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**

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.

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.

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.*

Step 5. Click **Create Inbound Order** to finish creating the 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**
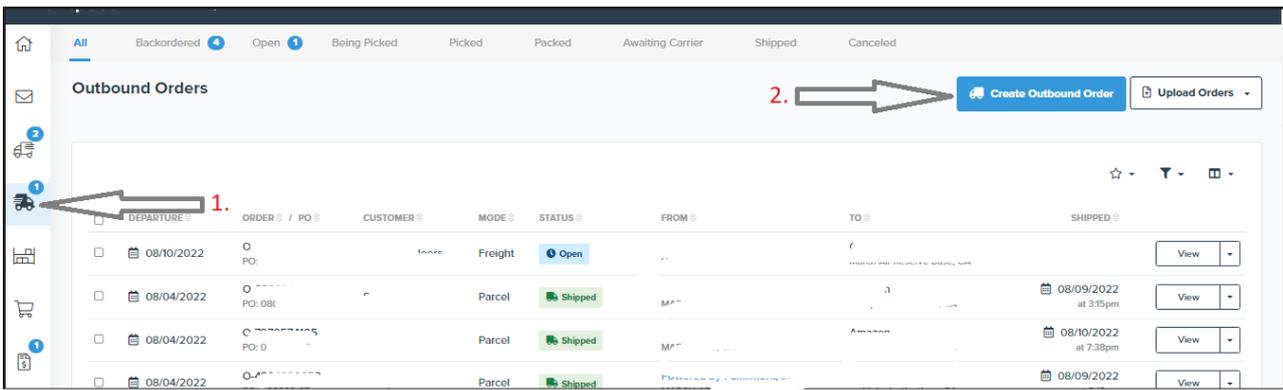
Step 1: Order Details - *enter basic information about your outbound order, including the:*

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

Once completed, click **Continue** to proceed.
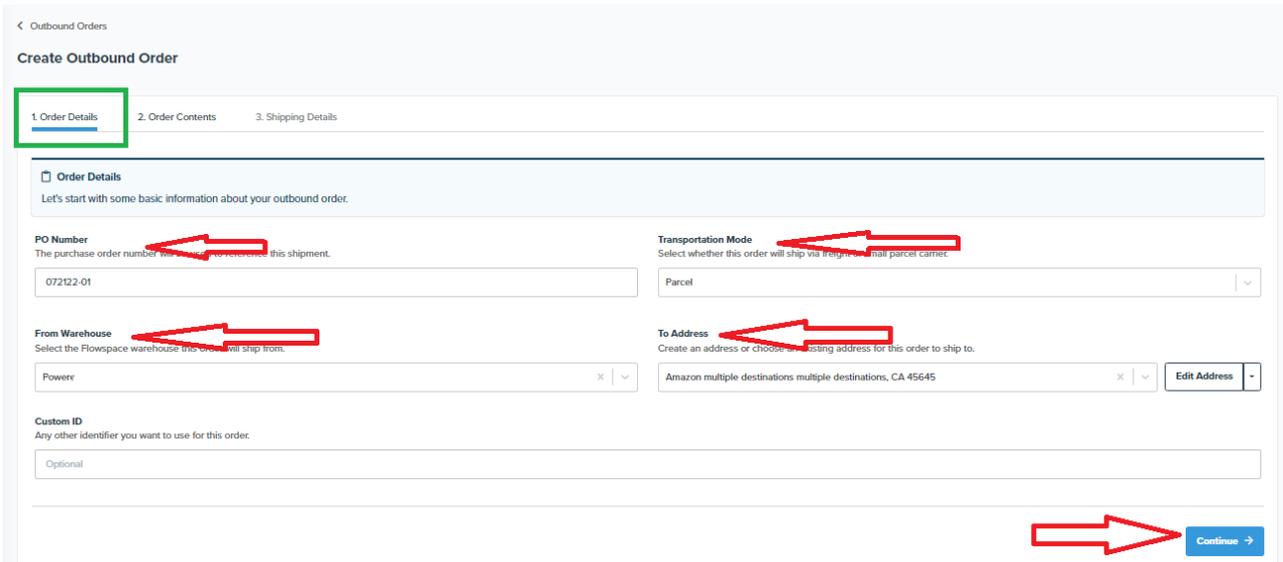
Step 2: Order Contents - *you will enter the order contents for the products that will be leaving the warehouse.*Provide the **Product SKU** and the **Quantity to Ship**
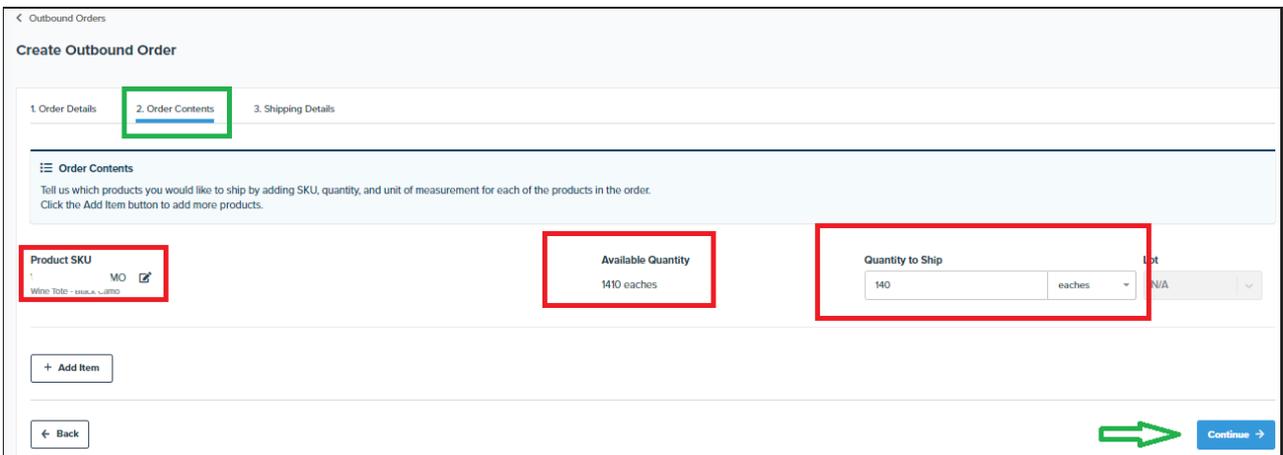
Before clicking the **CONTINUE** button, create a shipment in **SELLER CENTRAL** for those ASINs listed in the outbound order. Allow 3 business days for the ship date of your shipment. See SOP for **How to Create FBA Shipment**

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.*

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

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