

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

08/29/2024 1:26 pm CDT

Convert Seller-Fulfilled Items to Walmart-Fulfilled via Template



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/>



English

Welcome!

Email or User ID

Password

LOG IN

[Forgot your Password?](#)

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

Monstir
ACTIVE

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Items

Manage Items

Draft: 0 | Processing: 1 | Items with errors: 3 | Published: 219 | Unpublished: 4

SKU Search [Filters] [Configure] [Download]

Item Name	SKU	Price	Inventory	Fulfillment	Status	GTIN	UPC
Age of Sage Forever Roses in a Box for Mom...	4F	'BM \$ 34.99	0	Seller fulfilled	Published	00370301137324	370301137324
Age of Sage Handmade Natural Bar Soap Gift...	Wi	l-4pk \$ 17.99	0	Seller fulfilled	Published	00370301296229	370301296229
Age of Sage Handmade Natural Bar Soap Gift...	Ta	-4pk \$ 17.99	0	Seller fulfilled	Published	00370301296243	370301296243
Age of Sage Handmade Natural Bar Soap Gift...	Di	4pk \$ 17.99	0	Seller fulfilled	Published	00370301296366	370301296366
Age of Sage Handmade Natural Bar Soap Gift...	Ra	l-4pk \$ 17.99	0	Seller fulfilled	Published	00370301296274	370301296274
Age of Sage Handmade Natural Bar Soap Gift...	Wi	M-... \$ 17.99	0	Seller fulfilled	Published	00370301296236	370301296236
Age of Sage Handmade Natural Bar Soap Gift...	Ra	-4pk \$ 17.99	0	Seller fulfilled	Published	00370301296267	370301296267
Age of Sage Handmade Natural Bar Soap Gift...	Mi	sk \$ 17.99	0	Seller fulfilled	Published	00370301296328	370301296328
Age of Sage Handmade Natural Bar Soap Gift...	Po	BM-... \$ 17.99	0	Seller fulfilled	Published	00370301296281	370301296281

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

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ACTIVE

Home
Product Catalog
Items

Items

Manage Items

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Add Items
 Update Items
 Fulfill items with WFS

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.

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Convert Items to WFS

Follow the steps below to convert existing Marketplace items to be fulfilled by Walmart (WFS).

1. Select update method

By GTIN Match
 By Category

2. Match up to 5,000 GTINs across 7 categories. A spec will then be created for you in Step 3 below.

00370301296229,00370301137324

[Match](#)

3. Download, fill out, and upload your spec in below
Last updated 6 minutes ago [Refresh](#)

[DOWNLOAD](#)

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.

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- By GTIN Match
- By Category

2. Match up to 5,000 GTINs across 7 categories. A spec will then be created for you in Step 3 below.

 Thank you for submitting the GTIN numbers.
The document will be processed now. It may take a few minutes. Please check the status of your document below. While you wait you can also match another set of items using GTIN.

3. Download, fill out, and upload your spec in below
Last updated 12 minutes ago  Refresh 

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

3. Download, fill out, and upload your spec in below
Last updated a minute ago 

Multiple	Jul 28, 2023 07:47:52 PM	Processed	
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Viewing 1 - 1 of 1 feeds

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.

SKU	Product Identifiers (productIdentifiers)	Product Name	Brand	Selling Price	Sale Restrictions (stateRestrictions)
Product ID Type	Product ID	Product Name	Brand	Selling Price	Restriction Type
Alphanumeric	Closed List - UPC: GTIN-12, the 12-digit num	Alphanumeric	Alphanumeric	200 characters - 7	Alphanumeric
Wildflower	GTIN	0037030129	Age of Sage Handmade Natural Bar	Age of Sage	17.99

Required for Walmart Fulfillment Services

↓ ↓ ↓

Beauty, Personal Care, & Hygiene | Home Decor, Kitchen, & Other | Trade Item Configurations

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

SKU	Country of Origin (+)	Orderable GTIN	Each GTIN	Depth (in)	Width (in)	Height (in)	Weight (lbs)
W*****3M-4pk		0*****9					
4R*****		003*****24					

Required for Walmart Fulfillment Services

Required for Walmart's Supply Chain (Only Complete Relevant Trade Items)

Trade Item Configurations

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

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By GTIN Match

By Category

2. Match up to 5,000 GTINs across 7 categories. A spec will then be created for you in Step 3 below.

Type or paste multiple rows from a spreadsheet

Match

3. Download, fill out, and upload your spec in below

Least updated 15 minutes ago Refresh

Multiple	Jul 28, 2023 07:47:52 PM	Processed	DOWNLOAD

Viewing 1 - 1 of 1 feeds Show 5 items

Upload the completed spec and view progress in the Activity Feed

Drag & drop spec sheet or click to select 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.

Activity Feed
Progress of added and updated items can be tracked here. You can also review and fix any errors that blocked your progress.

Search [X] Type to select feed type [v] Last updated a few seconds ago [refresh]

FEED ID	FEED TYPE	FULFILLMENT	DATE & TIME	STATUS	SUBMITTED	PROCESSED	PENDING	ERRORS	ERROR REPORT
0C8030B3379343A494561071D8051299...	Item Maintenance	Seller/Walmart Fulfilled	Jul 27, 2023 02:29:11 AM	Processed	1	1	0	-	
88E9AEB9232B47389F3245F48667790C@...	Item Maintenance	Seller/Walmart Fulfilled	Jul 27, 2023 01:04:28 AM	Processed	1	1	0	-	
9A7411CA48CE46058698B7668365E62B...	Item Maintenance	Seller/Walmart Fulfilled	Jul 27, 2023 01:03:19 AM	Processed	1	1	0	-	
89164870D20645D19C35CA4F8184A5AE...	Item Maintenance	Seller/Walmart Fulfilled	Jul 27, 2023 01:01:48 AM	Processed	1	1	0	-	
A74EB81A1A6640E4B1C7F933346D115C...	Item Maintenance	Seller/Walmart Fulfilled	Jul 27, 2023 01:00:38 AM	Processed	1	1	0	-	

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.

Items On Hold
WFS COMPLIANCE TRUST AND SAFETY

These WFS items are on hold until they go through a compliance review. The review process usually takes up to 3 business days. If an item has an "In Review" status for more than 3 business days, please contact Partner Support.

All 0 Prohibited 0 Action Needed 0 In Review 0

Search GTIN [input] Last updated 12 minutes ago [refresh] [upload] [download] [action in bulk]

GTIN	ITEM DETAILS	CATEGORY	DATE SUBMITTED	STATUS

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

Item Name	SKU	Price	Inventory	Fulfillment
Age of Sage Handmade Natural Bar Soap Gift...	W1177... 1111-FBM-...	\$ 17.99	0	Seller fulfilled
Age of Sage Handmade Natural Bar Soap Gift...	W1177... 1111-FBM-...	\$ 17.99	282	Seller fulfilled (WFS Eligible)