# SOP: FBA Purchasing Process

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> ℹ️ Who is this for: Anyone wanting to create PO in SalesForce

> ✅ Objective: Learning to create a PO and Shipment Items in SalesForce

## FBA Purchasing Process

1. Log in to SalesForce.

2. Click on the "B2C Products" tab.

3. Click the dropdown menu and select the "Marisa Brand FBA Need" view.

4. Click "Edit" next to the dropdown.

5. Under "Filter By Additional Fields," type in the supplier that you are needing to look at and click "save."

6. The criteria for reordering is based on the following:

   1. Positive number in the "FBA Units Needed" Column.

      1. Always check how many units are on order and the "CB FBA Qtys" to make sure that the calculations are correct before ordering.

      2. Also check how many units sold in the past 1, 2 and 4 weeks. That will give you a good idea on where we were in the velocity numbers.

      3. If there is a SKU that you are questioning, click the ASIN link to double check the data and check the history of the item.

7. Select the products that need to be ordered based on that criteria.

8. Click "Create FBA Shipment Items."

9. Fill in the quantity needed in units for each SKU and click "Create" at the top.

10. In that same screen, click the tab "FBA Shipment Items."

11. From the dropdown, click "Needs PO."

12. Go back to the original B2C products screen where your products are selected and click "Create Purchase Order."

13. Fill in the "Master Plan."

    1. This will be the month and year the order will be placed in.

14. Fill in the case quantities you want to purchase based on the quantities in the "Needs PO" view.

    1. Double check that the case quantities are correct before finishing the PO.

15. Once everything has a quantity, click "Create PO."

16. Click "View Internal" and print a copy of the PO and download a copy to be emailed to the vendor.

17. Copy the PO number and paste in t column "CB PO No" and change the "CB PO Status" to "Ordered."

18. Email POs to Josh and Matt for approval.

19. Once approved, place the order with the vendor.

20. After placing, go back into SalesForce and change the PO status to "Ordered" and click "Send to SV."