Logistics SOP: AAA Cooper Freight for FBA Shipments

10/11/2024 1:00 pm CDT

> **i** Who is this for: Logistics

> **✓** Objective: When we can't use Amazon's freight and pallets are less than 6 pallets

Open Seller Central and Click into "Manage FBA Shipments" from the Inventory tab.

1. Find the shipment needing shipped by clicking the Show option "Working" and click into the shipment by clicking the shipment name.

2. Under "Shipping service," Select "Other Carrier."

3. Scroll down the page and click "Confirm" for the box content.

4. Scroll down and look for 4. Shipping Labels.

5. Enter the number of pallets in the box to the left of "x 4 = 4 Labels."

6. Select today's date and click Print Pallet Labels. You will need to load label paper in the printer that has 6 labels per sheet.

7. Click "Complete Shipment" at the bottom left of the page.

8. In a web browser go to aaacooper.com/Default.aspx and choose LogOn.   Username is sean@charliebean.com and password is cBeandtk042016.

9. Click on Workspace. Choose top right selection for Rate Estimate. Make sure the account 000954741 – Charlie Bean is selected.

10. If it is after lunch, change the pickup date to the next business day.

11. Select that the customer account is the shipper.

12. Shipment terms are prepaid.

13. Fill in origin and destination zip codes.

14. Choose class and weight for each pallet. AAA Cooper freight class calculator wasn't helpful. You can use fedex.com/en-us/shipping/freight/class-calculator.html

15. Under accessoral choose Notify Charge for Amazon deliveries.

16. At the bottom click Get Rate then Finalize Estimate on the next page.

17. Use Snipit to make an image of the rate quote and print the image.

18. Next select Create Bill of Lading

19. Go to Step 2 >>

20. Enter the Cosignee/Destination information

21. Enter information for Freight Bill Charges with Charlie Bean information.

22. Go to Step 3 >>

23. For each line choose 1 for the amount and change the container type to pallet.

24. Enter description for the contents of each pallet, such as Food Product.

25. Under Freight Related Comment/Shipping for Pickup Instructions enter the Amazon Reference ID for the shipment.

26. Make sure Notify Charge is still selected.

27. For the BOL number enter the Amazon ID that starts with FBA16.

28. For the PO # enter the Amazon Reference ID.

29. Select Generate PRO # for the BOL.

30. Now Finalize Bill of Lading

31. Print the BOL by clicking the printer icon under Print BOL. Make two copies.

32. Also print labels by clicking the printer icon under Print Label. You will have to click Create Label PDF. Then click the words below that button. They don't show as their own button but you click on them to actually print the label

33. Check the box next to the BOL you created then Request Pickup for Selected BOLs.

34. Change the close time to 16:00 (4:00 pm)

35. If it's after lunch change the pickup date to the next business day. If you do this you will have to change the opening time to 8:00 am.

36. Click Request Pickup.

37. If you missed entering the Amazon reference number be sure to write it on the BOLs. AAA will need this number to deliver to the Amazon centers.

38. In Seller Central enter the tacking number from AAA and save. Also click "Mark as Shipped" since Amazon won't automatically update this.

39. Enter information on the Weekly Shipment Total Excel file. Dropbox (Charlie Bean) > Shipping > Weekly Shipment Total

40. Enter information on the FedEx Freight Invoices Excel file. Dropbox (Charlie Bean) > Shipping > FedEx

41. AAA's BOL number is on the top right of the printed BOL. Their PRO number is on the left.

42. Remove inventory for the shipment using Audit in SkuVault. Then place the shipment manifest in the file box.

43. In Salesforce open a tab for FBA Shipments. For the view select "Sean" and click "Go!." Find the shipment and change CB Inventory Status from "Working" to "Removed."