

# Getting started with Fulfillment by Amazon in the U.S. store



# Get started with FBA in 6 steps

## Step 1

Register as an Amazon seller



## Step 2

Create a product listing



## Step 3

Prepare products to send to Amazon's fulfillment centers



## Step 4

Assign inventory to FBA



## Step 5

Create a shipment to our fulfillment centers



## Step 6

Send and track your shipment



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# Set up your account for FBA

You can add Fulfillment by Amazon to your seller account quickly and easily following these simple steps:

1. Register your account for FBA by going to [www.amazon.com/fba](http://www.amazon.com/fba) and clicking Get started.
2. Select Add FBA to your account if you already have a seller account. If you do not have a seller account, select Register for FBA today.

## Review product labeling requirements

Amazon's receiving systems and catalogs are barcode-driven. Each unit you send to Amazon for fulfillment will need an Amazon product label so we can associate the unit with your account. These labels can be printed from Seller Central as you create a shipment to Amazon.

**You have three options for labeling your products:**

1. Print and apply Amazon product labels to each unit.
2. If your items are eligible, you can sign up for [FBA virtual tracking](#), which eliminates the need for a separate product label. For more information about FBA virtual tracking, read the Skip product labeling with FBA virtual tracking on the following page.
3. You can use the [FBA Label Service](#) if you would like us to label your eligible products for you (a per-unit fee applies).

If your items are eligible and you have chosen the FBA virtual tracking option, or if you opted to use the FBA Label Service to have Amazon label your items for you, then you can move ahead to the [Package and prepare your products](#) section.

# Skip product labeling with FBA virtual tracking

The FBA virtual tracking preference enables you to list and ship stickerless products for FBA if they meet certain qualifications. Your products will be sold interchangeably with the same product provided by other sellers, which has the benefit of getting products to customers more quickly. Choosing to track your products virtually also eliminates the need to label all the units you send to our fulfillment centers because our associates will just scan the product's physical barcode in order to receive it into inventory.

## **1. Inspect your product to ensure that it has a physical barcode (UPC, EAN, ISBN, JAN, GTIN, etc.).**

-If the product does have a physical barcode, check your listing to verify that the physical UPC/EAN/ISBN/JAN number corresponds to the ASIN that you plan to send to Amazon. If the physical barcode number does not correspond to the ASIN listing, contact Seller Support for assistance.

## **2. If no physical barcode is present, you must label the product.**

You can print Amazon product labels from the Label Products step in the shipment creation workflow (see page 10).

See the [FBA virtual tracking](#) help page for more information about eligibility requirements for your products, and how to set up your account for if you choose to opt for the FBA virtual tracking.

# Package and prepare your products

Your products should be “e-commerce ready” so they can be safely and securely transported throughout the fulfillment cycle. If any products require additional prep upon receipt at the Amazon fulfillment center, they will experience a delay in receiving and may be subject to charges for any unplanned services.

[How to Prep Products](#), found at the end of this guide, can be used as a quick reference while packaging your units for FBA.

Certain product types may have specific prep requirements. For further information about packaging and preparing products, please refer to the [Packaging and Prep Requirements](#) help page.

You can also take advantage of [FBA Prep Services](#) if you’d like us to handle the prep of your eligible products (a per-unit fee applies).

# Get ready for your shipment

Once you've reviewed the labeling, packaging and prep requirements for FBA, you're ready to select inventory to send to a U.S. Amazon fulfillment center and create a shipment.

## We recommend having the following materials on hand:

1. Product and shipment prep workstation
2. Thermal or laser printer
3. Scale for weighing boxes
4. Measuring tape to measure boxes
5. Printed copies of [How to Prep Products](#), [How to Label Products](#), [Shipment Requirements: Small Parcel](#), and [Shipment Requirements: LTL & FTL](#) (found at the end of this guide)
6. Product labels (printed from your account, if applicable)
7. Tape
8. Dunnage (packing materials)
9. Boxes
10. Polybags (at least 1.5 mils thick)
11. Opaque bags (adult products only)
12. Bubble wrap
13. "Sold as Set" or "Ready to Ship" labels (if applicable)

Need packaging and prep materials? Check out the Amazon Preferred Product Prep and Shipping Supplies Store to learn more about how Amazon can help with your shipping supply needs.

## Printing quality labels

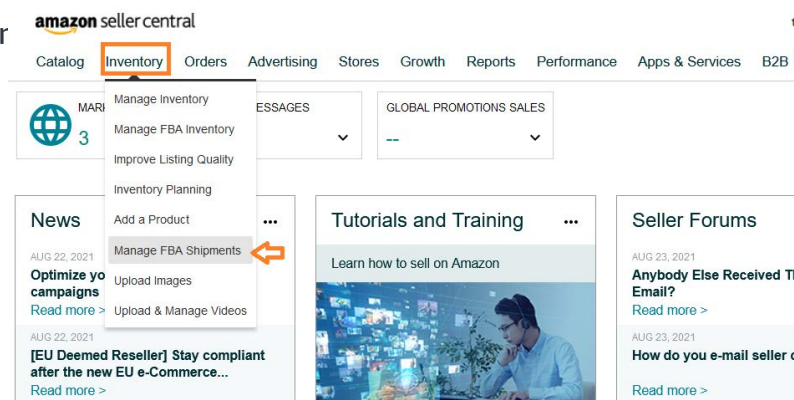
When printing labels for your products or shipments, it is important to ensure that the labels are of sufficient quality to avoid smearing or fading. We recommend the following when printing labels:

1. Use a thermal transfer or laser printer (avoid inkjets, as they are more susceptible to smearing or fading)
2. Confirm that your printer can print at a resolution of 300 DPI or greater
3. Ensure that you are using the proper label paper for your printer
4. Test, clean, and/or replace your printer heads as needed
5. Periodically test the scannability of your labels

# Assign inventory to FBA

Once you're ready to create your first shipment, the next step is to assign your inventory to FBA. Log in to your seller account and go to **Inventory > Manage Inventory**.

1. Select products you would like to include as FBA listings by checking the box next to them in the far left column.
2. From the Actions pull-down menu, select **Change to Fulfilled by Amazon**.
3. On the next page, click the **Convert & Send Inventory** button.



Once you've converted your listings, follow the instructions in the shipment creation workflow to create your first shipment to FBA.

**Note:** If you are not ready to create your first shipment after converting inventory to FBA, click the Convert button to convert your listing without creating a shipment. When you're ready, you can start your shipment by following the instructions in the Create an FBA shipment from converted inventory section.

**Listing review:** If we notice a potential issue with one or more of your listings, we may notify you before you send your inventory to Amazon and provide instructions for making needed adjustments. Potential issues might require that you enter additional information, such as package dimensions, or relist your product to align with the correct ASIN.

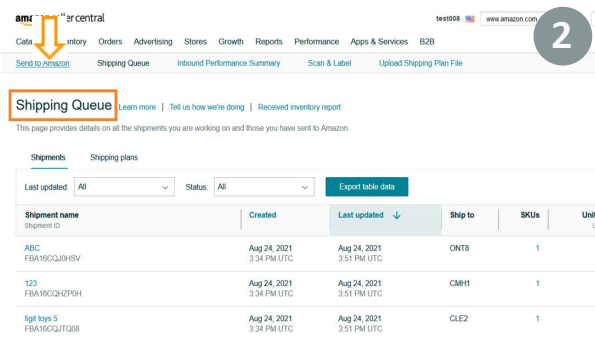
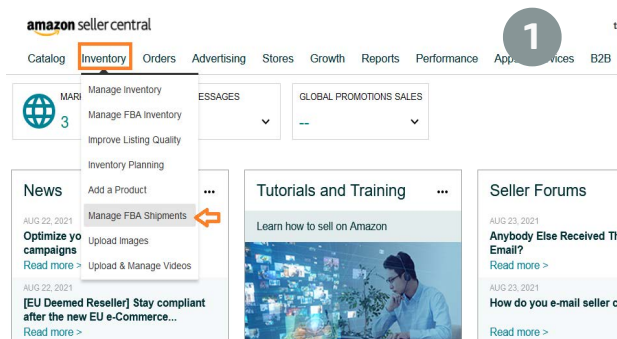
**Prohibited products:** Take time to review the FBA help page for [Hazardous Materials](#), [Dangerous Goods](#), and [FBA Prohibited Products](#) as well as the products that are [prohibited for sale on Amazon.com](#). Certain products can be sold on the Amazon.com website, but cannot be shipped or stored by FBA.



# Create an FBA shipment from converted inventory using the "Send to Amazon (STA)" shipment creation workflow

If you have converted a listing to FBA but not yet created a shipment (or if you are already using FBA and need to replenish your inventory), you can use this step to create a shipment so you can send your items to a U.S. Amazon fulfillment center.

1. Go to the Inventory tab on Seller Central
2. Select Manage FBA shipments
3. This takes you to your Shipping Queue
4. Click Send to Amazon near the top of the page to display the list of your FBA SKUs



Next, follow the steps in the workflow to create your shipment

Step 1 - [Choose inventory to send](#)

Step 1b - [Pack individual units](#)

Step 2 - [Confirm shipping](#)

Step 3 - [Print box labels](#)

Step 4 - [Confirm carrier and pallet information](#) (for pallet shipments only)

Step 5 - [Print pallet labels](#) (for pallet shipments with an Amazon partnered carrier only)

To learn how to change or cancel your shipment, go to [Send to Amazon: Change or cancel your shipment](#).

# Create an FBA shipment from converted inventory using the "Send/Replenish Inventory" shipment creation workflow

If you have converted a listing to FBA but not yet created a shipment (or if you are already using FBA and need to replenish your inventory), you can use this step to create a shipment so you can send your items to a U.S. Amazon fulfillment center.

1. Go to **Inventory > Manage Inventory**. Products that have been assigned to FBA will have "Amazon" in the "Fulfilled By" column.
2. Select the boxes next to the products you would like to ship to Amazon. From the Actions pull-down menu, select **Send/Replenish Inventory**. At this point, you will enter the shipment creation workflow.

The screenshot shows the Amazon Seller Central interface. The top navigation bar includes 'Catalog', 'Inventory', 'Orders', 'Advertising', 'Stores', 'Growth', 'Reports', 'Performance', 'Apps & Services', and 'B2B'. A red circle with the number '1' highlights the 'Inventory' menu item, which is expanded to show 'Manage Inventory', 'Manage FBA Inventory', 'Improve Listing Quality', 'Inventory Planning', 'Add a Product', 'Manage FBA Shipments', 'Upload Images', and 'Upload & Manage Videos'. Below the navigation bar, there are sections for 'News', 'Tutorials and Training', and 'Seller Forums'. The bottom section shows the 'Inventory Amazon Fulfills' page with a search bar and a table of products. A red circle with the number '2' highlights the 'Inventory Amazon Fulfills' section. The table below shows a list of products with columns for Status, Image, SKU Condition, Product Name ASIN, Date Created, FNSKU, Price + Shipping, Inbound, Available, Unfulfillable, Reserved, and Estimated fee per unit sold.

Status	Image	SKU Condition	Product Name ASIN	Date Created Status Changed Date	FNSKU	Price + Shipping	Inbound	Available	Unfulfillable	Reserved	Estimated fee per unit sold
Inactive (Out of Stock)		'000@#@# Collectible - Very Good	46 Pack Sensory Fidget Toys Set with Gift Box, Stress Relief and Anti-Anxiety Bulb BOB9MPM1JP	08/16/2021 17:35:52 08/16/2021 17:36:10	X002ZLNH5	\$ 10.00	27	0	0	0	\$7. Includ \$4.95 FI Fee
Inactive (Out of Stock)		test666 Collectible - Like New	McFarlane Toys The Walking Dead TV 10" Rick Grimes Deluxe Figure BOOKNFGC90	08/16/2021 13:19:34 08/16/2021 13:19:54	X002ZKP6SP	\$ 50.00	0	0	0	0	\$14. Includ \$5.98 FI Fee
Inactive (Out of Stock)		BK-5655-K3NV New	Invisible Helmet Rack Helmet Wall Display Rack Helmet Storage Holder Race. BK-5655-K3NV	08/11/2021 20:23:47 08/11/2021 20:24:05	B07J1LYMDT	\$ 5.99	0	0	0	0	\$6. Includ \$4.25 FI Fee

# Create a shipment

Shipment creation workflow allow you to create a shipment to our U.S. fulfillment centers. To get started, provide your ship-from address and indicate whether you will be shipping individual or case-packed items. Then enter the quantities for each item and decide whether you will prep the units or you would like Amazon to prep them for you (a per-unit fee applies). Please refer to the [Review packaging and prep requirements](#) section for more information.

## Print Amazon product labels

Print Amazon product labels from the shipment creation workflow. Amazon product labels are printed with the Fulfillment Network Stock-Keeping Unit (FNSKU). For Labeled Inventory, the FNSKU begins with "X00-" and is unique to both your seller account and the Amazon ASIN.

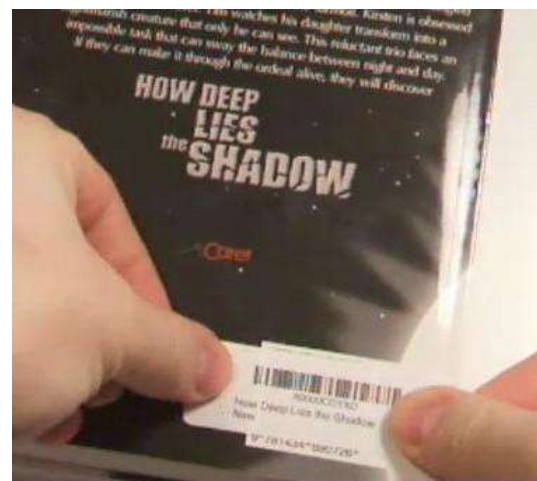
1. Enter the number of units you are shipping for each product and click Print item labels. The shipping workflow creates a PDF file that you can open with Adobe Acrobat Reader for printing, or save as a file for later use.
2. The labels should be printed on white label stock with a removable adhesive, so that they can be easily scanned by Amazon's associates and cleanly removed by the customer.
3. If your product needs prep, make sure that the barcode on the Amazon product label is scannable without opening or unwrapping the product (or place the label on the outside of the prepped product).

If you have elected FBA virtual tracking or use the FBA Label Service, you do not need to print Amazon product labels.

## Label your products

Place the Amazon product label over the original barcode, or on the outside of any prep (bagging or bubble wrapping, etc.), if applicable.

1. If the original barcode is on the curve or corner of the product, place the Amazon product label perpendicularly over the original barcode, along a smooth flat surface of the package.
2. If there are multiple barcodes present, make sure to cover those as well. The only scannable barcode should be the Amazon product label.
3. If possible, make sure that the label can be scanned using an RF scanner.
4. If your units are case-packed by the manufacturer, make sure that each unit has an Amazon product label, and remove any barcodes from the case-pack carton.



This FBA seller places the Amazon product label over the product's original barcode.

See [How to Label Products](#) at the end of this guide or the [Labeled Inventory](#) help page for more information about barcode types, supported label sizes, and printing recommendations. If you don't want to apply labels yourself and have eligible products, you can sign up for the [FBA Label Service](#).

# Prepare your shipment

## Distributed Inventory Placement

When you create your shipment, it may be strategically split and sent to multiple fulfillment centers using Distributed Inventory Placement. This will better enable product availability at the customer's preferred shipping speed. By distributing to multiple fulfillment centers, delivery cut-off times for Amazon Prime and expedited shipping can be extended by as much as three hours between East and West Coast fulfillment centers.

If you would prefer to have all boxes in your shipment sent to one fulfillment center, you can sign up for the Inventory Placement Service (a per-unit fee applies). Please note that items in certain categories may be shipped to different fulfillment centers even with the Inventory Placement Service enabled.

To learn more, visit the [FBA Inventory Placement Options help page](#).

## Shipping box and pallet requirements

At the Prepare Shipment stage of the shipment creation workflow, you will need to determine whether you will send your shipment using individual packages (Small Parcel Delivery) or pallets (less than truckload or full truckload).

## Small Parcel Delivery (SPD)

Small parcel delivery (SPD) is for items packed in shipping boxes that are individually labeled for delivery. These are normally smaller shipments that are sent via DHL, UPS, FedEx, or local postal services.

All boxes for small parcel delivery must:

1. Meet the [shipping and routing requirements](#)
2. Have units inside each box prepped according to the [Packaging and prep requirements page](#)
3. Have an FBA shipment ID label and a carrier label
4. Not weigh more than 50.00 lbs, unless they contain a single oversize item that weighs more than 50.00lbs
5. Not exceed 25.00 inches on any side, unless they contain a single oversize item that measures more than 25.00 inches
6. Be properly packed to arrive at the fulfillment center intact

**NOTE:** If you receive your inventory from your supplier on a pallet, do not assume the boxes can be used for small parcel delivery as is. The standard box and inner packing used for less than truckload (LTL) and full truckload (FTL) pallet shipments may not be able to withstand the standard shipping process for small parcel shipping.

## Less Than Truckload (LTL)/Full Truck Load (FTL)

Less than truckload (LTL) is for cases or boxes secured on pallets labeled for delivery. For LTL, the truck might contain shipments to other destinations. If your shipment qualifies for full truckload (FTL), the shipment will go directly to the fulfillment center.

For products shipped by truck:

1. Follow the [Packaging and prep requirements](#) and the [seller requirements for LTL, FTL, and FCL deliveries](#)
2. All boxes on a single pallet must belong to the same shipment ID
3. Label the pallet "single ASIN pallet" if it contains only one ASIN
4. Every box on a pallet must have a unique FBA box ID label. Do not photocopy, reuse, or modify labels for use on additional boxes
5. Total shipment weight must be no less than 150.00 lb
6. A single packed pallet must not exceed 1,500.00 lb for non-stackable pallets and 750.00 lb for stackable pallets
7. Pallets must be made of wood, GMA standard Grade B or higher, 40 x 48 inches, with 4-way access
8. Boxes on pallets must not overhang the pallet edge
9. Boxes must be secured to the pallet with plastic or stretch wrap
10. Single items weighing more than 100.00 lb, longer than 80.00 inches, or wider than 30.00 inches must be on their own pallet
11. Multiple boxes sold as a set, that together weigh more than 100.00 lb, must be on their own pallet
12. Pallets identified as stackable may be stacked by the carrier
13. Pallets are ideally 50.00 inches (45.00 inches for boxes and 5.00 inches for pallet) and stackable, as this is space efficient and maximizes trailer space. Non-stackable pallets cannot exceed 72.00 inches in height and are less space efficient

For more information, see [Shipping and routing requirements](#), [Shipment label requirements](#), and [Truckload \(LTL/FTL\) packing requirements](#).

### Box Limits

1. Small parcel delivery (SPD) with a partnered carrier: 200-box limit per shipment
2. Small parcel delivery (SPD) with a non-partnered carrier: 500-box limit per shipment
3. A single LTL shipment cannot exceed 5,000 boxes. To ship more than 5,000 boxes, you must create a second shipment

# Packaging your shipment

Packaging your shipment correctly is crucial to making sure your inventory reaches us safely and that it's optimized for entry into our fulfillment centers.

**Following these instructions helps ensure shipments arrive undamaged and ready for intake to our fulfillment centers:**

**DO:**

1. Use a rigid box with flaps intact. For best results, use a new, single-wall, corrugated shipping container with a high-burst or crush-strength stamp. Acceptable standard boxes include:
  - a. Regular slotted carton (RSC)
  - b. B flute
  - c. ECT-32 (edge crush test)
  - d. 200 lb./sq. inch (burst strength)
2. Pick the right size box for what you are shipping. If the container is too large, you will need to fill it up with enough packaging material so that the box will not collapse if heavier boxes are stacked on top during shipping.
3. Remove or cover all old shipping labels, markings, and scannable barcodes if you are reusing boxes, or when reusing a retail box to ship different products (for example, a large printer box to ship smaller media products).
4. Wrap all items separately.
5. Use adequate packaging material. A minimum of 2 inches of appropriate packing material around each item and the same amount in between your products and the walls of the box should be used. After you pack your box, shake it gently. The contents should not move when shaken.
6. Use strong tape designed for shipping.



## AVOID:

1. Using point-of-sale containers. Point-of-sale containers are part of the product you are selling and typically contain one single unit. (For example, a coffee maker shipped and sold in its original container.)



2. Using open boxes typically used for display purposes. (For example, open front boxes or boxes without tops.)



3. Using string or paper over-wrap.



**AVOID:**

1. Using non-six sided cartons.



2. Using pallet-sized boxes (also known as "gaylords")

NOTE: Pallets are not considered boxes. All boxes must be under the 25 inch limit if they contain multiple units.



3. Bundle or tape multiple shipping boxes together.



**AVOID:**

1. Using oversize boxes:
  - a. Boxes containing standard-size units must not exceed 25.00" on any side. A box may exceed the 25.00" limit only if it contains oversize units that measure more than 25.00" on the unit's longest side.
  - b. Boxes containing oversized units should be formfitting and cannot be excessively large in comparison to the unit.
  - c. Box dimension policies are strictly enforced. Sending oversize cartons to the fulfillment center may lead to blocking of future shipments.
2. Sending overweight boxes:
  - a. Boxes must not exceed the standard weight limit of 50.00 lbs unless they contain one single oversized item that exceeds 50.00 lbs.
  - b. For a single oversized item that exceeds 50.00 lb, attach a label that clearly indicates Team Lift on the top and sides of the box.
  - c. For a single oversized item that exceeds 100.00 lb, attach a label that clearly indicates Mechanical Lift on the top and sides of the box.
  - d. Boxes containing jewelry or watches must not exceed 40.00 lb.
  - e. Box weight policies are strictly enforced. Sending overweight cartons to the fulfillment center may lead to blocking of future shipments

NOTE: The "Team Lift" and "Mech Lift" labels only apply when the shipping box contains a single oversized unit that weighs more than 50.00 lbs, such as a television or refrigerator.

For more information, see: [Shipping and routing requirements](#) and [Packaging and prep requirements](#)

# Box Content Information

One of the best ways to ensure that your units are received correctly and efficiently is to provide accurate box content information for each shipment you send to an Amazon fulfillment center. This information includes the quantity of each ASIN in each box, the required weight and dimensions of the box, and expiration dates (if applicable).

Note: Accurate carton weight and dimensions are required for all shipments, even if you opt to not provide box content information in Seller Central.

## Providing Box content information using Send to Amazon (STA)

There are 3 ways that you can provide box content information for your shipments using the Send to Amazon shipment workflow:

1. Providing Box content information for single SKU Shipments
  - a. Visit "Create a case pack template" under [Send to Amazon: Choose inventory to send](#)
2. Providing Box content information for Mixed SKU Shipments visit [Send to Amazon: Pack individual](#) unit and check your preference for sending Mixed units
  - a. Pack everything in one box
  - b. Pack in multiple boxes and upload box content information
  - c. Pack in multiple boxes without providing box content information
3. Providing Box content information for bulk inventory
  - a. Visit "Add inventory in bulk using a template file" under [Send to Amazon: Choose inventory to send](#)

## Providing Box content information using Send/Replenish Inventory:

There are 4 ways that you can provide box content information for your shipments:

1. [Enter the information into a web form in Seller Central](#)
2. [Upload an Excel-format or tab-delimited file in Seller Central](#)
3. [Affix a 2D barcode with box content information to each box](#)  
NOTE: 2D barcode labels are not available to be printed from your shipping queue, and the 2D barcode on the FBA shipment ID label available to print from your shipping queue will not have any box content information. A third-party application or website will need to be used to generate the 2D barcodes for your shipment.
4. [Upload an XML file via Amazon Marketplace Web Service](#)

Additionally, if your shipping processes do not support providing this information you may also have Amazon manually process your shipment for a fee by selecting [“Skip box information and apply manual processing fee”](#) when asked how you would like to provide box content information.

# Label your shipment

## Shipment Label Requirements

After you have provided box content information for your shipment the next step is labeling each box on the shipment. Each box you ship to an Amazon fulfillment center, including one or more units sent in a manufacturer box, must be properly identified with a unique box ID. The barcodes on FBA Shipment ID labels include information the fulfillment center uses to identify your shipments and ensure correct and efficient receive of your inventory.



**Example: FBA Box ID label**

Be aware that not properly labeling your boxes with the required carton shipment ID label, can result in denial of reimbursement claims, unit receive errors, delays in receiving your units, and blocking of your shipment creation abilities.

For more information, see: [How Amazon Receives Your Inventory](#)

## Labeling guidelines

### DO:

1. Label each box in the shipment with its own FBA box ID label identified with its own unquenumerical identifier printed from your Shipping Queue (for example, FBA2HCHGWKU000001, FBA2HCHGWKU000002, FBA2HCHGWKU000003, etc.).
2. Apply the correct label on each box.
3. Print the full set of labels. Each label is unique, so don't photocopy, reuse, or modify labels for use on additional boxes.
4. Reprint the entire set of labels for your shipment if you modify the number of boxes on your shipment after you have already printed your labels.
5. Place both the Fulfillment by Amazon (FBA) box ID label and the carrier label (UPS, FedEx, or other SPD carrier) on a flat surface of the box so the barcodes don't fold over the edges or corners.
6. If you're shipping multiple case packs in a master carton (a single box containing smaller case packed boxes), apply the FBA box ID label to the master carton. You do not need to apply FBA box ID labels to the case packs inside the master carton.
7. Ensure both labels must remain uncovered so they are scannable and readable.
8. Remove or cover any other shipment labels or markings if you are reusing boxes from previous shipments.

NOTE: This policy applies to boxes containing a sellable unit that is ready to ship to customers.

### AVOID:

1. Placing labels on a seam or opening on the box because they will be damaged when the box is opened.
2. Placing labels on the edge of the box. Whenever possible, place shipment labels no closer than 1.25 inches from the edge of the box.
3. Photocopying, reusing, or modifying labels for use on additional boxes.
4. Applying pallet labels to your cartons.
5. Pallet labels do not have a unique identifier and are not used to receive your units.
6. Applying a pallet label in addition to the FBA shipment ID label can cause receiving errors.
7. Covering the shipment labels with the tape used to seal the box.

## Tips to ensure box labels are still scannable when they arrive at FC

### Barcodes typically cannot be scanned for any of the following reasons:

1. The ink is smeared, smudged, or too light
2. The ink has bled
3. The label was placed around a corner or curve
4. The label has been obscured or covered
5. The barcode was placed over the seam of the box where it can become damaged by box cutters
6. The barcode was printed too close to the label edge
7. Part of the barcode or label has been cut off on any side
8. The label is too small or too large to scan
9. The label has been mistyped or misspelled

### We recommend the following when printing box labels:

1. Use a thermal transfer or laser printer
2. If you have a thermal printer, you now have the option to print directly on a 4 x 6 inches format by selecting thermal printing paper in the box and pallet label printing options
3. Avoid using inkjet printers, as they are more susceptible to smearing or fading
4. Ensure the printer that can print at a resolution of 600 DPI or greater
5. Ensure that your box labels are the proper size and are printed on white paper
6. Amazon recommends that you use a label with a height by width dimension of 4"x6" (10.2 cm x 15.2 cm). However you can use a label size up to 6" x 8" (15.2 cm x 20.3 cm).
7. Test, clean, and/or replace your printer heads as needed
8. Periodically test the scannability of your labels
9. If your printer attempts to scale the PDF print area when you print your labels, make sure the printer scaling is set to None or 100%

For more information, see: [Shipment Label Requirements](#)



# Send your shipment to Amazon

1. Once your carrier has picked up your shipment or you have dropped it off at a shipping center, mark your shipment as Shipped in the Shipment Summary page of the shipment creation workflow.
2. Track your shipment in your Shipping Queue. For shipments with status Shipped or In Transit:
  - a. Small Parcel: Check your tracking numbers for shipment updates.
  - b. Less than Truckload (LTL) or Full Truckload (FTL): Contact your carrier.
3. For shipments with a Delivered status, allow 24 hours for the status to be updated before contacting your carrier to confirm the delivery location and receipt of signature.
4. When a shipment's status changes to Checked-in, it means at least a portion of the shipment arrived at the fulfillment center, but no units from the shipment have been received. Once the fulfillment center begins scanning barcodes and receiving the inventory, the status will change to receiving.
5. Allow 3-6 days from when your shipment is delivered to the fulfillment center for your properly packed and prepped inventory to be received. Once your inventory has been fully received, it will be available for sale on Amazon.com.

# Inventory storage and delivery

1. Amazon catalogs and stores your products in our ready-to-ship inventory.
2. Amazon receives and scans your inventory.
3. We record unit dimensions for storage.

When customers order your FBA products, we pick your products from inventory and pack them for delivery.

# Manage your orders

You can review the status of orders placed on Amazon.com using the Manage Orders page in your seller account. There are two indicators for the status of each order customers place for your products on the Amazon.com website. An order can be Pending or Payment Complete.

1. Orders can be in Pending status for a variety of reasons. See the FBA Order Status help page for more information.
2. Payment Complete indicates that the product has been paid for by the customer.

You can determine whether you have been paid or not by going to Reports > Payments and searching for the order transaction.

For additional questions, contact Seller Support through the link at the bottom of any page in your Seller account.

We look forward to seeing you sell with Fulfillment by Amazon!

Sincerely,

The Fulfillment by Amazon Team

# Appendix 1 How to Prep Products



## Is it glass or otherwise fragile?

Examples: Glasses, china, picture frames, clocks, mirrors, liquids in glass bottles or jars.

### Prep required:

Bubble wrap, box, scannable label

Wrap in bubble wrap or a place inside a box. The prepped item must be able withstand being dropped on a hard surface without breaking. The barcode must be scannable without opening or unwrapping the packaged item.



## Is it a liquid?

Examples: Liquids in plastic bottles holding more than 16 oz. without a double seal.

### Prep required:

Bag\*, scannable label

Tighten the lid, then either apply a second seal or place the container in a transparent bag\* with a suffocation warning and seal the bag\* to prevent leakage. The barcode must be scannable without opening or unwrapping the packaged item.



## Is it apparel, fabric, plush, or textile?

Examples: Purses, towels, clothing, plush toys.

### Prep required:

Bag\*, scannable label

Place the item in a transparent bag\* with a suffocation warning and seal the bag\*. The barcode must be scannable without opening or unwrapping the packaged item.



## Is it a toys or baby product?

Examples: Items for children 3 years and under (teething rings, bibs) or exposed toys (boxes with cutouts larger than 1" square)

### Prep required:

Bag\*, scannable label

Place the item in a transparent bag\* with a suffocation warning and seal the bag\*. The barcode must be scannable without opening or unwrapping the packaged item.

# Appendix 1 How to Prep Products



## Is it made of or does it contain powders, pellets, or granular materials?

Examples: Facial powder, sugar, powder detergents

### Prep required:

Bag\*, scannable

Place item in a transparent bag\* with a suffocation warning and seal the bag\*. The barcode must be scannable without opening or unwrapping the packaged item.



## Is it packaged as a set and sold as a single item?

Examples: Encyclopedia set, multi-packs of food.

### Prep required:

Bag\*, box, shrink wrap, "Sold as Set" or "Ready to Ship" label, scannable label Seal the set using shrink wrap, a bag\*, or a box to keep items from being separated and affix a "Sold as Set" or "Ready to Ship" label to the package. The barcode must be scannable without opening or unwrapping the packaged item.



## Is it sharp, pointed, or otherwise a safety concern?

Examples: Scissors, tools, metal raw materials.

### Prep required:

Bubble wrap, box, scannable label

Wrap in bubble wrap or place inside a box so that all exposed edges are completely covered. The barcode must be scannable without opening or unwrapping the packaged item.



## Is the longest side less than 2 1/8"?

Examples: Jewelry, key chains, flash drives.

## Is it an adult product?

Examples: Items with pictures of live, nude models, packaging that displays profanity or obscene messaging.

### Prep required:

Black or opaque shrink-wrap, scannable label

Place it in a black or opaque bag\* with a suffocation warning and seal the bag\*. The barcode must be scannable without opening or unwrapping the packaged item.

## Bag requirements



Bags must be at least 1.5 mil. For bags with openings greater than 5", a suffocation warning must be visible. All barcodes must be scannable without opening or unwrapping the packaged item.

# Appendix 2 How to Label Products

## Labeling Requirements

Each item you send to Amazon needs a scannable barcode. Amazon uses these barcodes to process and track your inventory in our fulfillment centers. For more information, see [Requirements for printing Amazon product labels](#). If your products qualify, you can skip labeling and use the [FBA Label Service](#).

## FBA virtual tracking

If your products qualify for FBA virtual inventory but do not have a physical barcode, you must label them. You can print labels from [Manage FBA Inventory \(Seller Central login required\)](#).

1. In the left column, select the products you need labels for.
2. In the drop-down menu, select Print Item Labels, and then click Go. A sheet of labels in PDF format is generated for you.

## Print labels

You can print product labels when you create a shipping plan in Seller Central. For more information, see [Label products](#). If you've already created a shipping plan, click [Shipping Queue](#) in Seller Central (login required), and then click Label products.

1. Cover any original barcodes with the FBA product label
2. Each unit needs its own FBA product label
3. Match the proper product label with the corresponding unit
4. Product labels need to be readable and scannable
5. For more information, see [How to Label Products for FBA](#)

## Printer recommendations

1. Use a direct thermal or laser printer. Do not use ink jet printers.
2. Periodically test the scannability of your barcodes with a tethered scanner.
3. Clean your printer. Run test prints and replace printer heads on a regular basis

## Common errors to avoid

1. Barcode label missing
2. Item mislabeled
3. Barcode cannot be scanned
4. Product or shipment preparation errors

# Appendix 2 How to Label Products

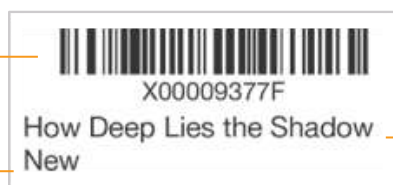
## Label sizes

The online inventory management tools support eleven label sizes. We recommend removable adhesive labels for your customers' convenience. Seller Central supports the following label templates. Be sure to print the labels without scaling.

1. 21 labels per page (63.5 mm x 38.1 mm on A4)
2. 24 labels per page (63.5 mm x 33.9 mm on A4, 63.5 mm x 38.1 mm on A4, 64.6 mm x 33.8 mm on A4, 66.0 mm x 33.9 mm on A4, 70.0 mm x 36.0 mm on A4, 70.0 mm x 37.0 mm on A4)
3. 27 labels per page (63.5 mm x 29.6 mm on A4)
4. 30 labels per page (1" x 2 5/8" on 8 1/2" x 11")
5. 40 labels per page (52.5 mm x 29.7 mm on A4)
6. 44 labels per page (48.5 mm x 25.4 mm on A4)

## Label elements

**FNSKU:** An identifier used by Amazon fulfillment centers to identify individual units of a specific ASIN.



**Name:** Title or name of the product.

**Condition:** Describes the condition of the product.

## Label placement

Cover any original barcodes. When affixing a label, cover the entire, original manufacturer's barcode (UPC, EAN, ISBN) with your label. Failure to completely cover the barcode can cause errors.



# Appendix 3 Shipment Checklist

## Getting ready

Make sure you have the supplies you need to prepare your shipment, including:

1. Product and shipment prep workstation
2. Printer (Amazon uses Zebra GX430t model printers with a direct thermal setting)
3. Scale for weighing boxes
4. Measuring tape to measure boxes
5. Printed copies of [How to Prep Products](#) and [Small Parcel & Less than truckload \(LTL\) and full truckload \(FTL\) shipment requirements](#)
6. Product labels (printed from your account, if applicable)
7. Paper for packing slips
8. Tape
9. Dunnage (packing materials)
10. Boxes
11. Polybags (at least 1.5 mils thick)
12. Opaque bags (adult products only)
13. Bubble wrap
14. "Sold as Set" or "Ready to Ship" labels

### Important:

Items that require additional preparation or labeling upon arriving at the fulfillment center may be delayed and may be subject to additional charges for any unplanned services.

# Appendix 3 Shipment Checklist

After creating your online shipment, use this checklist to make sure that you have completed the inventory requirements for your physical shipment.

## Are your products properly prepped?

1. Use [How to Prep Products](#) to determine if your items require additional prep.

## Are your products properly labeled?

1. If you've signed up for the FBA Label Service or if your inventory qualifies for -FBA virtual tracking, your items require a physical barcode (for example, a UPC, EAN, ISBN, JAN, or GTIN). If your products don't have a physical barcode, you must print and affix FBA labels to them.
2. For products you label yourself, you must print and affix FBA labels to them.

## Are your shipping boxes properly packed?

1. Boxes containing multiple standard-size items must not exceed 25" on any side.
2. Boxes containing multiple items weigh less than or equal to 50 lbs. (boxes containing a single item may exceed 50 lbs.).
3. Boxes containing a single oversize item that weighs more than 50 lbs. have "Team Lift" safety labels on the top and sides of the box.
4. Boxes containing a single oversize item that weighs more than 100 lbs. have "Mechanical Lift" safety labels on the top and sides of the box.

## Are items cushioned with approved dunnage (packing materials)?

1. Approved dunnage includes foam, air pillows, bubble wrap, or full sheets of paper.

## Are your shipping boxes properly labeled?

All labels must include:

1. Shipment ID
2. Scannable barcode
3. Ship-from address

For small parcels there are two labels per box : one FBA and one shipping

1. Place small parcel labels on the side no less than 1¼" from the edge of the box
2. Do not place small parcel labels over seams, edges, or corners
3. For truckloads, there are four (4) FBA shipping labels
4. Affix truckload labels to the top-center of each of the four sides of the pallet



## Appendix 4 Helpful Video Links

**Learn about creating a product listing:**

<https://www.youtube.com/playlist?list=PLyrrqKCT7jFL4csfpzMtm19DIVaKmsr-K>

**Learn about the Send to Amazon workflow:**

<https://www.youtube.com/playlist?list=PLyrrqKCT7jFlaa2Stqe5rxb6lH6CcbjAH>

**Learn about FBA:**

<https://www.youtube.com/playlist?list=PLyrrqKCT7jFJuMLu026Y4EgQr9O9X7nfp>

**Learn about box content information:**

<https://www.youtube.com/watch?v=TpcDZblFUfE>

**Learn about shipment labeling:**

<https://www.youtube.com/watch?v=de8K9Subv6c>

**Learn about preparing products:**

<https://www.youtube.com/watch?v=AZ-awQTgk9I>

