

Logistics SOP: FBA Shipment inventory removals/logistics in Amazon

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Who is this for: Anyone who needs to schedule outbound freight to Amazon



Objective: Scheduling FBA Shipments

Scheduling FBA Shipments

1. After FBA gives you all of the paperwork for a shipment (all locations), double check that the pallet count in the warehouse is the same on the weight sheet for each shipment.
2. In Salesforce go to FBA Shipments tab. Choose the view "Sean" & press go. Find each location of the shipment and open a web page for all.
3. Total up the value of the items of each location of the shipment. It is easiest to use Excel.
4. Open Seller Central and log into the brand you are shipping. Press the button with the three bars at the top left then choose Inventory then Shipments. Filter the shipments for Working.
5. Click on "Step 4: Confirm carrier and pallet information."
6. Filter out your Brand
7. Enter the pickup date (for all locations), it will be two business days unless it is over the weekend, then it will be Monday.
8. Enter the contact information. It can be your name and email if there is not a Rivrhub contact already listed.
9. Clear the freight class then enter the pallet information for each location and confirm for each location. Also enter the declared value from the item \$ totals from Salesforce.
10. Double check the pallet count for each location before "Confirm Carrier and Pallet Information" for all locations of the shipment.
11. You can then print pallet labels for each location and apply them to the corresponding pallets. One label on each side near the bottom middle of that side.
12. Write the pickup date, FBA Amazon Shipment ID & Amazon Ref ID for each location on their weight sheet. The shipment ID is important for matching to any PRO numbers AAA will send. Both ID numbers will be on

the BOLs that Amazon emails. The Ref ID is needed for delivering the shipment to Amazon (Just so you know).

13. In Dropbox go to Shipping and open the Weekly Shipment Total. Enter information in the corresponding columns. In Salesforce you can go back to Step 2 to see the shipping \$ amount for each location.
14. Back in Salesforce where you have a detail page for each location of the shipment open, enter the shipped date, shipping cost, pallet count and change the status to removed. To the right of that choose the FBA Shipment Type as Less than Truckload. Check the box for Shipped through Seller Central. Make a screenshot from Step 2 in Seller Central and save the file on each location of the shipment. Files saved will be at the bottom of the detail page.
15. In Teams go to the Shipment Team and Files. Open the Amazon Pickup spread sheet. Enter the information in the corresponding columns. You will get the Amazon Reference Number when Amazon emails the BOLs.
16. In Asana choose FBA Shipment Tracking from the left column. The shipments you need should be in the Printing Complete stage. Click on the shipment to see its details. Change the status from Printing Complete to Shipment complete. Click the checkmark for Marked Shipped under subtasks.
17. Remove inventory for all locations of the shipment.
18. In SkuVault under inventory choose the Remove screen. Copy the Shipment ID (FBA123S7ELXO8 kind of number). Paste that Shipment ID in the notes for each transaction.
19. From the master manifest remove all inventory by using the simple SKUs listed in the middle/lower part of each page from location FBA-Working.. Some may have lot numbers. Open another page for SkuVault and from Inventory choose Audit and enter location FBA-Working.
20. After removing every item for one location, open another page for SkuVault. Go to Reports then Transaction History. Set the date and time range and select the user number you logged into SkuVault as to bring up the history for the inventory you just removed. With the Snipping tool take a screenshot of those transaction then print it and attach it to the Manifest Master. This will come in handy if there are issues with inventory.
21. On or before the day the shipment is going to be picked up Amazon should email the BOL for each location of the shipment. If not, log in to Seller Central for that account. Go to Inventory and Shipments. You can filter by Ready to Ship, Shipped and In Transit. Click on the shipment and location that you need. Under Shipment Events you will see a clickable area for Download BOL. This will take you to another page where you can click the blue button for Print BOL document. Print two copies of the BOL. One is stapled to the weight sheet and write "shipper copy" on the BOL. Paper clip the other copy of the BOL with the stapled copy.
22. On the BOLs put each carrier/freight company together and put colored cones on each pallet they are picking up. For example AAA Cooper could have red cones. On all BOLs for AAA Cooper write "Red cones" on the top right of the BOL. This is to help the warehouse load the right pallets for each carrier.
23. Amazon should email labels with the PRO number for any shipments being picked up by AAA Cooper. Print one label for each pallet and put it on the front. Also write the PRO number on both copies of the BOL. If there is no email from Amazon, then call AAA Cooper and let them know you need the PRO. They should be able to look it up using the Amazon Reference Number on each BOL.
24. After the shipment is picked up, take the BOLs which should now have a PRO number from the carrier. In Salesforce under FBA Shipments and view Sean find each location for the shipment and enter the carrier and their PRO number and save. File the BOLs, and at year end keep the old BOLs in a bankers box and have it

put up in the warehouse.
