

Catalog SOP: Setting up a New Shipping Template for Seller Fulfilled Prime SKUs

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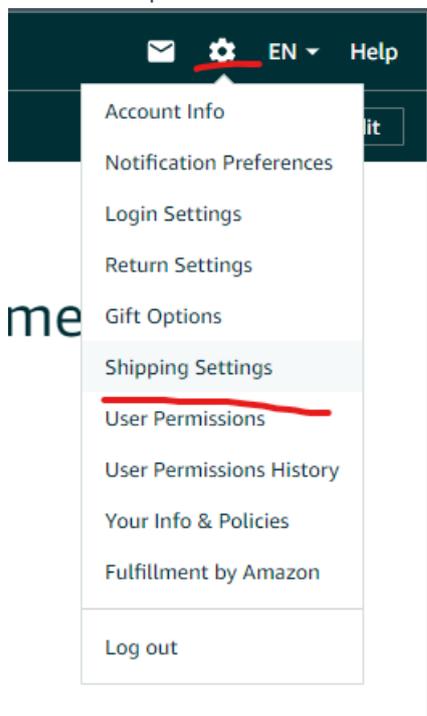
Setting up a New Shipping Template for Seller-Fulfilled Prime SKUs

Who is this for? Anyone who works in the catalog management team, specifically those who are responsible for setting up new shipping templates for Seller Fulfilled Prime SKUs.

Objective: To provide step-by-step instructions on how to set up a new shipping template for Seller Fulfilled Prime SKUs to ensure efficient and accurate shipping to customers.

To create a new shipping template on your Seller Central Dashboard, follow these steps:

1. Go to the "Settings" tab located at the top right-hand side of your dashboard and select "Shipping Settings" from the dropdown menu.



2. Click "Create New Shipping Template" or choose a template from the dropdown menu. If it's your first time creating a shipping template, select "Create a New Shipping Template" and click "Ok".

Note: If your Merchant Fulfilled SKU weighs less than 16oz, select Template A. If it weighs more than 16oz, select Template B. Keep in mind that the templates were designed for packages that are no more than 12 inches in any direction and weigh less than 70 lbs.

- Enter the relevant information for each section, including the Shipping Template Name (we recommend "Prime" or "Seller Fulfilled Prime"), Rate Model, Shipping Region Automation, Prime Settings, and Shipping Options, Regions, and Rates.

Shipping Template Name: Approved to use

Rate Model:
 Per Item / Weight-Based
 Shipping rates are per item or per pound plus a fixed per shipment charge.
 Price Banded
 Shipping rates are determined by the total amount of the order.

NEW Shipping Setting Automation [Learn more](#) Shipping address Preferred carriers **USPS** [Edit information](#)

Shipping Options, Regions and Rates: [Learn more](#)

Domestic Shipping

Free Economy

REQUIREMENTS Shipping to all states and street addresses in the continental U.S. (excluding Hawaii, Alaska, and U.S. protectorates) is required.

Regions	Address Type	Transit Time <small>excluding handling time</small>	Price Bands	Shipping Price	Action
Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, New York, Pennsylvania, District of Columbia, New Jersey, North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Wisconsin, Illinois, Missouri, Indiana, Ohio, Michigan, Oklahoma, Texas, West Virginia, Virginia, Delaware, Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, Florida, Louisiana, Arkansas, Maryland, Arizona, Montana, Idaho, Wyoming, Colorado, Utah, Nevada, California, Oregon, Washington, New Mexico	Edit <input type="checkbox"/> Street <input checked="" type="checkbox"/> PO Box	3 - 5 Days	Free shipping		Delete

[+ Add new shipping rule](#)

- Customize your shipping rates, transit times, and address types for Standard Shipping, Expedited Shipping, Two-Day Delivery, and One-Day Shipping, and add regions or states to the rule if needed. You can also set International Shipping Options.

Standard Shipping

REQUIREMENTS Shipping to all states in the continental U.S. (excluding Hawaii, Alaska, and U.S. protectorates) for the same shipping fee is required.

Regions	Address Type	Transit Time <small>excluding handling time</small>	Price Bands	Shipping Price	Action
USPS First-Class Mail®; USPS Priority Mail® North East(Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, New York, Pennsylvania, District of Columbia, New Jersey), Midwest(North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Wisconsin, Illinois, Missouri, Indiana, Ohio, Michigan), South(Oklahoma, Texas, West Virginia, Virginia, Delaware, Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, Florida, Louisiana, Arkansas, Maryland), West(Arizona, Montana, Idaho, Wyoming, Colorado, Utah, Nevada, California, Oregon, Washington, New Mexico)	<input type="checkbox"/> Street <input checked="" type="checkbox"/> PO Box	Managed by Amazon	\$ 0.00 to \$ 40.00	\$ 0.00	
			\$ 40.01 to \$ above x	\$ 8.00	

[+ Add new shipping rule](#)

Expedited Shipping

Two-Day Delivery Order by 2:00 p.m. [Learn more](#)

One-Day Delivery Order by 2:00 p.m. [Learn more](#)

International Shipping [Check Export Eligible Offers in Inventory reports](#) = [MFN Export Eligibility report](#). [Click to Learn More](#)

Standard Shipping

Expedited Shipping

- Click the "Save" button at the bottom of the page to create and save your new shipping template.

Learning Video :