Walmart SOP: WFS Shipment Creation

WFS Shipment Creation

> **i** **Who is this for?:** The responsibility for Walmart's shipment of inventory creation lies within its supply chain management and logistics teams.

> ✓ **Objective:** The primary objective is to fulfill customer demand by creating accurate and complete shipment orders. This includes capturing the right products, quantities, and any special handling instructions to meet the specific needs of each store or destination.

In this SOP, you will learn how to create an inbound order, prepare the shipment, and generate the carrier and receiving labels.

How to Create an Inbound Order
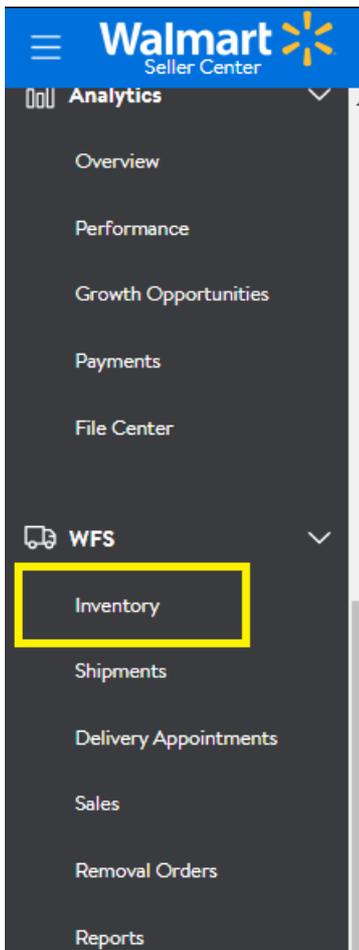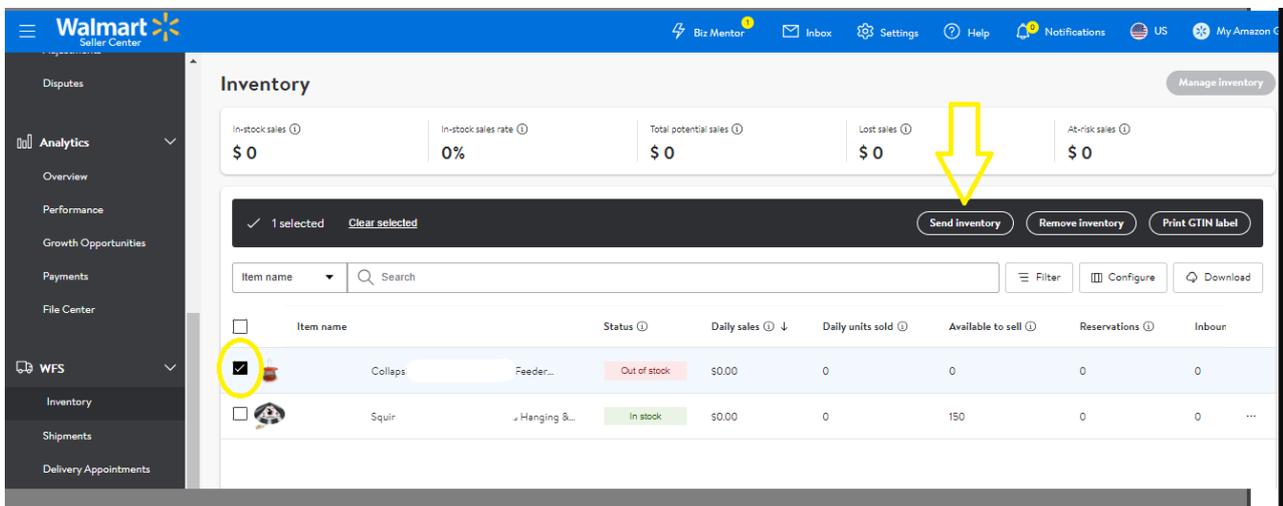
1. Log in to Walmart seller central account. Go to https://seller.walmart.com/

2. Look for "**Inventory**" under WFS.

3. Click the item that you want to create an inbound order and click "**Send Inventory**".

4. Fill out the Ship from address, Total units, Master case setup, Unit per master Case, and Pack and Label.

Create inbound order

Tell us how many items and units you'll send to a WFS facility.

Inbound Order ID:
PRE-1

Ship from
We'll pick the closest WFS facility to this address. It's also where we'll return undeliverable shipments.

Expected delivery date*
07/07/2023

Address*
CA ▼   Add new address

Send inventory

◉ Search items ○ Upload

Item name ▼	🔍 Search and select items	Recommended items				Total items	Total master cases
						1	11

Item name	Available ⓘ	Days supply	ⓘ	Total units ⓘ	Master case setup	ⓘ	Units per master case	ⓘ	Pack and label	ⓘ		
Collapsible Hanging Mesh Bird Feeder... GTIN: 0 SKU: S(	0	0		110	Case-packe ▼		10		Total: $49.5 View/Edit		🖨 🗑

- Ship from Address - Confirm from the client.

Add the Ship from address.

- **Expected Delivery Date** - Provide an expected date of delivery.

Expected Delivery Date *
06/24/2023   📅

- **Total units** - Total sellable units for the item across all master cases.
- **Master case setup** - How you're packing the outermost box. Each box may have a single sellable unit, or it may have an inner case pack with multiple sellable units packed together.
- **Units per master case** - Number of sellable units inside the outermost box. For individual packaging, it's automatically 1. For this example, we will send 10 cases with 11 items each.
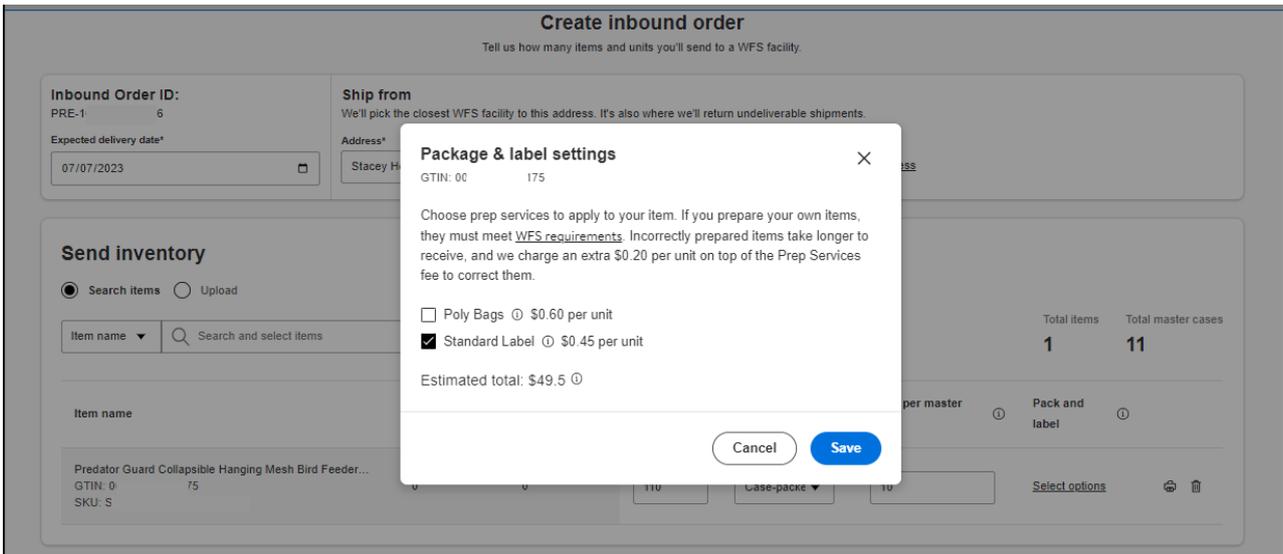
Send inventory

◉ Search items ○ Upload

Item name ▼	🔍 Search and select items		Recommended items

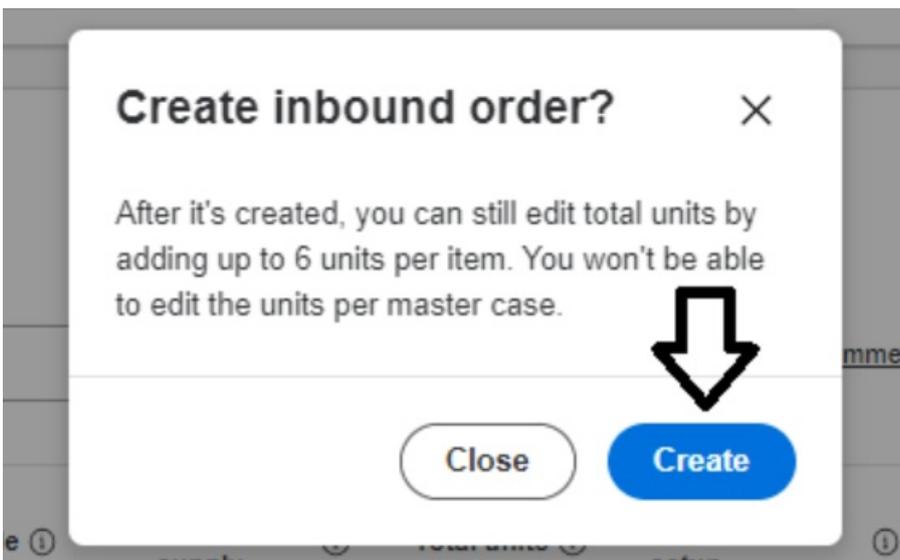| Item name	Available ⓘ	Days supply	ⓘ	Total units ⓘ	Master case setup	ⓘ	Units per master case	ⓘ
Collapsible Hanging Mesh Bird Feeder... GTIN: 0 SKU: S(	0	0		110	Case-packe ▼		10	

- **Pack & Label** - Indicate whether you want WFS to prepare your items for fulfillment. See charges below.

5. Once all requirements are filled out, click "**Create**".
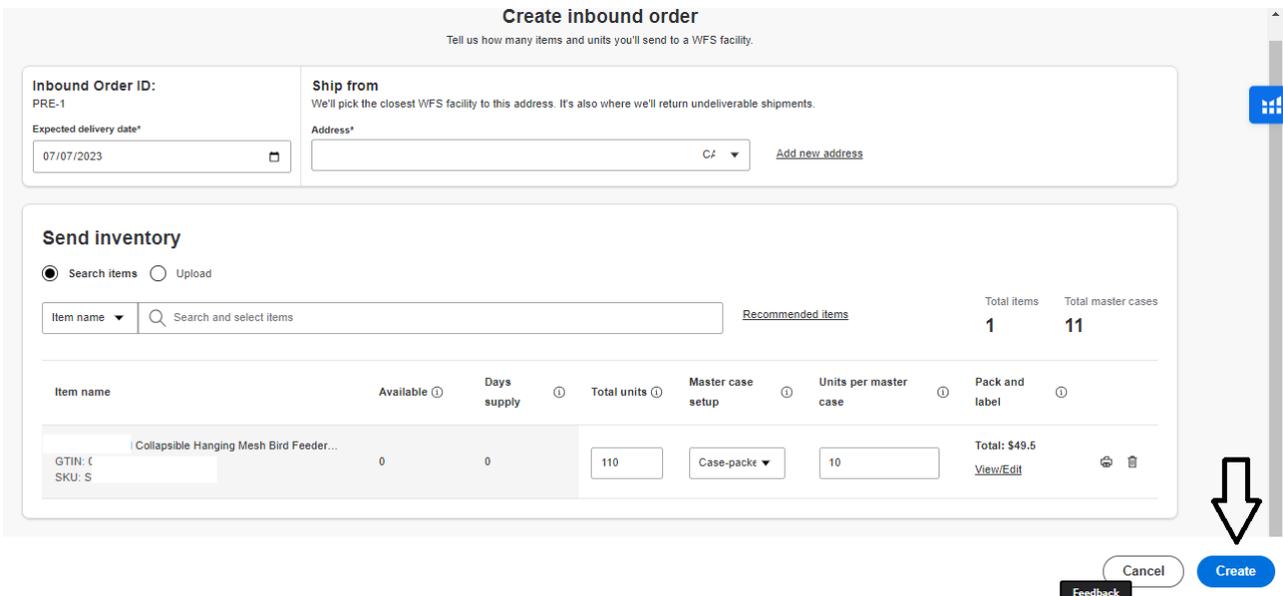
6. A message below will pop up, click "**Create**" to proceed.

7. The summary of created inbound order will show up.

How to Prepare the Shipment

1. Look for "**Inventory**" under WFS.
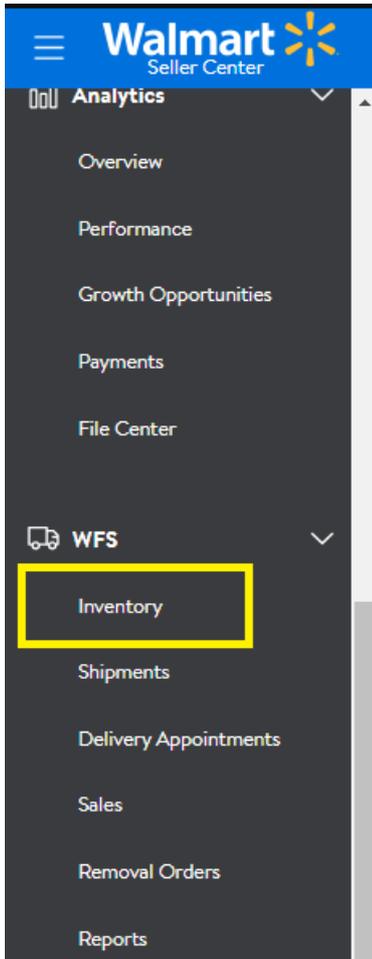
2. Click the three dots align to the created inbound order.

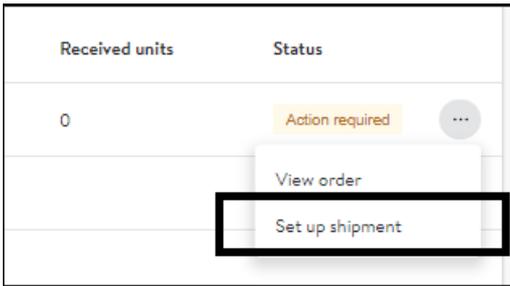3. Choose **Set up shipment** from the options.

4. You can also click "**View order**" and click "**Set up**" on the next page.

5. Choose **Set up shipment** from the options.
- **Items** - Review your shipment quantity, you can still update the shipment quantity if needed. Then click "**Next**".

- **Shipment and Labeling** - Choose your preferred carrier, it can be WFS or other carriers. Also, choose whether your item will be shipped with Small Parcel or LTL.

- Provide the Ship From address, click the "**Add new address**" link.

- Fill out the Ship From address together with the Contact Name and Phone Number.

6. Click "**Next**" once the required details are filled out.

7. Next fill out the dimension, length, width, height in inches, and weight in pounds, number of master cases, and Single or mixed SKU. Click the "**Calculate**" button to see the estimated shipping price, then click "**Next**".

8. Review the shipment details, if all details are correct, accept the estimated price and agree to the WFS Preferred Carrier Terms of Service click "**Confirm**".

Item Shipping Packing Confirm

Confirm shipment
Shipment ID: 2261   DM

Item details	Edit
Total items:	1
Total units:	10

Shipping details	Edit

Ship to: BNA1s, 1015 Hixson Blvd, Lebanon, TN, 37090

Carrier
Freight type: Small parcel
Walmart preferred carrier: FedEx
Phone: 1-800-123-4567
Email: hello@fedex.com

Ship from
Contact name: rt
Ship from: CA, 90660
Phone: (337) 9

Packing details	Edit

Master case type 1
Dimensions: 20.00 inches x 10.50 inches x 11.00 inches
Weight per master case (lb):   11.00 lb
No. of master cases: 10
Single or mixed SKU: Single SKU

Shipping price
No. of master cases: 10
Shipment weight (lb):   110 lb
Billable weight (lb):   110 lb
Estimated shipping price: $63.15

☑ I accept the price estimate and agree to the WFS Preferred Carrier Terms of Service

Close   **Confirm**

Feedback

9. Shipment label will now be available. To process your outbound shipments download the shipment label, click "Print Labels".

← All inbound orders

Inbound order ID: GON-16   9

Shipment 1 of 1   View summary

ⓘ If you'd like to schedule a pickup, contact FedEx.   Schedule pickup

Shipment ID: | .. .... GDM   In transit
Carrier: WFS-FEDEX
Ship to: KY1 | 120 Velocity Way., Shepherdsville, KY 40165, US
Quantity: 1 items | 36 units

Track   **Print labels**

Inbound order details
Created: Jul 12, 2023
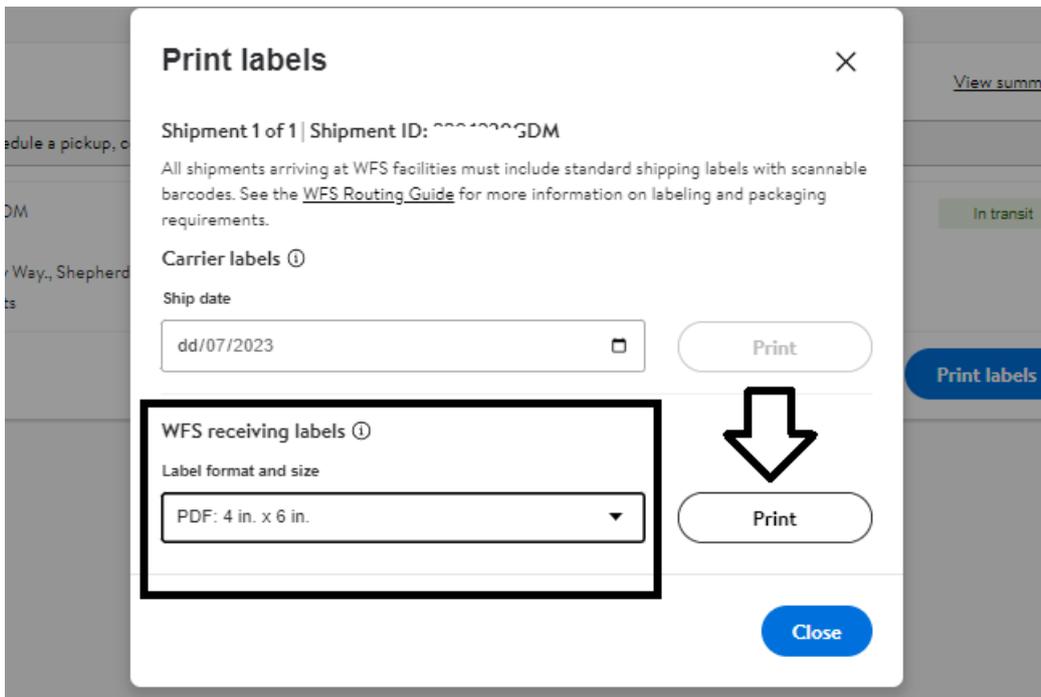Total items: 1
Total units: 36

Ship from

1   , US

Estimated price
WFS Prep Services: $0.00
Shipping (___ ____GDM): $5.9
Total: $5.90

10. Choose label format and size from the dropdown and click "Print".

11. A new tab with the label will be opened, click the "Download" button.