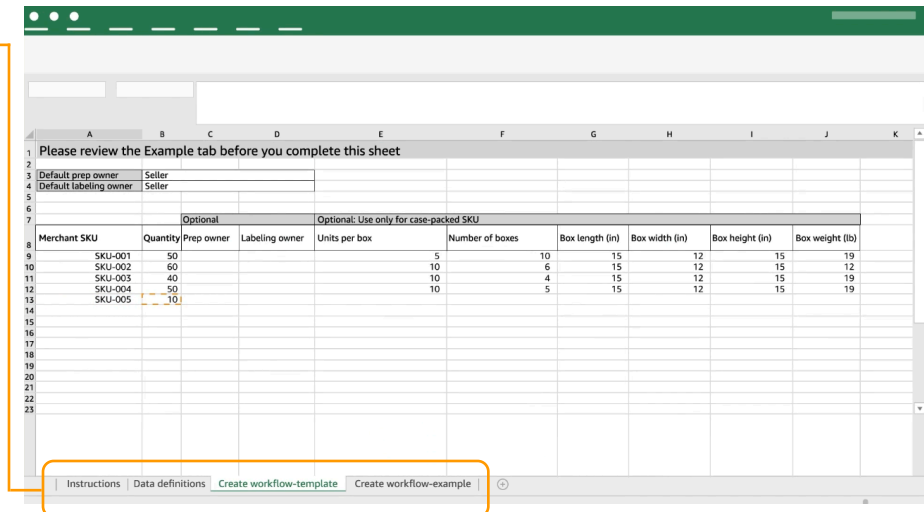
5) After you have filled out all the required information. Save the spreadsheet in either option:
1. .xlsx format (do not rename tabs or change the structure of the cells)
2. *Create workflow-template tab* in t.xt format.
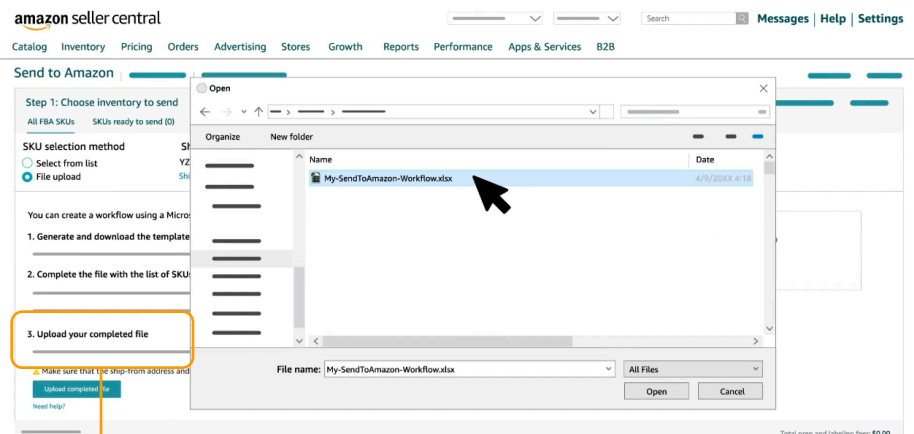
6) Click *Upload complete File* and select your file. If there are errors you'll see an error message with a downloadable error report.

After you have added all of the inventory that you want to send, you can review all of the SKUs by clicking the SKUs ready to send tab. Proceed to Step 2- Confirm shipping (if packing mixed SKU boxes, go to Step 1b – Pack individual units first) by clicking Confirm and continue.

Step 2) Confirm Shipping

By default, Amazon assigns the destination fulfilment centre automatically in Seller Central during the FBA shipment creation process. Eligible sellers can sign up for FBA Premium Placement and send their eligible inventory to a single fulfilment centre. To confirm shipping, follow these steps:

1) Enter the estimated **Ship date** for the shipment in the workflow.

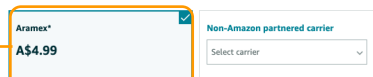2) Select your Shipping mode:
1. Small parcel delivery
2. Less than truckload
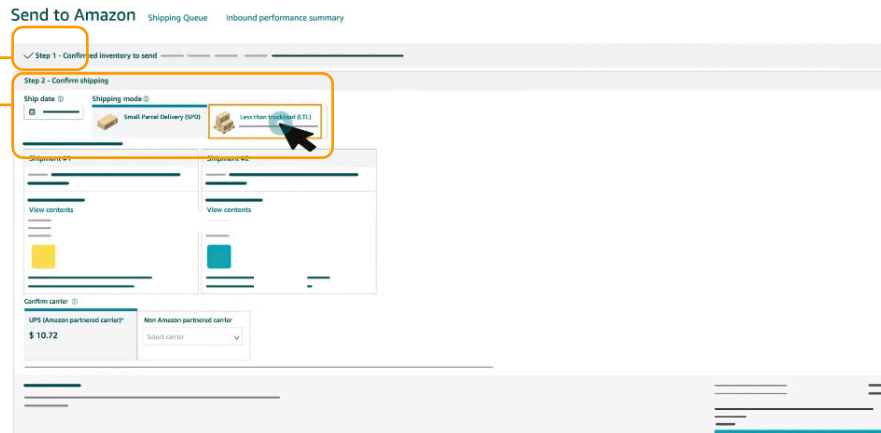
Using Amazon Partner Carrier Program for Small Parcel Delivery (SPD)

The Amazon Partnered Carrier Program (PCP) offers discounted shipping rates, the convenience of buying and printing shipping labels when you create shipments, shipment pick up and automated tracking when sending inventory to Amazon fulfilment centres.

This service is currently available to sellers whose ship from address is an eligible AU postcode and use Fulfilment by Amazon (FBA) or Multi-Channel Fulfilment. These sellers are those who wish to send small parcel deliveries from eligible Australian postcodes to Amazon fulfilment centres in Australia.

1) Select the **Amazon Partnered Carrier** option as the 'shipping carrier'.

2) Before you 'Accept charges and confirming shipping', take check all the information you entered is correct and that your boxes are ready to be picked up in accordance with the pick-up schedule.
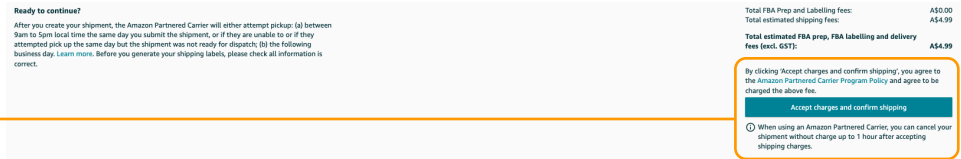
3) Click "Print" shipping labels. There will be a **FBA shipment label** and **Carrier shipping label** generated.
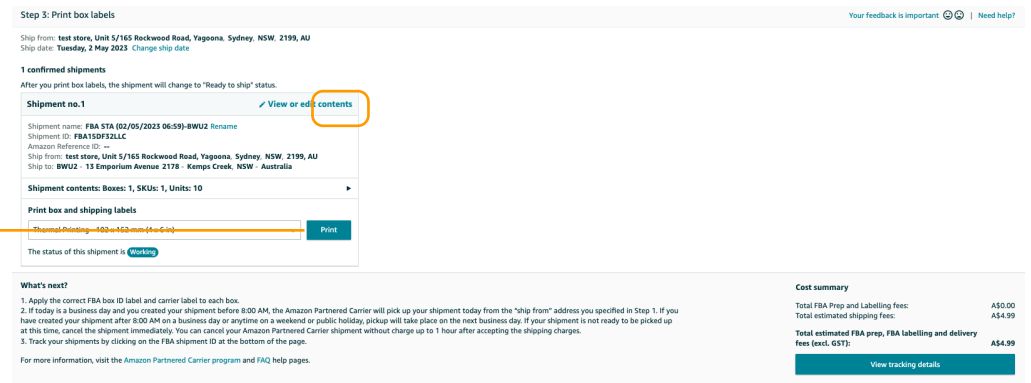
4) Prepare your shipment in accordance with our FBA packaging and prep requirements and affix the **FBA box ID label** and **carrier label (shipping label).**

5) The Amazon Partnered Carrier will automatically pick-up your shipment from your specified "ship from" address based on the pick-up schedule. You do not need to separately pick up.

Pick-up Schedule

The carrier will pickup the shipment between **9 a.m. to 5 p.m.** local time within the next two business days after you created the shipment. If the carrier is unable to pick the shipment or if the shipment is not ready for dispatch on the first pickup attempt, then the Amazon Partnered Carrier will **attempt to pickup** on the **following business day**. You can learn more here. Before you generate your shipping labels, please check all information is correct.

If you select Non-Partnered Carrier for Small Parcel Delivery

1) Select **Non-Amazon partnered carrier** and select your carrier and how they will be transported

2) After you 'accept charges and confirm shipping', you can click Print box labels to generate a PDF with FBA box ID labels and carrier labels. Work with your carrier to create the carrier labels for your boxes.

3) Apply the right FBA box ID and carrier label to each box. Hand off your boxes to the carrier.
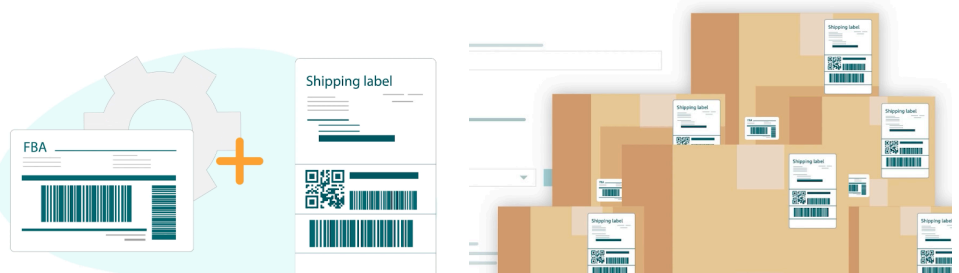
4) Provide tracking IDs for your boxes either in the **Send to Amazon Tracking details** step or in the **Track shipment tab** of the Shipment summary page.

Workflow ID: wf5a530b0b-05d6-42b2-bd95-290a3014a2fb
Delete/Cancel FBA shipment
Created: 2023-05-16T06:04:44
Last updated: 2023-05-16T06:08:03
Track shipment FBA15DFHXDZ7 - BWU2

If you select: Less than truckload (LTL)

Less than truckload delivery is for **shipping boxes on pallets** that are labelled for delivery. To complete your pallet delivery request, follow these steps:

Step 2: Confirm shipping

Ship date ⓘ

📅 02/05/2023

Shipping mode ⓘ

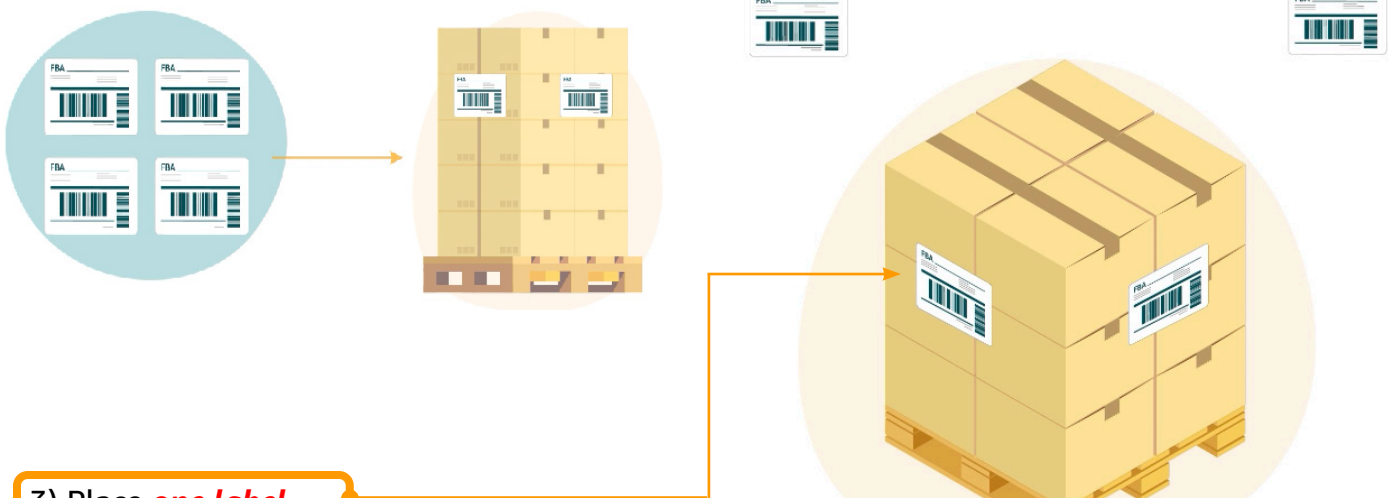| Small parcel delivery (SPD) | Less than truckload (LTL) ✓ |

Pallet information:

How many pallets will you be shipping?   X

1) Confirm the *number of pallets* in each shipment.

2) Click *Print* to print 4 copies of the FBA pallet ID labels.

3) Place *one label squarely* on each of the four sides of the pallet.

Carrier

Non-Amazon-partnered carrier

Select carrier ⌄

4) Select the *carrier* that you'll be using to ship to Amazon.

4) Click Proceed to enter tracking details and enter your *PRO/Freight bill number* by your carrier.

Track by bill of lading (BOL) Number:

⦿ Shipment ID FBA15D9XNV9R (recommended)

○ Other

PRO/freight bill number: FBA15D9XNV9R   ✓ Confirmed

Save

5) Enter your *bill of lading (BOL)*, number, you may enter it in addition to the *PRO/Freight bill number*.

For more information on the carrier requirements and delivery of pallet shipments, see Carrier requirements for LTL and FTL deliveries.

Congratulations you have now shipped your products to Amazon! We take care of the rest!