

Walmart SOP: WFS Shipment Creation

08/29/2024 1:10 pm CDT

WFS Shipment Creation



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/>

Walmart

Welcome!

Email or User ID

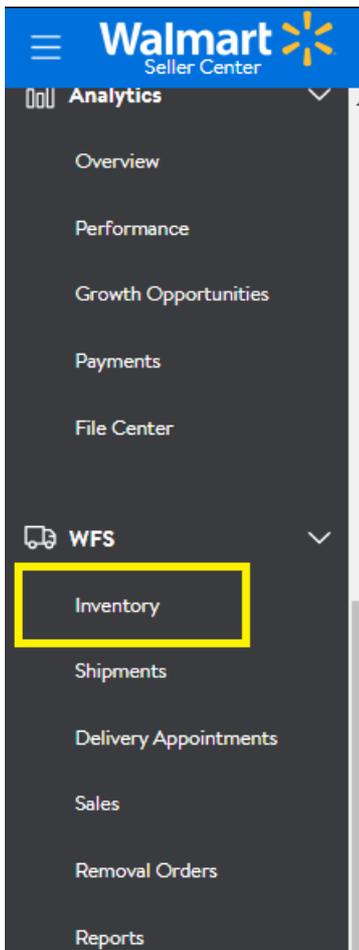
Password

LOG IN

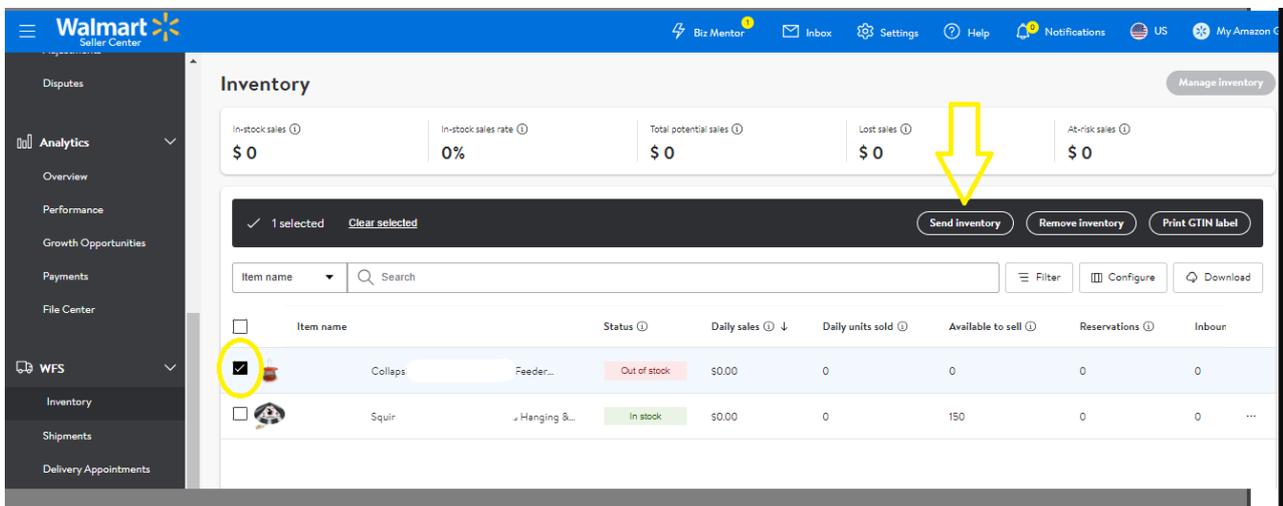
[Forgot your Password?](#)

English

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

Expected delivery date*

07/07/2023

Ship from

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

Address*

CA

[Add new address](#)

Send inventory

Search items Upload

Item name Search and select items

[Recommended items](#)

Total items

1

Total master cases

11

Item name	Available ^①	Days supply ^①	Total units ^①	Master case setup ^①	Units per master case ^①	Pack and label ^①	
Collapsible Hanging Mesh Bird Feeder...	0	0	110	Case-pack <input type="text"/>	10		Total: \$49.5 View/Edit
GTIN: 0 SKU: S							

- 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

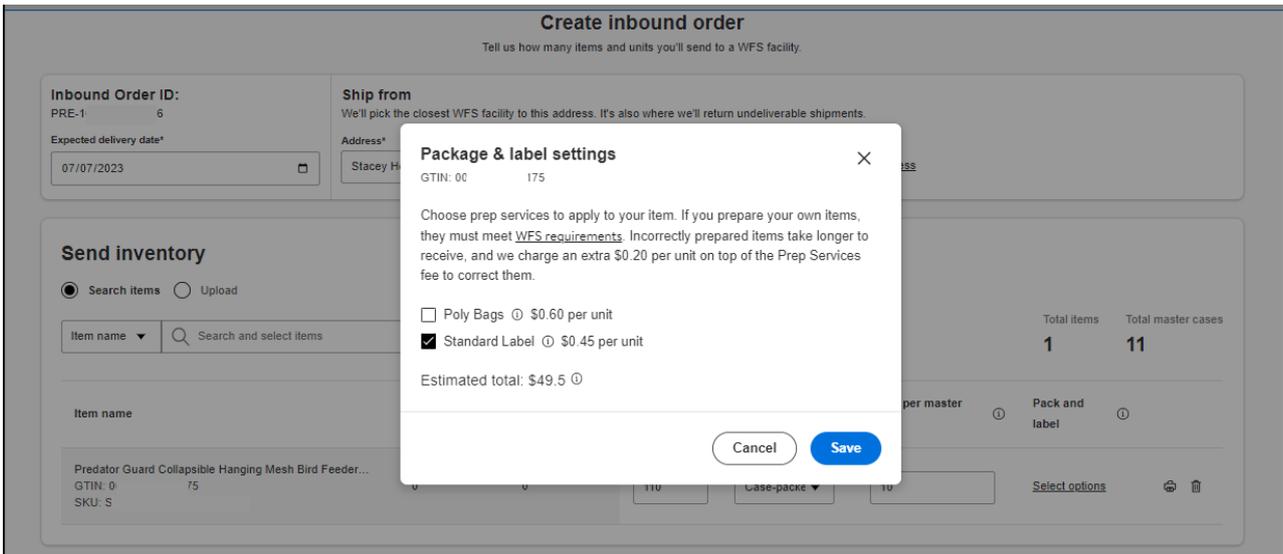
Search items Upload

Item name Search and select items

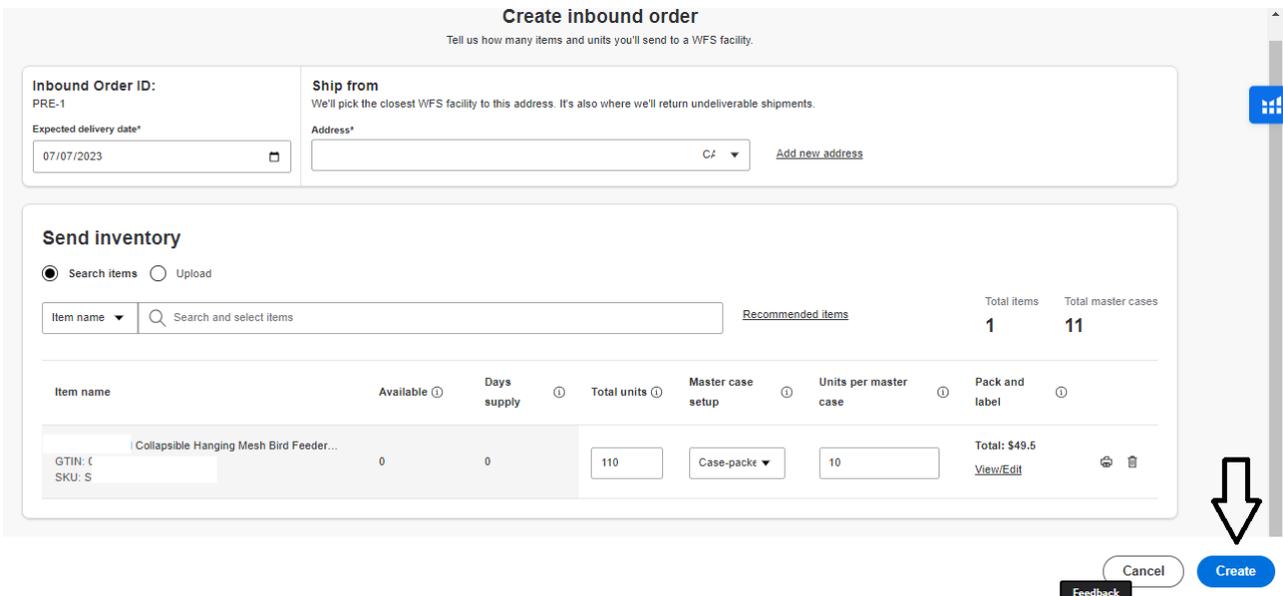
[Recommended items](#)

Item name	Available ^①	Days supply ^①	Total units ^①	Master case setup ^①	Units per master case ^①	
Collapsible Hanging Mesh Bird Feeder...	0	0	110	Case-pack <input type="text"/>	10	
GTIN: 0 SKU: S						

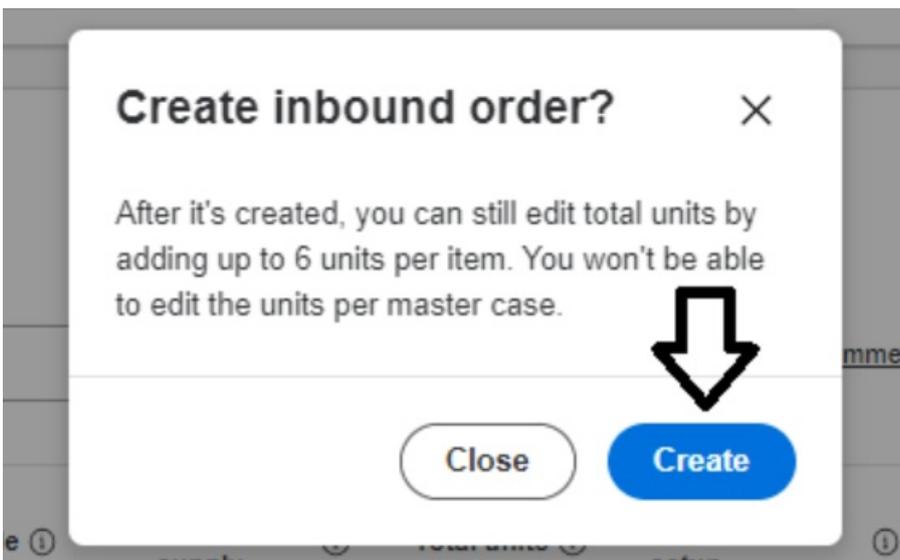
- **Pack & Label** - Indicate whether you want WFS to prepare your items for fulfillment. See charges below.



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.

← [All inbound orders](#) Cancel inbound order

Inbound order ID: PRE-1 6

Shipment 1 of 1 [View summary](#)

Shipment ID: 2 Action required

Carrier: --

Ship to: BNAs | 1015 Hixson Blvd, Lebanon, TN 37090, US

Quantity: 1 items | 110 units

[Set up](#)

Inbound order details

Created: Jul 5, 2023

Total items: 1

Total units: 110

Ship from

P

7 CA 90660,

US

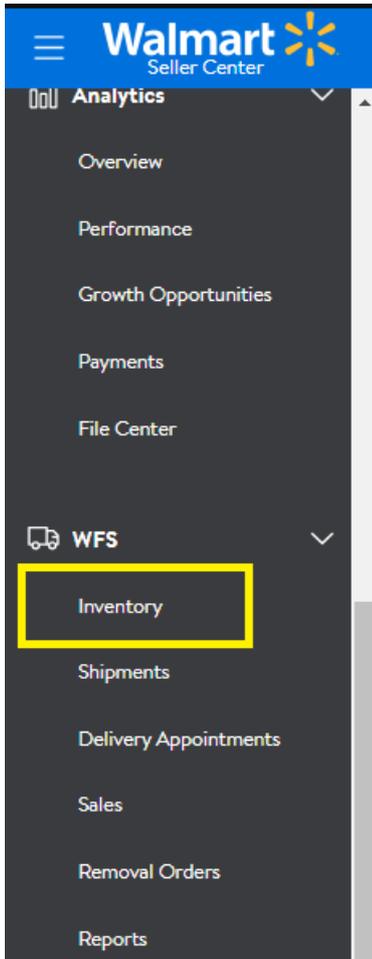
Estimated price

WFS Prep Services: \$49.50

Total: \$49.50

How to Prepare the Shipment

1. Look for "Inventory" under WFS.



2. Click the three dots align to the created inbound order.

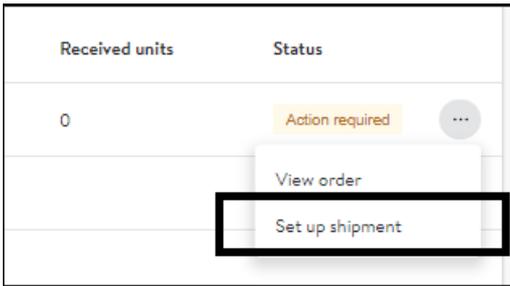
Shipments

Action required ① **1** | In transit ① **0** | Receiving ① **0** | Closed ① **1** | Canceled ① **0**

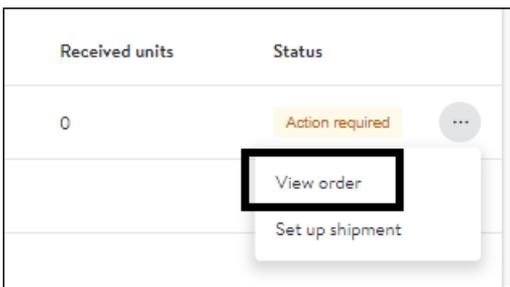
Shipment ID ▾ Search [] Filter [] Configure [] Download []

Inbound order ID	Shipment ID	Date created	Carrier	Ship to	Shipped units	Received units	Status
PRE-1***	316	22	---	BNA1s	110	0	Action required

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



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



← All inbound orders

Inbound order ID: PRE-1

6 Cancel inbound order

Shipment 1 of 1 [View summary](#)

Shipment ID: 2
Carrier: --
Ship to: BNA1s | 1015 Hixson Blvd, Lebanon, TN 37090, US
Quantity: 1 items | 110 units

Action required

Set up

Inbound order details

Created: Jul 5, 2023
Total items: 1
Total units: 110

Ship from

F
7 CA 90660
US

Estimated price

WFS Prep Services: \$49.50
Total: \$49.50

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**.

Shipping details ✕

Item — Shipping — Packing — Confirm

Item details
Review your items for this shipment.

Shipment ID: 27 GDM Total items: 1 No. of master cases: 11 [Download](#)

Item name	SKU	Total units	Master case setup	Units per master case	Pack and label	Action
GTIN: 00 Collapsible Hanging Mes... 5	SG [redacted] eder	110 ✎	Case-packed	10	Total: \$49.50 Standard Label	🖨️ 🗑️

Feedback
Close
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.

Shipping details

Item — Shipping — Packing — Confirm

Shipping details
Tell us how you're sending the shipment.

Carrier options
Choose the Preferred Carrier Program for reduced shipping rates, or use your own carrier.

Carrier* Freight type* ⓘ

WFS preferred carrier

WFS preferred carrier

I'll find a carrier or use my vehicles

Select

ⓘ Required

Carrier options
Choose the Preferred Carrier Program for reduced shipping rates, or use your own carrier.

Carrier* Freight type* ⓘ

WFS preferred carrier

Select

Select

Small parcel

LTL (Less than truckload)

- Provide the Ship From address, click the “Add new address” link.

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

Ship from
We'll return undeliverable shipments to this address.

Address*
Select

[Add new address](#)

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

Add new address ×

We'll return undeliverable shipments to this address.

First name* **Last name***

Address nickname
Nickname for your use only and won't be visible to others

Company name **Phone***

Address line 1*

Address line 2

Country* **State***

City* **Zip code***

6. Click “Next” once the required details are filled out.

Shipping details

Item Shipping Packing Confirm

Shipping details

Tell us how you're sending the shipment.

Carrier options
Choose the Preferred Carrier Program for reduced shipping rates, or use your own carrier.

Carrier* Freight type*

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

Ship from
We'll return undeliverable shipments to this address.

Address* CA

[Add new address](#)

[Feedback](#) [Close](#) [Next](#)



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**”.

Shipping details

Item Shipping Packing Confirm

Packing details

To preview pricing, add a type for every master case with a unique configuration.

Master case details [Upload in bulk](#)

Shipment ID: 22 GDM | Total items: 1 | Total units: 10

For FedEx small parcel, you can ship packages up to 150 lb, 108" in length and 165" in length plus girth. See WFS Preferred Carrier Program for all requirements. [WFS Preferred Carrier Program](#)

Master case type 1

Length (inches)*	Width (inches)*	Height (inches)*	Weight per master case (lb)*	No. of master cases*	Single or mixed SKU*
<input type="text" value="20"/>	<input type="text" value="10.5"/>	<input type="text" value="11"/>	<input type="text" value="11"/>	<input type="text" value="10"/>	<input type="text" value="Single SKU"/>

[Add another master case type](#)

[Calculate price](#)

Walmart preferred carrier
FedEx - Small parcel
1-800-123-4567
hello@fedex.com

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

[Feedback](#) [Close](#) [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**”.

Shipping details

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 19

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

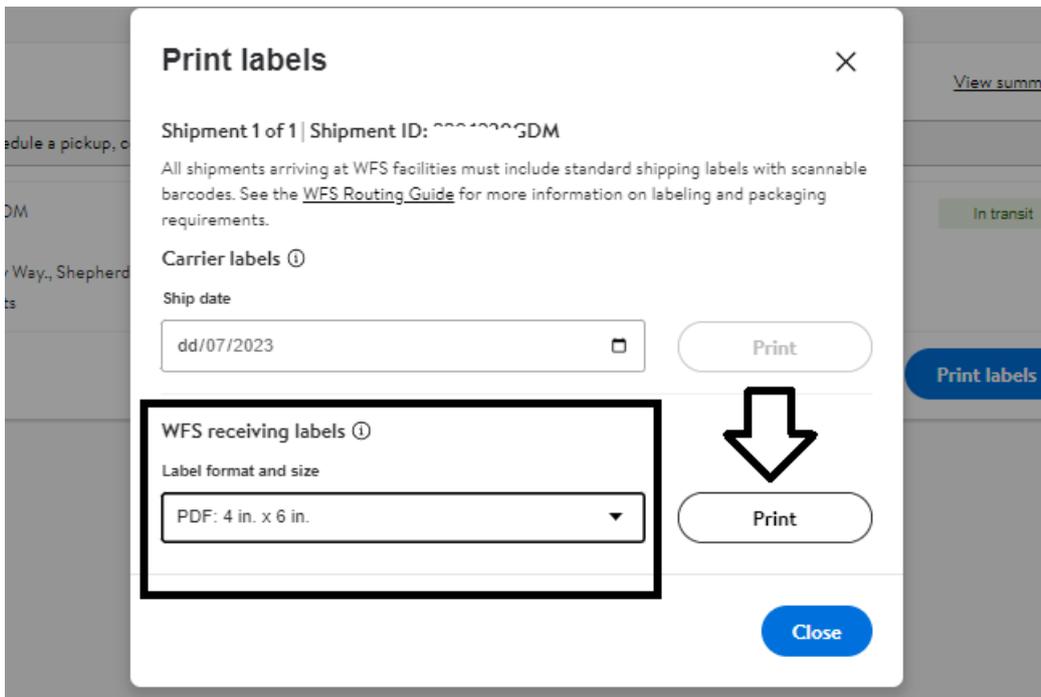
Estimated price

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.

