Walmart SOP: Convert Seller-Fulfilled Items to Walmart-Fulfilled via Template

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Convert Seller-Fulfilled Items to Walmart-Fulfilled via Template

> ℹ️ **Who is this for?:** To convert seller-fulfilled items to Walmart-fulfilled items on the Walmart Marketplace, Walmart specialists or the seller themselves are responsible for making this transition.

> ✅ **Objective:** Converting seller-fulfilled items to Walmart-fulfilled items is a process that involves using Walmart's fulfillment service known as Walmart Fulfillment Services (WFS). The main objective is to help sellers store their products in Walmart's fulfillment centers and have Walmart handle the packaging, shipping, and customer service for those items. This allows sellers to offer customers fast and reliable shipping options and leverage Walmart's brand recognition and customer trust.

Instructions:

1. Log in to Walmart seller central account. Go to https://seller.walmart.com/

2. Go to Items under the Product Catalog. Determine the GTIN or UPC of the item that needs to be converted.

3. Click the Manage Items and select Fulfill items with WFS from the dropdown.

4. For the update method select By GTIN Match, by matching through GTIN, Walmart will populate the spec or template with information that's already in the catalog, input the item GTINs in the box, and click the Match button.

5. Once you select Match, the system will verify the product IDs provided and if there are issues with the entries, you will see an error. Possible issues that will result in an error:

- Submitting items that are in more than 7 categories at once.
- Entering invalid GTINs*.
- Entering more than the 5,000 GTIN limit.

6. It may take time to process your request, depending on the number of items and categories you submitted, click refresh if needed.

7. Once your submitted GTINs are processed, you can now download the GTIN Match file.

8. Open the file and fill our all attributes that are under the required columns Check each sheet and make sure to fill out all the required attributes or information.

9. For Trade Item Configurations sheet, the required attributes are SKU, Country of Origin, Orderable GTIN, Each GTIN, and Dimension (Depth, Width, Height, Weight).

10. Once filled out, save the file, go back to Convert Items to WFS, and upload the file.

11. Click the Activity Feed under Product Catalog to monitor the upload and see if the new listing is successfully processed or if there is an error.

12. If your item does contain a battery or chemical or is considered as hazmat, it will fall in the Items on Hold, and Walmart review process usually takes up to 3 business days. If the item was tagged as prohibited you may need to submit a Safety Data Sheet or contact Partner Support for any necessary documents that needs to submit. Visit https://sellerhelp.walmart.com/s/guide?article=00000905 for more detail about Walmart's Trust and Safety Policies.

13. If no issue with the item, you will see a WFS Eligible tag on your item.