

# Catalog SOP: Create Inbound or Outbound Order in FlowSpace (3PL Shipment)

10/11/2024 12:18 pm CDT



**Who is this for?** Intended for individuals who are involved in or responsible for managing the shipment process



**Objective:** To help us learn how to create inbound and outbound orders in FlowSpace, which is a third-party logistics (3PL) platform used for managing shipments.

**Inbound orders** inform the warehouse that your products are in transit to be received. To create inbound order, click **Inbound** → **Create Inbound Order**

ARRIVAL	ORDER / PO	CUSTOMER	STATUS	FROM	TO	RECEIVED	PALLETS
06/23/2022	PO		Received		Powered by Fulfillment, Inc. MARCH ARB, CA	06/28/2022 at 8:22pm	16 pallets received
06/09/2022	PO		Received	Am	Powered by Fulfillment, Inc. MARCH ARB, CA	06/09/2022 at 7:30pm	39 pallets received
05/26/2022	O-5 PO: INC... RECON		Received		Powered by Fulfillment, Inc. MARCH ARB, CA	06/15/2022 at 6:50pm	10 pallets received

**Step 1: Order Details** - In the first step, you will need to enter basic information about your inbound order, including the:

- PO Number:
- From Address:
- To warehouse:
- Open Ended Order?: NO (This is for removing items from FBA)

Once completed, click **Continue** to proceed.

**Create Inbound Order**

1. Order Details | 2. Line Items | 3. Transportation Details

**Order Details**  
Let's start with some basic information about your inbound order.

**PO Number \***  
The purchase order or transfer order number of the order.

**From Address \***  
The address that this order is shipping from.

**To Warehouse \***  
The warehouse your order is shipping to.

**Open Ended Order?**  
Can the warehouse receive this order multiple times?

Powered by

Custom ID  
Any other identifier you want to use for this order.

Optional

**Continue** →

**Step 2: Line Items** - enter the line items for the products that will be coming into the warehouse. Then click **Continue** to proceed.

- **SKU and Description:** Select the products to send.

- **Quantity:** (How many eaches/cases to send)

**Note: EACHES** - This means the number of units to send. | **CASES** - This means the number of boxes to send.

< Inbound Orders

**Create Inbound Order**

1. Order Details | 2. Line Items | 3. Transportation Details

**Line Items**  
List the SKU, quantity, lot number, and unit of measure for all products on this order. Use the **Add Item** button to add another SKU.

SKU and Description	Quantity	Lot Number
WINF 40 ☑ %	21 Cases	

+ Add Item -

← Back

**Continue** →

**Step 3: Transportation Details** - you will enter the transportation details for this order. This informs the warehouse on how it will be arriving and contains details such as:

- **Product Arrives:** Palletized

- **Total Pallets | Total Weight:** You can get these details from the seller

- **Pallet Dimension:** You can get these details from the seller

**Carrier Details\***

- **Will FlowSpace book the transportation?:** NO

- **Carrier:** TBD (to be discussed)

- **Arrival at the warehouse:** (Allow 2 business days in FlowSpace)

Click **Continue** to proceed.

**Step 4: Confirm Order Details** - the last step is the order summary, which allows you to verify that all details are correct before the order is created.

The screenshot shows the 'Create Inbound Order' form with the following fields and annotations:

- Temperature Details:** A red box highlights the 'Temperature Details' tab.
- Product Arrives:** A red arrow points to the 'Product Arrives' dropdown menu.
- Total Pallets:** A red arrow points to the 'Total Pallets' input field.
- Total Weight:** A red arrow points to the 'Total Weight' input field.
- Carrier:** A red arrow points to the 'Carrier' dropdown menu.
- Arrival at Warehouse:** A red arrow points to the 'Arrival at Warehouse' input field.
- Continue Details:** A green box highlights the 'Continue Details' button.
- Back:** A red arrow points to the 'Back' button.
- Continue:** A red arrow points to the 'Continue' button.

**Step 5. Click Create Inbound Order** to finish creating the inbound order.

The 'Confirm Order Details' screen displays the following information:

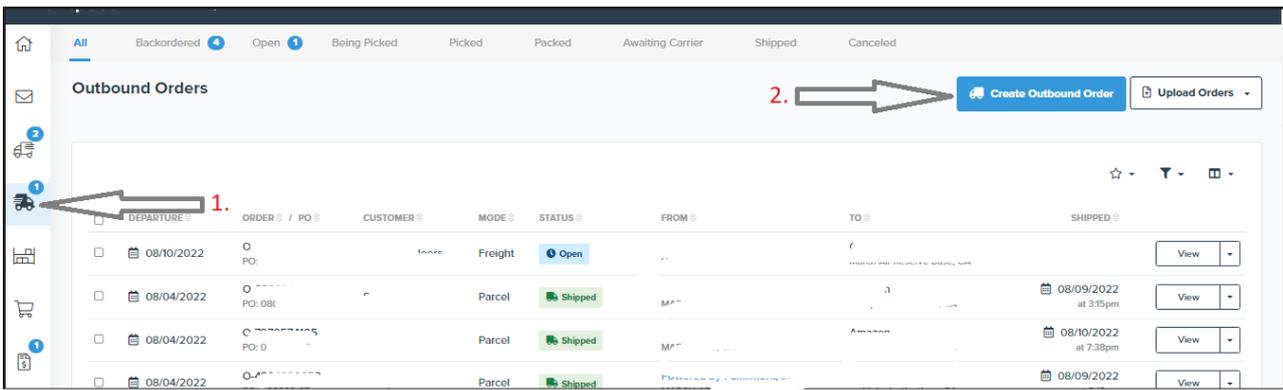
- PO:** 11
- To Warehouse:** A
- From:** nut
- Product Arrives:** palletized
- Total Pallets:** 44
- Total Weight:** not given
- Arrival at Warehouse:** July, 21st, 2022
- Flowspace Handles Transport?:** No
- Carrier:** TBD
- Open Ended:** No

SKU	DESCRIPTION	QUANTITY	LOT NUMBER
W.	Wine 1...	21 cases	

Buttons: **Go Back** and **Create Inbound Order**

## CREATE OUTBOUND ORDER IN FLOWSPACE

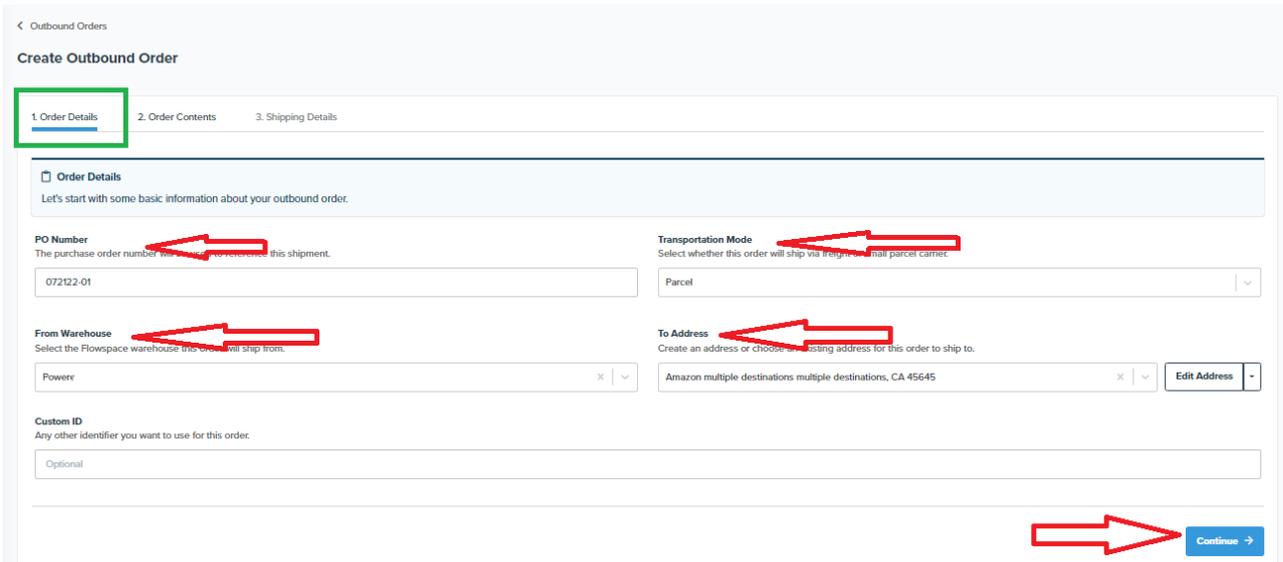
**Outbound orders** should be created if the product is being transported out of the warehouse. To create an outbound order, click **Outbound** → **Create Outbound Order**



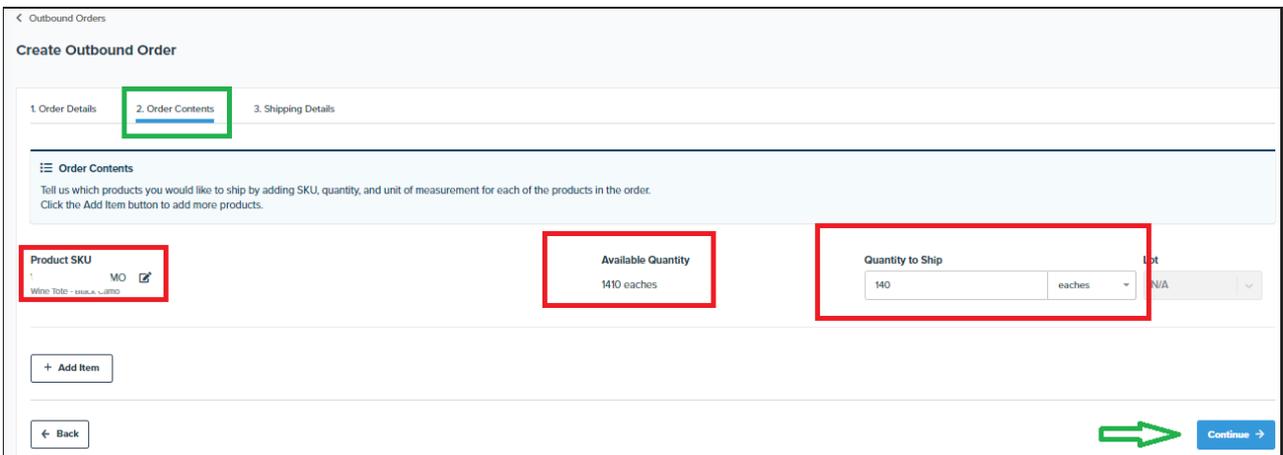
**Step 1: Order Details** - enter basic information about your outbound order, including the:

- PO Number:
- Transportation Mode: *Parcel*
- From Warehouse:
- To Address: *Amazon multiple destinations, CA 45645*

Once completed, click **Continue** to proceed.



**Step 2: Order Contents** - you will enter the order contents for the products that will be leaving the warehouse. Provide the **Product SKU** and the **Quantity to Ship**



Before clicking the **CONTINUE** button, create a shipment in **SELLER CENTRAL** for those ASINs listed in the outbound order. Allow 3 business days for the ship date of your shipment. See SOP for [How to Create FBA Shipment](#)

Print the **BOX LABELS** after shipment creation, then you can click **CONTINUE** in Flowspace.

**Step 3: Shipping Details** - enter the transportation details for this order. This informs the warehouse on how it should be departing and contains details such as:

- **Will Flowspace produce a shipping label?:** No, I will provide my own shipping label.

- **Preferred Departure Date:** Allow 2 business days in Flowspace preferred departure date but on seller central make sure to allow 3 business days ship date.

The screenshot shows the 'Create Outbound Order' interface. At the top, there are three tabs: '1. Order Details', '2. Order Contents', and '3. Shipping Details', with the third tab selected and highlighted by a green box. Below the tabs is the 'Transportation Details' section, also highlighted by a green box. It contains two fields: 'Will Flowspace produce a shipping label?' with a dropdown menu set to 'No, I will provide my own shipping label' (highlighted by a red box), and 'Preferred Departure Date' with a date input field set to '07/22/2022' (highlighted by a red box). At the bottom right, there is a blue 'Continue' button with a green arrow pointing to it, and a 'Back' button on the left.

Once all details have been added, click **Continue** to proceed.

**Step 4: Confirm Order Details** - the last step is the order summary, which allows you to verify that all details are correct before the order is created.

**Step 5:** Click **Create Outbound Order** to finish creating the outbound order

## Confirm Order Details

<b>PO Number:</b>	a	<b>Departure Date:</b>	08/15/2022
<b>From Warehouse:</b>		<b>FlowSpace Shipping Label:</b>	Yes
<b>Destination:</b>	Amazon r m	<b>Signature Required:</b>	None
	15	<b>Saturday Delivery:</b>	No
<b>Transportation Mode:</b>	Parcel	<b>Service Level:</b>	Lowest Price

SKU	DESCRIPTION	QUANTITY
		1 each

Go Back

Create Order

After clicking the Create Order button, click **DISCUSSION**. Attach the **BOX LABELS** you downloaded in seller central in the **ADD ATTACHMENT** section.

Provide the FlowSpace SKU and the shipment id in the message box and **Send**.

**SAMPLE:** SKU: H8-BBB-0000- Shipment ID: FBA000723HS

0-7467 PC Order Actions

Order Details **Discussion**

You're Talking with the Warehouse  
These messages are between you and the warehouse. If you need help from a FlowSpace representative, [create a ticket](#).

SKU: H8 | Shipment ID: FBA000723HS | **Send**

**Shipment Information**  
Mode: Parcel  
Required Ship Date: 08/15/2022  
Label: Provided by customer

**Documents**  
Packing Slips

**Attachments**  
Package-BoxSecurity.pdf  
Uploaded by Christopher G. **Add Attachment**

**Recipient**  
multiple destinations  
23...

**Timeline**  
CREATED: 08/15/2022 12:47pm EDT